# KETCHIKAN GATEWAY BOROUGH

**Regular Assembly Meeting** **AGENDA** **JULY 17, 2023, 5:30 p.m.**

Assembly Chambers, 1900 First Avenue, Suite 144

A COMPLETE AGENDA PACKET IS AVAILABLE AT THE BOROUGH CLERK'S OFFICE AND ON THE BOROUGH WEBSITE.
THE MEETING IS TELEVISED ON THE KPU LOCAL CHANNEL. LIVE WEBSTREAM IS AVAILABLE ON THE BOROUGH WEBSITE AT http://www.kgbak.us

1. **Call to Order - Pledge of Allegiance - Roll Call**

2. **Ceremonial Matters -** *Presentations, Proclamations, Awards, Guest Introductions*

   a. Proclamation Recognizing Richard Harney for 15 Years of Service to the Borough

3. **Citizen Comments -** *Comments on any topic other than scheduled public hearings.*

4. **Scheduled Informational Reports and/or Presentations -** *Reports on construction progress, financial status, presentations of budgets, audits, and reports or planning documents and related items.*

   a. Board of Education Report

5. **Public Hearings -** *Procedure: Citizens will sign up on a sheet and testify in the order that they sign up. Citizens may present arguments in favor or in opposition; staff report may be provided; after the close of the public portion of the hearing, the assembly will deliberate and render a decision on the matter at hand.*

   a. Ordinance 2021 Amending KGBC 8.15.040 Community Solid Waste Disposal Fee

   b. Ordinance 2022 Amending the KGBC Code by Repealing and Replacing KGBC Title 18, Planning and Zoning, and Amending Other Code Titles to Conform with the New Title 18

6. **Acceptance of Claims**

   a. Presentation of Claims for Checks #58581 through #58661, Electronic Transfers #308489 through #308552, ACH Transfers and Bank Debits #9007205 through #9007236, and KGBSD LEF ACH Transfers and Bank Debits #700028 through #700044 for the Period of 6/12/23 through 7/7/2023, for Assembly Review and Acceptance

7. **Consent Calendar -** *Matters listed under the consent calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion on these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the Mayor or an Assembly Member requests discussion, that item will be removed from the consent calendar and will be considered under Unfinished Business.*

   a. Approval of Minutes - June 19*, 2023, Regular Assembly Meeting*

   b. Resolution 3017 Establishing a Sales Tax Holiday on October 7, 2023

   c. Resolution 3020 Authorizing the Disposal of a Hitachi 52-254 Excavator and a 1998 Chevrolet Flatbed Pickup Truck through a Competitive Bid Process

   d. Healthy & Equitable Communities Grant Award to SeaLevel Project in the Amount of $90,759

   e. Award of Contract for Housing Market Analysis to Points Consulting, LLC. in the Amount of $76,170

   f. Award of Contract to Dawson Construction, Inc. for 2023 Walker Field Improvements in the Amount of $2,265,958

   g. Amendment to Contract with BDO USA, LLP to Perform Additional Financial Services for FY 2022 in the Amount of $38,795

   h. Assembly Review of New Destination Resort Liquor License Application for Cape Fox Lodge LLC, dba The Whistle Stop, Located at 7139 North Tongass Highway - License No. 6125

   i. Assembly Review of Transfer of Ownership Liquor License Application for Cape Fox Tours, Located at 13194 South Tongass Highway - License No. 713

   j. Cape Fox Corporation Letter of Support for the Conveyance of Alternate Alaska Native Claims Settlement Act  Entitlement Lands

   k. Rescheduling the Second Assembly Meeting in September from September 18 to September 25

8. **Unfinished Business**

   a. Transferred Consent Calendar

   b. Motion to Authorize the Transfer of $1 Million from the General Fund into the Local Education Fund in Accordance with KGBC 4.65.020 - *Postponed on May 15, 2023*

9. **New Business**

a. Resolution 3019, Adopting the Ketchikan Tourism Strategy and Direction to Begin Implementation

b. Motion to Excuse Assembly Member EchoHawk from In-Person Attendance at Three Consecutive Assembly Meetings

10. **Reports of Committees, Executive, Administrators**

a. Manager's Report

b. Mayor's Report

c. Committee Reports

11. **Assembly Members' Comments**

12. **Executive Session -** *Procedure: Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.*

13. **Adjournment -** *The meeting must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority of the assembly members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all assembly members present. If the meeting is not adjourned or extended prior to 10:00 p.m., or such extended time as has been set, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day.*

**Assembly - Regular** **2. a.**
**Meeting Date:** 07/17/2023
**Submitted By:** Kacie Paxton
**Department:** Clerk

**Information**

**TITLE**

Proclamation Recognizing Richard Harney for 15 Years of Service to the Borough

**RECOMMENDED ACTION**

**SUMMARY OF ISSUE**

Mayor Dial will present the proclamation to Richard Harney, Planning Director, thanking him for 15 years of service with the Borough and wishing him well as he takes on a new role in the community.

**Attachments**

Proclamation - Richard Harney

# KETCHIKAN GATEWAY BOROUGH

# PROCLAMATION RECOGNIZING RICHARD HARNEY

**WHEREAS,** Richard Harney began his career at the Borough on July 21, 2008, as the Assistant Planner, moved into the Associate Planner position in 2009, the Principal Planner role in 2013, and became the Planning Director on June 6, 2018; and

**WHEREAS,** Richard administered the key functions of planning and zoning for the community of Ketchikan through administration of the Borough Zoning Code, serving as the Platting Official, and managing cases for subdivisions and rezones; and

**WHEREAS,** often his duties as zoning administrator caused him to serve as referee between neighbors or to seek a solution to longstanding neighborhood feuds; and

**WHEREAS,** throughout the past 15 years, Richard contributed to multiple planning studies that provided valuable information for Borough decision-makers and our residents, including the parking study, the Housing Market Analysis and Community Housing Assessment Project (CHAP), and most recently, the Ketchikan Tourism Strategy; and

**WHEREAS,** he has been instrumental in facilitating work on neighborhood projects including the Hopkins Alley Revitalization Project, Herring Cove Management Plan, Narrows Lane Realignment, and the Clam Cove Neighborhood Plan, and

**WHEREAS,** during his tenure, Richard provided a key role in the establishment of Borough parks: the acquisition and designation of the skate park, the designation of South Point Higgins Beach as a recreation area, and the restoration of the Monroe Street Tot Lot; and

**WHEREAS,** he provided oversight for Borough land sales and trades, and managed the completion of the entitlement land surveys for South Saxman, Blank Inlet, and First Waterfall; and

**WHEREAS,** Richard became a Certified Floodplain Manager and proposed

critical changes to the Federal Emergency Management Agency (FEMA) flood risk map for Ketchikan, resulting in maps for Ketchikan that are more accurate and which provide savings on flood insurance premiums; and

**WHEREAS,** Richard was able to successfully secure reconsideration by the Army Corps of Engineers (ACOE) of the Borough's wetland mitigation bank effort; and

**WHEREAS,** his work as a community planner was challenging and his advocacy for the community meant that he was not always popular with the folks at State and National agencies such as FEMA and the ACOE, but his advocacy work in service to his community is to be commended; and

**WHEREAS,** Richard has actively participated in many community outreach forums through presentations to the Chamber of Commerce, collaboration with the Ketchikan Visitors Bureau, and mentoring opportunities with the School District through presentations to high school and grade school students; and

**WHEREAS,** he has a passion for the betterment of Ketchikan which is evident in his economic development focus through participation in Southeast Conference, initiation of the Ketchikan Tourism Strategy, and the revamping of the Borough Tidelands Lease Program; and

**WHEREAS,** Richard brought energy, creativity, and vision to the Planning Department that enabled his team to accomplish their projects and goals, and set new ones; and

**WHEREAS,** he will be missed by his colleagues at the Borough as he moves on to a new position in the community.

**NOW THEREFORE,** I, Rodney Dial, Mayor of the Ketchikan Gateway Borough, together with the Borough Manager and staff, thank Richard Harney for his 15 years of service and wish him the very best in his future endeavors as he continues to serve the community of Ketchikan.

Signed and sealed on behalf of the Ketchikan Gateway Borough this 17th day of July, 2023.

_____

Rodney Dial, Mayor

**Assembly - Regular** **5. a.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Glenn Brown, Borough Attorney

**Department:** Law

**Approved for Submittal:** Charlanne Thomas, Finance Director
Ruben Duran, Manager

**Approved as to form:** Glenn Brown, Borough Attorney

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**Information**

**TITLE**

Ordinance 2021 Amending KGBC 8.15.040 Community Solid Waste Disposal Fee

**RECOMMENDED ACTION**

"I move to adopt Ordinance 2021 Amending KGBC 08.15.040 Community Solid Waste Disposal Fee."

**SUMMARY OF ISSUE**

The Assembly considered Ordinance 2021 at its meeting on June 19, 2023, and set it for a public hearing on July 17. The public hearing will be conducted in the following format:

1. Brief Staff Presentation - A brief synopsis of the proposed issue being considered in the hearing, along with any updates of the issue, will be provided by Attorney Brown.

2. Public Testimony - Citizens who signed up to speak, and additional audience members, may speak to the issue being considered.

3. Brief Staff Summary - Staff can address Assembly questions or questions which may arise during the public testimony portion of the hearing.

On April 6, 2023, the Ketchikan City Council adopted Resolution 23-2875 approving an updated solid waste collection fee schedule pursuant to KMC §7.16.072(a). City of Ketchikan staff reported that pursuant to the contract with Regional Disposal Company (RDC), disposal rates have increased by 8.21%, and Alaska Marine Lines has increased rates by 12.84%, plus a 26.69% fuel surcharge over the two-year span of 2022 and 2023, increases in contracts which constitute approximately 55% of the City's Solid Waste Disposal Budget.

On May 25, 2023, the City provided written notice to the Borough of its intent to increase the areawide solid waste fee, effective September 1, 2023, from $20.50 per month to $22.45 per month pursuant to the City's agreement with the Borough dated February 6, 2015, and subsequently amended October 9, 2015 and on November 25, 2020. The orginal agreement and subsequent amendments are attached. The proposed rate increase represents a 9.51% increase since November, 2020, during which time the Bureau of Labor Statistics reports a compounded nationwide inflation

rate of 17.21%.

In accordance with the City-KGB agreement, the notice provided to the Borough necessitates amendment of Borough Code to reflect the increased fees to nonareawide properties. The solid waste fee will continue to be collected as part of the regular KPU electric bills.

**Fiscal Impact**

**Attachments**

Ordinance 2021
2015 COK-KGB Solid Waste Fee Agreement
Amendment No. 1 (2015)
Amendment No. 2 (2020)

# KETCHIKAN GATEWAY BOROUGH

# ORDINANCE NO. 2021

**An Ordinance of the Assembly of the Ketchikan Gateway Borough Amending KGBC 8.15.040 by Increasing the Nonareawide Community Solid Waste Disposal Fee**

## RECITALS

**A.** **WHEREAS**, on April 6, 2023, the Ketchikan City Council adopted Resolution 23-2875 approving an updated solid waste collection fee schedule pursuant to Ketchikan Municipal Code §7.16.072(a); and

**B.** **WHEREAS**, City of Ketchikan staff has reported that pursuant to the City's contract with Regional Disposal Company (RDC), disposal rates have increased by 8.21%, and Alaska Marine Lines (AML) has increased rates by 12.84%, plus a 26.69% fuel surcharge over the two-year span of 2022 and 2023; and

**C.** **WHEREAS**, the contracted costs with RDC and AML represent approximately 55% of the City's Solid Waste Disposal Budget; and

**D.** **WHEREAS**, the City has provided written notice to the Borough of its intent to increase the areawide solid waste fee, effective September 1, 2023, from $20.50 per month to $22.45 per month pursuant to the City's agreement with the Borough dated February 6, 2015, and subsequently amended October 9, 2015 and on November 25, 2020;

**E.** **WHEREAS**, the notice provided necessitates amendment of Borough Code to reflect the increased fees applicable to nonareawide properties.

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH;** as **follows:**

**Section 1.** That KGBC 8.15.040 (Community Solid Waste Disposal Fee) is hereby amended to read as follows:

8.15.040 Community Solid Waste Disposal Fee

(a) All owners or occupants of residential dwelling units shall pay a community solid waste disposal fee of [$20.50] **$22.45** per month which shall be billed and collected through an agreement with the city of Ketchikan for disposal of solid waste and collection of a nonareawide solid waste disposal fee. The community solid waste disposal fee shall be charged to all residential dwelling units located within the area of the borough outside cities and within the roaded area including Pennock Island and Gravina Island, regardless

of the amount of solid waste, if any, generated by any particular residence, in order to protect the public health, safety and welfare and to enhance the environment of the people of the Ketchikan Gateway Borough. Suspension of the community solid waste disposal fee will not be permitted for absences or vacancies.

**Section 2.** Effective Date. This ordinance is effective September 1, 2023.

ADOPTED this ____ day of _____, 2023.

_____
Rodney Dial, Borough Mayor

*ATTEST:*

_____
Kacie Paxton, Borough Clerk

*APPROVED AS TO FORM*:

_____
Glenn Brown, Borough Attorney

**AGREEMENT**

**BETWEEN**

**THE CITY OF KETCHIKAN**
**AND**

**THE KETCHIKAN GATEWAY BOROUGH**
**FOR**

**DISPOSAL OF SOLID WASTE AND COLLECTION OF A**

**NON-AREAWIDE COMMUNITY SOLID WASTE DISPOSAL FEE**

**THIS AGREEMENT** made and entered into this 6th day of February, 2015, by and between **THE CITY OF KETCHIKAN, ALASKA**, a first class, home rule, chartered municipality, 334 Front Street, Ketchikan, Alaska 99901 (hereinafter referred to as "City"), and **THE KETCHIKAN GATEWAY BOROUGH**, a general law municipality and a borough of the second class, 1900 First Avenue, Ketchikan, Alaska 99901 (hereinafter referred to as "Borough").

## RECITALS

**WHEREAS**, the City and Borough hereby declare that regulating the storage, collection and disposal of solid waste for all residences and businesses whether they generated solid waste or not is necessary in order to protect the public health, safety and welfare, to enhance the environment of the people of the City and the Borough and so that such benefits provided by the curtailment of improper solid waste disposal will accrue to all citizens of the City and the Borough; and

**WHEREAS**, the City and the Borough have the statutory authority to impose a solid waste disposal fee; and

**WHEREAS**, in order to address the problem of improper solid waste disposal, the Borough has established a community solid waste disposal fee in KGBC 8.15.040 on all residential dwelling units located along the roaded portion of the Borough outside the City's and Saxman's limits and Pennock Island and Gravina Island which must be paid by all owners and occupants of such dwellings; and

**WHEREAS**, the City has imposed a similar community solid waste disposal fee on residential dwelling units within the City limits; and

**WHEREAS**, the Borough has no solid waste disposal facilities; and

**WHEREAS**, the Borough desires to pay the City all of the Borough's community solid waste disposal fees in return for the City's agreement to accept solid waste generated from

FILED IN CITY CLERK'S OFFICE
DATE 2/9/2015
RESOLUTION NUMBER 15-039

Borough residential dwelling units on the same basis as the City accepts solid waste generated from the City residential dwelling units; and

**WHEREAS**, the City is willing to accept solid waste generated from Borough residential dwelling units provided: that the Borough's community solid waste disposal fees collected are fully paid to the City; that the City retains sole control over the management and operation of its facilities; and that the City has no obligation to collect solid waste from Borough residential dwelling units or other locations outside of the City limits.

**WHEREAS**, the Borough desires to have the City perform the billing of the Borough's community solid waste disposal fee.

**WHEREAS**, the City is willing to do the billing for the Borough's community solid waste disposal fee.

**WHEREAS**, the City and Borough desire to enter into this Agreement for the disposal of solid waste generated by Borough residents and businesses outside the City and pursuant to Alaska Constitution Article X, and Sections 29.35.010(13) and 29.35.210(a)(4) of the Alaska Statutes and other applicable laws, and for the collection of a community solid waste disposal fee from all owners or occupants of residential dwelling units located on Pennock and Gravina Islands and within the roaded portion of the Borough but outside the City and City of Saxman's corporate limits.

**NOW THEREFORE**, for and in consideration of the terms, covenants, and provisions contained herein, the parties agree as follows:

**Section 1: Community Solid Waste Disposal Fee.** Subject to the Borough Assembly's paramount legislative authority, the Borough hereby agrees that the availability of free disposal as contemplated in this agreement is conditioned on the Borough; (a) imposing on the owners and occupants of all residential dwelling units located on Pennock Island, Gravina Islandand the roaded portion of the Borough outside the corporate boundaries of the City and the City of Saxman, a Community Solid Waste Disposal Fee in an amount at least equal to the fee the City charges to owners and occupants of residential dwelling units within the City limits and, (b) increasing the fees it imposes provided that any such increase in fees shall be at least equal to any increases in fees charged by the City to owners and occupants of residential dwelling units within the City limits. For purposes of this Agreement a Residential Dwelling Unit means an individual family residence located in a building or any portion thereof designed as a unit for occupancy by one family for living or sleeping purposes and having a kitchen or kitchenette. The Community Solid Waste Disposal Fee will initially be fifteen dollars ($15.00) and may be increased. When the City proposes a rate increase, it will notify the Borough. Any increase in the Community Solid Waste Disposal Fee charged by the Borough will require an amendment to this Agreement and an amendment to KGBC 8.15.040.

**Section 2: Authorization to Collect Fee.** The Borough hereby authorizes the City to bill for and collect the Community Solid Waste Disposal Fee described in Section 1 and to take

all action the City deems necessary or useful to enforce the payment of such fee. The Borough authorizes the City to impose late fees, interest and penalties for late and incomplete payments in accordance with the City's utility billing and collection policies and practices, such policies and practices of which are available for review upon request. The Borough delegates to the City all power the Borough has to collect and enforce such Community Solid Waste Disposal Fee.

**Section 3: Ownership of Fee.** The Borough agrees that all Community Solid Waste Disposal Fees collected under this Agreement shall be the sole property of the City. The City agrees that all Community Solid Waste Disposal Fees collected under this Agreement shall be deposited and used for solid waste disposal. The City's solid waste disposal fund will be included in the annual audit of City accounts. The Borough may, at its option and expense, audit the City's records regarding collection and expenditure of the solid waste disposal fees.

**Section 4: Disposal of Borough Solid Waste.** If the Borough's Community Solid Waste Disposal Fee for a residential dwelling unit has been paid to the City, the City will permit non-City Borough residents of that residential dwelling unit to dispose of household solid waste at the City's Ketchikan Solid Waste Handling and Recycling Facility to the same extent as it allows City residents to dispose of such waste at that facility. Disposal of all waste shall be subject to the ordinances and policies of the Ketchikan Solid Waste Handling and Recycling Facility and any changes thereto that the City may, in its sole discretion, make. The City agrees that disposal by Borough residents shall be at no additional fee except for such fees as are applicable to residents of the City under similar circumstances. Nothing in this Agreement will however, act to relieve any person from additional fees, costs or liabilities arising from the illegal disposal of materials, the disposal of hazardous, toxic, or polluting materials, or from the disposal of waste which is not acceptable under the City's rules and regulations for the Ketchikan Solid Waste Handling and Recycling Facility. Nothing in this Agreement requires the City to provide to any resident of the Borough any disposal services which it does not provide to residents of the City under similar circumstances and for the same fees. Nothing in this Agreement requires or authorizes the City to collect solid waste for residents of the Borough who reside outside the City's limits and nothing extends to such residents any rights to the use or services of City garbage trucks, dumpsters or other equipment or facilities used to collect solid waste for transport to the Ketchikan Solid Waste Handling and Recycling Facility. The City shall have no obligation to accept any waste which it has reason to suspect is generated from a residential dwelling unit for which the Borough's Community Solid Waste Disposal Fee has not been paid in full.

**Section 5: City's Right to Manage Facilities.** Nothing in this Agreement shall be interpreted as limiting the City's right to solely manage and administer the Ketchikan Solid Waste Handling and Recycling Facility, its personnel, or its contracts for disposal of solid waste. The City has the sole right to determine the methods, means, rules, regulations, facilities, equipment and personnel it will use to dispose of solid waste brought to its facilities whether that waste is generated from within the City or within the areas of the Borough lying outside of the City. Notwithstanding any other provision of this Agreement, the City has the right to reject any material that the City determines is burdensome or detrimental to its operations or facilities.

**Section 6: Term.** Unless terminated earlier as provided in Section 8, this Agreement shall continue on a year-to-year basis on the same terms.

**Section 7: Termination.**

(a) Termination for Convenience. This Agreement may be terminated at the convenience of either party at any time and for any or no reason upon sixty (60) days written notice of termination.

(b) Immediate Termination by the Borough. This Agreement may be immediately terminated by the Borough without notice in the event that a court of competent jurisdiction determines that the Community Solid Waste Disposal Fee imposed by the Borough pursuant to this Agreement, the collection of that fee, or the authorization or delegation to the City of the power to collect that fee is in part or in whole illegal, void or enjoined.

(c) Immediate Termination by the City. This Agreement may be immediately terminated by the City without notice in the event that:

i) A court of competent jurisdiction determines that the Community Solid Waste Disposal Fee imposed by the Borough pursuant to this Agreement, the collection of that fee, or the authorization or delegation to the City of the power to collect that fee is in part or in whole illegal, void or enjoined;

ii) The Borough Assembly reduces or repeals the Community Solid Waste Disposal Fee; fails to increase the Community Solid Waste Disposal Fee to at all times maintain that fee at a level at least equal to the fees imposed by the City on City residents in similar circumstances; or reduces or repeals the authorization of and delegation to the City of the power to collect the fee; or

iii) The Borough fails to indemnify, defend and hold harmless as required under Section 10(b).

(d) Termination by Borough. The Borough may terminate this Agreement upon thirty (30) days written notice in the event that the City imposes a household solid waste disposal fee on persons who live in the Borough outside of the City which is not equally applied to persons who live within the City under the same circumstances.

**Section 8: Effect of Termination.** Upon any termination of this Agreement the Borough may repeal the Community Solid Waste Disposal Fee described in Section 1 above. The City may upon any termination of the Agreement set such fees as it, in its sole discretion, determines for the disposal of solid waste from areas of the Borough lying outside of the City limits or from residents of those areas. Without in any way limiting the City's discretion to set such fees, it is specifically understood that the City may raise such fees to compensate itself for losses and costs it may believe it has incurred under this Agreement. The City may, upon any termination of this Agreement, prohibit or limit the disposal of waste delivered to the City's solid waste disposal facilities from areas of the Borough lying outside the City limits and may

prohibit or limit the use of such facilities for disposal of solid waste from residents of the Borough who reside outside the City limits. In the event of any termination of this Agreement, the City shall retain the authority to collect the Community Solid Waste Disposal Fees payable for any month or part thereof prior to termination unless prohibited by court order.

**Section 9: Independent Contractor.** The parties hereto expressly acknowledge that the City and Borough are separate governmental units and are acting as independent contractors only. The City and its employees are not agents or employees of the Borough, and the Borough and its employees are not agents of the City. No withholding, FICA, or other taxes (whether income, sales or otherwise) or other amounts will be withheld from the payments due to the City, it being understood that the City, with respect to any City employee, is solely responsible therefore.

**Section 10: Hold Harmless and Indemnity.**

(a) The Borough, its officers, employees and agents shall not be held liable for any claims, liabilities, penalties, fines or for damages of any kind whatsoever caused by or resulting from any act of omission of the City, or by any of the City's officers, employees, agents representative, contractors, or subcontractor in the collection of fees authorized by this Agreement, and the City further agrees to appear and defend, and to indemnify and save free and harmless the Borough and its officers, employees and agents from and against any of the foregoing claims, liabilities, penalties, fines or damages, whether or not valid, and for any cost and expense, including reasonable attorney's fees, incurred by the Borough, its officers, employees or agents on account of any such claims.

(b) The City, its officers, employees and agents shall not be held liable for any claims (including claims for refunds of Community Solid Waste Disposal Fees), liabilities, attorney's fees, costs, penalties, fines, or for damages of any kind whatsoever arising from or related to the Borough's Community Solid Waste Disposal Fee or from the authorization and delegation it grants to the City under this Agreement. The Borough further agrees to appear and defend, and to indemnify and save free and harmless the City and its officer, employees and agents from and against any of the forgoing claims, fees, costs, liabilities, penalties, fines or damages, whether or not valid, and for any cost and expense, including reasonable attorney's fees, incurred by the City, its officers, employees or agents on account of any such claim. In addition, the Borough shall reimburse the City for any uncollected Community Solid Waste Disposal Fees imposed by the Borough if the collection or imposition of such fees has been enjoined or determined by the court of competent jurisdiction to be illegal, void or invalid. Such reimbursement shall come from Borough non-areawide funds generated from areas outside of the City's limits.

**Section 11: Notice.** Any notice, demand, request, consent, approval or other communication that either party desires or is required to give to the other party or any other person shall be in writing and either serviced personally or sent by prepaid, first-class mail at the addresses set forth below. Either party may change its address by notifying the other party of its change of address in writing. Notice shall be deemed to have been duly made and given when delivered, is served personally, or upon the expiration of forty-eight (48) hours after the time of mailing, if mailed as provided in this section.

| | |
|---|---|
| **City of Ketchikan:** | City of Ketchikan<br>Attention City Manager<br>334 Front Street<br>Ketchikan, Alaska 99901 |
| **Ketchikan Gateway Borough:** | Ketchikan Gateway Borough<br>Attention Borough Manager<br>1900 First Avenue<br>Ketchikan, Alaska 99901 |

**Section 12: Equal Employment Opportunity.** The City and Borough shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age or sex. The City and Borough will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, national origin, ancestry, age or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**Section 13: Miscellaneous.**

(a) Nonwaiver. No delay or omission of the right to exercise any power by either party shall impair any such right or power or be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term or condition of this Agreement by either part shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval by either party to any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act.

(b) Law Applicable. The laws of the State of Alaska shall govern the construction, validity, performance and enforcement of this Agreement. Venue as to any action, claim or proceeding arising out of or based upon this Agreement, including but not limited to, any action for declarative or injunctive relief, shall be the appropriate court sitting in the City of Ketchikan, First Judicial District, Alaska.

(c) Paragraph Headings. The heading of the several sections and subsections contained herein are for convenience only and do not define, limit or construe the contents of such sections and subsections.

(d) Successors and Assigns. Except as otherwise provided herein, the covenants, agreements and obligations herein contained shall extend to bind and insure to the benefit not only of the parties hereto, but their respective personal representatives, heirs, successors, and assigns.

(e) Terms Construed as Covenants and Conditions. Every term and each provision of this Agreement performable by the City or Borough shall be construed to be both a covenant and a condition.

(f) Time of the Essence. Time is of the essence of each term, condition, covenant and provisions of this Agreement.

(g) Entire Agreement. This Agreement and any schedules, appendices or exhibits attached hereto sets forth all of the covenants, promises, agreements, conditions and understandings between the parties hereto and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than as herein set forth. Except as herein otherwise expressly provided, no contemporaneous or subsequent agreement, understanding, alteration, amendment, change or addition to this Agreement or any schedule, appendix, exhibit or attachment thereto shall be binding upon the parties hereto unless reduced to writing and signed by both parties. This Agreement constitutes a final, complete and exclusive statement of the agreement between the parties.

(h) Severability. In the event any provision of this Agreement is adjudicated or held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**Section 14: Effective Date.** This Agreement shall become effective upon signing.

Dated at Ketchikan, Alaska, this 6th day of February, 2015.

for

Karl R. Amylon
City Manager

Dan Bockhorst
Borough Manager

APPROVED AS TO FORM:

Borough Attorney

## CITY ACKNOWLEDGMENT

**STATE OF ALASKA** )
) **ss.**
**FIRST JUDICIAL DISTRICT** )

**THIS IS TO CERTIFY** that on this 6th day of February, 2015, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared **KARL R. AMYLON** to me known to be the **City Manager** of the **CITY OF KETCHIKAN**, a municipal corporation, the corporation which executed the above and foregoing instrument; who on oath stated that they were duly authorized to execute said instrument and affix the corporate seal thereto on behalf of said corporation; who acknowledged to me that they signed and sealed the same freely and voluntarily on behalf of said corporation for the uses and purposes therein mentioned.

**WITNESS** my hand and official seal the day and year in the certificate first above written.

Official Seal
Diane L. Walker
Notary Public - State of Alaska
My Comm. Expires
May 9, 2015

Diane R. Walker
**NOTARY PUBLIC FOR ALASKA**
My Commission Expires: 5/9/2015

## BOROUGH ACKNOWLEDGMENT

**STATE OF ALASKA** )
) **ss.**
**FIRST JUDICIAL DISTRICT** )

**THIS IS TO CERTIFY** that on this 16th day of January, 2015, before me, the undersigned, a notary public in and for the State of Alaska, duly commissioned and sworn, personally appeared **Dan Bockhorst** to me known to be the **Borough Manager** of the **Ketchikan Gateway Borough**, a municipal corporation, the corporation which executed the above and foregoing instrument; who on oath stated that he was duly authorized to execute said instrument on behalf of said corporation; who acknowledged to me that he signed the same freely and voluntarily on behalf of said corporation for the uses and purposes therein mentioned.

**WITNESS** my hand and official seal the day and year in the certificate first above written.

(Seal)

Official Seal
Deanna Garrison
Notary Public-State of Alaska
My Comm. Expires
June 20, 2016

Deanna Garrison
**NOTARY PUBLIC FOR ALASKA**
My Commission Expires: 6/20/2016

**AMENDMENT NO. 1**

**TO AGREEMENT**

**BETWEEN**

**THE CITY OF KETCHIKAN**

**AND**

**THE KETCHIKAN GATEWAY BOROUGH**

**FOR**

**DISPOSAL OF SOLID WASTE AND COLLECTION OF A**

**NON-AREAWIDE COMMUNITY SOLID WASTE DISPOSAL FEE**

**THIS AMENDMENT** made and entered into this 9th day of October, 2015, by and between **THE CITY OF KETCHIKAN, ALASKA**, a first class, home rule, chartered municipality, 334 Front Street, Ketchikan, Alaska 99901 (hereinafter referred to as "City"), and **THE KETCHIKAN GATEWAY BOROUGH**, a general law municipality and a borough of the second class, 1900 First Avenue, Ketchikan, Alaska 99901 (hereinafter referred to as "Borough").

**RECITALS**

**WHEREAS,** the City and the Borough entered into an Agreement between the City of Ketchikan and the Ketchikan Gateway Borough for Disposal of Solid Waste and Collection of a Non-Areawide Community Solid Waste Disposal Fee dated February 6, 2015 (hereinafter referred to as the "Agreement").

**WHEREAS**, due to increased costs the City is increasing the Community Solid Waste Fee from $15.00 per month to $18.00 per month effective January 1, 2016.

**NOW THEREFORE**, the parties agree as follows:

1. In accordance with Section 1 of the Agreement The City has provided the Borough with notice of its intent to raise its community solid waste fee to $18.00 per month effective January 1, 2016. The Borough agrees to consider an increase in the Borough fee under KGBC 8.15.040 to $18.00 per month effective January 1, 2016, to match the City increase.

2. Except as provided in Paragraph 1 of this Amendment all of the terms, covenants and conditions of the Agreement remain in full force and effect.

Dated at Ketchikan, Alaska, this 9th day of October, 2015.

Karl R. Amylon
City Manager

Dan Bockhorst
Borough Manager

**AMENDMENT NO. 2**

**TO AGREEMENT**

**BETWEEN**

**THE CITY OF KETCHIKAN**
**AND**
**THE KETCHIKAN GATEWAY BOROUGH**

**FOR**

**DISPOSAL OF SOLID WASTE AND COLLECTION OF A NON-AREAWIDE COMMUNITY SOLID WASTE DISPOSAL FEE**

**THIS AMENDMENT** made and entered into this 25 day of November, 2020, by and between **THE CITY OF KETCHIKAN, ALASKA**, a first class, home rule, chartered municipality, 334 Front Street, Ketchikan, Alaska 99901 (hereinafter referred to as "City"), and **THE KETCHIKAN GATEWAY BOROUGH**, a general law municipality and a borough of the second class, 1900 First Avenue, Ketchikan, Alaska 99901 (hereinafter referred to as "Borough").

**RECITALS**

**WHEREAS,** the City and the Borough entered into an Agreement between the City of Ketchikan and the Ketchikan Gateway Borough for Disposal of Solid Waste and Collection of a Non-Areawide Community Solid Waste Disposal Fee dated February 6, 2015 (hereinafter referred to as the "Agreement") and an amendment thereto dated October 9, 2015 (Amendment No. 1).

**WHEREAS,** due to increased costs the City is increasing the Community Solid Waste Fee from $18.00 (under Amendment No. 1) per month to $20.50 per month effective December 1, 2020.

**NOW THEREFORE,** the parties agree as follows:

1. In accordance with Section 1 of the Agreement The City has provided the Borough with notice of its intent to raise its community solid waste fee to $20.50 per month effective December 1, 2020. The Borough has provided for such an increase under KGBC 8.15.040 to $20.50 per month effective December 1 2020, to match the City increase.

2. Except as provided in Paragraph 1 of this Amendment all of the terms, covenants and conditions of the Agreement remain in full force and effect.

3. This Agreement may be executed in separate counterparts, each of which is part of a single contract. A party's transmission to the other by fax, email or other electronic means of the transmitting party's signature on this Agreement shall be effective as an acceptance of this Agreement by the transmitting party, with the same force and effect as the delivery of an executed original.

Karl R. Amylon

Digitally signed by Karl R. Amylon
DN: cn=Karl R. Amylon, o=City Manager/General Manager, ou=City of Ketchikan/KPU, email=karal@ktn-ak.us, c=US
Date: 2020.11.23 21:36:38 -09'00'

Karl R. Amylon
City Manager

Dated: _____

Ruben Duran
Borough Manager

Dated: 11/25/2020

**Assembly - Regular** **5. b.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Richard Harney, Planning Director

**Department:** Planning and Community Development

**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:**
Ruben Duran, Manager
Richard Harney, Planning Director

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**Information**

**TITLE**

Ordinance 2022 Amending the KGBC Code by Repealing and Replacing KGBC Title 18, Planning and Zoning, and Amending Other Code Titles to Conform with the New Title 18

**RECOMMENDED ACTION**

"I move to adopt Ordinance 2022, Repealing and Replacing KGBC Title 18, Planning and Zoning."

**SUMMARY OF ISSUE**

The Assembly considered Ordinance 2022 at its meeting on June 19, 2023, and set it for a second public hearing.The public hearing will be conducted in the following format:

1. Brief Staff Presentation – A brief synopsis of the proposed issue being considered in the hearing, along with any updates of the issue, will be provided by the Planning Director.
2. Public Testimony – Citizens who signed up to speak, and additional audience members, may speak to the issue being considered.
3. Brief Staff Summary – Staff can address Assembly questions or questions which may arise during the public testimony portion of the hearing.

Ordinance No. 2022 is presented to the Assembly as a culmination of years of work by the Planning Department staff, the Planning Commission, and the Planning Code and Planning Subcommittee.

The Borough's Zoning Code was originally adopted in 1967, and through the years, various sections of the Zoning Code have been amended to address planning, zoning, and land use issues as they arose. After those multiple amendments, it became apparent that a complete rewrite of Title 18 was necessary to streamline and clarify the language throughout the code. After several years of working with the Code and Planning Committee and the Planning Commission on the project, Planning Staff completed the rewrite of Title 18.

Code Publishing Company, the Borough's codification contractor, provided an editorial review of the draft Title 18 rewrite, and those recommendations have been incorporated into this ordinance. On June 13, 2023, the Planning Commission held a public hearing on the Title 18 rewrite, and through adoption of Resolution 4411A, forwarded the code amendment to the Borough Assembly with a recommendation of approval.

Attached to this agenda item are:

- Ordinance 2022 - Proposed Title 18 rewrite and other titles amended to conform with new Title 18

- Staff Memo providing a sectional analysis of the proposed edits included in the Title 18 rewrite
- Planning Commission Resolution 4411A

Incorporated by reference to this agenda item are:

- Ordinance 2022 Exhibit A - Current Title 18 proposing to be repealed, provided via link: Current Title 18 - Planning and Zoning
- Link to Planning Commission history and documents related to the Title 18 rewrite: Zoning Ordinance Rewrite Project on KtnTalk

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**Fiscal Impact**

**Attachments**

Ordinance 2022

Staff Memo with Sectional Analysis

PC Resolution 4411A-Amended

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**KETCHIKAN GATEWAY BOROUGH**

**ORDINANCE NO. 2022**

**An Ordinance of the Assembly of the Ketchikan Gateway Borough Amending the KGBC Code by Repealing and Replacing KGBC Title 18, Planning and Zoning, and Amending Other Code Titles to Conform with the New Title 18**

## R E C I T A L S

**A.** **WHEREAS**, the Borough's Zoning Code was originally adopted in 1967 by the Assembly as Ordinance No. 20; and

**B.** **WHEREAS**, in an effort to make the Zoning Code more understandable for citizens, Title 18 was reorganized and reenacted in entirety in 2014 through Assembly adoption of Ordinance No. 1726; and

**C.** **WHEREAS**, through the years, various sections of the Zoning Code have been amended to address planning, zoning, and land use issues as they arose; and

**D.** **WHEREAS**, after those multiple occasions of amending sections of the zoning code, it became apparent that a complete rewrite of Title 18 was necessary to streamline and clarify the language throughout the code; and

**E.** **WHEREAS**, the Planning Commission established a committee – the Code and Planning Committee – which was tasked with reviewing the applicability of the Zoning Code and making recommended changes to make it more user-friendly; and

**F.** **WHEREAS**, after several years of working with the Code and Planning Committee and the Planning Commission on the project, Planning Staff completed the rewrite of Title 18; and

**G.** **WHEREAS**, Code Publishing Company, the Borough's codification contractor, provided an editorial review of the draft Title 18 rewrite, and those recommendations have been incorporated into this ordinance; and

**H.** **WHEREAS**, on June 13, 2023, the Planning Commission held a public hearing on the Title 18 rewrite, and through adoption of Resolution 4411A, forwarded the code amendment to the Borough Assembly with a recommendation of approval; and

**I.** **WHEREAS**, this ordinance incorporates amendments to other code titles in order to conform to the new Title 18; and

**J.** **WHEREAS**, the Borough Assembly, after considering the Planning Commission's recommendation, held two public hearings on the code amendment. After careful consideration of the ordinance, testimony provided, and being fully advised, the Assembly finds that the code amendment is in the best interest of the Ketchikan Gateway Borough.

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH;** as follows:

**Section 1.** KGBC 1.25.050 is modified to read as follows:

**1.25.050 Fine schedule.**

| Code Section | Offense | Penalty/Fine |
|---|---|---|
| 2.110.030 | Parking or stopping in bus stop | $25 |
| … | … | … |
| [18.15.020(A)] **18.30.020(a)** | Use, occupancy, construction in violation of zone limitations, per day | $200 |
| [18.15.020(B)(1)] **18.30.020(b)(1)** | Exceed height limit | $100 |
| [18.15.020(B)(2)] **18.30.020(b)(2)** | Exceed families limit | $100 |
| [18.15.020(B)(3)] **18.30.020(b)(3)** | Exceed maximum lot coverage | $100 |
| [18.15.020(B)(4)] **18.30.020(b)(4)** | Violate minimum yard requirements | $100 |
| [18.15.020(D)] **18.30.020(d)** | Failure to meet minimum lot size | $100 |
| [18.15.020(E) | UNAUTHORIZED REMOVAL OR SALE OF TOPSOIL OFF SITE | $100] |
| [18.15.030(D)] **18.30.030(d)** | Enlarging nonconforming structure | $100 |
| [18.15.030(F)] **18.30.030(f)** | Improper expansion of nonconforming use of land | $100 |
| [18.20.040, 18.25.040, 18.30.040, 18.35.040] **Chapter 18.70** | Failure to provide adequate off-street parking | $100 |
| [18.20.040(d) Footnote 1] **18.70.060 SC3** | Storage of more than one commercial vehicle in a residential zone (parking of not more than one commercial vehicle is allowed as an accessory use to a dwelling) | $100 |
| [18.20.050, 18.25.050, 18.30.050, 18.35.050] **Chapter 18.80.020** | Failure to obtain sign permit | $100 |
| [18.55.020] **18.90.020(a)** | Failure to obtain zoning permit | $100 |
| [18.55.020(g)] **18.90.020(f)** | Failure to provide an as-built foundation survey | $100 |

**Section 2.** KGBC 2.45.020 Is modified to read as follows:

2.45.020 Purpose and duties.

(a) The architectural design review board may:

(1) Review all proposed development or improvement plans, policies, or programs referred to the chairman of the board by prospective developers or applicants in order to determine their impact on properties or structures within the HD zone, as it is defined in [CHAPTER 18.35 KGBC] **KGBC 18.40.010**, and may formulate recommendations for the report to the planning commission.

…

(6) Perform additional duties in accordance with [CHAPTER 18.35 KGBC] **Chapter 18.60 KGBC.**

(b) Recommendations to the planning commission, planning commission serving as the platting authority, or administrative official as authorized above shall be made by a majority vote of the total authorized membership of the board. The architectural design review board, in making its recommendations, shall consider and be governed by the findings of fact set forth by the borough assembly as provided for in [KGBC 18.35.010(B)] **KGBC 18.40.010(a)(13),** and other pertinent provisions.

**Section 3.** KGBC 4.45.130(e) is modified to read as follows:

(e) Definitions. A residential mobile building and a commercial mobile building shall be defined as provided in [KGBC 18.05.140] **KGBC 18.10.140**.

**Section 4.** KGBC 8.10.005 is modified to read as follows:

8.10.005 Definitions.

"Alcoholic beverage" shall have the meaning set forth in AS 04.21.080.

…

"Marijuana business establishment" means any "marijuana cultivation facility"; "marijuana cultivation facility, limited"; "marijuana establishment"; "marijuana product manufacturing facility"; "marijuana retail store"; or "marijuana testing facility" as those terms are defined in [KGBC 18.05.140] **KGBC 18.10.140**, and which is licensed by the State of Alaska.

**Section 5.** KGBC 13.05.060 is modified to read as follows:

13.05.060 Metering.

(a) All property served by a water system owned and operated by the borough which is used for commercial or industrial uses shall be metered by a metering device approved by the borough. For purposes of this section, structures containing four or more dwelling units connected to a single service line and boarding houses, as defined in [KGBC 18.05.030] **KGBC 18.10.030**, shall be treated as commercial uses.

(b) Commercial and industrial uses, regardless of zoning designation, shall have water service metered by a metering device approved by the borough. By written request the owner of a multifamily dwelling, as defined by [KGBC 18.05.050] **KGBC 18.10.050**, may elect to have water service for the structure billed with each unit treated as a separate dwelling unit at the residential use rate in the place of installation of a meter.

**Section 6.** KGBC 13.10.070(a) Is modified to read as follows:

**13.10.070 Inspection and maintenance of onsite wastewater treatment systems.**

(a) Prior to the issuance of a zoning permit, required pursuant to [KGBC 18.55.020] **KGBC 18.90.020(a),** the owner of property seeking a zoning permit shall provide to the borough a copy of the Department of Environmental Conservation approved onsite wastewater treatment system plan to be installed, along with all inspection and maintenance requirements for that particular system. At a minimum, the inspection and maintenance requirements shall state the following:

…

**Section 7.** KGBC 14.25.060 is modified to read as follows

**14.25.060 Fees and charges.**

…

(c) Fees and charges for water service shall be as follows:

…

8. The residential rate shall be for each dwelling unit regardless of zone, except that multiple-family dwellings, as defined by [KGBC 18.05.050] **KGBC 18.10.050**, may receive service at the commercial rate as provided herein. Residential dwelling owners charged may annually request relief from a single dwelling unit charge where the property is their primary residence and where the additional unit in question is not used in an income generating manner – i.e., used exclusively by family, is uninhabited, under renovation, etc.

…

**Section 8.** KGBC 16.55.040 is modified to read as follows:

16.55.040 Procedure for appeal or for variance.
(a) Procedure. The procedure provided in [KGBC 18.55.040] **KGBC 18.90.030** shall be followed when it is alleged there is an error in application of any requirement, decision or determination made by the department of planning and community development in the administration or enforcement of this section, or for processing a request for a variance from the application of the requirements for a development permit.

(b) Standards. In the event a request for a variance from the requirements for a development permit is filed with the planning commission, within the time allowed in [KGBC 18.55.040] **KGBC 18.90.030(c)**, the planning commission shall, in addition to the standards for approval described in [KGBC 18.55.040(b)] **KGBC 18.090.030(c)**, consider all hydrologic and engineering technical evaluations pertinent to the project, the standards set forth in this chapter, and the following:

…

**Section 9.** KGBC 17.10.010 is modified to read as follows:

17.10.010 General provisions.
(a) In their interpretation and application, the provisions of this title shall be held to be the minimum requirements adopted for the protection of the public health, safety and welfare. To protect the public, among other purposes, such provisions are intended to provide for a permanently wholesome community environment, adequate services, a circulation system that is safe, efficient and coordinated and to promote, as well as encourage, the best use of land throughout the borough.

…

(f) Natural resource extraction and site development activities for the stated purpose of preparing land for a future platting action are prohibited unless a zoning permit has been issued pursuant to [KGBC 18.55.020] **KGBC 18.90.020(a)** or a conditional use permit has been approved by the planning commission pursuant to [KGBC 18.50.120] **KGBC 18.90.030(p)(1)**.

**Section 10.** KGBC 17.10.030 is modified to read as follows:

17.10.030 Existing Substandard Lots

[(A) CONVEYANCE RESTRICTED. IF TWO OR MORE LOTS OR COMBINATIONS OF LOTS WITH CONTINUOUS FRONTAGE IN SINGLE OWNERSHIP ARE OF RECORD AT THE TIME OF PASSAGE OR AMENDMENT OF BOROUGH ZONING ORDINANCE NO. 20, EFFECTIVE DATE AUGUST 7, 1969, AND IF ALL OR PART OF THE LOTS DO NOT MEET THE

REQUIREMENTS FOR LOT WIDTH AND AREA AS ESTABLISHED BY THE ZONING ORDINANCE, THIS LAND INVOLVED SHALL BE CONSIDERED TO BE AN UNDIVIDED PARCEL FOR THE PURPOSES OF THIS TITLE, AND NO PORTION OF SAID PARCEL SHALL BE USED OR SOLD WHICH DOES NOT MEET LOT WIDTH AND AREA REQUIREMENTS ESTABLISHED BY THIS TITLE, NOR SHALL ANY DIVISION OF THE PARCEL BE MADE WHICH LEAVES REMAINING ANY LOT WITH WIDTH OR AREA BELOW THE REQUIREMENTS STATED IN THIS TITLE.] Variances pertaining to area, width and yard requirements so specified in the zoning ordinance shall be obtained as specified in KGBC 18.90.030.

[(B) DETERMINATION OF OWNERSHIP. FOR THE PURPOSES OF THIS SECTION, LOTS AND PROPERTY SHALL BE CONSIDERED IN THE SAME OWNERSHIP WHEN OWNED BY THE SAME INDIVIDUAL OR CORPORATION, OR BY HUSBAND AND WIFE AS TENANTS BY THE ENTIRETY, JOINT TENANCY, OR TENANTS IN COMMON.]

**Section 11.** KGBC 17.15.030 is modified to read as follows:

17.15.030 Application submission requirements.

…

(b) The following shall be submitted to the planning official:

…

[ (6) FOR SUBDIVISIONS INVOLVING SITE DEVELOPMENT THAT WILL IMPACT MORE THAN 50 PERCENT OF THE LAND TO BE SUBDIVIDED OR 15,000 SQUARE FEET, WHICHEVER IS LESS, A SITE DEVELOPMENT PLAN, AS DESCRIBED IN KGBC 18.55.020(B)(1), SHALL ALSO BE SUBMITTED.]

**Section 12.** KGBC 17.45.020 is modified to read as follows:

**17.45.020 Development requirements.**

(a) Method for Determining Site Area. The area to be subdivided is the gross site area. The net site area is determined by subtracting the area devoted to existing or proposed rights-of-way, including, but not limited to, street or utility rights-of-way, from the gross site area.

(b) Required minimum net site area. The required minimum net site area shall not be less than:

(1) RL zone: 30,000 square feet.
(2) RS zone: 50,000 square feet.
(3) RR zone: 100,000 square feet.

[(C) MAXIMUM NUMBER OF PERMITTED RESIDENTIAL LOTS. THE MAXIMUM NUMBER OF PERMITTED RESIDENTIAL LOTS WITHIN A CLUSTER SUBDIVISION SHALL BE DETERMINED BY DIVIDING THE NET SITE AREA BY THE MINIMUM LOT SIZE PERMITTED BY THE ZONING DISTRICT WITHIN WHICH THE SUBDIVISION IS LOCATED. ANY FRACTIONAL REMAINDER SHALL BE DISREGARDED. THE NUMBER OF PERMITTED RESIDENTIAL LOTS MAY BE INCREASED BY ONE FOR EACH PAIR OF ATTACHED TWINHOUSE DWELLINGS TO BE CONSTRUCTED WITHIN THE SUBDIVISION IN ACCORDANCE WITH THE REQUIREMENTS LISTED IN KGBC 18.45.070.]

...

**Section 13.** KGBC 17.45.030 is deleted in its entirety.

[17.45.030 OPEN SPACE.
(A) GENERALLY. THOSE AREAS WITHIN A CLUSTER SUBDIVISION THAT ARE NOT DEVOTED TO INDIVIDUAL DWELLING UNIT LOTS, STREETS, OR PLAY AREAS SHALL REMAIN AS CLUSTER OPEN SPACE IN PERPETUITY. A MINIMUM OF 20 PERCENT OF THE NET SITE AREA SHALL BE DEVOTED TO CLUSTER OPEN SPACE. CLUSTER OPEN SPACE SHALL BE USED FOR CONSERVATION OR FOR OUTDOOR RECREATION PURPOSES THAT DO NOT REQUIRE STRUCTURES, SUCH AS HIKING OR BERRY PICKING. NO PORTION OF ANY DWELLING UNIT LOT, STREET, OR PLAY AREA SHALL BE CONSIDERED AS CLUSTER OPEN SPACE.

(B) PERMITTED BUILDINGS AND STRUCTURES. NO BUILDINGS OR STRUCTURES SHALL BE PERMITTED WITHIN THE CLUSTER OPEN SPACE EXCEPT:

(1) ESSENTIAL SERVICES AS DEFINED IN KGBC 18.05.060.

(2) STREETS, PEDESTRIAN PATHS, OR BIKE PATHS.

(3) REQUIRED BUFFER YARDS DEVELOPED IN ACCORDANCE WITH THE REQUIREMENTS LISTED IN KGBC 17.45.020(D).

(4) FENCES. ]

**Section 14.** KGBC 17.45.050 is modified to read as follows:

17.45.050 Platting procedure.
(a) Generally. The preparation, submission, review, and official action concerning all cluster subdivision plats shall be as provided in Chapters 17.10, 17.15, 17.20, and 17.35 KGBC in addition to the requirements listed hereinafter.

...

[I. FOR SUBDIVISIONS INVOLVING SITE DEVELOPMENT THAT WILL IMPACT MORE THAN 25 PERCENT OF THE LAND TO BE SUBDIVIDED OR 10,000 SQUARE FEET, WHICHEVER IS LESS, A SITE DEVELOPMENT PLAN, AS DESCRIBED IN KGBC 18.55.020(B)(1), SHALL ALSO BE SUBMITTED.]

**Section 15.** KGBC Title 18, Planning and Zoning, (current version incorporated as Exhibit A) is hereby repealed in its entirety, and reenacted to read as follows:

# TITLE 18
# PLANNING AND ZONING

**Chapters**

**18.10 Definitions**
**18.20 Introduction**
**18.30 General Provisions**
**18.40 Zoning and Overlay districts**
**18.50 Land Uses**
**18.60 Setback, height, and area standards**
**18.70 Parking**
**18.80 Signs**
**18.90 Application processing procedures**

## Chapter 18.10
## Definitions

**18.10.010 General interpretation**
**18.10.020 "A" Definitions**
**18.10.030 "B" Definitions**
**18.10.040 "C" Definitions**
**18.10.050 "D" Definitions**
**18.10.060 "E" Definitions**
**18.10.070 "F" Definitions**
**18.10.080 "G" Definitions**
**18.10.090 "H" Definitions**
**18.10.100 "I" Definitions**
**18.10.110 "J" Definitions**
**18.10.120 "K" Definitions**
**18.10.130 "L" Definitions**
**18.10.140 "M" Definitions**
**18.10.150 "N" Definitions**
**18.10.160 "O" Definitions**
**18.10.170 "P" Definitions**
**18.10.180 "Q" Definitions**
**18.10.190 "R" Definitions**
**18.10.200 "S" Definitions**
**18.10.210 "T" Definitions**
**18.10.220 "U" Definitions**
**18.10.230 "V" Definitions**
**18.10.240 "W" Definitions**
**18.10.250 "X" Definitions**
**18.10.260 "Y" Definitions**
**18.10.270 "Z" Definitions**

### 18.10.010 General interpretation (as used in this title).

a. Words used in the present tense include the future tense.

b. The singular numbers include the plural.

c. The word "person" includes a corporation as well as an individual.

d. The word "lot" includes the word "plot" or "parcel."

e. The term “shall” is always mandatory.

f. The word “used” or “occupied,” as applied to any land or building, shall be construed to include the words “intended, arranged or designed to be used or occupied.”

**18.10.020 "A" Definitions**

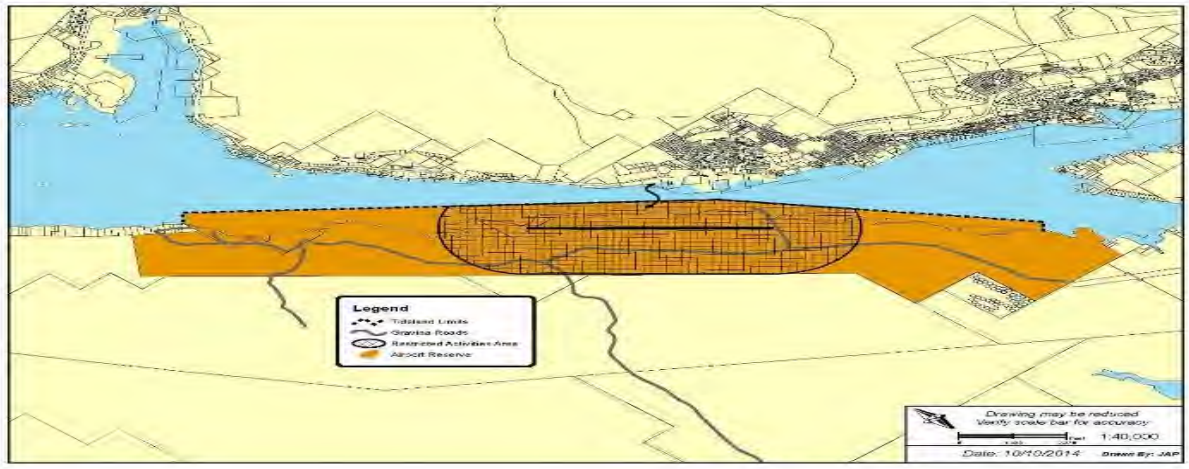
A-weighted sound level: See subsection (1) of “sound level” definition in KGBC 18.10.200.

“Accessory building” means a detached building, the use of which is appropriate, subordinate and customarily incidental to that of the main building or to the main use of the land and which is located on the same lot as the main building or use. An accessory building shall be considered to be a part of the main building when joined to the main building by a common wall or breezeway.

Accessory use: See subsection (1) of “use” definition in KGBC 18.10.220.

“Aircraft maintenance and repair” means commercial operations providing service beyond routine cleaning and minor repair of aircraft, or any provision of services repairing, overhauling, rebuilding or maintaining aircraft or aircraft engines under conditions which require operation of aircraft engines not associated with movement of the aircraft from one location to another.

“Airport reserve” means those certain properties located within the airport development zone identified within the map below.




Alley: See subsection (1) of “street” definition in KGBC 18.10.200.

“Alteration” means any change, addition or modification in the construction, location or

use classification.

"Antenna" means any structure or device used for the purpose of collecting, receiving, transmitting or radiating electromagnetic waves, including but not limited to directional antennas, such as panels, microwave dishes, satellite dishes, and omnidirectional antennas, such as whip antennas.

Apartment house: See "Dwelling, multiple-family" in KGBC 18.10.050.

"Appurtenance" means an accessory, auxiliary or support structure that is attached to another structure or to the property (examples are: decks to houses; carports to garages; and docks to uplands).

"Area, building" means the total of areas taken on a horizontal plane at the main grade level of the principal building and all accessory buildings, exclusive of steps.

Arterial street: See subsection (2) of "street" definition in KGBC 18.10.200.

"As-built survey" means a drawing prepared after the completion of construction in such a manner as to accurately identify and depict the location of all on-site improvements, including but not limited to structures, and showing distances between structures and lot lines, which is stamped by a surveyor licensed by the State of Alaska.

"Automobile wrecking" means the dismantling of used motor vehicles or trailers or the storage or sale of parts from dismantled or partially dismantled, obsolete or wrecked vehicles.

**18.10.030 "B" Definitions**

"Bed and breakfast" means a use that is subordinate to the principal use of a single-family dwelling unit in which transient guests are provided a sleeping room and board in return for payment.

"Boarding house" means a building other than a hotel where lodging, with or without meals, is provided for compensation for three or more persons, on other than a day-to-day basis and which is not open to transient guests.

"Buffer" means an area of land which is either left undisturbed with native vegetation or is planted and maintained in shrubs, bushes, trees, and/or other landscaping material, which will obscure visibility from adjoining properties and within which no structure is

permitted except a fence.

“Building” means any structure built for the support, shelter or enclosure of persons, animals or property of any kind.

“Building code” means the building code and/or other building regulations applicable in the city and/or borough.

“Building, existing” means a building erected prior to the adoption of the ordinance codified in this title or one for which a zoning permit has been issued.
“Building, nonconforming” means any building or structure or any portion thereof lawfully existing at the time the ordinance codified in this chapter became effective, which was designed, erected or structurally altered for a use that does not conform to the use regulations of the zone in which it is located or a building or structure that does not conform to all the height and area regulations of the zone in which it is located.

“Building, principal or main” means a building in which is conducted the principal or main use of the lot on which said building is situated. Attached garages, porches and carports shall be considered to be part of the principal building.

**18.10.040 "C" Definitions**

Campsite: See subsection (1) of “modular building” definition in KGBC 18.10.140.

“Co-location” means the provisions of multiple antennas or more than one commercial wireless communication service provider or government entity on a single tower or structure.

Collector street: See subsection (3) of “street” definition in KGBC 18.10.200.

Commercial district transient use: See subsection (1) of “transient use” definition in KGBC 18.10.210.

“Commercial shopping center” means a structure designed for use for a store or stores offering frequently needed goods and services for retail sale, which either (1) contains 50,000 or more square feet of gross floor area, or (2) applying the standards in the Trip Generation Manual of the Institute of Transportation Engineers (ITE), would be anticipated to generate a number of vehicle trips per day equal to or greater than the following:

(1) For developments with access off of an arterial street: 3,000 trips.

(2) For developments with access off of a collector street: 2,000 trips.

(3) For developments with access off of a local street: 600 trips.

(4) For developments with access off of a lane: 150 trips.

(5) For developments with access off of a place: 50 trips.

"Commercially marketable natural resources" includes rock and minerals, timber, topsoil, and any other naturally occurring material for which a market demand exists or is reasonably expected to exist.

Commercial mobile building: See subsection (2) of "modular building" definition in KGBC 18.10.140.

"Commission" means the Ketchikan Gateway Borough planning commission.

"Common carrier" means any carrier required by law to convey passengers or freight without refusal if the approved fare or charge is paid in contrast to private or contract carrier.

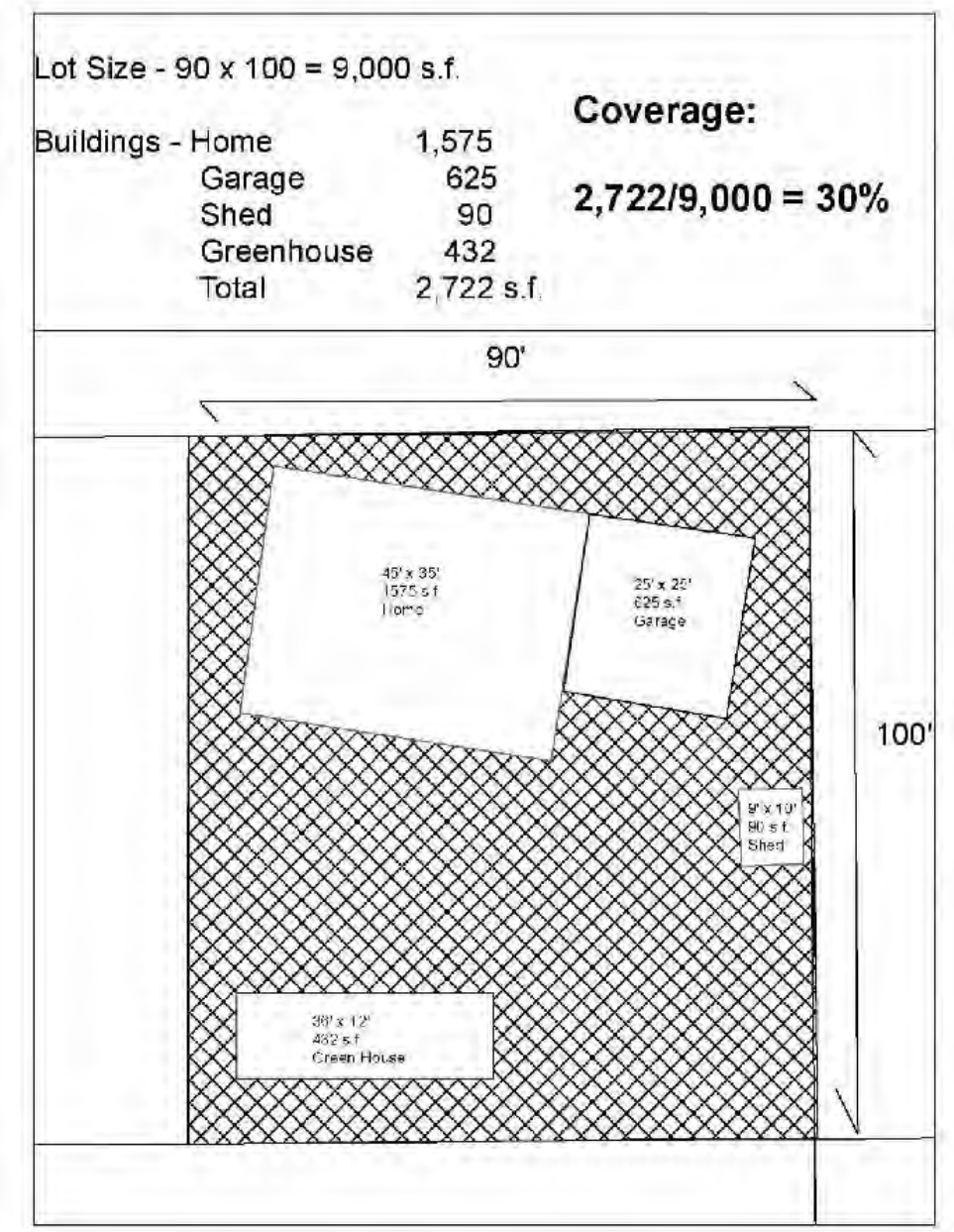
Common wall: See subsection (1) of "dwelling, townhouse" definition in KGBC 18.10.050.

"Community character" means those indices of the composite nature of an area which are described as keeping with the general theme or concept of a traditional design and/or construction consistent with the desires of the community. Examples of consistency would be facades and exteriors constructed with materials found to be desirable to those within boundaries of a defined area such as Ketchikan Gateway Borough.

"Cottage industry" means a small-scale home-based business involving the on-site manufacture and/or sale of goods or services or the retailing, wholesaling, and renting of real or personal property provided such activities are permitted uses and are not, in the determination of the planning commission, detrimental to surrounding properties. Cottage industries are intended to provide economic support for households located in the outlying portions of the borough not served by the roaded system. Cottage industries are subordinate to the principal residential use of property and, in general, are a more intensive use of property than a home occupation and a less intense use of

property than permitted in commercial and industrial zones.

"Coverage" means that percentage of the total lot area covered by principal and accessory buildings.




## 18.10.050 "D" Definitions

"Day care, commercial" means a facility licensed by the state providing care for hire of five or more children who are unrelated to the caregiver ("relative" means an individual

who is related to another by marriage, blood relationship, or court decree; "relative" includes a parent, child, grandparent, great grandparent, brother, sister, stepparent, stepsister, stepbrother, aunt, uncle, great-aunt, great-uncle or step-grandparent), primarily during the daytime hours but who do not stay overnight; may include instruction.

"Day care for hire, residential" means any home regularly used or maintained to provide care for hire of four or fewer children (up to age 12), not counting any children who are related to the caregiver ("relative" means an individual who is related to another by marriage, blood relationship, or court decree; "relative" includes a parent, child, grandparent, great grandparent, brother, sister, stepparent, stepsister, stepbrother, aunt, uncle, great-aunt, great-uncle or step-grandparent) shall meet all requirements for home occupations. This definition does not apply to babysitting or occasional day care for hire that is less than 20 days in a three-month period.
Decibel (dB): See subsection (2) of "sound level" definition in KGBC 18.10.200.

"Density" means the number of dwelling units for a gross area of land (acres) or lot, typically associated with a development area plan used in the creation of a master development plan for a planned unit development zone.

"Design standards" means a set of regulatory guides addressing characteristics such as materials, quality, general appearance, architectural motif, historical character, color schemes and the like which are applied to a structure constructed on a parcel or parcels of real property to which design standards apply.

"Development area" means a PUD subsection that prescribes a specific set of land uses that are subject to specific development requirements.

"Dwelling" means a building or any portion thereof designed or used exclusively for residential occupancy including one-family, two-family and multiple-family dwellings, but not including any other building wherein human beings may be housed.

"Dwelling, four-family" means a building containing four individual dwellings. Detached accessory dwelling units are not included in this definition. Four-family dwellings shall be either in a side-by-side or in an over-under (stacked) configuration. Side-by-side dwelling units shall share a common wall or be connected by a common roof. The shared walls or roof shall not be those of a breezeway, or other accessory structure, but may include a carport or garage. Each dwelling unit must have direct access to the outside or to a common wall. Each dwelling unit is intended to be occupied by one family.

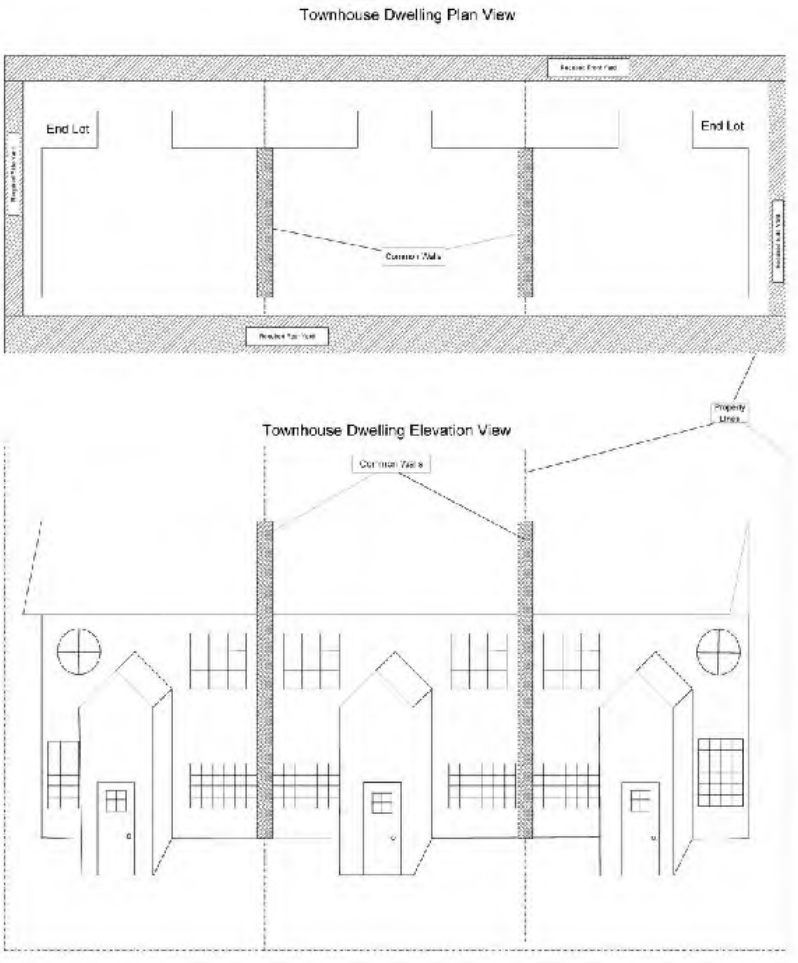
“Dwelling, multiple-family” means any building located on a single lot and containing five or more dwelling units.

“Dwelling, one-family” means any detached building containing only one dwelling unit.

“Dwelling, townhouse” means a building designed exclusively for occupancy by one family and containing one dwelling unit, occupying space from the ground to the roof and not lying vertically under or over adjacent units, and attached to a series of two or more, but not exceeding seven, additional similar dwelling units, each of which is located on a separate lot, and each of which shares a common wall, located on a side lot line, with another similar dwelling unit.

(1) “Common wall” means a wall with no openings located along a side lot line and forming the division between two independent but attached dwelling units located on adjoining lots. A garage or carport wall may form the common wall, provided the garage or carport is attached to a dwelling unit.

(2) “End lot” means a lot in a townhouse development which has a common wall located on only one of its two side lot lines.

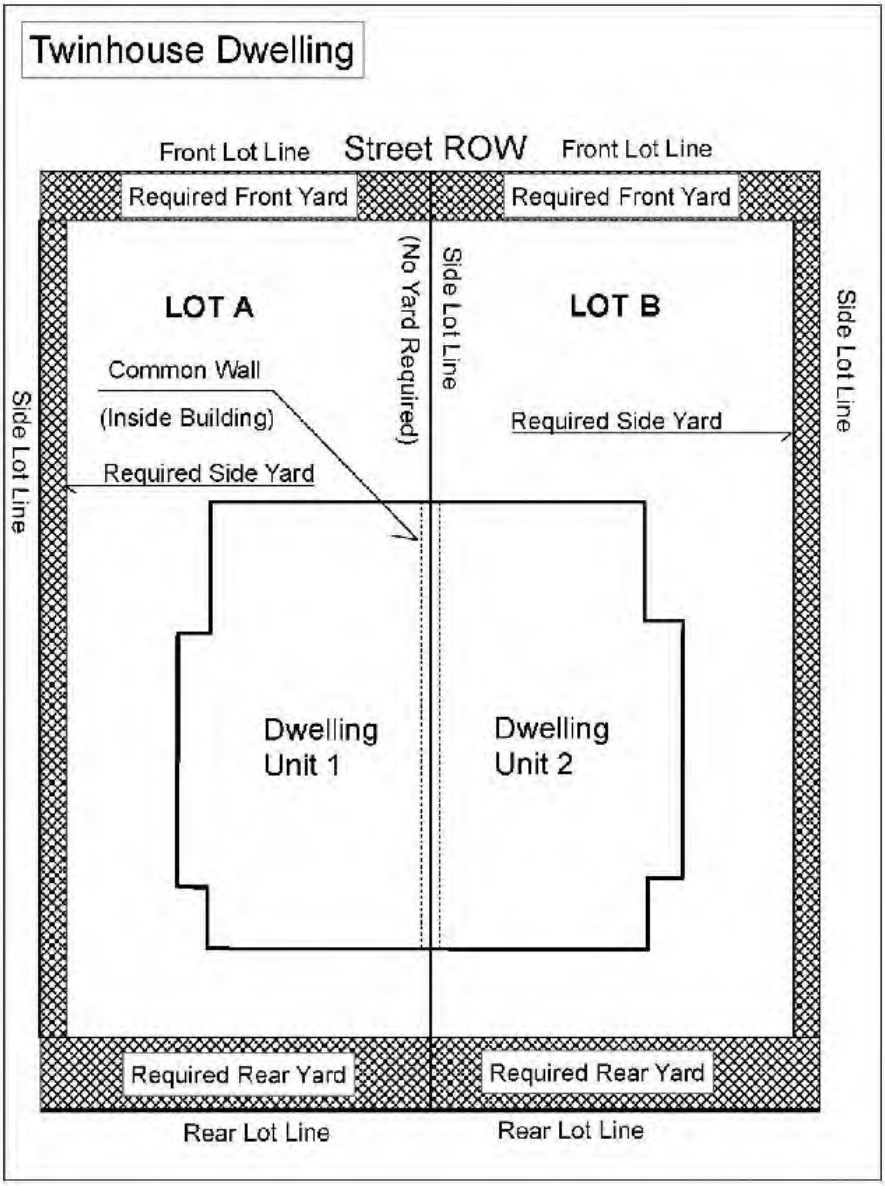



"Dwelling, triplex" means a building containing three individual dwellings. Detached accessory dwelling units are not included in this definition. Triplex dwellings shall be either in a side-by-side or in an over-under (stacked) configuration. Side-by-side dwelling units shall share a common wall or be connected by a common roof. The shared walls or roof shall not be those of a breezeway, or other accessory structure, but may include a carport or garage. Each dwelling unit must have direct access to the outside or to a common wall. Each dwelling unit is intended to be occupied by one family.

"Dwelling, twinhouse" means a building, located on a separate lot, designated exclusively for occupancy by one family and containing one dwelling unit, which is attached by a common wall located on a side lot line to a similar building on an adjacent lot containing one dwelling unit.

(1) "Common wall" means a wall with no openings located along a side lot line and forming the division between two independent but attached dwelling units located

on adjoining lots. A garage or carport wall may form the common wall, provided the garage or carport is attached to a dwelling unit.




"Dwelling, two-family" means any building located on a single lot and containing only two dwelling units. Two-family dwelling units (duplexes) shall be either in a side-by-side or in an over-under (stacked) configuration. Side-by-side dwelling units shall share a common wall or be connected by a common roof. The shared walls or roof shall not be those of a breezeway, or other accessory structure, but may include a carport or garage.

"Dwelling unit" means either a single room or two or more connected rooms used exclusively as a single unit and intended for occupancy for no less than 30 consecutive

days or more by one family, and providing complete, independent living facilities (which at a minimum includes permanent provisions for living, sleeping, eating, cooking and sanitation which are accessed independently). This term does not include hotel or motel rooms, extended stay lodging facilities, boarding and lodging rooms, nursing home rooms, or assisted living units.

**18.10.060 "E" Definitions**

End lot: See subsection (2) of "dwelling, townhouse" definition in KGBC 18.10.050.

"Essential service" means the erection, construction, alteration or maintenance by public utilities or municipal departments or commissions of underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, traffic signals, hydrants and other similar equipment and accessories in connection therewith, but not including buildings, reasonably necessary for the furnishing of adequate service of such public utilities or borough departments or commissions or for the public health or safety or general welfare.

**18.10.070 "F" Definitions**

"Family" means any number of individuals living together as a single housekeeping unit in a dwelling unit.

"Fence height" means the vertical distance between the ground directly under the fence and the highest point of the fence.

"Float plane facilities" means a terminal for a commercial enterprise providing either regularly scheduled flights for passengers and freight or unscheduled charter air transportation, sightseeing, recreational flights. Facilities include docks, hangars, ramps, fueling facilities for aircraft, and terminal facilities for passengers. Docks or related structures used for the routine delivery of freight or passengers ancillary to a remote lodge, cabin, or other recreational or commercial principal use are not considered float plane facilities.

"Flood management area" means those areas designated and depicted as "special flood hazard areas" and "other flood areas" on the official flood insurance rate map (FIRM) of the city of Ketchikan, Alaska, dated April 16, 1990, prepared by the Federal Emergency Management Agency, which flood insurance rate map, and the flood insurance study,

are on file in the office of the borough clerk as document No. 90-14 and in the borough department of planning and community development, 1900 First Avenue, Ketchikan, Alaska 99901, and are available for public inspection and copying and are incorporated herein by reference thereto.

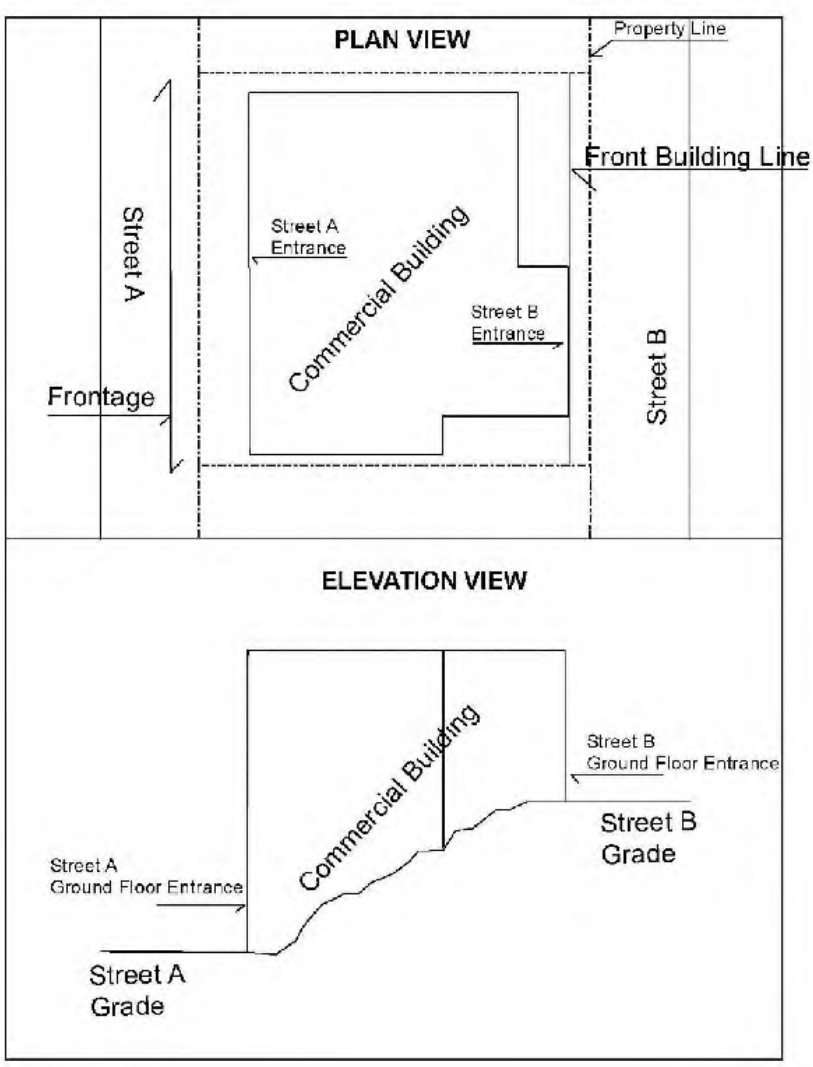
"Floodway" means the channel of watercourse and those portions of adjoining floodplains which are reasonably required to carry and discharge the main body of water within the flood management area, both within the city of Ketchikan and other areas of the borough.

"Floor area" means the total of each floor of a building within the surrounding outer walls but excluding vent shafts, courts, stairways and elevators.

"Floor, ground" means the floor of a building at or nearest the adjacent street, and which is accessible directly from a front yard. On commercially zoned properties with multiple front yards on sloping sites with street entrances at more than one level, each floor accessible at street level shall be considered a ground floor.

"Front building line" means a line parallel to the front lot line of the lot on which a building is located, that is drawn through the point or vertical face of the building at grade level which is located nearest to the front lot line.

"Frontage" means the lot width measured along the property line adjacent to the street right-of-way.




"Fuel storage and distribution facility" means an area where flammable or combustible liquids are received by tank vessel, pipeline, tank car, or tank vehicle and are stored or blended in bulk for the purpose of distributing such liquids by tank vessel, pipeline, tank car, tank vehicle, portable tank, or container.

## 18.10.080 "G" Definitions

"Garage, private" means an accessory building or any portion of a main building used in connection with residential purposes for the storage of passenger motor vehicles.

"Garden, hobby" means a residential garden where excess crops are sold off site. The sale of crops is conducted in such a way that the average neighbor, under normal circumstances, would not be aware of its existence.

“Garden, residential” means an area accessory to a residence used for the cultivation of fruits, vegetables, flowers, ornamental plants and the like, and where the crops are used for consumption by the occupants of the residence.

“Garden stand” means a structure or area accessory to a hobby garden that is used for the on-site sale of excess crops from a hobby garden for more than five days within a 60-day period.

“Grade” means the lowest point of elevation of the adjoining sidewalk, paving or unfinished ground surface within the area between the building and the property line, or when the property line is more than five feet from the building, between the building and a line five feet from the building.

“Gross floor area” means the total of each floor of a building within the surrounding outer walls but excluding vent shafts and courts, stairways and elevators.

“Guest room” means any room in a hotel, dormitory, boarding or lodging house used and maintained to provide sleeping accommodations for not more than two persons.

**18.10.090 "H" Definitions**

Highway: See subsection (4) of “street” definition in KGBC 18.10.200.

“Home occupation” means an accessory use of a service character customarily conducted within a dwelling, by the residents, which does not involve the conduct of trade on the premises.

“Hotel” means any building or group of buildings in which there are guest rooms used, designed or intended to be used for the purpose of offering to the general public lodging on a day-to-day basis.

“Household pet” means dogs, cats, birds and other animals which are customarily kept inside a house

**18.10.100 "I" Definitions**

“Indoor commercial recreational facility” means a facility which provides space for activities such as bingo halls, theaters, dances or other recreation activities which may attract large numbers of patrons at a single time.
Industrial district transient use: See subsection (2) of “transient use” definition in KGBC

18.10.210.

**18.10.110 "J" Definitions**

“Junked vehicle” means any abandoned, wrecked or inoperable vehicle.

“Junkyard” means any space used for the storage or abandonment of junk or waste material including scrap metals or other scrap materials, or for the dismantling, demolition or abandonment of automobiles, other vehicles, machinery or any parts thereof.

**18.10.120 "K" Definitions**

“Kennel, boarding” means any lot or premises on which more than six household pets are kept for compensation.

“Kennel, residential” means any lot or premises on which not more than six household pets are kept for compensation.

**18.10.130 "L" Definitions**

Lane: See subsection (5) of “street” definition in KGBC 18.10.200.

“Loading space” means an off-street space or berth on the same lot with a building or structure to be used for the temporary parking of commercial vehicles while loading or unloading merchandise or materials.

Local street: See subsection (6) of “street” definition in KGBC 18.10.200.

“Lot” means a parcel of land occupied or to be occupied by a principal use and having frontage on, or access to, a public street.

“Lot, corner” means a lot situated at the junction of, and bordering on, two intersecting streets. A corner lot shall be considered to have two front yards.

“Lot depth” means the average horizontal distance between the front and rear lot lines measured in the mean direction of the side lot lines.

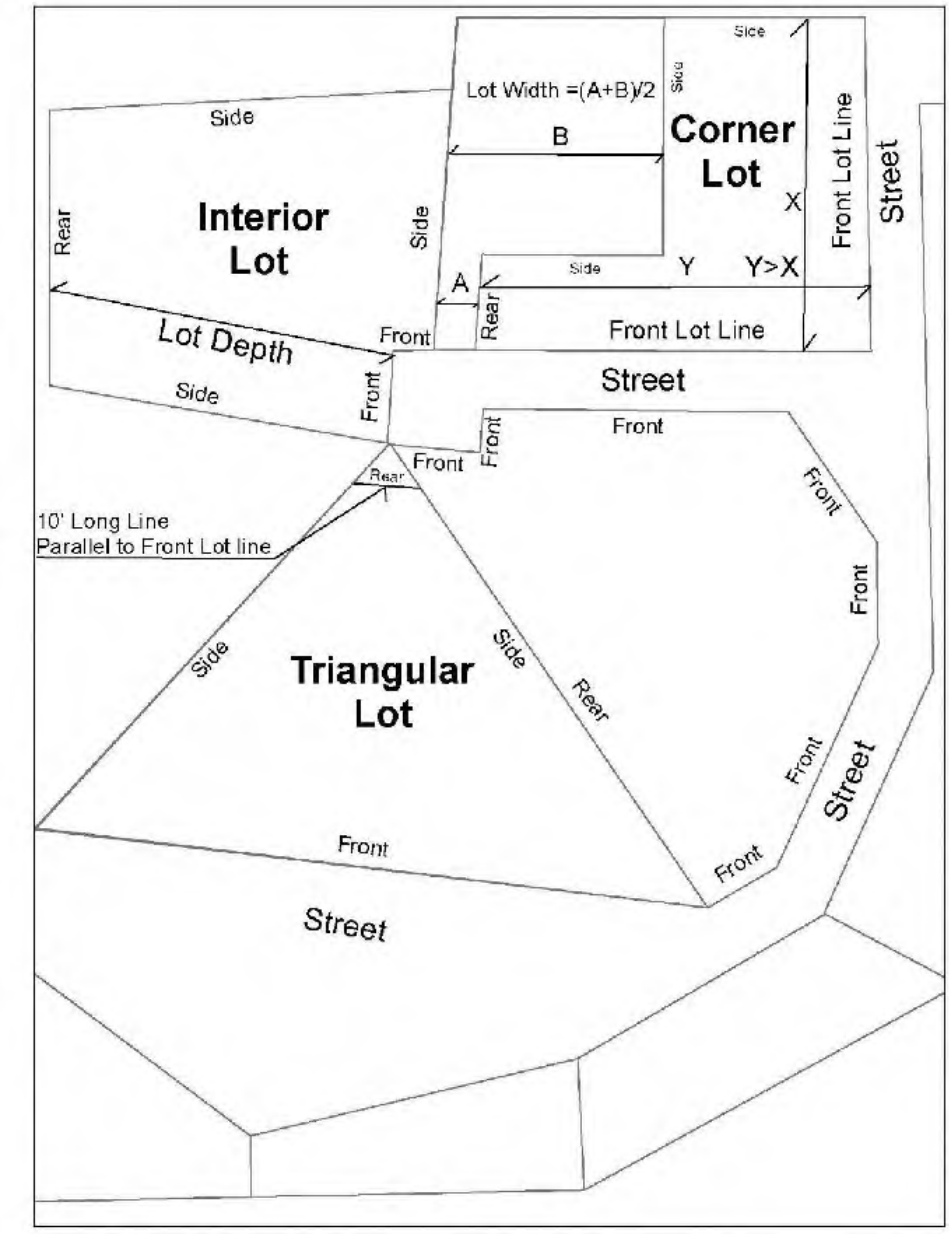
“Lot line, front (corner lot)” means the lines separating the lot from the street.

"Lot line, front (interior lot)" means a line separating the lot from the street.

"Lot line, rear" means the line that is opposite and most distant from the front lot line, and in the case of an irregular triangular or gore-shaped lot, a line not less than 10 feet in length, within a lot, parallel to and at the maximum distance from the front lot line.

"Lot line, side" means any lot boundary line not a front lot line or a rear lot line.

"Lot width" means the average horizontal distance separating the side lot lines of a lot and at right angles to its depth.



**18.10.140 "M" Definitions**

“Marijuana” has the same meaning as contained in AS 17.38.900.

“Marijuana cultivation facility” has the same meaning as contained in AS 17.38.900.

“Marijuana establishment” means any “marijuana cultivation facility”; a “marijuana cultivation facility, limited; a “marijuana testing facility”; a “marijuana product manufacturing facility”; a “marijuana concentrate manufacturing facility”; or a “marijuana retail store.”

“Marijuana products” has the same meaning as contained in AS17.38.900.

“Marijuana product manufacturing facility” has the same meaning as contained in AS 17.38.900.

“Marijuana retail store” has the same meaning as “retail marijuana store” contained in AS 17.38.900.

“Marijuana testing facility” has the same meaning as contained in AS 17.38.900.

“Master development plan” means a combination of map(s) and written documents providing both a graphical and narrative description of the PUD. The map is used to show the boundaries of the PUD and any development areas within the PUD and will take a form similar to a plat. The narrative section is used to describe development parameters such as permitted and unpermitted uses if the use is allowed as a principal, accessory, or conditional use, and the development requirements.

“Maximum building height” means the vertical distance above a reference datum measured to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the average height of the highest gable of a pitched or hipped roof, as illustrated within this section, whichever is the greater height. The reference datum shall be selected by either subsection (1), (2), (3), or (4) of this definition as applicable:

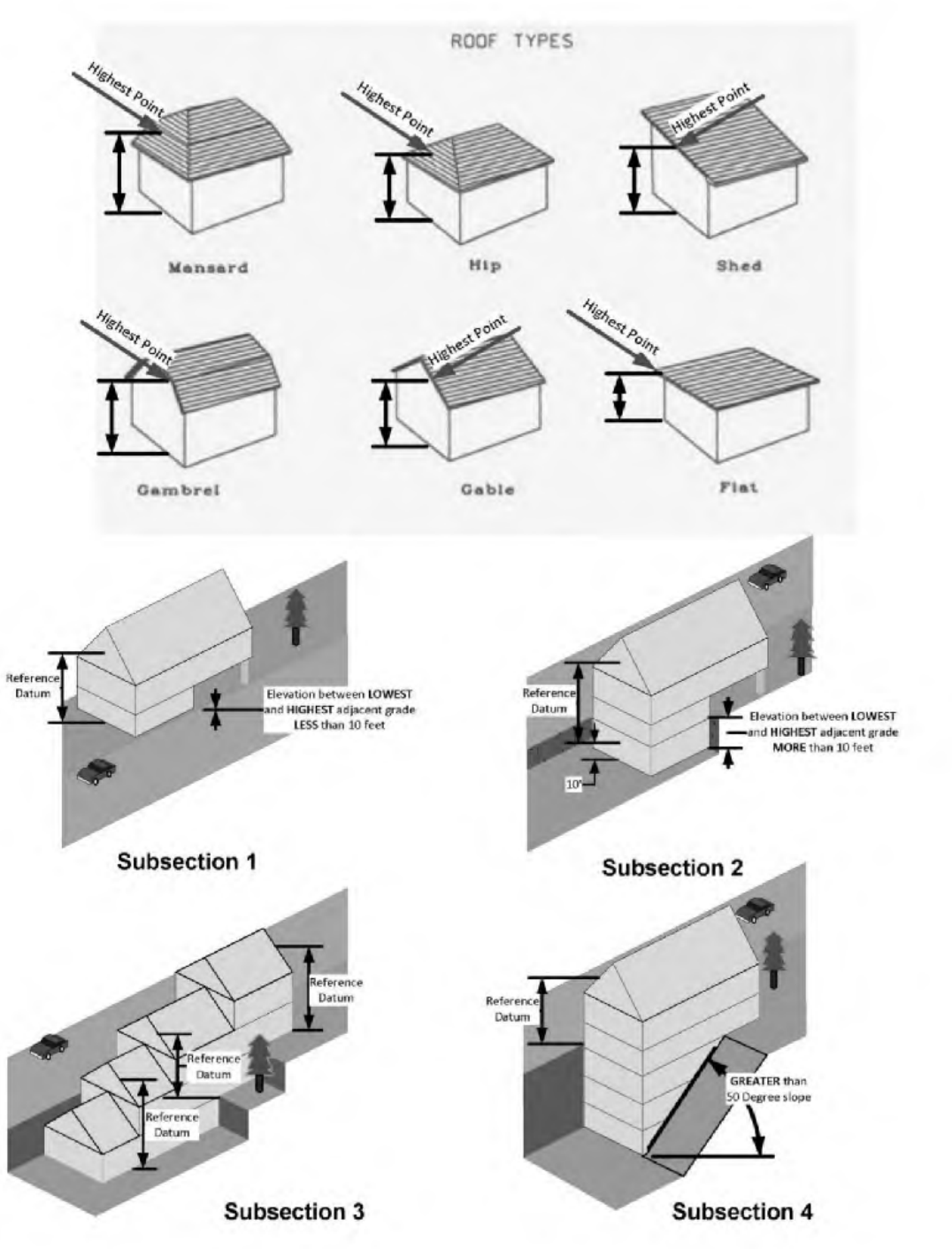
(1) The elevation of the highest point on an adjoining sidewalk, paving, or finished grade within a five-foot horizontal distance of the exterior wall of the building, when such point on the sidewalk, paving, or finished ground surface is not more than 10 feet above the lowest grade; or

(2) An elevation 10 feet above the lowest grade when the sidewalk, paving, or finished ground surface described in subsection (1) of this definition is more than 10 feet above the lowest grade.

(3) The maximum building height of a stepped or terraced building shall not be greater than the maximum allowable height of the highest segment of such building. The height of each segment shall be computed separately according to the procedures set forth in subsection (1), (2) or (4) of this definition, as applicable, and the maximum height of any one segment shall not exceed the height allowed under subsections (1), (2) and (4) of this definition. Terraced or stepped buildings may only be constructed on slopes of 20 degrees or greater.

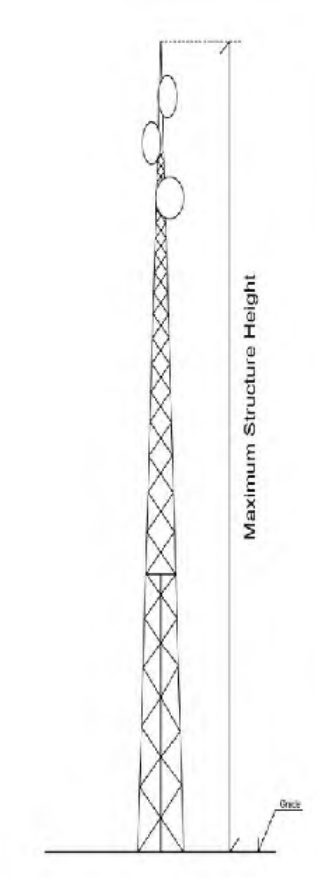
(4) Notwithstanding subsection (1) or (2) of this definition, the reference datum for establishing the maximum height of a building that occupies a site with an average slope of 50 degrees or greater, measured from the upslope lot line to the downslope lot line, and where the only access to the lot from a public right-of-way is provided on the upslope side of the lot, shall be the highest point on an adjoining sidewalk, paving, or finished grade located within five feet horizontal distance of the exterior wall of the building on the upslope side of the building.

(5) Exceptions. The methods of measurement provided for in this definition and the height limitations set forth in this title shall not apply to church spires, belfries, fire and hose towers, chimneys, flagpoles, ventilators, elevator housings, masts, antennas, and other similar structures (except satellite dishes) that are a part of or directly affixed to a building. Cupolas higher than the height limitations set forth in this title may be allowed if approved by the planning and zoning commission when they are determined to be compatible with adjacent structures and uses and do not substantially interfere with views from adjacent properties.




"Maximum structure height" means except for buildings and structures that are a part of or directly affixed to a building as provided for and described in the definition of "maximum building height," the "maximum structure height" is the vertical distance from the highest lot elevation abutting the structure to the highest point of the structure.

**New wording is underlined—Deleted wording is [CAPITALIZED AND BRACKETED]**




"Modular building" means a prefabricated transportable structure designed to be used by itself or to be combined, on site, with similar units to form a single building. Modular buildings include sectional buildings, residential mobile buildings, commercial mobile buildings and travel trailers. The term is intended to apply to major assemblies and does not include prefabricated subelements which are to be incorporated into a structure at the site. The following terms are directly associated with modular buildings:

(1) "Campsite" means a plot of land within a travel trailer park designed for the use of a single travel trailer.

(2) "Commercial mobile building" means a single modular building designed to be transported on its own wheels and chassis and designed and used for nonresidential purposes with or without a permanent foundation.

(3) "Mobile building" means a single modular building designed to be transported on its own wheels and chassis.

(4) "Mobile building park" means a parcel of land and related structures and facilities

used to locate more than two mobile buildings for long-term residential occupation.

(5) “Mobile building sales lot” means a parcel of land upon which unoccupied mobile buildings and/or travel trailers may be displayed for inspection and sale.

(6) “Mobile building space” means a plot of land within a mobile building park designed for the use of a single mobile building.

(7) “Mobile food vendor” means a commercial mobile building, vehicle, or combination thereof, used to sell ready-to-eat food directly to consumers.

(8) “Residential mobile building” means a single modular building designed to be transported on its own wheels and chassis, and designed and used for long-term occupation as a residence with or without a permanent foundation.

(9) “Sectional building” means two or more modular buildings designed to be combined on site and to be placed on a permanent foundation. Sectional buildings are not subject to regulations of this title concerning mobile buildings.

(10) “Travel trailer” means a portable dwelling designed and used for short-term occupation as a residence without a foundation. The term “travel trailer” includes, but is not limited to, motor homes, pickup campers and tent trailers. When used for long-term occupation, such dwelling shall be treated as a mobile building.

(11) “Travel trailer park” means a parcel of land and related structures and facilities used for short-term occupation by persons with travel trailers.

“Motel” means a group of one or more detached or semidetached buildings containing two or more individual dwelling units and/or guest rooms designed for or used temporarily by automobile tourists or transients, with a garage attached or parking space conveniently located to each unit, including groups designated as auto courts, motor lodges or tourist courts.

### 18.10.150 "N" Definitions

“Natural resource extraction” means the extraction of commercially marketable natural resources for sale or trade.

“Natural resource processing” means activities by which extracted natural resources are refined to create a marketable product. In the case of rock, processing includes crushing,

screening, and washing. Processing of timber includes trimming branches, bucking to length, and operations typically found in a sawmill. This does not include cutting nonmarketable timber into firewood, or processing other natural resources to be used for development on the property they came from.

Nonconforming building: See "Building, nonconforming" in KGBC 18.10.030.

**18.10.160 "O" Definitions**

"Official zoning map" means the digital zoning map of the Ketchikan Gateway Borough, together with all amendments to the zoning map subsequently adopted.

"Open storage" means the unenclosed storage of property including but not limited to: appliances, equipment, gear machinery, material supplies, provisions, tools, goods and portions thereof for a period exceeding 60 days. This definition does not include the display of merchandise associated with a bona fide retail business. "Unenclosed," for the purposes of this definition, shall mean located outside a fully enclosed building.

"Overlay district" means an area identified by boundaries determined by landmarks, streets, or other recognizable monument within which additional provisions of development are required.

**18.10.170 "P" Definitions**

"Person" means a natural person, his heirs, executors, administrators or assigns, and also including a firm, partnership or corporation, its or their successors or assigns, trust or other legal entity, including the federal government, or the agent of any of the aforesaid.

Place: See subsection (7) of "street" definition in KGBC 18.10.200.

"Planned unit development (PUD)" means a development guided by a master development plan consisting of an established list of uses and standards by development area. PUDs are approved as part of a rezone process to the planned unit development zone and identified on the zoning map as "PUD" followed by the applicable ordinance number (example PUD 5557).

"Preschool" means any home or institution used to provide day care for hire with educational services for children ages three to five years, not yet reaching the age for enrollment in kindergarten.

Principal use: See subsection (2) of “use” definition in KGBC 18.10.220.

**18.10.180 "Q" Definitions**

Reserved

**18.10.190 "R" Definitions**

“Recreation or youth center” means a building, structure, athletic playing field or playground that is:

(1) Run or created by a municipality or the state to provide athletic, recreational, or leisure activities for minors; or

(2) Operated by a public or private organization licensed by the State to provide shelter, training, or guidance for minors.

Residential mobile building: See subsection (8) of “modular building” definition in KGBC 18.10.140.

**18.10.200 "S" Definitions**

“School grounds” means a building, structure, athletic playing field, playground, parking area, or land contained within the real property boundary line of a public or private preschool, elementary, or secondary school.

Sectional building: See subsection (9) of “modular building” definition in KGBC 18.10.140.
“Service station” means any building, structure, premises or other space used primarily for the retail sale and dispensing of motor fuels, tires, batteries and other accessories; the installation and servicing of such lubricants, tires, batteries and other accessories; and such other services which do not customarily or usually require the services of a qualified automotive mechanic.
Setback: See “Yard” in KGBC 18.10.260.
“Shooting facility” means a building, area, or combination thereof in or upon which projectiles are propelled by mechanical or chemical means at targets for sport, practice, testing, or training purposes on a commercial basis. The following terms are directly associated with shooting facilities:

(1) Indoor shooting facilities are located in fully enclosed buildings within which all shooting activities occur.

(2) Outdoor shooting facilities are located wholly or partially outside of a building. Facilities where the operator, target, or any space between the two that is not located within a fully enclosed building shall be considered an outdoor facility.

(3) Shooting facilities include: archery range, gun range, rifle range, handgun/pistol range, skeet/trap range, live fire shoot houses. Hunting areas are not considered shooting facilities.

"Short-term rentals" means a dwelling unit that is advertised or otherwise made available to transients in exchange for good and valuable consideration. The renter does not reside in any part of the dwelling during the transient's stay.

"Sight obscuring enclosure" means a method of visually shielding or obscuring one abutting or nearby structure or use from another by a board or chain-link fence with slats, wall or berm, or by densely planted vegetation that is at least eight feet in height.

"Sign" means any words, lights, letters, parts of letters, figures, numerals, phrases, sentences, emblems, devices, trade names or trademarks by which anything is made known, such as are used to designate an individual, a firm, an association, a corporation, a profession, a business or a commodity or product, which are visible from any public area and used to attract attention.

"Sign, abandoned" means any sign or sign structure identifying a use or activity that has ceased to occupy the site for a period greater than Nine months.

"Sign Area". The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets zoning regulation and is clearly incidental to the display itself.

"Sign, hanging" means any sign hanging under a canopy or marquee mounted perpendicular to a store frontage typically over a public right-of-way and designed to be viewed by pedestrians from the sidewalk.

"Sign, freestanding" means any sign that is permanently affixed in or upon the ground, supported by one or more structural members, with air space between the ground and the sign face.

“Sign, monument” means a free standing sign that is supported by a structural base and does not have an air gap of more than 12 inches between the top of the structural base and the bottom of the sign face.

“Sign, permanent” means any sign built out of permanent, rigid materials, advertising the name of a business, category, location, type of product, or service provided. Nonrigid materials stretched taut over a rigid frame shall be considered permanent signs.

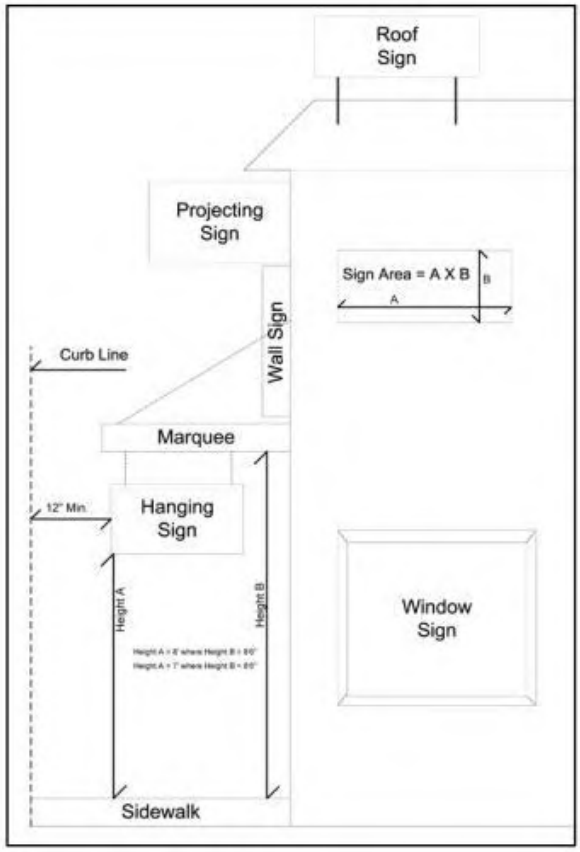
“Sign, projecting” means any sign that protrudes from or is mounted perpendicularly to any flat surface on a building, including awning signs but not including hanging signs or signs mounted under a canopy or marquee.

“Sign, roof” means a sign projecting over the coping of a flat roof, or over the ridge of a gable, hip or gambrel roof, and supported by or attached to said roof, or any sign that uses the roof for support.

“Sign, temporary” means any banner, pennant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, vinyl, plastic, or other nonpermanent material, without frames, designed to be displayed for a short period of time. This term shall also include any portable sign or portable sign display and any sign or sign display on a truck or motor vehicle that has not moved upon a public street for more than 24 hours.

“Sign, wall” means a sign applied to or mounted flush to the wall or surface of a building or structure, the display surface which does not project more than six inches from the outside wall of such a building or structure. The total individual lettering on one side of a building or structure shall constitute one wall sign unless the text groupings are separated by more than 10 feet of blank space.

“Sign, window” means any sign painted on, placed in, or affixed to any window exclusive of merchandise on display which is intended to be seen from the exterior.




"Site development" means extraction, but not processing, of commercially marketable natural resources for the stated purpose of preparing land for improvements such as buildings, structures, roads, driveways, parking areas, and the like.

"Site development plan" means a combination of maps, drawings, and narrative descriptions that provide the Zoning Official or planning commission with sufficient information to determine the impact natural resource extraction or site development will have on the surrounding neighborhood and to identify conditions reasonably designed to permit the desired development while mitigating adverse impacts on other properties in the area. "

"Small scale food processing" means food and seafood processing operations which are exempt from the requirements of Corps of Engineers NPDES general permits. Seafood processing operations must submit a seafood processing permit application to ADEC. All food processing operations must operate in compliance with ADEC regulations.

"Sound level" means the weighted sound pressure level obtained by the use of a sound level meter and frequency weighting network, such as A, B, or C as specified in American National Standards Institute specifications for sound level meters (ANSI S1.4-1971, or the latest approved revision thereof). If the frequency weighting employed is not indicated, the A-weighting shall apply.

(1)"A-weighted sound level" means the sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated

dB(A) or dBA.

(2)"Decibel (dB)" means a unit for measuring the volume of a sound equal to 20 times the logarithm to the base ten of the ratio of the pressure of the sound measured to the reference pressure, which is 20 micropascals (20 micronewtons per square meter).

(3)"Sound level meter" means a sound level measuring device, either Type I or Type II as defined by American National Standards Institute specifications for sound level meters (ANSI S1.4-1971, or the latest approved revision thereof).

"Street" means a public right-of-way used as a thoroughfare and which is designed and intended to provide the primary means of access to property abutting thereon. The following terms are directly associated with streets:

(1)"Alley" means a public way designed and intended to provide only a secondary means of access to any property abutting thereon.

(2) "Arterial street" means a street with usual average daily traffic over 3,000 trips per day, also called a highway.

(3) "Collector street" means a street with usual average daily traffic of 1,000 to 3,000 trips per day.

(4) Highway: See "Arterial street," subsection (2) of this definition.

(5) "Lane" means a street with usual average daily traffic of 75 to 200 trips per day.

(6) "Local street" means a street with usual average daily traffic of 200 to 1,000 trips per day, also called a subcollector.

(7) "Place" means a street with usual average daily traffic of zero to 100 trips per day, usually a dead-end street.

(8) "State highway" means a right-of-way classified by the State as a primary, secondary A or secondary B highway.

(9) "Street frontage, linear" means the linear width measured parallel to the street frontage of the heated and enclosed structure upon a premises, not including out-buildings or appurtenant structures, unless said structures have no street frontage, in which case the street frontage shall be the structure's side width of principal entrance. For multi-tenant buildings, street frontage shall be to the exterior edge of the area of leased space for each tenant. Sides of a building with adjacent parking lots, public sidewalks, or marine access shall be considered street frontage.

(10) "Street line" means the line of demarcation between a street and the lot or land abutting thereon.

(11) Subcollector: See "Local street."

"Structure" means that which is built or constructed, a building of any kind, composed of parts joined together in some definite manner.

### 18.10.210 "T" Definitions

"Telecommunication" means the technology which enables information to be

exchanged through the transmission of voice, video, or data signals by means of electrical or electromagnetic systems.

"Telecommunication tower" means any structure that is designed and constructed for the purpose of supporting one or more antennas for telephone, radio and similar communications purposes, including self-supporting lattice towers, microwave towers, common-carrier towers, wireless communication towers, and alternative tower structures and the like. The term includes the structure and support thereto.

"Telecommunications facilities" means any cables, wires, lines, wave guides, antennas, and any other equipment or facilities associated with the transmission or reception of communications a person seeks to locate or have installed upon or near a tower or antenna support structure.

"Transient" means any person who exercises occupancy or is entitled to occupancy by reason of concession, permit, right of access, license or other agreement for a period of not more than 30 consecutive calendar days, counting portions of days as full days; provided, however, the day a transient checks out shall not be included in determining the 30-day period if the transient is not charged rent for that day. Any person who in fact exercises occupancy or in fact is entitled to occupancy for a period of more than 30 consecutive days shall be deemed not to have been a transient from the date of commencement of such consecutive period for days of occupancy or entitlement to occupancy.

"Transient use" means either a commercial or industrial transient use as found in a motel or hotel, and further defined as:

(1) "Commercial district transient use" means, in the central and general commercial districts, a commercial enterprise for the purpose of providing lodging on a daily basis, room(s) in a building with two or more units. Transient units are not owner occupied. Transient uses may be permitted for tenancy longer than 30 consecutive days pursuant to the residential use requirements of each district.

(2) "Industrial district transient use" means, in the light and heavy industrial districts, a commercial enterprise for the purpose of providing lodging on a daily basis, room(s) in a building with two or more units. Transient units are not owner occupied. Transient uses are not permitted for tenancy longer than 30 consecutive days; residential uses are not permitted in the industrial districts.

Travel trailer: See subsection (10) of "modular building" definition in KGBC 18.10.140.

Travel trailer park: See subsection (11) of "modular building" definition in KGBC 18.10.140.

**18.10.220 "U" Definitions**

"Usable yard area" means the minimum amount of square feet specified as "usable yard area" in a particular zone, which area shall comply with all of the following design criteria:

(1) Each dimension of the area allocated as usable yard area, at ground level, shall be not less than 10 lineal feet;

(2) Length-to-width ratio shall not exceed two to one;

(3) Maximum slope of surface shall be five percent;

(4) Drainage shall be so designed and provided that there will be no standing water;

(5) All surfaces shall be of grass, sand, asphalt, wood, bark, or any combination thereof;

(6) Adequate lighting shall be provided;

(7) Planters, flower beds or permanently installed lawn furniture shall not be included in the calculation of usable yard area;

(8) Usable yard area calculations may not include any required setback, parking or walkway, and may not be located under any unguttered roof overhang, nor closer than five feet to a required window or a door opening;

(9) Fifty percent of the usable yard area requirement may be satisfied through the use of balconies or roofs.

"Use" means the purpose for which land or a building is arranged, designed or intended, or for which either land or a building is or may be occupied or maintained.

(1) "Accessory use" means a use customarily incidental and subordinate to the principal use of the land, building or structure and located on the same lot or parcel of land.

(2) “Principal use” means the major or predominant use of a lot or parcel of land.

**18.10.230 "V" Definitions**

Reserved.

**18.10.240 "W" Definitions**

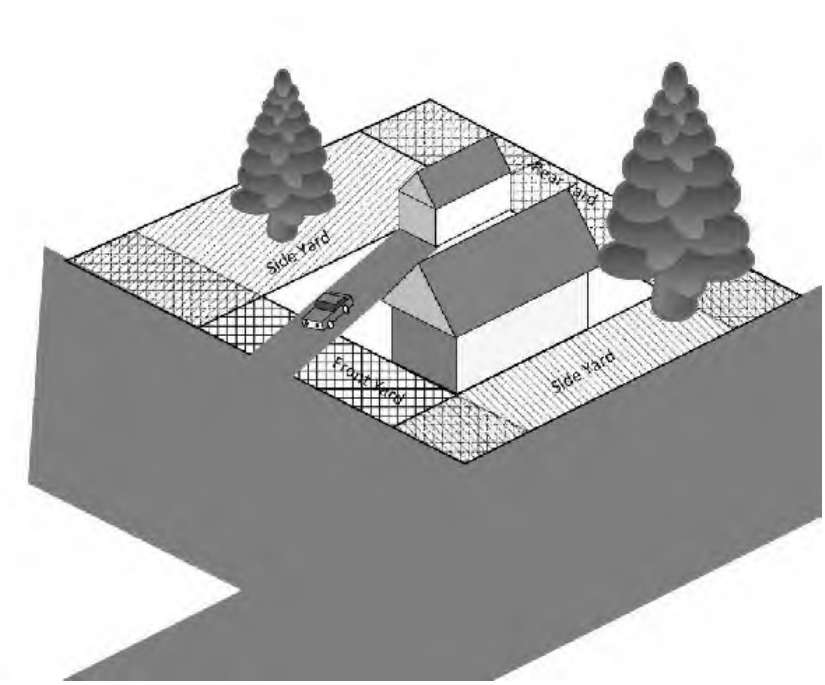
Reserved.

**18.10.250 "X" Definitions**

Reserved.

**18.10.260 "Y" Definitions**

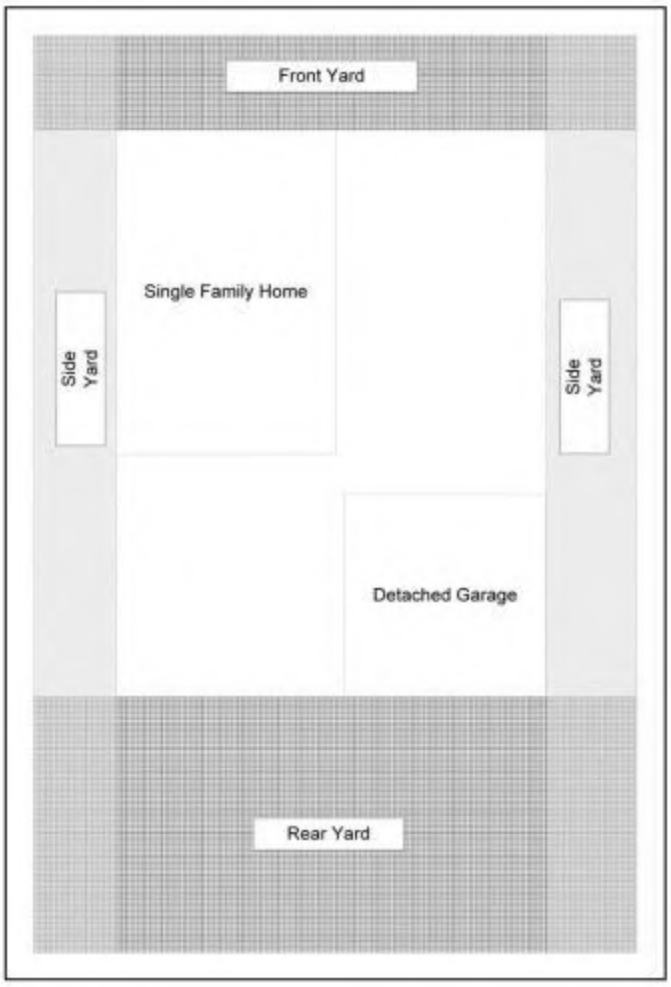
“Yard” means an unoccupied space, unobstructed excepting eaves or overhangs of not more than 24 inches in width or where otherwise specifically provided for by this title, from 30 inches above the ground level to the sky on the same lot on which a building is situated; provided, however, fencing, customary yard accessories, play structures without moving parts, ornaments and furniture, except for bleachers which are in excess of 60 inches in height, are permitted in any yard, subject to such height limitations and requirements limiting obstructions or visibility as are provided in KGBC 18.60.020 or are otherwise provided by the KGB Code.




"Yard, front" means a yard extending across the full width of a lot measured between the front lot line of the lot and the front building line. A corner lot shall be considered to have two front yards.

"Yard, rear" means a yard extending across the full width of the lot between the most rear main building and the rear lot line.

"Yard, side" means a yard on each side of a main building and extending from the front lot line to the rear lot line. The width of the required side yard shall be measured horizontally from the nearest point of a side lot line to the nearest part of the main building.




**18.10.270 "Z" Definitions**

"Zoning change" means the alteration or moving of a use district boundary; the reclassification of a lot or parcel of land from one zone to another, the change of any of the regulations contained in this title.

"Zoning Official" means the person charged with the administration and enforcement of this title.

"Zoning ordinance" or "ordinance" means the Ketchikan Gateway Borough zoning ordinance (this title).

## Chapter 18.20
## Introduction

**18.20.010 Title and effective date**

**18.20.020 Authority**
**18.20.030 Purpose of this title**
**18.20.040 Ketchikan Gateway Borough Comprehensive Plan 2020 Adopted**
**18.20.050 Periodic comprehensive plan review**
**18.20.060 Saxman Development Plan Adopted**
**18.20.070 Saxman Development Plan review**
**18.20.080 Severability**
**18.20.090 Borough held harmless**
**18.20.100 Zoning Official**

### 18.20.010 Title and effective date

This title shall be officially known as "Title 18 of the Ketchikan Gateway Borough Code of Ordinances." It also may be called "Title 18," the "Zoning Ordinance," or the "Land Use Regulations" and is referred to throughout this document as "this title." This title shall become effective on_____.

### 18.20.020 Authority

This title is adopted pursuant to authority granted by the Alaska Constitution and the Alaska Statutes, specifically:

(a) AS 29.40.010. Requires a first or second class borough to provide planning, platting, and land use regulations on an areawide basis.

(b) AS 29.40.020. Requires the establishment of a Planning Commission, which is charged with, among other things, preparing a comprehensive plan for adoption by the Borough Assembly.

(c) AS 29.40.040. Requires the adoption, by ordinance, of provisions governing the use and occupancy of land.

### 18.20.030 Purpose of this title

The purpose of this title is to implement the comprehensive plan in a manner, which protects the public health, safety, welfare, and economic vitality by:

(a) Encouraging land development patterns that promote the public health, safety and welfare now and into the future;
(b) Encouraging the efficient use of existing infrastructure and the available land supply;
(c) Promoting a pattern of land use and development upon which to provide for adequate transportation, water supply, sewerage, and other public facilities;
(d) Providing appropriate development incentives to achieve an economically balanced and diverse community and to further the economic development goals of

the municipality;
(e) Promoting development patterns that protect and enhance the surrounding community character;
(f) Encouraging a diverse supply of quality housing located in safe and livable neighborhoods;
(g) Encouraging a balanced supply of nonresidential land uses that are compatible with adjacent land uses and have good access to appropriate infrastructure;
(h) Protecting the diversity of fish and wildlife habitats by minimizing adverse impacts of land development on economically valuable natural resources and features;
(i) Encouraging development of a sustainable and accessible system of recreational facilities, parks, trails, and natural open space that meet neighborhood and community-wide needs.

**18.20.040 Ketchikan Gateway Borough Comprehensive Plan 2020 Adopted**

That document entitled "Ketchikan Gateway Borough Year 2020 Comprehensive Plan" is hereby adopted as the official comprehensive plan of the Ketchikan Gateway Borough. This plan is divided into two volumes: A policy document and a map atlas. Additionally, the most recent version of the plans listed in subsections (a) through (d) of this section which have been adopted by ordinance of the assembly are recognized as subunits of the comprehensive plan:
(a) The North Gravina area plan;
(b) The Central Gravina and Airport Reserve area plan;
(c) The Clam Cove and Blank Inlet area plan; and
(d) The Ketchikan Gateway Borough Parks and Recreation master plan.

**18.20.050 Periodic comprehensive plan review**

The planning commission shall periodically undertake and complete an overall review of the current comprehensive plan, and shall present recommendations, based on such review, to the assembly.

**18.20.060 Saxman Development Plan Adopted**

The document consisting of text, maps and charts, entitled "Saxman Neighborhood Development Plan," dated 1967, is hereby adopted as the Saxman Neighborhood Development Plan.

**18.20.070 Saxman Development Plan review**

In order that the Saxman neighborhood development plan shall be at all times current with the needs of the city of Saxman and the borough, and shall represent the best thinking of the city of Saxman and the borough assembly, the borough planning and zoning commission and the boards, commissions and departments within the borough

in the light of changing conditions, the planning commission shall annually every 10 years review the Saxman neighborhood development plan and recommend to the assembly and the Saxman city council extensions, changes or additions to the plan which the planning and zoning commission considers necessary. Should the commission find that no changes are necessary, this finding should be reported. This review procedure should be timed so that any necessary amendments to the plan may be adopted by the council prior to the commencement of any major improvements.

**18.20.080 Severability**

(a) Invalidating a provision. If any court of competent jurisdiction invalidates any provision of this title, then such judgment shall not affect the validity and continued enforcement of any other provision of this title.

(b) Invalidating the application of a provision. If any court of competent jurisdiction invalidates the application of any provision of this title, then such judgment shall not affect the application of that provision to any other building, structure, or use not specifically included in that judgment, unless the circumstances leading to the invalidation are the same or substantially similar with respect to the other building, structure, or use.

(c) Invalidating a condition. If any court of competent jurisdiction invalidates any condition attached to the approval of an application for development approval, then such judgment shall not affect any other conditions or requirements attached to the same approval that are not specifically included in that judgment, unless the circumstances leading to the invalidation of the condition are the same or substantially similar.

**18.20.090 Borough held harmless**

The Ketchikan Gateway Borough shall not be held liable for any conflicts between private citizens that may arise as a result of this title.

**18.20.100 Zoning Official**

A Zoning Official, designated by the borough manager, shall administer and enforce this title. The Zoning Official may be provided with the assistance of such other persons as the borough assembly deems necessary.

## Chapter 18.30
## General provisions

**18.30.010 Interpretation of zone boundaries**

**18.30.020 Application of zone regulations**

**18.30.030 Nonconforming uses and structures**

### 18.30.010 Interpretation of zone boundaries

Where uncertainty exists as to the boundaries of zones as shown on the official zoning map, the following rules shall apply:

(a) Boundaries as encompassing rights of way shall be construed as following the property lines abutting the rights of way.

(b) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

(c) Boundaries indicated as approximately following borough limits shall be construed as following borough limits.

(d) All areas within the corporate limit of the borough which are under water and are not shown as included within any zone shall be subject to all of the regulations of the zone which immediately adjoins the water area. Uses on submerged lands that are physically connected to the uplands shall be limited to uses that are accessory to the principal use(s) of the uplands to which they are connected.

(e) Boundaries indicated as parallel to or extensions of features indicated in subsections (a) through (e) of this section shall be so construed. Distances not specifically indicated on the official zoning map shall be determined by the scale of the map.

(f) Platted lots containing more than one zoning district shall be construed as allowing the uses each zoning district allows within the portion of said lot located in each zoning district, subject to provision that the area within each district must meet the minimum lot size and width requirements of that zone. Areas that do not meet this criteria shall be subject to the use and development requirements of the most restrictive zone on the lot

that abuts the area not meeting the criteria.

(g) The zoning regulations shall apply equally to private and public property.

(h) Property which has not been specifically included within a zone or land annexed to the borough shall be classified as FD until such classification is changed by amendment of the zoning ordinances as provided by law.

(i) Where the street or property layout existing on the ground is at variance with that shown on the official zoning map, or in other circumstances not covered by subsections (a) through (g) of this section, the planning commission shall interpret the zone boundaries.

**18.30.020 Application of zone regulations**

This title establishes minimum regulations within each zone that apply uniformly to each class or kind of structure or land, except as herein provided:

(a) No building, structure or land shall hereafter be used or occupied, and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved or structurally altered unless in conformity with all of the regulations herein specified for the zone in which it is located.

(b) No building or other structure shall hereafter be erected or altered:

(1) To exceed the height; or

(2) To accommodate or house a greater number of families.

(3) To occupy a greater percentage of lot area; or

(4) To have narrower or smaller rear yards, front yards, side yards or other open spaces than herein required; or

(5) In any other manner be contrary to the provisions of this title.

(c) No part of a yard, or other open space, or off-street parking or loading space required about or in connection with any building for the purpose of complying with this title, shall be included as part of a yard, open space or off-street parking or loading space similarly required for any other building.

(d) No yard or lot existing at the time of passage of the ordinance codified in this title shall be reduced in size or area below the minimum requirements set forth herein. Yards or lots created after the effective date of the ordinance codified in this title shall meet minimum requirements established by this title.

(e) Wherever there is a conflict between this title and other chapters pertaining to the regulation of property within the borough, the most restrictive regulation shall apply.

(f) Mobile Buildings.

(1) Except as provided for in KGBC 18.50.020(v)(2) or on lands within the Mobile Building Unrestricted zone, as described in Chapter 18.40 KGBC, it is unlawful for any person to place, construct, maintain, or operate either mobile building parks, mobile building sales lots, travel trailer parks, mobile buildings on residential lots, as temporary dwelling units on construction sites, or as 24-hour watchman's quarters on nonresidential lots, or to make a major alteration in mobile building parks, mobile building sales lots, or travel trailer parks unless a conditional use permit from the planning commission has been issued as specified in this chapter. A major alteration shall mean any alteration which affects any of the design requirements specified in this chapter or conditions attached to the existing conditional use permit. For the purposes of this title, the term "mobile building" shall mean both commercial and residential mobile buildings unless otherwise noted.

(2) Except as otherwise provided in this title, no mobile building or travel trailer shall stand in the open on any property for more than 10 days, nor shall a mobile building or travel trailer be used as a place of habitation or business for any period of time without first obtaining the necessary conditional use permits or zoning permits or being located in an approved mobile building park or travel trailer park, as specified by this title. Unoccupied travel trailers on residential lots are not subject to this title.

(3) Conditional use permits shall not be required for mobile buildings on residential lots, as temporary shelters on construction sites, or as office, commercial or watchman's quarters on nonresidential lots for those lots subject to MBU zone as described in Chapter 18.40 KGBC, nor for any buildings not defined as mobile buildings. Such buildings shall be subject to zoning permits as specified by KGBC18.90.020(a).

(4) Mobile buildings or travel trailers stored on industrial lots while in transit by a bona fide commercial shipper shall be subject to the requirements of the zone in which they are located, notwithstanding the provisions of the MBR zone as described in Chapter 18.40 KGBC, and are not required to obtain a conditional use permit; provided, that said mobile buildings or travel trailers shall not be occupied, nor shall they be connected to electrical systems, except for the purpose of maintaining the structure in its original factory condition while in transit, or to sewer or water systems, nor shall the storage area be used as a mobile building sales lot.

**18.30.030 Nonconforming uses and structures**

(a) Explanation. When a lot, structure, or use legally exists prior to the date of adoption of this title, or the date of adoption of an ordinance codified in this title, that does not meet the requirements of this title, it is permitted to continue within the limits set forth in this chapter. Under such circumstances it is said to have nonconforming status. There are three types of nonconforming status:

(1) Nonconforming Lots. The lot width or acreage is smaller than the minimum permitted in the zone in which it is located.

(2) Nonconforming Structures. The structure fails to meet yard, coverage, height or other development requirements established for the zone in which it is located.

(3) Nonconforming Uses of Land and/or Structures. The use to which land and/or structures is being put could not be permitted under the provisions of this title in the zone in which it is located because:

a. The use is not listed as a principal, conditional, or accessory use permitted in the zone in which it is located; or,

b. The use is listed as a principal, conditional, or accessory use permitted in the zone in which it is located, but the development requirements for the use are not met.

(b) Intent. Within the zones established by this title and any future amendments, there exist lots, structures and uses of land and structures which were lawful before the date of adoption of this title or the date of adoption of an ordinance codified in this title, but which would be prohibited under the terms of this title or future amendments. It is the intent of this title to permit these nonconformities to continue until they are removed, but not to encourage their survival. Such uses are declared by this title to be incompatible with permitted uses in the zones involved. It is further the intent of this title that nonconformities shall not be enlarged upon, expanded nor extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same zone.

(c) Nonconforming Lots of Record. Notwithstanding limitations imposed by other provisions of this title, any single lot of record which lawfully existed prior to the date of adoption of this title or the date of adoption of an ordinance codified in this title may be used for any use allowed in the zone in which it is located provided that;

(1) Yard dimensions and other requirements not involving area or width, or both, of the lot shall conform to the regulations for the zone in which such lot is located.

(2) Unless otherwise provided for in this title, variance of yard requirements and of other development requirements shall be obtained only through action of the planning commission as provided in KGBC 18.90.030(c).

(3) In any residential zone that allows more than one dwelling unit per lot, one single family dwelling is allowed as a principal use. Accessory uses are allowed as accessory to the single family dwelling.

(4) In any residential zone that allows more than one dwelling unit per lot, dwellings that increase the residential density of the lot above one dwelling unit are allowed as a Conditional Use as provided in KGBC 18.90.040(c). Residential density must conform to the provisions of the zone in which it is located. Accessory uses are allowed as accessory to the dwellings.

(d) Nonconforming structures shall be subject to the following provisions:

(1) Except as otherwise provided for in this title, a structure may not be enlarged or altered in any way which increases its nonconformity.

(2) A nonconforming structure which is destroyed or damaged through no fault of the owner may be repaired or reconstructed. A zoning permit shall be issued within one year of the date of the damage and the actual construction, including permanent installation of construction materials, shall be commenced and diligently continued to completion.

(3) A nonconforming structure shall be considered in conformity with this title if all nonconforming aspects of the structure are abated by relocating the structure, replatting lot lines, variances granted by the Planning Commission as provided in KGBC 18.90.030(c), or any combination thereof.

(4) A structure that is demolished because of damage resulting from normal wear and tear or deferred maintenance may only be reconstructed in accordance with the development standards of the zone in which it is located. Variance of yard requirements and of other development requirements shall be obtained only through action of the Planning Commission as provided in KGBC 18.90.030(c).

(e) Nonconforming Uses of Structures. The lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

(1) No existing structures devoted to a use not permitted by this title in the zone in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the zone in which it is located.

(2) Existing structures devoted to a use that is permitted by this title in the zone in which it is located, but that fails to satisfy the development standards for the use may be changed to any other use that is similarly permitted provided that the nonconformity is not increased.

(3) Any nonconforming use may:

a. Be extended throughout any parts of a structure which were manifestly arranged or designed for such use at the time of adoption or amendment of this title.

b. No such use shall be extended to occupy any land outside such structure.

(4) If no structural alterations are made, any use of a structure that is nonconforming because it is not a principal, conditional, or accessory use in the zone it which it is located may be changed to another that is not a principal, conditional, or accessory use through the Conditional Use Permit process as provided in KGBC 18.90.040(c).

(5) Any structure, or structure and land in combination, in or on which a use that is nonconforming because it is not a principal, conditional, or accessory use in the zone it which it is located use is superseded by a permitted use shall thereafter conform to the regulations for the zone in which such structure is located, and the nonconforming use may not thereafter be resumed.

(6) Except as provided in subsection (d) of this section, when a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six consecutive months or for 18 months or more during any three year period, the structure, or structure and premises in combination, shall not thereafter be used except in conformance with the regulations of the zone in which it is located.

(7) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the

nonconforming status of the land; provided, however, a structure devoted to a nonconforming residential use which is accidentally damaged or destroyed may be repaired or replaced subject to the conditions listed in subsection (d) of this section.

(f) Nonconforming Use of Land. Where, at the effective date of this title or the date of adoption of an ordinance codified in this title, a lawful use of land exists that is made no longer permissible under the terms of this title as enacted or amended, such use may be continued so long as it remains otherwise lawful, subject to the following provisions:

(1) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of the ordinance codified in this chapter.

(2) No such nonconforming use shall be moved in whole or in part to any other portion of the lot or parcel occupied by such use at the effective date of adoption or amendment of the ordinance codified in this chapter.

(3) If any such nonconforming use of land ceases for any reason for a period of more than 30 days, any subsequent use of such land shall conform to the regulations specified by this title for the district in which such land is located.

(g) General Provisions.

(1) Signs and Display Devices. A nonconforming use of a structure, nonconforming use of land, or a nonconforming use of a structure and land shall not be extended or enlarged after passage of the ordinance codified in this chapter by attachment of additional signs to a building, or the placement of additional signs or display devices on the land outside of the building, or by the addition of other uses, if such additions are of a nature which would be prohibited generally in the zone involved.

(2) Construction Begun Prior to Passage. To avoid undue hardship, nothing in this chapter shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun prior to the date of adoption of this title or the date of adoption of an ordinance codified in this title and upon which actual building construction has been diligently carried on. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner, and demolition, elimination and removal of an existing structure in connection with such construction; provided, that actual construction work shall be diligently carried on until the completion of the

building involved.

(3) Conditional Uses. Any use for which a conditional use permit is granted as provided in KGBC 18.90.040 shall not be deemed a nonconforming use, but shall, without further action, be deemed a conforming use in such zone.

(4) Variances.

a. Any nonconforming structure for which a variance has been granted as provided for in KGBC 18.90.030 shall not be deemed a nonconforming structure, but shall be deemed a conforming structure, provided that said variance addresses all nonconformities of the structure.

b. Any nonconforming lot of record for which a variance has been granted as provided for in KGBC 17.10.040, shall not be deemed a nonconforming lot, but shall be deemed a conforming lot.

(5) Repairs and Maintenance. On any nonconforming structure or on any building devoted in whole or in part to any nonconforming use ordinary repairs, or on repair or replacement of walls, fixtures, wiring or plumbing subject to:

a. Work may be done in any period of 12 consecutive months, and
b. The cost of repairs do not exceed 20% of the current assessed value of the structure, and

c. The cubical content of the building as it existed at the time of passage or amendment of the ordinance codified in this chapter shall not be increased.

(6) Exception to This Chapter, Outside Storage of Junked Vehicles and Junk or Wrecking Yards. Notwithstanding the provisions of this chapter, no junked vehicle or junk shall be stored outside and no unenclosed junk or wrecking yard shall be maintained in any zone other than an IH zone for more than six months after the date of adoption of this title or the date of adoption of an ordinance codified in this title.

## Chapter 18.40
## Zoning and overlay districts

### 18.40.010 Establishment of zoning districts

### 18.40.020 Establishment of overlay zoning districts

**18.40.030 Official zoning map**

**18.40.040 Official zoning map review**

**18.40.010 Establishment of zoning districts**

Intent. Zoning districts are the primary tool by which the purposes contained in this title are accomplished. Lands are zoned based on characteristics such as topography, proximity to, and demand for, infrastructure, demand for municipal services, and compatibility with surrounding lands.

(a) The Ketchikan Gateway Borough is hereby divided into the following zoning districts, as shown on the official zoning map.

(1) FD Zone – Future Development Zone. The FD zone is established to apply to areas which should be preserved in a natural state to be used primarily as recreation areas and as watersheds and wildlife reserves. This zone also applies to areas of natural resources which, where possible, should be conserved and extracted on a sustained yield basis and should be developed in a manner which is not harmful to nearby recreational and residential uses.

(2) RR Zone – Rural Residential Zone. The RR zone is established to provide borough residents with greater variety in the sizes of lots available for residential development. The RR zone will provide for the retention of large lot sizes for residents who prefer the rural lifestyle associated with very low density residential development, as well as provide for more effective on-site sewage treatment. The principal use permitted in the RR zone is limited to a single one-family dwelling unit per lot.

(3) CC Zone – Central Commercial Zone. The CC zone is established to provide for the area of intensive land use and highly valued property in the core of the central business district. Uses are permitted and prohibited with the intention of reserving this zone for commercial activities which are mutually beneficial if located together in an area of concentrated development. Ground floor frontage is generally limited to those uses requiring window display area or walk-in trade. To accomplish this intent, major manufacturing uses are prohibited and automotive uses and other uses which would interfere with pedestrian and vehicular circulation are permitted only under certain conditions.

(4) CG Zone – General Commercial Zone. The CG zone is established to provide for areas where a broad range of retail, wholesale and service establishments is desirable.

Uses are regulated to concentrate commercial development as far as possible and to prevent any uses which would have an adverse effect upon adjoining commercial and nearby residential properties.

(5) RS Zone – Suburban Residential Zone. The RS zone is established to allow single-family and two-family residential structures in areas where larger lots are desirable. The RS zone is intended to encourage low density residential development while at the same time protecting the environmental features which add to the desirability of suburban residential living.

(6) RL Zone – Low Density Residential Zone. The RL zone is established to provide for residential development in outlying and rural areas in a form which creates a stable and satisfying environment which is suitable for family life. The specific intent in establishing this zone is:

a. To separate residential structures to an extent which will:
    1. Preserve the rural, open quality of the environment;
    2. Prevent health hazards in areas not served by public water and sewer.
b. To prohibit uses which would:
    1. Violate the residential character of the environment;
    2. Generate heavy traffic in predominantly residential areas.

(7) RN Zone– Neighborhood Residential Zone. The RN zone is established to provide for areas where a predominantly suburban residential neighborhood development is desirable, and public sewer facilities or common marine outfalls are available, allowing for smaller lots than low density but still large enough to maintain the privacy and extra yard space desirable for family-oriented residential development. Nonresidential uses are permitted or prohibited on the basis of their compatibility with the residential character of the neighborhood. Accessory structures not subordinate or in character with residential use are prohibited.

(8) RM Zone – Medium Density Residential Zone. The RM zone is established to provide for areas where a predominantly medium density residential development is desirable. Nonresidential uses are permitted or prohibited on the basis of their compatibility with the residential character of the environment.

(9) RH Zone – High Density Residential Zone. The RH zone is established to provide for areas where a predominantly high density residential development is desirable. Nonresidential uses are permitted or prohibited on the basis of their compatibility with the residential character of the environment.

(10) IL Zone – Light Industrial Zone. The IL zone is designed to provide for the development of industrial and commercial uses which are mutually compatible and which either:

(1) Are of a type which has no nuisance effect upon surrounding property; or

(2) May be controlled to prevent any nuisance effects upon surrounding property. Some residential uses and other nonindustrial uses are excluded from this zone because an industrial area is a poor environment for such uses and because it is intended that land in this zone be reserved for industrial and commercial uses.

(11) IH Zone– Heavy Industrial Zone. The IH zone is established to provide for a broad range of industrial uses and for commercial uses which are a beneficial part of such industrial development. Some residential uses and other nonindustrial uses are excluded from this zone because an industrial area is a poor environment for such uses and because it is intended that land in this zone be reserved for industrial and commercial purposes. This zone is intended to be separated from other zones by railyards, open spaces or natural boundaries such as rivers, streams and bluffs.

(12) AD Zone – Airport Development Zone. The AD zone is established to provide for the development of commercial and industrial uses which are a part of or are compatible with the operation of a public airport. The AD zone is intended to encourage development of airport related businesses and industries while protecting the limited land area from unrelated development. Development within the AD zone should be consistent with the airport master plan.

(13) HD Zone – Creek Street Historic District. The borough assembly hereby finds that excessive uniformity, dissimilarity, inappropriateness, poor quality of design and dishonest expression of materials in the exterior appearance of buildings erected in any neighborhood adversely affects the desirability of the immediate area and neighboring areas for residential and business purposes or other uses and by so doing impairs the benefits of occupancy of existing property in such areas, impairs the stability and value of both improved and unimproved real property in such areas, prevents the most appropriate development of such areas, produces degeneration of property in such areas with attendant deterioration of conditions adversely affecting health, safety, comfort and a general welfare of the inhabitants thereof, and destroys a proper relationship between the taxable value of real property in such areas and the cost of municipal services provided therefor. It is the purpose of this chapter to prevent these and other harmful effects of such exterior appearances of buildings

erected in the HD zone and thus to promote and protect the health, safety, comfort and general welfare of the community, to promote the public convenience and prosperity, conserve the value of buildings, encourage the most appropriate use of land within the HD zone, provide for orderly development within the HD zone, prevent overcrowding and stimulate systematic and aesthetic development of property within the HD zone.

(14) PLI Zone – Public Lands and Institutions Zone. The PLI zone is intended to reserve large or contiguous parcels of land for a city, borough, state, or federal agency, public school district, or public utility, in order to develop compatible public service uses including, but not limited to, open space, recreational, administrative, and educational uses. Certain public uses of an industrial or correctional nature may be permitted as conditional uses provided they are compatible with surrounding development.

(15) PUD Zone – Planned Unit Development Zone. The intent of the planned unit development (PUD) zone is to promote efficient and economic uses of land by providing developers with additional choices in design and land use mix without the use of existing zoning districts with differing development standards and permitted land uses through flexible design standards. A PUD also lowers development and building costs by permitting smaller networks of utilities and streets while promoting shared facilities.

**18.40.020 Establishment of overlay zoning districts**

Intent. Overlay zones are used to modify the requirements of underlying zoning district in specific areas where such modifications are desirable. Overlay zones can modify development requirements, add or remove uses, apply aesthetic or architectural standards, or otherwise encourage land use patterns that meet the community vision of the specific areas where they are implemented.

(a) The following overlay zoning districts are hereby established as shown on the official zoning map:

(1) The Cottage Industry (CI) zone is an overlay zone intended to encourage small-scale home-based businesses in outlying areas where the lack of roaded access to retail, wholesale and service establishments has caused future development and residential zoned properties to take on a commercial and/or industrial character in support of a self-sufficient lifestyle. The CI zone recognizes the need for these "cottage industries" in outlying areas to continue to prosper and the need to protect the health, safety, and quiet enjoyment of the residential character of the underlying

zone. Where provisions of the CI zone conflict with KGBC 18.50.020(j)(1), Home occupations, the provisions of the CI zone shall apply.

(2) The Central Parking Area (CPA) overlay zone is created to maximize the commercial use of lands accessed predominately by pedestrians by allowing land owners to develop their properties without using real estate for parking.

(3) The Mobile Building Restricted (MBR) zone is established as an addition to existing zoning classifications. It is intended that this zone overlay existing zones and that the zoning requirements of both zones coexist to promote the general health, safety and welfare of the community. Mobile buildings are a prohibited use in this zone, except that commercial mobile buildings on construction sites and mobile buildings or travel trailers stored on industrial lots while in transit by a bona fide commercial shipper, and mobile food vendors, are allowed in this zone.

(4) The Mobile Building Unrestricted (MBU) zone is established as an addition to existing zoning classifications. It is intended that this zone overlay existing zones and that the zoning requirements of both zones coexist to promote the general health, safety and welfare of the community. Mobile buildings are allowed in this zone as a principal permitted use.

(5) The Newtown Overlay (NT) zone is established to protect the property and neighborhoods' property values, and the image of the city of Ketchikan and the Ketchikan Gateway Borough by establishing minimum development standards.

**18.40.030 Official zoning map**

(a) The zoning district map GIS layer shown on the map entitled "Official Zoning Map" is hereby adopted as a digital map, and known as the "Digital Zoning Map for the Ketchikan Gateway Borough," enacted upon the effective date of Ordinance No. 2022, as adopted by the Assembly.

(b) The official zoning map shall be kept in the department of planning and community development. Regardless of the existence of purported copies of the official zoning map which may from time to time be made or published, the copy of the official zoning map that is located in the department of planning and community development shall be the final official zoning map authority regarding the current zoning status of land and water areas; provided, however, in the event of any discrepancy between the official zoning map and a specific ordinance zoning or changing the zoning of a property or area, the

description and zoning set forth in the amending ordinance shall control and prevail over the official zoning map.

(c) Changes to the official zoning map resulting by reason of a rezone ordinance adopted by the assembly shall be entered on the official zoning map by the borough manager or designee in accordance with the provisions of KGBC18.90.050(a)(8).

(d) In the event the official zoning map, or any part thereof, becomes damaged, lost or destroyed the borough assembly may adopt a new official zoning map as herein provided which shall be based upon and generated from the most current digital zoning map, and upon adoption such new zoning map, or part thereof, shall supersede the prior official zoning map, or part thereof, and thereafter constitute the official zoning map.

**18.40.040 Official zoning map review**

The department of planning and community development shall annually submit to the planning commission for review and comment a report regarding the status of zoning within the borough and any changes in zoning made by the assembly during the prior year.

## Chapter 18.50
## Land Uses

**18.50.010 Land use allowances**
**18.50.020 Permitted with standards**
**18.50.030 Conditional use standards**

**18.50.010 Land use allowances**

The land use table provides a list of uses and the zoning classifications where the use is categorized as either accessory, permitted, permitted with standards or as a conditional use. Any use or structure not listed under permitted, accessory, permitted with standards or conditional uses shall be prohibited.

(a) Accessory Uses (A). Accessory uses customarily incidental and clearly subordinate to permitted principal, conditional, and permitted with standards uses are listed in the land use table with an "A." These uses are allowed if they comply with the development standards, other standards of this title, are on the same parcel as the permitted use they are accessory to, and do not create a hazard or nuisance.

(b) Permitted Uses (P). Uses permitted in the residential zones are listed in the land use table with a "P." These uses are allowed if they comply with the development standards and other standards of this title.

(c) Permitted with Standards (P/S). Uses permitted that are subject to specific limitations that are listed in KGBC 18.50.020 are listed in the land use table with a "P/S." The specific limitations are in addition to the development standards and other standards of this title, including, but not limited to, the standards contained in KGBC 18.90.020.

(d) Conditional Uses (C). Uses that are allowed if approved through the conditional use process are listed in the land use table with a "C." These uses are allowed provided they comply with the conditional use approval criteria contained in KGBC 18.90.040. Some uses are subject to additional standards listed in KGBC 18.50.030. Such uses are noted as being subject to special circumstances.

(e) Prohibited Uses (X). Uses listed in the land use table with an "X" are prohibited as principal, conditional, or Permitted with Standards uses. Also prohibited is any use or structure not listed under permitted principal, accessory or conditional uses.

(f) Table of allowed land uses

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| Communication | Antennae | A[8] | A[8] | A[8] | A[8] | A[8] | A[8] | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Earth station | X | X | X | X | X | X | X | P | P | P | P | P | X | P | NA | NA | NA |
| | Telecommunications hotel | X | X | X | X | X | X | X | P | P | P | P | P | X | P | NA | NA | NA |
| | Telecommunications facilities[9] | C | C | C | X | C | C | C | C | C | C | C | C | X | C | NA | NA | NA |
| | Telecommunications antennas | A | A | A | A | A | A | A | A | A | A | A | A | X | A | NA | NA | NA |
| Entertainment | Cabarets | X | X | X | X | X | X | P | P | X | P | P | P | P | X | NA | NA | NA |
| | Commercial museum | X | X | X | X | X | X | P | P | C | P | P | P | P | P | C | NA | NA |
| | Fraternal organizations | X | X | X | X | X | X | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Outdoor entertainment facility | X | X | X | X | X | X | P | P | C | P | P | P | P | P | C | NA | NA |
| | Performance theater | X | X | X | X | X | X | P | P | C | P | P | P | P | P | C | NA | NA |
| | Private clubs | X | X | X | X | X | X | P | P | C | P | P | P | P | P | C | NA | NA |
| | Seasonal entertainment facility | X | X | X | X | X | X | P | P | C | P | P | P | P | P | C | NA | NA |
| | Stadium | X | X | X | X | X | X | P | P | C | P | P | P | P | P | | NA | NA |
| | Theaters | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| Food/beverage | Bakeries | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Bars | X | X | X | X | X | X | P | P | X | P | P | P | P | X | | NA | NA |
| | Breweries | X | X | X | X | X | X | P | P | X | P | P | P | P | X | C | NA | NA |
| | Cafes and cocktail lounges | X | X | X | X | X | X | P | P | X | P | P | P | P | P | | NA | NA |
| | Catering[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | X | P | P | P | P | P | C | NA | NA |
| | Distilleries | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Mobile food vendor[11] | X | X | X | X | X | X | C | C | C | C | C | C | X | C | | NA | NA[12] |
| | Restaurants | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Restaurants, drive through | X | X | X | X | X | X | X | P | X | P | P | P | X | P | | NA | NA |
| | Restaurants, drive up | X | X | X | X | X | X | X | P | X | P | P | P | X | P | | NA | NA |
| Funerary | Cemeteries and graveyards | X | X | X | X | X | X | X | P | P | P | P | P | X | P | NA | NA | NA |
| | Crematoriums | X | X | X | X | X | X | X | P | X | P | P | X | X | P | C | NA | NA |
| | Mortuaries | X | X | X | X | X | X | X | P | X | P | P | X | X | P | C | NA | NA |

**New wording is underlined—Deleted wording is [CAPITALIZED AND BRACKETED]**

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| Health care | Birthing center | X | X | X | X | X | X | P | P | X | P | C | X | X | P | C | NA | NA |
| | Convalescent homes | X | X | X | X | X | X | P | P | X | P | C | X | X | P | | NA | NA |
| | Dental clinics | X | X | X | X | X | X | P | P | X | P | P | P | X | P | C | NA | NA |
| | Detoxification facilities | X | X | X | X | X | X | X | P | C | P | C | X | X | P | C | NA | NA |
| | Doctor's offices[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | X | P | P | P | X | P | NA | NA | NA |
| | Eye care clinics | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Group care facilities | X | X | X | X | X | X | C | P | C | P | C | X | X | P | | NA | NA |
| | Hospitals | X | X | X | X | X | X | C | P | X | P | C | X | X | P | | NA | NA |
| | Inpatient treatment | X | X | X | X | X | X | C | P | C | P | C | X | X | P | | NA | NA |
| | Nursing homes | X | X | X | C | C | C | C | P | C | C | C | X | X | P | | NA | NA |
| | Therapy clinics[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | C | P | P | P | P | P | NA | NA | NA |
| | Urgent care centers | X | X | X | X | X | X | P | P | X | P | P | P | P | P | | NA | NA |
| Industrial | Arts and crafts studios[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | X | P | P | X | P | X | NA | NA | NA |
| | Assembly[10] | P/S | P/S | P/S | P/S | P/S | P/S | C[7] | C[7] | X | P | P | P | P | P | C | NA | NA |
| | Auto wrecking and junk yards | X | X | X | X | X | X | X | X | X | C | P | P | X | C | | NA | NA |
| | Firearm manufacture[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Cabinet shops[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | X | P | P | P | P | P | NA | NA | NA |
| | Fabrication[10] | P/S | P/S | P/S | P/S | P/S | P/S | X | C[7] | X | P | P | P | P | P | NA | NA | NA |
| | Food processing plants | X | X | X | X | X | X | X | C | C | P | P | P | X | C | | NA | NA |
| | Handicraft[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Hot-mix asphalt and concrete batch plants[13] | C | C | C | C | C | C | C | C | C | C | P | C | C | C | C | NA | NA |
| | Light assembly[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Light fabrication[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Light manufacturing[10] | P/S | P/S | P/S | P/S | P/S | P/S | C[7] | C[7] | P | P | P | P | P | P | NA | NA | NA |
| | Manufacturing | X | X | X | X | X | X | X | C[7] | X | P | P | P | X | C | | NA | NA |
| | Maintenance and repair centers | X | X | X | X | X | X | C | P | X | P | P | P | X | P | C | NA | NA |
| | Welding shops | X | X | X | X | X | X | X | P | X | P | P | P | X | P | C | NA | NA |

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| | Wood processing plants | X | X | X | X | X | X | X | X | X | X | P | P | X | C | | NA | NA |
| Lodging | Bed and breakfast | P/S[14] | P/S[14] | P/S[14] | P/S[14] | P/S[14] | P/S[14] | P | P | A | X | X | X | P | X | NA | NA | NA |
| | Boarding and rooming houses | X | X | X | X | X | P | P | P | X | P | X | X | X | X | | NA | NA |
| | Dormitories | X | X | X | X | X | X | P/S | P/S | X | P | P | P | X | P | NA | NA | NA |
| | Hotels and motels | X | X | X | X | X | X | P | P | C | P | P | X | X | X | C | NA | NA |
| | Tourist homes and resort cabins for day-to-day rental | X | X | X | X | X | X | P | P | C | P | P | X | X | P | C | NA | NA |
| | Short-term rentals[45] | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | X | X | X | P/S | X | NA | NA | NA |
| Marijuana | Marijuana concentrate manufacturing facility | X | X | X | X | X | X | C[15] | P/SC[16] | X | P/SC[16] | P/SC[16] | X | X | X | | NA | NA |
| | Marijuana cultivation facility | X | X | X | X | X | X | C[15] | P/SC[16] | X | P/SC[16] | P/SC[16] | X | X | X | | NA | NA |
| | Marijuana cultivation facility, limited | X | X | X | X | X | X | C[15] | P/SC[16] | X | P/SC[16] | P/SC[16] | X | X | X | | NA | NA |
| | Marijuana establishment | X | X | X | X | X | X | C[15] | P/SC[16] | X | P/SC[16] | P/SC[16] | X | X | X | | NA | NA |
| | Marijuana product manufacturing facility | X | X | X | X | X | X | C[15] | P/SC[16] | X | P/SC[16] | P/SC[16] | X | X | X | | NA | NA |
| | Marijuana retail store | X | X | X | X | X | X | C[15] | P/SC[16] | X | P/SC[16] | P/SC[16] | X | X | X | | NA | NA |
| | Marijuana testing facility | X | X | X | X | X | X | P | P | X | P | P | X | X | X | | NA | NA |
| | Onsite marijuana consumption | X | X | X | X | X | X | A[17] | A[17] | X | A[17] | A[17] | X | X | X | | NA | NA |
| Marine | Boat fueling | X | X | X | X | X | X | P | P | C | P | P | P | X | P | C | NA | NA |
| | Boat rental | X | X | X | X | X | X | P | P | C | P | P | P | X | P | C | NA | NA |
| | Boat repair | X | X | X | X | X | X | X | C | X | P | P | P | X | C | C | NA | NA |
| | Boat sales | X | X | X | X | X | X | X | P | X | P | P | P | X | P | C | NA | NA |
| | Boathouses | A | A | A | A | A | A | A | A | A | A | P | P | P | P | NA | NA | NA |
| | Commercial docks | X | X | X | X | X | X | P | P | C | P | P | P | P | P | C | NA | NA |
| | Hanging, repairing, and storage of fishing gear | X | X | X | X | X | X | P | P | C | P | P | P | P | P | C | NA | NA |
| | Harbors and marinas | C | C | C | C | C | X | P | P | C | P | P | P | X | P | C | NA | NA |
| | Private docks | A | A | A | A | A | A | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Small boat construction or repair | X | X | X | X | X | X | C | P | C | P | P | P | X | P | C | NA | NA |
| Meeting | Convention centers | X | X | X | X | X | X | P | P | X | P | P | P | X | P | | NA | NA |

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| | Meeting halls | X | X | X | X | X | X | P | P | X | P | P | P | P | P | | NA | NA |
| | Union halls | X | X | X | X | X | X | P | P | X | P | P | P | P | P | | NA | NA |
| Misc | Accessory uses such as garages, sheds, decks, greenhouses, play areas, and off-street parking | A | A | A | A | A | A | A | A | A | A | A | A | A | A | NA | NA | NA |
| | All accessory uses permitted in the underlying zone. | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A[21] | A |
| | All conditional uses permitted in the underlying zone. | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C[21] | C |
| | All principal uses permitted in the underlying zone. | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P[21] | P |
| | All tax-exempt uses[18] | C | C | C | C | C | C | C | C | C | C | X | C | C | C | NA | NA | NA[12] |
| | All uses not otherwise prohibited by law | X | X | X | X | X | X | X | X | X | X | P | X | X | X | | NA | NA |
| | Alternate energy systems | C | C | C | C | C | C | C | C | C | C | P | P | C | C | NA | NA | NA |
| | Cottage industries[19] | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | NA | NA |
| | Home occupations[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P/S | P | P | X | P | X | NA | NA | NA |
| | Industrial use compatible with airport development | X | X | X | X | X | X | X | X | X | X | X | P | X | X | | NA | NA |
| | Signs[20] | A | A | A | A | A | A | A | A | A | A | A | A | A | | NA | NA | NA |
| | Site development associated with development for which a zoning permit has been issued | A | A | A | A | A | A | A | A | A | A | A | A | A | A | | NA | NA |
| | Temporary uses and buildings[21] | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | P/S | NA | NA | NA[12] |
| Mobile building | Commercial mobile buildings on construction sites | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | NA | P[22] | X |
| | Commercial mobile buildings | X | X | X | X | X | X | C[42] | C[42] | C[42] | C[42] | P | C[42] | X | C[42] | NA | P[22] | X |
| | Mobile building parks[23] | X | X | C | C | C | X | X | C | X | C | X | X | X | C | NA | P[22] | X |
| | Mobile buildings[24] | C | C | C | C | C | C | C | C | C | C | C | C | C | C | NA | P[22] | X |

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| | Mobile buildings as watchman's quarters | X | X | X | X | X | X | C[42] | C[42] | C[42] | C[42] | C[25, 42] | C[42] | X | C[42] | NA | P[22] | X |
| | Mobile buildings as caretaker's quarters | X | X | X | X | X | X | C[42] | C[42] | C[42] | C[42] | C[25, 42] | C[42] | X | C[42] | NA | P[22] | X |
| | Mobile buildings as offices | X | X | X | X | X | X | C[42] | C[42] | C[42] | C[42] | P | C[42] | X | C[42] | NA | P[22] | X |
| | Mobile buildings on residential lots | C[43] | C[43] | C[43] | C[43] | C[43] | X | X | X | X | X | X | X | X | X | NA | P[22] | X |
| | Residential mobile building on construction sites | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | C[41] | X | X | X | C[41] | NA | P[22] | X |
| | Travel trailer parks[26] | X | X | C | C | C | X | C | C | C | C | C | X | X | C | C | P[22] | X |
| Municipal | Animal shelters | X | X | X | X | X | X | X | C | X | C | C | C | X | C | | NA | NA |
| | Community facilities | X | C | C | C | C | X | C | P | X | P | C | C | X | C | NA | NA | NA |
| | Correctional institutions | X | X | X | X | X | X | X | X | C | P | C | P | X | C | X | NA | NA |
| | Essential services | P | P | P | P | P | P | P | P | P | P | P | P | P | P | NA | NA | NA |
| | Fire protection facilities | C | X | X | X | X | X | C | C | C | P | P | P | X | P | C | NA | NA |
| | Law enforcement facilities | C | X | X | X | X | X | C | C | C | P | P | P | X | P | C | NA | NA |
| | Parks | P | P | P | P | P | P | P | P | P | P | P | P | X | P | NA | NA | NA |
| | Public Libraries | C | X | X | X | C | X | P | P | X | P | P | X | P | P | | NA | NA |
| | Military installations | X | X | X | X | X | X | X | P | P | P | P | P | X | P | | NA | NA |
| | Public Museums | X | X | X | X | C | X | P | P | P | P | P | P | P | P | | NA | NA |
| | Playgrounds and playfields | P | P | P | P | P | P | P | P | P | P | P | P | X | P | NA | NA | NA |
| | Public utility facilities | C | C | C | C | C | X | X | P | P | P | P | P | P | P | NA | NA | NA |
| | Sanitary landfills | X | X | X | X | X | X | X | X | X | C | P | X | X | C | | NA | NA |
| | Schools, elementary and secondary | C | C | C | C | C | X | X | P | P | P | C | C | X | P | NA | NA | NA |
| | Sewage treatment facilities | X | X | X | X | X | X | X | C | C | C | P | P | X | C | | NA | NA |
| Office | Administrative offices[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | A | P | P | P | P | P | NA | NA | NA |
| | Business offices[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | A | P | P | P | P | P | NA | NA | NA |
| | Professional offices[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P/S | P | P | P | P | P | NA | NA | NA |
| | Service offices[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P/S | P | P | P | P | P | NA | NA | NA |
| Parking | Parking structures | C | C | C | C | C | C | C[6] | P | X | P | P | P | X | P | | NA | NA |

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| | Private parking lots | C | C | C | C | C | C | C[6] | P | X | P | P | P | X | P | | NA | NA |
| | Public parking lots | C | C | C | C | C | C | C[6] | P | X | P | P | P | X | P | | NA | NA |
| Recreation | Campgrounds, hunting and fishing areas, skiing areas and other developments for outdoor recreation | X | X | X | X | X | X | X | X | P | P | P | P | X | P | | NA | NA |
| | Commercial recreational uses | X | X | X | X | X | X | P | P | P | P | P | P | P | P | C | NA | NA |
| | Recreational clubs | X | C | C | C | C | X | P | P | P | P | P | P | X | P | NA | NA | NA |
| | Golf courses | X | X | X | X | X | X | X | P | P | P | P | P | X | X | C | NA | NA |
| | Indoor shooting facility[27] | X | X | X | X | X | X | C | C | C | C | C | X | X | X | | NA | NA |
| | Lodges | X | X | X | X | X | X | P | P | P | P | P | X | X | P | C | NA | NA |
| | Outdoor shooting facility[27] | X | X | X | X | X | X | X | X | C | X | C | X | X | X | | NA | NA |
| Religious | Churches[28] | X | C | C | C | C | X | P | P | X | P | P | P | P | P | NA | NA | NA |
| | Convents[29] | X | X | X | X | C | X | P | P | X | P | P | X | X | P | NA | NA | NA |
| Reserves | Forest reserves | X | X | X | X | X | X | X | X | P | X | X | X | X | P | NA | NA | NA |
| | Greenbelts, land reserves and open space | P | P | P | P | P | P | X | X | P | X | X | X | X | P | NA | NA | NA |
| | Watershed reserves and wildlife preserves | P | P | P | P | P | P | X | X | P | X | X | X | X | P | NA | NA | NA |
| Residential | Detached accessory dwelling units | X | P/S[30] | P/S[30] | P/S[30] | P/S[30] | P | P | P | X | X | X | X | X | P | NA | NA | NA |
| | Caretaker's quarters | X | X | X | X | X | X | P | P | P | P | P | P | X | P | NA | NA | |
| | Four-family dwelling | X | X | X | X | P/S C[3] | P | P | P | X | P | X | X | X | P | NA | NA | NA |
| | Multifamily group housing developments | X | X | C[32] | C[32] | X | P | P | P | X | P | X | X | X | P | NA | NA | NA |
| | Multiple-family dwellings | X | X | X | X | X | P | P | P | X | P | X | X | X | P | | NA | NA |
| | One-family dwellings | P | P | P | P | P | P | P | P | P | X | X | X | P | P | NA | NA | NA |
| | Townhouse dwellings | X | X | X | X | X | P/S[33] | P | P | X | X | X | X | X | X | NA | NA | NA |
| | Triplex dwellings | X | X | P/SC[34] | X | P/S C[34] | P | P | P | X | X | X | X | X | P | NA | NA | NA |
| | Twinhouse dwellings | X | P/S[35] | P/S[35] | P/S[35] | P/S[35] | P/S[35] | P | P | X | X | X | X | X | P | NA | NA | NA |
| | Two-family dwellings | X | P | P | P | P | P | P | P | X | X | X | X | P | X | NA | NA | NA |
| | Watchman's quarters | X | X | X | X | X | X | P | P | P | P | P | P | P | P | | NA | NA |
| Resource industry | Log transfer facilities | X | X | X | X | X | X | X | X | C | P | P | P | X | C | C | NA | NA |

**New wording is underlined—Deleted wording is [CAPITALIZED AND BRACKETED]**

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| | Natural resource extraction | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | P | C[36] | P | P | X | C[36] | NA | NA | NA |
| | Natural resource processing | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | C[36] | P | P | X | C[36] | NA | NA | NA |
| | Sawmills | X | X | X | X | X | X | X | X | P | P | P | P | X | C | C[37] | NA | NA |
| | Small scale food and seafood processing operations | X | X | X | X | X | X | X | C | X | C | P | X | X | C | C | NA | NA |
| Retail | Art galleries | X | X | X | X | C | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Bulky retail | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Commercial shopping center | X | X | X | X | X | X | C[40] | C[40] | X | C | P | C[40] | X | X | NA | NA | NA |
| | Garden stand | C | C | C | C | C | C | P | P | C | P | P | P | P | P | NA | NA | NA |
| | Gift shops | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Internet sales[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P/S | P | P | P | P | P | | NA | NA |
| | Non-bulky retail | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Wholesale businesses | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| Service | Banks | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Beauty salon[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P/S | P | P | P | P | P | C | NA | NA |
| | Boarding kennels[38] | X | X | X | X | X | X | C | C | X | C | C | C | X | C | C | NA | NA |
| | Business and consumer services | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Commercial day care | C | C | C | C | C | C | P | P | X | C | C | X | P | P | C | NA | NA |
| | Contractors yards | X | X | X | X | X | X | X | C | C | P | P | P | X | P | C | NA | NA |
| | Laundromats | X | X | X | X | X | X | X | P | X | P | P | P | P | P | C | NA | NA |
| | Newspaper and printing establishments | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Pet grooming[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P/S | P | P | P | P | P | C | NA | NA |
| | Photographic studio[10] | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P/S | P | P | P | P | P | C | NA | NA |
| | Preschools | C | C | C | C | C | C | P | P | X | C | C | X | P | P | C | NA | NA |
| | Radio and television studios | X | X | X | X | X | X | P | P | X | P | P | P | X | P | C | NA | NA |
| | Residential kennels[39] | C | C | C | C | C | X | C | C | C | C | X | X | X | X | C | NA | NA |
| | Residential daycare for hire | P/S | P/S | P/S | P/S | P/S | P/S | P | P | P | X | X | X | X | X | | NA | NA |

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |
| | Tanning salon | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Tattoo parlor | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| | Veterinary clinics | X | X | X | X | X | X | X | C | X | P | P | P | X | P | C | NA | NA |
| Shipping | Air freight and cargo facilities | X | X | X | X | X | X | X | X | X | P | P | P | X | X | C | NA | NA |
| | Barge and marine terminals | X | X | X | X | X | X | X | X | C | P | P | P | X | A | C | NA | NA |
| | Ferry terminals | X | X | X | X | X | X | X | C | C | P | P | P | X | C | C | NA | NA |
| | Post Offices | X | X | X | X | X | X | P | P | X | P | P | P | P | P | C | NA | NA |
| Storage | Auto and boat storage | X | X | X | X | X | X | X | P | X | P | P | P | X | P | C | NA | NA |
| | Bulk fuel storage | X | X | X | X | X | X | X | P | A | P | P | P | X | P | C | NA | NA |
| | Covered storage | X | X | X | X | X | X | X | C[7] | A | P | P | P | X | P | C | NA | NA |
| | Enclosed storage | X | X | X | X | X | X | X | C[7] | A | P | P | P | P | X | C | NA | NA |
| | Equipment storage yards | X | X | X | X | X | X | X | C[7] | A | P | P | P | X | P | C | NA | NA |
| | Open storage | X | X | X | X | X | X | X | A | A | C | P | P | X | A | | NA | NA |
| | Storage of explosives | X | X | X | X | X | X | X | X | P | P | P | X | X | P | | NA | NA |
| | Self storage | X | X | X | X | X | X | P | P | P | P | P | P | X | P | C | NA | NA |

| | Special circumstances |
|---|---|

1. The Newtown Overlay Zone is not included because it only imposes development requirements and does not affect uses.
2. The keeping of animals solely for the personal, noncommercial use of the owner or occupant of the lot on which the animals are located is allowed as an accessory use in all zones.
3. Uses that are subject to less stringent permitting requirements in the underlying zone are subject to the less stringent permitting requirements.
4. Hobby gardens are allowed without a permit, except that structures not exempt under KGBC 18.90.020(b) must be permitted as required in this title.
5. Residential gardens are allowed without a permit, except that structures not exempt under KGBC 18.90.020(b) must be permitted as required in this title.
6. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c), this use is subject to the standards contained in KGBC 18.50.030(r)(1).
7. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c), this use is subject to the standards contained in KGBC 18.50.030(o)(2).
8. As Accessory Uses. Noncommercial antennas 15 feet in height or less above rooflines in residential zones and commercial or public use antennas 30 feet in height or less above rooflines in nonresidential zones are allowed as accessory uses to an existing structure in all zones without a permit. This exemption includes:

   (1) Any satellite earth station antenna six feet in diameter or less which is located in nonresidential zones; or

   (2) Any satellite earth station reception antenna 4.5 feet or less in diameter, regardless of zoning category.

9. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c), telecommunication facilities are subject to the standards contained in KGBC 18.50.030(v)(2).

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |

10. In addition to the requirements for a zoning permit in KGBC 18.90.020(a), this use is subject to the Home occupation standards contained in KGBC 18.50.020(j)(1) when located in a residential zone, or any other zone where the lot is used exclusively for residential purposes.
11. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c),mobile food vendors are subject to the standards contained in KGBC 18.50.030(o)(6).
12. Mobile buildings are prohibited on lands within this classification except as:
    (a) Conditional uses for the following purposes: mobile buildings owned and operated by the State of Alaska for purposes of housing and maintaining prisoners, for use as offices and/or classrooms within Public Lands and Institutions Zones, travel trailer parks when located in the CC, CG, PLI, or FD Zones, and mobile buildings or travel trailers stored upon industrial lots while in transit by a bona fide commercial shipper, and mobile food vendors.
    (b) Mobile buildings as temporary uses as contained in 18.50.020(v)(1).
13. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c),hotmix asphalt and concrete batch plants are subject to the standards contained in KGBC 18.50.030(j)(1).
14. In addition to the requirements for a zoning permit in KGBC 18.90.020(a), bed and breakfasts are subject to the standards contained in KGBC 18.50.020(d)(1).
15. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c),marijuana establishments are subject to the standards contained in KGBC 18.50.030(o)(1).
16. In addition to the requirements for a zoning permit in KGBC 18.90.020(a), marijuana establishments are subject to the standards contained in KGBC 18.50.020(o)(1).
17. On site consumption is allowed as an accessory to marijuana retail facilities only.
18. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c),tax exempts uses are subject to the standards contained in KGBC 18.50.030(v)(1).
19. Uses are allowed as cottage industries in areas that are contained within the Cottage Industry Overlay Zone.
20. Signs are permitted uses subject to the design standards found within Chapter 18.80 KGBC.
21. In addition to the requirements for a zoning permit in KGBC 18.90.020(a), temporary uses are subject to the standards contained in KGBC 18.50.020(v)(1).
22. Unless prohibited in the underlying zone.
23. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c), mobile building parks are subject to the standards contained in KGBC 18.50.030(o)(4).
24. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c),mobile buildings are subject to the standards contained in KGBC 18.50.030(o)(3).
25. Mobile buildings as caretaker's or watchman's quarters on Heavy Industrial lots are subject to the requirements for an Abbreviated Conditional Use Permit in KGBC18.90.040(b).
26. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c),travel trailer parks are subject to the standards contained in KGBC 18.50.030(o)(5).
27. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c),shooting facilities are subject to the standards contained in KGBC 18.50.030(u)(1).
28. Churches includes synagogues, mosques, temples, and other facilities for organized worship.
29. Convent includes monasteries, rectories, and other group living facilities for those who are consecrated or ordained.
30. In addition to the requirements for a zoning permit in KGBC 18.90.020(a),detached accessory dwelling units are subject to the standards contained in KGBC 18.50.020(f)(1).
31. In addition to the requirements for a zoning permit in KGBC 18.90.020(a),four-family dwellings are subject to the standards contained in KGBC 18.50.020(h)(1).
32. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040, multi-family group housing is subject to the standards contained in KGBC 18.50.030(o)(7).
33. In addition to the requirements for a zoning permit in KGBC 18.90.020(a),townhouse dwellings are subject to the standards contained in KGBC 18.50.020(v)(2).
34. In addition to the requirements for a zoning permit in KGBC 18.90.020(a),triplex dwellings are subject to the standards contained in KGBC 18.50.020(v)(3).
35. In addition to the requirements for a zoning permit in KGBC 18.90.020(a), twinhouse dwellings are subject to the standards contained in KGBC 18.50.020(v)(4).
36. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040, natural resource extraction and processing is subject to the standards contained in KGBC 18.50.030(p)(1).
37. Sawmills are limited to 75 horsepower or less.
38. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c), boarding kennels are subject to the standards contained in KGBC 18.50.030(m)(1).
39. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c), residential kennels are subject to the standards contained in KGBC 18.50.030(m)(2).
40. In addition to the requirements for a Conditional Use Permit in KGBC 18.90.040(c), commercial shopping centers are subject to the standards contained in KGBC 18.50.030(e)(1).
41. The duration of conditional use permits for commercial and residential mobile buildings on construction sites is one year renewable.

| Category | Use | Zoning districts[1] | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RR | RS | RL | RN | RM | RH | CC | CG | FD | IL | IH | AD | HD[44] | PLI | CI[3] | MBU | MBR[12] |

42. The duration of conditional use permits for mobile buildings as commercial or watchman's quarters on nonresidential lots is three years renewable.
43. The duration of conditional use permits for residential mobile buildings on residential lots is three years renewable. A permanent conditional use permit may be granted for that specific mobile building after the expiration of one three year conditional use permit.
44. Principal uses in the HD zone are permitted according to the procedures contained in KGBC 18.90.020(i).
45. In addition to the requirements for a Zoning Permit in KGBC 18.90.020(a), short-term rentals are subject to the requirements of KGB 18.50.020(u)(1)

**18.50.020 Permitted uses with standards**

(a) Intent and applicability. Uses without limits are not always appropriate. However, if special standards are applied, the impacts of the uses can be minimized to a point where the use can be allowed. In addition to meeting the special standards listed within this chapter for the particular use, the proposed use must meet all other applicable requirements of this title. In the event of a conflict between the special standard and the other zoning requirements of this title, the special standard shall prevail. Proposed development in accordance with this chapter shall be processed using the zoning permit procedure contained in KGBC 18.90.020.

(b) Organization. For each of the uses contained in this chapter the following information is provided.

(1) Intent. The intent statement is designed to provide and understanding of the benefits and challenges that may accrue form allowing the use, as well as the overall reasoning behind the requirements for specific application and development standards.
(2) Application. The application requirements are in addition to those contained in KGBC 18.90.020(a),
(3) Development standards. The development standards are in addition to those of the zone in which the use is permitted and are designed to limit the impacts of the use to achieve consistency with both the intent statement for this chapter as well as that of the specific use.
(4) Permitting. Uses for which permitting requirements change based on compliance with development standards

(c) "A" Uses Reserved

(d) "B" Uses

(1) Bed and Breakfast.
    a. Intent. Bed and breakfasts are permitted to allow entrepreneurs an opportunity to use a portion of their home as a source of additional income by providing temporary lodging. Guests are provided lodging in the business owner's home. Services are limited to bed and breakfast guests, and the number of guests is limited to reduce the impact on neighboring properties.
    b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.
        1. A floor plan of the home with the areas to be used by guests identified.
        2. A copy of the State of Alaska business license for the bed and breakfast.
    c. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located, the following standards must be met:

1. No more than three bedrooms may be used.
2. No more than 10 guests may occupy the dwelling at a time.
3. The use may only occur in a one or two family dwelling, or a DADU.
    i. A DADU with three or fewer bedrooms may be used exclusively as a bed and breakfast if the business owner resides in the principal dwelling.
4. Continuous occupancy by any guest is limited to three weeks.
5. Accessory uses such as gift shops, retail sales of any kind, serving meals to non-bed and breakfast guests, or the hosting of banquets, wedding receptions, and similar events is prohibited.

(e) "C" Uses Reserved

(f) "D" Uses

(1) DADU

a. Intent. 1. provide homeowners with flexibility in establishing separate living quarters adjacent to their homes so that they might obtain rental income, companionship, security, or other benefits; 2. increase the supply of affordable housing within the community, which satisfies provisions of the comprehensive plan; and 3. ensure that the development of detached accessory dwelling units does not cause unanticipated impacts on the character, public health or stability of residential neighborhoods.

b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.
    1. The gross floor area of the existing home, to include all stories and lofts.
    2. Floor plan and gross floor area of the DADU.

c. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located, the following standards must be met:
    1. The DADU is limited in size to 1,200 square feet of gross floor area or 60 percent of the gross floor area of the principal dwelling, whichever is less. The gross floor area of the DADU does not include garages and unheated storage areas.
    2. Shall not be a mobile building or other non-permanent structure.

(g) "E" Uses Reserved

(h) "F" Uses

(1) Four-family dwellings

a. Intent. To provide a land owner the opportunity to develop their land with a building to act as multi-generational housing or generate rental income.

b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.
   1. A floor plan of the structure showing each level or floor and all bedrooms.
c. Development Standards. In addition to the setback, height, and area standards of the zone in which the use is located, the following standards must be met:
   1. The four-family dwelling must meet all yard and height requirements of the zone in which it is located.
   2. A minimum of one off-street parking space for each bedroom is required.
d. Permitting
   1. Applications meeting the standards listed in subsection (c) of this section are permitted through the zoning permit process listed in KGBC18.90.020(a)
   2. Applications that do not meet the standards listed in subsection (c) of this section are permitted through the conditional use permit process in KGBC 18.90.040(c).

(i) "G" Uses Reserved
(j) "H" Uses
(1) Home occupations.
a. It is the intent of this section to permit home occupations which are compatible with other permitted uses and with the residential character of a neighborhood, and which are clearly secondary or incidental to the residential use of the property. In general, a home occupation is an accessory use so located and conducted that the average neighbor, under normal circumstances, would not be aware of its existence other than for a sign as permitted in Chapter 18.80 KGBC
b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in d. of this section are met.
   1. A floor plan of the home or other building indicating the areas to be used for the home occupation.
   2. A copy of the State of Alaska business license for the business.
c. Uses Prohibited. Any use, including those shown in KGBC 18.50.010(f) as being permittable under this subsection, not meeting the development requirements of this subsection is prohibited. The following uses are specifically prohibited:
   1. Any occupation requiring a State of Alaska marijuana handler's permit;

2. Any business activity where merchandise is placed on display for retail sale to the general public.
3. Commercial automotive and boat sales or repair;
4. Convalescent homes for the care of more than two patients;
5. Marijuana establishments;
6. Mortuaries;
7. Private schools with organized classes;
8. Real estate offices;
9. Restaurants.

d. Development Requirements. In addition to the setback, height, and area standards of the zone in which the use is located, the following standards must be met:
   1. Not more than one person outside the family shall be employed in the home occupation.
   2. Not more than one room or 30 percent of the gross floor area of all buildings on the lot, whichever is less, shall be used for the home occupation.
   3. The home occupation shall be carried on wholly within the principal building, or other buildings which are accessory thereto. Any building used for a home occupation shall be wholly enclosed.
   4. The home occupation shall be conducted at the home the business owner occupies.
   5. There shall be no exterior sign, storage, display or other evidence of the home occupation or variance from the residential character of the principal building except for the sign permitted in Chapter 18.80 KGBC.

(k) "I" Uses Reserved
(l) "J" Uses Reserved
(m) "K" Uses Reserved
(n) "L" Uses Reserved
(o) "M" Uses

(1) Marijuana establishments.

a. It is the intent of this section to permit marijuana business establishments, excluding marijuana testing facilities, with a zoning permit only if the use meets specific criteria designed to make the use compatible with surrounding properties and maintain the neighborhood character, and to support compliance with State licensing requirements. Notice of the zoning permit application shall be mailed to owners of affected lots and owners of property, as shown on the last equalized assessment roll, 1,000 feet from any point on the outside perimeter of the subject property.

b. Application. The following application requirements are in addition to the application requirements in KGBC 18.90.020(a). Zoning permit applications for a marijuana business establishment use must include the information required to be submitted with an application for a State license under AS 17.38 and any other information required to determine whether the application meets the standards set out in this subsection. This information shall include, as applicable, but is not limited to:
    1. A map showing all properties within 1,000 feet of the proposed location that identifies any features necessary to establish compliance with c. of this section, and permitting status as contained in d. of this section; and
    2. A plan for testing in accordance with 3 AAC 306; and
    3. A plan for waste disposal in accordance with 3 AAC 306; and
    4. A plan for local transportation in accordance with 3 AAC 306; and
    5. A plan for odor control in accordance with 3 AAC 306; and
    6. A plan for security and surveillance of premises in accordance with 3 AAC 306; and
    7. Plans associated with on-site consumption in accordance with 3 AAC 306; and
    8. Such other information as the Zoning Official may require.

c. Development standards.
    1. A zoning permit shall not be issued to any marijuana business establishment, excluding marijuana testing facilities, if it is proposed to be located:
    2. On any submerged lands or on a floating vessel; or
    3. On property located within 500 feet of a school ground; or
    4. On property located within 500 feet of a recreation or youth center; or
    5. Within 500 feet of a building in which religious services are regularly conducted; or
    6. Within 500 feet of a correctional facility.
d. Uses that are proposed in locations identified in this subsection can only be allowed by a conditional use permit granted by the planning commission under the procedures listed in KGBC 18.50.030(o)(1).This includes locations where:
    1. Any of the exterior walls of the building in which the use occurs are less than 200 feet from any residential zoning boundary.
    2. Any of the exterior walls of the building in which the use occurs are more than 500 feet but less than 1,000 feet from any property line of a parcel of land containing a school.

3. Any of the exterior walls of the building in which the use occurs are more than 500 feet but less than 1,000 feet from any property line of a parcel of land containing a recreation or youth center.

e. The distances specified in subsections (c) and (d) of this section shall be measured by the shortest pedestrian route from the public entrance of the building in which the licensed premises would be located to the outer boundaries of the school ground, the outer boundaries of the recreation or youth center, the main public entrance of the building in which religious services are regularly conducted, or the main public entrance of the correctional facility.

f. In addition to any conditions required by the Zoning Official for a zoning permit, or the planning commission for a conditional use permit, all zoning permits for marijuana establishments shall include the following conditions:
   1. The permittee shall comply with the State regulations regarding that enterprise; and
   2. The permittee shall maintain a current State license for the enterprise; and
   3. The permittee shall comply with all the terms of their State license.

g. A zoning permit application shall be denied if the Zoning Official determines, based upon the information provided, that:
   1. The application fails to contain the information required in (b) of this subsection; or
   2. The location and operation fails to meet the requirements of subsection (c) of this section; or
   3. The proposed use would violate State licensing requirements.

h. Variances to special standards. The special standards listed in this subsection represent the minimum requirements necessary to protect the health, safety and general welfare of the Ketchikan Gateway Borough. As such these standards cannot be reduced and are not subject to the provisions of KGBC 18.90.030.

i. Duration. A zoning permit for a marijuana establishment expires upon the expiration date of the State of Alaska Marijuana Establishment License issued for the use the zoning permit was issued for.

(p) "N" Uses Reserved
(q) "O" Uses Reserved
(r) "P" Uses Reserved
(s) "Q" Uses Reserved
(t) "R" Uses Reserved

(u) "S" Uses Reserved

(1) Short-term rentals

a. Intent:
<u>To provide the owner of a dwelling unit the opportunity to take advantage of the demand for short term housing by visitors, temporary workers, and others seeking an experience that is different from that provided by more traditional institutions such as hotels and motels.</u>

b. Application:
As contained in KGBC 18.90.020(a)

c. Development standards:
1. Parking: One parking space per short-term rental
2. Signage: Signage shall be subject to the requirements of the zoning district the use is located in.

(v) "T" Uses

(1) Temporary uses.

a. Intent. Allowing specific uses to be placed temporarily facilitates property development and construction projects, while other specific uses increase enjoyment of holidays and other special events.

b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.
1. A detailed, complete written description of anticipated events directly related to the activity proposed;
2. A site plan, drawn to scale, showing lot dimensions, location and dimension of existing buildings, location and dimension of proposed temporary buildings or uses with dimensions to property lines, and the location of adjacent rights-of-way and proposed off-street parking areas with the number of available spaces clearly marked; and
3. In the case of mobile buildings for use as construction and material storage, a copy of the approved zoning permit for development of the site.

c. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located, the following standards must be met:
1. The following temporary uses are allowed in any zoning district in conformance with the following standards:
i. Mobile buildings, trailers, and other temporary structures for use as construction offices, equipment and material storage during property development not lasting more than 12 months and provided that no dwelling use is allowed.

ii. Mobile buildings, trailers, and other temporary structures for festivals, carnivals, Christmas tree lots, and other similar uses lasting more than five days, but not lasting more than 30 days.

2. The following temporary uses are allowed in commercial, industrial, and PLI zones in conformance with the following standards:
   i. The temporary use of private or public land for commercial activity such as Christmas tree sales, festivals, carnivals, merchandise or produce sales, and other similar uses lasting more than five days, but not lasting more than 30 days.

d. No other use, regardless of proposed or actual duration, may be permitted under this section.

(2) Townhouse dwellings and accessory uses.

a. Intent. Townhouse dwellings can be constructed at a lower cost than a comparable single family dwelling because the developer can take advantage of economies of scale. The result is a home that is more affordable and provides the benefits that arise from being part of a community. Special considerations are appropriate for this type of development due to the need to clearly identify responsibility for common elements of the structure such as common walls and roofing, as well as ensuring the property line separating the units falls in the center of the common walls.

b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.

1. A declaration of covenants, conditions and restrictions, or an agreement, as determined by the Zoning Official, regarding maintenance and other matters, shall, if new lots are created, be submitted with the preliminary plat in accordance with KGBC 17.35.010(e), and be submitted with the zoning permit application if no new lots are to be created. Such declaration or agreement shall be in such form as required by the Zoning Official, and shall include, but not be limited to, provisions providing for the maintenance and repair of the common wall and for decoration and maintenance of the exterior, including the roof, of the attached townhouse dwelling unit. The declaration or agreement shall be recorded.
2. An application for approval of a preliminary plat for subdivision shall be filed concurrently with the zoning permit application for construction of the series of attached townhouse dwelling units if new lots are to be created. Approval of the final subdivision plat shall not be granted until construction of the attached townhouse dwelling units has been completed.

c. Development standards.
   1. No series of lots shall contain more than eight contiguous townhouse dwelling units.
   2. Title to all lots proposed to be developed with a series of attached townhouse dwelling units shall be vested under the same ownership at the time of construction, and all attached townhouse dwellings shall be constructed as a single unit and project during the same construction period.
   3. In the event any townhouse unit is damaged or destroyed, any reconstruction or repair thereof shall comply with all the locational and other requirements set forth in this section.

d. Development Requirements Table. The following table provides the development requirements for townhouse dwellings. This table also provides special requirements and exceptions for development.

| **Development Requirement** | **End Lots** | **Non End Lots** |
|---|---|---|
| Lot Area | 2,500 sq. ft. | 2,000 sq. ft. |
| Lot Width[4] | 30 ft. | 24 ft. |
| Front Yard[6] | 10 ft. | 10 ft. |
| Side Yard[6] | 5 ft. [1,3] | 0 ft. [5,7] |
| Rear Yard[6] | 15 ft. | 15 ft. |
| Maximum Lot Coverage | 50% | 60% |
| Maximum Structure Height[2] | 30 ft. | 30 ft. |

1 = One side yard shall be zero feet, provided a common wall is located on such zero setback lot line; the remaining side yard shall be five feet.

2 =2 = Measured as prescribed under definitions for maximum structure height or maximum building height and grade as applicable.

3 = One side wall of the townhouse dwelling shall be located along the zero setback lot line, and this wall shall be shared in common with an attached similar townhouse dwelling unit. Each common wall shall have a minimum fire rating of two hours.

4 = At the front building line.

5 = Both side yards may be zero feet, provided the side yard setback on both abutting lots is also zero feet, and a common wall is located on each zero setback line.

6 = No portion of any townhouse dwelling unit shall project over any lot line.

7 = Both side walls of each townhouse dwelling unit shall be located along a

| Development Requirement | End Lots | Non End Lots |
|---|---|---|
| zero setback side yard lot line, and each wall shall be shared in common with an attached similar townhouse dwelling unit. | | |

(3) Triplex dwellings

a. Intent. To provide a land owner the opportunity to develop their land with a building to act as multi-generational housing or generate rental income.

b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.

1. A floor plan of the structure showing each level or floor and all bedrooms.

c. Development Standards. In addition to the setback, height, and area standards of the zone in which the use is located, the following standards must be met:

1. The triplex must meet all yard and height requirements of the zone in which it is located.
2. A minimum of one off-street parking space for each bedroom is required.

d. Permitting

1. Applications meeting the standards listed in subsection (c) of this section are permitted through the zoning permit process listed in KGBC 18.90.020(a).
2. Applications that do not meet the standards listed in subsection (c) of this section are permitted through the conditional use permit process listed in KGBC 18.90.040(c).

(4) Twinhouse dwellings

a. Intent. Twinhouse dwellings can be constructed at a lower cost than a comparable single family dwelling because the developer can take advantage of economies of scale. The result is a home that is more affordable. Special considerations are appropriate for this type of development due to the need to clearly identify responsibility for common elements of the structure such as the common wall and roofing, as well as ensuring the property line separating the units falls in the center of the common wall.

b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.

1. A declaration of covenants, conditions and restrictions, or an agreement, as determined by the Zoning Official, regarding maintenance and other matters, shall, if new lots are created, be submitted with the preliminary

plat in accordance with KGBC 17.35.010(e), and be submitted with the zoning permit application if no new lots are to be created. Such declaration or agreement shall be in such form as required by the Zoning Official, and shall include, but not be limited to, provisions providing for the maintenance and repair of the common wall and for decoration and maintenance of the exterior, including the roof, of the twinhouse dwelling unit. The declaration or agreement shall be recorded.

2. An application for approval of a preliminary plat for subdivision shall be filed concurrently with the zoning permit application for construction of the twinhouse dwelling unit if new lots are to be created. Approval of the final subdivision plat shall not be granted until construction of the twinhouse dwelling unit has been completed.

c. Development standards.
   1. Title to all lots proposed to be developed with twinhouse dwelling units shall be vested under the same ownership at the time of construction, and the twinhouse dwelling shall be constructed as a single unit and project during the same construction period.
   2. In the event any twinhouse unit is damaged or destroyed, any reconstruction or repair thereof shall comply with all the locational and other requirements set forth in this section.

d. Development Requirements Table. The following table provides the development requirements for twinhouse dwellings. This table also provides special requirements and exceptions for development.

| **Zone** | **Minimum Lot Area[2]** | **Minimum Lot Width[3]** | **Minimum Yards[1,4,5]** |
|---|---|---|---|
| **FY = Front Yard SY = Side Yard RY = Rear Yard** | | | |
| RS | 12,500 sq. ft. | 45 ft. | FY = 15 ft.<br>SY = 15 ft.<br>RY = 20 ft. |
| RL | 7,500 sq. ft. | 40 ft. | FY = 15 ft.<br>SY = 15 ft.<br>RY = 20 ft. |
| RN | 5,000 sq. ft. | 35 ft. | FY = 15 ft.<br>SY = 10 ft.<br>RY = 20 ft. |
| RM | 2,500 sq. ft. | 30 ft. | FY = 10 ft.<br>SY = 5 ft. |

| | | | |
|---|---|---|---|
| | | | RY = 15 ft. |
| RH | 2,500 sq. ft. | 30 ft. | FY = 10 ft.<br>SY = 5 ft.<br>RY = 5 ft. |

1. One side yard shall be zero feet.
2. The minimum lot area of a lot upon which is located one twinhouse dwelling may be reduced by not more than 20 percent if such lot reduction is necessary for optimal building siting due to lot configuration, view considerations, steep slopes, rock outcroppings, drainage courses, or other natural topographical features located on or adjacent to the lot proposed for twinhouse development, as determined by the planning commission serving as the platting authority, and provided such lot configuration, view considerations, steep slopes, rock outcroppings or other natural topographic features shall be clearly indicated on the subdivision plat. Any reduction in the minimum lot size of one twinhouse dwelling unit lot must be compensated for by an equal increase in the lot size of the lot upon which the attached companion twinhouse dwelling unit is to be located. In no event shall the combined area of the two lots upon which the two attached twinhouse dwelling units are to be located be less than the minimum lot area required by the zoning district within which the property is located. Additionally, all setback requirements specified in this chapter shall be met in all cases.
3. At the front building line.
4. One twinhouse dwelling unit side wall shall be located along the zero setback lot line, and this wall shall be shared as a common wall with an attached similar twinhouse dwelling unit. The common wall shall have a minimum fire rating of two hours.
5. No portion of the twinhouse dwelling unit shall project over any lot line.

(w) "U" Uses Reserved
(x) "V" Uses Reserved
(y) "W" Uses Reserved
(z) "X" Uses Reserved
(aa) "Y" Uses Reserved
(bb) "Z" Uses Reserved

**18.50.030 Conditional use standards**

(a) Specific uses. In addition to the normal planning commission review of a conditional use permit, some requests include specific standards associated with the proposed use. These specific standards are included in order to lessen the impacts of the proposed

use. In addition to meeting the specific conditional use standards listed within this chapter for the particular use, the proposed use must meet all other requirements of the KGBC. In the event of a conflict between the specific standards listed and the other zoning requirements of this title, the specific standard shall prevail.

(b) Organization. For each of the specific uses contained in this chapter the following information is provided:

(1) Intent. The intent statement is designed to provide an understanding of the benefits and challenges that may accrue from allowing the use, as well as the overall reasoning behind each subsection.

(2) Application. The application requirement are in addition to the application requirements of KGBC 18.90.040(c).

(3) Review Standards. The standards against which an application must be evaluated by the Planning Commission are in addition to the requirements of KGBC 18.90. 040(c).

(4) Development standards. Some conditional uses have development requirements that are specific to the use. These development requirements are in addition to the development requirements of the zone in which the use is located, and any conditions included in the Planning Commission resolution authorizing the use.

(c) "A" uses Reserved

(d) "B" uses Reserved

(e) "C"

(1) In all zones where commercial shopping centers are permitted as a conditional use, they may be permitted by the planning commission as conditional uses under the procedure specified in this chapter and KGBC 18.90.040(c).

a. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required.

1. A complete and detailed site plan of the proposed development, including a general description of the goods and services which the development would offer for sale;
2. A description of any additional developments which the applicant intends to or reasonably anticipates in conjunction with or subsequent to the proposed development on the same or adjoining parcels;
3. A traffic impact analysis and detailed transportation management plan which describes the projected traffic impact of the proposed project, including average daily and peak hour volumes, sight distances, street capacity, Transportation Research Board Highway Capacity Manual (2010) (HCM) level of service, number and location of driveways and intersections, average and peak speeds, pedestrian movement, and traffic controls required to meet HCM service level C or better on affected streets;
4. An estimate of the number and types of jobs to be created by the project;

5. A detailed description of the project's public service and utility requirements including water supply, sewage and solid waste disposal, electrical, cable, telephone and emergency services;
6. A projection of local sales and property tax revenue the project is expected to generate assuming current tax structures and rates remain in effect;
7. The developer shall also provide a report addressing the development's anticipated impacts on the following:
   i. Outstanding bonds and publicly financed projects;
   ii. The cost of public services and public revenue provided through taxes or other income.

b. Development requirements. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:
1. The commercial shopping center must be planned and developed as a unit. This requirement is not intended to preclude separate ownership of stores, but rather to achieve efficiencies of a compact development and joint use of parking, exits and entrances, and landscaped areas.
2. The off-street parking requirements within the applicable zone chapter must be met.

(f) "D" uses Reserved
(g) "E" uses Reserved
(h) "F" uses Reserved
(i) "G" uses Reserved
(j) "H" uses
(1) Hot-mix asphalt plants and concrete batch plants, related machinery and materials, and stockpiling and storage of related materials and machinery.
a. Intent. The purpose of this chapter is to facilitate the construction of roads and the development of public and private properties by allowing the manufacture of asphalt and concrete to occur in any zoning district where a construction project calls for close proximity to a source of concrete or asphalt.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. Certifications or other evidence that the machinery to be used meets the standards set by the Alaska Department of Environmental Conservation for such machinery.

2. The site plan shall indicate the location and types of materials to be stored.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The machinery and equipment proposed to be used meets the requirements and standards of the Alaska Department of Environmental Conservation;

2. Such machinery and equipment is used and operated in such a manner as to comply with the requirements and standards of the Alaska Department of Environmental Conservation, the several agencies and departments of the United States of America having jurisdiction thereover, other state or local requirements and standards, the provisions of state law and city and borough ordinances and the common law of the State;

3. Such conditional use is compatible with the use to which adjacent property or properties are being put at the time of the application for such conditional use;

(d) Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

(1) Materials that pose a nuisance or hazard due to flammability, volatility, or corrosiveness shall be stored as far from surrounding development as practical.

(2) Material transport to and from the site shall be conducted in such manner as to minimize the impact to surrounding properties from noise, dust, smoke, and odor.

(3) Hot-mix asphalt plants and concrete batch plants may be temporarily erected and used in any district, and in conjunction therewith may be stored and stockpiled, for a period not to exceed 12 months.

(4) The applicant requesting such a conditional use supplies to the planning commission a bond in the penal amount of $10,000, written by an agent duly authorized to write such bonds in the State, in a form satisfactory to the borough attorney, conditioned as hereinabove provided.

(k) “I” uses Reserved

(l) “J” uses Reserved

(m) "K" uses

(1) Kennels, Boarding or as accessory to a veterinary clinic

a. Intent. The purpose of this chapter is to allow for the care and boarding of domestic animals during times when their owners are not able to care for them due to travel or other circumstances. The boarding of domestic animals can present unique challenges to compatibility with surrounding properties due to noise, odor, and sanitation. The review and development standards contained herein are intended to protect the quiet enjoyment of surrounding properties through the mitigation of anticipated impacts.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. A description of the kennel floor construction or covering that explains its resistance to seepage.

2. A drawing of the perimeter fence with details to indicate its resistance to escape or injury.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The interior surface proposed for any structure within which the kennel will be contained is impervious to the seepage of liquids from the interior to the exterior of the structure.

2. The six-foot-high safety fence proposed for installed around the entire perimeter of the kennel area is designed to prevent escape or injury.

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. An animal establishment permit shall be obtained from the Ketchikan Gateway Borough department of animal protection, subject to the requirements listed in KGBC 6.10.050.

2. The distance from any building containing kennels to the nearest adjoining residentially zoned property shall be not less than 50 feet.

3. Fifty-foot setbacks shall be provided from all property lines.

4. Any structure within which the kennel is located shall be wholly enclosed.

5. The facility's disposal system shall be approved by the Alaska Department of Environmental Conservation.

6. Any structure within which the kennel is contained shall provide an interior surface that is impervious to the seepage of liquids from the interior to the exterior of the structure.

7. A six-foot-high safety fence, designed to prevent escape or injury, shall be installed around the entire perimeter of the kennel area.

(2) Kennels, Residential

a. Intent. The purpose of this chapter is to allow kennels to be located in residential areas in such a manner that, under normal operating conditions, the kennel will be indistinguishable from surround properties with regard to noise, and will provide for the safety of the animals housed therein and neighboring property owners from escape.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. The site plan shall indicate the location of the kennel, all associated buildings, regardless of size, the fencing around any outdoor areas, and the home to which the kennel is accessory.

2. The materials and coatings or coverings from which the kennel floor will be made.

3. A certificate from a professional civil engineer licensed to do business in the state of Alaska stating that the building(s) in which the kennel will be located is designed in such manner so as to dissipate an interior sound level of 110 dBA (110 decibels on the A-weighted sound level) down to an exterior sound level of 45 dBA at a point located 50 feet from the exterior of the structure.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.430(c) the application will be reviewed for the following:

1. The use shall be accessory to a residential use.

2. The interior surface proposed for any structure within which the kennel will be contained is impervious to the seepage of liquids from the interior to the exterior of the structure.

3. Any structure within which the kennel is located shall be constructed, or reconstructed, in such manner so as to dissipate an interior sound level of 110 dBA (110 decibels on the A-weighted sound level) down to an exterior sound level of 45 dBA at a point located 50 feet from the exterior of the kennel structure.

4. The six-foot-high safety fence proposed for installation around the entire perimeter of the kennel area is designed to prevent escape or injury.

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. An animal establishment permit shall be obtained from the Ketchikan Gateway Borough department of animal protection, subject to the requirements listed in KGBC 6.10.050.

2. Fifty-foot setbacks shall be provided from all property lines.

3. Any structure within which the kennel is located shall be wholly enclosed.

4. The facility's waste disposal system shall be approved by the Alaska Department of Environmental Conservation.

5. Any structure within which the kennel is located shall be constructed, or reconstructed, in such manner so as to dissipate an interior sound level of 110 dBA (110 decibels on the A-weighted sound level) down to an exterior sound level of 45 dBA at a point located 50 feet from the exterior of the

kennel structure. The structure shall be certified as meeting these requirements by a registered professional civil engineer.

6. Any structure within which the kennel is contained shall provide an interior surface that is impervious to the seepage of liquids from the interior to the exterior of the structure.

7. A six-foot-high safety fence, designed to prevent escape or injury, shall be installed around the entire perimeter of the kennel area.

8. There shall be no exterior sign, storage, display or other evidence of the presence of a residential kennel on the premises or any visual variance from the residential character of the principal building except for the sign as permitted in Chapter 18.80 KGBC.

(n) "L" uses Reserved

(o) "M" uses

(1) Marijuana business establishments

a. Intent. Marijuana business establishments can have negative impacts including odor, traffic, and noise that are not fully addressed through state licensing. This chapter is designed to make these uses compatible with surrounding properties, maintain the neighborhood character, and to support compliance with State licensing requirements.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. A complete application for a zoning permit as contained in KGBC 18.50.020(o)(1)b.

2. Such other information as the Zoning Official may require.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The use is not located on any submerged lands or on a floating vessel; or

2. Is not located on property located within 500 feet of a school ground; or

3. The use is not located on property located within 500 feet of a recreation or youth center; or

4. The use is not located within 500 feet of a building in which religious services are regularly conducted; or

5. The use is not located within 500 feet of a correctional facility; or

6. The proposed use would not, through location, operation, or type, violate State licensing requirements.

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. The permittee shall comply with the State regulations regarding that enterprise; and

2. The permittee shall maintain a current State license for the enterprise; and

3. The permittee shall comply with all the terms of their State license.

e. Duration. A conditional use permit for a marijuana establishment expires upon the expiration date of the State of Alaska Marijuana Establishment License issued for the use the conditional use permit was granted for.

(2) Manufacturing, light manufacturing, fabricating, assembling, enclosed storage and repair activities including automotive repair.

a. Intent. The purpose of this chapter is to allow manufacturing, storage, and repair uses that are generally reserved for industrial zones to be permitted in commercial zones if, through operation, type, and location, the use is compatible with neighboring uses and will maintain the neighborhood character.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. A description of the types and sources of noise the use will generate.

2. A description of the electrical interference the use will generate.

3. The site plan shall indicate the location of any outdoor lighting and the radius of the glare it will produce.

4. The site plan shall indicate where Arc welding, acetylene torch cutting and similar processes will be performed.

5. A listing and quantities of any flammable liquids, liquefied petroleum, gases and explosives to be handled or stored on the property.

6. The location and purpose of enameling and paint-spraying operations.

7. A description of the types and sources of vibration the use will generate.

8. A description of the types and sources of odor the use will generate.

9. A description of the sources of dust and smoke the use will generate.

10. The site plan shall indicate the location of any view-obscuring fencing required for open storage. A rendering of the fencing shall also be attached.

11. The location, width, and surfacing of any interior roadways that provide access to combustible materials to be stored on the property.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. Surrounding properties will not be subject to nuisances beyond those typical of principal uses as a result of:
   i. Noise
   ii. Glare
   iii. Odor
   iv. Vibration

2. Surrounding properties will not be a greater risk of damage or injury than those typical of principal uses as a result of:
   i. Hazardous substances
   ii. Dust and smoke
   iii. Vapors

iv. Visible, ultraviolet, and infrared radiation.

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. Noise Limitation. The noise emanating from the use of property shall be muffled so as not to be objectionable due to intermittence, beat frequency or shrillness. The maximum permissible sound pressure level, measured at the boundary line between the IL zone and any residential zone, shall be no greater than the following between the hours of 7:00 p.m. and 7:00 a.m.:

| **Frequency Band Cycles per Second** | **Sound Pressure Level Decibels RE 0.0002 Dynes/cm2** |
|---|---|
| 20 – 75 | 69 |
| 75 – 150 | 54 |
| 150 – 300 | 47 |
| 300 – 600 | 41 |
| 600 – 1,200 | 37 |
| 1,200 – 2,400 | 34 |
| 2,400 – 4,800 | 31 |
| 4,800 – 10,000 | 28 |
| During other hours each of the sound level measurements may be increased not to exceed 10 decibels over the above figures. | |

2. Electrical Interference. The proposed use or structure shall not interfere with electrical processes in nearby buildings or land uses.

3. Lighting. Any lighting shall not be used in a manner which produces glare on public highways and neighboring property. Arc welding, acetylene torch cutting and similar processes shall be performed so as not to be seen outside the property.

4. Fire and Safety Hazards. The storage and handling of flammable liquids, liquefied petroleum, gases and explosives shall comply with the fire prevention code and all other applicable laws and regulations. Enameling

and paint-spraying operations shall be permitted when incidental to the principal use and when such operations are contained within a building of two-hour fire-resistive construction.

5. Vibration. Any machine or operation which causes a displacement exceeding 3,000th of one inch as measured at the property line is prohibited.

6. Odor. Uses causing the emission of obnoxious odors of any kind and the emission of any toxic or corrosive fumes or gases are prohibited.

7. Dust and Smoke. Dust and smoke created by industrial operations shall not be exhausted or wasted into the air in such a manner as to create a nuisance.

8. Open Storage. Any storage shall not be located closer than 25 feet to any street right-of-way. Any storage shall be enclosed with an eight-foot-high view-obscuring fence of good appearance acceptable to the planning and zoning commission. Whenever lumber, coal or other combustible material is stored; a roadway shall be provided, graded and maintained from the street to the rear of the property to permit free access for fire trucks at any time.

9. Shipping and Receiving. No shipping and receiving dock located within 100 feet of a residential district shall be operated between the hours of 7:00 p.m. and 7:00 a.m.

10. Residential Buffer. Whenever the property abuts or is separated by an alley from a residential zone, the use or building shall be screened by a sight-obscuring enclosure.

(3) Mobile buildings, Generally

a. Intent. Mobile buildings are commonly used as an economical solution when offices and secure storage are needed on construction sites, as habitation for employees and watchmen, and as individual homes. They provide benefits in the form of flexibility, and can be relocated to be close to the work. When the project is complete they can be removed with little trace they were ever there. They are necessarily built to be light, which places limits on the types of materials that can be used. The ability to transport them on the road system also places dimensional limits on their design. Accessory structures such as garages are typically not mobile and are thus either absent or tend to be

hastily built. The limits on materials and dimensions, combined with non-permanent accessory buildings leads to an aesthetic that is not generally in keeping with traditional stick frame structures. This aesthetic is generally accepted on a temporary basis, but less so as a permanent fixture to an area. The purpose of this chapter is to facilitate development by allowing mobile buildings on a temporary basis, and to provide provisions for their permanent placement upon completion of improvements to make them immobile.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. Size, make and year of manufacture of the mobile building.
2. Purpose for which the mobile building will be used.
3. Expected duration the mobile building will be located on the parcel.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The mobile building will be placed for the minimum time necessary.

2. The mobile building is aesthetically compatible with surrounding properties through design, placement, or screening.

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. The undercarriage of a mobile building to be placed for more than six months shall be screened from view by skirting.

(4) Mobile buildings, Mobile building parks

a. Intent. Mobile building parks can provide an array of social benefits. The benefits generally accrue from the affordability the units offer, but proximity of units can also provide security. Since they are single story, they can be an appropriate housing choice for people who cannot negotiate stairs. Mobile buildings also make good housing options for workers involved in multi-year projects or temporary positions lasting more than a year. The purpose of this title is to provide protections for properties surrounding mobile building

parks from impacts arising from aesthetic concerns, higher residential densities than in surrounding areas, traffic, and wastewater disposal. It is also intended to protect residents of the park by requiring road and drainage standards, building separations, and water supply and wastewater disposal standards, among others.

b. Application: In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. The number, location and size of all mobile building spaces, or campsites;

2. The location, width and surfacing of roadways, off-street parking and walkways;

3. The location of service buildings and any other proposed structures;

4. The methods and plans of water supply, surface drainage and sewage disposal;

5. The size and location of recreation areas;

6. General landscape and development plans in such detail as will enable the planning commission to determine whether or not the proposed park meets the design requirements of this chapter.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The density of dwelling units is appropriate for the location and surrounding area.

2. Connecting roadways have sufficient capacity.

3. The internal road design and configuration will provide adequate access to all units for both occupants and emergency services.

4. Internal roadways are integrated with public roads with regard to traffic volumes and sight distances.

5. The park is adequately screened from view by surrounding properties.

6. There is adequate water, sewer, power, and communications infrastructure to support the park.

7. Drainage facilities serving the park have sufficient capacity.

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. Mobile building parks shall have a density of not more than 10 mobile buildings per gross acre.

2. Direct access from any arterial public street or right-of-way to any mobile building space within a mobile building park shall not be permitted.

3. Private roads within a mobile building park shall have a minimum width of 20 feet of stabilized surface. Private roads within a mobile building park shall be laid out so that their use by through traffic will be discouraged.

4. One parking space shall be provided for each mobile building space either on the mobile building space or conveniently located in the general area within the mobile building park. Parking space shall be a minimum of 180 square feet and of suitable configuration.

5. For mobile building parks greater than 10 units separate facilities may be provided for laundry facilities and park management offices clearly accessory to residential uses.

6. The minimum area for spaces shall be 2,600 square feet for a mobile building space and 3,900 square feet for a sectional building space.

7. Each space shall have a mean width of not less than 30 feet for a mobile building space and not less than 45 feet for a sectional building space.

8. Spacing and Setbacks.

i. In a mobile building park, except for landscaping, fences and utility transmission lines, no mobile building or any structure shall be located within 20 feet of any property line of the mobile building park abutting a public street right-of-way, or within 15 feet of any side property line, or within 20 feet of any rear property line of the mobile building park.

ii. Within a mobile building space no mobile building, or its additions, or accessory structures shall be located within 10 feet of the front or within five feet of the side or rear boundary lines of the mobile building space.

iii. No mobile building, its additions or accessory structures shall be placed within 10 feet of any other mobile building, its additions or accessory structures.

9. A landscape screen consisting of view-obscuring fencing or vegetation shall be provided around mobile building parks except where, in the opinion of the planning commission, natural features such as tree cover or topography provide adequate screening or make other screening ineffective.

10. The undercarriage of each mobile building shall be screened from view by skirting.

11. Water supply and sewage disposal shall be provided by systems common to the entire mobile building park and in compliance with the applicable regulations of the Alaska Department of Environmental Conservation.

12. Mobile building parks shall be designed and developed to ensure rapid drainage of surface water.

13. Travel trailer spaces and campsites shall comply with all requirements of (5) of this subsection and shall in number not exceed 20 percent of the total number of mobile building spaces within the mobile building park.

14. Conditional use permit duration
i. Three years renewable
ii. A perpetual conditional use permit may be granted for a mobile building park use after the expiration of at least two three-year conditional use permits and after an inspection during the last six months of the last

three-year permit by the designated planning official for conformance with all the provisions of this title and with all the terms of approval under which the use operates.

(5) Mobile buildings, Travel trailer parks.

a. Intent. Travel trailer parks provide opportunities for visitors and residents alike to partake in the natural beauty for which Ketchikan is known. The purpose of this chapter is to establish standards that protect nearby properties from impacts such as aesthetics, noise, smoke and odors, and traffic. It is also the intent to protect users of travel trailer parks allow travel trailer parks with road and building separation standards, water supply and wastewater disposal standards, among others.

b. Application: In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. The number, location and size of all mobile building spaces, or campsites;

2. The location, width and surfacing of roadways, off-street parking and walkways;

3. The location of service buildings and any other proposed structures;

4. The methods and plans of water supply, surface drainage and sewage disposal;

5. The size and location of recreation areas;

6. General landscape and development plans in such detail as will enable the planning commission to determine whether or not the proposed park meets the design requirements of this chapter.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The density of dwelling units is appropriate for the location and surrounding area.

2. Connecting roadways have sufficient capacity.

3. The internal road design and configuration will provide adequate access to all units for both occupants and emergency services, as well as providing maneuvering room for vehicles trailering travel trailers.

4. Internal roadways are integrated with public roads with regard to traffic volumes, sight distances, and vehicle size and length.

5. The park is adequately screened from view by surrounding properties.

6. There is adequate water, sewer, power, and communications infrastructure to support the park.

7. Drainage facilities serving the park have sufficient capacity.

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. Travel trailer parks shall have a density of not more than 19 campsites per gross acre.

2. Occupants of travel trailer park campsites shall remain in the same travel trailer park not more than 90 days in any calendar year.

3. Accessory structures and uses, such as boat rental facilities, laundry facilities, or bait shops, may be permitted; provided, that such structures or uses are clearly accessory to the recreational use of the park.

4. In a travel trailer park, except for landscaping, fences and utility transmission lines, no travel trailer or any structure shall be located within 20 feet of any property line of the travel trailer park abutting a public street right-of-way, or within 15 feet of any side property line, or within 20 feet of any rear property line of the travel trailer park.

5. Access.

i. Direct vehicular access from any public street to any campsite within a travel trailer park shall not be permitted.

ii. Adequate provision shall be made for safe turning movements of vehicles with trailers entering or leaving the travel trailer park.

iii. Internal roads and walkways shall be designed for safe and convenient access to individual campsites and to facilities for common use of park occupants.

iv. Internal roads within a travel trailer park shall have a minimum width of 12 feet of stabilized surface for one-way traffic and not less than 20 feet of stabilized surface for two-way traffic. A 20-foot minimum width access roadway shall be extended to within 150 feet of each campsite in the travel trailer park.

v. Pedestrian circulation shall be accommodated by walkways separate from vehicular roads wherever practicable.

6. Required Service Facilities.

i. All water supply and sewage disposal services shall be provided in compliance with all applicable regulations of the Alaska Department of Environmental Conservation.

ii. Adequate restroom facilities shall be located within 400 feet of any campsite, by normal pedestrian routes, and at the minimum there shall be one men's and one women's toilet and lavatory and one wastewater disposal sink for every 15 campsites.

iii. At least one sanitary station for the sole purpose of disposing of holding tank wastes shall be provided for every 100 or fewer travel trailer campsites.

7. Campsites.

i. Except as listed below, no minimum dimensions are specified for campsites, but each campsite shall provide a trailer stand and living area and may provide parking areas as needed, and the boundaries of the campsite shall be clearly marked.

ii. Stands for travel trailers and tow vehicles shall be stable and well-drained to prevent the accumulation of standing water or mud, and to prevent erosion of the stand.

iii. Cleared living areas shall be suitably located and improved for outdoor use by occupants of the campsite.

iv. Parking areas shall be a minimum of 180 square feet and of suitable configuration and shall be designed for the parking of vehicles other than the travel trailer or its tow vehicle.

v. Stands, living areas and parking areas of any campsite shall be separated a minimum of 10 feet from any park road or walkway and there shall be a minimum separation of 10 feet between campsite stands.

8. Conditional use permit duration

i. Three years renewable

ii. A perpetual permit may be granted for a travel trailer park use after the expiration of at least two three-year conditional use permits and after an inspection during the last six months of the last three-year permit by the designated planning official for conformance with all the provisions of this title and with all the terms of approval under which the use operates.

(6) Mobile food vendors

a. Intent. The purpose of this chapter is to allow mobile food vendors to operate in commercial and industrial zones even if the property is covered by the Mobile Building Restricted overlay zone. Special consideration is warranted for this type of use because the mobile nature of the use requires self- sufficiency and does not required connections to water, sewer, power, and other infrastructure that brick and mortar restaurants benefit from. Mobile food vendors can also move from location to location making their impacts less predictable. The sources of impacts that are anticipated include queuing of patrons, garbage disposal, smoke and odors, wastewater disposal, and vehicular traffic.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. A to-scale site plan showing the property where the mobile food vendor is proposed to be located; off-street parking areas; pedestrian or vehicular queuing areas; and outdoor seating or other areas to be occupied by customers.

2. A narrative description of the use explaining how it will not impact surrounding properties with noise, odor, lighting, parking, pedestrian or traffic circulation, trash, or wastewater disposal.

c. Review Standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The mobile food vendor will not impact surrounding properties to any greater degree than a brick and mortar building put to the same use for:

i. Noise;

ii. Odor;

iii. Lighting;

iv. Pedestrian circulation;

v. Vehicular circulation;

vi. Solid waste;

vii. Wastewater disposal.

d. Development standards. As contained in the zoning district the use is located in and any additional conditions placed by the planning commission.

e. Conditional use permit duration is one year renewable.

(7) Multifamily group housing

a. Intent. The purpose of this chapter is to provide provisions for residential development where four or more families live in one or more buildings designed for human habitation, but not meeting the definition of a dwelling unit because certain elements are missing. The missing elements, such as cooking or bathing, are provided in a common area that is shared among the residents.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. The site plan shall indicate the location of all housing units, the number of housing units in each building, and the location of all buildings to be used as common areas.

2. A floor plan for each building intended for human occupation.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. The site must be at least one acre in area.

2. The proposed dwelling group will constitute a residential area of sustained desirability and stability, will be in harmony with the character of the surrounding neighborhood and will not adversely affect surrounding property values.

d. Development requirements. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. An area of at least 7,500 square feet per housing unit shall be provided.

2. Yard, coverage and height requirements shall be the same as for principal uses in this zone.

3. Water and sewer facilities shall be acceptable to all applicable health regulations.

(p) "N" uses

(1) Natural resource extraction.

a. Intent. The purpose of this section is to allow for and regulate the operation, scope, and duration of natural resource extraction within the borough, meeting the following objectives:

1. Provide landowners flexibility in realizing the economic value of their property by allowing the commercial extraction of natural resources in connection with the development of parcels for uses permitted in the relevant zone;

2. Minimize adverse impacts on other properties in the area, including, but not limited to, dust, noise, vibration, light, drainage changes and other off-site impacts, through careful design, establishing reasonable standards for equipment operation, and placing appropriate limits on the duration of activities;

3. Ensure that activities can be supported by existing infrastructure of the adjacent area.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. A site plan of the subject parcel showing:

i. The limits of extraction or timber harvest;

ii. The egress points for the operation;

iii. The location where processing equipment will be operated;

iv. The location where extracted materials will be stored or stockpiled;

v. The location of roads to be constructed;

vi. The location of any helicopter landing pads;

vii. The location of existing and proposed buildings;

viii. The location of any streams or drainages and where they will be relocated;

ix. The location of any mitigation measures such as buffers, sediment traps, retention ponds, or noise barriers;

x. A drainage or excavation plan if necessary.

2. A map of the subject parcel and surrounding area showing

i. Topography;

ii. Land, air, and marine transport corridors to and from the subject parcel;

iii. Uses adjacent to the subject parcel and transport corridors.

3. A narrative description of the operation to include:

i. The estimated duration of extraction activities;

ii. The estimated dates activities will occur;

iii. The estimated volume of material to be extracted;

iv. The methods to be used to extract materials;

v. The methods to be used to process materials;

vi. The estimated duration that stockpiled materials will be removed from the property;

vii. Any state or federal permits needed to conduct the proposed activity.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. Activity Impact Minimized. Extraction, processing, and transport activities are conducted in such a way as to limit and mitigate adverse impacts from noise, dust, drainage changes, smoke, vibration, flyrock, and lighting on surrounding uses.

2. Collateral Impacts. Extraction activities should not result in neighboring properties being at increased risk of landslide or impacts from redirected drainage and/or excavation.

3. Final Land Status. When complete, the extraction operations will not make the subject parcel unsuitable for future development as a result of such conditions as improper fill, steep or unstable slopes, or redirected drainage.

d. Development standards. As contained in the zoning district the use is located in and any additional conditions placed by the planning commission.

e. Conditional use permit duration is three years with one renewal.

(q) "O" uses Reserved
(r) "P" uses
(1) Public and private off-street parking lots, drive-in businesses, gasoline service stations, and auto sales agencies.
a. Intent. The purpose of this chapter is to allow vehicle based businesses that occupy relatively large areas of land to be located in the downtown core in such a manner that the concentrated retail environment and pedestrian traffic flow businesses rely on will not be interrupted.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. The site plan shall indicate the location of all vehicular entrance and egress points.

2. A map of the area surrounding the proposed location with the names and types of business labeled, the location of the businesses, and the location of all sidewalks and cross walks.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. That exits and entrances be located to prevent traffic congestion and hazards;

2. That the proposed use be located so it will not divide the concentrated pedestrian shopping area which is intended for this zone.

d. Development standards: As contained in the zoning district the use is located in and any additional conditions placed by the planning commission.

(s) "Q" uses Reserved
(t) "R" uses Reserved
(u) "S" uses
(1) Shooting facilities
a. Intent. Hunting is an integral part of many Ketchikan resident's lifestyles. As such, facilities that allow for practice with, and education about, firearms, archery, or any other device that propels projectiles over long distances and high speed are an important component of that lifestyle. Without such facilities, areas where shooting may not be desirable will be used as such. In

other communities shooting facilities are relegated to areas where large swaths of undeveloped land are available. Ketchikan does not benefit from such areas, so this chapter was written to provide a framework by which the design and placement of shooting facilities can be regulated so as to protect the public from injury and nuisance while maintaining convenient access for users.

b. Application: In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. Site plan and narrative to determine compliance with the specific CUP standards.

2. Site plan showing layout of facility.

3. Safety and security measures.

4. Vicinity map showing:
   i. Proximity to development;
   ii. Topographic and vegetative features.
5. Narrative and diagrammatic description to demonstrate compliance with the safety design standards of the Department of Energy or a nationally recognized organization such as the National Rifle Association, the National Skeet Shooting Association, the National Sport Shooting Association, the National Field Archery Association, or the International Bow Hunting Organization.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c), the planning commission must find that the physical and operational design of the shooting facility meets the following criteria by:

1. Containing projectiles to the property; and

2. Minimizing the chances that surrounding properties could be impacted by stray projectiles; and

3. Limiting noise impacts on surrounding properties; and

4. Preventing unauthorized access that could result in injury.

d. Development standards. In addition to any conditions required by the planning commission for conditional use permit, all conditional use permits for shooting facilities shall include the following conditions:

1. Exploding targets, such as Tannerite, are not allowed.

2. Items used for targets shall comply with the safety design standards of the Department of Energy or a nationally recognized organization such as the National Rifle Association, the National Skeet Shooting Association, the National Sport Shooting Association, the National Field Archery Association, or the International Bow Hunting Organization.

3. An employee of the shooting facility shall be on location to monitor shooting activities during all times that the range is open.

4. The shooting facility shall maintain insurance coverage of at least $1,000,000 per occurrence and $2,000,000 aggregate.

5. Weapons with a range or power in excess of the safety design of the shooting facility are prohibited.

(v) "T" uses

(1) Tax-exempt uses

a. Intent. The purpose of this chapter is to allow non-governmental agencies providing services typically provided by governments to use lands for purposed typically reserved for commercial, industrial, or institutional zones on any property. The purpose of this allowance is to facilitate the provision of services that benefit the general public welfare, but in a manner that protects or enhances the character of the surrounding neighborhood.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. A description of the services to be provided by the use, an estimate of the number of people currently in need of the services, and a projection of the need for the services into the future.

2. An assessment of the level to which the prosed use will meet current and future demands for the services.

3. The reasoning behind the proposed location, including any other locations that were considered.

4. The site plan shall clearly show all pedestrian and vehicular entrances and exits.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. That the proposed location of the tax-exempt use and the size and the characteristics of the site will maximize its benefit to the public.

2. That the proposed location of the tax-exempt use and the plan for entrances and exits will not create traffic hazards on public streets.

3. That the proposed tax-exempt use will not occupy land which would be more beneficial to the community if put to a different use.

4. That the proposed use will not be detrimental to principal uses permitted in the zone for which the conditional use permit is requested.

d. Development requirements. As contained in the zoning district the use is located in and any additional conditions placed by the planning commission.

e. Exception. A proposed borough use of borough-owned property does not require a conditional use permit under this chapter if the assembly, by motion or resolution, approves a finding that the proposed project is in the public interest. An exemption based on such a finding will not waive the need for a conditional use permit where a conditional use permit is otherwise required by another section of this title.

(2) Telecommunications facilities

a. Intent. The purpose of this conditional use permit is to allow for and regulate the design, location, placement, construction, and removal of telecommunications towers, facilities, and antennas within the borough, meeting the following objectives:

1. Facilitate the provision of telecommunications services to the residents and businesses of the Ketchikan Gateway Borough and city of Ketchikan in an orderly fashion;

2. Minimize adverse impacts of towers through careful design, site location, landscaping, and innovative camouflaging techniques;

3. Ensure that towers, antennas, and telecommunications facilities are compatible with surrounding land uses;

4. Promote and encourage shared use/co-location of towers and antenna support structures as a primary option rather than construction of additional single-use towers; and

5. To encourage the location of towers in industrial and commercial districts and undeveloped areas rather than residential areas.

b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this subsection are met.

1. A report from a registered professional engineer which:
   i. Describes the tower height and design, including a cross section and elevation;

   ii. Certifies the transmission facility's compliance with structural and electrical standards;

   iii. Describes the tower's capacity, including the potential numbers and type of antennas or generators that it can accommodate;

   iv. Describes the lighting to be placed on the tower if required by the FCC or FAA;

   v. Certifies that the transmission facility will not cause destructive interference with previously established public safety communications systems; and

   vi. Describes how the requirements and standards of the ordinance codified in this chapter will be met by the proposed transmission facility and all FCC and FAA regulations are met.

2. A site plan, including a description of the lot lines, setbacks, location and use of adjacent structures, proposed location of the tower and other

facilities, distance between facilities, landscaping, screening, access, parking, and security; and

3. Demonstration of Need. The applicant shall provide an analysis prepared by a radio or electrical engineer demonstrating that the proposed location of the antennas is necessary to meet the coverage and capacity needs of its system and that there is no existing antenna support structure that could adequately serve the area if antennas were placed on it.

4. One of the following

i. Written documentation that the applicant made diligent but unsuccessful efforts for permission to install or co-locate the applicant's telecommunications facilities on existing towers or usable antenna support structures located within a one-half mile radius of the proposed tower site; or

ii. Written, technical evidence from an engineer that the proposed tower or telecommunications facilities cannot be installed or co-located on another person's tower or usable antenna support structure located within a one-half mile radius of the proposed tower site and must be located at the proposed site in order to meet the coverage requirements of the applicant's communications system.

c. Review standards. In addition to the conditional use permit standards contained in KGBC 18.90.040(c) the application will be reviewed for the following:

1. Interference. The placement, design, use and operation of telecommunications facilities shall comply with the Telecommunications Act of 1996 and the rules of the Federal Communications Commission (FCC).

2. Design.

i. All towers shall be designed and certified by a licensed engineer for structural soundness and conformity with all applicable building, mechanical, and electrical codes as well as State and federal law.

ii. Site Location and Screening. Towers shall be located and painted so as to minimize their visibility where practicable, except as dictated by the Federal Aviation Administration (FAA).

d. Development standards. In addition to the setback, height, and area standards of the zone in which the use is located and any conditions placed by the Planning Commission, the following standards must be met:

1. Setbacks. No telecommunications tower or facility shall be located in the required minimum setbacks in any zone, with the exception that the use of existing light poles, high voltage poles or towers, and telecommunications towers are exempt from the setback requirements; provided, that such pole or telecommunications tower is not increased in height. Placement of new towers shall be set back from adjacent property lines a distance equal to or greater than to the actual height of the tower.

2. Height. Towers are exempt from the height restrictions of the zone they are located in subject to the following limitations: towers allowed in nonresidential zones shall not exceed 200 feet in height; towers allowed in residential zones shall not exceed 60 feet in height. Tower height shall be measured from the lowest adjoining grade to the highest point of construction and attachments thereto.

3. Lighting. No telecommunications towers or antennas shall be artificially illuminated unless required by law or the Federal Aviation Administration.

4. Fencing and Climb Guards. A freestanding tower shall be enclosed by security fencing not less than eight feet in height and secured so that it is not accessible by the general public. Fence design, materials and colors shall reflect the character of the surrounding area. Climb guards are required on towers that are attached to existing structures when mounted on the ground and unable to be enclosed by fencing.

5. Access. Adequate access to the facility must be provided from a public right-of-way or easement consistent with the type of facility constructed. Sites off the road system do not require access via a right-of-way.

6. Freestanding towers shall be designed in all respects so as to accommodate co-location of the applicant's antennas and at least two additional users and to allow for future rearrangement of antennas upon the tower, antennas mounted at varying heights, and to accommodate supporting buildings and equipment.

e. Any tower or antenna which is not used for three years shall be removed along with any associated above-ground facilities within 90 days of said three years unless an extension is approved by the planning commission prior to the

expiration of said 90 days. Failure to remove a tower or antenna as provided by this chapter shall be deemed a nuisance and the borough may seek abatement of the nuisance at the property owner's expense.

(w) "U" uses Reserved
(x) "V" uses Reserved
(y) "W" uses Reserved
(z) "X" uses Reserved
(aa) "Y" uses Reserved
(bb) "Z" uses Reserved

# Chapter 18.60
## Setback, Height, and Area Standards

**18.60.010 Purpose.**
**18.60.020 Residential Dimensional standards.**
**18.60.030 Commercial Dimensional standards.**
**18.60.040 Industrial Dimensional standards.**
**18.60.050 Miscellaneous Dimensional standards.**
**18.60.060 Overlay Dimensional standards.**

### 18.60.010 Purpose.

a) Specific purposes of this chapter include:

1) Preserving light and air, and avoiding congestion in residential zoning districts;

2) Ensuring setbacks, which provide a reasonable relationship between residences;

3) Promoting streetscapes that are consistent with the intended character of different commercial and missed-use zones;

4) Controlling the overall building bulk and lot coverage to help define the character of different zones; and

5) Promoting a reasonable building scale that is consistent with the function of commercial areas and the character of surrounding neighborhoods.

b) General Provisions:

1) Unless otherwise noted building and structure height is measured as prescribed under definitions for maximum structure height or maximum building height and grade as applicable.

2) On a corner lot nothing shall be erected, placed, planted or allowed to grow more than 2.5 feet in height within the triangular area formed by the street lines of such corner lots and a straight line joining points along said street lines 10 feet distant from the point of intersection.

3) On any lot with more than one street frontage, only that lot line from which primary access to the property is derived shall be considered the front lot line. All other frontages shall be considered side or rear lot lines depending on which definition they most closely adhere as determined by the Zoning Official.

4) Unless otherwise provided in this title, any structure that is exempt from the requirement to obtain a zoning permit per 18.90.020(b)(2). may be placed within the setbacks.

5) Lot lines that separate the lot from saltwater shall have no required yards.

6) Eaves and overhangs of any principal building or accessory building may be built in a required yard or setback, subject to the following limitations:

a. The width of the eave or overhang shall not exceed 24 inches in width; and

b. The eave or overhang may not conceal any habitable space.

7) Open, uncovered decks providing required off-street parking or access to required off-street parking may be built in required yards.

8) Addition Extension Setback Exception. Either a front, side, or rear required yard setback for an addition to a pre-existing structure shall be reduced by 20 percent; provided, that the axis of the addition is congruent with the axis of the pre-existing structure. The minimum setback provided for under this exception is three feet.

9) Addition to Pre-existing Nonconforming Structure Setback Exception. Required yard setbacks for additions to pre-existing nonconforming structures shall be reduced to the existing minimum setback; provided, that the addition does not increase that portion of the improved structure within the setback required by the zoning district by more than 50 percent. The minimum setback provided for under

this exception is three feet.

**18.60.020 Residential Dimensional standards.**

Dimensional standards Table. The following table provides the development requirements for the Residential zoning districts. Area is in square feet, Width, Minimum yards, and Maximum Height are in feet, and Maximum lot coverage is a percentage (%).

| Zone | Minimum lot dimensions | | Minimum yards | | | Maximum height | Maximum lot coverage | Maximum number of dwellings per lot |
|---|---|---|---|---|---|---|---|---|
| | Area | Width | Front | Side | Rear | | | |
| RR | 50,000 | 160 | 25 | 30 | 60 | 30 | 25 | 1 |
| RS | 25,000 | 110 | 15 | 15 | 20 | 30 | 50 | 2 |
| RL | 15,000 | 100 | 15 | 15 | 20 | 30 | 50 | 3 |
| RN | 10,000 | 75 | 15 | 10 | 20 | 30 | 50 | 3 |
| RM | 5,000 | 50 | 10 | 5 | 15 | 30 | 50 | 4 |
| RH | 5,000 | 50 | 10 | 5 | 5[1] | 30 | 100 | No Limit |

| Zone | Special circumstances | |
|---|---|---|
| | | |
| RH | 1. RH Rear yard. where the rear lot line of a lot in an RH zone abuts a lot in an RL, RS, RN or RM zone the minimum rear yard shall be 15 feet. | |

**18.60.030 Commercial Dimensional standards.** The following table provides the development requirements for the Commercial zoning districts. Area is in square feet, Width, Minimum yards, and Maximum Height are in feet, and Maximum lot coverage is a percentage (%).

| Zone | Minimum lot dimensions | | Minimum yards | | | Maximum height | Maximum lot coverage | Maximum number of dwellings per lot |
|---|---|---|---|---|---|---|---|---|
| | Area | Width | Front | Side | Rear | | | |
| CC | 0 | 50 | 0 | 0 | 0 | 30 | 100 | No limit |
| CG | 0 | 50 | 0 | 0 | 0 | 50 | 100 | No limit |
| FD | 0 | 0 | 0 | 0 | 0 | None | 100 | 1 |

| Zone | Special circumstances |
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| CC | 1. Where a CC zone abuts or is separated by an alley from a residential zone, yards shall be provided as required in the adjacent |
| CG | 2. All open storage shall be enclosed by an eight foot high fence.<br><br>3. Where a CG zone abuts or is separated by an alley from a residential zone, yards shall be provided as required in the adjacent residential zone and, the use or building in the CG zone shall be screened by a sight-obscuring fence or hedge. |
| FD | 4. Residential development in the FD zone shall be in accordance with the development requirements of the RS zone.<br><br>5. For all logging, mining and similar industrial extractive activities, a strip of uncleared land at least 100 feet wide shall be provided between such uses and all public rights-of-way and all adjoining boundaries of residential zones or recreational areas. |

**18.60.040 Industrial Dimensional standards.** The following table provides the development requirements for the Industrial zoning districts. Area is in square feet, Width, Minimum yards, and Maximum Height are in feet, and Maximum lot coverage is a percentage (%).

| Zone | Minimum lot dimensions | | Minimum yards | | | Maximum height | Maximum lot coverage | Maximum number of dwellings per lot |
|---|---|---|---|---|---|---|---|---|
| | Area | Width | Front | Side | Rear | | | |
| IL | 0 | 0 | 0 | 0 | 0 | 50 | 100 | No limit |
| IH | 0 | 0 | 0 | 0 | 0 | None | 100 | 2 |

| Zone | Special Circumstance |
|---|---|
| IL | 1. Whenever an IL zone abuts or is separated by an alley from a residential zone, the use or building in the IL zone shall be screened by a sight-obscuring fence or hedge.<br><br>2. The proposed use or structure shall not interfere with electrical processes in nearby buildings or land uses.<br><br>3. Any lighting shall not be used in a manner which produces glare on public highways and neighboring property. Arc welding, acetylene torch cutting and similar processes shall be performed so as not to be seen outside the property.<br><br>4. Uses causing the emission of any toxic or corrosive fumes or gases are prohibited.<br><br>5. Dust and smoke created by industrial operations shall not be exhausted or wasted into the air in such a manner as to settle upon or enter the airspace of surrounding properties at an elevation below the highest point of any building or structure located thereon.<br><br>6. Any obscured storage shall be enclosed with an eight-foot-high view-obscuring fence of good appearance acceptable to the planning and zoning commission. Whenever lumber, coal or other combustible material is stored; a roadway shall be provided, graded and maintained from the street to the rear of the property to permit free access for fire trucks at any time.<br><br>7. No shipping and receiving dock located within 100 feet of a residential district shall be operated between the hours of 7:00 p.m. and 7:00 a.m. |

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| IH | 8. Dwelling units may only be for a caretaker or watchman.<br><br>9. Whenever an IH zone abuts or is separated by an alley from a residential zone, a 50 foot wide buffer shall be provided, or where necessary be reestablished, between the use or structure in the IH zone and the boundary of the residential zone. |

**18.60.050 Miscellaneous Dimensional standards.**

Dimensional standards Table. The following table provides the development requirements for the Miscellaneous zoning districts. Area is in square feet, Width, Minimum yards, and Maximum Height are in feet, and Maximum lot coverage is a percentage (%).

| Zone | Minimum lot dimensions | | Minimum yards | | | Maximum height | Maximum lot coverage |
|---|---|---|---|---|---|---|---|
| | Area | Width | Front | Side | Rear | | |
| AD | 0 | 0 | 0 | 0 | 0 | None | 100 |
| PLI | 0 | 0 | 10 | 10 | 10 | None | 100 |
| HD | 0 | 0 | 0 | 0 | 0 | 2 Stories | 100 |

| Zone | Special Circumstances |
|---|---|
| AD | 1. Buildings, uses and structures in the Airport Reserve are not subject to the provisions of this title. |
| PLI | 2. Where a PLI zone abuts or is separated by an alley from a residential zone, yards shall be provided as required in the adjacent residential zone. |
| HD | 3. No building walls shall be closer than five feet. |

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| 4. No person shall build a new structure of more than two stories, plus attic space, nor shall any person remodel an existing structure to exceed two stories plus attic. For the purposes of this chapter, attic space shall be defined as space solely accessory to the second story use, and as the space between intersection of the roof rafters/second floor ceiling joists and the roof peak, with or without dormer windows providing light. Ingress to the attic shall be solely from inside the second floor space. In no case shall new buildings or alterations to existing buildings exceed 32 feet in height above the boardwalk level to the highest point of the roof. New buildings or alterations to existing buildings at higher elevations and set back more than 25 feet from the Creek Street boardwalk shall not exceed 30 feet in height as determined by KGBC 18.05.140(h), measured solely from the building side closest to the creek. |
| 5. No person shall build or install a window of materials other than wood and glass, with the exception of necessary metal elements as required by fire codes. No person shall install a window other than a single or double hung window. The Zoning Official may permit installation of windows of other types where such a window is associated with an entry or is the only practicable solution. Windows shall not exceed a maximum sash width of three feet. Skylights may only be permitted after board review and in locations not visible from the boardwalk or adjacent rights-of-way. |
| 6. No person shall build or install window trim and door trim of any material other than wood. |
| 7. No person shall build or install doors of any material other than wood or wood and glass, nor shall double entry doors be allowed. |
| 8. No person shall build or install exterior stairs and railings other than those constructed of wood. |
| 9. No person shall install siding or trim on buildings or structures other than wood siding or trim; provided, however, that the Zoning Official may permit the installation of trim or siding other than wooden where such trim or siding is not exposed to view. Wood siding shall be shingles, shakes, board and batten, or horizontal bevel, channel or drop siding. Horizontal bevel siding shall not exceed four inches of exposure and channel and drop siding shall not exceed six inches of exposure. |

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| 10. No person shall use other than timber piling where such piling is exposed to view; provided, however, that the Zoning Official may permit the use of structural support other than timber pilings where such structural support is not exposed to view. |
| 11. Concrete pads or rock footings are permitted. |
| 12. No person shall build or install a roof or dormer with less than a minimum pitch ratio of eight to 12. |
| 13. No person shall build or install a roof constructed of materials other than wood, asphalt or weathering metals such as, but not limited to, copper, tin or Cor-Ten. |
| 14. No person shall build a roof form of other than a gable or hip. Shed roofs shall be allowed for accessory roof forms such as dormers or additions. |
| 15. Dormers shall be accessory to the main roof form. No dormer shall be wider than eight feet and the ridge line of the dormer must be set at least two feet lower than the ridge line of the roof. The front wall of a dormer must be set back at least two feet from the front wall of the |
| 16. No person shall build, install, use, operate, maintain or keep any flashing or colored lights, strobe lights, revolving lights or sequential lighting of any kind. |
| 17. No person shall build, install, use, operate, maintain or keep a loudspeaker which is audible outside a building or structure, and under no circumstances may any loudspeaker be used as outdoor advertising or outdoor entertainment or used in conjunction with any musical instrument, voice or similar outdoor entertainment. |
| 18. Undeveloped public lands and private properties shall be left in a natural state of vegetation until development permits are obtained. Construction shall minimize disturbance of natural vegetation, and where disturbed, shall be replanted with species common to the creek banks, including salmonberries, blueberries, alder, hemlock and spruce trees, deer ferns, grasses and mosses. Landscape and planting plans shall be reviewed by the board. |

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| | 19. Automatic fire extinguishing systems shall be installed in accordance with the latest state-adopted National Fire Protection Association standard, in all new buildings. Exterior sprinkler protection shall be installed on exterior sides of buildings when deemed necessary by the Ketchikan Fire Department or the State Fire Marshal. |
| | 20. Products of combustion (other than heat) detectors and alarms shall be installed in each individual dwelling unit in Groups H and I occupancies. All other aspects of the Alaska Fire Safety Code such as, but not limited to, exists, exit lighting and signing, fire-resistive separations of hazard areas, and restaurant kitchen exhaust venting shall be complied with. |
| | 21. Existing buildings may be permitted to continue in said district without meeting the requirements of subsection (b)(6)(a) of this section if, in the opinion of the Ketchikan Fire Department and the State Sanitarian, the present occupancy is less hazardous than the occupancy occurring on September 22, 1973. |
| | 22. Upon a change in the occupancy classification of these existing buildings, they may be made to comply with the requirements for new building when, in the discretion of the Ketchikan Fire Department or that of the State Fire Marshal, it is deemed necessary to protect the public safety. |
| | 23. The Ketchikan Fire Department and State Fire Marshal shall review all proposed new buildings or alterations to existing buildings, and may, at their discretion, increase fire protection requirements on any construction where more stringent measures are deemed necessary to ensure adequate fire safety standards. |

**18.60.060 Overlay Dimensional standards.**

Dimensional standards Table. The following table provides the development requirements for the Overlay zoning districts. Area is in square feet, Width, Minimum yards, and Maximum Height are in feet, and Maximum lot coverage is a percentage (%).

| Zone | Minimum lot dimensions | Minimum yards | Maximum height | Maximum lot coverage | Maximum number of dwellings per lot |
|---|---|---|---|---|---|
| ALL | As permitted in the underlying zoning district | | | | |

| | |
|---|---|
| Zone | Special Circumstance |
| CI | 1. Labor Force. The use must be conducted by the family occupying the dwelling unit at the site. One nonresident/nonoccupant may be employed at the site or used as a part of the labor force at the site.<br>2. Occupancy of Lot. The use must occupy no more than the lot upon which the principal residence is located, or one adjoining lot, or both the lot occupied by the principal residence and one adjoining lot, provided all applicable setbacks are observed.<br>3. Signage is limited to one sign as permitted in underlying zone for home occupations.<br>4. Compliance with such conditions as permitted in KGBC 18.55.050 to protect the residential character, health, safety, welfare and quiet enjoyment of surrounding properties. |
| MBU | 5. There are no development requirements specific to the MBU overlay. |
| MBR | 6. There are no development requirements specific to the MBR overlay |
| NT | 7. New structures, substantial remodels of existing structures, and replacement of existing exterior materials with the overlay district as defined below will comply to the following building design and materials standards.<br>8. Exterior building architecture shall be generally consistent with the traditional character of early 20th century Ketchikan through the 1950s. Examples of consistency include the original construction of existing structures with the Newtown Overlay District; and<br>9. Siding/Window Trim. The window trim, doors (not including glass panels), and the siding on exposed sides of all new structures undergoing substantial remodeling or renovation, and replacements of existing wooden window trim and wooden siding on exposed sides of existing structures, shall consist of wood or of materials which simulate the appearance of wood by having a wood grain texture such as Hardiplank. Wood or faux-wood siding does not include vinyl siding or T-111; however, structures having T 111 or metal siding on May 6, 2008, the effective date of this ordinance, may replace the existing metal or T-111 with new metal or T-111. Wood or faux-wood window casings and/or frames will not be required. However, if an existing structure is demolished under any circumstance after the effective date of this ordinance, replacement of the structure must meet with the design and material standards, excluding metal or T-111; and |

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| | 10. Awnings. Storefronts abutting sidewalks must have awnings and/or rain marquees; and<br>11. Window Shutters. Storefront windows shall not be boarded up during weeks and/or months when the business is not open but finished shutters may be installed; and<br>12. Signs. Signage within the Newtown Overlay District prohibits signs larger than six square feet in area, overhanging any sidewalk. All signs overhanging the sidewalk must have at least seven feet minimum clearance from top of sidewalk to bottom of sign. Surface mounted signs are permitted to a maximum of 32 square feet and shall not exceed one foot in depth. Rooftop and/or awning top signs are prohibited. All signs must be permitted by the Zoning Official. Material for signs must be either wood, steel, porcelain-enameled steel, glass, stone, or a combination thereof.<br>13. Flashing Lights. Flashing lights, including strobe, revolving, or sequential lighting of any kind, are prohibited.<br>14. Loudspeakers. Loudspeakers shall not be audible outside a building or structure and under no circumstances may any loudspeaker be used as outdoor advertising or outdoor entertainment or used in conjunction with any musical instrument, voice, or similar outdoor entertainment.<br>15. These standards shall be liberally construed in favor of the property owner. |

# Chapter 18.70
## Off-street parking requirements

**18.70.010 Off-street parking**
**18.70.020 Central Parking Area.**
**18.70.030 Other areas on the road system**
**18.70.040 General requirements.**
**18.70.050 Compact Car Allowance.**
**18.70.060 Development requirements.**

### 18.70.010 Off-street parking

Off street parking spaces are required for all land uses on any lot with frontage on a developed right of way or access easement that is, or is reasonably expected to be within one year, connected to the developed public road system on Revillagigedo Island

in accordance with this chapter.

**18.70.020 Central Parking Area.**

a) It is the intent of this subsection that off-street parking facilities are to be provided in the central parking area through the special assessment district process whenever feasible.

b) There is hereby created the central parking area comprising all of the land located within the area designated and depicted as the central parking area on the official zoning map.

c) Permanently maintained off-street parking within the central parking area shall be provided by either of the two following methods at the time of construction, placement, alteration, enlargement, or change in use, of any structure that creates an increase in required parking, computed as provided in this section:

1) A private off-street parking lot shall be provided as specified in subsection (d) of this section; or

2) All persons possessing an interest of record in the property shall sign a written covenant in such form as is acceptable to the zoning administrator agreeing not to object to the establishment of a special assessment district to provide off-street parking facilities and to pay special assessment district assessments on the property in the amounts and manner as determined pursuant to such special assessment proceedings.

3) The fees for recording said document shall be borne by the applicant.

**18.70.030 Other areas on the road system**

In all other areas of the borough there shall be provided at the time of the construction, placement, alteration, enlargement, or change in use, of any structure that creates an increase in required parking, computed as provided in this section, permanently maintained off-street parking facilities for the use of occupants, employees or patrons of such structure, and it shall be the joint and several responsibility of the owner and occupant of any structure to provide, and to thereafter maintain, the following minimum free off-street parking facilities.

**18.70.040 General requirements.**

a) When a parking requirement is stated in terms of employees, it means the maximum number of employees who will be at the property at any given time, either on a single shift or an overlap of shifts. In computing the total parking requirement for a use, any fraction of one-half or more shall require more space.

b) Where there is more than one use in a single structure or on a site (e.g., doctor, attorney and retail grocery) or two or more separate instances of the same use, off-street parking requirements shall be the sum of the requirements for the various uses.

c) Joint Parking Areas. Where two or more uses provide a joint parking area, and their total required spaces is 20 or more, the minimum requirement will be 75 percent of the sum of the requirements for the various uses computed separately.

d) All parking spaces provided pursuant to this chapter shall be on the same lot with the main use it serves or on an adjoining lot except that the planning commission may permit parking spaces to be on any lot within 200 feet of the use if it determines that it is impractical to provide parking on the same lot.

e) No existing parking area and no parking area provided for the purpose of complying with the provisions of this title shall hereafter be relinquished or reduced in any manner below the requirements herein established.

f) Where the parking requirements for a particular use are not specifically established by this chapter, the structures or premises parking requirements for such use shall be determined by the Zoning Official, and such determination shall be based upon the requirements for similar specified uses.

g) Uses that are primarily utilized by visitors arriving by tour bus must demonstrate that there is adequate parking and maneuvering room for the anticipated number of busses.

h) At the time of application, a site plan shall be submitted to the Zoning Official responsible for the enforcement of this title who shall approve or disapprove the plan on the basis of its conformance to this title.

**18.70.050 Compact Car Allowance.**

a) In parking lots of less than 10 parking spaces in commercial and industrial zones, the total required parking area shall first be determined using standard size parking spaces. In the event such total parking area is provided, the applicant may elect to convert up to

50 percent of such total parking area to compact car size parking spaces, and the remaining portion of such total required parking area shall be composed of standard size parking spaces.

b) Commercial and Industrial Zones. In commercial and industrial zones, in computing the total parking area required for parking lots of 10 parking spaces or more, compact car size parking spaces may be substituted, at the option of the applicant, in lieu of standard size parking spaces on a one-for-one basis, up to a maximum of 50 percent of the total number of required spaces

**18.70.060 Development requirements.**

a) Each standard size parking space shall be a minimum of nine feet wide by 20 feet long and each compact car size parking space shall be a minimum of seven feet wide by 15 feet long, exclusive of access and circulation aisles.

b) All parking lots shall be provided with a stabilized, well-drained surface.

c) No area in a parking lot shall be used for sales display, dead storage, repair work or any purpose other than parking of vehicles.

d) Any lighting of parking lots shall be arranged in such a manner as to reflect away from public rights-of-way and from any adjoining residential areas.

e) In all parking lots where compact car spaces are provided, appropriate signing shall provide for clear distinction between standard and compact parking spaces.

f) Off-Street Parking Requirements Table

| **Use category** | **Parking calculation** |
|---|---|
| Agriculture: | ½ space per employee<br>1 space per business owner<br>1 space per company vehicle<br>1 space per hobby garden stand |
| Automotive: | ½ space per employee<br>1 space per business owner<br>1 space per company vehicle<br>1 space per primary service provider (mechanic/technician, sales person)<br>4 spaces per service bay<br>1 space per vehicle in rental or sales inventory<br>1 space per taxi |

| | |
|---|---|
| | 1 space per vehicle in fleet<br>1 space for every 5,000 square feet of impound area |
| Aviation: | ½ space per employee<br>1 space per pilot<br>1 space per mechanic<br>1 space per business owner<br>1 space per dispatcher<br>1 space per company vehicle<br>1 space for every two aircraft passenger seats. |
| Communication: | ½ space per employee<br>1 space per company vehicle |
| Entertainment: | ½ space per employee<br>1 space for every five seats<br>1 space for every five persons allowed by maximum occupancy that are not otherwise accounted for. |
| Food/beverage: | ½ space per employee<br>1 space for every 5 seats<br>1 space for every company vehicle<br>1 space for every five persons allowed by maximum occupancy that are not otherwise accounted for. |
| Funerary: | 2 spaces for every acre of cemetery space<br>½ space per employee<br>1 space for every company vehicle<br><br>1 space for every five permanent seats |
| Health care | 4 spaces for every primary service provider<br>½ space for every employee<br>1 space for every hospital bed<br>1 space for every 300 square feet of gross floor area in a detoxification center<br>1 space for every 4 nursing home or convalescent center beds |
| Industrial: | ½ space per employee<br>1 space per company owner<br>1 space per company vehicle |

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|---|---|
| | 1 space for every 4,000 square feet of floor area, except storage areas |
| Lodging: | ½ space per employee<br>1 space per company vehicle<br>1 space for every hotel or motel room, tourist cabin, or resort cabin.<br>1 space per sleeping room containing two or fewer beds<br>1 space for every two beds for rooms containing more than two beds |
| Marijuana: | ½ space for every employee<br>1 space per company owner<br>1 space for every company vehicle<br>1 space for every 250 square feet of retail display area |
| Marine: | ½ space per employee<br>1 space per company vehicle<br>1 space for every boat in rental fleet<br>1 space for every 2,000 square feet of vessel display area |
| Meeting: | ½ space per employee<br>1 space for every five persons allowed by maximum occupancy that are not otherwise accounted for. |
| Mobile Buildings: | 1 space per dwelling unit<br>1 space per mobile building space in a mobile building park<br>As required by the use contained in non-residential mobile buildings. |
| Municipal: | ½ space per employee<br>1 space per company vehicle<br>1 space per 400 square feet of animal shelter gross floor area<br>1 space per 10 inmates<br>1 space per 5,000 square feet of park or playground area<br>22 space per playfield<br>1 space per 800 square feet of library or museum floor area<br>1 space per classroom<br>1 space for every three school auditorium seats |
| Office: | ½ space per employee<br>2 spaces for every primary service provider<br>1 space for every 500 square feet of gross floor area in a service office |
| Recreation: | ½ space per employee<br>1 space per shooting facility lane<br>1 space per lodge sleeping room |

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|---|---|
| | 4 spaces per golf green<br>3 spaces per miniature golf hole<br>1 space for every club member |
| Religious: | 1 space for each rabbi, priest, imam, pastor, or similar<br>1 space for every ten members of the congregation<br>1 space per sleeping room |
| Residential [1,2,3] | 1 space per dwelling unit |
| Resource industry: | ½ space per employee<br>1 space per company vehicle |
| Retail: | ½ space per employee<br>1 space for every 250 sq. ft. of non-bulky retail display space.<br>1 space for every 1,000 sq. ft. of bulky retail, art display, or wholesale display space<br>1 space for every garden stand |
| Service: | ½ space for every employee<br>1 space for every company vehicle<br>2 spaces for every salon chair, barber chair, tanning bed, or tattoo station<br>1 space for boarding kennels<br>1 space for every 500 sq. ft. of gross floor area in banks<br>1 space for every 1,000 sq. ft. of gross floor area in commercial daycares |
| Shipping: | ½ space per employee<br>1 space per company vehicle<br>1 space for every 250 square feet of floor area accessible to customers |
| Storage: | ½ per employee<br>1 space for every 12 auto or boat storage spaces<br>1 space for every 20 self-storage units not directly accessible by vehicle |
| Special circumstances | |
| 1. Four family dwellings have specific parking standards contained in KGBC 18.50.020(h)(1)<br>2. Triplex dwellings have specific parking standards contained in KGBC 18.50.020(v)(3)<br>3. One commercial vehicle may be parked on a residential lot as an accessory use. | |

# Chapter 18.80
## Signs and advertising devices

**18.80.010 Signs and advertising devices**
**18.80.020 General Requirements.**
**18.80.030 Table of sign development standards for the Residential zones.**
**18.80.040 Table of sign development standards for the Commercial zones.**
**18.80.050 Table of sign development standards for the Industrial zones.**
**18.80.060 Table of sign development standards for the Miscellaneous zones.**
**18.80.070 Table of sign development standards for the Overlay zones.**
**18.80.080 Elimination of Nonconforming Signs.**

**18.80.010 Signs and advertising devices**.
Sign and advertising devices are placed in accordance with this section and the sign development table.

**18.80.020 General Requirements.**

a) A permit shall be obtained from the Zoning Official for this title prior to the installation of any exterior sign or nameplate, excepting: those less than three square feet in area; governmental notices, information or education; and governmental public safety signage. Sign permit applications shall include plans for all signs to be placed. The plans shall illustrate sign elevations, cross sections, dimensions, placement on the site, materials, and lighting. Construction and erection of signs shall be in accordance with this title. Building permits may be required.

b) Signs permitted under this chapter shall advertise only the business or activity engaged in on the immediate premises. In the case of building complexes with multiple tenants, immediate premises shall be considered the actual store frontage or that portion of the leased space abutting the right-of-way. Subject to the other requirements of the ordinance codified in this chapter, one directory sign is allowed per building facade, either mounted flush or as a freestanding or monument sign.

c) No sign shall be erected at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device. Signs that impede public safety may be removed without notice at the owner's expense.

d) Flashing signs and intermittent illumination are permitted only in commercial and industrial zones, with the exception of the Central Commercial zone and Newtown

Overlay, where flashing, blinking, or intermittently illuminated signs visible from the exterior of a building are prohibited.

e) Abandoned signs shall be removed by the property owner within six months of the cessation of the principal activity.

f) Roof-mounted signs, including any signs painted on the roof surface, but excepting those mounted on a marquee or canopy, are prohibited.

**18.80.030 Table of sign development standards for the Residential zones.**

| **SC = Special Circumstance, X = Prohibited, Setbacks are in feet, Sign size and area are in square feet** | | | | | | |
|---|---|---|---|---|---|---|
| Type | Number | Size | Height | Setback | Illumination | Duration |
| Free standing | SC [1,2] | SC[1,2] | 15 | 10 | X | No limit |
| Wall | SC [1,2] | SC [1,2] | No limit | None | X | No limit |
| Zone | Special circumstances | | | | | |
| All residential zones | 1. One free standing or wall sign is allowed for home occupation and cottage industry uses. One sign is allowed for each use and can be no larger than 10 square feet.<br><br>2. Signs for nonconforming uses are limited in size to 32 square feet. One nonconforming use sign is allowed for each property. | | | | | |

**18.80.040 Table of sign development standards for the Commercial zones.**

| **SC = Special Circumstance, X = Prohibited, Setbacks are in feet, Sign size and area are in square feet** | | | | | | |
|---|---|---|---|---|---|---|
| Type | Number | Size | Height | Setback | Illumination | Duration |
| Directory | SC[1] | SC[2] | 30 | 1[7] | No limit | No limit |
| Free standing | 2[3] | 50 | 30[4] | 1[7] | No limit | No limit |
| Hanging | 1[5] | 10 | SC[6] | 1[7] | No limit | No limit |
| Projecting | 2[3,11] | 50 | SC[8] | 1[7] | No limit | No limit |
| Temporary | 1[9] | 50 | No limit | None | No limit | SC[10] |
| Wall | No limit | No limit[12] | No limit | None | No limit | No limit |
| Window | No limit | No limit[13] | No limit | None | No limit | No limit |

| Zone | Special circumstances |
|---|---|
| All zones | 1. One directory sign per street frontage is allowed for multiple business buildings or complexes.<br><br>2. Directory signs are limited to 16 square feet plus an additional 6 square feet per business in the building or complex.<br><br>3. Two free standing and projecting signs are allowed per business.<br><br>4. Free standing signs that project beyond property lines must maintain at least 8 feet of vertical clearance above any areas used by pedestrians. This limitation does not apply to monument signs.<br><br>5. One hanging sign is allowed per business for each street frontage entry to the business.<br><br>6. Hanging signs must maintain at least eight feet of vertical clearance above the finished sidewalk grade, with the exception that signs hanging under an existing canopy that is less than eight feet six inches above the finished sidewalk grade must have at least seven feet of clearance above the finished sidewalk grade.<br><br>7. Directory, freestanding, hanging and projecting signs must be mounted such that they are no closer than 12 inches from the curb line.<br><br>8. Projecting signs that project beyond property lines must maintain at least 8 feet of vertical clearance above any areas used by pedestrians. This limitation does not apply to monument signs.<br><br>9. Each business may display one temporary sign in any calendar year.<br><br>10. Temporary signs may be displayed for no more than 30 days in any calendar year. |
| CC | 11. In the CC zone one projecting sign is allowed.<br><br>12. Walls signs in the CC zone are limited in size to 2 sq. ft. per linear foot of street frontage of the business. |

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| | 13. Window signs in the CC zone can cover no more than 40% of the area of the window in which they are located. |

**18.80.050 Table of sign development standards for the Industrial zones.**

| **SC = Special Circumstance, X = Prohibited, Setbacks are in feet, Sign size and area are in square feet** | | | | | | |
|---|---|---|---|---|---|---|
| Type | Number | Size | Height | Setback | Illumination | Duration |
| Directory | SC[1] | SC[2] | 30 | 1[7] | No limit | No limit |
| Free standing | 2[3] | 50 | 30[4] | 1[7] | No limit | No limit |
| Hanging | SC[5] | 10 | SC[6] | 1[7] | No limit | No limit |
| Projecting | 2[3] | 50 | SC[8] | 1[7] | No limit | No limit |
| Temporary | SC[9] | 50 | No limit | None | No limit | SC[10] |
| Wall | No limit | No limit | No limit | None | No limit | No limit |
| Window | No limit | SC[11] | No limit | None | No limit | No limit |

| Zone | Special circumstances |
|---|---|
| All zones | 1. One directory sign per street frontage is allowed for multiple business buildings or complexes.<br><br>2. Directory signs are limited to 32 square feet plus 12 square feet per business in the building or complex.<br><br>3. Two free standing and projecting signs are allowed per business.<br><br>4. Free standing signs that project beyond property lines must maintain at least 8 feet of vertical clearance above any areas used by pedestrians. This limitation does not apply to monument signs.<br><br>5. One hanging sign is allowed per business for each street frontage entry to the business.<br><br>6. Hanging signs must maintain at least eight feet of vertical clearance above the finished sidewalk grade, with the exception that signs hanging under an existing canopy that is less than eight feet six inches above the finished sidewalk grade must have at least seven feet of clearance above the finished sidewalk grade. |

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| | 7. Directory, freestanding, hanging and projecting signs must be mounted such that they are no closer than 12 inches from the curb line.<br><br>8. Projecting signs that project beyond property lines must maintain at least 8 feet of vertical clearance above any areas used by pedestrians.<br><br>9. Each business may display one temporary sign in any calendar year.<br><br>10. Temporary signs may be displayed for no more than 30 days in any calendar year.<br><br>11. Window signs can cover no more than 40% of the area of the window in which they are located. |

**18.80.060Table of sign development standards for the Miscellaneous zones.**

| **SC = Special Circumstance, X = Prohibited, Setbacks are in feet, Sign size and area are in square feet** | | | | | | |
|---|---|---|---|---|---|---|
| Type[9] | Number | Size | Height | Setback | Illumination | Duration |
| Free standing[12] | 2[1] | 50 | 30[2] | No limit | No limit | No limit |
| Hanging | SC[3] | 10[7] | SC[4] | SC[5] | No limit[8] | No limit |
| Projecting | 2[1] | 50[10] | SC[6] | No limit | No limit[8] | No limit |
| Wall | No limit | No limit[11] | No limit | No limit | No limit[8] | No limit |
| Zone | Special circumstances | | | | | |
| All zones | 1. Two free standing or projecting signs are allowed per business<br><br>2. Free standing signs that project beyond property lines must maintain at least 8 feet of vertical clearance above any areas used by pedestrians. This limitation does not apply to monument signs.<br><br>3. One hanging sign is allowed per business for each street frontage entry to the business.<br><br>4. Hanging signs must maintain at least eight feet of vertical clearance above the finished sidewalk grade, with the exception that signs hanging under an existing canopy that is less than eight feet six inches above the finished sidewalk grade must have at least seven feet of | | | | | |

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| | clearance above the finished sidewalk grade.<br><br>5. Hanging signs must be mounted such that it is no closer than 12 inches from the curb line.<br><br>6. Projecting signs that project beyond property lines must maintain at least 8 feet of vertical clearance above any areas used by pedestrians. |
| HD | 7. Hanging signs in HD zone are limited in size to 6 square feet.<br><br>8. In the HD zone no person shall illuminate any sign with other than incandescent or neon lighting. In other zones there is no limitation on lighting.<br><br>9. In the HD zone, no person shall build, install, use, operate, maintain, or keep a sign that is made from materials other than wood, steel, porcelain-enameled steel, glass, stone, or a combination thereof.<br><br>10. In the HD zone projecting signs are limited to 6 square feet. In other zones the limit is 50 square feet.<br><br>11. In the HD zone wall signs are limited to 25 square feet. In other zones there is no size limit. |
| PLI | 12. Freestanding signs are allowed only in the PLI zone. |

**18.80.070 Table of sign development standards for the Overlay zones.**

| **SC = Special Circumstance, X = Prohibited, Setbacks are in feet, Sign size and area are in square feet** | | | | | | |
|---|---|---|---|---|---|---|
| Type | Number | Size | Height | Setback | Illumination | Duration |
| As contained in the underlying zone except as provided for in Special Circumstances below. | | | | | | |
| Zone | Special circumstances | | | | | |
| CI | 1. One sign as permitted for home occupations is allowed. | | | | | |
| NT | 2. The maximum size of hanging signs is six square feet.<br>3.<br>4.<br>5.<br>6.<br>7. | | | | | |

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| | 8. |

**18.80.080 Elimination of Nonconforming Signs.**

a) Existing permitted signs which do not conform to the requirements of this chapter shall be brought into compliance or eliminated within three years from the passage of the ordinance codified in this chapter, with the exception of nonconforming temporary signs, banner signs, or flashing or blinking signs, which must be removed within 90 days of the effective date of the ordinance codified in this chapter.

b) A nonconforming sign shall lose its legal, nonconforming status if the sign is altered in any way in structure, color, or copy, or is substantially damaged, relocated, or replaced.

c) The code administrator shall order the removal of any sign erected, installed, or allowed to remain in violation of this chapter. He or she shall give at least 30 days' notice in writing, to the owner of such sign, or of the building, structure, or premises on which such sign is located, to remove the sign or bring it into compliance with this chapter. The director may order removal of the sign at the expense of the owner of the premises if compliance with the written order is not obtained. In the case of temporary signs, banner signs, portable signs or pennants, only seven days' notice need be given.

# Chapter18.90
## Application Processing Procedures

**18.90.010 Purpose and structure of this chapter.**
**18.90.020 Administrative permits**
**18.90.030 Variances**
**18.90.040 Conditional use permits**
**18.90.050 Rezones, code amendments, overlays, and Planned Unit Developments**
**18.90.060 Public notification**
**18.90.070 Appeals**
**18.90.080 Enforcement**
**18.90.090 Fees**

### 18.90.010 Purpose and structure of this chapter.

The purpose of this chapter is to enumerate the various processes the Borough has developed to execute of the provisions of AS Title 29 that require second class boroughs to adopt land use regulations. For each process the following information is provided: The purpose of the process; the authority for the grant or denial of an application submitted to initiate the process; the application requirements; the process that will be followed in evaluating a decision on the application; the standards by which the application will be evaluated; the responsibilities and authorities the reviewing agency has in making a decision on an application; and the process by which a decision can be appealed.

### 18.90.020 Administrative permits

(a) Zoning permits

(1) Intent. Zoning permits are a tool that is used to verify that the development and or uses on a parcel of land do, or will when completed, meet the minimum requirements of this title. These minimum requirements are intended to protect the general health and welfare of the public by: preventing or limiting impacts between property uses, and thereby conflicts between property owners; enhancing the ability of first responders and utility providers to provide services; ensure properties have access to adequate wastewater disposal; reduce unnecessary burdens on public infrastructure; and minimize the damage caused by disaster events.

(b) Zoning land development permits

(1) A Zoning land development permit is required:

a. Prior to starting new construction, or the erection, assemblage, or placement of a structure and/or accessory of attachment thereto unless construction, erection or assemblage is exempt under subsection (2) of this section.

b. Prior to starting the alteration, movement, or enlargement of enclosed space, or the coverage of any uncovered area of any existing structure and/or appurtenance, unless the alteration, movement, enlargement, or coverage is exempt under subsection (2) of this section.

c. In order to utilize a variance in accordance with KGBC 18.90.030.

d. In order to utilize a Conditional Use Permit in accordance with KGBC 18.90.040.

e. When certainty of the non-conforming status of an existing building or structure is desired.

f. To bring an existing building, structure, or accessory that exists in violation of this title into compliance.

(2) Exceptions:

a. Fences not exceeding 12 feet in height.

b. The construction, alteration, replacement or repair of building systems and components within the existing enclosed space of the structure, including interior partitions and finishes, cabinetry, and heating, electrical, or plumbing systems.

c. Repair or replacement of exterior finishes, the replacement or installation of windows and doors, and the repair of walkways and decks.

d. The construction of covered or uncovered wheelchair ramps, and associated building entry landings less than 120 sq. ft.

e. Uncovered stairways and walkways providing access to any principal building or accessory subject to the following limitations:

1. Stair width may not exceed 60 inches including treads, stringers, balusters, railings, and supporting structures; and

2. Landings may not be larger than 120 sq. ft.

3. Walkway width may not exceed 60 inches including decking, stringers, balusters, railings and supporting structures, and may not be more than 30 inches above grade, excluding railings.

f. Coverings less than 120 square feet in area that shelter the entrance to a building.

g. Uncovered driveways and parking areas.

h. The demolition or removal of existing buildings and structures except when demolition or removal is required for compliance with the standards of this title.

i. Not more than one one-story detached accessory buildings used as tool and storage sheds, playhouses, and other similar type uses, provided the gross floor area does not exceed 200 square feet, and the roof eaves or overhangs do not project more than 12 inches beyond the outside walls.

j. Docks, gangways, and piers not supporting more than one building meeting the criteria of (i) above.

(3) Application requirements:

a. The application shall be on a form provided by the department and be accompanied by plans containing sufficient information to determine compliance of the proposed construction or alteration with the provisions of this title; and

b. To scale site plan showing:

1. All property lines; and

2. Existing structures; and

3. Proposed structures; and

4. Parking areas showing compliance with the provisions of Chapter 18.70 KGBC; and

5. Street frontages and access points; and

6. The location of above ground and below ground utilities to be installed; and

7. Building height and the method used to calculate it; and

8. For properties with existing buildings, an as-built survey meeting the standards contained in (f) of this section; and

9. An application for a sign permit according to the provisions of Chapter 18.80 KGBC; and

10. An application for a water permit required under KGBC 13.05.030; and

11. An application for a sewer permit required under KGBC 13.10.070, or an approval by the appropriate agency, or certification of the installation of a private sewer system; and

12. An application for a land use permit as contained in (c) of this section.

(c) Zoning land use permits

(1) A zoning land use permit is required:

a. Prior to the initiation of a new use, additional use, or the expansion of an existing use.

b. Prior to initiation of site development or natural resource extraction either for a subdivision, as provided for in KGBC 17.10.010, or for site development of a parcel as defined in KGBC 18.10.200.

c. In order to utilize a conditional use permit in accordance with KGBC 18.90.040.

d. In order to utilize a variance in accordance with KGBC 18.90.030.

e. Concurrently with a zoning land development permit application if the development will impact a use-dependent development standard or increase the flow of wastewater.

(2) Exemptions. The following are exempt from the requirement to obtain a zoning land use permit.

a. Site development not involving the removal of commercially marketable natural resources.

b. A change resulting in a use that has, and meets, identical development standards to the use being replaced.

c. Operation of a mobile food vendor for not more than two hours in one location during any 24-hour period.

(3) Application requirements:

a. The application shall be on a form provided by the department and contain sufficient information to determine compliance with the provisions of this title.

b. A detailed description of the proposed use to be permitted. Including any floor plans or other diagrams necessary to determine compliance with this title, including the parking requirement contained in Chapter 18.70 KGBC.

c. An application for a sign permit according to the provisions of Chapter 18.80 KGBC.

(d) Application authority. An application for a zoning permit must be signed by the owner(s) of record of the subject property, or any other person authorized to bind the property owner by any terms and conditions that may arise from the issuance of the permit. Any person other than the owner(s) of record must provide written evidence of their authority to file the application.

(e) Decision on permit application.

a. The Zoning Official shall render a decision within 30 days of the filing of the application of a zoning permit. This time limit may be extended for an additional 30 days with agreement by both the applicant and the Zoning Official.

b. The Zoning Official may impose stipulations and conditions on a zoning permit as may be necessary to ensure compliance with requirements of this section and other provisions of this title. A zoning permit shall not be issued for a proposed project on a property which has uses and/or structures which exist in violation of

provisions of this title.

c. A decision of the Zoning Official on an application filed pursuant to this section is subject to appeal pursuant to KGBC 18.90.070.

(f) Inspection required. Except as provided in this section, the applicant shall provide for an inspection of the footings and/or foundation prior to pouring concrete by a professional land surveyor.

(1) An as-built survey of the location of the proposed improvements shall be prepared and immediately submitted to the Zoning Official. The survey shall demonstrate compliance with plans submitted and approved pursuant to this section.

To be acceptable for the purposes of this subsection the as-built survey must be of sufficient clarity, legibility, scale and all other aspects for the Zoning Official to readily and confidently determine compliance with the yard requirements to which the property is subject.

(2) In cases of a proposed improvement, alteration or addition to an existing structure which is the subject of an as-built survey prepared by a professional land surveyor, the applicant may request the Zoning Official conduct the required inspection. The request shall be accompanied by a fee established by resolution of the borough assembly. The Zoning Official shall determine compliance with plans submitted and approved pursuant to this section.

a. To be acceptable for the purposes of this subsection the as-built survey must be of sufficient clarity, legibility, and scale as an as built meeting the following standards.

1. The as-built is drawn on a sheet of paper no less than 8 1/2 inches by 11 inches.
2. The as-built is at a scale no less than 1 inch = 40 feet.
3. The as-built survey may be at a scale less than 1 inch = 40 feet if the lot is too large to fit on a sheet of paper 11 inches by 17 inches in size. In this case, additional sheets or insets must be included that show all improvements regulated by this title at a minimum scale of 1 inch = 40 feet.
4. The as-built shows the distance between the closest property line and all improvements subject to regulation under this chapter.

5. All property lines and improvements are true to the scale shown on the as-built in both the vertical and horizontal axis.

(3) In the case of proposed development on property not accessible from the road system, the applicant may, at the discretion of the Zoning Official, provide a letter with the notarized signature of the owner or person with the authority to bind the owner of the property stating that they are aware of the setback requirements established in this title and that a failure to meet these requirements constitutes a violation of this title and may result in both civil and criminal penalties.

(4) Verification and Remedies.

a. Following the receipt of the sketch or survey, the Zoning Official shall verify compliance with the permit issued under this section and other provisions of this title.

b. If improvements do not conform to the approved permit, the Zoning Official shall cause the applicant to amend the permit; provided, that the improvements otherwise conform to the requirements of this title.

c. If the improvements neither conform to the requirements of the permit nor the provisions of this title, the Zoning Official shall require the applicant to cease the construction of improvements and remove or modify the improvements, or apply for additional permitting as necessary to provide for compliance with this title.

(g) Duration of a zoning permit. Once issued, a zoning permit expires two years after the date it was issued unless the new use begins (for a change in use) or the actual construction is started and diligently continued to completion (for construction, remodeling or reconstruction). Excavation is not considered to be construction for the purpose of enforcing this section.

(h) Zoning permit complete. A zoning permit issued under the provisions of this chapter shall not be construed to be complete until all conditions, whether express or implied, are complete.

(i) Special zoning permits/certificate of approval within the HD zone.

(1) Construction, alteration, moving or demolition of buildings.

a. In the HD zone no person shall construct, alter, move or demolish a building or structure without having first duly applied for and received from the Zoning Official a certificate of approval.

b. In the HD zone no person shall erect, alter, restore, move or demolish any exterior features of any building or structure, including walls, fences, light fixtures, steps, pavement, other fixtures, above-ground utility structures, or outdoor advertising signs without having first duly applied for and received from the Zoning Official a certificate of approval. For the purposes of this section, alteration of exterior features means and includes but is not limited to architectural style, general design, type and style of windows, doors, light fixtures, signs, and natural features such as trees and shrubbery.

c. The Zoning Official may issue a certificate of approval to move or demolish a building or structure in the HD zone only upon one or more of the following conditions:

1. The city building inspector or the State Fire Marshal has declared in writing that the building or structure is a hazard to public safety and health and that repairs are impossible;

2. Such structure or building is a deterrent to a major improvement program which will be of substantial benefit to the community and which is consistent with the comprehensive plan;

3. Retention of the building or structure would necessarily cause undue financial hardship to the owner;

4. Retention of such building or structure would not be in the best interests of the community as a whole.

d. In cases where the Zoning Official has duly granted a certificate of approval authorizing the moving or demolition of any building or structure, such certificate of approval shall not be effective until six months after the date of issuance thereof; provided, however, in situations described in subsection (l)(1)(c)(1) of this section, the Zoning Official, after review of the recommendation of the architectural design review board, may set the effective date of the certificate of approval at less than six months after the date of issuance.

(2) The Zoning Official shall administer and enforce the procedure and requirements of this subsection and the requirements listed in those sections of this Title that relate to the HD zone and make the determinations authorized hereunder. The Zoning Official may request and shall thereupon receive the assistance and recommendations of the architectural design review board regarding any planning action on property within or abutting the HD zone, including but not limited to proposed subdivision plats and vacations of streets or other public areas, and shall consider any such recommendations, together with the pertinent provisions of this title, in making the determinations authorized by KGBC Title 17 and this title, and in issuing and denying certificates of approval.

(3) Applications for a special zoning permit to construct, alter, move or demolish any building or structure in the HD zone shall be made to the Zoning Official in the department of planning and community development. Such application shall include official plans, elevations, sections, and site plans showing the proposed construction, alteration, move or demolition. The plans and drawings shall be in sufficient detail for the architectural design review board and Zoning Official to determine compliance with size, setback, and materials requirements. Presubmittal conferences and conceptual reviews with the architectural design review board and code administrator are encouraged in order to provide assistance to the applicant and to clarify plans and drawing requirements. Application fees for a special zoning permit shall be as provided for in KGBC 2.105.030.

(4) After the filing of the application, the Zoning Official shall review the application, the plans, elevation, sections and site plans, and shall thereupon have the zoning clerk send to the owners of record of real property within the district, notice of the filing of the application. The notice shall state that the application, plans, elevation, sections and site plans will be available in the offices of the Zoning Official for examination by said owners and that said owners may within 15 days of the mailing of said notice submit to the Zoning Official, in writing, their concurrences, objections, suggestions and comments thereon. On the eleventh day after said mailing, the clerk shall transmit said application, accompanying documents, concurrences, objections, suggestions and comments to the architectural design review board, together with the Zoning Official's comments thereon.

(5) Within 30 days after receiving the application and accompanying documents and the comments of the Zoning Official, the architectural design review board shall meet and discuss the application and accompanying documents and comments of the Zoning Official and shall, with the assistance of the zoning clerk, prepare for transmission to the Zoning Official their written findings, comments and

recommended disposition of the application. In making its recommendation, the architectural design review board shall be governed by the policy set forth in KGBC 18.40.010(a)(13) as well as other pertinent provisions of this chapter. If the architectural design review board fails to transmit its recommendations to the Zoning Official within 40 days after receiving the application from the Zoning Official, the board shall be deemed to have given its approval to the application and the Zoning Official shall within an additional five days, according to the policy set forth in KGBC 18.40.010(a)(13), and other pertinent provisions hereof, either approve the application in writing and issue a certificate of approval or deny the application. Thereafter, the applicant, if the application is denied, may appeal to the planning commission, as hereinafter provided.

**18.90.030 Variances**

(a) Purpose. The development standards in this title are designed to protect the public health, safety and welfare by establishing setbacks, maximum building heights and other development standards that apply to various uses. Variances may be granted for land or development with unique characteristics and provided that the intent and purpose of the development standards are maintained.

(1) Setbacks. The purpose of setbacks is to provide spacing between buildings to:

a. Provide the occupants with light.

b. Provide air flow between buildings to prevent the transmission of odors.

c. Provide visual and audible privacy.

d. Provide access to the outside of building faces for maintenance.

e. Prevent the spread of fire between buildings.

f. Give first responders access to the exterior of buildings and undeveloped areas of the property.

g. Provide space for the installation of utilities.

h. Provide for exterior access to undeveloped parts of the property.

i. Provide areas for landscaping.

j. Reduce the potential for drainage impacts between properties.

(2) Height limits. Height limits restrict the maximum height of buildings and structures to:

a. Prevent the blockage of views.

b. Ensure first responder access to the topmost floor of the building from outside.

c. Prevent hazards to aviation.

d. Ensure compatibility with overhead utilities such as power and communication.

e. Help prevent the erection of structurally unsound buildings and structures.

(3) Maximum lot coverage. The maximum degree to which a lot can be developed with buildings is limited to:

a. Prevent the construction of buildings of a mass that far exceeds the scale of nearby buildings.

b. Allow sufficient room for the provision of utilities and the placement of on-site wastewater disposal system.

(4) Parking. Off street parking and loading is required to be made available at minimum levels when a property is put to use to:

a. Provide for convenience of access to the occupants and users of the property.

b. Reduce the need to construct public parking.

c. Prevent the blockage of roadways.

d. Enhance the viability of commercial enterprises by assuring customers have easy access to the products and service the business provides.

(b) Enhance the viability of surrounding businesses by reducing demand on public parking used by patrons who visit multiple businesses in a single trip.

(c) Minor variances

(1) Applicability. A request to vary all quantifiable standards contained in this title, except for those related to off-street parking standards, by less than 10 percent may be considered a minor variance.

(2) Application. To be considered complete an application for a minor variance must meet the standards below.

a. A completed Variance application on a form provided by the Planning Department; and

b. A complete Zoning permit application as contained in KGBC 18.90.020(a); and

c. In the case of undeveloped properties: An accurate site plan, drawn to scale, depicting the perimeter of the property including dimensions thereof, significant natural features, and all proposed improvements to include parking and driveways; and

d. In the case of properties containing buildings or structures requiring a zoning permit: 1. An unmodified as-built survey meeting the standards contained in KGBC 18.90.020(f); and 2. An accurate site plan, drawn to scale, depicting the perimeter of the property including dimensions thereof, significant natural features, and all existing and proposed improvements to include parking and driveways.

(3) Upon written request of the applicant, a minor variance may be processed under the procedures for a major variance contained in (c) of this section.

(4) Fees. Application fees for minor variances shall be as provided for in KGBC 2.105.030.

(5) Upon receipt of an application for a minor variance, the Zoning Official shall examine said application and, within 10 days of receipt, notify the applicant of the deficiencies found in the application, or schedule the application for public notice.

(6) Approval authority. Minor variances are granted, or referred to the Planning Commission for a public hearing, by the Zoning Official.

(7) The Zoning Official shall render a decision within 30 days of the filing of a complete application for a minor variance. As express conditions precedent to the

granting of any minor variance the Zoning Official must determine in writing that:

a. The variance will not reduce the quantifiable standard for which the variance is sought by more than 10%; and

b. The variance sought will not reduce off-street parking requirements; and

c. The variance will not permit a land use in a district in which that use is prohibited; and

d. No public notice did not result in a request to remand the variance to the Planning Commission in a timely manner.

(8) Within 10 days of the decision written notice of the request shall be made in accordance with the standards set forth in KGBC 18.90.060(b). The notice shall contain a general description of the request, the location of the affected property and the method by which a decision by the Planning Commission can be requested.

(9) Upon written request by the applicant or any other person notified in subsection (7) of this section within 15 days of distribution of the notice of request, the variance request shall be referred to the planning commission for processing in the same manner as a major variance request in accordance with subsection (c) of this section.

(10) Unless a request to refer the matter to the planning commission for formal consideration under subsection (c) of this section is filed with the Zoning Official within 15 days of the date of distribution, the decision becomes final.

(11) Appeals to the Planning Commission. Decisions by the Zoning Official on the grant or appeal of a minor variance may be appealed to the Planning Commission according to the procedures set out in KGBC 18.90.070.

(d) Major variances

(1) Applicability. A request to vary quantifiable standards by more than 10 percent and all variances to parking standards shall be processed and reviewed as a major variance.

(2) Approval authority. The planning commission may authorize major variances from the requirements of this title, when the criteria contained in subsection (7)e. of

this section are met.

(3) Application. To be considered complete an application for a major variance must meet the standards below.

a. A completed Variance application on a form provided by the Planning Department; and

b. A complete Zoning permit application as contained in KGBC 18.90.020(a); and

c. In the case of undeveloped properties: An accurate site plan, drawn to scale, depicting the perimeter of the property including dimensions thereof, significant natural features, and all proposed improvements to include parking and driveways; and

d. In the case of properties containing buildings or structures requiring a zoning permit: 1. An unmodified as-built survey meeting the standards contained in KGBC 18.90.020(f); and 2. An accurate site plan, drawn to scale, depicting the perimeter of the property including dimensions thereof, significant natural features, and all existing and proposed improvements to include parking and driveways; and

e. The reason for the variance and an explanation of how the variance criteria contained in (7)e. of this section are satisfied.

(4) Fees. Application fees for variances shall be as provided for in KGBC 2.105.030.

(5) Upon receipt of an application for a major variance, the Zoning Official shall examine said application and, within 15 days of receipt, notify the applicant of either the deficiencies found in the application, or the date of the meeting at which the request will be heard by the Planning Commission.

(6) Approval authority. The planning commission may authorize major variances from the requirements of this title, when the criteria contained in subsection (7)e. of this section are met.

(7) Procedure

a. Hearing scheduled. When the Zoning Official has determined that the said application meets the requirements of this chapter, they shall forward the

completed application to the planning commission for its determination within 60 days of determining the application to be complete, unless such time limit is extended by written consent by the applicant.

b. Public notice shall be as provided in 18.90.060.

c. From the time of filing such application until the time of such hearing, the application, together with all plans and data submitted, shall be available for public inspection in the office of the Zoning Official.

d. After the Zoning Official has duly forwarded the completed application to the planning commission, the planning commission shall study it and shall, within 30 days after the receipt of said application, hold a public hearing whereat it;

1. Shall hear and consider evidence and facts from any person at the public hearing or written communication from any person relative to the matter; and

2. May receive evidence pertinent to the granting or denial of said application according to the standards set forth in e. of this section

e. Applicable Criteria. A variance from a quantifiable standard may be granted in accordance with the review procedures provided in this subsection provided the applicant provides evidence that the following standards are met:

1. Special conditions that require the variance are not caused by the person seeking the variance;

2. The variance will not permit a land use in a district in which that use is prohibited;

3. The variance will not solely relieve an inconvenience.

A request for a variance shall be found to be based solely on an inconvenience if an alternative having the same effect is possible without a variance, and would not be complicated by any of the following.

i. Topographical or geological challenges to development; or

ii. Existing development patterns, including building layout, size, and location; or

iii. Irregularities in lot shape that cannot be abated without the acquisition of land from another party.

4. The variance will not solely relieve a pecuniary hardship.
This standard is not met if:

i. An alternative, having the same effect, is possible without a variance, and the alternative would increase the cost of the project by no more than %10; and

ii. No exterior walls of a principal building must be demolished; and

iii. No exterior walls of an accessory building must be demolished, and the value of the building is less than 10% of the value of all buildings on the property, or $10,000 whichever is less.

f. If at the said hearing, the planning commission determines that it needs additional information, it may recess said hearing for a period of not more than 30 days, during which time it shall procure or receive such additional information; provided, however, that before it so recesses, it must then and there announce the time and place at which the hearing will be resumed.

g. Within 30 days after the completion of the said hearing, the planning commission shall, in a formal written resolution of the commission, either grant or deny the application, and the planning commission shall make its findings of fact a part thereof.

h. Unless otherwise specified by the planning commission as a condition of approval, any variance approved by the planning commission shall be conditional upon the privilege granted being utilized within 6 months after the effective date of the variance.

(8) Conditions. Major variances may be granted with conditions to protect the best interests of the surrounding property or neighborhood and to otherwise achieve the purpose of this title. The effective date or duration of a variance may be limited by the planning commission through a condition of approval.

(9) Revocation and Cancellation of Variance. Any major variance granted under this chapter that is subject to conditions as allowed (6) of this section may be revoked and canceled by the planning commission for failure to comply with said conditions.

Before taking any action toward revoking such variance, however, the planning commission shall first give the owner of the property upon which the variance is granted 20 days' written notice, by prepaid certified U.S. mail, in advance of the date of hearing, of the subject of the hearing, and of the date, time, and place of the hearing. This notice is complete upon mailing. The planning commission shall thereafter hold the said hearing at the time and place set forth in said notice. The permittee may, at said hearing, present evidence on his own behalf and may cross-examine witnesses. After the planning commission has concluded the said hearing, the planning commission shall make written findings of fact from the evidence presented to it at said hearing supporting the conclusion that the permittee has failed to comply with the conditions of the variance (in cases where the said variance is revoked) or that the permittee has not failed to comply with the conditions of the variance (in cases where the said variance is not revoked). These findings shall be embodied in a formal written resolution of the planning commission. In all revocation proceedings the burden of proof is upon the planning commission.

(10) Appeals to the Board of Adjustment. All appeals to the board of adjustment shall follow, to the extent applicable, the procedure as set forth in KGBC 18.90.070

**18.90.040 Conditional use permits**

(a) Purpose. A conditional use permit, issued hereunder, is a device which gives flexibility to the zoning ordinance in a uniform and controlled manner. It permits inclusion, in zones where it is permitted by the zoning ordinance, of uses which are generally desirable to the community, but where the nature of the use will not permit its location at every location in the said zones because of the special problems which the use presents.

(b) Abbreviated conditional use permits.

(1) Purpose. An abbreviated conditional use permit is a device which permits uses that are generally desirable to the community, but the approval thereof could benefit from public comment.

(2) Applicability. Abbreviated conditional use permits are granted for uses that are specifically identified to be processed under the provisions of this section.
(3) Approval authority. Abbreviated Conditional Use Permits are granted, or referred to the Planning Commission at a public hearing, by the Zoning Official.

(4) Application. To be considered complete an application for an Abbreviated Conditional Use Permit must meet the standards below.

a. Contain a completed application for Conditional Use Permit form provided by the Planning Department, and

b. Contain a completed application for a Zoning Permit as contained in KGBC 18.90.020(a); and

c. Contain any other information, documents, or drawings the Zoning Official deems necessary to evaluate the request for conformance with the standards contained in subsection (6) of this section.

(5) Upon request of the applicant, an abbreviated conditional use permit application may be processed under the procedure for conditional use permits.

(6) Fees. Application fees for abbreviate conditional use permits shall be as provided for in KGBC 2.105.030.

(7) Upon receipt of an application for an abbreviated Conditional Use Permit, the Zoning Official shall examine said application and, within 10 days of receipt, notify the applicant of the deficiencies found in the application, or schedule the application for public notice.

(8) Approval authority. Approval authority. Abbreviated Conditional Use Permits are granted, or referred to the Planning Commission for a public hearing, by the Zoning Official.

(9) The Zoning Official shall render a decision within 30 days of the filing of a complete application for an abbreviated conditional use permit. As express conditions precedent to the granting of any conditional use permit the Zoning Official must determine in writing that:

a. The requested conditional use is expressly permitted as an abbreviated conditional use permit; and

b. The public notice did not result in a request to remand the request to the Planning Commission in a timely manner.

(10) Within 10 days of the decision written notice of the request shall be made in accordance with the standards set forth in KGBC 18.90.060(b). The notice shall contain a general description of the request, the location of the property affected, and the method by which a decision by the full planning commission can be requested.

(11) Upon written request by the applicant or any other person notified in subsection (8) of this section within 15 days of distribution of the notice of request, the request shall be referred to the planning commission for processing in the same manner as a conditional use permit request in accordance with subsection (c) of this section.

(12) Unless a request to refer the matter to the planning commission for formal consideration is filed with the Zoning Official within 15 days of the date of notice distribution, the decision becomes final.

(13) An abbreviated conditional use permit granted by the Zoning Official shall be conditional upon the privilege granted being utilized within six months after the effective date of the abbreviated conditional use permit.

(14) Revocation and Cancellation of Permit. Any abbreviated conditional use permit granted under this chapter may be revoked and canceled by the planning commission for failure to comply with the conditions of the abbreviated conditional use permit. Before taking any action toward revoking such permit, however, the planning commission shall first give the owner of the property upon which the use is authorized 20 days' written notice, by prepaid certified U.S. mail, in advance of the date of hearing, of the subject of the hearing, and of the date, time, and place of the hearing. This notice is complete upon mailing. The planning commission shall thereafter hold the said hearing at the time and place set forth in said notice. The permittee may, at said hearing, present evidence on his own behalf and may cross-examine witnesses. After the planning commission has concluded the said hearing, the planning commission shall make written findings of fact from the evidence presented to it at said hearing supporting the conclusion that the permittee has failed to comply with the conditions of the conditional use permit (in cases where the said permit is revoked) or that the permittee has not failed to comply with the conditions of the conditional use permit (in cases where the said permit is not revoked). These findings shall be embodied in a formal written resolution of the planning commission and shall be retained permanently by the planning commission as part of its official records. In all revocation proceedings the burden of proof is upon the planning commission.

a. After said abbreviated conditional use permit has been revoked, the permittee shall thereafter immediately discontinue the use of the said property for which the said permit had originally been granted. If, after an abbreviated conditional use permit has been revoked, the permittee does not immediately discontinue the use of said property for which the said permit had originally been granted, he is guilty of a violation and, upon conviction thereof, is subject to a fine as established in KGBC Title 2. Each 30-day period that such violation continues shall be deemed a new and separate violation. In addition, the planning commission may apply to the superior court for an injunction to restrain the former permittee from using said land for the purposes previously authorized in said permit.
b. In the event, however, that the permittee duly appeals the revocation of said permit to the board of adjustment, such appeal stays enforcement proceedings unless the board or a court issues an enforcement order based on a certificate of imminent peril to life or property made by the planning commission.

(15) Appeals to the Planning Commission. Decisions by the Zoning Official on the grant or appeal of an abbreviated conditional use permit may be appealed to the Planning Commission according to the procedures set out in KGBC 18.90.070.

(c) Conditional Use Permits

(1) Applicability. Except as specified in a. and b. of this subsection, all requests for a conditional use permit are processed under the provisions of this subsection.

a. Requests that are specifically specified for processing as abbreviated conditional use permits; or

b. Requests to modify an existing conditional use permit.

(2) Application. To be considered complete an application for a Conditional Use Permit must meet the standards below.

a. Contain a completed application for Conditional Use Permit form provided by the Planning Department, and

b. A complete Zoning permit application as contained in KGBC 18.90.020(a); and

c. Contain any other information, documents, or drawings the Zoning Official deems necessary to evaluate the request for conformance with the standards contained in (7)(e) of this section; and

d. Contain any application requirements contained in KGBC 18.50.030.

(3) Fees. Application fees for conditional use permits shall be as provided for in KGBC 2.105.030.

(4) Upon receipt of an application for a Conditional Use Permit, the Zoning Official shall examine said application and, within 15 days of receipt, notify the applicant of either the deficiencies found in the application, or the date of the meeting at which the request will be heard by the Planning Commission.

(5) Approval authorization. Conditional Use Permits are granted or denied by the Planning Commission at a public hearing.

(6) Procedure.

a. Hearing scheduled. When the Zoning Official has determined that the said application meets the requirements of this chapter, they shall forward the completed application to the planning commission for its determination within 60 days of determining the application to be complete, unless such time limit is extended by written consent by the applicant.

b. Public notice shall be as provided in 18.90.060.

c. From the time of filing such application until the time of such hearing, the application, together with all plans and data submitted, shall be available for public inspection in the office of the Zoning Official.

d. After the Zoning Official has duly forwarded the completed application to the planning commission, the planning commission shall study it and shall, within 30 days after the receipt of said application, hold a public hearing whereat it:

1. Shall hear and consider evidence and facts from any person at the public hearing or written communication from any person relative to the matter; and

2. May receive evidence pertinent to the granting or denial of said application according to the standards set forth in e. of this section.

e. Applicable criteria. As express conditions precedent to the granting of any conditional use permit, a majority of the planning commission members (not merely a majority of the members present), after a public hearing, must find in writing that:

1. The requested conditional use is reasonably necessary for the public health, safety, and general welfare; and

2. The requested conditional use will not permanently or substantially injure the lawful use of neighboring properties; and

3. The requested conditional use will generally be in harmony with the comprehensive plan; and

4. The requested conditional use is expressly permitted by the zoning ordinance in the zone in which the conditional use permit is requested; and

5. The requested conditional use meets any specific criteria contained in KGBC 18.50.030.

f. If, at the said hearing, the planning commission determines that it needs additional information, it may recess said hearing for a period of not more than 30 days, during which time it shall procure or receive such additional information; provided, however, that before it so recesses, it must then and there announce the time and place at which the hearing will be resumed.

g. Within 30 days after the completion of the said hearing, the planning commission shall, from the evidence presented to it, make written findings of fact in a formal resolution of the planning commission, which findings of fact support the standards set forth in (6)(e) above (in the case where a conditional use permit is granted) or which findings of fact show that the said evidence does not support the said standards (in the case where a conditional use permit is not granted).

h. Unless otherwise specified by the planning commission as a condition of approval, any conditional use permit approved by the planning commission shall be conditional upon the privilege granted being utilized within 12 months after the effective date of the conditional use permit.

(7) Restrictions and Conditions. In granting a conditional use permit, the planning commission may, in order to assure compliance with the foregoing standards:

a. Require and attach to the conditional use permit conditions which are more restrictive and in excess of the development standards for the zone in which the conditional use is proposed;

b. Require and attach to the conditional use permit time limits for some or all conditions of the conditional use permit;

c. Require and attach to the conditional use permit conditions which include, development requirements in excess of those elsewhere required, landscaping, adequate and lawful water and sewage facilities, adequate and lawful parking, adequate and lawful curb cuts and traffic movement, and any other conditions which will uphold the spirit and intent of the zoning ordinance, the comprehensive plan, and the harmony and beneficial use of neighboring properties. The planning commission may also require an agreement and performance bond to insure compliance with said restrictions and conditions.

(8) Relief from use specific conditional use standards. The planning commission may decrease or waive use specific conditional use standards, permanently or on a temporary basis. The planning commission must find that the waiver or reduction in standards would not adversely impact surrounding properties.

(9) Revocation and Cancellation of Permit. Any conditional use permit granted under this chapter may be revoked and canceled by the planning commission for failure to comply with the conditions of the conditional use permit. Before taking any action toward revoking such permit, however, the planning commission shall first give the owner of the property upon which the conditional use is authorized 20 days' written notice, by prepaid certified U.S. mail, in advance of the date of hearing, of the subject of the hearing, and of the date, time, and place of the hearing. This notice is complete upon mailing. The planning commission shall thereafter hold the said hearing at the time and place set forth in said notice. The permittee may, at said hearing, present evidence on his own behalf and may cross-examine witnesses. After the planning commission has concluded the said hearing, the planning commission shall make written findings of fact from the evidence presented to it at said hearing supporting the conclusion that the permittee has failed to comply with the conditions of the conditional use permit (in cases where the said permit is revoked) or that the permittee has not failed to comply with the conditions of the conditional use permit (in cases where the said permit is not revoked). These findings shall be

embodied in a formal written resolution of the planning commission and shall be retained permanently by the planning commission as part of its official records. In all revocation proceedings the burden of proof is upon the planning commission.

a. After said conditional use permit has been revoked, the permittee shall thereafter immediately discontinue the use of the said property for which the said permit had originally been granted. If, after a conditional use permit has been revoked, the permittee does not immediately discontinue the use of said property for which the said permit had originally been granted, he is guilty of a violation and, upon conviction thereof, is subject to a fine of not more than $500. Each 30-day period that such violation continues shall be deemed a new and separate violation. In addition, the planning commission may apply to the superior court for an injunction to restrain the former permittee from using said land for the purposes previously authorized in said permit.

b. In the event, however, that the permittee duly appeals the revocation of said permit to the board of adjustment, such appeal stays enforcement proceedings unless the board or a court issues an enforcement order based on a certificate of imminent peril to life or property made by the planning commission.

(10) Appeals to the Board of Adjustment. Decisions by the Planning Commission on the grant or denial of a Conditional Use Permit are subject to appeal to the Board of Adjustment under the procedures of KGBC 18.90.070

(d) Conditional use permit modifications

(1) Intent. Over time the circumstances under which a conditional use permit was originally granted can change in such a way as to lessen or obviate the value of the permit. The purpose of this chapter is to provide a mechanism by which a quantifiable standard upon which a conditional use permit, granted by the Planning Commission, may, at the request of the holder of said permit, be modified. It is not the purpose of this chapter to allow a request to modify a conditional use permit granted by the planning commission that has been submitted by any other person or agency to be considered. To allow such modifications would engender distrust in the conditional use permit process and nullify the benefits they impart. Existing conditional use permits granted by the planning commission my only be requested for modification by a third party under the provisions of KGBC 18.90.020(c) (4).

(2) Application.

a. To be considered complete an application to modify a Conditional Use Permit must meet the standards below.

1. Contain a completed application for Conditional Use Permit modification form provided by the Planning Department, and

2. Contain the original conditional use permit application; and

3. Contain a site plan that clearly shows any modifications that are desired; and

4. A complete Zoning permit application as contained in KGBC 18.90.020(a); and

5. Contain any other information, documents, or drawings the Zoning Official deems necessary to evaluate the request.

(3) Fees. Application fees for conditional use permit modifications shall be as provided for in KGBC 2.105.030.

(4) Upon receipt of an application for a Conditional Use Permit modification, the Zoning Official shall examine said application and, within 10 days of receipt, notify the applicant of the deficiencies found in the application, or schedule the application for public notice.

(5) Approval authority. Modifications to Conditional Use Permits are granted or referred to the Planning Commission by the Zoning Official.

(6) The Zoning Official shall render a decision within 30 days of the filing of a complete application for an abbreviated conditional use permit. As express conditions precedent to the granting of any conditional use permit the Zoning Official must determine in writing that:

a. The requested modification changes a quantifiable standard under which the original conditional use permit was granted by 10% or less; and

b. The requested modification will not create a violation of any development standard contained in the underlying zoning; and

c. The public notice did not result in a request to remand the request to the Planning Commission in a timely manner.

(7) Within 10 days of the decision written notice of the request shall be made in accordance with the standards set forth in KGBC 18.90.060(b). The notice shall contain a general description of the request, the location of the property affected, and the method by which a decision by the full planning commission can be requested.

(8) Unless a request to refer the matter to the planning commission for formal consideration is filed with the Zoning Official within 15 days of the date of notice distribution the, decision becomes final.

(9) Appeals to the Planning Commission. Decisions by the Zoning Official on the grant or denial of a modification to a conditional use permit are subject to appeal to the Planning Commission under the procedures of KGBC 18.90.070.

(e) Duration. Except as otherwise provided for in this title, or as a condition placed by the Planning Commission, Conditional Use Permits expire if the use for which they are granted ceases for a period of 12 consecutive months, or 18 months in any 36 month period.

**18.90.050 Rezones, code amendments, overlays, and Planned Unit Developments**

Whenever the public necessity, convenience or general welfare requires, the borough may, under the following procedure and by ordinance, amend, supplement or change this chapter or the official zoning map, or create a new overlay district or planned unit development.

Authority. Rezones, code amendments, overlay zones, and Planned Unit Developments are established by ordinance of the assembly with recommendation from the Planning Commission.

(a) Application for amendments to the official zoning map. (Rezones)

(1) A rezone or overlay may be initiated by:

a. The borough assembly on its own motion;

b. The planning commission on its own motion;

c. Any department or agency of a city or the borough;

d. Any individual, corporation or agency, other than those listed above, subject to the following conditions:

1. For a rezone: A petition signed by the owners of not less than 50 percent of the area of property proposed for rezoning as shown on the last equalized assessment roll or such other verification of ownership acceptable to the designated planning official.

2. For an overlay: A petition signed by the owners of not less than 67 percent of the area of property proposed for an overlay as shown on the last equalized assessment roll or such other verification of ownership acceptable to the designated planning official.

i. In addition to the necessary signatures, the petition shall contain:

(a) A legibly written legal description of the property involved and the legal document reference for that description. If the legal description is a metes and bounds description written from a survey or subdivision map, then that map showing the proposed rezone shall accompany the legal description of the property involved; and

(b) Reasons for the proposed change and any statements or other documents to address the review criteria contained in (4) of this section; and

(c) Application fees for zoning amendments shall be as provided for in KGBC 2.105.030.

(2) Any request or petition to amend the official zoning map shall be submitted in writing to the planning commission through the Zoning Official.

(3) Planning Commission – Public Hearing, Notification and Publication. Before making any recommendation on a proposed amendment to the official zoning map and within 45 days of the initiation thereof, the planning commission shall hold a public hearing thereon. Public notice shall generally describe the proposed rezone

and be published according to the procedures found in KGBC 18.90.060.

(4) The planning commission shall study any request or petition for amendment of the official zoning map to determine:

a. The need and justification for any proposed change of the zoning map to:

1. Address an error or uncertainty in the official zoning map; or

2. Adapt to changing conditions over which the owner(s) of the area have limited control; or

3. To implement a change in the comprehensive plan.

b. There is adequate public infrastructure to support the potential development the amendment to the official zoning map will allow, to include:

1. Transportation to support the levels and types of traffic; and

2. Electrical and communications; and

3. Water and sewer; and

4. Demand for public services including fire, police, EMS, and schools.

c. The impact of the rezone or overlay on the character of the surrounding area or neighborhood as indicated by:

1. Traffic routes and volumes; and

2. Density of development; and

3. Building type, size, and height.

d. The amendment to the official zoning map will not cause a need or increased pressure for additional map amendments that will allow development for which there is inadequate infrastructure or will adversely impact surrounding properties.

e. The amendment to the official zoning map will implement or further the purposes of the comprehensive plan.

(5) The planning commission may recommend, and the assembly may make modifications to, any proposed or recommended amendment; provided, that the commission and assembly find that such change would be in the public interest, and provided further, that such modification shall not modify any property not included in the advertised proposal and shall not be less restrictive than the zoning applied for.

(6) Within seven days after the planning commission has acted on a proposed amendment of the zoning map in accordance with the foregoing provisions, a report and recommendation shall be submitted to the borough clerk. Such recommendation of the planning commission shall be advisory only, and shall not be binding on the assembly.

(7) Before the planning commission recommendation for amendment to the zoning map is presented to the assembly, the borough clerk shall cause an ordinance to be prepared setting forth the details of the proposed amendment. Such ordinance shall be subject to two public hearings, the first public hearing shall be scheduled at the meeting at which it is proposed to be introduced, and if it is introduced, the second public hearing shall be held prior to adoption. Such ordinance shall be available for introduction at a regular meeting of the assembly within 45 days of receipt of the transmittal by the borough clerk. Notification and publication of the proposed introduction of the ordinance shall be as set forth in subsection (b)(4) of this section.

(8) An ordinance resulting in a change in the official zoning map shall identify by legal description the property rezoned. All changes to the official zoning map shall be made by the borough manager or designee as required in the ordinance making change in zoning. Such official shall cause the digital zoning map to be updated to reflect the authorized rezone. If the new map is found to be correct, the borough manager or designee, in the presence of the borough clerk or deputy clerk, shall make the following certification on the original ordinance authorizing the rezone:

Certificate
"I, _____, _____ for the Ketchikan Gateway Borough, hereby certify that on this _____ day of _____, 20__, pursuant to the provisions of KGBC 18.90.050, I have caused the Official Zoning Map to be changed in the manner and to the extent directed and authorized by Ordinance No. _____, which ordinance rezoned certain property more particularly described in such

ordinance from _____ to _____.

_____
(Title)
Subscribed and sworn to before me and witnessed by me, on this__day of____, 20__.
ATTEST:

_____
Borough Clerk or Deputy Clerk

The borough clerk, or deputy clerk, shall be present at the time this certificate is signed and shall attest the same.

(9) Any area located in a Planned Unit Development shall be designated according to the provision of (d)(12) of this chapter.

(b) Amendments to the text of the borough's zoning ordinance.

(1) An amendment to the zoning ordinance text may be initiated by:

a. The borough assembly on its own motion;

b. The planning commission on its own motion;

c. Any department or agency of a city or the borough;

d. Any owner of real property within Ketchikan Gateway Borough.

(2) Any request to change the zoning ordinance text shall be submitted in writing to the planning commission through the designated planning official.

(3) Fees. Application fees for applications to modify the text of the zoning ordinance shall be as provided for in KGBC 2.105.030.

(4) Planning Commission – Public Hearing, Notification and Publication. Before making any recommendation on a proposed amendment to the zoning ordinance text and within 45 days of the initiation thereof, the planning commission shall hold a public hearing thereon. Public notice shall be given stating the date, time, place and the purpose of the hearing. The notice shall generally describe the proposed amendment to the zoning ordinance and be published according to the procedures found in 18.90.060.

(5) The planning commission shall study any request or petition for amendment to determine:

a. The need and justification for any proposed change of the zoning ordinance to:

1. Address an identified error;

2. Adapt the code to changing conditions;

3. Implement a change to the comprehensive plan.

b. The impact the ordinance will have on existing development rights.

c. The impact the ordinance will have on land use patterns.

d. The impact the ordinance will have on adjacent lands.

e. The impact the ordinance will have on the equitable distribution of land use rights or the application of the provisions of this title thereon.

f. How the ordinance will implement or further the purposes of the comprehensive plan.

(6) The planning commission may recommend, and the assembly may make modifications to, any proposed or recommended amendment.

(7) Within seven days after the planning commission has acted on a proposed amendment of the zoning ordinance in accordance with the foregoing provisions, a report and recommendation shall be submitted to the borough clerk. Such recommendation of the planning commission shall be advisory only, and shall not be binding on the assembly.

(8) Before the planning commission recommendation for amendment to the zoning ordinance is presented to the assembly, the borough clerk shall cause an ordinance to be prepared setting forth the details of the proposed amendment. Such ordinance shall be subject to two public hearings, the first public hearing shall be scheduled at the meeting at which it is proposed to be introduced, and if it is introduced, the second public hearing shall be held prior to adoption. Such ordinance shall be available for introduction at a regular meeting of the assembly within 45 days of

receipt of the transmittal by the borough clerk.

(c) Creation of a new overlay district

(1) Overlay zones are established through the change of zoning process, as described in subsection (a) of this chapter.

(2) In addition to the requirements of subsection (a) of this chapter, an application to create an overlay zone must contain a narrative description detailing:

a. The uses to be allowed as principal, accessory, conditional, or permitted with standards; and

b. Any specific development standards for conditional and permitted with standards; and

c. Such other requirements as may be applicable to the establishment of the particular district.

(3) Fees. Application fees for applications to create an overlay zone shall be as provided for in KGBC 2.105.030.

(4) Any overlay zones codified in this title shall be identified on the official zoning map by the letters “OL” followed by the ordinance number establishing the district (e.g. OL 7573).

(5) Implementation.

a. Subdivisions will be completed according to the relevant sections of KGBC Title 17 subject to any specific design criteria established by the overlay.

b. Use permits, including zoning permits and conditional use permits, will be issued according to the relevant sections of KGBC Title 18 subject to any specific land use and development requirements established by the overlay.

c. Variances. Relief from the specific development requirements on individual lots within the overlay shall be subject to the requirements of KGBC 18.90.030.

d. Where uncertainty exists as to the boundaries of the overlay district, the interpretation will follow the provisions of KGBC 18.30.010.

e. Application of zone regulations will follow the provisions of KGBC 18.30.020.

f. Fees, representation on applications, and other administrative elements of an overlay request are the responsibility of the initiators of the proposed overlay district.

(d) Planned unit development requirements.

All requests for a rezone to a planned unit development (PUD) zone must meet the requirements listed below:

(1) Establishment of PUD zone. PUD zones are established through the change of zoning process, as described in subsection (a) of this chapter.

(2) Minimum Site Area. The minimum site area for a PUD containing nonresidential uses shall be two acres unless a smaller area is authorized by the grant of a variance according to the procedure set out in KGBC 17.10.040. The minimum site area for a PUD exclusively for residential purposes shall be 10,000 square feet.

(3) Phased Development. Phased developments are permitted in conjunction with a preliminary subdivision plan approval in accordance with KGBC Title 17.

(4) Master Development Plan Requirement. A master development plan shall take the form of a map and narrative description.

a. The map shall be drawn to scale and show the external boundaries of the PUD and the boundaries of any development areas contained within the PUD. Development areas shall be labeled so as to be differentiated in the narrative description.

b. The narrative description shall establish, for the PUD as a whole and for any development areas it contains:

1. The uses to be allowed as principal, accessory, conditional, or permitted with standards; and

2. The development standards that apply to lands contained with the PUD and development areas; and

3. Any specific development standards for conditional and permitted with standards; and

4. Such other requirements as may be applicable to the establishment of the particular district; and

5. Perimeter Requirement. Property adjacent to the perimeter proposed for nonresidential use and adjacent to property outside of the PUD area and within a residential zone shall maintain all specific setback or buffer requirements typically required for such uses when adjacent to property within a residential zone.

(5) Additional Review Criteria. The following review criteria are in addition to the rezone review criteria established in (a)(4) of this chapter:

a. The design effectively provides for clustered buildings, mixed uses, or mixed housing types; and

b. The development incorporates boundary buffers sufficient to separate adjacent property from dissimilar uses; and

c. The configuration of the development provides for economy and efficiency in utilities, housing construction, streets, parking and circulation; and

d. The PUD must be integrated with surrounding land uses and minimize any negative impacts on them.

(6) Implementation.

a. Subdivisions will be completed according to the relevant sections of KGBC Title 17 subject to any specific design criteria established by the PUD.

b. Use permits, including zoning permits and conditional use permits, will be issued according to the relevant sections of KGBC Title 18 subject to any specific land use and development requirements established by the PUD.

(7) Amendment of Master Development Plan or Zone Map.

a. Approval by Assembly. The PUD zone master development plan is approved by the assembly as a zoning amendment approval under (a) of this chapter. Changes to the master development plan require approval of a zoning amendment in accordance with subsection (a) of this chapter if such change will result in any of the following:

1. An increase in the number of dwelling units allowed;

2. An increase in the gross building area for commercial or industrial structures;

3. An addition of principal or conditional uses;

4. Changes to the external boundaries of the current PUD.

(8) Approval by Planning Commission. The following minor changes to the master development plan do not require approval of a zoning amendment by the assembly under (a) of this chapter, but will require approval by the planning commission applying the procedure for major variances in KGBC 18.90.030(c):

a. Changes to the original boundaries of development areas that do not impact the external PUD boundary;

b. A transfer of development rights between development areas (number of residential dwelling units and gross square footage of nonresidential structures);
c. Deletion of land uses; or

d. Changes to the development standards, excluding perimeter buffer or setback requirements.

(9) Approval by Zoning Official. The following minor changes to the master development plan may be approved by the Zoning Official following the procedures for approval of a minor variance under KGBC 18.90.030(b):

a. Changes to the original boundaries of development areas that do not impact the external PUD boundary and result in a change in area of a land use of less than 10 percent of the overall area of that use;

b. Interpretation of uses to be allowed or prohibited; or

c. Changes to dimensional standards less than 10 percent, excluding perimeter buffer or setback requirements.

(10) Variances. Relief from the specific development requirements on individual lots within the PUD shall be subject to the requirements of KGBC 18.90.030.

(11) Appeals. Any appeals from decisions made under subsection (d)(8) or (d)(9) of this section shall be in accordance with KGBC 18.90.070.

(12) Identification of District on Zoning Map.

a. Any PUD zones shall be identified on the official zoning map by the letters "PUD" followed by the ordinance number establishing the district. Any ordinance amending a PUD district also shall be referenced on the PUD official zoning map by ordinance number (e.g. PUD 262).

b. Amendments to the PUD district approved by the planning commission shall be referenced on the zoning map by commission resolution number. (e.g. PUD (PC 6734)).

c. Amendments to the PUD district approved by the zoning administrator shall be referenced on the zoning map by date (e.g. PUD (DPCD 5/3/83)).

**18.90.060 Public notification**

(a) Publication.

(1) Public notice shall be given stating the date, time, place and purpose of hearing. If posted on the Internet, the post shall remain until the date and time set for the hearing. The notice shall generally describe the action sought. The notice shall be published at least 15 days prior to the date of the hearing.

(2) Such notification is complete upon publication.

(b) Notification

(1) At least 15 days prior to the date of the hearing the clerk of the planning commission shall mail notice of the requested action to the address listed in the current assessment roll for the owners of property as follows:

a. Within the corporate limits of the city of Ketchikan, Alaska, owners of property located 600 feet from any point on the outside perimeter of the property for which the action has been requested;

b. Outside the corporate limits of the city of Ketchikan, Alaska, owners of property located 1,200 feet from any point on the outside perimeter of the property for which the action has been requested; and

c. The owner of the property for which the action has been requested.

(2) Said notification shall contain, but not be limited to, the following information:

a. The information contained in the public notice.

b. A map or other visual aid to assist the recipient in identifying the location of the property for which the action has been requested.

(3) Such notifications are complete upon mailing.

(c) Agency Notification.

(1) The clerk of the planning commission may provide notice of the requested action to the United States of America, the State of Alaska, the City of Ketchikan, the City of Saxman, the Ketchikan Gateway Borough, or any agency or department thereof believed to have jurisdictional authority or responsibility for anything that might be impacted by the requested action.

(2) Said notifications may be sent by mail or electronically, and are complete upon being sent.

(d) From the time of filing such application until the time of such hearing, the application, together with all plans and data submitted, shall be available for public inspection in the office of the Zoning Official or on the internet.

**18.90.070 Appeals**

(a) Appeals to Planning Commission (Administrative Decisions).

(1) Any party with ownership or possessory interest in property located in the borough may file with the planning commission an appeal to a decision made by a borough Zoning Official in the enforcement, administration or application of a land

use regulation adopted under this title. Grounds for granting such appeal shall be limited to the improper application of law by a borough Zoning Official. All such appeals shall be filed in writing with the Zoning Official within 10 days of the date of said decision and shall contain all of the following information:

a. Name, address and telephone number of the appellant;

b. A statement indicating the appellant's standing in the matter;

c. A description of the action for which the appeal is sought;

d. A specific and detailed statement of the basis and grounds upon which the appeal is made;

e. A statement of the relief sought; and

f. An appeal fee as established by the assembly by resolution.

(2) Upon receipt of a complete appeal, the Zoning Official shall schedule the appeal for consideration by the planning commission at a date no more than 60 days after the date it was received.

a. At least 10 days' notice of the time and place of the public hearing shall be published. If posted on the Internet, the post shall remain until the date and time set for the hearing. In addition, at least 10 days' written notice of the time and place of said public hearing shall be given to the appellant(s) and affected property owners or possessors.

(3) Public Hearing and Determination. After the Zoning Official has duly forwarded the appeal to the planning commission, the planning commission shall, within 30 days after the receipt of said application, hold a public hearing where it may receive evidence pertinent to the granting or denial of said application. If, at the said hearing, the planning commission determines that it needs additional information, it may recess said hearing for a period of not more than 30 days, during which time it shall receive such additional information; provided, however, that before it so recesses, it must then and there announce the time and place at which the hearing will be resumed. Within 30 days after the completion of the said hearing, the planning commission shall, in a formal written resolution of the commission, either grant or deny the application, and the planning commission shall make its findings

of fact a part thereof.

(b) Appeals of Planning Commission Decisions. A municipal officer or any party with ownership or possessory interest in property located within the borough may file with the board of adjustment an appeal of decisions of the planning commission on an administrative decision, or which grant or deny an application for a conditional use permit, variance, or modification to a PUD. All such appeals shall be filed in writing with the clerk of the board of adjustment within 15 days of said decision from which an appeal is sought.

(c) Appeals to the Board of Adjustment.

(1) The board of adjustment shall hear and decide appeals from decisions of the planning commission as specified in (3) of this section.

(2) The board of adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as may be appropriate, and to that end shall have all the powers of the planning commission.

(3) Procedure of the Board of Adjustment.

a. The assembly is the board of adjustment. Meetings of the borough board are held at the call of the presiding officer. The presiding officer may administer oaths and compel attendance of witnesses. Meetings and hearings of the board shall be open to the public, and the board shall keep minutes of its proceedings showing its decision, the reasons for its decision, and the vote of each member upon each question. Said minutes shall be public records.

b. A municipal officer or any party with ownership or possessory interest in property located within the borough may file with the board of adjustment a notice of appeal specifying in detail such person's objections to the action from which an appeal is sought. All such appeals shall be filed in writing with the borough clerk, who is the clerk of the board of adjustment, on a form provided by the clerk, and shall contain all of the following information:

1. Name, address and telephone number of the appellant;

2. A statement indicating the appellant's standing in the matter;

3. A description of the action appealed from, including property descriptions;

4. A specific and detailed statement of the basis and grounds upon which the appeal is made;

5. A statement of the relief sought; and

6. An appeal fee as established by the assembly by resolution.

c. Grounds upon which the board of adjustment may grant an appeal are:

1. A procedural error; or

2. An error in the application of the pertinent law; or

3. A lack of evidence to support findings and conclusions; or

4. The misrepresentation of a fact.

d. All appeals shall be filed with the clerk no later than 15 days after the date of the decision; provided, however, if the clerk determines that a notice of appeal filed within such 15-day period is incomplete or lacking in sufficient detail, the clerk shall notify the appellant in writing at the address indicated in the notice on appeal specifying the deficiencies. The appellant shall have an additional 10 days from the date such notice is mailed to correct such deficiencies by filing a supplement to the notice of appeal correcting such deficiencies or adding additional information. Any appeal filed after the time provided above shall not be considered by the board of adjustment.

e. Upon such notice of appeal having been duly filed, the clerk shall thereupon send a certified copy thereof to the zoning administrator, the planning commission secretary and the planning commission, together with a written request for all pertinent records and transcripts, including the written decision and/or resolution of the planning commission granting or denying the said application. The zoning administrator and planning commission secretary shall, within seven days after having received said certified copy of the appeal and request, certify and deliver said records, transcripts and documents to the clerk of the board of adjustment.

f. An appeal to the board stays enforcement proceedings unless the board or a court issues an enforcement order based on a certificate of imminent peril to life or property made by the enforcement officer.

g. The board of adjustment shall hear and decide appeals on the record established by the planning commission considering all pertinent records, transcripts, documents, testimony or other evidence certified to it by the zoning administrator and the planning commission secretary. The board of adjustment shall consider at a public meeting all appeals not later than 30 days following the date the certified record specified in e. of this section is delivered to the clerk of the board of adjustment; provided, however, the date for the public meeting may be continued for a period not to exceed an aggregate total of 30 additional days as follows:

1. By the clerk upon the clerk's determination there is a lack of a quorum, or upon receipt by the clerk of a written request from the appellant not less than three days prior to the scheduled meeting; or

2. By the board for purposes of securing additional information, or upon written request for a continuance by the appellant, or for other reasons.

h. At least 10 days' notice of the time and place of the public meeting shall be published. If posted on the Internet, the post shall remain until the date and time set for the hearing. In addition, at least 10 days' written notice of the time and place of said public meeting shall be given to the appellant(s) and affected property owners or possessors, as such is determined within this title.

i. The board of adjustment, after having received and considered the said appeal, the certified records, transcripts and documents, at a duly held appeal hearing, shall forthwith render a decision as set forth in j. of this section. The board of adjustment may provide an opportunity to hear a limited summary of the appeal and may question the appellant, the property owner and the planning commission's representative about the appeal; however, evidence not previously before the planning commission will not be heard or made a part of the board of adjustment record. The decisions of the board of adjustment shall be by motion and the vote shall be taken by roll call. A majority vote in the affirmative by the members present at a hearing in which a quorum is present adopts any motion. Following adoption of the motion, the members voting on the prevailing side of the motion shall, with the presiding officer, develop formal specific findings of fact which support the decision and which shall be deemed part of the final

decision and permanently entered in the record of the appeal proceedings.

j. The adoption of the motion constitutes the final decision of the board of adjustment, and the date of the adoption of the motion constitutes the date of the final decision of the board of adjustment. The clerk of the board of adjustment shall, not later than 10 days of the date of the final decision, certify said motion to the zoning administrator, planning commission secretary and planning commission. In addition, a certified copy of the motion shall immediately be mailed to the appellant(s) by certified mail, return receipt requested. The appellant shall be informed of his further right of appeal as set forth in (4) of this section.

k. If the board of adjustment fails within 30 days after the date on which the hearing of the appeal is closed, to affirmatively reverse, affirm, modify or remand the decision of the planning commission, the decision of the Zoning Official or planning commission shall be deemed to be upheld and affirmed.

l. A decision, once made, may not subsequently be reconsidered, amended or rescinded by the board, any parliamentary rules or ordinances to the contrary notwithstanding.

(4) Judicial Review. The owner of the property, a municipal officer or any party with ownership or possessory interest in property located within the borough may appeal an action of the board of adjustment to the superior court in the manner provided by Rule 602 of the Rules of Appellate Procedure of the State of Alaska.

**18.90.080 Enforcement**

(a) Complaints Regarding Violations. Whenever a violation occurs, any person may file a complaint in regard thereto. All such complaints shall be brought to the attention of the Zoning Official, who shall record such complaint and immediately investigate and report thereon to the borough manager. If the Zoning Official finds that any of the provisions of this title are being violated, notification in writing shall be provided to the person responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. The Zoning Official shall order discontinuance of illegal uses of land, buildings or structures; discontinuance of any illegal work being done; or shall take any other action authorized by this title to ensure compliance with or to prevent violation of its provisions, consistent with KGBC 18.30.030 on nonconforming lots, structures, etc.

(b) Penalties for Violations. For any and every violation of the provisions of this title, the owner, agent or contractor of a building or premises where such violations have been committed or shall exist, or any other person who maintains any building or premises in which any violation shall exist, shall be guilty of a violation and upon conviction thereof shall be fined not more than $500. Each and every day that such violation continues shall be deemed a separate and distinct violation. Any building or structure set up, erected, built, moved or maintained or any use of property contrary to the provisions of this title shall be declared to be unlawful and a public nuisance, and the borough manager shall immediately commence action for the removal thereof, in the manner provided by law, and shall apply to such court or courts as may have jurisdiction to remove such building, structure or use. All remedies provided for herein shall be cumulative and not exclusive.

**18.90.090 Fees**

Application fees for applications, petitions, and requests that are processed under the requirements and authorizations provided by this chapter shall be as provided for in KGBC 2.105.030.

**Section 16.** Effective date. This ordinance is effective as provided in Section 1.15.040 of the KGB Code of Ordinances.

ADOPTED this _____ day of _____, 2023.

EFFECTIVE the ____ day of _____, 2023.

_____
Rodney Dial, Borough Mayor

*ATTEST:*

_____
Kacie Paxton, Borough Clerk

*APPROVED AS TO FORM*:

_____
Glenn Brown, Borough Attorney

# KETCHIKAN GATEWAY BOROUGH

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DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT


**MEMORANDUM**

**TO:** KETCHIKAN GATEWAY BOROUGH ASSEMBLY

**THRU:** RICHARD HARNEY, PLANNING DIRECTOR

**FROM:** JONATHAN LAPPIN, ASSOCIATE PLANNER

**SUBJECT:** REWRITE OF TITLE 18, KGBC UPDATE

**DATE:** **03/10/2023**

In the packet for the March 20, 2023 Borough Assembly meeting you will find some voluminous materials related to the rewrite of Title 18. The purpose of this memorandum is to provide some guidance on how to make sense of it all.

First you will find the document "Title 18 rewrite with comparison table." This document contains Title 18 as it is proposed. The first five pages consist of a table that provides two side-by-side comparisons. The left side contains the existing code in numerical order in the left-hand (first) column, and the proposed code that replace that section in the column to the right (second column). Both columns contain hyperlinks to the sections they reference. The right side does the opposite with the proposed code in numerical order on the left (fourth column) and the current code sections it will replace in the last (fifth) column. Again, both columns contain links to the proposed code and the existing code. Unfortunately it was not possible to create links to the existing code in the right hand table that go below the chapter level, so when following a link to the existing code you should pay attention to the section and subsection you want to read and navigate to there from the chapter level the hyperlink will take you to. At the bottom of the table are foot notes .

At the bottom of each page is a hyperlink (Back to top) that will take you to the top of the proposed new code. To use the hyperlink you will need to double click it, then use Control-click to follow it.

Next you will find the three documents "New uses", "Deleted uses", and "Home occupations." Respectively, these documents contain: 1. The uses that do not currently appear in any of the land use tables that are proposed for inclusion in the land use table of the new code; 2. The uses that appear in the current code but are not included in the proposed land use table; and, 3. The uses that are specifically called out as being eligible for a permit as a home occupation in the residential zones.

Next you will find the memorandum "MT PC Noncom sectional analysis." This was given to the Commission at the September 13, 2022 meeting when an amendment to Title 18 regarding vacation rentals was proposed , but was rejected by the Borough Assembly. The language proposed for vacation rentals is not included in this rewrite, but the language modifying nonconforming uses and lots is.

Next you will find two documents "Inconvenience" and "Pecuniary hardship." These provide logic diagrams for the two phrases that are defined in the Variances section.

As stated above, the materials the Commission has been presented with are voluminous. To make review of them more productive, the presentation that will be given to the Commission is below. It is hoped that this advance information will better prepare the Commission for the presentation. The information provided in this memorandum contains more detail than is planned for the presentation on February 14.

The first 13 slides talk about why the code amendment was pursued. Essentially the code had become very difficult to use because it had been amended to many times. If it is difficult for planning staff to use, then it can be presumed to be effectively unintelligible to the general public. The rewrite is intended to make the code more accessible to the general public.

The slides that follow will go through the proposed code chapter by chapter and provide highlights of the changes that were made. It should be noted that a line-by-line comparison has not been prepared. Such a comparison would take a long time to draft and would be of limited value. As stated above, the code in its present form is very disjointed. The majority of the changes made simply eliminate those disjunctions and have no effect on the meaning or function of the code.

In the presentation there are some topics that staff expects the Commission will want more information on. Those topics are the subject of additional information that will be presented at the end.

## 18.10 Definitions:

**Page 8.** **18.10.020** Airport reserve is added to the definitions section. It is currently contained in its own subsection **18.35.060.**

**Page 9.** A definition of As-built survey has been added. It is the same definition that is found in Title 17.

**Page 9**. **18.10.030** The development standards for Bed and breakfast have been deleted and moved to **18.50.020 Permitted with standards**.

**Page 11.** **18.10.040** The development standards for Cottage industry have been moved to **18.50.030 Conditional use standards.**

**Pages 20 and 21.** **18.10.140** The Alaska Statues cited were changed to remove the specific subsection as they are subject to change.

**Page 21.** Marijuana products has been added since it was added to the definitions in AS 17.38.900 and is a use in Title 18.

**Page 25.** **18.10.160** Official zoning map definition is changed to digital zoning map. (this change will be given special attention at the end of the presentation)

**Page 27.** **18.10.200** Setback is added.

**Page 28**. Monument sign is added.

**Page 28.** Temporary sign is modified to eliminate language that would infringe on First Amendment rights.

## 18.20 Introduction

**Page 35.** **18.20.010 Title and effective date** is a new section that formalizes what the zoning code is called and when it became effective. The latter will help when considering nonconforming issues.

**18.10.020 Authority** is a new section that specifies under what authority the title exists.

**18.10.030 Purpose of this title** is a new section that describes why the title exits.

**18.20.040 through 070** are unchanged.

**Page 37.** **18.20.080 Severability** is a new section. The original zoning code, Ordinance 20 contained a severability clause. It is unknown when or why it was eliminated.

**18.20.090 Borough held harmless** is a new section

**18.02.100 Zoning official** is essentially unchanged except for language that belongs under Enforcement in the Procedures chapter.

## 18.30 General provisions

**Page 38.** through 41. **18.30.010 and 020** are unchanged.

**Page 40.** **18.30.030 Nonconforming uses and structures** has been rewritten as outlined in the memorandum described above.

## 18.40 Zoning and overlay districts

**Page 45**. The origin of this chapter is currently a section of **18.10 Introduction**. This chapter combines information from six other chapters, specifically: Establishment language comes from **18.10.020** and the intent of the zones is currently located **in 18.20 Residential zones, 18.20 Commercial zones, 18.30 Industrial zones, 18.35 Miscellaneous zones, and 18.40 Overlay zones.** This establishes the zones and provides the intent statements for them in the same chapter. 0

**Page 50**. **18.40.030** Zoning map and review of the map are largely unchanged except for the change to a digital zoning map mentioned above.

## 18.50 Land uses

**Page 50.** This chapter combines information from nine of the 11 chapters in the current code. Specifically: Land uses are taken from **18.20 Residential zones, 18.25 Commercial zones, 18.30 Industrial zones, 18.35 Miscellaneous zones, 18.40 Overlay zones, 18.45 permitted use with standards, and 18.50 Conditional use standards.** In addition, application requirements and development standards were taken **from 18.05 Definitions and 18.55 Procedures.**

The hallmark of this chapter is the land use table. The table contains all of the uses, and all of the zoning districts (Except Newtown which only has development standards). The uses are placed into categories, which is expected to make it easier for the user to find the specific use they are looking for. This method also allowed the chapter with parking requirements to be simplified.

Updates were made to the uses listed. A list of the uses that were deleted can be found in the document "Deleted uses". A list of the uses that have been added can be found in the document "New uses". A list of the uses that are home occupations can be found in the document "Home occupations".

In addition to these changes, uses that are currently bundled together have been split apart. As examples "Manufacturing, fabricating, assembling, enclosed storage, and repairing, including automotive repair" is a use in the commercial zones and "Light manufacturing, fabricating, assembling and storage" is a use that is allowed in the industrial zones. These uses have been split into their individual components.

By putting all of the uses and zones in one table we were able to remedy conflicts. As examples "Fire protection facilities" and "Police facilities" are prohibited in the AD zone, and "Historic structures and properties" are prohibited in the HD zone in the current code.

**Page 67.** **18.50.020 Permitted with standards**. For each of the uses in this subchapter the user will find the application requirements, review criteria, development standards, and any special permitting requirements. In the current code the user may have to look in as many as four separate chapters to glean this information.

Based on comments received from the Planning Commission, the application section for all of the uses in Permitted with standards was changed to read: b. Application. In addition to the application requirements contained in KGBC 18.90.020(a), the following information is required to provide evidence that the standards contained in c. of this section are met.

**Page 74.** **18.50.020(o)(1) Marijuana establishments.** A new section i. has been added to say that zoning permits for marijuana establishments expire if the state license expires. This will trigger the need for a new permit, and associated public notice, if a new license is requested, even if it's for the use the permit was originally issued for. This will prevent long dormant marijuana establishments from suddenly starting up again.

**Page 81.** **18.50.030 Conditional use standards**. For each of the uses in this subchapter the user will find the application requirements, review criteria, development standards, and any special permitting requirements. In the current code the user may have to look in as many as four separate chapters to glean this information.

Based on comments received from the Planning Commission, the application section for all of the uses in Conditional use standards was changed to read: b. Application. In addition to the application requirements contained in KGBC 18.90.040(c), the following information is required to provide evidence that the standards contained in c. of this section are met.

**Page 90.** **18.50.030(o)(1) Marijuana business establishments**. A new section e. has been added to say that CUPs for marijuana establishments expire if the state license expires. This will trigger the need for a new permit, and associated public notice, if a new license is requested, even if it's for the use the permit was originally issued for. This will prevent long dormant marijuana establishments from suddenly starting up again.

## 18.60 Development standards

**Page 120**. Renamed to **Setbacks and other dimensional standards**

**Page 120**. As with other chapters, this chapter combines information from multiple other chapters. The chapters information was taken from are represented by sections within the chapter. There are no changes to the development standards, although there is a new section (**18.60.010**) dedicated to the purpose of development standards.

## 18.70 Off-street parking requirements

**Page 130.** While this chapter takes information from the zoning type chapters, it presents the information in a completely different way. In this section there is one table that provides the parking requirements for the categories contained in the land use table. We believe this will make it much easier to calculate off street parking requirements.

In addition language is added that requires parking only in areas that are accessible by car.

## 18.80 Signs and advertising devices

**Page 140.** This chapter is configured the same way as the development standards chapter. The development standards and types of signage allowed has been changed to conform to the Supreme Court case Reed vs Town of Gilbert. References that run contrary to the First Amendment have been removed.

A new section was added for overlay zones. Both the Cottage Industry and Newtown overlay zones have sign standards, but they are not addressed in the current sign code.

The development standards were modified to make them consistent between zones. As an example, hanging signs in the CC zone are required to have 8 feet of vertical clearance above a sidewalk. That requirement was added to the other zones that allow hanging signs.

Some apparent errors were also corrected. As an example, free standing signs are allowed in the residential zones, but there are no stated limits as to the maximum height of such signs. Another example is that there are currently no limit to the number of signs allowed in any of the miscellaneous zones. Limits were placed that are consistent with the Commercial and Industrial zoning districts.

## 18.90 Procedures

**Page 151**. Renamed to **Application processing procedure**

This chapter contains the same sections as the current **18.55 Procedures**, but changes have been made to the sections as follows:

**Page 151**. There is a new section **18.90.010 Purpose and structure of this chapter.**

**18.90.020 Administrative permits** has been modified by separating zoning permits into two types; land development and land use. To obtain a land development permit a land use permit is also required, but for a change of use only the land use permit is required. This is expected to simplify use change requests.

The application requirements for the permits have been expanded to more clearly explain what is needed, and mention is made of parking and sign permit requirements.

Site development permits have been deleted. This requirement has proven to be overly complex to administer and has not provided the benefits that were expected. (This topic will be covered in more detail at the end of the presentation.)

**Page 151.** Exceptions to the requirement for a permit now include porch coverings of 120 sq. ft. or less and covered wheelchair ramps.

**Page 155.** Standards for as-built surveys have been added. Many of the as-built surveys that are provided for permitting purposes are very old, difficult to read, and are seldom accurate with regard to scale.

**Page 160.** **18.90.030 Variances** has been modified so variances and CUPs follow the same format of:

Purpose

Applicability

Application requirements

Who receives the application, what do they do with it, and when

Approval authority

Procedure for processing the application in chronological order.

**Page 161.** The purposes for the most common standards for which variances are requested. Variances should be granted only if the purpose of the standard to which a variance is requested is maintained.

**Page 163 and 165.** The application requirements have been expanded to make it easier to understand what is required. The requirement that as-built surveys meet the standards for zoning permits has also been added.

**Page 167.** Inconvenience and pecuniary hardship are defined. We agonized over the language to make it as easy as possible, but it can still be confusing. The attached documents "Inconvenience" and "Pecuniary hardship" provide logic diagrams that depict these definitions.

**Page 169.** **18.90.040 Conditional use permits** has been modified so variances and CUPs follow the same format of:

Purpose

Applicability

Application requirements

Who receives the application, what do they do with it, and when

Approval authority

Procedure for processing the application in chronological order.

has been modified by adding Abbreviated CUPs. The process is modeled after the minor variance process, which involves public notice. The case is presented to the Planning Commission if comments are received that warrant it, otherwise it is approved.

Mobile buildings as caretaker's quarters or watchman's quarters in the IH zone are abbreviated CUPs.

**Page 173.** The application requirements for CUPs has been expanded to make it clearer what is required.

**Page 178.** A process for CUP modifications has been added and follows the same process as abbreviated CUPs.

**Page 178.** A new section e. has been added to say that CUPs expire if the use is abandoned for 12 consecutive months or 18 months in three years . This will prevent long dormant marijuana establishments from suddenly starting up again.

**Page 180. 18.90.050 Rezones, code amendments, overlays and planned unit developments.**

PUD's is currently in Miscellaneous zones. It is moved into this section because it is a special type of rezone.

**Pages 180 to 193.** Separate subsections have been created for rezones, code amendments and overlay creations. The section for PUD's has been added at the end.

For each type of action, specific application requirements have been added. For Rezones and code amendments specific findings have been created.

In the current code the only findings for the chapter are:

A. The need and justification for any proposed change of the zoning ordinance or the zoning map;

B. The effect of a rezone or overlay, if any, on the property and on surrounding properties;

C. The amount of undeveloped land in the general area affected by an ordinance amendment or zoning map amendment;

D. The relationship of the proposed amendment to the comprehensive plan with appropriate consideration as to whether the proposed change will further the purposes of the zoning ordinance and the comprehensive plan.

While these make sense to those of us who administer the code, the general public struggle to understand them.

The proposed findings for rezones and code amendments are designed to help the general public better understand what they are really asking for and why the process to get there is as long as it is. It will also assist future users better understand why the actions were taken.

**Page 182.** The proposed findings for a rezone are:

(4) The planning commission shall study any request or petition for amendment of the official zoning map to determine:

a. The need and justification for any proposed change of the zoning map to:

1. Address an error or uncertainty in the official zoning map; or

2. Adapt to changing conditions over which the owner(s) of the area have limited control; or

3. To implement a change in the comprehensive plan.

b. There is adequate public infrastructure to support the potential development the amendment to the official zoning map will allow, to include:

1. Transportation to support the levels and types of traffic; and

2. Electrical and communications; and

3. Water and sewer; and

4. Demand for public services including fire, police, EMS, and schools.

c. The impact of the rezone or overlay on the character of the surrounding area or neighborhood as indicated by:

1. Traffic routes and volumes; and

2. Density of development; and

3. Building type, size, and height

d. The amendment to the official zoning map will not cause a need or increased pressure for additional map amendments that will allow development for which there is inadequate infrastructure or will adversely impact surrounding properties.

e. The amendment to the official zoning map will implement or further the purposes of the comprehensive plan.

**Page 185.** The proposed findings for a code amendment are:

(4) The planning commission shall study any request or petition for amendment to determine:

a. The need and justification for any proposed change of the zoning ordinance to:

1. Address an identified error;

2. Adapt the code to changing conditions;

3. Implement a change to the comprehensive plan.

b. The impact the ordinance will have on existing development rights.

c. The impact the ordinance is intended to have on land use patterns.

d. The impact the intended changes will have on adjacent lands.

e. The impact the ordinance is intended to have on the equitable distribution of land use rights or the application of the provisions of this title thereon.

f. How the ordinance will implement or further the purposes of the comprehensive plan.

**Page 189.** The minimum size for a PUD can be reduced through the variance process. As it is a dimensional standard this has always been the case. With further thought planning staff believes that the subdivision variance process is more appropriate.

**Page 193.** **18.90.060 Public notification** is a new section that serves to create uniform notification requirements for all actions requiring public notice.

**Page 194.** Provisions are provided that allow for the notification of agencies. This is been a longstanding practice, but there have never any provisions in the code for it.

**Page 194.** **18.90.070 Appeals.** No changes are proposed for this section.

KETCHIKAN GATEWAY BOROUGH
1900 First Avenue Ste 126 ● KETCHIKAN, ALASKA 99901
● 907/228-6610 ● fax 907/228-6698
www.kgbak.us
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

**Page 200.** **18.90.080 Enforcement.** The language contained in the current **18.55.010 Administrative official** that relates to enforcement has been moved here.

**Page 201.** **18.90.090 Fees.** No changes are proposed for this section.

**KETCHIKAN GATEWAY BOROUGH**
**PLANNING COMMISSION/PLATTING BOARD**

**RESOLUTION NO. 4411 A Amended**

**A Resolution of the Ketchikan Gateway Borough Planning Commission Forwarding a Proposal to Amend KGBC Title 18 in its Entirety to the Ketchikan Gateway Borough Assembly with a Recommendation of Approval**

**RECITALS**

A. **WHEREAS**, the Planning Commission finds that KGBC Title 18 has become confusing and difficult to use; and

B. **WHEREAS**, the Planning Commission finds that the owners of developed and undeveloped lands will benefit from the propose rewrite; and

C. **WHEREAS**, the Planning Commission finds that the proposed amendment is consistent with the general premise of the Comprehensive plan, which is to improve the quality of life for the residents of the Ketchikan Gateway Borough; and

D. **WHEREAS**, the Planning Commission finds that the rewrite of KGBC Title 18 is in the best interest of the residents of the Ketchikan Gateway Borough.

**NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FINDINGS, IT IS RESOLVED BY THE PLANNING COMMISSION/PLATTING BOARD OF THE KETCHIKAN GATEWAY BOROUGH** as follows:

**Section 1** That the request to amend KGBC Title 18 in its entirety, attached as Exhibit "A" be forwarded, in substantially the same form as EXHIBIT "A", to the Ketchikan Gateway Borough Assembly with a recommendation of **APPROVAL**, subject to the findings of fact contained herein.

**PASSED AND ADOPTED this 13th day of June, 2023.**

**Sharli Arntzen, Chair of the**
**Planning Commission/Platting Board**

**ATTEST:**

**Alethea Johnson, Clerk of the**
**Platting Commission/Platting Board**
**Ketchikan Gateway Borough**

# Exhibit A

# Ordinance 2022

**Assembly - Regular** **6. a.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Amy Briggs, Procurement Officer

**Department:** Finance

**Approved for Submittal:** Charlanne Thomas, Finance Director
Cynna Gubatayao, Assistant Manager
Ruben Duran, Manager

**Approved as to form:**

## Information

### TITLE

Presentation of Claims for Checks #58581 through #58661, Electronic Transfers #308489 through #308552, ACH Transfers and Bank Debits #9007205 through #9007236, and KGBSD LEF ACH Transfers and Bank Debits #700028 through #700044 for the Period of 6/12/23 through 7/7/2023, for Assembly Review and Acceptance

### RECOMMENDED ACTION

"I move to approve the presented claims totaling $12,556,140.54."

### SUMMARY OF ISSUE

With the passage of Ordinance 1214 on May 6, 2002, the claims are not required to be reviewed by the Assembly. The check registers are being presented for Assembly acceptance.

The claims are categorized as follows:

| | | |
|---|---|---|
| Ketchikan Gateway Borough School District Operating and Insurance Expenses | $ 5,644,735.48 | 45.0% |
| City of Ketchikan / City of Saxman Taxes | 884,524.50 | 7.0% |
| Capital Expenditures | 79,960.81 | .6% |
| Community Grants | 91,138.03 | .7% |
| Borough Operations | 5,855,781.72 | 46.7% |
| Total Claims | $ 12,556,140.54 | 100% |

One Time Checks are most commonly used for overpayments of property, sales or other taxes, but may be for utilities or fees, including road fees, service area fees, or rent and lease payments.

The current spreadsheet of Mayor and Assembly Financial and Fiduciary Interests is available on the Assembly page of the Borough website. Additional reports regarding Mayor and Assembly financial and fiduciary interests will be provided in the following manner: (1) At least once a quarter a report of sales by Assembly members to the Borough will be provided listing number of sales and total price - KGBC 2.20.050(a)(5); (2) In March, after the annual filing of the APOC POFD statements, a spreadsheet of Borough Official Financial and Fiduciary Interests will be provided to the Assembly; (3) In November, after the annual election and annual appointments to Assembly committees, updated spreadsheet of Official Financial and Fiduciary Interests will be provided to the Assembly.

## Fiscal Impact

## Attachments

Assembly Claims

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| **ACS LONG DISTANCE/INTERNET** | | | | |
| 06/12/23 | 1802135 | | IT- Long Distance | $117.63 |
| | **Check #** | **308517** | **06/30/23** | **$117.63** |
| **ADP INC** | | | | |
| 06/02/23 | EFTPS053123 | | Payroll Taxes | $117,664.07 |
| | **Check #** | **9007213** | **06/02/23** | **$117,664.07** |
| 06/02/23 | PPE053123 | | Child Support & Garnishments | $1,136.37 |
| | **Check #** | **9007219** | **06/02/23** | **$1,136.37** |
| 06/16/23 | 635725277 | | Payroll Processing- June 23 | $3,087.60 |
| | **Check #** | **9007220** | **06/23/23** | **$3,087.60** |
| 06/29/23 | EFTPS063023 | | Payroll Taxes | $116,869.81 |
| | **Check #** | **9007229** | **06/29/23** | **$116,869.81** |
| 06/30/23 | PPE063023 | | Child Support & Garnishments | $1,134.30 |
| | **Check #** | **9007230** | **06/30/23** | **$1,134.30** |
| **ADVANCED COMMUNICATIONS INC** | | | | |
| 06/15/23 | 23746 | 23147 | REC- Trouble on Fire Alarm Panel,Smoke Detector | $308.74 |
| | **Check #** | **58595** | **06/23/23** | **$308.74** |
| 06/26/23 | 23777 | 23158 | ST- Trouble on Fire Alarm Panel | $90.00 |
| | **Check #** | **58647** | **07/07/23** | **$90.00** |
| **AFLAC** | | | | |
| 06/11/23 | 141919 | | Supplemental Insurance Contributions | $1,038.22 |
| | **Check #** | **9007226** | **06/21/23** | **$1,038.22** |
| **AIRSIDE SOLUTIONS** | | | | |
| 06/22/23 | 37435 | 234984 | AIR- Inner Bracket Coupling,Heat Shink,Crimping Tool | $3,101.34 |
| | **Check #** | **58615** | **06/30/23** | **$3,101.34** |
| **ALASKA AIRLINES, INC** | | | | |
| 06/14/23 | 1001008570 | 871584 | ASMT- Airfare - Boise ID | $981.07 |
| 06/14/23 | 1001008570 | 871575 | ASSY- Airfare - Anchorage AK | $891.30 |
| 06/14/23 | 1001008570 | 871587 | ASSY- Airfare - Austin Tx | $730.00 |
| 06/14/23 | 1001008570 | 871583 | ASMT- Airfare- Boise ID | $981.07 |
| 06/14/23 | 1001008570 | 871585 | ASMT- Airfare- Boise ID | $981.07 |
| | **Check #** | **308489** | **06/16/23** | **$4,564.51** |
| 06/19/23 | 804458 | 234856 | ST- Water Samples | $73.84 |
| | **Check #** | **308518** | **06/30/23** | **$73.84** |
| **ALASKA ASSOC OF ASSESSING OFFICERS (AAAO)** | | | | |
| 06/21/23 | 2023 | 23154 | ASMT- Annual Membership Dues | $250.00 |
| | **Check #** | **58616** | **06/30/23** | **$250.00** |
| **ALASKA DEPT OF LABOR** | | | | |
| 06/14/23 | 206924 | 24163 | REC- Elevator Inspection | $450.00 |
| | **Check #** | **58648** | **07/07/23** | **$450.00** |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| **ALASKA ELECTRICAL TRUST FUNDS** | | | | |
| 06/05/23 | IBEW060523 | | PAY- Union Dues, Pension | $14,825.57 |
| 06/05/23 | IBEW060523 | | INS- Health Insurance | $38,790.00 |
| | **Check #** | **308490** | **06/16/23** | **$53,615.57** |
| 06/30/23 | IBEW063023 | | INS - Health Insurance | $38,790.00 |
| 06/30/23 | IBEW063023 | | PAY- Union Dues, Pension | $14,185.69 |
| | **Check #** | **308539** | **07/07/23** | **$52,975.69** |
| **ALASKA GLASS & SUPPLY LLC** | | | | |
| 06/30/23 | 12958 | 234680 | WC- Replace Plexiglass Protective Window | $1,856.48 |
| | **Check #** | **308540** | **07/07/23** | **$1,856.48** |
| **ALASKA MARINE LINES INC** | | | | |
| 06/08/23 | 1292508 | | NT- Zodiac of North America | $130.50 |
| 06/15/23 | 1296254 | 234922 | NT- LN Cutris & Sons | $130.50 |
| | **Check #** | **308505** | **06/23/23** | **$261.00** |
| 05/16/23 | 1274512 | 234669 | PW- Fed Ex Ground Hub | $75.57 |
| 06/09/23 | 1292251 | 234853 | ST- Cascade Columbia Distribution | $18.00 |
| 06/20/23 | 1293999A | | AIR- Northern Tool | $154.61 |
| 06/20/23 | 1300434 | 234787 | WW- Core & Main | $209.15 |
| 06/23/23 | 1303109 | 234856 | ST- Hydrant Repair Parts Inc | $145.32 |
| 06/26/23 | 1304285 | 234853 | ST- Cascade Columbia Distrubution | $1,064.23 |
| | **Check #** | **308519** | **06/30/23** | **$1,666.88** |
| **ALASKA PUBLIC EMPLOYEES ASSOCIATION** | | | | |
| 06/15/23 | APEA061523 | | PAY- Payroll Contributuions | $1,151.87 |
| | **Check #** | **58597** | **06/23/23** | **$1,151.87** |
| 06/30/23 | APEA063023 | | PAY- Payroll Contribution | $1,151.87 |
| | **Check #** | **58649** | **07/07/23** | **$1,151.87** |
| **ALLTEK NETWORK SOLUTIONS INC** | | | | |
| 06/13/23 | 24346 | 234823 | IT- Labor | $115.00 |
| | **Check #** | **58617** | **06/30/23** | **$115.00** |
| **AMERICAN FIDELITY** | | | | |
| 06/15/23 | D602572 | | Payroll Contributions | $3,080.22 |
| | **Check #** | **9007222** | **06/21/23** | **$3,080.22** |
| 06/07/23 | 2194469A | | Flexible Spending Contributions | $462.49 |
| | **Check #** | **9007223** | **06/21/23** | **$462.49** |
| 06/22/23 | 2194470A | | Flexible Spending Contributions | $462.49 |
| | **Check #** | **9007233** | **06/30/23** | **$462.49** |
| **BDO USA LLP** | | | | |
| 06/07/23 | 002019810 | 234951 | FIN-GASB 68 and 75 Calc, ACFR Prep | $43,226.00 |
| | **Check #** | **308491** | **06/16/23** | **$43,226.00** |
| **BENJAMIN BOTTS** | | | | |
| 06/21/23 | 20044012983 | | AIR- Clothing Reimbursement | $109.95 |
| | **Check #** | **58618** | **06/30/23** | **$109.95** |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| **BOUND TREE MEDICAL LLC** | | | | |
| 05/31/23 | 84973815 | 234806 | NT- Disposable Penlight,Detachable Needle,Buckle Swivel | $787.11 |
| | **Check #** | **58598** | **06/23/23** | **$787.11** |
| 06/05/23 | 84978195 | 234806 | NT- Syringe and Safety Needle | $23.04 |
| 06/19/23 | 84994911 | 234806 | NT- Catheter System,IV Solution | $436.52 |
| | **Check #** | **58619** | **06/30/23** | **$459.56** |
| 06/23/23 | 85000276 | 234793 | ST- Extension Tube,Pelvic Sling,Electrodes Blue Sensor | $831.55 |
| | **Check #** | **58650** | **07/07/23** | **$831.55** |
| **CASCADE DOOR AND HARDWARE** | | | | |
| 05/22/23 | 1627399364 | 234613 | WC- New Clerk Office Doors | $1,482.00 |
| 05/22/23 | 1627399365 | 234613 | WC- New Clerk Office Doors | $808.00 |
| | **Check #** | **58620** | **06/30/23** | **$2,290.00** |
| **CATHOLIC COMMUNITY SERVICE** | | | | |
| 06/01/23 | June 23 | 234926 | TR- Paratransit & Senior Transportation | $31,250.00 |
| | **Check #** | **308492** | **06/16/23** | **$31,250.00** |
| **CHANNEL ELECTRIC INC** | | | | |
| 06/26/23 | 115605 | 234757 | REC- Cord, Connector Clamp,Thin/Wire Stranded | $421.03 |
| | **Check #** | **58621** | **06/30/23** | **$421.03** |
| **CINDY COVAULT-MONTGOMERY** | | | | |
| 02/28/23 | 871571 | 871571 | LAW- Per Diem - Boston MA | $240.00 |
| | **Check #** | **58622** | **06/30/23** | **$240.00** |
| **CITY OF KETCHIKAN** | | | | |
| 05/31/23 | CITY053123 | | FIN- Taxes- May 23 | $825,963.36 |
| | **Check #** | **58581** | **06/16/23** | **$825,963.36** |
| 06/27/23 | 932001-001 | | AP- 1111 Stedman St | $28.69 |
| 06/27/23 | 932278-001 | | WC- 1900 First Ave | $346.45 |
| 06/27/23 | 932279-001 | | REC- 601 Schoenbar Rd | $429.30 |
| 06/27/23 | 932280-001 | | TR- 1175 Cooper Ridge Ln | $200.65 |
| 06/27/23 | 932281-001 | | PW- Dudley Field | $78.90 |
| | **Check #** | **58651** | **07/07/23** | **$1,083.99** |
| 06/27/23 | 932065-009 | | PW- Major League Field | $109.70 |
| | **Check #** | **58660** | **07/07/23** | **$109.70** |
| **CITY OF SAXMAN** | | | | |
| 05/31/23 | SAX053123 | | FIN- Taxes - May 23 | $58,561.14 |
| | **Check #** | **58582** | **06/16/23** | **$58,561.14** |
| **COASTAL COMMERCIAL SERVICES** | | | | |
| 04/15/23 | 3154 | 234932 | AIR- Armor Express Vortex,Shipping | $1,060.04 |
| | **Check #** | **58583** | **06/16/23** | **$1,060.04** |
| **CODE PUBLISHING COMPANY** | | | | |
| 06/27/23 | GC0011086 | 234621 | CL- Migration And Update Services | $4,702.00 |
| | **Check #** | **58623** | **06/30/23** | **$4,702.00** |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| **CORE AND MAIN** | | | | |
| 06/19/23 | S282639 | 234787 | WW- Myers Pump | $12,746.00 |
| | **Check #** | **58653** | **07/07/23** | **$12,746.00** |
| **CP INC** | | | | |
| 06/01/23 | 1901 | 234927 | TR- Use Lot For Parking - June 23 | $1,500.00 |
| | **Check #** | **58624** | **06/30/23** | **$1,500.00** |
| **CYNTHIA GUBATAYAO** | | | | |
| 05/24/23 | 871586 | 871586 | MG- Per Diem - Austin TX | $420.00 |
| | **Check #** | **308541** | **07/07/23** | **$420.00** |
| **DANIEL HOYT** | | | | |
| 06/16/23 | 2306-063377 | | ST- FY23 Uniform Allowance | $400.00 |
| | **Check #** | **308520** | **06/30/23** | **$400.00** |
| **DAVIES BARRY INSURANCE** | | | | |
| 06/21/23 | 430219 | | PW- 2023 GMC Canyon Pickup | $128.31 |
| | **Check #** | **308506** | **06/23/23** | **$128.31** |
| **DEBORA ANDERSON** | | | | |
| 05/02/23 | 871572 | 871572 | TR- Reimbursement - Anchorage AK | $300.94 |
| 04/19/23 | 871572 | 871572 | TR- Reimbursement - Commerciall Drivers License | $120.00 |
| | **Check #** | **308521** | **06/30/23** | **$420.94** |
| **FIRST CITY HOMELESS SERVICES** | | | | |
| 05/14/23 | FINAL | 222686 | GRT- Health & Equity Grant | $3,556.07 |
| | **Check #** | **308493** | **06/16/23** | **$3,556.07** |
| **FIRSTNET** | | | | |
| 06/01/23 | 287310914870X060923 | | AIR- Cell Phone Usage - May 23 | $99.44 |
| | **Check #** | **58599** | **06/23/23** | **$99.44** |
| 06/11/23 | 28293917153x061923 | 234810 | NT-iPad Usage- Jun 23 | $108.49 |
| | **Check #** | **58625** | **06/30/23** | **$108.49** |
| **FRONTIER SHIPPING & COPYWORKS** | | | | |
| 06/15/23 | 171155 | 23145 | TR- Postage Flat Rate | $25.80 |
| | **Check #** | **58600** | **06/23/23** | **$25.80** |
| 06/23/23 | 171595 | 23151 | TR- Postage | $33.75 |
| | **Check #** | **58626** | **06/30/23** | **$33.75** |
| **FULL CYCLE LLC** | | | | |
| 06/19/23 | 1955 | 234721 | TR- Used Oil Per Tote | $687.50 |
| | **Check #** | **308507** | **06/23/23** | **$687.50** |
| **GALLS AN ARAMARK COMPANY** | | | | |
| 05/23/23 | 024587986 | 234066 | AIR- Acadia Noninsulated Goretex Boots | $446.98 |
| 04/18/23 | CR024216989 | | AIR- Galls High Gloss Side Zip Boot | $80.00 |
| | **Check #** | **58584** | **06/16/23** | **$366.98** |
| **GCSIT SOLUTIONS** | | | | |
| 05/31/23 | 103078 | 234824 | IT- Professional Services Reserve | $1,500.00 |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| | **Check #** | **308494** | **06/16/23** | **$1,500.00** |
| **GENERAL COMMUNICATIONS INC** | | | | |
| 06/15/23 | 915102998 | | MG- Long Distance - Jun 23 | $0.45 |
| | **Check #** | **308522** | **06/30/23** | **$0.45** |
| **GILLIG LLC** | | | | |
| 06/05/23 | 41049063 | 234732 | TR-Heater Ctrl Valve | $266.70 |
| | **Check #** | **308495** | **06/16/23** | **$266.70** |
| 06/07/23 | 41050147 | 234732 | TR- Kit Service | $4,654.40 |
| 06/07/23 | 41050148 | 234732 | TR- Wiper Motor | $2,276.88 |
| 05/05/23 | CR5054469 | | TR- Core Sensor | $229.50 |
| | **Check #** | **308542** | **07/07/23** | **$6,701.78** |
| **INLAND BOATMEN'S UNION OF PACIFIC** | | | | |
| 06/15/23 | IBU061523 | | PAY- Payroll Contributions | $183.13 |
| | **Check #** | **308508** | **06/23/23** | **$183.13** |
| **INT'L ORGANIZATION OF MM&P** | | | | |
| 06/15/23 | MMP061523 | | PAY- Payroll Contributions | $361.25 |
| | **Check #** | **58601** | **06/23/23** | **$361.25** |
| **ISLAND TILE AND MARBLE INC** | | | | |
| 06/22/23 | 2023-13650 | 234891 | WC- Flooring for New Clerk's Office | $8,411.24 |
| | **Check #** | **58627** | **06/30/23** | **$8,411.24** |
| **ISLAND TO ISLAND VETERINARY CLINIC** | | | | |
| 06/23/23 | 147594 | 234765 | AP- Veterinary Services | $78.69 |
| | **Check #** | **308543** | **07/07/23** | **$78.69** |
| **JENNIFER M FOX** | | | | |
| 06/22/23 | 871560 | 871560 | CL- Reimbursement- Tacoma WA | $366.00 |
| | **Check #** | **308523** | **06/30/23** | **$366.00** |
| **JEREMY GUINN** | | | | |
| 06/30/23 | REIMB | 23160 | REC- FY23 Cloth Allowance | $300.00 |
| | **Check #** | **308544** | **07/07/23** | **$300.00** |
| **KC CONSTRUCTION** | | | | |
| 04/29/23 | 1201 | 234954 | FP- Snow Removal - Mar 23 | $1,738.00 |
| | **Check #** | **58602** | **06/23/23** | **$1,738.00** |
| **KEENE AND CURRALL** | | | | |
| 05/31/23 | 20.261.A | 234952 | LAW- School Budget Advice | $1,001.25 |
| | **Check #** | **58603** | **06/23/23** | **$1,001.25** |
| **KELLEY CONNECT** | | | | |
| 06/22/23 | IN1352392 | 234780 | FIN- Colors  Print Paper | $92.56 |
| | **Check #** | **58628** | **06/30/23** | **$92.56** |
| **KETCHIKAN CHAMBER OF COMMERCE** | | | | |
| 06/13/23 | 21-1654 | 23142 | FIN- Parade Float Registration Fee | $225.00 |
| | **Check #** | **58585** | **06/16/23** | **$225.00** |
| **KETCHIKAN COMMITTEE FOR HOMELESS** | | | | |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 05/25/23 | 33 | 222186 | GRT- Path Reimbursement | $10,691.29 |
| | **Check #** | **58586** | **06/16/23** | **$10,691.29** |
| **KETCHIKAN DAILY NEWS** | | | | |
| 05/17/23 | 051723 | 23125 | TR- Job Printing- Transit Hire | $43.20 |
| 05/27/23 | AIR23-0527 | 23140 | AIR- Annual Contract - KIA Herbicid | $44.04 |
| 05/06/23 | CL23-0506 | 234947 | CL- Annual Contract - Upcoming Meeting | $102.76 |
| 05/10/23 | CL23-0510 | 234947 | CL- Annual Contract- Public Hearing | $88.08 |
| 05/13/23 | CL23-0513 | 234947 | CL-Annual Contract- Agenda | $264.24 |
| 05/13/23 | CL23-0513 | 234947 | CL- Annual Contract - Upcoming Meeting | $88.08 |
| 05/17/23 | CL23-0517 | 234947 | CL- Annual Contract - Public Hearing | $44.04 |
| 05/20/23 | CL23-0520 | 234947 | CL- Annual Contract- Public Hearing | $58.72 |
| 05/27/23 | CL23-0527 | 234947 | CL- Annual Contract - Upcoming Meeting | $73.40 |
| 05/31/23 | CL23-0531 | 234947 | CL- Annual Contract - Phearing RZ | $58.72 |
| 05/02/23 | MG23-0502 | 234882 | MG- Classified - KGB is Hiring | $108.00 |
| 05/08/23 | MG23-0508 | 234882 | MG- Classified - KGB is Hiring | $83.00 |
| 05/13/23 | MG23-0513 | 234882 | MG- Classified- KGB is Hiring | $66.00 |
| 05/20/23 | MG23-0520 | 234882 | MG- Classified- KGB is Hiring | $33.00 |
| 05/20/23 | MG23-0520 | 234882 | MG- Classified - KGB is Hiring | $37.50 |
| 05/06/23 | PL23-0506 | 234830 | PL- Annual Contract- Planning Agenda | $161.48 |
| | **Check #** | **58604** | **06/23/23** | **$1,354.26** |
| 05/31/23 | 102158 | 234749 | REC- Printing P&R Summer Schedule | $2,147.00 |
| 06/30/23 | 1088 | 24162 | REC - Annual Subscription | $177.00 |
| | **Check #** | **58654** | **07/07/23** | **$2,324.00** |
| **KETCHIKAN MECHANICAL, INC.** | | | | |
| 05/31/23 | 23977 | 23141 | AIR- Fire Sprinkle Inspection | $80.00 |
| 06/13/23 | 24053 | 234946 | AIR- Replacing Broken Dry Fire Sprinkle Head | $523.59 |
| | **Check #** | **58587** | **06/16/23** | **$603.59** |
| 06/14/23 | 24060 | 23143 | TR- Black Steel Nipple | $16.38 |
| 06/14/23 | 24062 | 234983 | TR- Annual Fire Sprinkle System Inspection | $217.50 |
| 06/14/23 | 24063 | 234983 | TR- Annual Backflow Testing | $217.50 |
| 06/14/23 | 24064 | 234983 | TR- Annual Backflow Testing | $217.50 |
| 06/14/23 | 24065 | 234983 | TR- Annual Backflow Testing | $217.50 |
| | **Check #** | **58605** | **06/23/23** | **$886.38** |
| **KETCHIKAN SPECIAL OLYMPICS** | | | | |
| 06/30/23 | FINAL | 234010 | GRT- FY23 Community Grant | $5,000.00 |
| | **Check #** | **58655** | **07/07/23** | **$5,000.00** |
| **KGB SCHOOL DISTRICT** | | | | |
| 05/25/23 | 0120KHS1 | | KGBSD- KHS Boiler | $3,073.93 |
| 05/25/23 | 23Q3SMS | | KGBSD- SMS Security | $60,841.00 |
| 05/25/23 | FY23Q3TSAS | | KGBSD- TSAS Security | $501.98 |
| 05/25/23 | PHEQ32023 | | KGBSD- PHE Project | $39,436.00 |
| 05/25/23 | Q3HTE23 | | KGBSD- Houghtaling Water Main | $2,273.67 |
| 05/25/23 | Q3KHSSSU | | KGBSD-KHS Security Upgrade | $9,741.60 |
| 05/25/23 | SMSQ323 | | KGBSD- SMS GYM Floor | $5,022.50 |
| | **Check #** | **58606** | **06/23/23** | **$120,890.68** |
| 05/23/23 | KGBSD052623 | | A/P Claims | $166,367.50 |
| | **Check #** | **700028** | **05/26/23** | **$166,367.50** |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 05/23/23 | KGBSD052623 | | Regular 05/31/2023 Payroll | $2,540,000.00 |
| | **Check #** | **700029** | **05/26/23** | **$2,540,000.00** |
| 06/08/23 | KGBSD061223 | | A/P Claims | $444,866.52 |
| | **Check #** | **700036** | **06/12/23** | **$444,866.52** |
| 06/07/23 | KGBSD061323 | | Payroll - 06/15/2023 Advances | $14,000.00 |
| | **Check #** | **700037** | **06/13/23** | **$14,000.00** |
| 06/20/23 | KGBSD062323 | | A/P Claims | $205,582.63 |
| | **Check #** | **700041** | **06/23/23** | **$205,582.63** |
| 06/23/23 | KGBSD062723 | | Regular June 30, 2023 Payroll | $960,000.00 |
| | **Check #** | **700042** | **06/27/23** | **$960,000.00** |
| 06/29/23 | KGBSD063023 | | A/P Claims | $178,580.42 |
| | **Check #** | **700044** | **07/07/23** | **$178,580.42** |
| 05/23/23 | KGBSD053123 | | Payroll - Contract Payouts, Paras, Cooks, & Substitutes | $4,390,000.00 |
| | **Check #** | **9007206** | **05/31/23** | **$4,390,000.00** |
| **KPU ELECTRIC** | | | | |
| 06/05/23 | 104212-001 | | ST-18184-78 Wood Rd | $42.60 |
| 06/05/23 | 104405-001 | | WW-25487-7483 S Tongass Hwy | $79.10 |
| 06/05/23 | 104892-001 | | ST- 13993-5690 Roosevelt Dr | $814.72 |
| 06/05/23 | 105559-001 | | PW-17361-404 Old Homestead Rd | $43.02 |
| 06/05/23 | 105707-001 | | ST- 188080- 467 Misty Mountain Rd | $46.40 |
| 06/05/23 | 105750-001 | | WW- 15590-4027 S Tongass Hwy | $57.79 |
| 06/05/23 | 107500-001 | | WW- 28611-2615 S Tongass Hwy | $149.89 |
| 06/05/23 | 107673-001 | | WW-28608-2304 S Tongass Hwy | $87.33 |
| 06/05/23 | 108033-001 | | AP- 15150- 1111 Stedman St | $548.39 |
| 06/05/23 | 117193-001 | | REC- 15550- 599 Schoenbar Rd | $13,599.90 |
| 06/05/23 | 117195-001 | | REC- 12641-601 Schoenbar Rd | $3,913.88 |
| 06/12/23 | 219146-001 | | TR-15562- 1175 Copper Ridge Ln | $935.57 |
| | **Check #** | **58588** | **06/16/23** | **$20,318.59** |
| 06/05/23 | 103038-001 | | FP-50353 RF- 1118 Forest Park Dr | $27.43 |
| 06/05/23 | 103040-001 | | FP- 1122 Forest Park Dr | $562.70 |
| 06/05/23 | 104011-001 | | ST- 19243- Corner Of Roosevelt Dr | $43.44 |
| 06/05/23 | 104280-001 | | ST- 25898- 8661 S Tongass Hwy | $684.78 |
| 06/05/23 | 104702-001 | | ST- 14024- 6229 Roosevelt Dr | $1,406.68 |
| 06/05/23 | 104967-001 | | ST- 19026-Mt Pt Sewer & Water Prv2 | $63.17 |
| 06/05/23 | 105362-001 | | WW- 15611- MT PT SEWER & WATER LS#3 | $75.83 |
| 06/05/23 | 105439-001 | | WW- 14004-5541 S Tongass Hwy | $1,409.08 |
| 06/05/23 | 105442-001 | | WW-15262 RF-5591 S Tongass Hwy | $90.81 |
| 06/05/23 | 105444-001 | | WW- 26397-Mt Pt Sewer & Water Ls4 | $114.37 |
| 06/05/23 | 105445-001 | | ST-50889 RF- Mt Pt Sewer & Water Prv3 | $76.15 |
| 06/05/23 | 105446-001 | | WW-16712- Mt Pt Lift Station #1 | $49.46 |
| 06/05/23 | 105447-001 | | WW- 16711-Mt Pt Lift Station #2 | $53.68 |
| 06/05/23 | 105448-001 | | WW- 25899- 5 Marine Dr | $44.39 |
| 06/05/23 | 105550-01 | | HS-12738-11 Old Homestead Rd Ls#6 | $180.18 |
| 06/05/23 | 105557-002 | | PW-26833- 402 Old Homestead Rd | $85.12 |
| 06/05/23 | 105561-001 | | PW-25890-410 Old Homestead Rd | $151.90 |
| 06/05/23 | 106135-001 | | PW- 50918RF - 3536 S Tongass Hwy | $66.65 |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 06/05/23 | 106335-001 | | WW-15592- 3260 S Tongass Hwy Ls#7 | $320.80 |
| 06/05/23 | 112645-001 | | PW-27647- 1229 Park Ave | $125.21 |
| 06/05/23 | 112646-001 | | PW-20502-1229 Park Ave | $1,093.61 |
| 06/05/23 | 112690-001 | | PW- 50547 RF- Fair St Park Restroom | $203.22 |
| 06/05/23 | 117017-001 | | PW-26400-Ball Park | $474.21 |
| 06/05/23 | 117035-001 | | PW-8800- Walker Field II A Booth | $43.66 |
| 06/05/23 | 117037-001 | | PW-9864-1111 Park Ave | $548.42 |
| 06/05/23 | 117040-001 | | PW-29198 RF - 218 Schoenbar Rd | $411.58 |
| 06/05/23 | 117045-001 | | PW-50250 RF- 224 Schoenbar Rd | $583.65 |
| 06/12/23 | 229060-001 | | WF- Waterfall Subdivision | $58.80 |
| | **Check #** | **58607** | **06/23/23** | **$9,048.98** |
| 06/19/23 | 334114-001 | | WC- 15578-1900 First Ave Hm | $1,344.76 |
| 06/19/23 | 334117-001 | | WC-20051- 1900 First Ave 100 | $2,541.94 |
| 06/19/23 | 334118-001 | | WC-26983- 1900 First Ave 200 | $1,801.26 |
| 06/19/23 | 334119-001 | | WC-26979- 1900 First Ave 300 | $2,277.10 |
| 06/19/23 | 345779-001 | | PW- 27700- 325 Bryant St | $295.87 |
| 06/19/23 | 347891-001 | | PW- 80280 RF- 530 Thatcher Way | $674.97 |
| 06/19/23 | 348458-001 | | PW- 50563 RF- 731 Monroe St | $47.35 |
| 06/19/23 | 348490-001 | | WC- 27344- 2721 Seventh Ave | $236.87 |
| 06/19/23 | 348924-001 | | PW- 60543 RF - Fifth Ave & Jackson St | $250.47 |
| | **Check #** | **58629** | **06/30/23** | **$9,470.59** |
| 06/26/23 | 461528-001 | | AIR- 25160- 5689 N Tongass Hwy | $64.44 |
| 06/26/23 | 461981-001 | | NT-25087- 7550 N Tongass Hwy Ls#6 | $581.89 |
| 06/26/23 | 469429-001 | | PW- 15028- 981 N Point Higgins Rd | $462.98 |
| 06/26/23 | 469431-001 | | PW- 25718-981 N Point Higgins Rd | $144.51 |
| 06/26/23 | 472496-001 | | AIR- 16534- Ketchikan Int'l Airport | $87.65 |
| 06/26/23 | 472510-001 | | AIR- 14039- Ketchikan Int'l Airport | $11,434.32 |
| 06/26/23 | 472520-001 | | AIR- 15560- Ketchikan Int'l Airport | $1,809.48 |
| | **Check #** | **58656** | **07/07/23** | **$14,585.27** |
| **LEXIS NEXIS** | | | | |
| 05/31/23 | 1242341-20230531 | 234783 | FIN- Skip Trace - May 23 | $200.00 |
| | **Check #** | **58608** | **06/23/23** | **$200.00** |
| **LIVONGO HEALTH INC** | | | | |
| 05/31/23 | KTC053123 | | KGBSD - Wellness Plan Prevention | $1,160.00 |
| | **Check #** | **700038** | **06/16/23** | **$1,160.00** |
| 05/31/23 | KTC053123 | | INS - Wellness Plan Prevention | $1,082.00 |
| | **Check #** | **9007212** | **06/16/23** | **$1,082.00** |
| **LN CURTIS & SONS** | | | | |
| 05/26/23 | INV709022 | 234795 | ST- Kask Yellow Super Plasma Helmet | $459.03 |
| | **Check #** | **308496** | **06/16/23** | **$459.03** |
| 06/09/23 | INV713522 | 234922 | NT- Highway Vehicle Stabilization Kit | $8,696.30 |
| | **Check #** | **308524** | **06/30/23** | **$8,696.30** |
| 06/13/23 | INV714185 | 234795 | ST- Task Force Tips Custom,Strip Removal | $154.72 |
| 06/13/23 | INV714204 | 234795 | ST- Hose | $224.79 |
| | **Check #** | **308545** | **07/07/23** | **$379.51** |
| **MADISON LUMBER & HARDWARE INC** | | | | |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 06/09/23 | 673863 | 234664 | AIR- Sandsheet, Dual Edge Block,Sand Disc | $48.94 |
| 06/09/23 | 673870 | 234664 | AIR- Gal Lacquer Thinner | $27.99 |
| | **Check #** | **58589** | **06/16/23** | **$76.93** |
| 06/10/23 | 674094 | 234664 | AIR- Steel Blade | $47.99 |
| 06/13/23 | 674774 | 234664 | AIR- Cone Paint Strainer,Paint Thinner | $105.93 |
| 06/14/23 | 674881 | 234723 | TR- U-Bolt,Hose, Pine Sol Cleaner | $110.14 |
| | **Check #** | **58609** | **06/23/23** | **$264.06** |
| 06/17/23 | 675758 | 234664 | AIR- White Dove Cover,Sandpaper,Paint Tray,Pastel base | $357.90 |
| 06/26/23 | 677986 | 234664 | AIR- Wall Clock | $13.99 |
| | **Check #** | **58630** | **06/30/23** | **$371.89** |
| 06/14/23 | 674967 | 234723 | TR- Pine Sol Cleaner | $95.94 |
| 06/30/23 | 678929 | 234664 | AIR- Wet/Dry Vacuum | $79.99 |
| 06/30/23 | 678932 | 234664 | AIR- Battery | $241.98 |
| | **Check #** | **58657** | **07/07/23** | **$417.91** |
| **MARSHALL AND SWIFT/ BOECKH,LLC** | | | | |
| 06/20/23 | 401471 | 234990 | ASMT- Residential Cost Handbook | $1,552.30 |
| | **Check #** | **58631** | **06/30/23** | **$1,552.30** |
| **MASS MUTUAL/EMPOWER** | | | | |
| 06/21/23 | EMP061523 | | Payroll Contributions | $1,150.00 |
| | **Check #** | **9007225** | **06/21/23** | **$1,150.00** |
| 06/30/23 | EMP063023 | | Payroll Contributions | $1,150.00 |
| | **Check #** | **9007234** | **06/30/23** | **$1,150.00** |
| **MCKAY COMPANY** | | | | |
| 06/08/23 | 38270 | 234779 | WC- Gloves, Canliners, Foam Soap | $188.64 |
| | **Check #** | **308497** | **06/16/23** | **$188.64** |
| 06/06/23 | 38230 | 234656 | AIR- Towel Roll,Canliners | $473.69 |
| 06/13/23 | 38370 | 234656 | AIR- Towell Roll, Canliners | $621.24 |
| | **Check #** | **308509** | **06/23/23** | **$1,094.93** |
| 06/20/23 | 38524 | 234656 | AIR- Canliners,Towel Roll | $395.68 |
| 06/22/23 | 38556 | 234779 | WC- Multi Fold Towel | $372.42 |
| 06/23/23 | 38590 | 234656 | AIR- Strip Washer,Telescopic Pole | $93.70 |
| 06/26/23 | 38630 | 234656 | AIR- Bowl Cleaner,Bleach | $72.12 |
| | **Check #** | **308525** | **06/30/23** | **$933.92** |
| 06/27/23 | 38652 | 234656 | AIR- Towel Roll,Canliners,Gloves | $844.16 |
| 06/29/23 | 38708 | 234656 | AIR- Extention Pole,Window Washing Tablets,Versa Squeegee | $585.87 |
| | **Check #** | **308546** | **07/07/23** | **$1,430.03** |
| **MEAD AND HUNT** | | | | |
| 06/12/23 | 349806 | 234054 | AIR- Ktchikan Int'l Airport Terminal CBR | $25,153.10 |
| | **Check #** | **308526** | **06/30/23** | **$25,153.10** |
| **MERITAIN HEALTH** | | | | |
| 05/30/23 | MH053023 | | INS - Weekly Claims | $517.06 |
| 05/30/23 | MH053023 | | KGBSD - Weekly Claims | $131,245.67 |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| | **Check #** | **700030** | **05/30/23** | **$131,762.73** |
| 05/31/23 | MH053123 | | KGBSD - Weekly Claims | $7,393.71 |
| | **Check #** | **700031** | **05/31/23** | **$7,393.71** |
| 05/19/23 | Jun 23 | | KGBSD - Monthly Premiums | $116,383.27 |
| | **Check #** | **700032** | **06/02/23** | **$116,383.27** |
| 06/05/23 | MH060523 | | INS - Weekly Claims | $909.42 |
| 06/05/23 | MH060523 | | KGBSD - Weekly Claims | $120,157.59 |
| | **Check #** | **700033** | **06/05/23** | **$121,067.01** |
| 06/12/23 | MH061223 | | KGBSD - Weekly Claims | $233,306.81 |
| 06/12/23 | MH061223 | | INS - Weekly Claims | $7,963.94 |
| | **Check #** | **700034** | **06/12/23** | **$241,270.75** |
| 06/15/23 | MH061523 | | KGBSD - Weekly Claims | $158,454.61 |
| | **Check #** | **700035** | **06/15/23** | **$158,454.61** |
| 06/20/23 | MH062023 | | INS - Weekly Claims | $2,203.53 |
| 06/20/23 | MH062023 | | KGBSD - Weekly Claims | $141,854.23 |
| | **Check #** | **700039** | **06/20/23** | **$144,057.76** |
| 06/16/23 | MH061623 | | INS - Weekly Claims | $71,964.78 |
| | **Check #** | **700040** | **06/16/23** | **$71,964.78** |
| 06/26/23 | MH062623 | | KGBSD - Weekly Claims | $141,504.19 |
| 06/26/23 | MH062623 | | INS - Weekly Claims | $319.60 |
| | **Check #** | **700043** | **06/26/23** | **$141,823.79** |
| 05/30/23 | MH053023 | | INS - Weekly Claims | $76,162.88 |
| | **Check #** | **9007205** | **05/30/23** | **$76,162.88** |
| 05/19/23 | Jun 23 | | INS - Monthly Premiums | $44,280.59 |
| | **Check #** | **9007208** | **06/02/23** | **$44,280.59** |
| 06/05/23 | MH060523 | | INS - Weekly Claims | $110,668.45 |
| | **Check #** | **9007209** | **06/05/23** | **$110,668.45** |
| 06/12/23 | MH061223 | | INS - Weekly Claims | $45,428.75 |
| | **Check #** | **9007210** | **06/12/23** | **$45,428.75** |
| 06/20/23 | MH062023 | | INS - Weekly Claims | $58,276.33 |
| | **Check #** | **9007214** | **06/20/23** | **$58,276.33** |
| 06/26/23 | MH062623 | | INS - Weekly Claims | $58,234.00 |
| | **Check #** | **9007228** | **06/26/23** | **$58,234.00** |
| **MICHAEL MILLER** | | | | |
| 06/07/23 | 2306-061922 | | PW- FY23 Uniform Allowance | $125.08 |
| 06/07/23 | Amazon | | PW- FY23 Uniform Allowance | $68.03 |
| 06/05/23 | Amazon | | PW- FY23 Uniform Allowance | $100.40 |
| | **Check #** | **308527** | **06/30/23** | **$293.51** |
| **MIO L RHEIN** | | | | |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 02/28/23 | 871567 | 871567 | ST- Per Diem - Baltimore MD | $540.00 |
| | **Check #** | **58632** | **06/30/23** | **$540.00** |
| **MISSION SQUARE RETIREMENT - 457** | | | | |
| 06/21/23 | MSR061523 | | Payroll Contributions | $5,389.76 |
| | **Check #** | **9007215** | **06/21/23** | **$5,389.76** |
| 06/30/23 | MSR063023 | | Payroll Contributions | $5,270.77 |
| | **Check #** | **9007231** | **06/30/23** | **$5,270.77** |
| **NEOGOV** | | | | |
| 05/26/23 | INV-33038 | 234995 | MG- Annual Subscription | $6,544.00 |
| | **Check #** | **58633** | **06/30/23** | **$6,544.00** |
| **NEOPOST USA INC** | | | | |
| 06/23/23 | NEO062623 | | Replenish Postage | $5,000.00 |
| | **Check #** | **9007227** | **06/23/23** | **$5,000.00** |
| 07/03/23 | NEO070323 | | Replenish Postage | $5,000.00 |
| | **Check #** | **9007236** | **07/03/23** | **$5,000.00** |
| **NORTHERN SALES COMPANY INC** | | | | |
| 06/14/23 | K1976213 | 234724 | TR- Household Towel | $109.16 |
| 06/15/23 | K1976534 | 234753 | REC- Multi Towel, Glove | $367.82 |
| | **Check #** | **308510** | **06/23/23** | **$476.98** |
| 06/20/23 | K1977727 | 234762 | AP- Bleach, Household Towel | $582.44 |
| | **Check #** | **308528** | **06/30/23** | **$582.44** |
| **OTIS ELEVATOR COMPANY, INC** | | | | |
| 05/31/23 | 245665 | 234925 | WC- Otis Hydronhance Upgrade | $19,800.00 |
| | **Check #** | **58610** | **06/23/23** | **$19,800.00** |
| **PACIFIC ALTERNATIVES** | | | | |
| 06/28/22 | 109 | 222638 | TR- Assistance with Low-no Grant Application | $2,400.00 |
| | **Check #** | **58634** | **06/30/23** | **$2,400.00** |
| **PETRO 49 INC** | | | | |
| 05/24/23 | 593410 | 234797 | ST- 32286- Heating Fuel | $100.44 |
| 05/24/23 | 593413 | 234752 | REC- 15507- Hetaing Fuel | $860.17 |
| 05/26/23 | 593798 | 234752 | REC- 32371- Heating Fuel | $927.98 |
| 05/31/23 | 594027 | 234752 | REC- 15507- Heating Fuel | $922.28 |
| 05/31/23 | 594028 | 234752 | REC- 32371- Heating Fuel | $1,009.22 |
| 06/02/23 | 594366 | 234657 | AIR- 32285- Ultra Low Sulfur Marine | $4,247.80 |
| 06/02/23 | 594417 | 234658 | AIR- 15505- Heating Fuel | $637.70 |
| | **Check #** | **308498** | **06/16/23** | **$8,705.59** |
| 06/07/23 | 594754 | 234658 | AIR- 15506- Unleaded Gas | $3,953.98 |
| 06/07/23 | 594755 | 234658 | AIR- 15505- Heating Fuel | $382.95 |
| 06/07/23 | 594825 | 234805 | NT-19193- Heating Fuel | $77.48 |
| 06/07/23 | 594832 | 234777 | SF- 15343- Heating Fuel | $371.78 |
| 06/08/23 | 594956 | 234764 | AP- 15456- Heating Fuel | $160.98 |
| 06/09/23 | 595175 | 234657 | AIR- 32285- Heating Fuel | $2,737.89 |
| 06/14/23 | 595645 | 234729 | TR- 7721- Heating Fuel | $63.26 |
| 06/15/23 | 75999 | 234728 | TR- Propane | $29.50 |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| | **Check #** | **308511** | **06/23/23** | **$7,777.82** |
| 06/08/23 | 594957 | 234848 | WW- 15454- Heating Fuel | $71.73 |
| 06/08/23 | 594958 | 234848 | WW- 15455- Heating Fuel | $42.16 |
| 06/14/23 | 595640 | 234797 | ST- 32286- Heating Fuel | $419.91 |
| 06/15/23 | 595714 | 234658 | AIR- 15505- Heating Diesel | $603.68 |
| 06/16/23 | 596026 | 234657 | AIR- 32285- Ultra Low Sulfur | $2,862.60 |
| 06/19/23 | 596241 | 234657 | AIR- 15342- Ultra Low Sulfur Marine | $5,558.99 |
| 05/31/23 | 77087 | 23137 | REC- Vehicle Fuel | $71.44 |
| 05/31/23 | 77087 | 234847 | PW- Vehicle Fuel | $2,578.97 |
| 05/31/23 | 77087 | 234808 | NT- Vehicle Fuel | $585.47 |
| 05/31/23 | 77087 | 234730 | TR- Vehicle Fuel | $16,558.09 |
| 05/31/23 | 77087 | 234798 | ST- Vehicle Fuel | $425.38 |
| 05/31/23 | 77087 | 234768 | AP- Vehicle Fuel | $305.74 |
| | **Check #** | **308529** | **06/30/23** | **$30,084.16** |
| 06/07/23 | 594826 | 234752 | REC- 32371- Heating Fuel | $1,438.66 |
| 06/07/23 | 594827 | 234752 | REC- 15507- Heating Fuel | $861.01 |
| 06/09/23 | 595215 | 234752 | REC- 32371- Heating Fuel | $331.81 |
| 06/13/23 | 595511 | 234752 | REC- 32371- Heating Fuel | $869.60 |
| 06/15/23 | 595768 | 234752 | REC- 15507- Heating Fuel | $523.53 |
| 06/17/23 | 595824 | 234798 | ST- 32286- Propane | $48.28 |
| 06/16/23 | 596086 | 234752 | REC- 32371- Heating Fuel | $718.75 |
| 06/20/23 | 596471 | 234752 | REC- 32371- Heating Fuel | $723.88 |
| 06/21/23 | 596605 | 234752 | REC- 15507- Heating Fuel | $694.98 |
| 06/21/23 | 596607 | 234764 | AP- 15456- Heating Fuel | $103.65 |
| 06/22/23 | 596764 | 234658 | AIR-15505- Heating Fuel | $501.30 |
| 06/23/23 | 597027 | 234657 | AIR-32285- Ultra Low Sulfur | $2,781.11 |
| | **Check #** | **308547** | **07/07/23** | **$9,596.56** |
| **PETTY CASH - FINANCE** | | | | |
| 05/30/23 | 053023 | | ASMT- Postage | $1.48 |
| 05/30/23 | 053023 | | FIN- Supplies | $16.70 |
| 05/30/23 | 053023 | | FIN- Postage | $11.84 |
| 06/05/23 | 060523 | | AIR- Registration Fee | $20.00 |
| | **Check #** | **58590** | **06/16/23** | **$50.02** |
| **PROFORCE LAW ENFORCEMENT** | | | | |
| 06/02/23 | 52007 | 234826 | AIR- Smart Cart Inert | $5,173.28 |
| | **Check #** | **58591** | **06/16/23** | **$5,173.28** |
| **QUADIENT LEASING USA INC** | | | | |
| 06/21/23 | N9950150 | 234989 | IT- Mail Machine Lease | $2,438.16 |
| | **Check #** | **58635** | **06/30/23** | **$2,438.16** |
| **R AND M ENGINEERING-KETCHIKAN INC** | | | | |
| 06/13/23 | 04256503-225 | 234846 | WW- Mt. Point WW Testing | $1,180.00 |
| 06/13/23 | 04256505-200 | 234846 | WW- South Waterfall Outfall Testing | $300.00 |
| 06/13/23 | 04256506-199 | 234846 | WW- North Waterfall Outfall Testing | $300.00 |
| 06/13/23 | 04256507-177 | 234846 | WW- No.Pt Higgins Wastewater Testing | $402.17 |
| 06/13/23 | 04256509-189 | 234846 | WW- Wastewater Testing-Clover View | $300.00 |
| 06/13/23 | 04256511-168 | 234846 | ST- South Tongass Water Utilities | $75.00 |
| 06/13/23 | 16240020-016 | 222561 | CIP- Dudley Field Design | $4,425.00 |
| | **Check #** | **308512** | **06/23/23** | **$6,982.17** |
| **REGIONAL DISPOSAL CO/RABANCO** | | | | |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 06/15/23 | 166283 | 234845 | WW- Sludge | $3,789.38 |
| | **Check #** | **308530** | **06/30/23** | **$3,789.38** |
| **RENDEZVOUS SENIOR DAY SERVICES** | | | | |
| 06/30/23 | Jul 23 | 234999 | CL- Records Storage Rental- Jul 23 | $1,320.00 |
| | **Check #** | **308548** | **07/07/23** | **$1,320.00** |
| **RESIDENTIAL YOUTH CARE INC** | | | | |
| 06/13/23 | 3184 | 234409 | GRT-Sealevel Youth Center | $28,058.39 |
| 06/13/23 | 3185 | 234409 | GRT-Sealevel Youth Center | $12,410.94 |
| | **Check #** | **58592** | **06/16/23** | **$40,469.33** |
| 06/13/23 | 3185 | 234409 | GRT- Sealevel Youth Center | $171.34 |
| | **Check #** | **58636** | **06/30/23** | **$171.34** |
| **RODNEY DIAL** | | | | |
| 06/05/23 | 871587 | 871587 | ASSY- Per Diem - Austin TX | $340.00 |
| | **Check #** | **308549** | **07/07/23** | **$340.00** |
| **SATELLITE AND SOUND INC** | | | | |
| 06/15/23 | 426758 | 234828 | IT- DVR Turbo HD hard Drive,Shipping, Labor | $1,469.50 |
| | **Check #** | **58637** | **06/30/23** | **$1,469.50** |
| **SCHMOLCK MECHANICAL CONTRACTORS INC** | | | | |
| 06/30/23 | 0012481-IN | 234563 | AIR- Reprogram VFD A/C Unit | $1,576.04 |
| | **Check #** | **58658** | **07/07/23** | **$1,576.04** |
| **SERVICE AUTO PARTS INC** | | | | |
| 06/12/23 | 697950 | 234660 | AIR- Plastic Bowl Replace,Drill Bit Kit,Retrieving Tool | $79.43 |
| | **Check #** | **308499** | **06/16/23** | **$79.43** |
| 06/03/23 | 696095 | 234731 | TR- Adhesive | $31.34 |
| 06/12/23 | 697758 | 234731 | TR- Pipe Flare Swivel | $5.67 |
| 06/13/23 | 698156 | 234660 | AIR- Tie Rod, Freight | $163.88 |
| | **Check #** | **308513** | **06/23/23** | **$200.89** |
| 06/13/23 | 697971 | 234731 | TR- Air Hose | $14.72 |
| 06/19/23 | 699173 | 234731 | TR- Bandsaw | $539.99 |
| 06/19/23 | 699349 | 234660 | AIR- Safety Absorbent Pad,Gauge | $97.99 |
| 06/20/23 | 699414 | 234731 | TR-Mix Cup,Chip Brush,Trash Can | $55.60 |
| 06/19/23 | CR699258 | | TR- Air Hose | $14.72 |
| 06/20/23 | 699515 | 234889 | AIR- NAPA 15W40 Tote | $4,930.00 |
| 06/21/23 | 699786 | 234660 | AIR- Clamp | $192.74 |
| 06/23/23 | 700183 | 234660 | AIR- Floor Dry | $11.49 |
| 06/24/23 | 700484 | 234660 | AIR- Hex Finish Nut | $13.26 |
| 06/26/23 | 700653 | 234660 | AIR- Battery | $106.51 |
| | **Check #** | **308531** | **06/30/23** | **$5,947.58** |
| 06/30/23 | 701586 | 234660 | AIR- Gallon Parts Washer,Sprayer,Brush Kit,Cloth | $203.71 |
| 06/30/23 | 701627 | 234660 | AIR- Non-Chlor Brake Cleaner,Drain Pan,Napa 15W40 Gal | $1,117.40 |
| | **Check #** | **308550** | **07/07/23** | **$1,321.11** |
| **SIMPLIFILE** | | | | |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 06/01/23 | 835322216284SFL | | Recording Fees - May 23 | $320.00 |
| | **Check #** | **9007211** | **06/15/23** | **$320.00** |
| 06/17/23 | 835323559405SFL | | License Renewal Fee | $299.00 |
| | **Check #** | **9007217** | **06/21/23** | **$299.00** |
| **SOLUTION ONE MARINE LLC** | | | | |
| 05/31/23 | 15975 | 234814 | NT- Intercommunicating Valve,Shipping | $10,895.00 |
| | **Check #** | **58611** | **06/23/23** | **$10,895.00** |
| **SOUTHEAST DIESEL AND ELECTRIC** | | | | |
| 06/08/23 | 48010 | 234659 | AIR- Oil Filter,Labor | $1,369.52 |
| 06/08/23 | 48012 | 234659 | AIR- Labor | $150.00 |
| | **Check #** | **308500** | **06/16/23** | **$1,519.52** |
| 06/22/23 | 48048 | 234659 | AIR- Oil Filter,Fuel Filter,Gear Oil,Labor | $2,306.20 |
| 06/22/23 | 48049 | 234727 | TR- Air Fuel Throttle Valve,Freight | $348.14 |
| | **Check #** | **308532** | **06/30/23** | **$2,654.34** |
| **STATE OF ALASKA - DEPT OF TRANSPORTATION** | | | | |
| 06/16/23 | 061623 | 23148 | TR- Application Fee | $200.00 |
| | **Check #** | **58612** | **06/23/23** | **$200.00** |
| **STATE OF ALASKA EMPOWER - 457** | | | | |
| 06/21/23 | SOA061523 | | Payroll Contributions | $735.00 |
| | **Check #** | **9007221** | **06/21/23** | **$735.00** |
| 06/30/23 | SOA063023 | | Payroll Contributions | $735.00 |
| | **Check #** | **9007235** | **06/30/23** | **$735.00** |
| **STATE STREET BANK & TRUST COMPANY** | | | | |
| 06/21/23 | PERS061523 | | PERS Contributions | $101,466.13 |
| | **Check #** | **9007216** | **06/21/23** | **$101,466.13** |
| 06/30/23 | PERS063023 | | PERS Contributions | $101,969.16 |
| | **Check #** | **9007232** | **06/30/23** | **$101,969.16** |
| **SWCA ENVIRONMENTAL CONSULTANTS** | | | | |
| 05/22/23 | 167592 | 234949 | PL- Bear Valley Mitigation Bank | $2,640.75 |
| | **Check #** | **308514** | **06/23/23** | **$2,640.75** |
| **SYSTEMS DESIGN** | | | | |
| 06/12/23 | 20231162 | 234801 | ST- EMS Billing - Apr 23 | $331.30 |
| 06/12/23 | 20231162 | 234807 | NT- EMS Billing- Apr 23 | $388.79 |
| | **Check #** | **308515** | **06/23/23** | **$720.09** |
| **T2 SYSTEMS CANADA INC** | | | | |
| 05/31/23 | 121594 | 234661 | AIR- Digital Iris Service - June 23 | $560.00 |
| | **Check #** | **308501** | **06/16/23** | **$560.00** |
| **TEXAS LIFE INSURANCE COMPANY** | | | | |
| 06/20/23 | TL061523 | | Payroll Contributions | $383.94 |
| | **Check #** | **9007224** | **06/20/23** | **$383.94** |
| **THE WRESTLING CLUB** | | | | |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 06/28/23 | Dec22-Nov23 | 234742 | REC- Wrestling Instruction | $4,640.00 |
| | **Check #** | **58638** | **06/30/23** | **$4,640.00** |
| **THOREN CONSULTING** | | | | |
| 06/16/23 | 6 | 234839 | IT- Firewall and Network Configuration | $1,238.00 |
| | **Check #** | **58639** | **06/30/23** | **$1,238.00** |
| **TIMBERSCAPES INDUSTRIES LLC** | | | | |
| 06/28/23 | 103 | 235014 | PW- Tree Trimming and Brush Removal | $700.00 |
| 06/30/23 | 104 | 235013 | PW- Full Removal Tree | $3,400.00 |
| | **Check #** | **58659** | **07/07/23** | **$4,100.00** |
| **TONGASS TRADING CO INC** | | | | |
| 06/22/23 | 20102859 | 23150 | TR-Pyramex LS Safety,Rigby Rugged | $130.47 |
| | **Check #** | **58640** | **06/30/23** | **$130.47** |
| **TONY COWLEY** | | | | |
| 05/02/23 | 871573 | 871573 | TR- Reimbursement - Anchorange AK | $64.25 |
| 04/19/23 | 871573 | 871573 | TR- Reimbursement for Commerical Drivers License | $120.00 |
| | **Check #** | **308533** | **06/30/23** | **$184.25** |
| **TRI PHASE ELECTRIC SUPPLY CO LLC** | | | | |
| 05/19/23 | 33309 | 234760 | REC- LED Adjustable Optic Emergency Light | $4,971.42 |
| | **Check #** | **58641** | **06/30/23** | **$4,971.42** |
| **TSS INC** | | | | |
| 05/23/23 | 68567 | 234726 | TR- Random Screening | $310.00 |
| 06/01/23 | 68736 | 234726 | TR- Random Screening | $50.00 |
| | **Check #** | **308502** | **06/16/23** | **$360.00** |
| 06/19/23 | 69051 | 23152 | PW- Random Screening | $95.00 |
| | **Check #** | **308534** | **06/30/23** | **$95.00** |
| **TYLER RENTAL INC** | | | | |
| 06/12/23 | T499202 | 234663 | AIR- Chain Loop,Stanley Fatmax,Spanner Wrench | $104.63 |
| | **Check #** | **308503** | **06/16/23** | **$104.63** |
| 06/08/23 | K485460-01 | 234842 | PW- Portable Restroom | $375.00 |
| 06/07/23 | T497510 | 234755 | REC- Carbon Dioxide | $1,701.50 |
| 06/15/23 | T499822 | 234663 | AIR- Woodcutter Blend Bar,Silver Mirror,Ear Plugs | $293.03 |
| | **Check #** | **308516** | **06/23/23** | **$2,369.53** |
| 06/21/23 | T500498 | 234755 | REC- Carbon Dioxide | $1,701.50 |
| 06/23/23 | T501840 | 234663 | AIR- Oxygen Industrial,Surveyors Vest | $107.44 |
| | **Check #** | **308535** | **06/30/23** | **$1,808.94** |
| 06/27/23 | K468940-05 | 234844 | PW- Portable Restroom | $225.00 |
| 06/27/23 | K490357-01 | 234844 | PW- Portable Restroom | $225.00 |
| 06/26/23 | T502158 | 234663 | AIR- Gallon Fuel Can,Engine Oil | $40.98 |
| | **Check #** | **308551** | **07/07/23** | **$490.98** |
| **TYLER TECHNOLOGIES INC** | | | | |
| 04/10/23 | 070-108425 | 222205 | ASMT- Modification to Land Calculation | $10,000.00 |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| 05/30/23 | 070-108626 | 222205 | ASMT- Implemation Services- Apr 23 | $4,944.81 |
| | **Check #** | **58593** | **06/16/23** | **$14,944.81** |
| 04/28/23 | 070-108483 | 222205 | ASMT- Implemation Services- Apr 23 | $4,775.00 |
| | **Check #** | **58613** | **06/23/23** | **$4,775.00** |
| 05/31/23 | 070-108631 | 222205 | ASMT- Implementation Services - May 23 | $12,590.00 |
| | **Check #** | **58642** | **06/30/23** | **$12,590.00** |
| **US POSTAL SERVICE** | | | | |
| 06/21/23 | 1 | 234994 | FIN- Sales Tax Flat Rate | $753.25 |
| | **Check #** | **58643** | **06/30/23** | **$753.25** |
| **USA BLUEBOOK** | | | | |
| 06/15/23 | INV00045179 | 234841 | ST- Online Desiccant Cartridge | $424.85 |
| | **Check #** | **308536** | **06/30/23** | **$424.85** |
| **VERIZON WIRELESS GOVT** | | | | |
| 06/01/23 | 9936179107 | | IT- Cell Phone Usage- May 23 | $1,194.81 |
| | **Check #** | **58594** | **06/16/23** | **$1,194.81** |
| **WELLS FARGO COMMERCIAL CARD** | | | | |
| 05/31/23 | PC060823 | | P-Card Purchases - May 23 | $47,254.65 |
| | **Check #** | **9007207** | **05/31/23** | **$47,254.65** |
| **WYNTER SMITH** | | | | |
| 06/28/23 | REIMB | 23153 | REC- Shorts,Hair Winkle,Swimsuit | $297.75 |
| | **Check #** | **308537** | **06/30/23** | **$297.75** |
| **YORK SMITH** | | | | |
| 06/02/23 | 871568 | 871568 | TR- Reimbursement for Juneau AK | $8.00 |
| | **Check #** | **308504** | **06/16/23** | **$8.00** |
| **ZOLL MEDICAL CORPORATION** | | | | |
| 03/28/23 | 90073562 | 234993 | ST- Annual Subscription | $1,385.35 |
| | **Check #** | **308538** | **06/30/23** | **$1,385.35** |

# Ketchikan Gateway Borough
## Claims Register

| Inv Date | Invoice No. | PO number | Description | Inv Amount |
|---|---|---|---|---|
| **Grand Total:** | | | | **$12,555,070.85** |

# Ketchikan Gateway Borough



## Bank Register Report - Accounts Payable - Operating - Accounts Payable

One Time Checks

| Transaction Number | Source | Transaction Type | Transaction Date | Reference | Deposits | Payments | Running Total | Post Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| 58614 | Accounts Payable | One-Time Check | 6/23/2023 | JAN & KATHLEEN PAULSON | $0.00 | $149.50 | ($149.50) | 6/20/2023 | Outstanding |
| 58644 | Accounts Payable | One-Time Check | 6/30/2023 | GAYE WISMANN | $0.00 | $141.79 | ($291.29) | 6/26/2023 | Outstanding |
| 58645 | Accounts Payable | One-Time Check | 6/30/2023 | HERMAN RAMIREZ | $0.00 | $20.00 | ($311.29) | 6/26/2023 | Outstanding |
| 58646 | Accounts Payable | One-Time Check | 6/30/2023 | KATHRYNE LIBBRA | $0.00 | $200.00 | ($511.29) | 6/26/2023 | Outstanding |
| 58661 | Accounts Payable | One-Time Check | 7/7/2023 | ZANDY ROJAS | $0.00 | $558.40 | ($1,069.69) | 7/6/2023 | Outstanding |

### Summary by Transaction Type

| | |
|---|---|
| **Total Deposits** | **$0.00** |
| Less Payments by Transaction Type: | |
| One-Time Check | **($1,069.69)** |
| **Total Payments:** | **($1,069.69)** |
| Adjustments: | |
| Payment Adjustments | **$0.00** |
| Deposit Adjustments | **$0.00** |
| **Total Adjustments:** | **$0.00** |
| **Total Change in Register Balance:** | **($1,069.69)** |

**Assembly - Regular** **7. a.**

**Meeting Date:** 07/17/2023

**Submitted For:** Kacie Paxton **Submitted By:** Jenni Fox

**Department:** Clerk

## Information

**TITLE**

Approval of Minutes - June 19*, 2023, Regular Assembly Meeting*

**RECOMMENDED ACTION**

"I move to approve the minutes of the June 19, 2023, regular Assembly meeting."

**SUMMARY OF ISSUE**

## Attachments

June 19 Assembly minutes

# KETCHIKAN GATEWAY BOROUGH
## *Regular Assembly Meeting*

*June 19, 2023* *Assembly Chambers*

**Call to Order – Pledge of Allegiance – Roll Call**

The regular meeting of the Ketchikan Gateway Borough Assembly was called to order at 5:30 p.m. on Monday, June 19, 2023, by Mayor Dial in Assembly Chambers. The Pledge of Allegiance was recited, and the roll was called.

| | |
|---|---|
| PRESENT PHYSICALLY: | BYNUM, MCQUERRY, OTOS, PALMER, PIERCE THOMPSON |
| PRESENT TELEPHONICALLY: | ECHOHAWK |
| ABSENT: | NONE |

Staff present included: Assistant Manager Gubatayao, Attorney Brown, Finance Director Thomas, Planning Director Harney, Associate Planner Lappin, Public Works Director Barry, Deputy Clerk Fox, and Clerk Paxton.

**Ceremonial Matters –** *Presentations, Proclamations, Awards, Guest Introductions*

Proclamation - Juneteenth

Mayor Dial read a proclamation recognition of June 19, 2023, as Juneteenth – a day to reflect on the emancipation from slavery and celebrate freedom for all citizens.

Proclamation Honoring Jonathan Lappin for 25 Years of Service to the Borough and Congratulating Him on His Retirement

Mayor Dial read a proclamation honoring Jonathan Lappin for his 25 years of service to the Borough and congratulating him on his retirement. He presented the proclamation to Mr. Lappin.

**Citizen Comments** - *Comments on any topic other than scheduled public hearings.*

Jonathan Rupo, Totemic Solutions, advised the Assembly about his new business to provide compost services to the community in 2024. He noted the economic impacts of solid waste to Southeast Alaska and reported he had connected with Southeast Conference and other organizations. Assembly Member Pierce suggested Mr. Rupo reach out to the community of Metlakatla. Mayor Dial suggested he reach out to the Alaska Marine Highway System for food waste from the ferries.

**Scheduled Informational Reports and/or Presentations -** *Reports on construction progress, financial status, presentations of budgets, audits, and reports or planning documents and related items.*

Board of Education Report

There was no Board of Education Report.

Borough Field Projects Update



UNAPPROVED

Morgan Barry, Public Works Director, provided an update on Borough sports fields, including work completed in 2022 and 2023, and work scheduled for Fall and Winter 2023:

- Overall goals from the 2020 Field Survey; main recommendations were improvements to Walker and Drency Dudley Field; dedicate each field to primary use; reduce maintenance; provide spectator amenities; improve safety, drainage, lighting.
- Dudley Field work completed in 2022:
  - Artificial Turf Installation on the Upper Field, bullpen construction, and dugout expansion.
  - Installation of Fixed Fencing for the upper field.
  - ADA routes and concrete paving behind home plate.
  - Installation of new lighting throughout with stubs for the scoreboards
- Dudley Field Scheduled work for Fall/Winter 2023:
  - Acquisition of pre-manufactured restroom from CTX.
  - Acquisition of fencing for the lower field & elevated grandstand for the upper field from FieldTurf.
  - Sitework bid for lower field. Replenishment sand will be exported from Walker Field to improve the surfacing quality. Final scoreboard install for both fields.
- Walker Field Project update and scheduled work for Fall/Winter 2023:
  - Sitework: currently out to bid.
  - Artificial turf and overall electrical (e.g. field lights) installation by FieldTurf.
  - Complete grandstand/restroom/concessions design.

Director Barry responded to Assembly Member questions.

**Public Hearings -** *Procedure: Citizens will sign up on a sheet and testify in the order that they sign up. Citizens may present arguments in favor or in opposition; staff report may be provided; after the close of the public portion of the hearing, the assembly will deliberate and render a decision on the matter at hand.*

Ordinance 2014-Amended Rezoning Lots 1 and 2, U.S. Survey 3536, Located at Clam Cove, Gravina Island, from the Rural-Residential/Cottage Industry Overlay (RR/CI) Zone to Planned Unit Development (PUD) Zone

Staff presentation – Planning Director Harney provided a summary of Ordinance 2014-Amended, noting it was in conformance with the neighborhood plan for Clam Cove. He reported there were no objections received and staff recommended approval.

Public hearing – As there was no public comment, Mayor Dial announced the public hearing was closed.

M/S: PIERCE/BYNUM to adopt Ordinance 2014-Amended, rezoning Lots 1 and 2, U.S. Survey 3536, located at Clam Cove, Gravina Island, from the Rural-Residential/Cottage Industry Overlay (RR/CI) Zone to Planned Unit Development (PUD) Zone

Upon roll call the vote on the MOTION was:

YES: BYNUM, MCQUERRY, PALMER, THOMPSON, ECHOHAWK, OTOS, PIERCE

MOTION DECLARED CARRIED

Ordinance 2015-Amended Rezoning a Portion of Lot 6, Block 19, Lot 8, Block 11, U.S. Survey 1378, Located at Tuttle Way, from High-Density Residential (RH) to General Commercial (CG)



UNAPPROVED

Staff presentation – Planning Director Harney provided a summary of the ordinance proposing to rezone the property from the High-Density Residential (RH) zone to the General Commercial (CG) zone to allow Tongass Federal Credit Union (TFCU) to expand its campus. He reported staff recommended approval.

Public hearing – As there was no public comment, Mayor Dial announced the public hearing was closed.

M/S: MCQUERRY/BYNUM to adopt Ordinance 2015-Amended, rezoning a portion of Lot 6, Block 19, Lot 8, Block 11, U.S. Survey 1378, located at Tuttle Way, from High-Density Residential (RH) zone to General Commercial (CG) zone

Upon roll call the vote on the MOTION was:

YES: ECHOHAWK, OTOS, PIERCE, BYNUM, MCQUERRY, PALMER, THOMPSON

MOTION DECLARED CARRIED

Ordinance 2020 Amending KGBC 6.05.010 (Animals) Regarding the Definition of a Responsible Person

Staff presentation – Attorney Brown provided a summary of the ordinance proposing to amend KGBC 6.35 to clarify the definition of "responsible person" by removing the requirement for the person to be over the age of 18.

Public hearing – As there was no public comment, Mayor Dial announced the public hearing was closed.

M/S: MCQUERRY/BYNUM to adopt Ordinance 2020 Amending KGBC 6.05.010 Regarding the Definition of a Responsible Person.

Upon roll call the vote on the MOTION was:

YES: MCQUERRY, PALMER, THOMPSON, ECHOHAWK, OTOS, PIERCE, BYNUM

MOTION DECLARED CARRIED

Introduction of Ordinance 2022 Amending the KGBC Code by Repealing and Replacing KGBC Title 18, Planning and Zoning, and Amending Other Code Titles to Conform with the New Title 18

Staff presentation - Planning Director Harney provided history of the drafting of Ordinance 2022. Associate Planner Lappin provided a presentation on the ordinance detailing the rewrite of the Planning and Zoning Code:

- Title 18 had been amended 58 times;
- Land use table and use requirements organized;
- Updated parking code based on use;
- Modified sign chapter to meet First Amending rights;
- Divided zoning permits based on use;
- Clarified Conditional Use Permit (CUP) sections by use;
- Created a new section for public notice;

UNAPPROVED

- Reviewed by the Borough Manager, Attorney, Clerk, Code and Planning Committee, and the Planning Commission.

Assembly Member Pierce commended Mr. Lappin for his legacy of work. In response to Assembly Member Pierce, Associate Planner Lappin provided examples of light fabrication.

Assembly Member Bynum asked if there was discussion about the definition of mobile buildings pending for a future ordinance. Mr. Lappin affirmed, saying future actions had been discussed.

Public hearing – As there was no public comment, Mayor Dial announced the public hearing was closed.

M/S: PIERCE/BYNUM to introduce Ordinance 2022, Repealing and Replacing KGBC Title 18, Planning and Zoning, and set it for a second public hearing on July 17, 2023

Upon roll call the vote on the MOTION was:

YES: PALMER, THOMPSON, ECHOHAWK, OTOS, PIERCE, BYNUM, MCQUERRY

MOTION DECLARED CARRIED

**Acceptance of Claims**

Presentation of Claims for Checks #58540 through #58580, Electronic Transfers #308449 through #308488 and for ACH Transfers and Bank Debits #9007192 through #9007204 for the Period of 5/30/23 through 6/9/2023, for Assembly Review and Acceptance

M/S: THOMPSON/OTOS to approve the presented claims totaling $7,812,561.77

Upon roll call the vote on the MOTION was:

YES: BYNUM, MCQUERRY, PALMER, THOMPSON, ECHOHAWK, OTOS, PIERCE

MOTION DECLARED CARRIED

**Consent Calendar -** *Matters listed under the consent calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion on these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the Mayor or an Assembly Member requests discussion, that item will be removed from the consent calendar and will be considered under Unfinished Business.*

Mayor Dial provided a conflict of interest disclosure and ruling regarding an item on the Consent Calendar. He reported that Item 7g was the FY 2024 Contract for Services with the Ketchikan Visitors Bureau (KVB), and Assembly Member Palmer served as the Assembly-appointed member of the KVB Advisory Board. As such, he explained, she held a fiduciary interest in matters relating to KVB. He noted that KVB was an appointment by virtue of Assembly position and was deemed to be an "insubstantial" conflict per KGBC 2.20.040(a)(3), and that Assembly Member Palmer could participate in discussion and vote on the contract. There were no objections.

Approval of Minutes - June 5, 2023, Regular Assembly Meeting



UNAPPROVED

Introduction of Ordinance 2021 Amending KGBC 08.15.040 Community Solid Waste Disposal Fee

Resolution 3015 Authorizing the Submittal of an Application to the Major League Baseball Youth Development Fund for Upgrades to Walker Field in the Amount of $970,921

Resolution 3018 Requesting a Tier II Grant from the Rasmuson Foundation for the Walker Field Grandstand Facility in the amount of $998,742

Confirmation of Mayor Dial's Appointments to the Borough Service Area Boards of Directors

Amendment to the Agreement with the Ketchikan Gateway Borough School District for the High School Boiler Replacement

FY 2024 Contracts for Services with the Ketchikan Visitors Bureau (KVB) for Community Promotion and Marketing in the Amount of $350,000 and the Tourism Best Management Practices (TBMP) Program in the amount of $25,000.

Change Order No. 3 for the Dudley Field Improvement Project with Pool Engineering, Inc. in the Amount of $45,829.93

Contract Award to CXT Precast Concrete Products in the Amount of $677,866.70 for Dudley Field Restroom

Contract Award to Field Turf USA in the Amount of $2,771,154.83 for Walker Field Turf & Fencing

M/S: THOMPSON, MCQUERRY to approve the Consent Calendar as presented

Upon roll call the vote on the MOTION was:

YES: THOMPSON, PIERCE, PALMER, OTOS, MCQUERRY, ECHOHAWK, BYNUM

MOTION DECLARED CARRIED

**Unfinished Business**

Adoption of the FY 2024 - FY 2028 Strategic Plan - Postponed on June 5, 2023

The following motion was made at the June 5, 2023, Assembly meeting, was postponed to June 19, and is on the floor for debate:

M/S THOMPSON/ECHOHAWK to adopt the FY 2024 - FY 2028 Strategic Plan.

Upon roll call the vote on the MOTION was:

YES: PIERCE, OTOS, ECHOHAWK, THOMPSON, BYNUM, PALMER, MCQUERRY

MOTION DECLARED CARRIED

**New Business**



UNAPPROVED

There was no new business.

**Reports of Committees, Executive, Administrators**

Manager's Report

Assistant Manager Gubatayao provided highlights of Manager Duran's written report:

- Second airport ferry online; running smoothly;
- Transit system had highest ridership for month of May;
- Parks and Recreation summer camp highlights;
- SEAPA vacated offices on the third floor of the White Cliff building; School District staff moving offices up.

Mayor's Report

Mayor Dial provided a report on his recent activities:

- Participated in cruise ship welcome ceremony;
- Welcomed new Ketchikan Visitors Bureau Director;
- Attended the E-2 Conference;
- Assisted Ketchikan Indian Community with paddle-making in preparation for upcoming event;

Mayor Dial reminded the Assembly the July 3 meeting was cancelled and wished everyone a Happy Fourth of July.

Committee Reports

Clerk Paxton reported the Borough-City Joint Cooperative Relations Committee would be meeting on June 20.

Assembly Members' Comments

Assembly Member McQuerry wished everyone a Happy Juneteenth. She said Juneteenth was a call to remember and work toward liberty and justice for all.

Assembly Member EchoHawk expressed his appreciation for the Juneteenth proclamation and noted the importance of recognizing the need for all citizens to be treated with respect. He shared a Happy Juneteenth and Happy Pride Month.

Assembly Member Bynum thanked staff for the report on summer program statistics and for implementing a second airport ferry. He wished everyone a Happy Fourth of July and thanked the American Legion for hosting a Flag Day ceremony on June 14. Mr. Bynum congratulated Mr. Lappin on his retirement and thanked him for his many years of dedicated service to the community.

Assembly Member Pierce thanked the service area boards applicants. She thanked staff for their work on the strategic plan and said the Borough was successful in its first five-year plan.

UNAPPROVED

Assembly Member Palmer commented that the recreation summer program was impressive. She wished everyone a Happy Fourth of July.

Assembly Member Thompson referenced a letter from a resident who had a tragedy and needed special accommodations. He suggested an ordinance to declare a housing shortage emergency to waive zoning code requirements for extenuating circumstances. Mr. Thompson commented on revisiting the allowance of mobile buildings in Borough Code. He noted the Governor's veto for education funding. Assembly Member Thompson wished everyone a Happy Independence Day and reported he participated in the Flag Day ceremony and cruise ship inaugural visits.

**Executive Session -** *Procedure: Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.*

**Adjournment -** *The meeting must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority of the assembly members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all assembly members present. If the meeting is not adjourned or extended prior to 10:00 p.m., or such extended time as has been set, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day.*

The meeting was adjourned at 7:24 p.m.

_____

Rodney Dial, Borough Mayor

ATTEST:

_____

Kacie Paxton, Borough Clerk

**APPROVED:**

UNAPPROVED

**Assembly - Regular** **7. b.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Peter Amylon, Economic Dev Coordinator

**Department:** Manager's Office

**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:** Ruben Duran, Manager

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**Information**

## TITLE

Resolution 3017 Establishing a Sales Tax Holiday on October 7, 2023

## RECOMMENDED ACTION

"I move to adopt Resolution 3017 establishing October 7, 2023 as a sales tax holiday."

## SUMMARY OF ISSUE

This item is on the consent calendar because:

- It is the annual declaration of establishing a sales tax holiday;
- The Borough Strategic Plan includes continued support of an annual sales tax holiday;
- The Chamber of Commerce is in favor of the tax holiday; and
- The Assembly has declared sales tax holidays annually in the Fall through 2022 and an additional Spring sales tax holiday in March 2023.

October 7 was chosen for this year's sales tax holiday as applicants who filed an online application, selected direct deposit and have been determined eligible for payment by September 22 will receive their 2023 dividend through direct deposit on October 5. It is estimated that over 80% of Alaskans receive their PFD through direct deposit.

The Assembly can declare sales tax holidays subject to the terms of KGBC 4.50.340. Per KGBC 4.50.340(a), The Ketchikan Gateway Borough Assembly may, by resolution, declare not more than two days during each fiscal year as "sales tax holidays". Any resolution declaring a day as a sales tax holiday shall become effective only if the City Council of the City of Ketchikan declares the same day as a sales tax holiday exempting qualified sales on that day from its sales tax.

Both the Ketchikan City Council and Saxman City Council will be considering a similar resolution during an upcoming meeting of their respective bodies. Per Borough code, the declaration of a sales tax holiday does not require the City of Saxman to pass a similar resolution for the holiday to become effective. If Saxman chooses not to participate in the holiday, their 4% city sales tax would remain in effect on October 7, 2023.

If the Assembly wishes to declare a second sales tax holiday in FY 2024 prior to the implementation of the City of Ketchikan's season sales tax increase in April 2024, staff will prepare an additional resolution authorizing a second sales tax holiday.

**Fiscal Impact**

**Attachments**

Resolution 3017
Sales Tax Holiday Summary

# KETCHIKAN GATEWAY BOROUGH

## RESOLUTION NO. 3017

**A Resolution of the Assembly of the Ketchikan Gateway Borough, Establishing a Sales Tax Holiday on October 7, 2023**

**R E C I T A L S**

**A.** **WHEREAS**, the Ketchikan Gateway Borough Assembly finds that it is in the best interest of the community to provide an opportunity for a "sales tax holiday" upon which no sales tax would be collected by participating merchants in order to promote economic development; and

**B.** **WHEREAS**, KGBC 4.50.340 sets forth the procedures by which the Assembly may declare a sales tax holiday; and

**C.** **WHEREAS**, the Assembly finds that any sales tax holiday will only be effective if it is offered and promoted by the Borough and the City of Ketchikan; and

**D.** **WHEREAS**, the Ketchikan City Council will be considering the authorization of a sales tax holiday at an upcoming meeting.

**NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FACTS, IT IS RESOLVED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH** as follows:

**Section 1.** The Assembly declares that October 7, 2023, shall be a sales tax holiday subject to the terms of KGBC 4.50.340. Further the Assembly finds that the requirement in KGBC 4.50.340 shall be satisfied at which time the Ketchikan City Council declared the same day a sales tax holiday.

**Section 2.** Effective Date. This resolution shall be effective upon the adoption of a similar action of the Ketchikan City Council approving a sales tax holiday for October 7, 2023.

ADOPTED this _____ day of _____, 2023.

_____

Rodney Dial, Borough Mayor

*ATTEST:*

_____
Kacie Paxton, Borough Clerk

*APPROVED AS TO FORM*:

_____
Glenn Brown, Borough Attorney

| | | | Borough | | | City | | | Combined |
|---|---|---|---|---|---|---|---|---|---|
| Holiday Occurred In What Month: | Participating Merchants | PFD Amount | Sales** | Sales Tax Rate | Taxes Forgone | Sales | Sales Tax Rate | Taxes Forgone | Taxes Forgone |
| March 2023 | 29 | N/A | $461,647 | 2.50% | 11,541 | $461,647 | 4.00% | $18,466 | $30,007 |
| October 2022 | 40 | $3,284* | $1,082,126 | 2.50% | 27,053 | $1,081,731 | 4.00% | $43,269 | $70,322 |
| October 2021 | 61 | $1,114 | $901,791 | 2.50% | 22,545 | $882,720 | 4.00% | $35,309 | $57,854 |
| July 2020 | 56 | $992 | $881,246 | 2.50% | 22,031 | $864,369 | 4.00% | $34,575 | $56,606 |
| October 2019 | 57 | $1,606 | $861,367 | 2.50% | 21,534 | $849,345 | 4.00% | $33,974 | $55,508 |
| October 2018 | 72 | $1,600 | $1,364,006 | 2.50% | 34,100 | $1,352,679 | 4.00% | $54,107 | $88,207 |
| October 2017 | 66 | $1,100 | $1,049,755 | 2.50% | 26,244 | $1,038,813 | 4.00% | $41,553 | $67,796 |
| | | | $6,601,938 | | $165,048 | $6,531,304 | | $261,252 | $426,301 |

*The 2022 PFD totaled $3,284, of which $662 was an Energy Relief Payment. The taxable amount of the 2022 PFD is $2,622.

** All sales which are subject to areawide sales tax, including sales occuring within the Ketchikan City limits.

**Assembly - Regular** **7. c.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Amy Briggs, Procurement Officer

**Department:** Finance

**Approved for Submittal:** Charlanne Thomas, Finance Director
Ruben Duran, Manager

**Approved as to form:** Glenn Brown, Borough Attorney

## Information

### TITLE

Resolution 3020 Authorizing the Disposal of a Hitachi 52-254 Excavator and a 1998 Chevrolet Flatbed Pickup Truck through a Competitive Bid Process

### RECOMMENDED ACTION

"I move to adopt Resolution 3020 authorizing the disposal of a Hitachi 52-254 Excavator and a 1998 Chevrolet Flatbed Pickup Truck through a competitive bid process."

### SUMMARY OF ISSUE

The Airport currently owns an early 1990s Hitachi 52-254 Excavator and a 1998 Chevrolet Flatbed Pickup Truck that are well beyond their useful life and deemed no longer suitable for Borough purposes. KGBC 11.35.010 requires Assembly authorization for disposal of any item with an estimated value of $2,500 or more.

Should Resolution 3020 be approved, staff intends to dispose of the two pieces of equipment through an online surplus sale. The minimum bid will be set at $6,000 for the Hitachi 52-254 Excavator and $3,000 for the 1998 Chevrolet Flatbed Pickup Truck. Revenue generated from the sale will be deposited into the Airport Enterprise Fund.

## Fiscal Impact

## Attachments

Resolution 3020

Photo of the Hitachi Excavator

Photo of the 1998 Chevrolet Flatbed

# KETCHIKAN GATEWAY BOROUGH

## RESOLUTION NO. 3017

**A Resolution of the Assembly of the Ketchikan Gateway Borough, Establishing a Sales Tax Holiday on October 7, 2023**

**R E C I T A L S**

**A.** **WHEREAS**, the Ketchikan Gateway Borough Assembly finds that it is in the best interest of the community to provide an opportunity for a "sales tax holiday" upon which no sales tax would be collected by participating merchants in order to promote economic development; and

**B.** **WHEREAS**, KGBC 4.50.340 sets forth the procedures by which the Assembly may declare a sales tax holiday; and

**C.** **WHEREAS**, the Assembly finds that any sales tax holiday will only be effective if it is offered and promoted by the Borough and the City of Ketchikan; and

**D.** **WHEREAS**, the Ketchikan City Council will be considering the authorization of a sales tax holiday at an upcoming meeting.

**NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FACTS, IT IS RESOLVED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH** as follows:

**Section 1.** The Assembly declares that October 7, 2023, shall be a sales tax holiday subject to the terms of KGBC 4.50.340. Further the Assembly finds that the requirement in KGBC 4.50.340 shall be satisfied at which time the Ketchikan City Council declared the same day a sales tax holiday.

**Section 2.** Effective Date. This resolution shall be effective upon the adoption of a similar action of the Ketchikan City Council approving a sales tax holiday for October 7, 2023.

ADOPTED this _____ day of _____, 2023.

_____

Rodney Dial, Borough Mayor

*ATTEST:*

_____
Kacie Paxton, Borough Clerk

*APPROVED AS TO FORM*:

_____
Glenn Brown, Borough Attorney


HITACHI


KETCHIKAN

**Assembly - Regular** **7. d.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Amy Briggs, Procurement Officer

**Department:** Finance

**Approved for Submittal:** Charlanne Thomas, Finance Director
Ruben Duran, Manager

**Approved as to form:** Glenn Brown, Borough Attorney

**Information**

**TITLE**

Healthy & Equitable Communities Grant Award to SeaLevel Project in the Amount of $90,759

**RECOMMENDED ACTION**

"I move to award a subgrant of the Healthy & Equitable Communities funding to the SeaLevel Project in the Amount of $90,759."

**SUMMARY OF ISSUE**

This grant reflects Round 2 of a three-year Healthy and Equitable Communities Grant Program through the State of Alaska Department of Health and Social Services. The funds are intended to support activities and strategies that promote and build a healthy and equitable community. All funded activities must have an emphasis on high risk, underserved population groups.

**Round 1 Funding**

On March 7, 2022, the Assembly adopted Resolution 2927, accepting $95,973 for Round 1 of the Healthy and Equitable Communities grant from the State of Alaska Department of Health and Social Services.

Following solicitation for community non-profit organizations to submit applications describing how their organization could help support the goals of the grant, in October 2021, the Assembly awarded a grant to Residential Youth Care (RYC) for the SeaLevel Youth Center project in the amount of $85,110. An additional $10,863 was awarded to PATH for COVID-19 related expenses.

**Round 2 Funding**

On May 1, 2023, the Assembly adopted Resolution 3010, applying for and accepting Round 2 of the Healthy and Equitable Communities Grant totaling $90,759 with the intent to subgrant the funds to continue supporting the SeaLevel Youth Center project. This resolution, if adopted would provide the funding to the SeaLevel Youth Center project.

**SeaLevel Youth Center Project**

RYC envisions a future space where youth can gather and receive support from caring adults working together. The SeaLevel Youth Center would be a safe, welcoming space for youth ages 15 to 21 with

connections to basic services, caring adults, and a network of supports and programming through:

- Basic needs: food, laundry, shower, clothing, internet access, etc.
- Peer support and programming: youth focused positive, healthy peer network, access to caring adults, and engage in youth centered programs in a fun engaging environment
- Embedded health partners: medical, behavioral, substance use treatment, etc.
- Achievement services: youth seeking employment training, trade, certifications, and other economic opportunities that help young adults elevate out of poverty

The SeaLevel Youth Center project meets the goal of this Healthy and Equitable Communities grant. The project provides the opportunity to improve the mental well-being, provide critical peer support and educational tools that allow the youth of Ketchikan to stay in school and work to their full productive potential.

Additionally, this underserved population represents a potential local workforce that would foster economic development and growth in the Ketchikan economy. As an economy heavily reliant upon seasonal tourism, the chronic shortage of workers prompts local employers to recruit and secure out-of-town workers. This seasonal relocation of these workers to Ketchikan, in turn, worsens the affordable housing shortage. Lack of affordable housing is one of the core causes that leads to youth lacking basic assistance like shelter, nutrition, and social supports. By addressing the needs of youth, the community can aid the workforce shortage problem, and relieve one of the core causes of the housing insecurity problem. For these reasons, staff fully supports financing this program.

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**Fiscal Impact**

**Amount Budgeted:** $90,759
**Expenditure Required:** $90,759
**Appropriation Required:** N/A
**Additional Fiscal Information:**
This project is 100% funded by the Department of Health's Healthy and Equitable Communities Grant.

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**Attachments**

SeaLevel Project Overview

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# SeaLevel

Ketchikan's Community Youth Center

## WHAT IS SEALEVEL?

**SeaLevel will be a safe, welcoming place for young people (ages 15-21) with easy access to a network of personalized support, embedded programming, integrated cultural connectedness, and caring adults.**



Our drop-in center, built on a foundation of existing, strengthened partnerships, will tap into the abundance of strengths, skills, and passion we have in Ketchikan. This will streamline and synchronize our assets to address the challenges our youth are facing.

- **Innovative approach to a community-based contiuum-of-care**
- **Co-located youth services and programs with an emphasis on collaboration and coordination**
- **Designed BY youth, FOR youth**
- **Youth get to know which resources are available AND how to access them**
- **Partnerships with service providers, program partners, and community members**
- **Services and programs are provided IN the community and BY the community**
- **Each young person will have customized support, specific to meet their individual needs**
- **Resourcess include education, employment, healthcare, enrichment opportunities, mental health, special events, and food**
- **Conveniently located and easily accessible by public transportation**

# Why do we need SEALEVEL?

Data reveal that young people:

- lack healthy relationships with trusted adults,
- don't know where to go when they need help, and
- don't feel like they matter to the community.

1 in 3 youth say they do not know where to go when they need help.

1 in 3 youth seriously considered suicide

1 in 4 youth made a suicide plan

1 in 6 youth attempted suicide

118 youth experiencing homelessness reached out for help

50% nearly 50% of high school students do not have 3 or more trusted adults in their lives

1 in 7 children live in poverty in Ketchikan

more than 1 in 4 AN/AI children live in poverty in Alaska

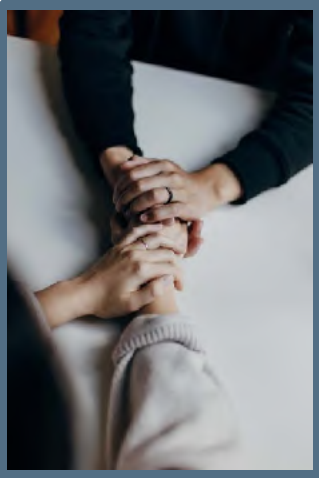
86% say there aren't enough safe activities to engage in

15% of Alaskans age 18-24 have not completed high school.

Alaska ranks 5th in the country for teens who are not in school and not working.

1 in 12 Families live below the poverty line in Ketchikan

60 youth are currently in foster care in Ketchikan



Young people in Ketchikan often feel unseen, unheard, and disconnected from the community.

## We envision SEALEVEL as a resource that becomes enmeshed in the fabric of Ketchikan, supporting a collective long-term vision of how young people become happy, healthy, and successful members of our community.

**Mission**

At SeaLevel, we provide a safe, welcoming space for young people to connect to a network of resources so they may thrive.

**Vision**

At SeaLevel, every young person feels supported in trusted relationships, connected to each other and to the community, and empowered to reach their goals.





## GOALS

- Provide a safe, welcoming place for young people to engage in crisis intervention and prevention services, meet their basic needs, and access vital resources so they all may thrive.
- Increase youth feelings of being valued, connected, and supported by connecting young people to caring and trustworthy adults in the community.
- Increase youth connectedness to other young people, adults, and the community.



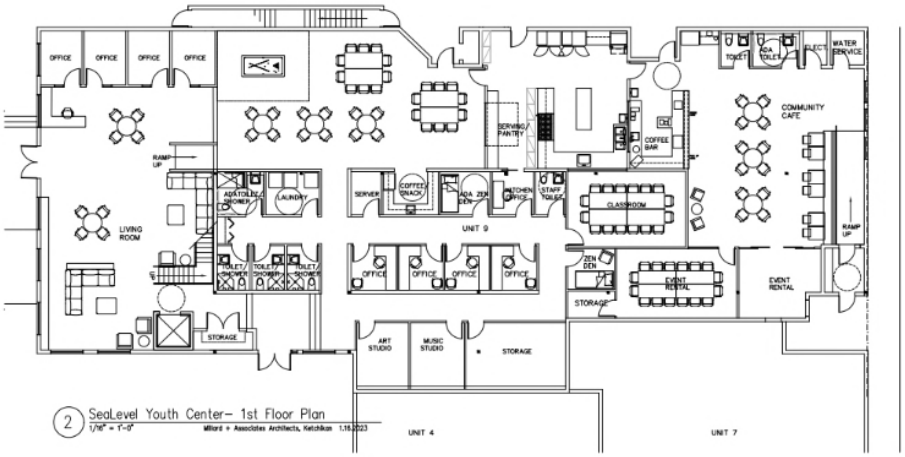
## OBJECTIVES

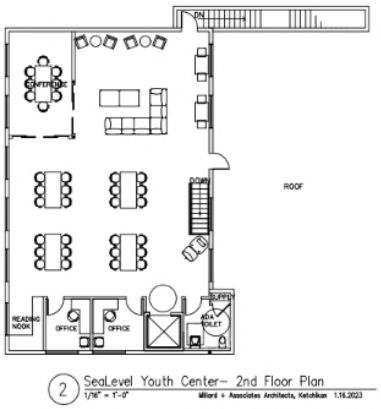
- Provide essential support and resources that allow young people to maintain their dignity, live healthier lives, and positively engage with the community.
- Synchronize and streamline existing youth services/programs and augment services/programs as needed.
- Increase access to crisis intervention and prevention services, reducing chronic homelessness, substance abuse, mental health crises, and violence among young adults.
- Facilitate workforce development programs to increase employment readiness skills and elevate young people out of poverty.
- Strengthen existing partnerships and increase the number of agency/organizational partnerships within the youth-serving community.

## MEASURABLE OUTCOMES

- Improved youth/young adult mental health and wellness.
- Reduction in chronic homelessness.
- Reduction in substance use and abuse.
- Reduction in violence.
- Increased number of youth/young adults who have healthy relationships with trusted adults.
- Increased youth/young adult employment and employment opportunities.
- Increased high school graduation and college completion.
- Increased youth/young adult engagement in services and programs.
- Increased youth/young adult awareness of available resources.






## Concept Design

**This is a preliminary concept design of the nearly 11,000 sq ft space. It includes: commercial kitchen, showers, laundry, lounges, family-style dining, tutoring and training spaces, 'zen dens', art and music studios, short- and long-term office space, meeting rooms, and a community-facing café with rentable event spaces.**

## Main Entrance




**The entrance to SEALEVEL is welcoming, conveniently located, and easily accessible by public transportation.**

**New exterior finishes - including lighting and security, new siding, windows, and paint. Large signage will make the center highly visible and keep in style with neighboring businesses.**

## Main Lounge



This is the view upon entering SEALEVEL. Participants and visitors will check in and receive orientation to the space and schedule as needed. Clear views of the main common areas include the lounge, ramp to the dining area, office spaces, and access to the second floor.

Offices here are for administrators, 'zen den', and one-on-one meetings. Comfortable furniture, gear storage, movies and video games are all available here.

## Main Lounge



Still visible from the main entrance, this view shows more of the main lounge. It highlights a variety of dynamic and comfortable seating and large windows to maximize natural light. Easy access to the second floor is visible here - both staircase and elevator.

Final design will include storage space to hang raincoats and store wet shoes. An electric fireplace and mantle will warm the space and make it feel even more comfortable.

## Main Lounge



This view of the Main Lounge highlights the entrance reception desk and group of offices. Interior walls and doors are transparent to increase supervision and safety in the space. The wall between the offices will be used as a donor wall to highlight our capital funders.

Selection of furnishings and decoration will be informed by the Youth Advisory Board to ensure designs are welcoming and inviting to young people.

## Main Lounge



From this view of the Main Lounge, the hallway to an emergency exit and to the bathroom/shower/laundry area is visible, just beyond the elevator and storage closet.

More comfortable seating, tables, and storage will fill this space.

## Dining Area



The dining area is a space dedicated to providing access to food that is both healthy and interesting to our participants. We will host a daily, family-style meal for all participants, staff, and volunteers, emphasizing the benefits of social eating. The kitchenette will serve as a coffee station and snack area when the commercial kitchen is closed. The water bottle refill station, varied seating, and graffiti/art wall are all included based on youth feedback.

## Dining Area



This view of the dining area reveals the serving station from the commercial kitchen, the kitchenette, and access to a hallway (not pictured). The hallway provides access to the bathroom, shower, and laundry area.

On the opposite side of the kitchenette's back wall is another hall with additional offices, modified Public Health clinic room, zen den, server room, and small staff bathroom. Behind the gray wall is the emergency exit and access to the art and music studios and large storage area.

## Education & Employment Center



The Education and Employment Center provides comfortable spaces for young people to engage in academic support, tutoring, and workforce training.

The left wall will provide access to our future rooftop greenhouse lounge. The coveted outside space will also provide indoor and outdoor raised garden beds and comfortable seating to enjoy being "outside" and out of the rain.

## Education & Employment Center



A large conference room can be used for youth clubs, study groups, workshops, and support groups.

Individual and group study areas fill the space with a variety of seating options. Tables are equipped with power access. Young people will have access to laptops and fast, free wifi.

After hours, this entire space will transform to host special youth events like movie nights, open mic nights, art walks, and more.

## Education & Employment Center



High ceilings and large windows create lots of opportunities for indoor plants.

A small kitchenette can be used to supplement the downstairs coffee station and serve as a snack station during special evening events.

The large wood wall will have a dropdown projector screen for bigger movie night experiences.

## Education & Employment Center



Offices on this floor are dedicated to our Education and Employment Specialists and community partners.

Individual and group study areas provide enough room for privacy and collaboration.

A small bathroom, storage closet, elevator, and reading nook complete this space.

## The Lunch Spot Café



**The Lunch Spot Café is a community-facing extension of SEALEVEL programming. Young people will be employed and run the daily operations of this small café, open to the public initially with limited hours and a limited menu.**

**Directly connected to our Commercial Kitchen, young people will learn customer service, safe food handling, and general employment skills to help them successfully enter the workforce.**

## The Lunch Spot Café



**Upon entering the café, community members can view our donor wall that reflects capital and operating funders and will grow over time.**

**Large windows will bring in much sought after light into the space.**

## The Lunch Spot Café



There will be enough seating for some customers to stay and enjoy their lunch, though much of the food will be packaged for grab-and-go easy access. Food prices will be subsidized for youth participants to ensure equitable access to food.

The cafe is fully accessible with a new, indoor ramp entrance. In addition to two event rental spaces, access to the Kitchen Classroom will also be available for outside community members to use for group workshops, and trainings.

## The Lunch Spot Café




Event rental spaces are specifically designed in response to community feedback. There are not enough spaces for groups to host Board meetings, small trainings, birthday parties, and similar small events. The entire café space will be available for occasional event rentals.

This space will also host annual fundraising luncheons, Steering Committee meetings, RYC Board meetings, and additional SEALEVEL events that will highlight and celebrate youth employment, culinary skills, and the space itself.

## To learn more about how you can help youth at SEALEVEL in Ketchikan, contact us!

**Kristen Van de Geer, Project Manager**
kristenv@rycalaska.com
(907) 206-4463

**Dustin Larna, CEO**
dustinl@rycalaska.com
(907) 220-7299

**Assembly - Regular** **7. e.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Amy Briggs, Procurement Officer

**Department:** Finance

**Approved for Submittal:** Charlanne Thomas, Finance Director
Ruben Duran, Manager
Richard Harney, Planning Director

**Approved as to form:** Glenn Brown, Borough Attorney

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**Information**

**TITLE**

Award of Contract for Housing Market Analysis to Points Consulting, LLC. in the Amount of $76,170

**RECOMMENDED ACTION**

"Subject to no appeal, I move to award a contract to Points Consulting, LLC. in the Amount of $76,170 for Housing Market Analysis for the Ketchikan Gateway Borough."

**SUMMARY OF ISSUE**

This market analysis is an update to the 2019 Comprehensive Housing Assessment Project (CHAP) report and the 2010 Ketchikan Economic Indicators. The housing landscape and Ketchikan's economy have been altered due to the pandemic, changes in workforce preferences, and inflation. In an effort to better understand the changes and the current housing needs of the community, this housing market analysis is being conducted. Denali Commission staff recommended conducting the housing market analysis as a means to justify certain types of housing developments and to attract investors, developers, and other agencies in Ketchikan. The bulk of the project will focus on providing an *Economic and Housing Market Indicators and Forecast Report*, which will incorporate the socioeconommic, housing, and survey data, as well as unique recommendations for the Borough.

**Procurement**

A Request for Proposals was issued on June 2 to conduct a Housing Market Analysis for the Borough. Upon the June 28 closing deadline, two responsive proposals were received. One additional proposal was received after the submission deadline and was deemed nonresponsive. A proposal review team comprised of the Planning Director, Assessment Director, and the Ketchikan Indian Community Housing Director, met on July 10 to review the proposals. The team unanimously selected Points Consulting, LLC. as the highest scoring proposal and Borough staff negotiated a contract price of $76,170 to conduct the analysis.

**Funding**

The Denali Commission awarded the Borough $70,000 for this project, which required a local match of $30,000 and leverage of $12,500, for a total project budget of $112,500.

**Scope**

The analysis will assess the current and future conditions of the local housing market, including an evaluation of the supply and demand of housing, and an examination of economic, demographic, and social factors that influence the market. The analysis will also identify trends and patterns in home

prices, rents and vacancy rates, underserved segments, and make projections about future housing needs and opportunities. Additionally, the analysis will provide for potential housing developments on Borough land, specifically in the Fawn Mountain neighborhood. The intent is for the document to be used by developers, investors, lenders, and government agencies to inform decisions related to housing development, investment, and policy.

**Project Deliverables**

- Housing inventory list, including rental/ownership costs and other relevant information.
- Report including summary data, stakeholder input, research, findings, and recommendations.
- Presentations to the Planning Commission, Borough Assembly, and community.
- Final Report with comments and directions from the Planning Commission and Assembly.

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**Fiscal Impact**

**Amount Budgeted:** $112,500

**Expenditure Required:** $76,170

**Appropriation Required:** N/A

**Additional Fiscal Information:**

The Borough was awarded a $70,000 grant from the Denali Commission in October 2022 to pay for a portion of the analysis. The remaining $30,000 will be paid for out of the General Fund.

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**Attachments**

Points Consulting, LLC Proposal

Points Consulting, LLC Price Proposal

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# Cover Letter

Dear Ketchikan Gateway Borough Proposal Review Team (PRT),

Please accept this proposal from Points Consulting (PC) demonstrating our interest in Ketchikan's Housing Market Analysis (HMA) RFP. In reviewing the RFP's recommended resources and other materials published by the Ketchikan Gateway Borough (KGB), we recognize that the region's leaders are looking for a report that provides value both to government officials, and to the private and not-for-profit sectors that will play a critical role in filling identified housing gaps. Furthermore, we recognize the strategic importance of the Fawn Mountain neighborhood as a location for future residential growth. Our intention is to publish a document that is equally strong in data and strategic implementation goals. Our team understands this project's deliverables to include updates to the region's Comprehensive Housing Assessment Project (CHAP), and Ketchikan Economic Indicators. Our new deliverables are to include a detailed Economic and Housing Market Indicators and Forecast Report, an ample Executive Summary, and a public presentation upon project completion.

Projects based on this blend of requirements are precisely PC's area of expertise, as we specialize in working in small to mid-sized communities with diverse economies, and providing deliverables that make a real impact (rather than just a "data dump.") Including work for public and private sector clients, our team has completed 18 directly related real-estate feasibility and market studies over the past two years. Our most similar completed or ongoing projects include housing studies for communities including Woodland Park, Colorado; Broken Arrow, Oklahoma; Frankfort, Kentucky; Lewiston, Idaho; and Chelan & Douglas Counties, Washington. As this list conveys, we are not focused on just one state or geographic area. Our topical expertise and geographic diversity provide a unique view on housing solutions based on best practices from multiple state's land use context and legal requirements.

PC's team is composed of top-notch experts in the fields of real estate economics, urban/land use planning, GIS analysis, and economic forecasting. In addition to myself, the following are the staff who would be assigned to this project: Pedro Jimenez (serving as co-project lead), Madeline Bowen, Maria Byler, Abigail Thorgesen, and Carson Valley. As an added bonus, our Operations Coordinator, Abigail, lived in Haines, Alaska for nearly a decade, and offers regional insights into the particulars of Southeast Alaska's economy and lifestyle. All managing member's resumes are included within this proposal for the PRT's convenience.

Thank you for your consideration on this RFP. My contact information is below. Please reach out to me with any questions or updates throughout the evaluation process.

Sincerely,

Date: June 23, 2023

Brian Points, President
Points Consulting LLC
409 S. Jackson Street, Suite 201
PO Box 8487, Moscow, Idaho 83843
brian@points-consulting.com
(208)-596-5809

# Response to Criteria

## 1. Firm Qualifications

The following staff will conduct management of this project. Other relevant information about contract performance and availability of staff is contained in Section 3. Workload and Resources.

- Brian Points – Brian Points is the President of PC and will serve as Project Co-Lead. He has over 15 years' experience working for a series of management consulting firms and began Points Consulting in 2019. He earned his M.A. in Economics from the University of California Santa Barbara in 2011. Over the past six years, Brian has directly managed consulting teams, typically in the range of 3 to ten employees. Brian is also an associate member of the Urban Land Institute and serves on serves as a board member for Advance Idaho of Latah County.
- Pedro Jimenez – As an economist with extensive expertise in housing assessments, Pedro will serve as the Project Co-Lead for this project. Pedro earned his M.S. in Applied Economics from Washington State University in 2021.

### Approach and Project Understanding

Outlined below is the approach PC will take to ensure data quality and completion of deliverables according to our understanding of the project.

***Task 1 — Project Initiation & Background Research:*** PC will initiate an online remote launch meeting during which members of the PC team will meet with the PRT (or other board designated by the KGB). This will introduce the PC team to local contacts, allow review of project goals, permit discussion of preliminary data findings, and answer a variety of administrative questions. Afterwards, the KGB and PC team will have a shared vision for goals, context, overall timeline, travel plans, and project milestones that will be adhered to throughout the project.

Following the launch call, the PC team will conduct qualitative research of existing documents that are relevant to regional residential housing. Particular attention will be given to documents that this project aims to update. PC anticipates reviewing the following resources along with any others recommended during the launch call:

- The KGB's Comprehensive Housing Assessment Project (CHAP) Report (2019) and Housing Needs survey (2021)
- Ketchikan's Economic Indicators (2010)
- Homeless Planning in Ketchikan (2022)
- Zoning maps and codes for Ketchikan and surrounding communities
- Ketchikan Gateway Borough Comprehensive Plan (2020)
- Annual reports for Ketchikan or KGB, related to building permits, development fees, and property tax revenue

***Task 2 — Housing & Socioeconomic Assessment:*** Other Tasks will occur concurrently, but our team aims to engage with the quantitative data as soon as possible after project launch. To conduct this portion of the study, the team will utilize our understanding of a diverse array of data sets and processes to obtain the most comprehensive and up-to-date portrait of regional statistics. PC further recognizes the need to compare KGB trends to those of the state of Alaska and USA, as benchmarks. Major data points to be analyzed include:

*Demographics* - to provide an overview of existing trends related to the region's population, including both individual and household-level statistics, PC will quantify:

- *Population* - past and projected growth rate, in/out commuter rates, age, race/ethnicity, income and housing units per capita, income from transfer payments, poverty rates, counts of disadvantaged populations (veterans, disabled persons, homeless, etc.), and education levels
- *Households* - overall number, median household size, composition, income distributions, net worth, and purchasing patterns
- *Industry & Workforce* - past and projected employment and earnings growth, jobs-to-housing ratio, employment by specific industry and occupation, commute patterns, and cost-of-living statistics. This component will also account for unique elements of the KGB's economy such as the fishing industry, tourism, and effects shipping costs or similar challenges have on the housing market and economy in general.

*Existing Housing Stock* – PC will compile data estimating the number and type of housing units and short-term rentals in the region. Aggregated information from Multiple Listing Service (MLS) will be utilized to indicate current metrics such inventory on the market, and average and median days on the market, among others. These following housing figures will be broken out by type (e.g., Owner-Occupied vs. Rental Housing; Single Family vs. Attached vs. Multi-Family Housing; Workforce, Section 8, & LIHTC):

- Home values currently and over time
- Rental costs by unit type and size
- Vacancy rates
- Building permits
- Utility cost burdens
- Housing characteristics (e.g., size, age of unit, tenure, number of rooms)
- Housing density by Census Tract
- Identification of less habitable areas
- Identification of vacant and/or uninhabited residences
- Quantification of income from short-term rentals (STRs) and their effect on the residential rental market
- Rate of federal mortgage loans and applications

**Core Data Sources**

The consulting team relies on reputable and widely sampled data sources. A sample of our these (plus those used in the KGB's prior reports) include:

- American Community Survey (US Census)
- Bureau of Economic Analysis
- Bureau of Labor Statistics
- Alaska Dept. of Labor & Workforce Development
- Data Tactical Group Labor Market Info
- Esri Business Analyst
- Federal Housing Finance Agency
- Housing & Urban Development (HUD)
- Local Government: Residential Building & Remodeling Permits
- Ketchikan Area MLS and Local Realty sites
- Alaska Housing Finance Corporation rental market surveys

*Workforce Housing & Access* – Using designations stipulated by the KGB in the RFP, "Workforce housing" will be defined as housing affordable to households with an income plus or minus 60% of the median income, where housing costs are no more than 30% of the household income (i.e. not cost-burdened). We will analyze both cost-burdened and severely cost-burdened populations by household income level. PC will analyze rent and mortgage payments and estimate affordability based on household income levels. PC will also study other at-risk market segments such as seniors, first-time home buyers, and service-industry workers. To corroborate data on affordability and access, we will collect data on foreclosure rates, homelessness, and amount of available subsidized housing according to Section 8, LIHTC or other comparable programs. With this, we can determine if low-income and workforce housing populations are adequately served by existing housing supply.

***Task 3 — Community Contextual & Topographical Assessment:*** PC recognizes the success of this project requires an in-depth understanding of the region's unique community, culture, economy, and demographics. Hence, the PC team will also plan for two to three key staff to visit Ketchikan and spend several days touring the area. Neighborhoods like Fawn Mountain mentioned in the RFP and

other regions or properties emphasized in the launch call will be particularly focused on at this time.

Additionally, PC will use resources from the KGB planning and assessor's office to examine the residential environment on a parcel-by-parcel basis. In conversations with the planning and community development team, PC will also catalogue developments in progress that have yet to be developed but will become part of the housing inventory over the next two years. Our intention is to understand land-use for each of the Borough's zoning districts including factors such as topographical constraints (floodplains, steep slopes, etc.), density (measured by lot-coverage or floor area ratio), and typology (or types of units in each district). This will help direct our recommendations in terms of in-fill capacity, brownfield and greenfield development potential, and potential rezoning options.

***Task 4 — Community Engagement:*** Though quantitative data are an important aspect of this study, it is also important to collect qualitative information from the local community. This will be collected via a series of in-depth interviews with regional leaders and a community survey. In reviewing the 2019 CHAP, PC found that the prior consultants achieved 403 responses to the housing survey. Our team resolves to achieve a higher community survey response level (ideally in the range of 500-800 responses). Lastly, part of our intention with community outreach will be to identify community members who have the right skills and opportunities to be key players in the housing implementation plan for Fawn Mountain and other key districts (Task 6).

- Interviews will be conducted using a hybrid of in-person, and virtual meetings. Interviewees will include a broad array of community members including elected officials, town staff, major employers' representatives, non-profit leaders, real estate developers/builders, and any others recommended by the PRT. We will conduct between 20 and 30 individual interviews.
- PC will conduct an in-person and a remote townhall meeting for interested community members.
- The community survey would be targeted at residents of the KGB. The survey would be designed to obtain input of current housing needs, barriers to securing affordable housing, demographic information, favored types of homes, and other such inputs. The survey will include "locational preference" questions that explore the suitability of different housing types by neighborhood (e.g.: multi-family, duplexes, condominiums, etc.). To attain optimal participation, the electronic survey would contain only a handful of questions, requiring fewer than ten minutes to complete. This survey can then be propagated using multi-media marketing tactics such as social media platforms, community websites, QR Codes on various pre-existing paper communications, and other methods available to the KGB.

***Task 5 — Gaps & Barriers Assessment:*** Prior studies (such as the 2019 CHAP) have done an admirable job of quantifying the housing situation but did not deeply address future prospects or provide solutions to alleviate housing challenges in the KGB. In this phase we will consolidate all our findings thus far to formulate recommendations and forecasts relevant to housing, demographics, and economics required for this project. As required by the RFP, our draft and final deliverables will update the CHAP (2019) and the Ketchikan Economic Indicators (2010) to reflect a post-COVID and inflation ridden reality. For sake of brevity in this proposal, we are not expressly outlining how each element will be updated. We resolve to update prior metrics, add additional quantitative variables, and to dig deeper into solutions.

The bulk of our effort will be focused on providing the *Economic and Housing Market Indicators and Forecast Report.* This report will incorporate the socioeconomic, housing and survey data collected during Tasks 1 through 3, as well as unique recommendations suited for the KGB. This will be informed by best practices, available land, and its highest/best use potential. As noted in the cover



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letter, rather than doing cookie-cutter reports, this is where PC adds the most value. Elements that will be included in this Task and the Draft Comprehensive Report include:

- Forecast of housing demand by type and price in the short-term (1-year), medium term (5-years) and long term (20-years). This will include three scenarios: conservative (worst), status quo (or most likely), and aggressive (best).
- Recommendations on filling housing gaps that the for-profit market is not currently addressing (such as workforce housing and middle density housing)
- Recommendations on best use of available lands and lands that can be annexed, acquired, rezoned or otherwise put to highest and best use for housing development
- Requirements of municipalities to update or enhance infrastructure (in terms of water, sewer, transportation, etc.) to serve the forecasted and recommended growth targets
- Identification of potential funding sources for developing affordable and public-private partnership (P3) housing opportunities
- Determining effects of short-term rentals (STRs) on the market-rate and subsidized housing supply
- Quantification of underutilized or vacant housing units and feasibility for re-development
- Quantification and identification of the most underserved populations in the KGB for housing

***Task 6: Implementation Plan:*** A housing needs assessment is of limited value unless it can be put to work facilitating more housing development. PC team collaborate with numerous partners from the housing ecosystem including for-profit developers, financial institutions, government agencies, and non-profits to name a few. These partners will be key players in developing an affordable housing project in the Fawn Mountain neighborhood (and other key strategic locations). Using our data, best practices, and recommendations from this study, our team will convene with these partners and set the course for how a public-private partnership can be organized to fill the identified housing gaps. We will also identify which parties or institutions should take responsibility for implementing these steps.

***Task 7 — Final Deliverables & Presentation:*** Our team will present the draft deliverables roughly three weeks prior to project finalization, which will serve as the PRT and KGB's opportunity to request adjustments and additional considerations. Once these are addressed, the final report package will be presented in person to the KGB and Chamber of Commerce, along with a slide deck presentation, summary handout, and infographics explaining our findings and work in the PRT's preferred format.

## 2. Relevant Project Experience

City of Woodland Park Housing Needs Assessment, CO, 2023-Ongoing, Budget $60,300

PC began working with Woodland Park, Colorado on an updated Housing Needs Assessment in May 2023. The project aims to determine what characterizes the City's current housing stock, trends in production over the past ten years, and what types of housing are undersupplied that Woodland Park could support more of, among other things. The project is scheduled to conclude in November 2023.
**Reference:** Karen Schminke, *Woodland Park Planning Director,* 719-687-5283

City of Montrose Housing Needs Assessment, CO, 2022-2023, Budget: $48,890

PC worked with City of Montrose on an assessment of demographic and economic conditions affecting the housing market. Efforts centered on identifying critical gaps in housing stock and ways to ensure the production of enough quality housing options for both market-rate and under-addressed subgroups, such as people with disabilities, older adults, and people experiencing homelessness.
**Reference:** Jace Hochwalt, *Montrose Planning Manager*, 970-240-1478



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**Housing Needs Market Study, Housing Authority of Chelan County & the City of Wenatchee, WA, 2022 Budget: $23,320**

The Housing Authority of Chelan County & the City of Wenatchee engaged PC to complete a Housing Needs Market Study for Chelan and Douglas Counties. In this study, we provided an overview of housing conditions in both counties, with particular focus on low-and moderate-income audiences. PC analyzed demographic and economic characteristics, labor market data, housing stock and recent production trends, home values and rental costs, and affordability levels particularly within the highest need cohorts of veterans, homeless, disabled populations, seniors, and farmworkers.

**Reference:** Alicia McRae, *Chelan/Wenatchee Housing Authority Executive Director,* 509-663-7421

**North Central Idaho Regional Housing Assessment, Clearwater Economic Development Association (CEDA), ID, 2021-2022, Budget: $30,000**

PC was retained by CEDA to conduct a Housing Needs Assessment for the five counties in North Central Idaho. PC analyzed the market holistically including state and local housing and demographic trends, rates of in migration and population change over time, type, condition, affordability, and availability of housing (rental and owner occupied), as well as gaps and barriers to entry including zoning and land use regulations and lack of housing stock.

**Reference:** Dodd Snodgrass, *CEDA Executive Director*, 208-746-0015 ext. 109

## 3. Workload and Resources

PC's team works very collaboratively with daily guidance and coaching provided by senior staff to junior staff. In other words, we do not stuff our proposals with high-profile names only to staff the project with low-skill workers. Additionally, PC intentionally limits our number of engagements to prevent compromising project quality or employees' work-life balance. Currently, PC has 11 ongoing projects. Several of these will be completed by the time the Ketchikan HMA launches, and PC will likely service six to eight concurrent projects at that time. No subcontractors will be utilized in executing this project.

PC aims to complete this project approximately 180 days after award of the contract. Accounting for the time expected for the PRT to select a winning vendor, we propose a delivery date of March 15, 2024. Estimated delivery dates provided may shift during the course of the study:

- Project Work Plan – **8/25/2023**
- Housing and Socioeconomic Analysis – **11/03/2023**
- Community Survey Summary – **1/10/2024**
- Draft Comprehensive Report – **2/15/2024**
- Draft Housing Strategy Implementation Plan - **2/15/2024**
- Final Comprehensive Report – **3/15/2024**
- Final Housing Strategy Implementation Plan - **3/15/2024**

Elements of the implementation plan (Task 6) may require longer due to the challenges of merging schedules of multiple partners. If this is the case, PC would still complete other elements of the study (Task 7) within the designated timeframe and stay engaged for a period of up to an additional 3-months after project completion to provide coaching during the implementation phase.

Our project team will be on-site on multiple occasions during the project timeframe (likely two to three separate visits) for a total of around ten to fourteen days on-site. In the interest of optimizing the travel budget, we will limit the number of trips and maximize the amount of time spent per trip. Precise timing will be determined in collaboration with the PRT and KGB officials, to ensure visits mesh with local seasonal vacations schedules and special community events.

# Resumes for Managing Team Members

For an unabridged list of PC's projects, expertise, work samples, and staff, visit us at points-consulting.com or contact Brian Points directly at brian@points-consulting.com, (208)-596-5809.

### Brian Points — Project Co–Lead | Economist



Brian Points is the president of Points Consulting and will serve as the project co-lead. Over the past 15-years Mr. Points has worked for a series of management consulting firms serving clients across the domains of public and private organizations. His quantitative skills include feasibility studies, revenue/cost forecasting, real estate pro formas, economic/fiscal impact analysis, industry/market studies, and econometrics. He also excels at qualitative research such as focus group facilitation, survey design and analysis, and in-depth interviews.
In his career Mr. Points has completed 100+ projects across 30+ states, assisting noteworthy organizations such as the JPMorgan Chase Foundation, Purdue University, the Kentucky Cabinet for Economic Development, the Texas Office of the Governor, the Florida Board of Governors, the Aspen Institute, the Alliance for Excellent Education, and the Institute for Corporate Productivity, to name a few.

## Selected Related Projects

Woodland Park Housing Market Study, $60,300
*City of Woodland Park (Woodland Park, CO) – ongoing*

*Broken Arrow Housing Study, $95,000*
*City of Broken Arrow (Broken Arrow, OK) - ongoing*

Frankfort & Franklin County Housing Market Demand study, $33,520
*Frankfort and Franklin County (Frankfort, KY) – ongoing*

City of Montrose Housing Needs Assessment, $48,890
*City of Montrose (Montrose, CO) - 2023*

Housing Needs Assessment for North Central Idaho, $30,000
*Clearwater Economic Development District (Lewiston, ID) - 2022*

Housing Needs Assessment for Chelan & Douglas Counties, $23,320
*Housing Authority of Chelan County & the City of Wenatchee (Wenatchee, WA) - 2022*

Morrow County Economic Development and Employment Lands Assessment, $34,900
*Morrow County & Willow Creek Valley Cities of Ione, Lexington, and Heppner (OR) - 2023*

On-Campus Student Housing Needs Assessment, $13,100
*Wenatchee Valley College (Wenatchee, WA) – 2022*

Okanogan County Housing Needs Assessment, $56,200
*Okanogan County Housing Authority (Omak, WA) - 2020*

## Work Experience

*President | Points Consulting, Moscow, Idaho (2019- present)*

*Director of Research | Thomas P. Miller & Associates, Indianapolis, Indiana (2016-2019)*

*Director of Consulting | Emsi, Moscow, Idaho (2013-2016)*

*Staff Economist | Chmura Economics & Analytics, Richmond, Virginia (2012-2013)*

## Education

*Masters of Arts in Economics | University of California Santa Barbara (2011)*

*Bachelor of Science in History | University of Idaho (2005)*

## Professional Affiliations

*Urban Land Institute, Associate Member*

*Northern Idaho Partnership Council (Innovia Foundation)*

## References

Dodd Snodgrass, *CEDA Executive Director*, 208-746-0015 ext. 109

Dave Tovey, *Nixyáawii Community Financial Services Executive Director,* (541) 969-5170

## Pedro Jimenez – Project Co–Lead | Economist

As an economist with extensive expertise, Pedro will serve as the project co-lead. Pedro earned his M.S. in Applied Economics from Washington State University in 2021. His comprehensive graduate education in economics and experience in completing housing studies for clients across the US has equipped him with a diverse set of quantitative and qualitative skills, enabling him to conduct thorough research. Pedro joined Points Consulting in January 2022.

### Work Experience

*Economist | Points Consulting, Moscow, Idaho (January 2022- present)*

### Selected Related Projects

Woodland Park Housing Market Study, $60,300
*City of Woodland Park (Woodland Park, CO) – ongoing*

*Broken Arrow Housing Study, $95,000*
*City of Broken Arrow (Broken Arrow, OK) - ongoing*

Frankfort & Franklin County Housing Market Demand study, $33,520
*Frankfort and Franklin County (Frankfort, KY) – ongoing*

CTUIR Comprehensive Economic Development Strategy (CEDS), $32,600
*Confederated Tribes of the Umatilla Indian Tribe (CTUIR), OR - ongoing*

City of Montrose Housing Needs Assessment, $48,890
*City of Montrose (Montrose, CO) - 2023*

Morrow County Economic Development and Employment Lands Assessment, $34,900
*Morrow County & Willow Creek Valley Cities of Ione, Lexington, and Heppner (OR) - 2023*

Housing Needs Assessment for North Central Idaho, $30,000
*Clearwater Economic Development District (Lewiston, ID) - 2022*

Housing Needs Assessment for Chelan & Douglas Counties, $23,320
*Housing Authority of Chelan County & the City of Wenatchee (Wenatchee, WA) - 2022*

On-Campus Student Housing Needs Assessment, $13,100
*Wenatchee Valley College (Wenatchee, WA) - 2022*



### Education

*M.S. Applied Economics | Washington State University (2021)*
*B.A. Economics | University of Puerto Rico at Mayagüez (2018)*

### References

Jace Hochwalt, *Montrose Planning Manager*
970-240-1478

Eric Cockley, *Frankfort Planning & Community Development Director*
502-682-1233

**Points Consulting**
**PO Box 8487**
**409 S. Jackson St., Suite 201**
**Moscow, Idaho 83843**
**208–596–5809**
**points–consulting.com**

# Price Proposal for Ketchikan Gateway Borough Housing Market Analysis

*For: Ketchikan Gateway Borough*

*From: Points Consulting*

*Date: July 11, 2023*

## Fixed Price Budget

The following budget outlines the fixed cost for completing a Housing Market Analysis for the Ketchikan Gateway Borough. PC considers this project to be a fixed-price engagement. In other words, cost to Ketchikan Gateway Borough will not vary based on PC's cost of labor or material resources to complete the analysis. Pending approval from the Ketchikan Gateway Borough, PC would invoice monthly based on the percentage of tasks completed, as outlined in the budget below. Labor time is indicated within each task component. Additional line items include software costs, design expertise, and travel expenses.

| Task | Cost |
|---|---|
| 1: Project Initiation & Background Research | $7,800 |
| 2: Housing & Socioeconomic Assessment | $9,070 |
| 3: Community Contextual & Topographical Assessment | $9,520 |
| 4: Community Engagement | $9,970 |
| 5: Gaps and Barriers Assessment | $14,650 |
| 6: Implementation Plan | $7,730 |
| 7: Final Deliverables & Presentation | $7,980 |
| Software Costs | $1,550 |
| Design Expertise | $2,300 |
| Travel Expenses | $5,600 |
| **Grand Total** | **$76,170** |

| Person | Personnel Level | Estimated Hours | Billable Hourly Rate |
|---|---|---|---|
| Pedro Jimenez | Staff Economist/Project Lead | 216 | $125.00 |
| Brian Points | President/Assistant Lead | 88 | $170.00 |
| Madeline Bowen | Analyst | 120 | $100.00 |
| Maria Byler | Analyst | 59 | $50.00 |
| Abigail Thorgesen | Operations Coordinator | 126 | $50.00 |
| Carson Valley | Intern | 117 | $30.00 |
| Software Costs | | | $1,550 |
| Design Expertise | | | $2,300 |
| Travel Expenses | | | $5,600 |
| **Grand Total** | | | **$76,170** |

Signed: _____ Date: July 11, 2023

**Assembly - Regular** **7. f.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Amy Briggs, Procurement Officer

**Department:** Finance

**Approved for Submittal:** Ruben Duran, Manager **Approved as to form:** Glenn Brown, Borough Attorney

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**Information**

**TITLE**

Award of Contract to Dawson Construction, Inc. for 2023 Walker Field Improvements in the Amount of $2,265,958

**RECOMMENDED ACTION**

"Subject to no appeal, I move to award a contract to Dawson Construction, Inc. for the 2023 Walker Field Improvements in the amount of $2,265,958 for the Base Bid and bid Alternate Numbers 1 and 2."

**SUMMARY OF ISSUE**

Staff released an Invitation for Bid for the 2023 Walker Field Improvement on June 14. Upon the July 12 bid closing, two bids were received. The lowest responsive and responsible bidder was Dawson Construction, Inc., with a Base Bid amount of $2,066,896. Additionally, two Alternate Bids were accepted totaling $36,762 for Alternate Bid No. 1 and $162,300 for Alternate Bid No. 2, for a total project amount of $2,265,958. A Notice of Intent to Award was issued on July 13, with the appeal period ending July 20.

Dawson Construction's bid of $2,265,958 is consistent with the engineer's estimate of $2,282,970. A copy of the bid tabs compared to an engineer's estimate (based on initial costs from Trevor Sande, PE, and comparable projects), is attached.

**Scope for the 2023 Walker Field Improvements Civil Site Work Project:**
Work will entail all site work on some 4.47-acres of the Walker Field Parcel for the Walker Field Improvements project, including: structure demolition, drainage installation, subgrade preparation, drain rock base fill grading, sand removal, concrete block and cast-in-place concrete retaining wall construction, water and sewer service installation, perimeter curb installation, field fencing and netting installation, safety fencing installation, dugout construction, and all other work necessary to prepare the field surface for artificial turf installation to follow. Work will include coordinating site work around conduit and light pole installation by others. Work also contained in this bid solicitation will install a concrete block wall and fencing around the Borough's maintenance lockup at the northwest corner of the property, and install fencing and pea gravel to create a Dog Park near the intersection of Schoenbar and Park Avenue. The full bid set of documents and all three addenda may be found at:2023 Walker Field Improvements.

**Pending Work:**
Staff anticipates several encumbrances between the award of this contract and the commencement of the project: concrete blocks for the easterly field perimeter and behind the Maintenance Building, a

storm drainage package, and some portion of the cost of the water main work. Items will be brought to the Assembly should they require policy direction or meet the expense thresholds to require Assembly action. Note also that one portion of the work - demolition of the Ralph Peters Building - was removed from the scope of the 2023 Walker Field Improvement project due to the possible presence of hazardous materials within the building. Staff will conduct verification testing in the next year with a qualified engineering firm.

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**Fiscal Impact**

| | |
|---|---|
| **Amount Budgeted:** | See below |
| **Expenditure Required:** | $2,265,958 |
| **Appropriation Required:** | N/A |
| **Additional Fiscal Information:** | |

**Sports Fields:**
Work under the Base Bid and Alternate Bid No. 1 (Dog Park) 1 totaling $2,103,658 will utilize the Sports Field Bond (total value: $7,576,285) and $3,400,000 in General Funds budgeted in FY2024 (Account # 101-38-000-6618). Staff has calculated expenses encumbered to date, and assumed costs to complete projects at Dudley Field for which grant funding has been received:

| | | | |
|---|---|---|---|
| **Revenues** | | | **Total** |
| | Field Bond | 7,576,285 | |
| | General Fund (Account #101-38-000-6618) | 3,400,000 | |
| | | | **10,976,285** |
| **Expenses** | **Dudley Field** | | |
| | Actuals YTD Sitework and Turf Installation | 3,426,429 | |
| | Approved Contracts less Grant Funding | 218,259 | |
| | Estimated Costs for Completion | 991,376 | |
| | **Walker Field** | | |
| | FieldTurf Approved Contract (6.17.23) | 2,722,758 | |
| | | | **7,358,822** |
| **Remainder** | Funds available to complete Walker Field | | **$3,617,463** |

Should this contract be awarded, there will remain some $1,513,805 in the supplemental General Funds available to pursue the construction of the Walker Field Grandstands.

**Alternate Bid No. 2 (Maintenance Building):**
The $162,300 per the recommended award for this portion of the work will entirely be drawn from $300,000 in GF Capital Funds (Account #101-40-160-6540). Funds remaining totaling $137,700 will be allocated towards construction of an open, uninsulated expansion to the Maintenance Building to provide dry equipment and apparatus storage.

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**Attachments**

Bid Tab for 2023 Walker Field Improvements
Dawson Construction, Inc Bid

| | | | | *Dawson Construction, LLC* | | *Pool Engineering, Inc.* | |
|---|---|---|---|---|---|---|---|
| **Bid Item Number** | **Base Bid: *2023 Walker Field Improvements*** | | | | | | |
| | **Base Bid Item:** | **Quantity** | **Units** | **UNIT PRICE** | **BID PRICE** | **UNIT PRICE** | **BID PRICE** |
| 1 | Mobilization/ Bonding/ Insurance | 1 | LS | $200,000.00 | $200,000.00 | $360,000.00 | $360,000.00 |
| 2 | Asphalt Removal | 400 | SY | $10.00 | $4,000.00 | $50.00 | $20,000.00 |
| 3 | Demolition of Structures | 1 | LS | $75,000.00 | $75,000.00 | $310,000.00 | $310,000.00 |
| 4 | Concrete Sidewalk, Curb, and Gutter Removal | 100 | SY | $10.00 | $1,000.00 | $50.00 | $5,000.00 |
| 5 | Fence Removal | 1 | LS | $46,500.00 | $46,500.00 | $17,000.00 | $17,000.00 |
| 6 | Base Course, Grading D-1 | 250 | CY | $252.00 | $63,000.00 | $200.00 | $50,000.00 |
| 7 | Borrow Excavation | 800 | CY | $56.00 | $44,800.00 | $30.00 | $24,000.00 |
| 8 | 4" Minus Crushed Rock | 1000 | CY | $80.00 | $80,000.00 | $90.00 | $90,000.00 |
| 9 | Unsuitable Excavation | 2000 | CY | $28.00 | $56,000.00 | $50.00 | $100,000.00 |
| 10 | Solid Rock Excavation | 200 | CY | $150.00 | $30,000.00 | $150.00 | $30,000.00 |
| 11 | Shot Rock Embankment, 18" Minus | 500 | CY | $50.00 | $25,000.00 | $60.00 | $30,000.00 |
| 12 | Select Gravel Base Rock (6" depth) | 5650 | Ton | $60.00 | $339,000.00 | $105.00 | $593,250.00 |
| 13 | Install 1"x12" Field Panel Drains | 1 | LS | $125,000.00 | $125,000.00 | $20,000.00 | $20,000.00 |
| 14 | 8'inch Culvert Installation | 100 | LF | $70.00 | $7,000.00 | $120.00 | $12,000.00 |
| 15 | 12-inch Culvert Installation | 100 | LF | $225.00 | $22,500.00 | $120.00 | $12,000.00 |
| 16 | 12-inch Perforated Culvert Installation | 400 | LF | $81.00 | $32,400.00 | $50.00 | $20,000.00 |
| 17 | 24-inch Culvert Installation | 450 | LF | $282.00 | $126,900.00 | $150.00 | $67,500.00 |
| 18 | Storm Manhole Installation | 3 | EA | $9,000.00 | $27,000.00 | $14,000.00 | $42,000.00 |
| 19 | Catch Basin Installation | 7 | EA | $4,000.00 | $28,000.00 | $5,000.00 | $35,000.00 |
| 20 | Adjust Storm Manhole/CB to Grade | 6 | EA | $1,000.00 | $6,000.00 | $7,000.00 | $42,000.00 |
| 21 | Install Chain Link Perimeter Field Fence (8' & 10' height) | 1572 | LF | $77.00 | $121,044.00 | $70.00 | $110,040.00 |
| 22 | Install 4' Chain Link Fence | 200 | LF | $128.00 | $25,600.00 | $135.00 | $27,000.00 |
| 23 | Vehicle Gate | 1 | LS | $5,000.00 | $5,000.00 | $20,000.00 | $20,000.00 |
| 24 | Install 8" Dia Backstop Poles | 1 | LS | $58,500.00 | $58,500.00 | $45,000.00 | $45,000.00 |
| 25 | Install Ancillary Field Item (foul poles, base inserts, batting cages, mound inserts) | 1 | LS | $43,050.00 | $43,050.00 | $50,000.00 | $50,000.00 |
| 26 | Install Pre-Cast Concrete Block Wall | 1000 | SF | $16.00 | $16,000.00 | $25.00 | $25,000.00 |
| 27 | Cast-In-Place Retaining Wall | 120 | CY | $250.00 | $30,000.00 | $2,100.00 | $252,000.00 |
| 28 | Cast in Place Perimeter Concrete Field Curb | 1635 | LF | $60.00 | $98,100.00 | $75.00 | $122,625.00 |
| 29 | Concrete Sidewalk | 1000 | SY | $95.00 | $95,000.00 | $85.00 | $85,000.00 |
| 30 | Concrete Curb and Gutter | 300 | LF | $48.00 | $14,400.00 | $45.00 | $13,500.00 |
| 31 | Dugouts | 2 | EA | $50,000.00 | $100,000.00 | $42,000.00 | $84,000.00 |
| 32 | Relocate Existing Scoreboard & Flag Pole | 1 | LS | $20,550.00 | $20,550.00 | $14,000.00 | $14,000.00 |
| 33 | Sewer Service (concessions & indoor facility) | 1 | LS | $32,000.00 | $32,000.00 | $50,000.00 | $50,000.00 |
| 34 | 2" Water Services | 1 | EA | $10,000.00 | $10,000.00 | $12,000.00 | $12,000.00 |
| 35 | Install Owner Furnished 42" Dia. HDPE Raw Water Main | 60 | LF | $400.00 | $24,000.00 | $2,100.00 | $126,000.00 |
| 36 | Haul Surplus Sand and Gravel | 750 | CY | $28.00 | $21,000.00 | $20.00 | $15,000.00 |
| 37 | Protective Post | 6 | EA | $2,017.00 | $12,102.00 | $2,000.00 | $12,000.00 |
| 38 | Signage | 5 | EA | $290.00 | $1,450.00 | $1,400.00 | $7,000.00 |
| | **Base Bid Total:** | | | $2,066,896.00 | | $2,949,915.00 | |

| | | | | | *Dawson Construction, LLC* | | *Pool Engineering, Inc.* | |
|---|---|---|---|---|---|---|---|---|
| **Bid Item Number** | **Alternate Bid No. 1 (Dog Park)** | | | | | | | |
| | **Alternate Bid Item:** | **Quantity** | **Units** | **UNIT PRICE** | **BID PRICE** | **UNIT PRICE** | **BID PRICE** |
| 1 | Install 4' Tall Chain Link Fence with Gate | 566 | LF | $57.00 | $32,262.00 | $52.00 | $29,432.00 |
| 2 | Place Owner Furnished Pea Gravel | 300 | CY | $15.00 | $4,500.00 | $15.00 | $4,500.00 |
| | **Alternate Bid No. 1 Total:** | | | | $36,762.00 | | $33,932.00 |
| **Bid Item Number** | **Alternate Bid No. 2 (Maintenance Building)** | | | | | | |
| | **Alternate Bid Item:** | **Quantity** | **Units** | **UNIT PRICE** | **BID PRICE** | **UNIT PRICE** | **BID PRICE** |
| 1 | Install Precast Concrete Block Wall Slope Stabilization | 1600 | SF | $45.00 | $72,000.00 | $60.00 | $96,000.00 |
| 2 | Install 8' Tall Chain Link Fence with Gate | 400 | LF | $75.00 | $30,000.00 | $72.00 | $28,800.00 |
| 3 | Fence Removal | 1 | LS | $8,850.00 | $8,850.00 | $3,400.00 | $3,400.00 |
| 4 | Base Course, Grading D-1 | 50 | CY | $250.00 | $12,500.00 | $200.00 | $10,000.00 |
| 5 | 4" Minus Crushed Rock | 200 | CY | $100.00 | $20,000.00 | $60.00 | $12,000.00 |
| 6 | Unsuitable Excavation | 200 | CY | $30.00 | $6,000.00 | $55.00 | $11,000.00 |
| 7 | Install 4' Tall Chain Link Fence | 70 | LF | $185.00 | $12,950.00 | $135.00 | $9,450.00 |
| | **Alternate Bid No. 2 Total:** | | | | $162,300.00 | | $170,650.00 |
| | | | | | | | |
| | | | | | | | |
| | ***Modification:*** | | | | | | |
| | | | | | $0.00 | | $0.00 |
| | **Grand Total:** | | | | **$2,265,958.00** | | **$3,154,497.00** |

I hereby certify that on or before **2:00 pm** on **July 12, 2023,** the bids listed above were received for the referenced project in the Office of the Borough Clerk. These were all of the bids received at or before the deadline for submission. The bid data included in this spreadsheet is as provided in the bid forms submitted by the bidders. The data provided herein, in addition to the bid documents submitted by the bidders, is subject to further review by the Borough Manager or designee in accordance with Chapter 11.20 KGBC. This list does not indicate which bid is the successful bid or indicate the responsiveness of the bids. The successful bidder, if any, will be identified in a notice of intent to award issued by the Borough Prcurement Officer.

SIGNED AND DATED **July 12, 2023**

Borough Clerk or Designee

## BID DOCUMENTATION FORMS
## GENERAL ACKNOWLEDGMENTS

### 2023 WALKER FIELD IMPROVEMENTS

Award of Project. The Borough shall have the right to reject this bid and such bid shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its closing.

Notice of Acceptance. Notice of acceptance and award of the project or requests for additional information may be addressed to the undersigned bidder at the business address set forth in this bid.

Minimum Standards. The required work and/or specifications attached herein shall be considered as the minimum standards acceptable to the Borough.

Bidder's Certification.

By signature on this bid documentation, the undersigned bidder certifies that:

A. The will comply will all insurance requirements in this IFB;
B. The bidder will comply with all applicable local, state, and federal laws, including but not limited to, wage and hour laws and non-discrimination laws;
C. The bidder will comply with all terms and conditions set out in this IFB;
D. The bidder's bid was independently arrived at, without collusion, under penalty of perjury; and
E. The bid will remain open and valid for at least 60 days from the closing date of the IFB.

Receipt of Addenda. Receipt of the following Addenda to the IFB Documents is hereby acknowledged.

| ADDENDA NO. | DATE OF RECEIPT OF ADDENDA | SIGNED ACKNOWLEDGMENT |
|---|---|---|
| 1 | 6/23/2023 | Z.R |
| 2. | 6/30/2023 | Z.R |
| 3. | 7/5/2023 | Z.R |
| 4. | N/A | Z.R |

(Note: Failure to acknowledge receipt of any addenda will be considered an irregularity and will result in rejection of the bid.)

## SUBCONTRACTOR LIST

SUBCONTRACTORS: The bidder may not subcontract greater than fifty percent of this project without prior written approval of the Borough. List all subcontractors who will be providing greater than 5 percent of the project work and an approximate percentage of their individual participation by discipline. Use additional copies of this form as needed.

SUBCONTRACTORS:

Company/Firm Name Security Link, Inc. DBA SE Fence Specialists

Estimated percentage of subcontractor's participation by discipline 12%

Telephone (907) 247-3362

Fax No. (907) 225-3362

Business Address 618 Canyon Road Ketchikan, AK 99901

Company/Firm Name N/A

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name N/A

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

**BIDDER:**

By: Todd Rawls

Title: Secretary

Alaska Business License No. 1036873

Company/Firm Name Dawson Construction, LLC

Telephone 360-756-1000

Fax No. 360-756-1001

Mobile No. 360-2014514

Business Address 405 32nd St., Suite 110 - Bellingham, WA 98225

Email planholder@dawson.com

Pursuant to and in compliance with the Invitation for Bids, the undersigned bidder, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the bid for the following:

Signature of Individual Authorized to Bind the Bidder

Todd Rawls, Secretary
Printed Name and Title of Individual Authorized to Bind the Bidder

June 29, 2023
Date

## LIMITED LIABILITY COMPANY (LLC) ACKNOWLEDGMENT
(If applicable)

STATE OF WASHINGTON )
COUNTY OF WHATCOM ) ss.
~~FIRST JUDICIAL DISTRICT~~ )

On this 29th day of June, 2023, before me appeared Todd Rawls, to me personally known, who, being by me duly sworn, did say that he/she is the Member of Dawson Construction, LLC a Washington (State) Limited Liability Company and that said instrument was signed on behalf of said Washington (State) Limited Liability Company and said officer acknowledged said instrument to be the free act and deed of said Limited Liability Company.

**NOTARY PUBLIC**

Notary Public, State of Washington
My Commission Expires 12/10/2024

(SEAL)
Notary Public
State of Washington
Stephanie L Bash
Commission No. 11434
Commission Expires 12-10-24

## PRICE PROPOSAL FORM: ADDENDUM 3. REVISION 2.

## 2023 WALKER FIELD IMPROVEMENTS

Contract Documents which are the basis for the proposal:

1. This IFB and any and all Addenda

Allowances included in Pricing:

**BASE BID**

| BID ITEM NUMBER | DESCRIPTION BID PRICE | UNITS | UNIT PRICE | BID QUANTITY | |
|---|---|---|---|---|---|
| 1 | Mobilization/Bonding /Insurance | LS | $ 200,000 | 1 | $ 200,000 |
| 2 | Asphalt Removal | SY | $ 10 | 400 | $ 4,000 |
| 3 | Demolition of Structures | LS | $ 75,000 | 1 | $ 75,000 |
| 4 | Concrete Sidewalk, Curb, and Gutter Removal | SY | $ 10 | 100 | $ 1,000 |
| 5 | Fence Removal | LS | $ 46,500 | 1 | $ 46,500 |
| 6 | Base Course, Grading D-1 | CY | $ 252 | 250 | $ 63,000 |
| 7 | Borrow Excavation | CY | $ 56 | 800 | $ 44,800 |
| 8 | 4" Minus Crushed Rock | CY | $ 80 | 1000 | $ 80,000 |
| 9 | Unsuitable Excavation | CY | $ 28 | 2000 | $ 56,000 |
| 10 | Solid Rock Excavation | CY | $ 150 | 200 | 30,000 |
| 11 | Shot Rock Embankment, 18" Minus | CY | $ 50 | 500 | $ 25,000 |
| 12 | Select Gravel Base Rock (6" depth) | Ton | $ 60 | 5650 | $ 339,000 |
| 13 | Install 1"x12" Field Panel Drains | LS | $ 125,000 | 1 | $ 125,000 |
| 14 | 8-inch Culvert Installation | LF | $ 70 | 100 | $ 7,000 |
| 15 | 12-inch Culvert Installation | LF | $ 225 | 100 | $ 22,500 |
| 16 | 12-inch Perforated Culvert Installation | LF | $ 81 | 400 | $ 32,400 |

| | | | | | |
|---|---|---|---|---|---|
| 17 | 24-inch Culvert Installation | LF | $ 282 | 450 | $ 126,900 |
| 18 | Storm Manhole Installation | EA | $ 9,000 | 3 | $ 27,000 |
| 19 | Catch Basin Installation | EA | $ 4,000 | 7 | $ 28,000 |
| 20 | Adjust Storm Manhole/CB to Grade | EA | $ 1,000 | 6 | $ 6,000 |
| 21 | Install Chain Link Perimeter Field Fence (8' & 10' height) | LF | $ 77 | 1572 | $ 121,044 |
| 22 | Install 4' Chain Link Fence | LF | $ 128 | 200 | $ 25,600 |
| 23 | Vehicle Gate | LS | $ 5,000 | 1 | $ 5,000 |
| **24** | **Install 8" Dia Backstop Poles** | **LS** | **$ 58,500** | **1** | **$ 58,500** |
| 25 | Install Ancillary Field Item (foul poles, base inserts, batting cages, mound inserts) | LS | $ 43,050 | 1 | $ 43,050 |
| 26 | Install Pre-Cast Concrete Block Wall | SF | $ 16 | 1000 | 16,000 |
| 27 | Cast-In-Place Retaining Wall | CY | $ 250 | 120 | $ 30,000 |
| 28 | Cast in Place Perimeter Concrete Field Curb | LF | $ 60 | 1635 | $ 98,100 |
| 29 | Concrete Sidewalk | SY | $ 95 | 1000 | $ 95,000 |
| 30 | Concrete Curb and Gutter | LF | $ 48 | 300 | 14,400 |
| 31 | Dugouts | EA | $ 50,000 | 2 | $ 100,000 |
| 32 | Relocate Existing Scoreboard & Flag Pole | LS | $ 20,550 | 1 | $ 20,550 |
| 33 | Sewer Service (concessions & indoor facility) | LS | $ 32,000 | 1 | $ 32,000 |
| 34 | 2" Water Service | EA | $ 10,000 | 1 | $ 10,000 |
| 35 | Install Owner Furnished 42" Dia. HDPE Raw Water Main | LF | $ 400 | 60 | $ 24,000 |
| 36 | Haul Surplus Sand and Gravel | CY | $ 28 | 750 | $ 21,000 |

| | | | | | |
|---|---|---|---|---|---|
| 37 | Protective Post | EA | $ 2,017 | 6 | $ 12,102 |
| 38 | Signage | EA | $ 290 | 5 | $ 1,450 |

Two Million Sixty Six Thousand Eight Hundred Ninety Six
Total Base Bid in Written Words

$ 2,066,896
Total in Dollars

**ALTERNATE BID No. 1 (Dog Park)**

| BID ITEM NUMBER | DESCRIPTION BID PRICE | UNITS | UNIT PRICE | BID QUANTITIY | |
|---|---|---|---|---|---|
| 1 | Install 4' Tall Chain Link Fence with Gate | LF | $ 57 | 566 | $ 32,262 |
| 2 | Place Owner Furnished Pea Gravel | CY | $ 15 | 300 | $ 4,500 |

Thirty Six Thousand Seven Hundred Sixty Two
Total Alternate Bid No. 1 in Written Words

$ 36,762
Total in Dollars

**ALTERNATE BID No. 2 (Maintenance Building)**

| BID ITEM NUMBER | DESCRIPTION BID PRICE | UNITS | UNIT PRICE | BID QUANTITIY | |
|---|---|---|---|---|---|
| 1 | Install Precast Concrete Block Wall Slope Stabilization | SF | $ 45 | 1600 | $ 72,000 |
| 2 | Install 8' Tall Chain Link Fence with Gate | LF | $ 75 | 400 | $ 30,000 |
| 3 | Fence Removal | LS | $ 8,850 | 1 | $ 8,850 |
| 4 | Base Course, Grading D-1 | CY | $ 250 | 50 | $ 12,500 |
| 5 | 4" Minus Crushed Rock | CY | $ 100 | 200 | $ 20,000 |
| 6 | Unsuitable Excavation | CY | $ 30 | 200 | $ 6,000 |
| **7** | **Install 4' Tall Chain Link Fence** | **LF** | **$ 185** | **70** | **$ 12,950** |

One Hundred Sixty Two Thousand Three Hundred
Total Alternate Bid No. 2 in Written Words

$ 162,300
Total in Dollars

Two Million Two Hundred Sixty Five Thousand nine Hundred Fifty Eight
Total Base Bid Plus Alternate Bids in Written Words

$ 2,265,958
Total in Dollars

The basis of Award will be the lowest total submitted base bid provided as determined to be in the best interest of the Ketchikan Gateway Borough.

Dawson Construction, LLC
Company

July 12, 2023
Date

Secretary
Signature and Title

Todd Rawls
Printed Name

# BID BOND

**KNOW ALL MEN BY THESE PRESENTS,**

That we Dawson Construction, LLC (Bidder) as **PRINCIPAL**, and Travelers Casualty and Surety Company of America (Bonding Company) as **SURETY**, a corporation incorporated in the State of Connecticut and authorized to do business in the State of Alaska, are held and firmly bound unto the Ketchikan Gateway Borough, a municipal corporation, hereinafter called the **OWNER**, as Obligee, in the penal sum of Five Percent of Total Amount Bid Dollars ($ --5%--), for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

**WHEREAS** the **PRINCIPAL** has, by written proposal, submitted a bid to the said **OWNER** on that certain contract for the performance of the work, services, and materials for which bids are to be opened on July 5, 20 23, at 2:00 p.m. for:

2023 Walker Field Improvements

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT** if the aforesaid **PRINCIPAL** shall not withdraw said bid within the period specified therein after the opening of the same, or, if no period be specified, within sixty (60) days after said opening, and, if awarded the Contract, shall within the period specified therefore, or such additional time as is allowed by the **OWNER**, or, if no period be specified, within ten (10) days after the prescribed forms are presented to said **PRINCIPAL** for signature, enter into a written contract with the **OWNER** in the prescribed form, in accordance with the bid as accepted, and delivers to the **OWNER** good and sufficient performance and payment bonds on the forms and as required to guarantee the faithful performance of the terms and conditions of the Contract, and the required certificates or policies of insurance, and other instruments as called for by the Contract Documents, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

**IN WITNESS WHEREOF**, we have hereunto set our hands and seals on this 5th day of July, 20 23

Dawson Construction, LLC

**PRINCIPAL**

By: _____

Title: Todd Rawls, Secretary

ATTEST: (If Corporation)

By: N/A

Title: N/A

Corporate Seal

Travelers Casualty and Surety Company of America

**SURETY**

By: _____
Jim S. Kuich

Title: Attorney-in-Fact

P. O. Box 3018
Bothell, WA 98041-3018
(Address)

Corporate Seal

## ATTORNEY-IN-FACT ACKNOWLEDGMENT OF SURETY

STATE OF ~~ALASKA~~WASHINGTON )
COUNTY OF KING ) ss.
~~FIRST JUDICIAL DISTRICT~~ )

On this 5th day of July, 20 23, before me, the undersigned, a Notary Public in and for said ~~district~~ County and State personally appeared Jim S. Kuich known to me to be the person whose name is subscribed to the within instrument as the attorney-in-fact of, Travelers Casualty and Surety Company of America, the corporation named as Surety in said instrument, and acknowledged to me that he subscribed the name of said corporation thereto as Surety, and his own name as attorney-in-fact.

THERESA A LAMB
NOTARY PUBLIC
STATE OF WASHINGTON
COMM. NO. 94183
MY COMM EXP 06-01-27

Theresa A. Lamb
**NOTARY PUBLIC FOR ~~ALASKA~~** WASHINGTON
My Commission Expires: 6/1/2027

**NOTE**: (a) Signatures of those executing for Surety must be properly acknowledged.

(b) The Attorney-in-Fact must attach a certified copy of the Power of Attorney.

## INSTRUCTIONS

1. This form shall be used whenever a bid bond is required.

2. The surety on the bond may be any corporation or partnership authorized to do business in Alaska as an insurer under AS 21.09. In lieu of furnishing a bid bond, the bidder may submit a certified check, cashier's check or money order payable to the **OWNER** in the amount of the bid bond required.

3. The name, including full Christian name, and business or residence address of each individual party to the bond shall be inserted in the space provided therefor, and each party shall sign the bond with his usual signature on the line opposite the scroll seal.

4. If the principals are partners, their individual names shall appear in the space provided therefor, with the recital that they are partners composing a firm, naming it, and all members of the firm shall execute the bond as individuals.

5. If the principal or surety is a corporation, the name of the State in which incorporated shall be inserted in the space provided therefor, and said instrument shall be executed and attested under the corporate seal as indicated in the form. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.

6. The official character and authority of the person or persons executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary, according to the form herein provided. In lieu of such certificate there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

7. The date of this bond must not be prior to the date of the instrument in connection with which it is given.

8. Individual Surety will not be accepted as bid security.

TRAVELERS

**Travelers Casualty and Surety Company of America**
**Travelers Casualty and Surety Company**
**St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Heather L. Allen, Sarah H. Behrens, Emma C. Doleshel, Jim W. Doyle, Natalie C. Chau, Chad M. Epple, Jim S. Kuich, Theresa A. Lamb, Maxwell Martin, Michael A. Murphy, Andy D. Prill, S. M. Scott, and Steve Wagner of Bothell, Washington,** their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF,** the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

HARTFORD, CONN. — TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN. — TRAVELERS CASUALTY AND SURETY COMPANY
CORPORATE SEAL — ST. PAUL FIRE AND MARINE INSURANCE COMPANY

State of Connecticut

By: _____
Robert L. Raney, Senior Vice President

City of Hartford ss.

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF,** I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

ANNA P NOWIK NOTARY PUBLIC CONNECTICUT

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED,** that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED,** that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 5th day of July, 2023

HARTFORD, CONN. — TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN. — TRAVELERS CASUALTY AND SURETY COMPANY
CORPORATE SEAL — ST. PAUL FIRE AND MARINE INSURANCE COMPANY

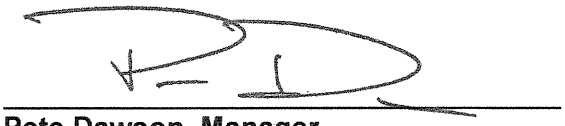
_____
Kevin E. Hughes, Assistant Secretary

***To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.***
***Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.***

**CONSENT RESOLUTION OF**
**THE MANAGER OF**
**DAWSON CONSTRUCTION, LLC**

The undersigned, being the sole Manager of Dawson Construction, LLC, a Washington limited liability company (the "Company"), hereby unanimously consents, in lieu of notice and meeting, to the following resolution:

> **RESOLVED**, that Peter Dawson, Kendall Nielsen, Todd Rawls, Jeremy Carroll, Ryan Binning, Chris Gilberto or Brian Murphy are each hereby authorized and appointed to execute any and all contract bid documents, including but not limited to bid proposals, contracts, bid and performance bonds, and any other documents obligating the Company for the performance of construction contracts in the states of Alaska and Washington on behalf of Dawson Construction, LLC.



**Pete Dawson, Manager**

May 25, 2021
**Date**

# Ketchikan Gateway Borough
## 2023 Walker Field Improvements



| | | | | ENGINEER ESTIMATE | | Dawson Construction, LLC | | | Pool Engineering, Inc. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bid Item Number | Base Bid: *2023 Walker Field Improvements* | | | | | | | | | | |
| | **Base Bid Item:** | **Quantity** | **Units** | **UNIT PRICE** | **TOTAL** | **UNIT PRICE** | **BID PRICE** | ***Difference*** | **UNIT PRICE** | **BID PRICE** | ***Difference*** |
| 1 | Mobilization/ Bonding/ Insurance | 1 | LS | $190,100.00 | $190,100.00 | $200,000.00 | $200,000.00 | $9,900.00 | $360,000.00 | $360,000.00 | $169,900.00 |
| 2 | Asphalt Removal | 400 | SY | $12.50 | $5,000.00 | $10.00 | $4,000.00 | ($1,000.00) | $50.00 | $20,000.00 | $15,000.00 |
| 3 | Demolition of Structures | 1 | LS | $60,000.00 | $60,000.00 | $75,000.00 | $75,000.00 | $15,000.00 | $310,000.00 | $310,000.00 | $250,000.00 |
| 4 | Concrete Sidewalk, Curb, and Gutter Removal | 100 | SY | $10.00 | $1,000.00 | $10.00 | $1,000.00 | $0.00 | $50.00 | $5,000.00 | $4,000.00 |
| 5 | Fence Removal | 1 | LS | $5,000.00 | $5,000.00 | $46,500.00 | $46,500.00 | $41,500.00 | $17,000.00 | $17,000.00 | $12,000.00 |
| 6 | Base Course, Grading D-1 | 250 | CY | $70.00 | $17,500.00 | $252.00 | $63,000.00 | $45,500.00 | $200.00 | $50,000.00 | $32,500.00 |
| 7 | Borrow Excavation | 800 | CY | $15.00 | $12,000.00 | $56.00 | $44,800.00 | $32,800.00 | $30.00 | $24,000.00 | $12,000.00 |
| 8 | 4" Minus Crushed Rock | 1000 | CY | $50.00 | $50,000.00 | $80.00 | $80,000.00 | $30,000.00 | $90.00 | $90,000.00 | $40,000.00 |
| 9 | Unsuitable Excavation | 2000 | CY | $20.00 | $40,000.00 | $28.00 | $56,000.00 | $16,000.00 | $50.00 | $100,000.00 | $60,000.00 |
| 10 | Solid Rock Excavation | 200 | CY | $100.00 | $20,000.00 | $150.00 | $30,000.00 | $10,000.00 | $150.00 | $30,000.00 | $10,000.00 |
| 11 | Shot Rock Embankment, 18" Minus | 500 | CY | $70.00 | $35,000.00 | $50.00 | $25,000.00 | ($10,000.00) | $60.00 | $30,000.00 | ($5,000.00) |
| 12 | Select Gravel Base Rock (6" depth) | 5650 | Ton | $100.00 | $565,000.00 | $60.00 | $339,000.00 | ($226,000.00) | $105.00 | $593,250.00 | $28,250.00 |
| 13 | Install 1"x12" Field Panel Drains | 1 | LS | $100,000.00 | $100,000.00 | $125,000.00 | $125,000.00 | $25,000.00 | $20,000.00 | $20,000.00 | ($80,000.00) |
| 14 | 8'inch Culvert Installation | 100 | LF | $60.00 | $6,000.00 | $70.00 | $7,000.00 | $1,000.00 | $120.00 | $12,000.00 | $6,000.00 |
| 15 | 12-inch Culvert Installation | 100 | LF | $80.00 | $8,000.00 | $225.00 | $22,500.00 | $14,500.00 | $120.00 | $12,000.00 | $4,000.00 |
| 16 | 12-inch Perforated Culvert Installation | 400 | LF | $120.00 | $48,000.00 | $81.00 | $32,400.00 | ($15,600.00) | $50.00 | $20,000.00 | ($28,000.00) |
| 17 | 24-inch Culvert Installation | 450 | LF | $150.00 | $67,500.00 | $282.00 | $126,900.00 | $59,400.00 | $150.00 | $67,500.00 | $0.00 |
| 18 | Storm Manhole Installation | 3 | EA | $8,000.00 | $24,000.00 | $9,000.00 | $27,000.00 | $3,000.00 | $14,000.00 | $42,000.00 | $18,000.00 |
| 19 | Catch Basin Installation | 7 | EA | $2,000.00 | $14,000.00 | $4,000.00 | $28,000.00 | $14,000.00 | $5,000.00 | $35,000.00 | $21,000.00 |
| 20 | Adjust Storm Manhole/CB to Grade | 6 | EA | $500.00 | $3,000.00 | $1,000.00 | $6,000.00 | $3,000.00 | $7,000.00 | $42,000.00 | $39,000.00 |
| 21 | Install Chain Link Perimeter Field Fence (8' & 10' height) | 1572 | LF | $60.00 | $94,320.00 | $77.00 | $121,044.00 | $26,724.00 | $70.00 | $110,040.00 | $15,720.00 |
| 22 | Install 4' Chain Link Fence | 200 | LF | $125.00 | $25,000.00 | $128.00 | $25,600.00 | $600.00 | $135.00 | $27,000.00 | $2,000.00 |
| 23 | Vehicle Gate | 1 | LS | $20,000.00 | $20,000.00 | $5,000.00 | $5,000.00 | ($15,000.00) | $20,000.00 | $20,000.00 | $0.00 |
| 24 | Install 8" Dia Backstop Poles | 1 | LS | $45,000.00 | $45,000.00 | $58,500.00 | $58,500.00 | $13,500.00 | $45,000.00 | $45,000.00 | $0.00 |
| 25 | Install Ancillary Field Item (foul poles, base inserts, batting cages, mound inserts) | 1 | LS | $50,000.00 | $50,000.00 | $43,050.00 | $43,050.00 | ($6,950.00) | $50,000.00 | $50,000.00 | $0.00 |
| 26 | Install Pre-Cast Concrete Block Wall | 1000 | SF | $20.00 | $20,000.00 | $16.00 | $16,000.00 | ($4,000.00) | $25.00 | $25,000.00 | $5,000.00 |

| | | | | ***ENGINEER ESTIMATE*** | | ***Dawson Construction, LLC*** | | | ***Pool Engineering, Inc.*** | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 27 | Cast-In-Place Retaining Wall | 120 | CY | $1,600.00 | $192,000.00 | $250.00 | $30,000.00 | ($162,000.00) | $2,100.00 | $252,000.00 | $60,000.00 |
| 28 | Cast in Place Perimeter Concrete Field Curb | 1635 | LF | $50.00 | $81,750.00 | $60.00 | $98,100.00 | $16,350.00 | $75.00 | $122,625.00 | $40,875.00 |
| 29 | Concrete Sidewalk | 1000 | SY | $22.00 | $22,000.00 | $95.00 | $95,000.00 | $73,000.00 | $85.00 | $85,000.00 | $63,000.00 |
| 30 | Concrete Curb and Gutter | 300 | LF | $50.00 | $15,000.00 | $48.00 | $14,400.00 | ($600.00) | $45.00 | $13,500.00 | ($1,500.00) |
| 31 | Dugouts | 2 | EA | $25,000.00 | $50,000.00 | $50,000.00 | $100,000.00 | $50,000.00 | $42,000.00 | $84,000.00 | $34,000.00 |
| 32 | Relocate Existing Scoreboard & Flag Pole | 1 | LS | $10,000.00 | $10,000.00 | $20,550.00 | $20,550.00 | $10,550.00 | $14,000.00 | $14,000.00 | $4,000.00 |
| 33 | Sewer Service (concessions & indoor facility) | 1 | LS | $40,000.00 | $40,000.00 | $32,000.00 | $32,000.00 | ($8,000.00) | $50,000.00 | $50,000.00 | $10,000.00 |
| 34 | 2" Water Services | 1 | EA | $40,000.00 | $40,000.00 | $10,000.00 | $10,000.00 | ($30,000.00) | $12,000.00 | $12,000.00 | ($28,000.00) |
| 35 | Install Owner Furnished 42" Dia. HDPE Raw Water Main | 60 | LF | $1,300.00 | $78,000.00 | $400.00 | $24,000.00 | ($54,000.00) | $2,100.00 | $126,000.00 | $48,000.00 |
| 36 | Haul Surplus Sand and Gravel | 750 | CY | $20.00 | $15,000.00 | $28.00 | $21,000.00 | $6,000.00 | $20.00 | $15,000.00 | $0.00 |
| 37 | Protective Post | 6 | EA | $800.00 | $4,800.00 | $2,017.00 | $12,102.00 | $7,302.00 | $2,000.00 | $12,000.00 | $7,200.00 |
| 38 | Signage | 5 | EA | $400.00 | $2,000.00 | $290.00 | $1,450.00 | ($550.00) | $1,400.00 | $7,000.00 | $5,000.00 |
| | | | | | | | | | | | |
| | **Base Bid Total:** | | | $2,075,970.00 | | $2,066,896.00 | | ($9,074.00) | $2,949,915.00 | | $873,945.00 |

# Ketchikan Gateway Borough
## 2023 Walker Field Improvements



| | | | | ENGINEER ESTIMATE | | Dawson Construction, LLC | | | Pool Engineering, Inc. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bid Item Number | **Alternate Bid No. 1 (Dog Park)** | | | | | | | | | | |
| | **Alternate Bid Item:** | **Quantity** | **Units** | **UNIT PRICE** | **TOTAL** | **UNIT PRICE** | **BID PRICE** | ***Difference*** | **UNIT PRICE** | **BID PRICE** | ***Difference*** |
| 1 | Install 4' Tall Chain Link Fence with Gate | 566 | LF | *$125.00* | *$70,750.00* | $57.00 | $32,262.00 | *($38,488.00)* | $52.00 | $29,432.00 | *($41,318.00)* |
| 2 | Place Owner Furnished Pea Gravel | 300 | CY | *$10.00* | *$3,000.00* | $15.00 | $4,500.00 | *$1,500.00* | $15.00 | $4,500.00 | *$1,500.00* |
| | **Alternate Bid No. 1 Total:** | | | *$73,750.00* | | $36,762.00 | | ($36,988.00) | $33,932.00 | | ($39,818.00) |
| **Bid Item Number** | **Alternate Bid No. 2 (Maintenance Building)** | | | | | | | | | | |
| | **Alternate Bid Item:** | **Quantity** | **Units** | **UNIT PRICE** | **TOTAL** | **UNIT PRICE** | **BID PRICE** | ***Difference*** | **UNIT PRICE** | **BID PRICE** | ***Difference*** |
| 1 | Install Precast Concrete Block Wall Slope Stabilization | 1600 | SF | *$50.00* | *$80,000.00* | $45.00 | $72,000.00 | *($8,000.00)* | $60.00 | $96,000.00 | *$16,000.00* |
| 2 | Install 8' Tall Chain Link Fence with Gate | 400 | LF | *$60.00* | *$24,000.00* | $75.00 | $30,000.00 | *$6,000.00* | $72.00 | $28,800.00 | *$4,800.00* |
| 3 | Fence Removal | 1 | LS | *$3,000.00* | *$3,000.00* | $8,850.00 | $8,850.00 | *$5,850.00* | $3,400.00 | $3,400.00 | *$400.00* |
| 4 | Base Course, Grading D-1 | 50 | CY | *$70.00* | *$3,500.00* | $250.00 | $12,500.00 | *$9,000.00* | $200.00 | $10,000.00 | *$6,500.00* |
| 5 | 4" Minus Crushed Rock | 200 | CY | *$50.00* | *$10,000.00* | $100.00 | $20,000.00 | *$10,000.00* | $60.00 | $12,000.00 | *$2,000.00* |
| 6 | Unsuitable Excavation | 200 | CY | *$20.00* | *$4,000.00* | $30.00 | $6,000.00 | *$2,000.00* | $55.00 | $11,000.00 | *$7,000.00* |
| 7 | Install 4' Tall Chain Link Fence | 70 | LF | *$125.00* | *$8,750.00* | $185.00 | $12,950.00 | *$4,200.00* | $135.00 | $9,450.00 | *$700.00* |
| | **Alternate Bid No. 2 Total:** | | | *$133,250.00* | | $162,300.00 | | *$29,050.00* | $170,650.00 | | *$37,400.00* |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | ***Modification:*** | | | | | | | | | | |
| | | | | | | | $0.00 | | | $0.00 | |
| | **Grand Total:** | | | ***$2,282,970.00*** | | **$2,265,958.00** | | *($17,012.00)* | **$3,154,497.00** | | $871,527.00 |

**Assembly - Regular** **7. g.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Amy Briggs, Procurement Officer

**Department:** Finance

**Approved for Submittal:** Charlanne Thomas, Finance Director
Ruben Duran, Manager

**Approved as to form:** Glenn Brown, Borough Attorney

**Information**

**TITLE**

Amendment to Contract with BDO USA, LLP to Perform Additional Financial Services for FY 2022 in the Amount of $38,795

**RECOMMENDED ACTION**

"I move to approve a contract amendment with BDO USA, LLP to perform additional financial services for FY 2022 in the amount of $38,795."

**SUMMARY OF ISSUE**

At its regular meeting of May 2, 2022, the Assembly approved a sole source contract award to BDO USA, LLP (BDO) to produce the Borough's Annual Comprehensive Financial Report (ACFR). The Assembly awarded a three-year contract in the amount of $40,000 annually.

The Borough's current audit firm, Teuscher Walpole was unable to provide the ACFR services at the time and declined to provide a quote for the services. Prior to Teuscher Walpole, BDO performed audit services for the Borough from 2012 through 2017, and has continued to support Borough staff with the analysis required for GASB 68 and 75.

BDO's original scope was to provide outsourced accounting and advisory services set forth in Attachment A – Accounting and Advisory Services, in the attached BDO Original Statement of Work. They estimated their services would take approximately 214 hours to compete by various levels of staff. Due to the additional requirements of GASB 87 and the nature of the Borough's leases, the actual hours spent far exceeded those provided in their estimate. See below.

| **Estimated Fee** | | | | | **Actual Hours** | | **GASB 68 & 75** | **GASB 87** | **ACFR** |
|---|---|---|---|---|---|---|---|---|---|
| | **Rate** | **Hours** | **Cost** | | **Hours** | **Cost** | **Hours By Project** | **Hours By Project** | **Hours By Project** |
| Admin | 125.00 | 80 | 10,000 | | 14 | 1,750 | - | - | 14 |
| Staff | 150.00 | 30 | 4,500 | | 3.3 | 495 | 3.30 | - | - |
| Senior | 200.00 | 20 | 4,000 | | - | - | - | - | - |
| Mgr/Director | 250.00 | 74 | 18,500 | | 306.20 | 76,550 | 6.70 | 99.00 | 200.50 |
| Partner | 300.00 | 10 | 3,000 | | - | - | - | - | - |
| | | **214** | **40,000** | | **323.50** | **78,795** | **10** | **99** | **214.50** |

Therefore, staff recommends authorizing the ratification of a contract amendment between the Borough and BDO to perform financial services for fiscal year 2022.

**Fiscal Impact**

**Attachments**

BDO Original Statement of Work

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## SOW - APPENDIX A

## I. ACCOUNTING AND ADVISORY SERVICES AND PREPARATION OF FINANCIAL STATEMENTS

1. BDO will assist the Borough in preparing the GASB 68 and 75 calculations, adjustments, note disclosures, and required supplementary information for the fiscal year ending June 30, 2022, with an estimated completion date of Mid-September / Early October. The Borough will provide the following schedules and information to BDO by the estimated dates detailed below.

    a. PERS Wages by Function - Mid August
    b. PERS On-Behalf Allocation - Mid August
    c. PERS Confirmation from the State of Alaska - Mid August

2. BDO will assist the Borough in implementing GASB 87, Lease Standard and preparing the GASB 87 calculation, adjustments and note disclosures for the fiscal year ending June 30, 2022, with an estimated completion date of Mid-September / Early October. The Borough will provide the following schedules and information to BDO by the estimated dates detailed below.

    a. GASB 87 Policy Implemented - End of May / Early June
    b. Leasee and Lessor Schedules - Already Provided
    c. Copies of all Leases in place for the fiscal year ending June 30, 2022 - Already Provided Existing Leases - End of June / Early July for additional leases from the fiscal year.

3. BDO will assist the Borough in preparation of certain components of the draft Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2022, with an estimated completion date of Mid-November / Early December. The Borough will provide the following schedules and information to BDO by the estimated dates detailed below.

    a. ACFR Helper FY2021 Workbook - Already Provided
    b. FY2021 MD&A, Statistical Tables, RSI Tables, and Notes to the Financial Statements Workbooks - Already Provided
    c. ACFR Helper FY2022 Workbook - Mid-September
    d. FY2022 Master ACFR Workbook - Mid- September
    e. GFOA Certificate of Achievement - When Available / Mid-September
    f. Org. Chart - When Available / Mid-September
    g. Principal Borough Officials - When Available / Mid-September
    h. Preliminary TB and Budget in Excel with Groupings for Drafting - Mid-September
    i. Final TB in Excel with Groupings for Drafting of the Statements - End of September / Mid-October
    j. Original Budget - When Available / Mid-September
    k. IBEW Schedule of Borough Contributions - Contributions and Covered Payroll for 2022 & IBEW Agreement for footnote disclosure - End of September
    l. Cash and Investment Disclosure Information - End of September
    m. Accounts Receivable Reconciliation - End of September
    n. Transfers, Due to/from, Intergovernmental Advances, Interfund Loans Lead Schedules - End of September

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o. Long-Term Debt Lead Schedules and Amortization of Principal and Interest, Premiums, Discounts, Refunding, etc. - End of September
p. Governmental Capital Asset Schedule and Reconciliation to Capital Outlay (including where capital asset additions were expensed) - End of September
q. Depreciation by Function (unless this falls out from your capital asset schedules on its own) - End of September
r. Accrued Leave Calculations (changes between the PY and CY balances by Function) - End of September
s. Internal Service Fund Chargeback - End of September
t. Grant Revenue Worksheet (For reviewing Schedule of Expenditures of Federal Awards (SEFA) and Schedule of State Financial Assistance (SSFA), if applicable in the CY) - End of September
u. Deferred and Unearned Revenue Schedule - End of September
v. Restricted Net Position and Fund Balance Classifications - End of September
w. Self-Insurance Disclosure (Premium's expense, claims expense, and wellness plan information) & Agreement for Disclosure (Stop Loss per person, etc.) - End of September
x. Tax Abatements for the Disclosure - End of September
y. School District Statements - Component Unit - When Available from the School District

**Accepted and Agreed to by:**

**Ketchikan Gateway Borough, Alaska**

DocuSigned by:
By: Cynna Gubatayao _____ Date: 5/3/2022
0C611410D88B4AD...
Name: Cynna Gubatayao
Title: Assistant Borough Manager

**Assembly - Regular** **7. h.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Jenni Fox, Deputy Clerk

**Department:** Clerk

**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:**
Ruben Duran, Manager

## Information

### TITLE

Assembly Review of New Destination Resort Liquor License Application for Cape Fox Lodge LLC, dba The Whistle Stop, Located at 7139 North Tongass Highway - License No. 6125

### RECOMMENDED ACTION

"I move that, in accordance with KGBC 2.25.010, the Assembly finds no reason to protest new Destination Resort Liquor License # 6125 for Cape Fox Lodge LLC, dba The Whistle Stop, as submitted to the State of Alaska Alcohol & Marijuana Control Office (AMCO)."

### SUMMARY OF ISSUE

On June 6, 2023, the Borough Clerk's Office received notice that Cape Fox Lodge LLC, dba The Whistle Stop, submitted applications for a new destination resort liquor license, located at 7139 North Tongass Highway, to the State of Alaska Alcohol & Marijuana Control Office (AMCO).

The Assembly may protest the approval of applications for liquor license issuance, renewals and/or transfers by furnishing AMCO and the applicant with a clear and concise written statement of the reason(s) for a protest within sixty days of the notice of application. KGBC 2.25.010 specifies factors which may be considered when reviewing license actions.

The Finance Department provided notification the applicant is current on their locally levied taxes. The Planning Department advised the applicant has no zoning violations. Alaska State Troopers responded they do not have, or collect, information to indicate any actual or potential law enforcement problems related to the businesses, or that would alert them of any negative effects on, or complaints from, the neighboring property owners.

Attached are the license application documents as received from the Alaska Alcoholic Beverage Control Board.

## Fiscal Impact

## Attachments

Notice of New Liquor License Application - 6125

New License Application - 6125

THE STATE of ALASKA
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

May 16, 2023

City of Ketchikan, Ketchikan Gateway Borough
Attn: Kim Stanker
Via Email: kims@ktn-ak.us; taylorl@ktn-ak.us

Cc: kaciep@kgbak.us; boroclerk@kgbak.us; jennif@kgbak.us; deputyclerk@kgbak.us

| | | | |
|---|---|---|---|
| **License Type:** | Destination Resort | **License Number:** | 6125 |
| **Licensee:** | Cape Fox Lodge LLC | | |
| **Doing Business As:** | The Whistle Stop | | |
| **Premises Address:** | 7139 North Tongass Hwy | | |

☒ **New Application** ☐ **Transfer of Ownership Application**
☐ **Transfer of Location Application** ☐ **Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provides that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,
Joan Wilson Director

amco.localgovernmentonly@alaska.gov

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

**What is this form?**

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.**

## Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed. ~~Entity~~ # 44877D

4169

| | | | | | |
|---|---|---|---|---|---|
| Licensee: | Cape Fox Lodge, LLC | | | | |
| License Type: | Destination resort license | Statutory Reference: | 04.11.255 | | |
| Doing Business As: | The Whistle Stop | | | | |
| Premises Address: | 7139 North Tongass Highway | | | | |
| City: | Ketchikan | State: | AK | ZIP: | 99901 |
| Local Governing Body: | Ketchikan Gateway Borough | | | | |
| Community Council: | | | | | |

Bz.Lic. 2150178

| | | | | | |
|---|---|---|---|---|---|
| Mailing Address: | 620 dock street | | | | |
| City: | Ketchikan | State: | Alaska | ZIP: | 99901 |

| | | | |
|---|---|---|---|
| Designated Licensee: | Christopher Luchtefeld | | |
| Contact Phone: | 301-956-0216 | Business Phone: | 907-225-5163 |
| Contact Email: | cluchtefeld@capefoxss.com | | |

6077

Seasonal License? Yes ☐ No ☑ If "Yes", write your six-month operating period: _____

| OFFICE USE ONLY | | | | | |
|---|---|---|---|---|---|
| Complete Date: | | License Years: | | License #: | 6125 |
| Board Meeting Date: | | | Transaction #: | | 100537193 |
| Issue Date: | | | BRE: | | |

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## Section 2 – Premises Information

Premises to be licensed is:

☑ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

5.4 Miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

5.1 Miles

## Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

| | | | | | |
|---|---|---|---|---|---|
| Name: | | | | | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |

This individual is an: ☐ applicant ☐ affiliate

| | | | | | |
|---|---|---|---|---|---|
| Name: | | | | | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.
If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary,* and *managing officer.*
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more,* and for each *manager.*
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more,* and for each *general partner.*

| | | | | | |
|---|---|---|---|---|---|
| Entity Official: | Cape Fox Commercial Services, LLC | | | | |
| Title(s): | Member | Phone: | 907-225-5163 | % Owned: | 100 |
| Address: | 2851 S TONGASS HWY | | | | |
| City: | Ketchikan | State: | AK | ZIP: | 99901 |

| | | | | | |
|---|---|---|---|---|---|
| Entity Official: | Christopher Luchtefeld | | | | |
| Title(s): | Manager | Phone: | (907)225-5163 | % Owned: | 0 |
| Address: | PO Box 8558 | | | | |
| City: | Ketchikan | State: | AK | ZIP: | 99901 |

| | | | | | |
|---|---|---|---|---|---|
| Entity Official: | | | | | |
| Title(s): | | Phone: | | % Owned: | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |

| | | | | | |
|---|---|---|---|---|---|
| Entity Official: | | | | | |
| Title(s): | | Phone: | | % Owned: | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

| | | | | | |
|---|---|---|---|---|---|
| DOC Entity #: | 44877D | AK Formed Date: | 11-20-1989 | Home State: | Alaska |
| Registered Agent: | CRISTA THOMAS | | Agent's Phone: | 907-225-5163 | |
| Agent's Mailing Address: | PO BOX 8558 | | | | |
| City: | Ketchikan | State: | AK | ZIP: | 99901 |

| Residency of Agent: | Yes | No |
|---|---|---|
| Is your corporation or LLC's registered agent an individual resident of the state of Alaska? | ☑ | ☐ |

## Section 5 – Other Licenses

| Ownership and financial interest in other alcoholic beverage businesses: | Yes | No |
|---|---|---|
| Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska? | ☑ | ☐ |

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

100% interest in all: Beverage Dispensary - 713, 810, 3213, 5869. Beverage Dispensary Tourism - 2948, 6037. Package Store - 80, 4057, 5868. Restaurant/Eating Place - 4142, 6033.

## Section 6 – Authorization

| Communication with AMCO staff: | Yes | No |
|---|---|---|
| Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff? | ☑ | ☐ |

If "Yes", disclose the name of the individual and the reason for this authorization:

Timothy Lewis 907-331-3887, President Cape Fox Commercial services

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

## Section 7 – Certifications

| Read each line below, and then sign your initials in the box to the right of each statement: | Initials |
|---|---|
| I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application. | CL |
| I certify that all proposed licensees have been listed with the Division of Corporations. | CL |
| I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued. | CL |
| I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465. | CL |
| I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application. | CL |

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Christopher Luchtefeld

Printed name of licensee

EVELYN MARIE MILLS
NOTARY PUBLIC
REGISTRATION # 7563314
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
APRIL 30, 2025

Signature of Notary Public

Notary Public in and for the State of Virginia.

My commission expires: April 30, 2025

Subscribed and sworn to before me this 18th day of January, 2023.

**Assembly - Regular** **7. i.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Jenni Fox, Deputy Clerk

**Department:** Clerk

**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:**
Ruben Duran, Manager

## Information

### TITLE

Assembly Review of Transfer of Ownership Liquor License Application for Cape Fox Tours, Located at 13194 South Tongass Highway - License No. 713

### RECOMMENDED ACTION

"I move that, in accordance with KGBC 2.25.010, the Assembly finds no reason to protest transfer of ownership application License No. 713, dba Cape Fox Tours, as submitted to the State of Alaska Alcohol & Marijuana Control Office (AMCO)."

### SUMMARY OF ISSUE

On June 18, 2023, the Borough Clerk's Office received notice that Cape Fox Tours LLC, dba Cape Fox Tours, located at 13194 South Tongass Highway, submitted applications for a transfer of ownership application with a name liquor license to the State of Alaska Alcohol & Marijuana Control Office (AMCO).

The Assembly may protest the approval of applications for liquor license issuance, renewals and/or transfers by furnishing AMCO and the applicant with a clear and concise written statement of the reason(s) for a protest within sixty days of the notice of application.KGBC 2.25.010 specifies factors which may be considered when reviewing license actions.

The Finance Department provided notification the applicant is current on their locally levied taxes. The Planning Department advised the applicant has no zoning violations. Alaska State Troopers responded they do not have, or collect, information to indicate any actual or potential law enforcement problems related to the businesses, or that would alert them of any negative effects on, or complaints from, the neighboring property owners.

Attached are the license application documents as received from the Alaska Alcoholic Beverage Control Board.

## Fiscal Impact

## Attachments

Notice of Liquor License Application - License No. 713

Transfer License Application - License No. 713

THE STATE of ALASKA
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

June 18, 2023

City of Ketchikan, Ketchikan Gateway Borough
Via Email: kims@ktn-ak.us; taylorl@ktn-ak.us kaciep@kgbak.us; boroclerk@kgbak.us; jennif@kgbak.us; deputyclerk@kgbak.us

| | | | |
|---|---|---|---|
| **License Type:** | Beverage Dispensary | **License Number:** | 713 |
| **Licensee:** | Cape Fox Tours LLC | | |
| **Doing Business As:** | Cape Fox Tours | | |
| **Premises Address:** | 13194 S Tongass Hwy | | |

☐ **New Application**
☒ **Transfer of Ownership Application with a name change**
☐ **Transfer of Location Application**
☐ **Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provides that the board will deny a license application if the board finds that the license is prohibited as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are in a place within the local government where a local zoning ordinance prohibits the alcohol establishment unless the local government has approved a variance from the local ordinance.

Sincerely,
Joan Wilson Director
amco.localgovernmentonly@alaska.gov

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

**Why is this form needed?**

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04** of **Alaska Statutes** and **Chapter 304** of the **Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents, before any license application will be considered complete.**

## Section 1 – Transferor Information

Enter information for the *current* licensee and licensed establishment.

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Cape Fox Lodge, LLC | | **License #:** | | 713 |
| **License Type:** | Beverage Dispensary | | **Statutory Reference:** | | 04.11.090 |
| **Doing Business As:** | Cape Fox Lodge | | | | |
| **Premises Address:** | 13194 S Tongass Hwy | | | | |
| **City:** | Ketchikan | **State:** | AK | **ZIP:** | 99901 |
| **Local Governing Body:** | Ketchikan Gateway Borough | | | | |

**Transfer Type:**

- [x] Regular transfer
- [ ] Transfer with security interest
- [ ] Involuntary retransfer

| *OFFICE USE ONLY* | | | |
|---|---|---|---|
| *Complete Date:* | | *Transaction #:* | 100537082 |
| *Board Meeting Date:* | | *License Years:* | |
| *Issue Date:* | | *Examiner:* | |



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Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 2 – Transferee Information

Enter information for the *new* applicant and/or location seeking to be licensed.

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Cape Fox Tours, LLC | | | | |
| **Doing Business As:** | Cape Fox Tours | | | | |
| **Premises Address:** | 13194 S Tongass Hwy | | | | |
| **City:** | Ketchikan | **State:** | AK | **ZIP:** | 99901 |
| **Community Council:** | Ketchikan Gateway Borough | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 620 Dock Street | | | | |
| **City:** | Ketchikan | **State:** | AK | **ZIP:** | 99901 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Christopher Luchtefeld | | |
| **Contact Phone:** | 301-956-0216 | **Business Phone:** | 907-225-5163 |
| **Contact Email:** | cluchtefeld@capefoxss.com | | |

**Seasonal License?** Yes ☐ No ☑ **If "Yes", write your six-month operating period:** _____

## Section 3 – Premises Information

**Premises to be licensed is:**

☑ an existing facility ☐ a new building ☐ a proposed building

**The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:**

**What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.**

9.3 Miles

**What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.**

9.2 miles



AMCO Received 2/10/2023

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 4 – Sole Proprietor Ownership Information

**This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.**
**If more space is needed, please attach a separate sheet with the required information.**
The following information must be completed for each licensee and each affiliate (spouse).

**This individual is an:** ☐ applicant ☐ affiliate

| | | | | | |
|---|---|---|---|---|---|
| **Name:** | | | | | |
| **Address:** | | | | | |
| **City:** | | **State:** | | **ZIP:** | |

**This individual is an:** ☐ applicant ☐ affiliate

| | | | | | |
|---|---|---|---|---|---|
| **Name:** | | | | | |
| **Address:** | | | | | |
| **City:** | | **State:** | | **ZIP:** | |

## Section 5 – Entity Ownership Information

**This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.**
**If more space is needed, please attach a separate sheet with the required information.**

- If the applicant is a **corporation**, the following information must be completed for each ***stockholder who owns 10% or more*** of the stock in the corporation, and for each ***president, vice-president, secretary,*** and ***managing officer***.
- If the applicant is a **limited liability organization**, the following information must be completed for each ***member with an ownership interest of 10% or more***, and for each ***manager***.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each ***partner with an interest of 10% or more***, and for each ***general partner***.

| | | | | | |
|---|---|---|---|---|---|
| **Entity Official:** | Cape Fox Commercial Services, LLC | | | | |
| **Title(s):** | Member | **Phone:** | 907-225-5163 | **% Owned:** | 100 |
| **Address:** | 2851 S TONGASS HWY | | | | |
| **City:** | Ketchikan | **State:** | AK | **ZIP:** | 99901 |



AMCO Received 2/10/2023

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

| | | | | | |
|---|---|---|---|---|---|
| **Entity Official:** | Christopher Luchtefeld | | | | |
| **Title(s):** | Manager | **Phone:** | (907)225-5163 | **% Owned:** | 0 |
| **Address:** | PO Box 8558 | | | | |
| **City:** | Ketchikan | **State:** | AK | **ZIP:** | 99901 |

| | | | | | |
|---|---|---|---|---|---|
| **Entity Official:** | | | | | |
| **Title(s):** | | **Phone:** | | **% Owned:** | |
| **Address:** | | | | | |
| **City:** | | **State:** | | **ZIP:** | |

| | | | | | |
|---|---|---|---|---|---|
| **Entity Official:** | | | | | |
| **Title(s):** | | **Phone:** | | **% Owned:** | |
| **Address:** | | | | | |
| **City:** | | **State:** | | **ZIP:** | |

**This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.**

| | | | | | |
|---|---|---|---|---|---|
| **DOC Entity #:** | 60471D | **AK Formed Date:** | 3-12-1997 | **Home State:** | Alaska |
| **Registered Agent:** | CRISTA THOMAS | | **Agent's Phone:** | 907-225-5163 | |
| **Agent's Mailing Address:** | PO BOX 8558 | | | | |
| **City:** | Ketchikan | **State:** | AK | **ZIP:** | 99901 |

**Residency of Agent:** Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska? ☑ ☐



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Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 6 – Other Licenses

**Ownership and financial interest in other alcoholic beverage businesses:** Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska? ☑ ☐

**If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):**

100% interest in all: Beverage Dispensary - 713, 810, 3213, 5869. Beverage Dispensary Tourism - 2948, 6037. Package Store - 80, 4057, 5868. Restaurant/Eating Place - 4142, 6033.

## Section 7 – Authorization

**Communication with AMCO staff:** Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff? ☑ ☐

**If "Yes", disclose the name of the individual and the reason for this authorization:**

Timothy Lewis 907-331-3887, President Cape Fox Commercial services



AMCO Received 2/10/2023
Borough Assembly Packet
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Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

# Form AB-01: Transfer License Application

## Section 8 – Transferor Certifications

**Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.**

I declare under penalty of perjury that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

Signature of transferor

Christopher Luchtefeld

Printed name of transferor

Subscribed and sworn to before me this 9th day of February, 2023.

EVELYN MARIE MILLS
NOTARY PUBLIC
REGISTRATION # 7563314
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
APRIL 30, 2025

Signature of Notary Public

Notary Public in and for the State of Virginia.

My commission expires: April 30, 2025

Signature of transferor

Printed name of transferor

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary Public

Notary Public in and for the State of _____.

My commission expires: _____



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# Form AB-01: Transfer License Application

## Section 9 – Transferee Certifications

| Read each line below, and then sign your initials in the box to the right of each statement: | Initials |
|---|---|
| I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application. | |
| I certify that all proposed licensees have been listed with the Division of Corporations. | |
| I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued. | |
| I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465. | |
| I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application. | |
| I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein,and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification. | |

EVELYN MARIE MILLS
NOTARY PUBLIC
REGISTRATION # 7563314
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
APRIL 30, 2025

Signature of transferee

Christopher Luchtefeld
Printed name

Signature of Notary Public

Notary Public in and for the State of Virginia.

My commission expires April 30, 2025

Subscribed and sworn to before me this 9th day of February, 2023.



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Alaska Alcoholic Beverage Control Board

# Form AB-03: Restaurant Designation Permit Application

**What is this form?**

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A menu or expected menu listing the meals, including entrees prepared onsite and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required $50 permit fee may be made by credit card, check, or money order.

## Section 1 – Establishment Information

Enter information for licensed establishment.

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Cape Fox Tours, LLC | | | | |
| **License Type:** | Restaurant or eating place license | **License Number:** | TBD | | |
| **Doing Business As:** | Cape Fox Tours | | | | |
| **Premises Address:** | 2841 S Tongass Hwy | | | | |
| **City:** | Saxman | **State:** | AK | **ZIP:** | 99901 |
| **Contact Name:** | Christopher Luchtefeld | **Contact Phone:** | 301-956-0216 | | |

## Section 2 – Type of Designation Requested

**This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s)** (check all that apply):

1. ☐ **Dining after standard closing hours:** AS 04.16.010(c)
2. ☑ **Dining by persons 16 – 20 years of age:** AS 04.16.049(a)(2)
3. ☑ **Dining by persons under the age of 16 years, accompanied by a person over the age of 21:** AS 04.16.049(a)(3)
4. ☑ **Employment for persons 16 or 17 years of age:** AS 04.16.049(c)
   NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

| *OFFICE USE ONLY* | | | |
|---|---|---|---|
| *Transaction #:* | | *Initials:* | |



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Alaska Alcoholic Beverage Control Board

# Form AB-03: Restaurant Designation Permit Application

## Section 3 – Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

**List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)**

Underage guest will be allowed to sit at tables to dine not at a bar. Under age employees will not have access to the Liquor room or be able to pour drinks. Underage employees are in the Kitchen or at the checkout stand only.

**Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.**

All of our employees will be TAPS certified. When a manager is not present all alcohol will be locked up. Minors will still have a minors TAPS card but they will not be allowed in the areas alcohol is stored for storage or service. Minors will be permited behind the bar and will not be allowed to serve alcohol.

| | Yes | No |
|---|---|---|
| **Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?** | ☑ | ☐ |

## Section 4 – DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

**Please follow this link to the DEC Food Safety Website:** http://dec.alaska.gov/eh/fss/food/
**Please follow this link to the Municipality Food Safety Website:**
http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx

| **IF you are unable to certify the below statement, please discuss the matter with the AMCO office:** | Initials |
|---|---|
| I have attached a copy of the current food service permit for this premises OR the plan review approval. | |

**Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.*



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Alaska Alcoholic Beverage Control Board

# Form AB-03: Restaurant Designation Permit Application

## Section 5 – Hours of Operation

Review AS 04.16.010(c).

**Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:**

Between 6:30am and 2:00am 7 days a week

## Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

**Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?**

Yes ☐ No ☑

**If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:**

**Food and beverage service offered or anticipated is:**

☑ table service ☐ buffet service ☑ counter service ☐ other

**If "other", describe the manner of food and beverage service offered or anticipated:**



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Alaska Alcoholic Beverage Control Board

# Form AB-03: Restaurant Designation Permit Application

## Section 7 – Certifications and Approvals

| Read each line below, and then sign your initials in the box to the right of each statement: | Initials |
|---|---|
| There are tables or counters at my establishment for consuming food in a dining area on the premises. | CL |
| I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons. This menu includes entrees that are regularly sold and prepared by the licensee at the licensed premises. | CL |
| I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license. | CL |
| I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted. *(AB-03 applications that accompany a new or transfer license application will not be required to submit an additional copy of their premises diagram.)* | CL |

I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

EVELYN MARIE MILLS
NOTARY PUBLIC
REGISTRATION # 7563314
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES
APRIL 30, 2025

Signature of licensee

Signature of Notary Public

Christopher Luchtefeld

Printed name of licensee

Notary Public in and for the State of Virginia.

My commission expires: April 30, 2025

Subscribed and sworn to before me this 9th day of February, 2023.

| Local Government Review (to be completed by an appropriate local government official): | Approved | Denied |
|---|---|---|
| | ☐ | ☐ |

Signature of local government official

Date

Printed name of local government official

Title



AMCO Received 2/10/2023

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Alaska Alcoholic Beverage Control Board

# Form AB-03: Restaurant Designation Permit Application

**AMCO Enforcement Review:** Enforcement Recommendation: Approve ☐ Deny ☐

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Date

**Enforcement Recommendations:**

**AMCO Director Review:** Approved ☐ Denied ☐

Signature of AMCO Director

Printed name of AMCO Director

Date

**Limitations:**



AMCO Received 2/10/2023

**Assembly - Regular** **7. j.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Peter Amylon, Economic Dev Coordinator

**Department:** Manager's Office

**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:** Ruben Duran, Manager

## Information

### TITLE

Cape Fox Corporation Letter of Support for the Conveyance of Alternate Alaska Native Claims Settlement Act Entitlement Lands

### RECOMMENDED ACTION

"I move to authorize the Borough Mayor to sign a letter of support on behalf of the Borough Assembly, supporting Cape Fox Corporation's request to Bureau of Land Management to convey alternative entitlement lands under the Alaska Native Claims Settlement Act."

### SUMMARY OF ISSUE

Recently Mayor Dial was contacted the Cape Fox Corporation, seeking support of their request to the Bureau of Land Management (BLM) to have alternative lands conveyed to the Corporation under the Alaska Native Claims Settlement Act (ANCSA) than what BLM had originally proposed. The alternate lands which Cape Fox is working to secure consists of approximately 180 acres along George Inlet that would connect two of their existing parcels from their cannery property, just past the end of South Tongass Highway at the Ketchikan Public Utilities (KPU) Beaver Falls substation to Mahoney Lake. Cape Fox's desire to seek these alternative lands is for the purpose of constructing a new hydroelectric facility at Mahoney Lake and a transportation and power corridor from the proposed Mahoney Lake site to the KPU Beaver Falls substation. Cape Fox Corporation has been working on this project for several years and has obtained Federal Energy Regulatory Commission (FERC) license #11393 for the Mahoney Lake Power Project. Once finalized, this will be the final conveyance to all ANCSA Village Corporations in Southeast Alaska. Additional information can be found in the "Project Description" attachment to this agenda item.

## Fiscal Impact

## Attachments

Letter of Support
Project Description
Project Map

# KETCHIKAN GATEWAY BOROUGH

**1900 First Avenue, Suite 115, Ketchikan, Alaska 99901**
**● Telephone: (907) 228-6605 ● Fax (907) 228-6697**
**Office of the Borough Mayor**


July 17, 2023

Clifford Blair
President – Board of Directors
Cape Fox Corporation
2851 South Tongass Highway
Ketchikan, Alaska 99901

Dear Mr. Blair,

The Ketchikan Gateway Borough was recently made aware that the Bureau of Land Management is in the process of conveying 184.57 acres of entitlement lands under the Alaska Native Claims Settlement Act (ANCSA) to the Cape Fox Corporation. We understand that Cape Fox Corporation is not in agreement with this conveyance and is alternatively requesting other lands to be conveyed.

Cape Fox Corporation has identified 180 acres which will link parcels of previously conveyed lands under ANSCA. The conveyance will finalize Cape Fox Corporation's ANSCA entitlement. Cape Fox Corporation has obtained a Federal Energy Regulatory Commission (FERC) license to develop a power facility at Mahoney Lake near Ketchikan. By linking Cape Fox's previously conveyed lands it will allow for the construction of a transportation and power corridor which is essential for future economic development opportunities in the areas encompassing Ketchikan, Saxman and Metlakatla.

For nearly three decades beginning in 1978, Cape Fox Corporation has generated revenue primarily through the harvesting of timber. However, as the timber industry has declined, Cape Fox Corporation has learned to adapt to continue to thrive. Although Cape Fox Corporation will continue to utilize timberlands for traditional purposes such as subsistence activities and the use of timber for cultural projects, new ventures are being considered and developed, including: carbon sequestration, ecotourism, ecosystem services and tourism venues.

The Ketchikan Gateway Borough supports Cape Fox Corporation's proposal to the Bureau of Land Management and United States Forest Service to finalize its remaining land conveyance. We believe the Borough, the City of Ketchikan, the City of Saxman and Metlakatla will benefit from Cape Fox Corporation receiving this conveyance.

***Sincerely,***

*Rodney Dial*
*Mayor*
*Ketchikan Gateway Borough*

Cape Fox Corporation
6/15/2023

Cape Fox Corporation (CFC) has been working with the Bureau of Land Management (BLM) for many years to finalize its entitlement under ANCSA. The BLM informed CFC that it was in the process of conveying 184.57 acres of land to CFC to close the CFC entitlement. CFC is not in agreement with the BLM and is requesting alternate lands (180 acres) that will join current CFC owned lands.

CFC is working with the Alaska Delegation to pass federal legislation to identify the final settlement lands (about 180 acres). The attached map shows the lands that Cape Fox Corporation has identified. These lands will allow development of the Mahoney Lake Power Project FERC # 11393. This project has been ongoing for many years. Recent developments in power demand in the Ketchikan, Saxman, and Metlakatla area indicate that additional power supply to the existing power grid is needed. All available power (approximately 38 MW) was online the winter of 2022, the available power was maximized and was barely sufficient to meet demand. The Metlakatla power demand exceeded the power supply and scheduled brownouts were required. The demand for power is growing. The cruise ships which berth in Ketchikan would also purchase power if it was available.

To meet the current and future power demands of the greater Ketchikan Area a proactive approach is required. CFC has the ability to provide a portion of the solution to this growing need. CFC has obtained a FERC license to develop a power facility at Mahoney Lake near Ketchikan. This area is within CFC ownership. The FERC license includes an easement for a powerline / road corridor from the Mahoney Lake site to Beaver Falls Substation on the Ketchikan Power Grid. CFC also owns the land adjacent to the Beaver Falls substation.

The accompanying map illustrates the land ownership of the area. The USFS owns the approximately two and one-half miles between the CFC George Inlet Cannery Property and CFC's Mahoney Lake Properties. The FERC License easement provides a corridor across the area between these parcels.

CFC is proposing that the BLM convey the land along the Mahoney Lake FERC License 11393 Easement east to George Inlet. CFC has mapped this area and found it to be 180 acres. The CFC proposed lands are depicted on the accompanying map. CFC believes this would alleviate current and future management issues associated with the development of the Mahoney Lake power corridor. To assist in the facilitation of this endeavor CFC would like to make the following points:

- The lands CFC is requesting lie between parcels BLM previously conveyed to CFC.
- Some of the settlement parcels indicated by the 10/18/22 BLM letter are also outside of the 6-mile "core" Township definition interpreted by BLM.

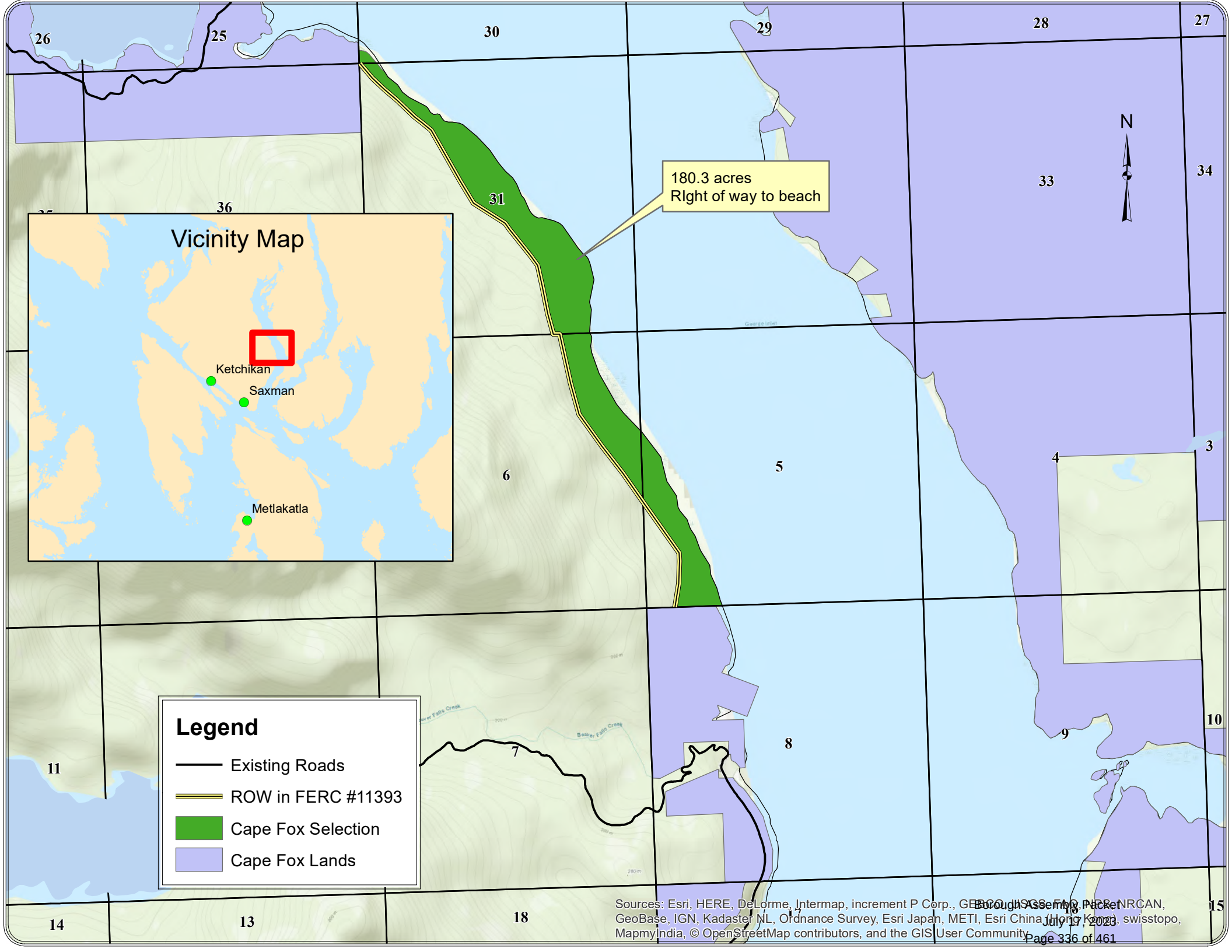
- The proposed lands will simplify future management and prevent isolated parcels.
- CFC will pay the direct costs of surveying the selected parcel.
- This will conclude the ANCSA conveyance to Cape Fox Corporation which has been on-going for nearly 50 years.
- This will be the final conveyance to all ANCSA Village Corporations in southeast Alaska.
- This conveyance will simplify future management issues for both the BLM and USFS associated with the development of the Mahoney Lake power project.
  Conveyance of these lands will allow CFC to further diversify its economic development. CFC is a major contributor to the tourism industry in Ketchikan: supplying Hotel, transportation, food services, tour vendor opportunities such as cart tours, Zodiak water tours, Jeep Tours and providing several Native Culture Interpretive opportunities.

Cape Fox Corporation greatly appreciates that the BLM has been a patient partner in working through the many challenges that the settlement of the ANCSA lands has provided.

Letters of Support would be appreciated. An example is attached.

These can be sent to:

Jamie White at jawhite@capefox-cf.com


180.3 acres
RIght of way to beach
Vicinity Map
Ketchikan
Saxman
Metlakatla
N
Legend
Existing Roads
ROW in FERC #11393
Cape Fox Selection
Cape Fox Lands
Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

**Assembly - Regular** **7. k.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Kacie Paxton, Borough Clerk

**Department:** Clerk

**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:**
Ruben Duran, Manager

## Information

### TITLE

Rescheduling the Second Assembly Meeting in September from September 18 to September 25

### RECOMMENDED ACTION

"I move to reschedule the second Assembly meeting in September from September 18 to September 25, 2023"

### SUMMARY OF ISSUE

KGB Code Section 2.10.080(b) states "...Whenever the assembly feels it is in the best interest of the public to change the time of regular meetings, the assembly shall allow not less than four (4) weeks' prior notice of such change to provide sufficient notice thereof to the public."

Mayor Dial and Assembly Member Bynum will be participating in the SE Conference annual conference September 18-20. Two additional Assembly members have indicated they will be unavailable to attend the September 18 Assembly meeting. With the scheduled Assembly travel, it is anticipated that there will be a minimum quorum available to conduct business on September 18th. The Assembly may:

1. Keep the September 18 Assembly meeting scheduled as planned with a minimum quorum and direction to staff for a light agenda.
2. Reschedule the September 18 meeting to September 25 to ensure a full membership.
3. Cancel the September 18 Assembly meeting.

The motion above is drafted to reschedule the meeting to September 25. If approved by the Assembly, the Clerk's office will provide a public notice of the meeting date change. An alternative motion may be provided at the discretion of the Assembly.

## Fiscal Impact

## Attachments

*No file(s) attached.*

**Assembly - Regular** **8. b.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Charlanne Thomas, Finance Director

**Department:** Finance

**Approved for Submittal:** Charlanne Thomas, Finance Director
Ruben Duran, Manager

**Approved as to form:** Glenn Brown, Borough Attorney

---

**Information**

**TITLE**

Motion to Authorize the Transfer of $1 Million from the General Fund into the Local Education Fund in Accordance with KGBC 4.65.020 - *Postponed on May 15, 2023*

**RECOMMENDED ACTION**

The following motion was made at the May 15, 2023, Assembly meeting, was postponed to July 17, 2023, and is on the floor for debate:

> "*M/S: OTOS/MCQUERRY to authorize the transfer of $1 Million from the General Fund to the Local Education Fund as appropriated in Ordinance 2018, in accordance with KGBC 4.65.020.*"

Passage of this motion requires a supermajority vote of the Assembly, or an affirmative vote by five Assembly members.

Based on the reasons outlined in the Summary of Issue below, staff recommends the motion be postponed indefinitely. Therefore, the following motion would be in order:

**"I move to postpone indefinitely the motion to authorize the transfer of $1 Million from the General Fund to the Local Education Fund."**

**SUMMARY OF ISSUE**

The Assembly first considered this fund transfer at its meeting of May 15, 2023. At the time, Ordinance 2018, the FY 2024 Borough Budget Ordinance, included an appropriation for the transfer of $1 Million from the General Fund into the Local Education Fund (LEF). The transfer into the LEF requires a supermajority vote of the Assembly in accordance with KGBC 4.65.020(f), which reads: "(f) Any other money appropriated to the local education fund by the affirmative vote of at least five members of the assembly."

Following Assembly discussion on May 15th, the Assembly postponed the motion to transfer the funds to the meeting of July 17, 2023. The Assembly postponed consideration of Ordinance 2018, the Borough Budget ordinance, and Ordinance 2017, the District Spending Authority ordinance to the meeting of May 22, 2023.

On May 22, 2023, the Assembly adopted Ordinance 2018-Substitute which reduced the appropriation to the Local Education Fund by $1 Million, making this transfer unnecessary.

Staff anticipates that the School Board will be requesting an increase to the Local Discretionary Funding. Upon receipt of the formal request, staff intends to bring forward a supplemental appropriation that will allow the school district to spend up to their requested spending authority of $46,241,389, thus eliminating the need for an additional $1 Million transfer.

For reasons listed above, staff recommends postponing indefinitely the motion to transfer the funds.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Assembly - Regular** **9. a.**

**Meeting Date:** 07/17/2023
**Responsible Staff:** Richard Harney, Planning Director
**Department:** Planning and Community Development
**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:**
Ruben Duran, Manager
Richard Harney, Planning Director

---

**Information**

**TITLE**

Resolution 3019, Adopting the Ketchikan Tourism Strategy and Direction to Begin Implementation

**RECOMMENDED ACTION**

I move to adopt Resolution 3019, adopting the Ketchikan Tourism Strategy and directing staff to begin implementing the strategy.

**SUMMARY OF ISSUE**

The Planning Department presents the long-awaited Ketchikan Tourism Strategy (KTS), a visionary five-year blueprint designed to propel Ketchikan towards a future of tourism that enhances our competitiveness, prosperity, and resilience while preserving the essence of our unique community. The document is available onhttps://ktntalk.com/ketchikan-tourism-strategy and a direct link here.

The primary purpose of the KTS is to align tourism development with the long-term interests of our community, maximizing the benefits while mitigating negative impacts. After a year-long participatory planning process, where more than a thousand local stakeholders representing the wider community, public sector, private sector, and civic sector contributed their valuable insights, we have arrived at a strategy that embodies our shared values and aspirations.

The KTS is firmly rooted in the Community Vision:
*"Ketchikan is a vibrant tourism destination balancing residents' quality of life and the quality of the visitor economy by coordinating and collaborating across all local jurisdictions to prioritize diversity of visitor experiences and support the protection of Ketchikan's unique environmental, cultural, and natural resources."*

In pursuit of this vision, the KTS supports the following community values:

- Respect and Protection of Local Community: Striking a balance between visitor impacts and the resident quality of life to ensure the longevity of our tourism industry.
- Stewardship of the Natural Environment: Recognizing that our economic future depends on protecting our natural environment, promoting both environmental and economic sustainability.
- Education of Residents and Visitors: Empowering both residents and visitors through education on our values, challenges, and goals, fostering a deeper understanding of our community.
- Shared Responsibility and Collaboration: Emphasizing the inclusion of all communities and shared management of tourism across local jurisdictions for the long-term prosperity of tourism and other industries.

The KTS outlines eight stewardship goals and 25 strategies developed through extensive collaboration and focus groups. This practical framework will guide our collaborative actions with a five-year implementation schedule and the establishment of an interim destination stewardship council. This council will sustain momentum and serve as a bridge to the creation of a permanent tourism backbone organization that supports effective collaborative management.  Key performance indicators have been integrated into each main strategy to define success and enable transparent public reporting.

The Ketchikan Tourism Strategy was presented to the Planning Commission on July 11th with a recommendation of adoption.  Once the KTS is adopted, implementation of the strategy will begin to ensure the momentum built over the course of the past year during the planning process continues.

---

**Fiscal Impact**

**Attachments**

Resolution 3019

Ketchikan Tourism Strategy

---

# KETCHIKAN GATEWAY BOROUGH

## RESOLUTION NO. 3019

**A Resolution of the Assembly of the Ketchikan Gateway Borough, Adopting the Ketchikan Tourism Strategy and Direction to Begin Implementation**

**R E C I T A L S**

**A.** **WHEREAS**, the Borough initiated a year-long planning process bringing together approximately 1,600 residents, businesses, non-governmental organizations, public sector, tribal governments, and community leaders across all local jurisdictions to develop a community vision and strategies for tourism in Ketchikan; and

**B.** **WHEREAS**, Ketchikan is a vibrant tourism destination balancing residents' quality of life and the quality of the visitor economy by coordinating and collaborating across all local jurisdictions to prioritize the diversity of visitor experiences and support the protection of Ketchikan's unique environmental, cultural, and natural resources; and

**C.** **WHEREAS**, the Ketchikan Tourism Strategy outlines eight stewardship goals and 25 strategies developed through extensive collaboration and focus groups that will guide collaborative actions with a five-year implementation schedule; and

**D.** **WHEREAS**, the Ketchikan Tourism Strategy will provide the community of Ketchikan with a guiding document and vision for tourism which is in the best interest of Ketchikan Gateway Borough.

**NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FACTS, IT IS RESOLVED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH** as follows:

**Section 1.** The Ketchikan Tourism Strategy is adopted as the guiding visioning document and implementation schedule for sustainable tourism development and management in the Ketchikan Gateway Borough and shall be incorporated into the comprehensive plan.

**Section 2.** The Manager shall begin the implementation phase of the Ketchikan Tourism Strategy based on the findings of the adopted document.

**Section 3.** Effective Date. This resolution shall be effective immediately.

ADOPTED this _____ day of _____, 2023.

_____

Rodney Dial, Borough Mayor

*ATTEST:*

_____

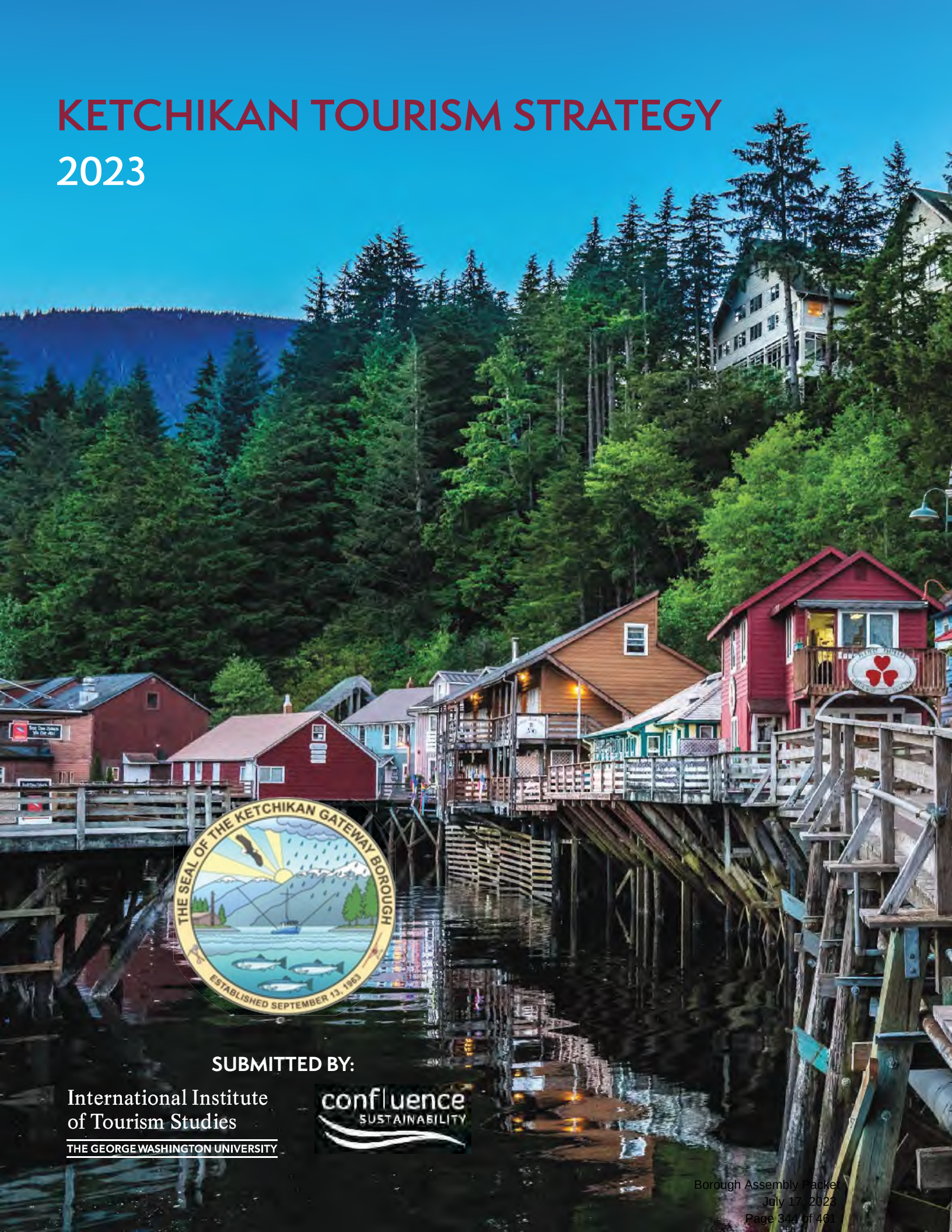
Kacie Paxton, Borough Clerk

*APPROVED AS TO FORM*:

_____

Glenn Brown, Borough Attorney

# KETCHIKAN TOURISM STRATEGY
## 2023




**SUBMITTED BY:**

International Institute of Tourism Studies
THE GEORGE WASHINGTON UNIVERSITY

confluence SUSTAINABILITY



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# Foreword

Our team at the Department of Planning and Community Development, Ketchikan Gateway Borough is pleased to present the Ketchikan Tourism Strategy (KTS)–an islandwide community plan for the future of tourism. Tourism is a vital contributor to the economic and social development of all communities in Ketchikan, but it can also have negative impacts on the environment, culture, and communities if not managed responsibly. Therefore, it is essential to plan and manage tourism carefully and collaboratively.

The KTS is based on extensive research, consultations, and engagement with the local community and other stakeholders. We are very grateful to the more than one thousand residents, community leaders, and tourism leaders in local jurisdictions that completed the resident survey, gave time to the one-on-one meetings and attended the focus groups, workshops and work sessions that have shaped the entire strategy, from the shared vision and values that the KTS supports to the 25 main strategies and priority actions needed to achieve the community vision. We hope that you can see your signature in this strategy.

The strategy provides a framework for tourism development and management, focusing on five key areas: quality of life, quality of economy and work, quality of the visitor experience, quality of our natural environment and creating a robust enabling environment for tourism. It includes specific strategies and actions to promote responsible tourism practices, enhance visitor experiences, and protect the natural and cultural heritage of this destination.

The process of developing the KTS involved openness of the many parties who came to the table, thoughtful discussion, patience, building trust and sharing responsibility for the development of the strategy. Its successful implementation requires that we accept shared responsibility for the management of tourism across all local jurisdictions and all communities.

We encourage all stakeholders to work together to implement the strategies and actions outlined in the KTS to create a prosperous and resilient future for tourism; a future that we can all be proud of. We ask you to please stay engaged. Ketchikan, one community working together, is unstoppable.

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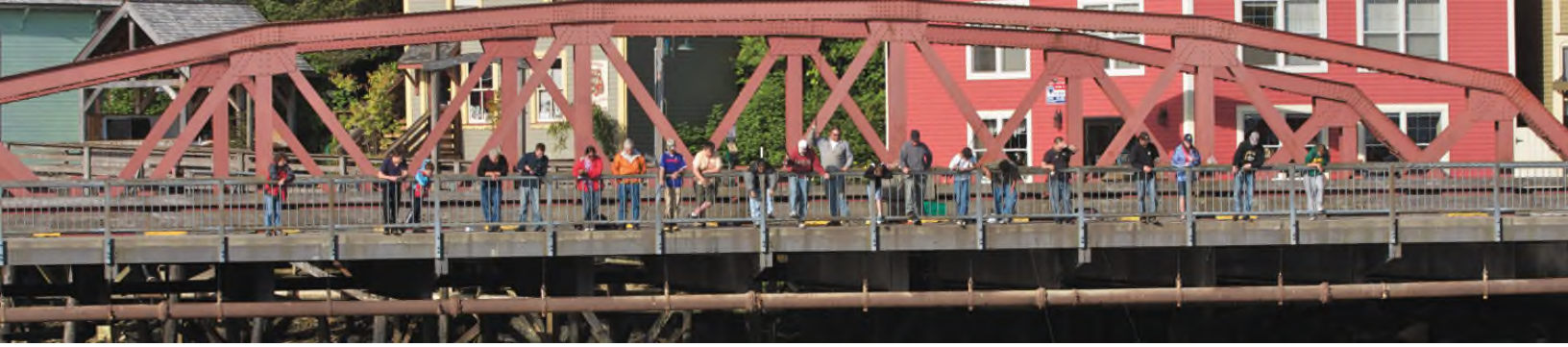
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# Executive Summary

The Ketchikan Tourism Strategy (KTS) is a five-year blueprint that guides the Ketchikan Gateway Borough, other local jurisdictions and local communities toward a future for tourism that enhances its long-term competitiveness, prosperity and resilience. The purpose of the KTS is to align tourism development with the long-term interests of the community, and to maximize tourism benefits while minimizing negative impacts.

The KTS includes a range of measures to manage tourism impacts, support local communities, protect nature and promote responsible tourism behaviors among visitors. The stewardship goals and strategies in the KTS reflect what all stakeholder groups, including residents, believe are most important to address for the future of tourism in Ketchikan.

More than one thousand local stakeholders representing the wider community, public sector (all local jurisdictions), private sector, and civic sector helped to shape the KTS. The year-long participatory planning process was spearheaded by the Ketchikan Gateway Borough (KGB) and guided by a 23-member Community Advisory Committee and eight-member Steering Committee. The robust community engagement process has ensured that the vision and values are representative of all communities and all local jurisdictions.

## *COMMUNITY VISION*

Ketchikan is a vibrant tourism destination balancing residents' quality of life and quality of the visitor economy by coordinating and collaborating across all local jurisdictions to prioritize diversity of visitor experiences and support protection of Ketchikan's unique environmental, cultural, and natural resources.

The KTS supports the following community values:

### Respect and Protection of Local Community

The key to the longevity of our tourism industry is to balance visitor impacts (positive and negative) and the resident quality of life.

### Stewardship of the Natural Environment

Our economic future depends on the protection of our natural environment, and we believe that environmental and economic sustainability go hand-in-hand.

### Education of Residents and Visitors

Education on our values, challenges, and goals offers visitors a deeper understanding of our community while empowering residents to shape and influence visitor interactions.

### Shared Responsibility and Collaboration

Our governance is guided by principles of inclusion of all communities and shared management of tourism across all local jurisdictions to enhance the long-term prosperity of tourism and other industries, benefitting the local community and its visitors.

The KTS Situation Analysis Report (separate document) presents a thorough assessment of the destination's current tourism impacts and future potential and indicates that Ketchikan's growing popularity, especially as a cruise destination, is bringing a steadily growing number of visitors to its shore every year. This growth is creating a strain on local residents, infrastructure and the services, local jurisdictions, businesses, cultural and natural resources on which tourism is built. The destination is now facing a range of interrelated challenges: over-reliance on cruise tourism (95% of total arrivals are cruise ship visitors), traffic congestion and aging infrastructure, persistent workforce shortages and limited workforce housing, among others.

Moving forward, Ketchikan needs community-centered development and coordinated management of tourism across all jurisdictions focused on building industry strength, addressing challenges, and seizing opportunities as they arise. The KTS provides a framework for this by focusing collaborative efforts around eight stewardship goals and 25 strategies to fulfill each goal. The stewardship goals and strategies were developed over several months through a series of focus groups, workshops and work sessions. The stewardship goals are outlined below.

This strategy document is structured as a practical framework to guide collaborative action. It identifies priority actions for all main strategies. It includes a five-year implementation schedule and establishes the need for an interim and permanent governance structure for tourism management.

A new tourism governance structure will support the coordination and shared responsibilities of effective collaborative management. Recommendations for year one include establishing a destination stewardship council that will serve as an interim structure for KTS implementation. The destination stewardship council will sustain momentum and serve as a bridge to the creation of a permanent tourism backbone organization/ coordinating body. The destination stewardship council will tackle a few quick win priority actions during year one guided by the specific recommendations outlined in this framework. The establishment of an islandwide tourism governance structure that supports collaborative management underpins successful implementation of the community vision, stewardship goals and strategies outlined in the KTS.

The key performance indicators included for each main strategy help to define what success looks like and should be used to track progress over time. Public reporting of progress will be critical to cultivating trust and support by local residents, leaders and tourism decision makers.



**GOAL 1 | VISITOR MANAGEMENT**
Manage visitor flows and operator impacts during tourism peak season



**GOAL 2 | YEAR ROUND VISITATION**
Position Ketchikan as a year-round destination



**GOAL 3 | COMMUNICATIONS & ENGAGEMENT**
Strengthen community engagement and communications around tourism



**GOAL 4 | WORKFORCE SHORTAGES**
Increase tourism workforce stability



**GOAL 5 | TRANSPORTATION & TRAFFIC CONGESTION**
Improve mobility and reduce tourism related traffic congestion



**GOAL 6 | WORKFORCE HOUSING**
Support seasonal and year-round solutions for workforce housing



**GOAL 7 | MONITORING AND REPORTING**
Monitor holistic impacts of tourism



**GOAL 8 | GOVERNANCE**
Establish and implement collaborative tourism governance

Priority actions for year one are noted below.

| GOAL | STRATEGIES | Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|
| | **8.1.1** Design network structure and scope of work for the destination stewardship council | | | | |
| | **8.1.2** Form a destination stewardship council that builds on the existing Project Community Advisory Committee | | | | |
| | **8.1.3** Define year one KTS quick wins and guide implementation of priority actions | | | | |
| | **3.1.1** Develop and implement a six-month marketing-communications and engagement action agenda for the new KTS | | | | |
| | **3.1.2** Develop communication toolkits that clearly articulate the KTS development process and the benefits of adopting the final document | | | | |
| | **1.1.1** Create an inventory of current experiences for visitors outside of the downtown area to be an easy reference for cruise visitors, tour operators, and develop a map that highlights key themed itineraries; an action team can be established as part of the destination stewardship council to develop the inventory and map (see 8.1.2) | | | | |
| | **1.3.4** Build awareness of Tourism Best Management Practices within the community and communicate the important role residents play in the success of the program; an action team can be established as part of the destination stewardship Council to lead this work (see 8.1.2) | | | | |
| | **1.5.1** Convene a visitor use management action team as part of the destination stewardship council (see 8.1.2) | | | | |
| | **1.5.2** Develop official inventory of priority tourism attractions and sites and assess impacts occurring | | | | |
| | **5.1.1** Convene a transportation action team as part of the destination stewardship council (see 8.1.2) comprised of public, private, and citizen-at-large representation to support development of the updated KGB Transit Development Plan (commencing in 2023) and associated collaborative efforts to mitigate traffic congestion | | | | |
| | **5.1.2** Support the creation of the KGB Transit Development Plan and implementation strategy | | | | |

*The KTS uncovered many strengths in Ketchikan area tourism and one primary weakness–lack of coordination and collaboration.* By coordinating the management of tourism across all local jurisdictions with the goal of balancing the needs and aspirations of key stakeholder groups, including residents, Ketchikan can reduce or eliminate the main concerns covered in the KTS.

# 1. INTRODUCTION

This section of the KTS describes the purpose of the strategy, the over-arching tourism strategy development process, and the main elements of the strategy framework.



## Purpose of the Tourism Strategy

Ketchikan is known for its dramatic natural beauty, distinction as the salmon capital of the world and rich Alaska Native culture and heritage. Considered the "Gateway to Alaska," Ketchikan is the southernmost city on the Inside Passage and it's often a visitor's first glimpse of the majesty and wonder of the last frontier. With a stunning dense forested hillside as the backdrop, visitors find a warm and eclectic city with a small-town feel, world-class recreational activities, cultural diversity and a thriving arts community; all contributing to a unique and captivating sense of place. It is this sense of place that makes Ketchikan such a compelling destination, collectively created by unique and diverse communities.

Ketchikan's growing popularity, especially as a cruise port, is bringing a steadily growing number of visitors to its shore every year. While this growth has brought many economic benefits, it is putting a strain on the community, its infrastructure and natural resources. The destination is now facing a range of interrelated challenges: over-reliance on cruise tourism, traffic congestion and aging infrastructure, persistent workforce shortages and limited workforce housing, among others.

To address these challenges and avoid consequent impacts from unmanaged tourism, the KGB led a participatory planning process designed to develop a community vision and strategies for staying ahead of uncontrolled tourism. The KTS is the result of this yearlong participatory planning process. It looks at all of the ways tourism is affecting Ketchikan–both positive and negative–and identifies ways to support the positive effects and reduce or eliminate the negative impacts.

This process engaged about 1,600 residents, businesses, non-governmental organizations, public sector and community leaders across all local jurisdictions. The strategies outlined in the KTS represent a good balance between protecting the local environment and culture that visitors have traveled to enjoy and making tourism more valuable for the local community, its residents and in turn visitors. It is a framework that is intended to evolve over time to guide the community in their shared stewardship of tourism.

## Sustainable Destination Stewardship Approach

The community sentiment about tourism in Ketchikan is mixed. Respondents to the resident survey conducted in 2022 as part of the KTS development process overwhelmingly agreed that tourism is important to the local economy (84%). However, when asked for their overall sentiment about tourism in Ketchikan, 45% reported that they are not satisfied while 36% were satisfied. Furthermore, 54% of respondents stated that the number of people visiting has a negative impact on their quality of life; 69% of respondents feel that residents do not have sufficient input and influence over tourism development, and 64% feel unheard. The vast majority of respondents (88%) indicate that Ketchikan needs planned and controlled tourism development.

It is evident that Ketchikan needs a new community-centered, planned approach to tourism. The KTS provides the framework for achieving this. The KTS is built on the principles of destination management. The United Nations World Tourism Organization (UNWTO) states that destination management "consists of the coordinated management of all the elements that make up a tourism destination. Destination management takes a strategic approach to link-up these sometimes very separate elements for the better management of the destination."[1]

Destination management focuses on the place shaped by the people that live there and evolves over time. This approach recognizes that great destinations are great places to live, work, and visit, and strives to balance the needs and expectations of visitors with those of local residents, businesses, and the environment. Destination management includes the planning, development, marketing, and monitoring of a destination as well as how it is managed physically, operationally, and financially. It requires cooperation and coordination among tourism and community organizations working toward a shared vision and goals. Destination management ensures the long-term sustainability and competitiveness of a destination.

The complexity of tourism-related challenges requires a collaborative approach to planning and management. The KTS embraces an all-local jurisdictions, all-stakeholders approach.

## Process and Methodology

The KTS project began in early 2022 with the establishment of an 26-member Community Advisory Committee consisting of representatives from all key stakeholder groups tasked with supporting and guiding the strategy development process. The eight-member Steering Committee joined together key members of the KGB and the Ketchikan Visitors Bureau (KVB) to help oversee the project's progress.

The first step taken was a comprehensive review of the current situation to capture the whole picture of how tourism impacts Ketchikan and the people who live there. The areas of assessment are described below.

- **Quality of economy and work:** tourism demand trends, economic contributions of tourism, implications of sustained tourism demand
- **Quality of life:** resident sentiment toward tourism
- **Quality of visitor experience:** inventory of tourism products and providers, visitor satisfaction
- **Natural environment:** impacts of tourism on public lands, and destination and natural resource protection and conservation
- **Enabling environment for sustainable tourism:** tourism governance, existing sustainability efforts, institutional capacity of tourism stakeholders for collaborative stewardship of the destination

The Situation Analysis Report (SAR) consolidates data[2], information, and insights from a wide range of sources and key stakeholder groups—local and state government, public land managers, elected officials, business community, residents, and the civic sector. It serves as a comprehensive baseline assessment of tourism in Ketchikan. It's also a useful reference document for research and can be used to inform decision-making. Visit Ketchikan Tourism Strategy to access this report.

A total of 69 tourism stakeholders, residents, and elected officials helped to validate the main findings of the Situation Analysis in July 2022. The KTS Steering Committee also reviewed the draft SAR and provided feedback.

A survey designed to gauge resident sentiment toward tourism was deployed May through July, 2022. A total of 1,343 residents completed the survey. Of all respondents, 13% own a local business and of respondents employed in Ketchikan, 30% indicated that they work in the tourism industry. Of all respondents, 64% have lived in Ketchikan more than 20 years. The resident survey findings report is available at Ketchikan Tourism Strategy

To understand visitor feedback and sentiment about tourism attractions, 2,862 Tripadvisor online reviews were analyzed for 18 popular attractions located at least partially within Ketchikan. Destination managers use analyses of online travel reviews to inform decision-making about improvements of attractions, amenities, and experiences to meet visitor needs and expectations. The full report is available at Ketchikan Tourism Strategy.

This additional research helped to fill gaps in available information and present a snapshot of Ketchikan's current situation. Taken together, the SAR, the analysis of resident sentiment, and the analysis of visitor feedback create a holistic perspective that is essential for planning.

The KTS aims to build a resilient destination that balances all stakeholder concerns. The insights distilled in the SAR and research projects were then used to map the issue areas that are most important to each stakeholder group—tourism stakeholders, residents, and visitors. The aim of this effort was to find common ground among stakeholders and to ensure that every stakeholder group had an equal opportunity to shape the scope of the KTS.

Eight main focus areas were identified as most important to address in the KTS. These focus areas were discussed with 49 tourism stakeholders and residents during vision and planning workshops held in October 2022. At these meetings, the community validated the main issue areas and brainstormed initial solutions for addressing them. Approximately 50 additional residents were engaged in discussions at the October 2022 Art Walk.

The SAR, resident survey, analysis of online travel reviews, and outcomes of stakeholder consultations serve as the foundation of the KTS.

This plan was created for and with the community. Thousands of people gave generously of their time and insight:

- 1,343 residents took the Resident Sentiment toward Tourism Survey
- 2,862 TripAdvisor online reviews were analyzed for 18 popular attractions
- 9 meetings were held with the 8 member Steering Committee
- 8 meetings were held with the 26 member Community Advisory Committee
- 5 focus groups and 10 interviews were conducted with more than 75 tourism leaders, elected officials, public land managers, and community members, including the Alaska Native community
- 2 full-day in-person visioning and planning workshops were conducted and engaged 49 stakeholders
- 3 community meetings were held, involving approximately 70 attendees in-person in Ketchikan and 300 via Facebook Live
- 15 work sessions were held with approximately 50 stakeholders to develop KTS goals and priority initiatives for 8 priority focus areas
- 332 individuals have interacted on the KTN Talk platform



# 2. CURRENT SITUATION

## *Where are we now?*

This section of the plan provides an overview of tourism in Ketchikan and a high-level analysis of strengths, weaknesses, opportunities and threats. The full Situation Analysis Report is presented separately and serves as the foundational component of the KTS.





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## Background

Located near the southernmost boundary of Alaska in its Southeast Panhandle, the Ketchikan Gateway Borough (KGB) is known for its stunning forests, waterfalls, lakes, creeks and coastlines. Ketchikan's natural beauty, diverse wildlife and rich cultural heritage are some of the elements that make it a magnet for tourism. While the KGB encompasses multiple islands such as Pennock and Gravina, its nearly 14,000 year-round residents reside on the island of Revillagigedo[3]. The Tongass and Cape Fox Tlingits are the original stewards of these lands.

Tourism is a key driver of the local economy. Direct visitor industry spending totaled $223 million in 2017. Employment related to visitor spending accounted for 17% of Ketchikan-wide jobs in 2017 and 14% of total labor income in 2016[4]. The tourism industry also provides revenue to the KGB and City of Ketchikan in the form of taxes and fees. In 2018, Ketchikan received $2.4 million in State Marine's passenger fees from the Commercial Passenger Vessel (CPV) tax; in 2019, it received $2.7 million[5]. CPV funding is forecasted to increase to $2.97 million in 2023. In addition to CPV revenue, Ketchikan has received nearly $23 million in CPV-related legislative grants between fiscal year 2009 and fiscal year 2014 from the CPV Tax Account. Dockage and moorage fees contribute greatly, with $9 million brought in by the City of Ketchikan in 2017[6]. Ketchikan's visitor industry (including cruise lines, crew members, and out-of-state visitors) contributed an estimated $5.1 million in sales taxes in summer 2017, representing one-quarter of total tax revenues[7]. In 2021, hotel/short-term rental taxes collected increased 17% over 2019 revenues and were up 51% from 2020[8].

The pandemic showed that the Ketchikan economy is highly dependent on the tourism industry and significantly on the cruise market. While Alaska is a smaller cruise destination compared to more established regions such as the Mediterranean and Caribbean, it has consistently outpaced established cruise regions in year-over-year growth from 2017 through 2019. In 2017, Alaska experienced double-digit growth, with a year-over-year 17% increase in cruise passengers compared to 8% and 6% for the Mediterranean and Caribbean regions respectively[9]. While the pandemic brought cruise tourism in Ketchikan to a temporary standstill in 2020, with a small recovery in 2021 and rebound of cruise visitation just under a million in 2022, this year (2023) is expected to be a record year for cruise traffic, with over 1.4 million passengers (an increase of 56% from 2012 and 18% from 2019). [10] These statistics illustrate Alaska's importance to the cruise industry.

Almost all Alaska itineraries include visits to Southeast Alaska, and 90% of cruise ships to Alaska make a port call in Ketchikan.[11] During summer months, cruise tourism transforms Ketchikan into a bustling tourism hub. On certain days in peak season Ketchikan receives over 16,000 cruise passengers per day.[12] In 2010, the ratio of cruise passengers to residents was 61:1. By 2019, the ratio increased to about 88:1.[13]

Overnight visitation has been growing steadily, albeit at a much lower pace compared to cruise tourism. The number of room nights sold increased from 65,542 in 2015 to 77,211 in 2017, an increase of 19%.[14] This includes independent leisure travelers as well as business travelers and other types of visitors such as tour groups. It is important to note that overnight visitation is less seasonal than cruise visitors with 66% of room nights in 2017 sold outside the summer months.[15]

Summer season air travel has grown in recent years. In 2021 passengers increased by approximately 18% over 2019, and grew another 14% in 2022.[16]

The continuous daily influx of visitors during the summer months puts strains on local residents and the natural environment. The high daily ratio of visitors to locals impacts residents' quality of life and visitors' quality of experience. It contributes to traffic and site congestion, limits access to critical resources such as groceries and other staples, and creates noise and air pollution.

The Ketchikan Situation Analysis Report (SAR) identified tourism industry strengths, weaknesses, opportunities, and threats. Here are the main takeaways:

## Strengths, Weaknesses and Threats

A thorough review of the current situation reveals key strengths that position Ketchikan well to tackle a range of weaknesses and threats that can undermine long-term sustainability of the visitor economy. Here's a closer look at what these strengths are.

## Strengths

### Quality of Economy & Work

- Tourism is an important creator of jobs and generates visitor expenditures and government revenue–tourism accounted for 17% of Ketchikan employment and 14% of total labor income in 2016 and direct visitor industry spending of $223 million in 2017.
- There is overwhelming community recognition of the importance of tourism: 84% of respondents to the resident survey agreed that tourism is important to the local economy.
- The Southeast Coast of Alaska remains a dominant region for cruise tourism; it consistently outpaced established cruise regions in year-over-year growth from 2017 through 2019.
- Tourism demand remains strong. Cruise and overnight tourism trends showed sustained year-over-year growth prior to the global pandemic.
- Overnight visitation is less seasonal than cruise visitation with 66% of room nights in 2017 sold outside the summer months.

### Quality of Visitor Experience

- Ketchikan, located within the Tongass National Forest, offers a unique setting for visitors, with natural attractions, wildlife viewing, and outdoor recreation available within and around nearby protected areas. Ketchikan is also the home of Alaska Native communities that are integral to Ketchikan's tourism experience.
- Ketchikan has high visitor satisfaction across all categories of tourist attractions––77% of attractions assessed received a 4.5 to 5.0 out of a 5.0 star rating and key findings from content analysis of 2,862 online travel reviews for 18 popular attractions indicate positive sentiment above 93% for 8 out of 9 assessment categories such as guide knowledge, scenery, interpretation, shopping and wildlife.
- Lodging properties receive positive reviews–the average online rating for all accommodation options analyzed is 4.5 out of a 5.0 star rating system.
- Downtown Ketchikan scores high in walkability: 72 out of 100 people rated Ketchikan "very walkable" between attractions, shops, restaurants and bars.

### Quality of Life & Natural Environment

- Ketchikan's Tourism Best Management Practices (TBMP) program, created by private and public sector organizations, promotes actions such as guide standards, environmental conservation, wildlife protection, reducing emissions, and protecting recreational assets.
- Alaska enforces high environmental standards for cruise ships, especially air and wastewater emissions standards, in addition to international regulations.



## Weaknesses and Threats

### Enabling Environment for Tourism

- Lack of a coordinating organization for tourism that aligns efforts across all local jurisdictions.
- Lack of participatory planning and community engagement in tourism: 88% of respondents to the resident survey indicated that Ketchikan needs planned and controlled tourism development; 69% feel that residents do not have sufficient input and influence over tourism development; 64% feel unheard in their concerns.
- Lack of a basic, holistic system of data collection for tourism, resulting in inadequate data to inform decision-making for tourism development and management.
- Absence of periodic tourism industry updates and performance indicators shared with the wider community to inform and educate.
- Tourism marketing and communication efforts focused on destination promotion and visitor engagement but no communication and engagement directed at residents and tourism stakeholders.

### Quality of Economy & Work

- High dependency on the tourism industry, in particular cruise tourism, puts the community at high risk for future lapses in tourism demand.
- Ketchikan is a highly seasonal destination, impacting opportunities for full-time employment.
- Short cruise port call times limit visitor spending and enjoying multiple activities in the community.
- Limited airlift capacity into Ketchikan, particularly during the winter months, restricts overnight visitor arrivals.
- Persistent workforce shortages, which are a long-term threat to Ketchikan's tourism industry; this trend is exacerbated by the cost of living in Ketchikan and other Alaskan cities, which is 24%-27% greater than the national average, as well as rising rental and housing costs.
- A housing crisis in Ketchikan impacts the seasonal and year-round workforce. Challenges include the need for management of short term rentals (STRs) and the ability to secure land and materials to expedite the construction of affordable housing developments.
- Alaska trails 23 out of 50 states in workforce development.
- The business environment is difficult at the state level; according to CNBC's Top States for Business in 2021, Alaska has the least competitive business environment in the United States.

### Quality of Visitor Experience

- Content analysis of online visitor reviews indicates that there are perceived issues with value and price. This category had low positive sentiment (67.3%).
- Lack of strategic marketing effort targeting independent travelers, especially within niches of adventure tourism and outdoor recreation.
- Visitor management activities are focused on individual attractions and arrival points, with no holistic strategy that could minimize and disperse visitor impacts.
- Limited capacity-building opportunities and visitor education and management incentives for tour operators and tour guides and managers of attractions.
- No current comprehensive emergency management and response plan that considers residents and visitors (~2009 most recent plan).
- The destination produced a set of operational best practices for tourism, but a formal implementation plan has not been published and no enrollment or incentive program has been developed.
- The Ketchikan transportation plan flagged a service gap in airport accessibility.

*There are way too many cruise ship passengers for our town to deal with. The services are overcome, the streets are insane to drive on, and the downtown area is so crowded that locals cannot enjoy any of the events and services going on in the downtown area. At the end of the season, literally before the last cruise ship is away from the dock, the shops on the Main Streets start packing up. They leave the town looking like a ghost town with all their boarded up windows.*

*-Resident Survey Respondent*

## Quality of Life

- The KGB hasn't updated its transit plan for 20 years.
- Signage and wayfinding, especially in the downtown area, contribute to congestion, safety concerns and vehicle and pedestrian conflicts.
- The number of daily cruise passengers disembarking can be almost twice the number of residents, negatively impacting residents' quality of life––54% of respondents to the resident survey stated that the number of people visiting has a negative impact on the quality of life; 90% feel that tourism contributes to traffic problems and 62% feel that recreational opportunities available to residents are affected by the number of visitors; 97% percent of respondents to the resident survey want fewer cruise passengers.

## Quality of Natural Environment

- Limited standards exist that govern the emission and quality standards of commercial vehicles used for tour operations and cruise transit.
- Many of Ketchikan's beaches face water quality issues. In 2019, 11 out of 13 tested sites did not meet the Alaska water quality standards.
- Noise impacts from cruise ships, float planes, land vehicles, and other vessels that can affect the safety of marine mammals and the community.
- The changing climate exposes Ketchikan to unforeseen risks. Climate impacts, wildfires, and irreversible glacier melt will threaten plants, animals, landscapes, cultures and the visitor economy.

*Tourism was out of control before Covid hit. The impacts are everywhere: empty shelves at the stores, heavy traffic from 9am until late afternoon, heavy buses that tear up our roads and pollute our air, the constant buzz of floatplanes, which often start taking off before 7am., not to mention the bellowing of the cruise ships's horns early on foggy mornings. Our wildlife is being driven away–I have not seen a whale since cruises resumed, where they were all over the narrows in the summer without ships.... Charter fishermen are stealing food from our tables. Airbnb's are pricing us out of rentals and pricing potential first-time homebuyers (like my family) out of the market. Our "real" history is being sanitized, dumbed down, and commercialized, to the point that it's become seriously revisionist....*

*—Resident Survey Respondent*





## Opportunities - A Way Forward

Together, the SAR and the findings from the resident survey, analysis of online travel reviews and stakeholder consultations serve as the foundation of the KTS. The SAR serves as a comprehensive baseline assessment to date of tourism in Ketchikan. It serves as a valuable reference document for research and to inform decision-making. To access the SAR, visit Ketchikan Tourism Strategy.

To move forward, Ketchikan needs community-centered development and coordinated management of tourism across all jurisdictions that builds on industry strengths, addresses weaknesses, and seizes opportunities. Respondents of the resident survey put the highest priority on increasing air travelers and small cruise ship passengers. Growth of large cruise ship tourism has minimal community support. Maintaining at the current level or reducing the number of cruise passengers and attracting more independent, year-round tourists to replace them are key elements of residents' vision for tourism in Ketchikan. Residents identify eco-, cultural, scientific & educational tourism as the most important types of tourism to develop.

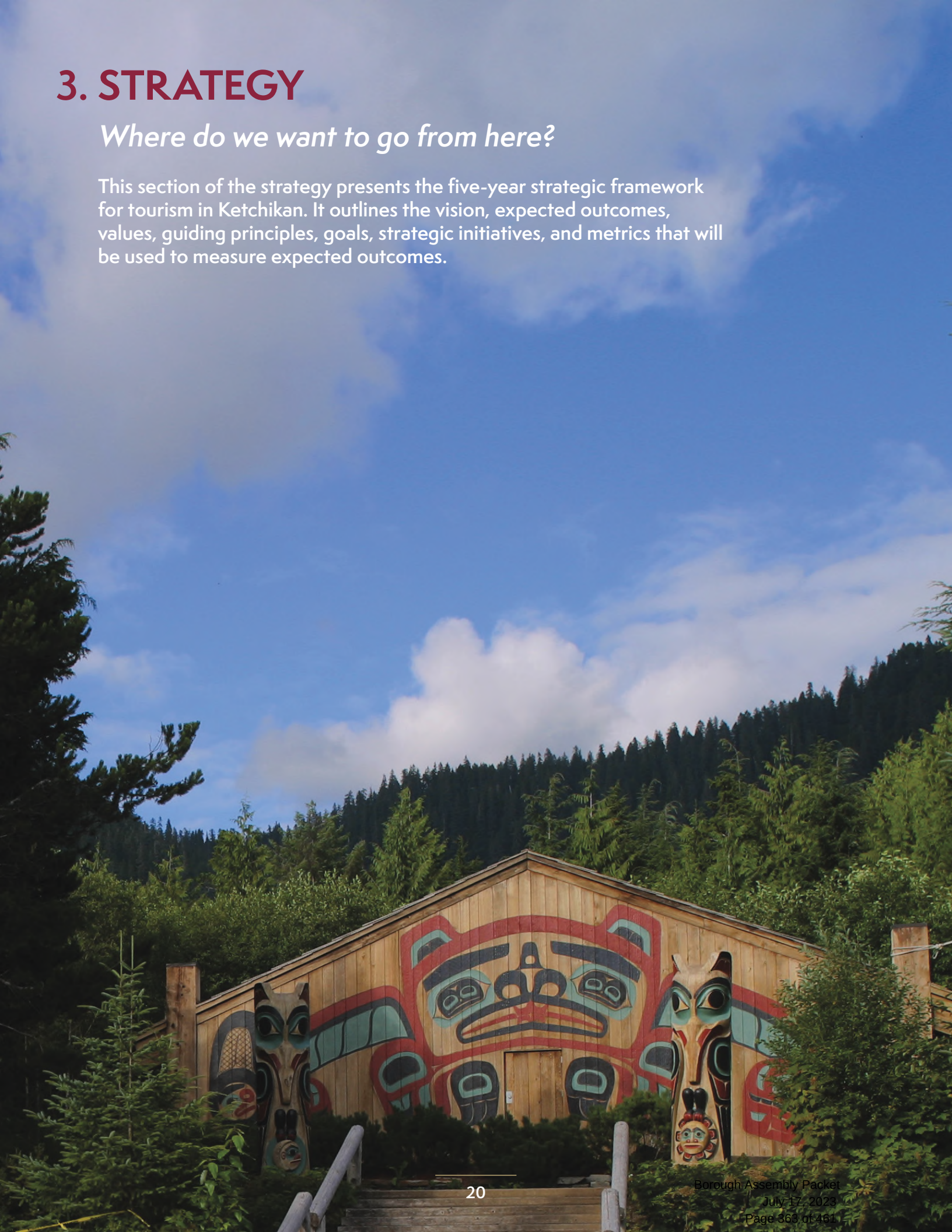
Ketchikan can reduce or eliminate the main concerns covered in the KTS by coordinating the management of tourism across all local jurisdictions with the goal of balancing the needs and aspirations of key stakeholder groups, including residents.

Ketchikan, one community working together, is unstoppable.

# 3. STRATEGY

## *Where do we want to go from here?*

This section of the strategy presents the five-year strategic framework for tourism in Ketchikan. It outlines the vision, expected outcomes, values, guiding principles, goals, strategic initiatives, and metrics that will be used to measure expected outcomes.



The KTS begins with the community's vision for the future determined by the stakeholders' core values and guiding principles. These in turn determine the KTS' goals, strategies, and expected outcomes.

## VISION

***Ketchikan is a vibrant tourism destination balancing residents' quality of life and the visitor economy by coordinating and collaborating across all local jurisdictions to prioritize diversity of visitor experiences and support protection of Ketchikan's unique cultural and natural resources.***

This tourism strategy responds to the most significant tourism-related challenges with holistic stewardship goals and priority initiatives. The changes we expect to see over five years are organized around five main pillars.

### PILLAR 1 Quality of Life

Visitor pressure on local community resources—road infrastructure, piers, amenities, outdoor recreation and housing – is reduced and ongoing communication and engagement of all communities is sustained.

### PILLAR 2 Quality of our Natural Environment

Environmental impacts are mitigated through coordinated monitoring and management of tourism across all local jurisdictions and widespread adoption of best management practices by tourism businesses.

### PILLAR 3 Quality of the Economy and Work

Over-reliance on cruise tourism is reduced through tourism product and visitor market diversification. Wider distribution of economic benefits occurs across all socio-economic and geographic areas. The tourism business workforce is more dependably stable.

### PILLAR 4 Quality of the Visitor Experience

Community and visitor best practices result in respect and appreciation of Ketchikan's unique character. Education campaigns encourage residents to lead by example and prompt visitors to be more responsible and respectful. Improvements to infrastructure and wayfinding increase visitor safety and accessibility.

### PILLAR 5 Foundations for Success

A permanent tourism governance structure facilitates collaboration among all stakeholders including residents. Collaborative management of tourism across all local jurisdictions is transparent, accountable, proactive, and responsive.



## Values and Guiding Principles

Core values and guiding principles are a set of agreed-upon practices integral to the KTS and its implementation. These values and principles are shaped by all key stakeholder groups in Ketchikan and are reflected throughout the strategy document.

| Core Values | Guiding Principles |
|---|---|
| *Respect and Protection of Local Community*<br><br>The key to the longevity of our tourism industry is to balance visitor impacts (positive and negative) and resident quality of life. | We support residents' quality of life by addressing issues such as overcrowding, access to recreation, mobility, housing, and community infrastructure<br><br>We foster respect for local residents of all cultures. |
| *Stewardship of the Natural Environment*<br><br>Our economic future depends on the protection of our natural environment, and we believe that environmental and economic sustainability go hand-in-hand. | We support initiatives that protect and support stewardship of the land and wildlife.<br><br>We support the regeneration of the natural environment as essential in maintaining a resilient visitor economy. |
| *Education of Residents and Visitors*<br><br>Education on our values, challenges, and goals offers visitors a deeper understanding of our community while empowering residents to shape and influence visitor interactions. | We effectively communicate our high community standards and expectations in order to influence visitor and resident behavior and impacts.<br><br>We encourage communications that are culturally accurate and representative of our unique sense of community and place. |
| *Shared Responsibility and Collaboration*<br><br>Our governance is guided by principles of inclusion of all communities and shared management of tourism across all local jurisdictions to enhance the long-term prosperity of tourism and other industries, benefitting the local community and its visitors. | We collaborate with all stakeholders and local community members to build understanding and a livable future for all of us.<br><br>We provide consistent and ongoing opportunities for residents and stakeholders to have their voices heard in the governance and management process. |



## Focus Areas & Stewardship Goals

### GOAL 1 | VISITOR MANAGEMENT
Manage visitor flows and operator impacts during tourism peak season

### GOAL 2 | YEAR ROUND VISITATION
Position Ketchikan as a year-round destination

### GOAL 3 | COMMUNICATIONS & ENGAGEMENT
Strengthen community engagement and communications around tourism

### GOAL 4 | WORKFORCE SHORTAGES
Increase tourism workforce stability

### GOAL 5 | TRANSPORTATION & TRAFFIC CONGESTION
Improve mobility and reduce tourism related traffic congestion

### GOAL 6 | WORKFORCE HOUSING
Support seasonal and year-round solutions for workforce housing

### GOAL 7 | MONITORING AND REPORTING
Monitor holistic impacts of tourism

### GOAL 8 | GOVERNANCE
Establish and implement collaborative tourism governance

## Strategies

| STEWARDSHIP GOALS | STRATEGIES |
|---|---|
| **Goal 1: Manage visitor flows and operator impacts during tourism peak season** | 1.1 Strategic dispersal of cruise ship visitors<br>1.2 Integrate visitor dispersal strategies into destination promotion and marketing efforts<br>1.3 Increase enrollment of tourism operators in the Tourism Best Management Practices (TBMP) program<br>1.4 Support full roll-out and strengthening of the TBMP<br>1.5 Develop a visitor management strategy |
| **Goal 2: Position Ketchikan as a year-round destination** | 2.1 Diversify the tourism product<br>2.2 Create a vibrant year-round downtown experience for locals and visitors<br>2.3 Lead a destination rebranding effort that supports the new year-round destination positioning and marketing strategy<br>2.4 Assess accommodation capacity for visitors |
| **Goal 3: Strengthen community engagement and tourism communications** | 3.1 Generate awareness of the new KTS<br>3.2 Build and maintain community engagement around tourism<br>3.3 Develop an educational strategy to influence responsible behavior in the community and on public lands |
| **Goal 4: Increase tourism workforce stability** | 4.1 Build robust tourism workforce pipeline<br>4.2 Improve recruitment and retention of workers |
| **Goal 5: Improve mobility and reduce tourism related traffic congestion** | 5.1 Support development of KGB transit plan<br>5.2 Develop a "Rules of the Road" educational campaign<br>5.3 Improve pedestrian, single occupancy vehicle, and tour operator mobility<br>5.4 Increase transit options and hop-on-hop-off shuttle stops/access |
| **Goal 6: Support seasonal and year-round solutions for workforce housing** | 6.1 Foster public-private partnerships for workforce housing<br>6.2 Identify and incentivize creative options for seasonal and long-term housing<br>6.3 Create community education campaign to support housing development |
| **Goal 7: Monitor holistic impacts of tourism** | 7.1 Establish a holistic and regularly updated destination data bank<br>7.2 Publish an annual indicator report |
| **Goal 8: Establish and implement collaborative tourism governance** | 8.1 Establish an interim destination stewardship council to guide KTS implementation in the near-term<br>8.2 Establish a permanent governance structure for destination management and KTS implementation |



# 4. ACTION PLAN

## *How do we get there?*

This section of the plan outlines 25 recommended strategies across the eight goals of the KTS. The objectives, priority actions, expected outcomes, partner organizations, potential funding sources, key performance indicators and implementation timeline are identified for each strategy.



# GOAL 1: Manage visitor flows and operator impacts during tourism peak season

Ketchikan faces the complex challenges of being a highly seasonal tourism destination. Traditionally, Ketchikan receives the highest volume of visitors in the summer, i.e. May-September. This trend line has been shifting in recent years. Cruise ships are now arriving as early as April and closing out in October. During the busy summer months, high visitation can crowd the popular downtown area and contribute to traffic congestion, impact the accessibility of recreational areas to residents, and add pressure to transportation infrastructure. Along with the sheer volume of visitors, other factors that impact visitor flows include the limited hours in port and dependence on public transportation.

Visitor management strategies such as visitor education, dispersal of visitors, diversification of priority markets and encouraging tourism product development are needed to help manage visitor flows and minimize the impact of tourism on the daily life of residents. Visitor management refers to all management tools and interventions that regulate and/or influence the movement and behavior of visitors in a destination.

As the number of visitors to Ketchikan continues to rise, all tourism providers operating throughout the destination need to be aware of their environmental and cultural footprint and take the necessary steps to reduce their overall impacts. Ketchikan's Tourism Best Management Practices (TBMP) program, created by private and public sector organizations, promotes actions such as customer service, environmental conservation, wildlife protection, reducing emissions, and protecting recreational assets. Ketchikan's TBMP program draws on the successful model implemented in Juneau which focused its practices on the issues and complaints raised by community members. The Ketchikan TBMP was established in 2019, but due to the COVID-19 pandemic and massive decrease in visitation, the program has not been formally rolled out. The KTS supports a prime opportunity to support the full roll out of the TBMP.

### Measuring Success

Key measures of success are outlined below:

- Reduce crowding and disperse visitors beyond hotspot areas
- Increase total number of operators actively participating in the TBMP
- Enhance resident sentiment toward tourism





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## STRATEGY 1.1 | Strategic dispersal of cruise ship visitors

High levels of visitation during concentrated periods of time puts a strain on infrastructure. When cruise ships arrive in port, visitors who do not book tours in advance move into the downtown area and may remain there due to a combination of factors including lack of adequate transportation, an unawareness of the full scope of tourism offerings, or a short amount of time in port. This initiative considers ways that cruise visitors may effectively visit other areas of Ketchikan during their time in port outside of the core downtown.

The existing Our Town publication and the KVB website offer insight into the current activities and history of Ketchikan. The proposed map in this initiative helps to distill the information currently available and helps visitors move more efficiently throughout the destination to maximize their participation in these different experiences. One of the powerful expected outcomes of this initiative is also the wider distribution of the economic benefits of tourism.

### STRATEGY 1.1: Strategic dispersal of cruise ship visitors outside the downtown area

**Implementation Timeline: Years 1-3**

**Objectives:**

- Develop a visitor management system where a variety of opportunities can encourage visitors to explore outside the downtown area
- Provide adequate infrastructure to support tourism activities
- Monitor visitor flows to inform strategies to remedy bottlenecks of visitor congestion

**Priority Actions:**

1.1.1 Create an inventory of current experiences for visitors outside of the downtown area to be an easy reference for cruise visitors, tour operators, and independent travelers. Complement with a map that highlights key themed itineraries. An action team can be established as part of the destination stewardship council to develop the inventory and map.

- Develop themed itineraries to help visitors decide where to go based on interest areas that help highlight the main attraction pillars in Ketchikan (cultural, natural, marine, foodie, etc.) with attractions across Ketchikan. Components of the map should include:
    - Potential itineraries to align with visitor needs. Consider content to guide visitors with a specific amount of time or are visiting on a specific day to explore Ketchikan. Supports cruise visitors to see Ketchikan highlights during their short visit and the overnight visitors in a deeper dive into their interest area or participate in longer experiences. This may include "a day in Ketchikan" itinerary and note the amount of time that each attraction is anticipated to take to visit.
    - If the attraction/experience offers guided visits (such as the Saxman Native Village, Alaska Rainforest Sanctuary, etc.) or can be experienced without a guide.
    - The typical dates for activities, noting seasonality.
    - The general cost of the activity (can use dollar signs to represent price).
    - Color coding of themes.
    - Activities including (but not limited to): walking, kayaking, boat tours, lesser-known hiking trails, off-season experiences.
    - Public transportation information.
    - Small businesses including tour guides.
- Create an inventory of current experiences for visitors specifically outside the downtown area.
- Develop a reference that integrates themed itineraries and attractions and sites to visit related to themed itineraries outside the downtown area.
- Market themed itineraries and inventory of experiences in destination marketing efforts (see initiative 1.3).



## STRATEGY 1.1: Continued

1.1.2 Implement a hop-on-hop-off tourist bus system (See Initiative 5.4) so that visitors can access different areas in Ketchikan that aren't easily reachable on foot. This allows cruise visitors to reach varying experiences in their short time in port.

- The route of the hop-on-hop-off bus could support the area hubs on the Ketchikan map developed in initiative 1.1.1, stopping at one or multiple attractions under each hub.

1.1.3 Create new locations of existing experiences (such as the salmon ladder) so that visitors can still take part in quintessential Ketchikan activities without high visitor density at one location. Consider impacts on neighborhoods and respecting local accessibility in this process.

**Partner Organizations:**

KGB, City of Ketchikan, Ketchikan Visitor Bureau (KVB), Local Tour Operators, Ward Cove, Greater Ketchikan Chamber of Commerce, Village of Saxman, cultural and environmental NGOs, Cruise Line Industry Association Alaska (CLIA), Cruise Line Agencies of Alaska (CLAA), Historic Ketchikan, Ketchikan Indian Community, Alaska Native organizations, logging industry, Southern Southeast Regional Aquaculture Association (SSRAA)

**Desired Outcomes:**

- A downtown area less saturated with visitors
- Fewer traffic issues and no extra congestion derived from these initiatives
- Expand the economic impact of tourism throughout Ketchikan
- Increase involvement from Alaska Native operators

**Key Success Metrics:**

- Reduce downtown congestion
- Improve resident sentiment towards tourism

**Potential Resources and References:**

- Historic Ketchikan's Waterfront Conceptual Master Plan
- KVB Visitor Guides/Website
- *Our Town* publication

**Potential Financial Sources:**

- CPV Tax
- Private Sector
- US Economic Development Administration
- Alaska Department of Transportation and Public Facilities - grants
- Federal transportation grants

## STRATEGY 1.2 | Integrate visitor dispersal strategies into destination promotion and marketing efforts

As outlined above, strategic dispersal of visitors can support the community on many levels while also enhancing the overall visitor experience. Visitor education and communications is needed to successfully support dispersal of visitors. This initiative proposes utilizing ongoing communications and marketing efforts to influence movement of visitors by connecting them to transportation options and tourism experiences, attractions and sites that may be lesser known.

### STRATEGY 1.2: Integrate visitor dispersal strategies into destination promotion and marketing efforts

**Implementation Timeline: Years 2-3**

**Objectives:**

- Promote tourism attractions and experiences outside of downtown Ketchikan to cruise visitors
- Promote transportation options to expedite movement of visitors beyond the downtown core

**Priority Actions:**

1.2.1 Devise a content development promotion strategy around the dispersion itineraries developed as part of Initiative 1.1. Key elements of the promotion strategy may include:

- Create a visitor information guide or map to showcase itineraries (outlined in initiative 1.1.1). This can be produced as a print and digital format and marketed to cruise passengers
  - Integrate with current maps and visitor publications from the KVB and Historic Ketchikan
- Building detailed itineraries into trip-planning information on the Visit Ketchikan website
- Developing the itinerary materials into social media which can include some of the top attractions, interviews with business owners and local experts, a "how to" guide for accessing public transportation
- Using the itineraries for PR and media outreach to promote "unexpected ways to experience Ketchikan"
- Working with Greater Ketchikan Chamber of Commerce to promote the visitor guide to frontline workers
- Hosting familiarization tours with cruise industry excursion representatives to build awareness of new themed itineraries and experiences
- Provide more information to build excitement and comfort around how to venture beyond the downtown area to cruise visitors shoreside:
  - Distribute themed itinerary maps at visitor centers and information kiosks.
  - Utilize a local ambassadors program to help guide visitors coming off of cruise ships to different attractions and given local insights about Ketchikan for a more personalized experience.
  - Ads on cruise ships about experiences outside the main downtown area. Can provide a list of activities with increments indicating the time to travel on foot or via transport to experience.
  - Ensure some new experiences account for inclement weather.



## STRATEGY 1.2: Continued

**Lead Partner Organizations:**

KVB, Greater Ketchikan Chamber of Commerce, tour guides and operators, Cape Fox Tours

**Desired Outcomes:**

- Development of visitor information to promote activities and attractions outside of the downtown core

**Key Success Metrics:**

- Number of visitor guides distributed
- Increased visitation to attractions outside of downtown Ketchikan, especially among cruise visitors

**Potential Funding Sources:**

- Existing KVB marketing budget to support product development and creation of marketing collateral including digital and print content

## STRATEGY 1.3 | Increase enrollment of tourism operators in the TBMP

The TBMP program's guidelines include everything from providing positive guest experiences and reducing the strain on local roads to environmental actions including waste and recycling management, wildlife protocols, emissions standards, impact on coastal zones. The guidelines rely on adherence to local ordinances and implementation of the good practices though there are no verification or enforcement measures in place. Greater uptake in this program can help to improve the overall quality of the visitor experience and minimize the unnecessary impacts on resident quality of life.

### STRATEGY 1.3: Increase enrollment of tourism operators in the TBMP

**Implementation Timeline: Years 1-3**

**Objectives:**

- Increase community awareness of the TMBP
- Drive business participation in the TBMP
- Improve the overall quality of the visitor experience by increased adoption of the TBMP

**Priority Actions:**

1.3.1 Devise a marketing and communications plan that operates in tandem with the implementation plan for the TBMP. Promotional efforts should include the following tactics:

- Educational webinars for potential business participants
- Online training series
- Communication materials that include an email newsletter to Greater Ketchikan Chamber of Commerce members and TBMP database, social media, paid advertising in relevant community and industry outlets. Updates via these communication channels will help to keep the community, businesses, and stakeholders informed of the TBMP roll out process and annual performance of all participating operators

1.3.2 Gather business testimonials from existing participants to communicate the value of the TBMP to incorporate into the outreach campaign to incorporate into communication materials.

1.3.3 Create a visitor-facing TBMP campaign to raise awareness about sustainability best practices within the destination

- Develop messaging and tagline around the impacts and practices of the TBMP
- Create a marketing campaign to promote the messaging. Tactics can include:
  - A branded logo or icon sticker or window decal for businesses to display
  - Social media toolkit with branded content to disseminate messaging
  - Talking points for businesses
  - Flier or postcards with messaging

1.3.4 Build awareness of TBMP within the community and communicate the important role residents play in the success of the program; an action team can be established as part of the destination stewardship council to lead this work

## STRATEGY 1.3: Continued

1.3.5 Create communication materials, such as a TBMP newsletter, to keep the community, businesses, and stakeholders informed of the TBMP roll out process and annual performance of all participating operators

1.3.6 Encourage operator participation in TBMP through direct incentives

- Define incentive requirements such as training or evidence of implementation of TBMP operations
- Completion of defined requirements could result in direct incentives such as:
  - Inclusion on the walking map or visitor guide
  - Access to limited permits for excursions to local assets

**Partner Organizations:**

KGB, KVB, Ketchikan Chamber of Commerce, the Cruise Line Agencies of Alaska (CLAA), City of Ketchikan, City of Saxman

**Desired Outcomes:**

- Increased number of businesses signed on to the program and staff trained
- Improvement in the quality of visitor experience
- Increasing numbers of operators are enrolled in the TBMP program correlates with increased visitor satisfaction and decreased calls to the TBMP hotline

**Key Success Metrics:**

- 10% increase of operators enrolled in the TBMP program
- Reduction in complaints received on the visitor hotline and general conduct violations

**Potential Resources and References:**

- Existing website and marketing tools via the KVB and Chamber

**Potential Funding Sources:**

- Continued funding through the KGB community grant programs, existing allocation of funding for marketing including website and other marketing efforts
- Additional funding can be sourced from CPV fees





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## STRATEGY 1.4 | Support full roll-out and strengthening of the TBMP

Ketchikan's Tourism Best Management Practices (TBMP) was developed in 2019 but was never fully implemented. Ketchikan's TBMP program does not include any supporting training modules to help operators understand best practice implementation, nor does it direct operators to the available educational and training programs offered throughout the state and island. Another consideration might be developing a local ordinance for best practices that would be more appropriate in regulation. Finally, the TBMP could certainly go further with more advanced sustainable tourism best practices such as: visitor behavior guidelines, cultural heritage interpretation, and responsible visitation messaging. As tourism rebounds, it is important to utilize the value resource to build capacity of local operators, improve the overall visitor experience, and be responsive to resident concerns.

### STRATEGY 1.4: Support full roll-out and strengthening of the TBMP

**Implementation Timeline: Years 2-5**

**Objectives:**

- To increase participation in TBMP ultimately enhancing the overall quality of the visitor experience and minimizing impacts on resident quality of life and quality of the natural environment

**Priority Actions:**

1.4.1 Develop and promote a suite of educational resources that build capacity as an incentive to participate in the program. Resources could include (but are not limited to):

- Existing tour operator training materials
- Educational webinars enrolled participants
- Formal tour operator training and certificate program

1.4.2 Leverage the existing tour operator training and education programs that are available from KVB and other local resources

- Increase distribution of Ketchikan 101 for residents and businesses
- Audit KVB's current Resource Guide for Operators/Guides and identify new additions:
  - Alaska Host, Visitor Industry Certificate, and other training opportunities
  - "Rules of the Road" information (Strategy 5.2)
  - Local ordinances
  - Tour scripts

1.4.3 Develop online learning modules to support operator/guide education and training. Subjects could include (but are not limited to):

- Visitor Communications
  - Ketchikan History and Heritage Script
  - Responsible Visitation and Behaviors
- Operator Best Practices
  - Understanding Local Ordinances
  - Rules of the Road (Strategy 5.2)

1.4.4 Formalize a Tour Operator Training Program that could be voluntary or compliance-oriented

- Establish a distribution strategy to widely share the resource guide with operators/guides
- Expand existing Train the Trainer program to ensure more operators participate
- Define expectations for operators' participation and provide certificate for completion

## STRATEGY 1.4: Continued

1.4.5 Determine if a compliance (licensing) program to enforce compliance of operator/guide expectations is necessary

- Potential TBMP compliance procedures might include:
  - Annual application submission of best practice evidence
  - Completion of defined set of training requirements including driver training
  - Conduct annual review of hotline call-ins and complaints and provide action plan for improvement before renewal as needed

1.4.6 Determine if current and new TBMPs should be regulated by local ordinance

- Utilize the Attraction and Impact Inventory framed in  to determine if there are specific sites under undue pressure that need to be better regulated
- Identify beaches, trails, and other areas that may need to be considered commercial vs noncommercial and/or restricted on certain hours and/or days

**Partner Organizations:**

KVB, Greater Ketchikan Chamber of Commerce, tour operators, Cape Fox Tours, KGB, City of Ketchikan, City of Saxman, Village of Saxman

**Desired Outcomes:**

- The TBMP has gained financial support for a full roll out and activation of the program
- Increased number of businesses signed on to the program and staff trained
- Improvement in the quality of visitor experience
- Increasing numbers of operators are enrolled in the TBMP program correlates with increased visitor satisfaction and decreased calls to the TBMP hotline
- Local operators are enthusiastic about learning opportunities which improve their operational footprint and visitor satisfaction

**Key Success Metrics:**

- TBMP operational plan implemented
- Allocated budget line item for TBMP operational plan
- 10% increase of operators enrolled in the TBMP program on an annual basis
- Reduction in complaints received on the visitor hotline and general conduct violations
- New resource guide updated and published

**Potential Resources and References:**

- Existing KVB website and marketing tools

**Potential Funding Sources:**

- CPV Tax
- Continued funding through the KGB community grant programs, existing allocation of funding for marketing including website and other marketing efforts (via the KVB)
- Additional funding can be sourced from Passenger Fees

## STRATEGY 1.5 | Develop a visitor management strategy

One of the first steps involved in visitor management is conducting a rapid assessment of the current conditions associated with visitor flows, mobility and impacts at key locations, attractions and sites. The assessment looks at visitor preferences and mobility trend lines and identifies an inventory of key locations, attractions and sites. This assessment is followed by a community participatory planning process through which thresholds of acceptable change for the key locations, attractions and sites are defined. The technical term for this participatory planning process is Limits of Acceptable Change. The following frames the initial steps Ketchikan can take to advance this process.

### STRATEGY 1.5: Develop a visitor management strategy

**Implementation Timeline: Years 1-4**

**Objectives:**

- To take the first step in objectively identifying the specific attractions and assets that may be threatened by overuse
- Define limits of acceptable change

**Priority Actions:**

1.5.1 Convene a visitor use management action team as part of the destination stewardship council

- Conduct stakeholder mapping and identify a diverse group of community stakeholders to participate on the action team
- Establish terms of reference for action team contributions including anticipated timeline for activities and actions for the initial/baseline scope of work
- Coordinate an initial meeting to complete the attraction and use inventory, establish a capacity indicator framework, and define management strategies

1.5.2 Develop official inventory of priority tourism attractions and sites and assess impacts occurring

- Identify key tourism attractions and assets (natural, cultural, man-made physical) within the community and create an inventory database
- Identify the top 5-7 attractions and sites within the destination which the action team feel are currently, or on the verge of, needing management actions to address the increasing pain points
  - These assets would be determined through discussions with the action team, based on the visitor sentiment research, and/or through other observational methods
- Define key characteristics of the use/capacity impacts that are occurring. These include:
  - Location of use
  - Amount of use
  - Time of use
  - Type of use
  - Visitor behaviors
  - Impacts occurring (crowding, ecological damage, safety, etc.)

## STRATEGY 1.5: Continued

1.5.3 Conduct a Limits of Acceptable Change study that expands the utility of the Attraction and Impact Inventory

- Complete a Visitor Flow Study
  - Document where visitors are going after disembarking cruise ships or arriving at the airport
  - Determine the areas that visitors frequent and implement visitor management tactics to balance visitors
- Establish a Capacity Indicator Framework to effectively monitor use and impacts at priority attractions and sensitive sites and the correlation of increasing visitation to specific sustainability outcomes
  - Define the desired conditions and thresholds for use at each asset
  - Identify capacity correlation indicators as needed (e.g. visitor to resident ratio; percent of use of local attractions)
  - Establish protocols and success metrics for ongoing monitoring
- Working with all applicable stakeholders, define Visitor Use and Capacity Management Strategies that are enacted if and when indicators exceed thresholds to ensure the key assets maintain their desired conditions
  - Example management strategies could include:
    - Communications to shift behavior
    - Permitting to limit number of users
    - Develop sites to handle more capacity
  - Establish protocols for how to activate management strategies (e.g., who, what, when, how)
- Use findings from the Limits of Acceptable Change Study to manage overnight visitor expectations of what to expect during busy cruise days and to educate them on actions to take to best enjoy their visit while cruise ships are in port (such as avoiding specific places at certain times)

**Partner Organizations:**

- KGB, City of Ketchikan, KVB, Greater Ketchikan Chamber of Commerce, United States Forest Service (USFS), Alaska Native organizations, nonprofits

**Desired Outcomes:**

- With the completion of an asset and impact inventory and/or a more comprehensive Limits of Acceptable Change Study, local stakeholders can objectively make decisions to best manage local tourism assets and attractions

**Key Success Metrics:**

- Initial meeting held
- Assets and impacts identified and cataloged
- Limits of Acceptable Change Study commissioned

**Potential Funding Sources:**

- CPV Tax

## Goal 2: Position Ketchikan as a year-round destination

During the off-season months (i.e. October-April) Ketchikan receives few visitors. Cruise ship visitors account for 95% of annual visitors to Ketchikan, a majority of which visit Ketchikan between May and September. Many businesses are only in operation during the summer months which can limit the opportunities for visitors during the off-season. The rainy weather in the fall, spring, and winter can make experiences provided in the summer unavailable or less enjoyable, so unique off-season experiences are needed to draw in visitors with a distinct value proposition.

In the Ketchikan resident sentiment survey distributed in summer 2022, respondents felt that priority should be put on growing air travelers (83% moderate or high priority) and small cruise ships (82% moderate or high priority) while the growth of large cruise ship tourism (50% low priority) was considered low priority. To grow these other markets, Ketchikan needs to be positioned as a year-round destination.

The annual occupancy rates between 2008 and 2017 showed a peak in 2012 and a decline since 2015. The average annual occupancy rate during those years was around 55%, which is lower than optimal, but there are no monthly breakdowns to show occupancy during the tourist season versus the off-season. These statistics do not explain the challenge that tourism stakeholders articulated during the KTS development process. Tourism leaders state that demand for accommodations in the summer months now exceeds supply. In other words, the maximum accommodation capacity, i.e. total number of available rooms island wide, is not meeting the growing demand for accommodations in summer months. They felt that this accommodation capacity deficit is affecting overnight visitor numbers. To successfully position Ketchikan as a year-round destination, visitor accommodation capacity needs should be evaluated and the occupancy rate needs to be consistently monitored and recorded monthly. The opportunity to build up accommodation capacity to meet current and future demand should also be considered.

The crowding at key tourism attractions during the peak season can negatively affect the overall experience of overnight visitors. Visitor management strategies such as visitor education, communications and dispersal of visitors, can help to influence the movement and expectations of overnight visitors during summer months.

During the off-season, airlift capacity decreases in response to the drop in demand. Air arrivals to Ketchikan are mostly from the western U.S. (73%), followed by the South (12%) and the Midwest (8%). Considering untapped markets that can still reach Ketchikan relatively easily (1 layover, 8-hour trip) in conjunction with expanded lodging capacity and the promotion of Ketchikan for events and meetings could expand off-season visitation. Additionally, 67% of air arrivals in 2017 had visited Alaska before. As the "Gateway to Alaska", Ketchikan has unique marketing power to encourage visitors to take their first trip to Alaska to Ketchikan as an overnight visitor to explore what the state has to offer. Coordination with Alaska Airlines and an airlift capacity working group could be considered to increase airlift capacity to Ketchikan during the off-season.

Off-season events, experiences, and tour packages in Ketchikan could include opportunities that cannot be experienced during the summer months. Ketchikan already has a thriving art scene during the off-season, but many of the festivals and events are one day long and over the weekend. To encourage visitors to take part in these special experiences, additional activity opportunities should be created such as Ketchikan master classes and some current experiences can be expanded such as the art walks.

There are opportunities to improve visitor flows and the diversification of tourism offerings in Ketchikan to support a thriving year-round tourism economy. Increased overnight visitor accommodation options during the peak season, showcasing a variety of rich experiences in off-season months can help to attract more overnight visitors.

As emphasized throughout the KTS process by community leaders, as coordinated Ketchikan tourism management advances and the community looks at diversifying this industry to build a year-round economy, approaches should consider other scalable economic development opportunities. Opportunities could include extensions from existing traditional livelihoods such as commercial fishing, canneries and other potentially scalable industries such as timber management.

Additional considerations could be cottage industries and small-scale manufacturing to support established trades and upskilling opportunities for a broader range of Ketchikan residents.

### Measuring Success

Key measures of success are outlined below:

- A healthy and stable occupancy rate experienced year-round
- A growing number of opportunities for activities for visitors and locals in the off-season
- Off-season business management downtown with partnership between private sector, public sector, and the arts community



## STRATEGY 2.1 | Diversify the tourism product

The off-season in Ketchikan is rich with events highlighting the thriving art community in the destination. Many single day festivals are held throughout the winter months which gather the attention and participation of locals. However, these seasonal events are not widely attended by visitors partially due to limited promotion with no other dedicated activities to incentivize off-season travel. This initiative considers creating new opportunities for visitors to experience Ketchikan in a different way than they can in the summer months in tandem with the marketing of existing and new events to encourage off-season visitation (Spring, Fall, Winter).

### STRATEGY 2.1: Diversify the tourism product

**Implementation Timeline: Years 2-4**

**Objectives:**

- Market existing and newly created opportunities to visit during the off-season
- Increase the number of overnight visitors

**Priority Actions:**

2.1.1 Promote the off-season as a unique time to experience Ketchikan's rich culture without crowds. Inventory existing off-season events and activities and use in marketing material including an off-season calendar. (see initiative 2.4)

- These events and activities can be categorized with the tourism product themes identified for the map in initiative 1.1.1 (cultural, natural, marine, foodie)

2.1.2 Work with local organizations to offer classes and artistic, educational and cultural activities in the off-season to help round out visitors' experience and increase length of stay. With the prominent off-season art festivals and events in Ketchikan as a starting point (they typically occur as single day events on Saturdays without activities during the week), the community could expand on existing visitor interest by offering master classes in the off-season not offered in peak season to create a unique value proposition for Ketchikan. Ketchikan master classes could include:

  - Totem Heritage Center totem carving classes
  - Rainforest Sanctuary wilderness classes (plant and animal identification, survival training, etc.)
  - Bawden Street Brewing Company and/or Baleen Brewing Co tours and brewery classes
  - Commercial/charter fishing demonstrations and short courses
  - Ketchikan Area Arts and Humanities Council (KAAHC) or KIC or local galleries offer art classes or Alaska Native craft courses, etc.

- According to the Ketchikan resident sentiment survey from summer 2022, eco-, cultural, and scientific & educational tourism are considered the most important types of tourism to develop so educational sessions and experiences could be created in collaboration with scientific and educational institutions such as the USDA and UAS Ketchikan
- Host artisans from other small art communities in the U.S. to share their craft, collaborate on art initiatives, and open new visitor markets

2.1.3 Engage residents to sell local products at events

- Encourage Alaska Native artists to join the Indian Arts and Crafts Board Source Directory and pursue partnerships with the Board (through the U.S. Department of the Interior)
- Expand local art walks for local businesses to gain more exposure with visitors

2.1.4 Activate a previous proposal that allows nonprofits to collect the sales tax on items like tickets on a voluntary basis to gain additional revenue to support off-season activities

## STRATEGY 2.1: Continued

2.1.5 Engage and partner with industries not currently directly involved in tourism such as fishing and logging to create experiences that give visitors a look at Ketchikan's unique cultural and heritage connections to land and sea. Examples could include:

- Commercial and charter fishermen create short experiences that generate revenue - e.g., give tours and tell the stories of their boats and their operation, give fishing/casting lessons, or create other authentic "snapshot" demonstrations of the importance of the fishing culture
- Tasting menus from expert fishermen in collaboration with local restaurants to create a unique way for visitors to learn more about the fishing industry and local cuisine
- Establish opportunities for the logging industry to display their trade beyond the Great Alaska Lumberjack Show, including developing "up close"experiences such as guided tours and educational talks to tell the stories and heritage of lumberjack and logging culture
- Introduce saltwater sportfishing and fly fishing to new audiences, such as families and female travelers. Offer "family fly days" women-only saltwater fishing clinics and tournaments, and other innovative approaches

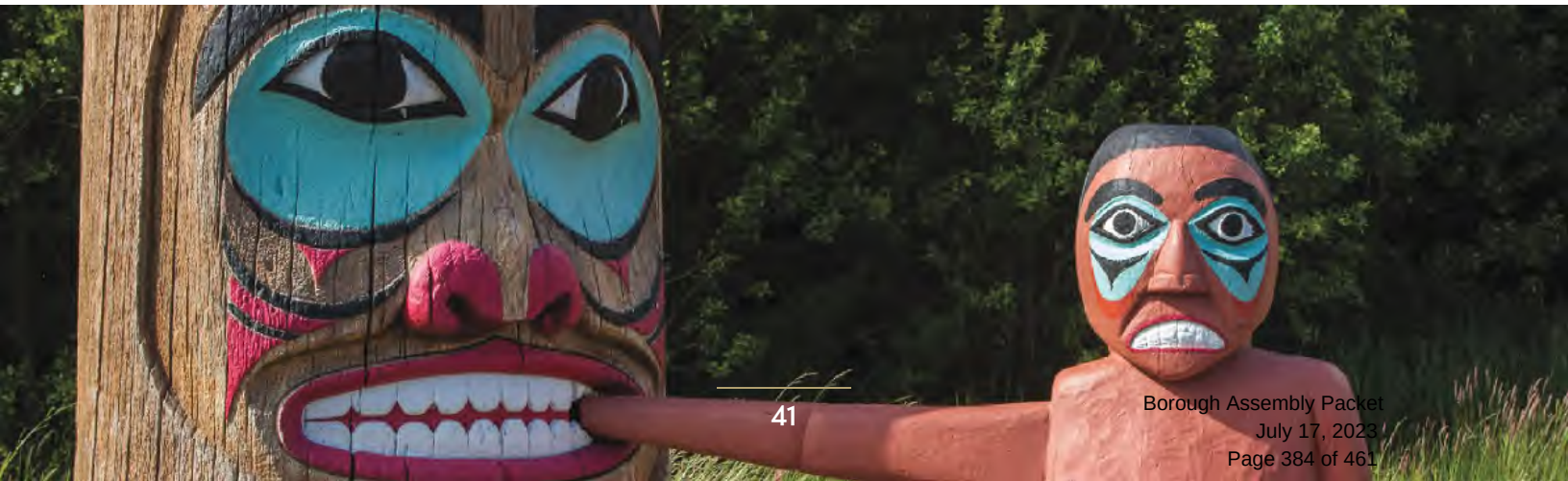
2.1.6 Coordinate with Alaska Airlines to explore providing additional flights to Ketchikan during the off-season and provide special prices, incentives and package deals for off-season conference, events, etc.

- Market these opportunities through the Alaska Airlines site and KVB media
- Explore subsidizing flights so there is a consistent number of flights during the off-season
- Establish airlift capacity working group to assess strategies to enhance airlift capacity and consider the possible structures and mechanisms for subsidizing airlift capacity in the off-season for key priority markets

2.1.7 Explore reestablishing the Inter-Island Ferry link with Prince Rupert Island to encourage a greater number of ferry travelers to Ketchikan

2.1.8 Promote alternative operations during the off-season such as conferences and events

- Market Ketchikan as a conference and event destination
  - Market to more typical SE Alaska and the Pacific Northwest markets
  - Market to new potential cities including Chicago, Boston, and Omaha where flights to Ketchikan only include 1 layover (and oftentimes flights that are under 8-12 hours) but offer an entirely different ambiance than the origin destination
  - Target markets should include small to medium businesses or organizations that can be accommodated in the Ted Ferry Civic Center and/or hotel meeting spaces
- Offer incentives such as discounts in the off-season for locals to use lodging facilities for special events and conferences



## STRATEGY 2.1: Continued

**Partner Organizations:**

Ketchikan Area Arts and Humanities Council (KAAHC), KVB, City of Ketchikan, KGB, Ketchikan Indian Community (KIC) and Native Organizations, cultural and art NGOs, Greater Ketchikan Chamber of Commerce local businesses, Alaska Airlines, Indian Arts and Crafts Board (DOI), USDA, University of Alaska (UAS) Ketchikan

**Desired Outcomes:**

- Inspire visitation outside of summer months (more year-round visitors)
- Increase overnight visitors
- Encourage business and community involvement

**Success Metrics:**

- Visitor volume
- Visitor spending
- Increase in year-round employment opportunities

**Potential Resources and References:**

- KAAHC Wearable Arts Show and other arts events
- KVB Visitor Guides/Website (including calendar of events)

**Potential Financial Sources:**

- Transient Occupancy Tax
- USDA
- Cultural Institutes
- Nonprofit sales tax collection



## STRATEGY 2.2 | Create a vibrant year-round downtown experience for locals and visitors

A vibrant year-round downtown experience is important to visitors, business owners and residents. Downtown Ketchikan sees lots of visitors in the summer but many businesses are closed throughout the off-season, leaving the downtown looking desolate. There are complaints that only certain areas of Downtown see a majority of the cruise visitors while businesses only a few blocks away do not have the same foot traffic. This initiative considers how the Downtown could be managed equitably to promote year-round visitation from locals and visitors

### STRATEGY 2.2: Create a vibrant year-round downtown experience for locals and visitors

**Implementation Timeline: Years 2-4**

**Objectives:**

- Re-organize visitor flows to create a more even spread of cruise passengers in the summer and provide an experience for visitors and locals in the off-season

**Priority Actions:**

2.2.1 Establish a downtown task force to create opportunities and incentives for downtown businesses to ensure year-round appeal

- Members to include KGB, City of Ketchikan, downtown businesses, and arts and culture NGOs
- Guidelines on closing businesses seasonally to maintain the aesthetics of downtown and incentivize visitors
- Engage local artists with the Ketchikan Area Arts and Humanities Council (KAAHC) to create art pieces (window art, door art, street art, etc.) to beautify closed businesses during the off-season. It is recognized that there was a similar attempt in the past but it failed because there wasn't sufficient consensus. This second attempt will need to focus on consensus building
- Develop incentives for local businesses to stay open beyond peak season to support more activity downtown

2.2.2 Implement visitor management tactics to ensure that visitation is balanced across downtown and there is an equitable distribution of visitors to businesses

- Street entertainment strategically located throughout downtown to attract visitors to additional areas
- Utilize local artists to create an "explore Ketchikan" ground art that can help visitors choose their adventures from these launching points
- Complete visitor study periodically after implementing visitor flow measures to gauge progress against the baseline (see initiative 1.5)
- Utilize an app or online platform to offer self-guided walking and cultural tours for visitors
- Create music busking shelters to attract visitors to certain areas to enjoy performances by local musicians

2.2.3 Create a directory of businesses open during the off-season to promote and map out itineraries for off-season downtown adventures

- Market itineraries and experiences to overnight visitors
- Create a passport program where locals and visitors can earn rewards for making purchases at a certain number of participating local businesses open during the off-season

## STRATEGY 2.2: Continued

2.2.4 Build upon initiatives in the Ketchikan Waterfront Conceptual Master Plan with Historic Ketchikan and the City of Ketchikan

- Some of these initiatives include:
  - The "Seawalk" and pedestrian walkways
  - Expand wayfinding and interpretive signage, pedestrian seating (craft locally) and lighting
  - Waterfront Advisory Group to encourage community participation in waterfront development, provide technical support, and review proposed actions
  - Develop an informational app for smartphones to teach visitors about Ketchikan through walking tours and to guide visitors with maps of Ketchikan
  - Provide raincover along popular walking routes
  - Create childrens' play areas
  - Utilize planter boxes to separate vehicles and pedestrians and add natural beauty

**Partner Organizations:**

Ketchikan Area Arts and Humanities Council (KAAHC), KVB, Greater Ketchikan Chamber of Commerce, City of Ketchikan, KGB, Ketchikan Indian Community (KIC) and Native Organizations, Historic Ketchikan, Cruise lines, local businesses, art NGOs

**Desired Outcomes:**

- Equitable support for tourism businesses in the downtown area
- A vibrant downtown year-round including operating businesses and visually appealing storefronts and streets
- Better visitor flows creating less density issues
- Encouraging year-round visitation and support for downtown businesses

**Key Success Metrics:**

- Visitor flow downtown (complete period visitor flow studies to measure progress)
- Visitor spending

**Potential Resources and References:**

- Waterfront Conceptual Master Plan
- Historic Ketchikan's Waterfront Conceptual Master Plan
- KVB Visitor Guides/Website
- Our Town

**Potential Financial Sources:**

- Transient Occupancy Tax
- Sales Tax
- USDA, Main Street America and other downtown development funding
- Private sector

## STRATEGY 2.3 | Lead a destination rebranding effort that supports the new year-round positioning and marketing strategy

Following the development of the KTS and the new community orientation around its tourism industry, Ketchikan will be uniquely placed to reposition itself and attract new visitors. This is the time to strengthen marketing efforts by rebranding and launching a new strategic marketing effort. Some of the work required to develop a new brand, including conducting a destination audit and compiling a SWOT analysis, can be built from research findings from the KTS. It is recommended that rebranding and development of a marketing strategy be carried out by a destination marketing agency, but there must be stakeholder participation supported by tourism and community leaders, so that residents feel their values are integral to how Ketchikan is promoted to visitors.

### STRATEGY 2.3: Lead a destination rebranding effort that supports the new year-round destination positioning and marketing strategy

**Implementation Timeline: Years 2-5**

**Objectives:**

- Develop a new brand identity for Ketchikan that invites opportunities for year-round tourism, promotes newly available products and visitor experiences, and appeals to additional visitor markets
- Create a new marketing strategy to support the re-branded destination promoting Ketchikan to independent travelers

**Priority Actions:**

2.3.1 Hire a marketing and branding agency to undertake this work. The following steps should include:

- Develop a Request for Proposal (RFP) to source and select potential creative agencies
- Identify an appropriate budget and timeline with key milestones
- Solicit an agency through the RFP process

2.3.2 Implement and oversee the branding development being conducted by an agency

- Work with the selected agency to provide background research and studies conducted during the development of the KTS
- Create a branding steering committee made up of tourism and community stakeholders to oversee the agency's work and be responsible for final decision-making

**Partner Organizations:**

KVB, KGB, City of Ketchikan, City of Saxman, Cape Fox Corporation, Village of Saxman, Ketchikan Indian Community

**Desired Outcomes:**

- Ketchikan as a tourism destination launches and establishes a year-round brand identity
- A new marketing strategy penetrates the independent traveler market with the new brand identity

**Key Success Metrics:**

- A new brand for the destination is developed and launched that reflects year-round positioning of Ketchikan
- A marketing strategy that supports the new brand is developed, adopted, and established in the marketplace by the KVB

**Potential Resources and References:**

- KTS background research including Situation Analysis Report and resident sentiment surveys, destination diagnostic

**Potential Funding Sources:**

- KVB tourism marketing budget

## STRATEGY 2.4 | Assess accommodation capacity for visitors

Currently, 95% of annual visitors to Ketchikan are cruise ship passengers, so to decrease the high dependence on cruise visitors and support overnight visitors, lodging capacity must be increased.

The development of lodging should be informed by visitor needs and preferences to ensure the proper type of lodging is expanded. There are traditional lodging (hotels, motels) and alternate lodging (RV, camping, house boats, sharing economy, etc.) to consider. With alternate lodging, proper consideration should be given for regulations to ensure their development contributes to the tourism economy equally to traditional lodging. In the Ketchikan Housing Survey 2021, 53% of residents supported increasing regulation of short-term housing such as AirBnB while only 35% opposed.

During the peak season, there is limited accommodation capacity for overnight visitors; and during the off-season, existing accommodations have low occupancy levels. This priority action calls for monitoring of current traveler demographics and lodging trends to determine the best path forward for lodging development to support year-round overnight visitors.

### STRATEGY 2.4: Assess accommodation capacity for visitors

**Implementation Timeline: Years 1-5**

**Objectives:**

- Evaluate and expand the current lodging offerings to accommodate more overnight visitors in the tourist season and encourage increased use during the off-season

**Priority Actions:**

2.4.1 Collect monthly hotel occupancy data consistently and conduct a gaps and needs analysis

- Identify and roll-out incentives such as marketing and promotion benefits that encourage hotels to provide occupancy data on a monthly basis
- Ensure KVB has funding to monitor the occupancy rate year-over-year to track the level of lodging needed
- Identify gaps and needs based on current trend lines (occupancy rate and other key indicators) and projections

2.4.2 Identify priority overnight visitor demographics to determine what type(s) of lodging is needed to expand summer accommodations and develop necessary lodging facilities

- Complete a lodging demographic study of summer overnight visitors, collecting information including: type of lodging used for the trip (traditional versus alternative), type of desired lodging for future visits, travel budget, location of activities during the visit, transportation used for the trip (car, public transport, boat, bike, walking, etc.)
- Grow base of traditional lodging (hotels) to match the needs of summer overnight visitors
- Grow base of alternative lodging (RV, camping, house boats, sharing economy, etc.) to match the needs of summer overnight visitors
- Consideration of repurposing/remodeling infrastructure to create accommodations (see initiative 3.2.3)
- Housing task force (initiative 3.1.2) could help regulate Short Term Rental (STR) market for sharing economy lodging to capture data on the STRs, identify any needs for management, and collect the Transient Occupancy Tax

## STRATEGY 2.4: Continued

**Partner Organizations:**

KVB, KGB, City of Ketchikan, lodging businesses, Greater Ketchikan Chamber of Commerce

**Desired Outcomes:**

- Creatively use available spaces to create accommodations
- Increase the lodging capacity for overnight summer visitors
- Continue to look at the interplay of the tourism product offerings, growth in year-round tourism and lodging offerings

**Key Success Metrics:**

- Consistent reporting of occupancy rates by months
- Higher occupancy rates year round

**Potential Resources and References**:

- Regulations on Short Term Rentals
- Ketchikan Visitor Profile and Economic Impact Analysis, 2018

**Potential Funding Sources:**

- Transient Occupancy Tax



## Goal 3: Strengthen community engagement and communications around tourism

Community-centered tourism is the future of Ketchikan. A robust community communications and education strategy is needed to support this pivot. It is critical for community tourism leaders to develop and lead strategies that help residents feel informed, help tourism businesses engage in industry programming, and help visitors understand how to respect the values of Ketchikan. Traditional marketing and destination promotion designed to attract visitors must also pivot to engage key stakeholders, especially the host community, and communicate different messages.

Through the development of the KTS, leadership has recognized that tourism has a broader audience than visitors alone, and it's critical to maintain a dialogue with members of the community who feel the impacts of tourism in their daily lives. Residents need to understand the value of tourism and the management tools and tactics to enhance that value—from increasing economic benefits to reducing quality of life impacts. The community has to be part of tourism planning and consulted through an ongoing engagement process led by tourism and community leadership. This includes tourism stakeholders such as small business operators.

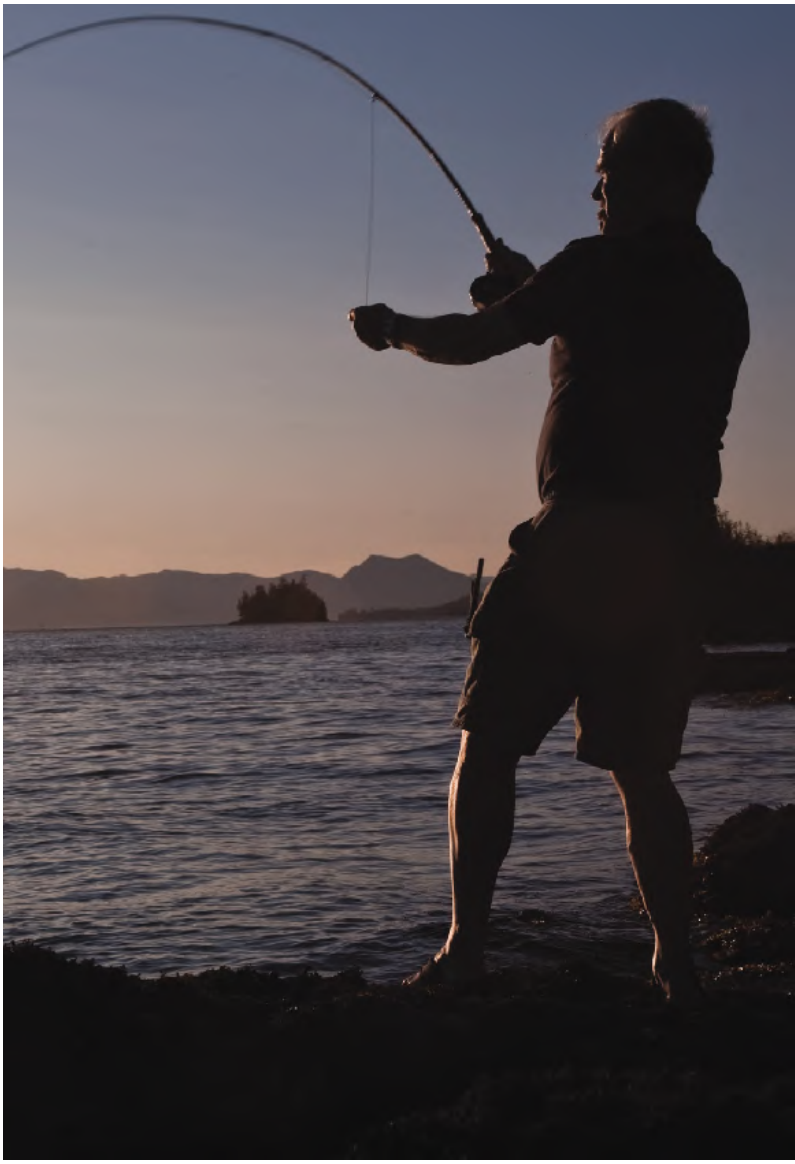
Providing visitor education around the values of the community will help safeguard Ketchikan's future and preserve what makes it a unique place. There are proven communications tools to adopt for supporting stewardship of the natural environment, persuading visitors toward better behavior, and acknowledging local residents in creating a successful destination.

Communications initiatives included in this plan require the participation of multiple community organizations and leadership to operate in tandem. Some of the work outlined will require coordinated and shared investment to fund communication and engagement activities that ensure information is reaching key audiences.
There are elements of communication and educational programming included in the other goals, and these will be integrated under a new tourism governance structure, supported by entities such as a communications task force, and a recommended tourism engagement coordinator.
The strategic focus of the following initiatives is on community engagement and communication as a pillar for tourism success.

### Measuring Success

Key measures of success are outlined below:

- An educated and informed community who understand the value of tourism and are engaged with tourism leadership
- Increased feedback from the community, including tourism stakeholders, on tourism planning
- High level of buy-in for the KTS in the private sector, public sector, civic sector, and the wider community.



## STRATEGY 3.1 | Generate awareness of the new KTS

The process of engaging and informing the community can bolster the success of the new KTS. Community members and stakeholders will be invested in the plan and the process if they are well-informed. This initiative helps secure a wide understanding around the adoption and implementation of the KTS.

### STRATEGY 3.1: Generate awareness of the new KTS

**Implementation Timeline: Year 1 within six months of completion and formal adoption of the KTS**

**Objectives:**

- Inform the community including residents and tourism stakeholders about the completion of the KTS
- Generate positive PR and engagement opportunities around the new approach to tourism in the Ketchikan region

**Priority Actions:**

3.1.1 Develop a six-month marketing-communications and engagement action agenda for the new KTS. This agenda would detail marketing tactics including:

- Community outreach calendar of events and information sessions to provide presentations on the KTS to targeted residents and stakeholder groups
- Calendar of:
  - Earned media content including editorial coverage and press engagement
  - Paid content including print and digital advertising, coordination of information platforms including KTN Talk and KGB social media
- A target stakeholder list including press and industry and community partners that will be reached during the outreach process

3.1.2 Develop and implement communication toolkits that clearly articulate the KTS development process and the benefits of adopting the final document. The tool kit to include:

- Talking points for the KGB staff, KTS community advisory and steering committee members
- Fact sheet for the general public which can be published on KTN Talk and on social media platforms

**Partner Organizations:**

KGB, KVB, Greater Ketchikan Chamber of Commerce, KTS advisory and steering committee members

**Desired Outcomes**:

- The KTS has been presented to the community and key stakeholder groups have been well-informed

**Key Success Metrics:**

- Total number of attendees at community events and meetings
- Total volume of marketing and media impressions generated about the KTS through earned and paid media efforts

**Potential Resources and References:**

- KGB's engagement platform, KTNTalk.com

**Potential Funding Sources:**

- KGB community development and planning budget will be required to execute and coordinate community outreach and events, along with marketing efforts including media advertising

## STRATEGY 3.2 | Build and maintain community engagement around tourism

The community engagement process used to develop the KTS over the last 15 months set the stage for regular and consistent engagement with residents and stakeholders. This can serve as a foundation for initiating more regular information sharing that can help residents feel more informed about the holistic impacts of tourism. Ongoing island wide community engagement is critical for solving many of the issues identified in the KTS. The creation of a full-time position to establish and sustain community engagement across all local jurisdictions will require a coordinated agreement and the financial resources.

The following initiatives support data-driven information dissemination and continued two-way dialogue.

### STRATEGY 3.2: Build and maintain community engagement around tourism

**Implementation Timeline: Years 2-5**

**Objectives:**

- Provide data-driven updates within an annual indicator report on the industry for residents and tourism stakeholders including small business operators
- Develop systems to support information, education, and feedback from the community

**Priority Actions:**

3.2.1 Develop a communications taskforce of industry stakeholders, including public and private sector, and community members that represents cross-sections from all jurisdictions to create and oversee a communications and engagement strategy

3.2.2 Allocate funding to create a full-time Tourism Community Engagement Coordinator position within the KGB to implement and coordinate community outreach and engagement, and coordinate communication activity around the Destination Stewardship Council. This role would eventually report to the tourism governance structure

3.2.3 Publish an annual tourism indicator report of metrics and trends analysis (See initiatives under Goal 7 for details)

3.2.4 Coordinate an annual "state of tourism" public forum to present key performance metrics, provide ongoingreporting, and facilitate general awareness in the community on tourism industry updates

3.2.5 Develop and plan a series of quarterly industry-led informational events to provide key stakeholders with opportunities to present progress updates on strategies or topics specific to their sector. These can be hosted in different locations within Ketchikan to reach out in all areas

3.2.6 Continue to build out tourism planning updates and content to KTN Talk and grow this platform as a resource for community engagement and input on the tourism industry

3.2.7 Resume annual or bi-annual resident and tourism stakeholder engagement surveys for the community to ensure a regular feedback loop is supported

## STRATEGY 3.2: Continued

**Partner Organizations:**

KGB, KVB, Greater Ketchikan Chamber of Commerce, Cruise Line Agencies of Alaska (CLAA)

**Desired Outcomes:**

- The community (residents and tourism stakeholders) is informed and participating in a two-way dialogue through engagement platforms and events
- The community develops trust and confidence in a collaborative process that includes residents, stakeholders and operators

**Key Success Metrics:**

- Recruitment of a contracted or full-time equivalent tourism community engagement coordinator, serving within the KGB
- Number of resident and tourism stakeholder surveys completed annually
- Number of participants offering feedback on KTN Talk
- Number of attendees at community tourism town hall meetings
- Increased number of satisfied residents and overall increase in resident sentiment survey scores

**Potential Resources and References:**

- KGB staff time (new full-time position) to coordinate efforts of surveys development, distribution, analysis, coordination of community town hall meetings, and any marketing efforts to promote all engagement initiatives
- Ketchikan Gateway Borough's engagement platform, KTNTalk.com

**Potential Funding Sources:**

- Funding for position via all local jurisdictions, funding for marketing and communication outreach including media placement



## STRATEGY 3.3 | Develop an education strategy to influence responsible behavior in the community and on public lands

This initiative aims to encourage responsible behavior in residents and visitors , convening frontline tourism stakeholders who are currently working in education and communications into a task force to oversee the development of consistent, streamlined messaging and communication within the overall marketing strategy.

Because cruise and overnight visitation and behavior is distinctly different, the messages delivered to them must be tailored to them.

### STRATEGY 3.3: Develop an education strategy to influence responsible and respectful behavior in the community and on public lands

**Implementation Timeline: Years 3-5**

**Objectives:**

- Educate and influence responsible behavior in cruise and overnight visitors
- Devise messaging and education that informs residents

**Priority Actions:**

3.3.1 Identify resident and visitor behaviors in town and on public lands through survey results and additional consultation with key stakeholder groups

3.3.2 Create an outreach strategy framework that can be applied according to the following:

- behavior
- audience
- season
- outreach partners

Explore distribution channels for potential outreach communications, including industry partners and by type of visitor

3.3.3 Develop a series of campaigns with educational messaging that aligns with the TBMP to address priority behaviors of identified audiences, such as responsible commercial vehicle driving, responsible behavior around wildlife, or shop local awareness; Devise messaging and tactics to reach both cruise and overnight visitors

3.3.4 Develop partnerships with national organizations that have established and recognized responsible visitation messaging such as Leave No Trace

3.3.5 Provide local businesses with training and a toolkit for their employees, including frontline workers and guides, on the responsible visitation education campaign

## STRATEGY 3.3: Continued

**Partner Organizations:**

KGB, KVB, Greater Ketchikan Chamber of Commerce (KCC), Cruise Line Agencies of Alaska (CLAA)

**Desired Outcomes:**

- Coordinated distribution of visitor education materials
- Targeted and responsive campaigns
- Increase in positive resident and tourism stakeholder sentiment

**Key Success Metrics:**

- Number of responsible visitor campaign materials distributed/ impressions generated
- Number of businesses engaged in visitor education
- Positive results of resident, tourism stakeholder, and visitor surveys

**Potential Resources and References:**

- KGB community tourism engagement coordinator to oversee and coordinate visitor education campaigns
- Communications taskforce to support dissemination of visitor education and campaigns

**Potential Funding Sources:**

- KVB and KGB potential funding for development and production of any collateral such as collateral (posters, window decals, webpages, social media assets and content development)



## Goal 4: Increase tourism workforce stability

Workforce shortages have been a persistent challenge for Ketchikan. Tourism businesses cannot hire the workers they need to properly serve their customers, which ultimately results in subpar service, service interruptions, and other operational disruptions. While the problem is partly due to the national labor shortfall caused by the COVID-19 pandemic, there are other causes. Labor shortages are exacerbated by the cost of living in Ketchikan and other Alaskan cities, which is 24%-27% greater than the national average, as well as by rising rental and housing costs. In addition, Alaska ranks 27 out of the 50 states for workforce development.

There are opportunities to build the dynamic and diverse workforce that is critical to the long-term sustainability of the tourism industry in Ketchikan. Tourism businesses can work collaboratively with academic, nonprofit, and public sector partners to create industry-level workforce programs that engage, recruit, and retain a diverse workforce. They can also advocate for and actively support building affordable workforce housing (see Goal 6), health care, and childcare.

### Measuring Success

Key measures of success are outlined below:

- Greater stability in the workforce for tourism, especially filling areas of need during the times of the year that experience the greatest shortages.
- A growing and thriving workforce.



## STRATEGY 4.1 | Build a robust and diverse tourism workforce pipeline

Private businesses, educational institutions, and state and local governments need to work together to strengthen Ketchikan's workforce and workforce development ecosystem. Private businesses have the opportunity to pool resources and use industry-level shared services to implement workforce recruitment programs that can more effectively and efficiently address the scale of the problem. The destination needs a diverse as well as skilled tourism workforce, requiring new pathways to employment for workers from all backgrounds. Diversity brings new ideas and perspectives to business and government and better represents the nation's and Ketchikan's diverse population.

### STRATEGY 4.1: Build a robust and diverse tourism workforce pipeline

**Implementation Timeline: Years 2-3**

**Objectives:**

- Pool resources and create strategic partnerships for industry-level workforce development program
- Increase the number of prospective and qualified workers in particular youth, Alaska Natives, retirees, immigrants and international workers

**Priority Actions:**

4.1.1 Create industry-level workforce pipeline development programs by tourism businesses pooling resources at an association level. A part-time coordinator can help to implement key initiatives, i.e. 4.1.2 and 4.1.3

4.1.2 Establish a "Sister City" Workforce Exchange Partnership; "sister city" options should ensure transferrable skills and prioritize coastal, marine, forest destinations such as Hawaii and Puerto Rico

4.1.3 Ensure greater diversification of tourism workforce to include youth, Alaska Native, retiree and immigrant communities

- Attract a growing number of retirees that are stepping in as auxiliary workers throughout the travel industry (they may be traveling in their RVs so housing may not be an issue)
- Engage with Tribal Nations to create a pipeline of interested and engaged tourism talent
- Establish programs with high schools and colleges that help to organize job fairs provide skills assessment and training (e.g. AK Host SVC training), mentorship, internships and placements. Programs to prepare highschoolers for summer work should start early so that students are ready to start work by June



## STRATEGY 4.1: Continued

**Partner Organizations:**

KVB, Alaska Travel Industry Association (ATIA), Coolworks, Greater Ketchikan Chamber of Commerce, Ketchikan Indian Community, Job Center, US Forest Service (USFS), University of Alaska, Ketchikan Gateway Borough School District, Central Council Tlingit & Haida Indian Tribes of Alaska, RYC (youth center), Grow Ketchikan, Cape Fox Corp, Saxman Tribe, Southeast Sustainable Partnership, Other Southern SE Tribes

**Desired Outcomes:**

- Predictable flow of year-round and seasonal workers
- Reduces recruitment costs
- Increases quality of service delivery

**Key Success Metrics:**

- Percentage of tourism business experiencing service interruptions and other operational disruptions over the last year
- Rate of employee turnover
- Results of sustainable industry-wide workforce programs

**Potential Funding Sources:**

- State- and federal-level grants
- Tools and approaches being developed by potential strategic partners, such as the U.S. Travel Association, who are developing resources for the industry to build an inclusive workforce



## STRATEGY 4.2 | Improve recruitment and retention of workers

Retaining employees from season to season is an ongoing challenge in Ketchikan. The turnover rate for the tourism and hospitality industry has persistently remained high. The Southeast's forecasted recovery to pre-pandemic levels (4,300 jobs in 2019) estimated that leisure and hospitality has an estimated recovery of 86% (i.e. 3,700 jobs) in 2022. There is an urgent need to improve recruitment and retention to build a stable workforce.

### STRATEGY 4.2: Improve Recruitment and Retention of Workers

**Implementation Timeline: Years 4-5**

**Objectives:**

- Increase total number of jobs filled in the tourism industry through recruitment efforts outside Ketchikan
- Reduce workforce turnover

**Priority Actions:**

4.2.1 Establish ongoing, centralized industry-wide workforce recruitment programs (linked to Strategy 4.1). A workforce facilitator/project manager will oversee recruitment, job postings, incentives and media promotion - could be funded by Chamber members pooling resources for facilitator position

- Workforce recruitment programs should target and address the different needs of seasonal and full time employees
- Digital marketing budget and campaign to help educate on career paths + more

4.2.2 Conduct a workforce needs assessment to help identify the scope of the problem and prioritize needs: tour guides, bus drivers, USFS - youth recreation trail restoration, retail workers, restaurant workers and fish processing. This situation analysis report will help to inform these recruitment efforts

4.2.3 Identify the greatest barriers to recruitment as part of the workforce needs assessment and find industry wide options for offering benefits to employees that may only be possible by pooling resources. Priority benefits to consider include housing options and offering childcare, health insurance, mental health services and possibly retirement benefits

**Partner Organizations:**

KVB, Alaska Travel Industry Association (ATIA), Coolworks, Greater Ketchikan Chamber of Commerce, Ketchikan Indian Community, Job Center, USFS, University of Alaska, Ketchikan Gateway Borough School District, Department of Labor and Workforce Development, Cape Fox Corp, Saxman Tribe, Southeast Sustainable Partnership, Other Southern SE Tribes.

**Desired Outcomes:**

- Full-staffing, meaningful work, skilled-sustainable workforce

**Key Success Metrics:**

- Employee retention rate
- Employee turnover rate
- Number of sustainable workforce programs that are supporting the needs of the tourism workforce

**Potential Funding Sources:**

- Tourism businesses pay into industry-level program
- State- and federal-level grants
- Tools and approaches being developed by potential strategic partners such as the U.S. Travel Association, which is developing resources for the industry to build and inclusive workforce

## Goal 5: Improve mobility and reduce tourism related traffic congestion

Mobility and traffic congestion are consistently raised as a priority in managing Ketchikan tourism growth and quality of life for residents. The resident sentiment toward tourism survey deployed in 2022 indicated that 54% of respondents believe the number of people visiting has a negative impact on the quality of life and 90% feel that tourism contributes to traffic problems. Specific concerns raised by residents in particular included limited capacity for residents to use public transportation during peak season and air pollution concerns due to use of older commercial vans and buses and excessive idling of vehicles.

Transportation and traffic congestion are complex issues to resolve. Infrastructure improvements can be expensive and timelines lengthy and these priorities are balanced against other community needs. Efficient transportation and mobility are critical considerations as the community looks to diversify tourism offerings, move visitors to less popular attractions and locations and to open up workforce housing outside of the city core.

A multi-tier and collaborative approach between the public and private sectors is needed to effectively tackle transportation and mobility challenges. Given limitations on the expansion of roadways, creative approaches are needed to balance the needs of residents to get to and from work and to support the flow of their everyday lives and to disperse visitors around the island. The following initiatives present a mix of short-term education and engagement solutions and long-term infrastructure investments, including wayfinding and signage, expansion of transit solutions, and road and infrastructure improvements.

### Measuring Success

Key measures of success include:

- More flexible shuttle services are available to disperse visitors
- Public transit capacity is expanded to support resident utilization
- Expanded signage and wayfinding improves visitor flows and support the visitor experience
- Traffic congestion is reduced downtown by commercial vans and buses



## STRATEGY 5.1 | Support development of KGB transit plan

This initiative focuses on supporting the KGB in updating the community wide Transit Development Plan. The current plan is nearly 20 years old and is not reflective of the changing needs of the community, current technology or trends, and transit and transportation infrastructure to support visitor growth. Building from the February 2021 resident Transportation Plan Survey, a continued focus for this strategy should include dynamic stakeholder engagement to reflect resident sentiment and needs and to leverage resources across public and private sectors in plan design and implementation.

### STRATEGY 5.1: Support development of KGB transit plan

**Implementation Timeline: Years 1-2**

**Objectives:**

- Leverage the KTS and other emerging plans (e.g., KGB Transit Development Plan), programs, and collaborative efforts to improve transportation and transit infrastructure and mitigate traffic congestion

**Priority Actions:**

5.1.1 Establish a private and public sector transportation action team - Convene a transportation action team as part of the destination stewardship council (see 8.1.2) comprised of public, private, and citizen-at-large representation to support development of the updated KGB Transit Development Plan (commencing in 2023) and associated collaborative efforts to mitigate traffic congestion. Tasks for consideration:

- Establish idling education program and enforcement for small (locust) passenger vans and larger tour vehicles (leverage TBMP)
- Appropriate speed limits to support safe traffic flows
- Designated loading and unloading zones
- Collaborative approach for community education and communication on transportation, traffic patterns and congestion, and pedestrian flow
- Mitigate vehicle back-ups and traffic congestion - coordinate with the Alaska Department of Transportation and Public Facilities (AKDOT) to identify locations for additional highway pull outs with possible integration with bus or shuttle stops
- Identify impediments to improved visitor disbursement and access to transit. Examples include: s-curve at Talbots; promenade delineation/build-out, upper Gorge Street and Rain Bird/Bus Stop reconnect
- Preferred locals routes (3rd avenue bypass)
- Seasonal "closures" for certain sized commercial vehicles on specific routes or roads
- Identify and pursue collaborative opportunities for pursuing grants for transportation infrastructure

5.1.2 Support the creation of the KGB Transit Development Plan and implementation strategy. Initial transit plan priorities include:

- Better use of KGB vehicle assets and supporting transit infrastructure - route design, pedestrian access, and transition to electric and other more efficient vehicles
- Wayfinding improvements and understanding where vehicles/assets are needed to help with dispersing people
- Potential carrying capacity for visitors could be expanded if people are moved around differently - reducing impediments. Delineating the boardwalk promenade - bus stops, wayfinding, etc./walkability to Rainbird trail or other attractions that are closer to the downtown area. Look for ways to "open up" the downtown area
- Downtown parking plan and potential infrastructure to maintain resident/community access
- Locations and development of bicycle lanes

STRATEGY 5.1: Continued

**Partner Organizations:**

KGB, Alaska Department of Transportation and Public Facilities (AKDOT), City of Ketchikan - Public Works and Police/ Fire Departments, City of Saxman, Village of Saxman, CLAA, Greater Ketchikan Chamber of Commerce, and large tour operators.

**Desired Outcomes:**

- Collaborative transportation planning between public and the tourism industry/private sector
- An updated KGB Transit Plan that is reflective of the current and changing needs of the community and tourism growth
- Less traffic congestion on main roadways and the Ketchikan downtown core

**Success Metrics:**

- Completion of Ketchikan Gateway Borough Transit Plan supported by community stakeholder engagement; sub-plans and milestones are completed with initial implementation in late 2023

**Potential Resources and References:**

- Alaska Department of Transportation - annual transportation plans
- The Economic Value of Public Transit in Alaska - AK DOT/May 2022
- City of Ketchikan Resident Transportation Plan Survey, February 2021

**Potential Funding Sources:**

- Ketchikan Gateway Borough Transit and Planning and Building Departments
- Federal transportation funding
- Grants - Alaska Department of Transportation and Planning



## STRATEGY 5.2 | Develop a "Rules of the Road" educational campaign

The strain of increased commercial and single occupancy passenger vehicles is evident throughout the KGB and in particular the downtown area, especially during peak tourism periods. With limited opportunities to expand roadways, it is increasingly more important to identify management strategies and educational materials to move vehicles more efficiently and safely throughout the community. This strategy is focused on comprehensive education and a vehicle safety campaign to support improved traffic flow throughout the KGB. A powerful resource to build out this initiative will be the KVB TBMP framework.

### STRATEGY 5.2: Develop a "Rules of the Road" educational campaign

**Implementation Timeline: Years 3-5**

**Objectives:**

- Educate commercial operators and all motorists on the rules of the road

**Priority Actions:**

5.2.1 Develop an educational program that includes a manual supported by policies and training programs including best practices for commercial operators that is shared with all Ketchikan businesses and residents. The campaign should consider:

- Pricing requirements for licensing process for commercial operators
- Development of a training webinar or video
- Orientation (kick-off) at the beginning of the peak season for tour operators
- Creation of fact sheets that outline the key policies and best practices, to include:
  - Staging areas and timing - for cabs, Uber/Lyft, Walmart and other non-tour related transportation
  - Guidance on transportation flows, routes and traveling through town
  - Proper use of cross walks
  - Education to support permanent infrastructure to support protection of pedestrians (e.g., historically appropriate bollards and safety roping in key pedestrian corridors)
  - "How to" guidance to interpret signage
  - Webpage with digital versions of fact sheet and the manual, along with training materials for commercial drivers and businesses
  - High-level messaging campaign for distribution and placement in local media, via tourism partners including Greater Ketchikan Chamber of Commerce members, TMBP participants

5.2.2 Integrate the "Rules of Road" educational program into the TBMP (see Initiatives 1.3 and 1.4)

- Training for commercial drivers and in future possible certification within the TBMP
- Reinforce law on preventing vehicle "trains"

STRATEGY 5.2: Continued

**Partner Organizations:**

KGB, Alaska Dept. of Transportation and Public Facilities, City of Ketchikan - Public Works and Police/Fire Departments, City of Saxman, Village of Saxman, Cruise Line Association of Alaska, KVB/TBMP program leads, Greater Ketchikan Chamber of Commerce, and Ports and Harbors, US Coast Guard, large tour operators

**Desired Outcomes:**

- Improved traffic flow on highways and in downtown
- Less possible confrontations between all pedestrians (e.g., residents and visitors) and tourism operators
- Ensure safety for drivers, vehicles, and pedestrians

**Key Success Metrics:**

- Smoother traffic flows within downtown and north to south roadways
- Rules of the Road educational campaign and compliance guidance is developed and implemented
- Inclusion of Rules of the Road within the TBMP and enforcement assistance between the KGB and City of Ketchikan

**Potential Resources and References:**

- TBMP as a mechanism for distribution of manual, policies and training

**Potential Funding Sources:**

- KGB
- City of Ketchikan
- Alaska Department of Transportation and Public Facilities



## STRATEGY 5.3 | Improve pedestrian, single occupancy vehicle, and tour operator mobility

Improving and expanding wayfinding and signage is an important strategy for improving traffic flows and reducing traffic congestion. This strategy was identified as a top priority in the Ketchikan Waterfront Master Plan. This plan presents specific tactics to improve the visitor experience, increase safe vehicle and pedestrian movement in downtown Ketchikan as well as to enhance the cohesiveness of themes and illustration of the cultural and historic heritage of Ketchikan and southeast Alaska.

### STRATEGY 5.3: Improve pedestrian, single occupancy vehicle, and tour operator mobility

**Implementation Timeline: Years 2-4**

**Objectives:**

- Improve visitor experience and reduce potential visitor and all pedestrian conflicts with motorists
- Utilize and expand infrastructure to support pedestrian dispersion and safe vehicle travel through the downtown area

**Priority Actions:**

5.3.1 Create a collaborative community wayfinding and signage/communication sub plan as part of integrated transportation planning and updated KGB Transit Development Plan. Possible components to include:

- Development of consistent placement/quality of signs to reflect Ketchikan culture and history, & heritage
- Paving patterns/color coordination on segmenting and purpose of roadways and walkways including sidewalk and pavement messaging to increase safety and pedestrian access and awareness
- Expand crossing guards training/certification requirements to support better flow and visitor services
- Infrastructure at crosswalks - improved safety with push button access
- Covered walkways in areas to disperse and protect visitors from inclement weather
- Permanent installation of bollards and safety roping to improve pedestrian flow and safety
- Expanded lighting to illuminate paths
- Expanded (update to) walking tour map w/overlay with shuttle services
- QR codes to take advantage of phone use for location assistance



STRATEGY 5.3: Continued

**Partner Organizations:**

KGB, Historic Ketchikan, City of Ketchikan - Public Works and Police/Fire Departments, City of Saxman, Village of Saxman, KVB, Greater Ketchikan Chamber of Commerce, Alaska Department of Transportation, and Ports and Harbors.

**Desired Outcomes:**

- Improve flow in downtown areas
- Reduce congestion and vehicle pedestrian conflicts
- Development and execution of a wayfinding and interpretative plan for the KGB

**Key Success Metrics:**

- A wayfinding and signage plan is developed with a detailed implementation timeline
- Collaborative efforts are supported to ensure that the KVB, tour operators and others design and develop educational collateral and programs aligned to the community wayfinding and signage plan

**Potential Resources and References:**

- Conceptual Waterfront Master Plan
- Existing wayfinding and historical signage
- References from Ketchikan Visitors Bureau
- References from existing tour operators

**Potential Funding Sources:**

- KGB
- Alaska Department of Transportation and Public Facilities - grants
- Federal transportation grants



## STRATEGY 5.4 | Increase transit options and hop-on-hop-off shuttle stops/access

Increasing and incentivizing usage of transit options is an excellent way to ease traffic congestion and reduce the number of vehicles on Ketchikan roads and highways. It also improves the visitor and resident experience by offering safe, lower stress transportation options. With limited ability to add roads, expand tourism offerings and disperse visitors especially into the Tongass National Forest, creative approaches to move residents and visitors around Ketchikan is increasingly more important. The creation of land and water based shuttle experiences provides transportation flexibility and can open up access to lesser known areas of the island. Stakeholder discussions during the development of the KTS identified opportunities for private/public partnerships to expedite solutions and pilot programs.

### STRATEGY 5.4: Increase transit options and hop-on-hop-off shuttle stops/access

**Implementation Timeline: Years 2-4**

**Objectives:**

- Increase public transit use by visitors to reduce vehicle traffic congestion and improve visitor experience
- Identify transit needs for residents to diversify types of services, ease of use and increase utilization of public transportation
- Disperse visitors more easily throughout the community

**Priority Actions:**

5.4.1 Complete a transit efficiency study/review to evaluate flows and vehicles utilized to evaluate redundancy and gaps in public and private sector (commercial) tour operations and transportation services. Include consideration of:

- Private operators plans for expanded offerings identify opportunities to collaborate and pilot solutions
- Identify gaps in service to key attractions
- Specific needs to increase routes and number of buses and shuttles. Note: KGB is looking at more frequency of buses (every 10-12 minutes between Berth 4 and Heritage Center). These would be higher capacity buses (50-60 people). Some of this is funded
- Direct complimentary bus/shuttle service to Safeway, Walmart, A&P, and Three Bears during the summer. There are a lot of crew members and locals in the downtown area that go to these places
- Identify incentives for using public transportation that are supported by local businesses

5.4.2 Implement a waterfront shuttle/taxi service to improve visitor and resident experience and lessen land based traffic congestion

- Consider hop-on-hop-off water shuttles to serve existing docks at Thomas Basin, Berth 1/2, Berth 3, Berth 4, Bar Harbor/Plaza, Gravina, and potentially airport/Petro dock.

5.4.3 Explore opportunities/incentives for the private sector to create land based hop-on-hop-off pilot service for visitors

- Start offering cruise visitors a pre-purchased pass on board, route information provided in advance and at stops and on shuttles
- Subsequent expansion of resident and independent traveler access supported by shared community/public sector funding

5.4.4 Identify infrastructure needs to improve dispersion, visitor experience, and safe access throughout the community

- Improvements to waterfront including completion of promenade around the Lumberjack show venue (e.g., implement Historic Ketchikan's Waterfront Conceptual Master Plan)
- Determine need for a walkway at Ward Cove to provide better and safer access to bus services
- Create a Bike Ketchikan program including rentals and designated lanes on promenade
- Increase bus service to Ward Cove for both independent travelers and cruise passengers. (Silver bus service)
- Approach Ward Cove/Norwegian Cruise Lines to offer bus service to key attractions
- Pedestrian access to and from Berth 4 (New Town)

STRATEGY 5.4: Continued

**Desired Outcomes:**

- Better visitor disbursement throughout town
- Reduced congestion on sidewalks and streets
- Improved/more authentic visitor experience
- Potential to increase visitor capacity without as many negative side effects.
- Confirm needs for routes, frequency, and types of vehicles (e.g., buses, vans)
- Expanded transit options for residents that are low/no cost
- Established best practices for all shuttle services

**Key Success Metrics:**

- Advance of improvements to waterfront promenade (including implementation of Ketchikan Waterfront Conceptual Master Plan)
- Land hop-on-hop-off service is offered by 1-2 private companies with coordination with KGB and City
- Water hop-on-hop-off taxi service is piloted and if successful is implemented fully in 2025

**Potential Resources and References:**

- Conceptual Waterfront Master Plan
- KGB transit planning and transportation programs
- Private sector tour operations and transportation services

**Potential Funding Sources:**

- KGB
- Alaska Department of Transportation and Public Facilities - grants
- Federal transportation grants



## Goal 6: Support seasonal and year-round solutions for workforce housing

The availability of affordable and quality housing is foundational for thriving communities and critically important to Ketchikan, a community growing in popularity as a tourism destination. As indicated in the KGB's 2021 Ketchikan Housing Survey, the ability to secure affordable and quality housing to rent or buy is challenging for a substantial percentage of the Ketchikan workforce. This correlates with workforce recruitment and retention challenges throughout Ketchikan for all private and public sector employers, especially within the tourism sector. Southeast Conference's 2022 Southeast Alaska by the Numbers Report indicates that for Ketchikan 58% of respondents to their business survey stated that housing is a significant barrier, and 20% see it as a moderate barrier to workforce recruitment and retention.

Some key workforce housing challenges identified through the tourism strategy development process include lack of resources focused on housing; limitations on available land for housing; building costs including freight; and, the increase of short-term rentals (STRs) drawing off rental availability, especially for summer seasonal workforce.

A collaborative community approach to addressing workforce housing has proven valuable in many tourism destinations similar to Ketchikan. Most effective is a central individual or community organization that leads the effort supported by committees or working groups with representatives from local governments, non-profit and advocacy organizations, private businesses, and citizens-at- large, which provides a dynamic combination of resources and a variety of potential solutions.

The following strategies recommend designation of resources to address workforce housing needs; incentivization and creative reuse of buildings for housing; and, a comprehensive education and engagement campaign to raise awareness on housing zoning, codes, and regulations to promote housing development.

### Measuring Success

Key measures of success:

- A community housing coordinator position is created and staffed
- A diverse stakeholder community housing task force is created
- Annual assessment of housing inventory is developed
- Incentive programs are created to encourage infrastructure redevelopment



## STRATEGY 6.1 | Foster public-private partnerships for workforce housing

Throughout Ketchikan there are many efforts by both local governments and employers to identify and develop housing for both seasonal and year-round workers. These efforts are largely disparate and therefore may not be efficient and cost effective in addressing this expensive and complicated challenge.

Strategy 6.1 recommends creating new partnerships and enhancing staffing that will enable Strategies 6.2 and 6.3.

### STRATEGY 6.1: Foster public-private partnerships for workforce housing

**Implementation Timeline: Years 1-2**

**Objectives:**

- Allocate more permanent resources to expand access to affordable and attainable housing

**Priority Actions:**

6.1.1 Create a housing coordinator position to work with jurisdictions and trade associations. Possibly funded jointly by the KGB and City of Ketchikan in close collaboration with other jurisdictions. This position could be embedded within a trade association to ensure maximum coordination between public and private sectors

6.1.2 Convene a *housing task force* composed of public sector (all jurisdictions), trade association representation of the private sector, and other key nonprofits. Ensure coordination with relevant agencies (e.g., transportation and public works) across all local jurisdictions.

6.1.3 Establish policies for the use of Borough resources and land to promote the development of workforce housing



## STRATEGY 6.1: Continued

**Partner Organizations:**

Greater Ketchikan Chamber of Commerce (coordinator's employer and clearinghouse for information), KGB, City of Ketchikan, City of Saxman, Village of Saxman, Native organizations, NGOs dealing with health and human services, large employers, major builders, realtors, project management companies, local and regional lenders/banks.

**Desired Outcomes:**

- Consistent focus and allocation of resources to establish affordable and attainable housing for both seasonal and year-round workforce
- Create greater collaboration and community inter-connections

**Key Success Metrics:**

- Housing coordinator is jointly funded and housing task force is inclusive of public, NGOs, and private sector including realtors and banks/financing institutions with citizen at large engagement
- Resources are designated including staffing to consistently focus on expansion of seasonal and year-round/ permanent workforce housing
- Short-term inventory of community-wide empty bunk houses and other existing housing is completed
- Longer term development and housing inventory is completed and a mechanism is established to update annually– collaborative effort led by housing coordinator

**Potential References & Resources:**

- Ketchikan Housing Survey 2021- KGB
- Assembly Housing Presentation - August 15, 2022 (identifies available parcels including possible uses and zoning)
- Ketchikan Comprehensive Housing Assessment (CHAP) - 2019
- Juneau Economic Development Council - visitor product cluster working group and late 2022/early 2023 SE region housing needs survey (Ketchikan-specific data and inventory)

**Potential Funding Sources:**

- State and federal grants
- Housing capital fund
- Transient Occupancy Tax
- Sales tax
- CPV tax
- Real estate transfer tax



## STRATEGY 6.2 | Identify and incentivize creative options for seasonal and long-term housing

The development of more permanent "brick and mortar" housing is expensive and challenging in many communities, but Ketchikan faces extra challenges with its physical limitations bordered by national forests and coastal waters as well as obstacles such as affordably and easily sourcing building materials. Looking at housing solutions requires creative approaches that include more concentrated portable solutions such as tiny homes; expansion of RV parks and possible year-round campground infrastructure; use of live-aboard ships; and, the repurposing of underutilized or abandoned buildings such as warehouses, schools and churches. This strategy draws from several successful examples of these types of quicker win approaches to housing in Ketchikan. Through collaborative and creative cost and resource sharing, opportunities exist to scale solutions and begin to chip away at the communities housing shortage.

### STRATEGY 6.2: Identify and incentivize creative options for seasonal and long-term housing

**Implementation Timeline: Years 2-4**

**Objectives:**

- Increase seasonal and long-term housing availability
- Leverage the sharing economy
- Identify non-traditional housing options

**Priority Actions:**

Utilize resources within Initiative 6.1 to support the following actions for housing infrastructure

6.2.1 Leverage the sharing economy by:

- Providing education and incentives for room and rental of accessory dwelling units for seasonal employees
- Establishing mechanisms to capture data on STRs and identify strategies for management of this sector and capture of lodging tax

6.2.2 Incentivize micro housing/bunk houses; small units within existing structures or in new infrastructure; and, tiny homes

6.2.3 Repurpose/Remodel Existing Infrastructure - identify abandoned or dilapidated structures and resources to refurbish canneries, warehouses (e.g. Ward Cove, other), churches, and schools

6.2.4 Prioritize temporary housing options including:

- House swaps
- Development of RV parks (seasonal and/or year-round options)
- Explore seasonal "worker camps" on underutilized public or privately owned sites
- Expansion of RV parks (seasonal and/or year-round options)
- Accommodation ships and barges (e.g.Ward Cove's Malaspina)
- Incentives for seasonal businesses to accept some lease liability for employee housing

6.2.5 Establish long-term housing zoning and codes including:

- Land trades or incentives for large employers to build housing (see Solution #3)
- Evaluate and promote existing tax incentives for renting or/selling to local workforce
- Create incentives for selling homes to the local workforce
- Promote and/or restructure zoning that enables and adds incentives for current properties to create employee housing on their properties

## STRATEGY 6.2: Continued

**Partner Organizations:**

KGB, Greater Ketchikan Chamber of Commerce, City of Ketchikan, City of Saxman, Village of Saxman, Native organizations, Housing Authorities - Ketchikan Indian Community (KIC) and Tlingit and Haida, NGOs dealing with health and human services, large employers, major builders, realtors, property management companies, and, local and regional lenders/banks

**Desired Outcomes:**

- Utilization of unoccupied structures and spaces for housing (e.g., warehouses, churches, schools)
- Identification of more flexible housing options
- Fostering community connections, trust-building and income generation for local homeowners

**Key Success Metrics:**

- Guidance drafted  encouraging best practices that support workforce housing options
- Short term rental (STR) rules and regulatory framework established including mechanism to capture lodging tax
- Consistent and frequent island-wide communications
- Short-term inventory of island-wide empty bunk houses and other existing seasonal housing options completed during first year of KTS implementation
- Initial inventory of possible infrastructure available to repurpose/redevelop housing is completed

**Potential References & Resources:**

- Assembly Housing Presentation - August 15, 2022 (identifies available parcels including possible uses and zoning)
- Other community models (e.g., Truckee/Lake Tahoe and Jackson Hole, Wyoming)
- Community has few permit fees and zoning requirements

**Potential Funding Sources:**

- State and federal grants
- Housing capital fund
- Sales tax
- Real estate transfer tax



## STRATEGY 6.3 | Create community education campaign to support housing development

In recent years, the KGB Planning and Development Department has been working diligently to revise zoning and building codes to promote development of workforce housing. Complementing this is an effort to keep residents informed as a means of removing barriers that preclude development of more affordable and flexible housing options. In light of these efforts, spreading the word and "demystifying" building and planning codes was raised as a priority throughout community stakeholder discussions to support greater awareness and better use of community development incentives. This strategy prioritizes dynamic community education and engagement around incentivizing development of workforce housing.

### STRATEGY 6.3: Create education and engagement campaign to support housing development

**Implementation Timeline: Years 3-5**

**Objectives:**

- Develop education and awareness materials and outreach campaigns that explain current codes and programs and identify opportunities to modify rules that allow for and promote creative reuse and development of housing

**Priority Actions:**

6.3.1 Inventory existing housing programs and identify current outreach approaches. Coordinate with KGB Code and Planning Committee to publish a consolidated report and/or reference (annual or as needed) that guides community members on interpreting codes, rule changes and incentives to promote creative housing approaches and access to outlying areas (transit priorities)

- Consider tax structure that may be a disincentive for housing development. Support with public town halls

6.3.2 Create a "decoding the code" community information guide of zoning, development codes, and property rules. This should be available both as a print guide and digitally. An official launch of the guide can provide a webinar presentation and an FAQ of the goals for designing and disseminating this guide within the community

**Partner Organizations:**

KGB, Greater Ketchikan Chamber of Commerce, City of Ketchikan, City of Saxman, Village of Saxman,Native organizations, Housing Authorities - Ketchikan Indian Community (KIC) and Tlingit and Haida, NGOs dealing with health and human services, large employers, major builders, realtors, property management companies, and, local and regional lenders/banks

**Desired Outcomes:**

- Broader awareness and engagement with year-round residents and businesses on efforts to reduce barriers to housing development
- Collaboration between local governments and private sector to increase housing availability

**Key Success Metrics:**

- Terms are defined and resources are published to "decode" current zoning codes and property rules to support development of workforce housing
- Standardized sales and occupancy taxes collected for STRs
- Increased private sector efforts to develop workforce housing

**Potential Resources and References:**

- Assembly Housing Presentation - August 15, 2022 (identifies available parcels and zoning)
- KGB sales/occupancy taxes on STRs/enforcement resources

**Potential Funding Sources:**

- KGB resources
- Support funding from Greater Ketchikan Chamber of Commerce

## Goal 7: Monitor holistic impacts of tourism

While Ketchikan stakeholders do monitor a variety of indicators, the range of indicators is quite limited and the monitoring activities are inconsistent. There is consistent tracking of cruise arrivals, yet there is limited tracking of overnight visitors including rooms sold and occupancy rates (no month by month data available). There is also some information on Ketchikan's visitor profile (outdated) and economic impacts of tourism. The State of Alaska, KGB and City of Ketchikan report data related to tourism taxes and fees. The State of Alaska and the U.S. federal government have comprehensive data on labor and environmental resources. While there is some monitoring occurring, Ketchikan lacks a holistic system that aggregates the data and interprets the full scope of tourism impacts to inform opportunities and priorities.

There is a need to define a holistic set of indicators and establish an ongoing monitoring system to track impacts of tourism over time on the community, cultural attractions and environmental resources. A holistic set of indicators that cuts across key pillars of sustainability–quality of economy and work, quality of life, quality of the natural environment, quality of the experience and the enabling environment for tourism–can provide Ketchikan with a snapshot of the full impacts of tourism.

You can't manage what you don't measure, which is why holistic tourism impact monitoring is critical to maintaining a competitive and healthy visitor economy in the long-term. Holistic destination monitoring can be a powerful tool to better understand the impacts of visitation to site use, environmental resources, the community and infrastructure. The knowledge gained from monitoring and data trend interpretation can be used to inform local decision making and provide insights for future forecasting.

The following strategies describe recommendations to further advance current tourism impact monitoring efforts.

### Measuring Success

Key measures of success are outlined below:

- Destination monitoring action team is formed
- Relevant impact indicators identified and cataloged
- Annual indicator report published



## STRATEGY 7.1 | Establish a holistic and regularly updated destination data bank

While community stakeholders do monitor some key indicators that shed light on the impacts of tourism, much of the data is outdated and it is not comprehensive enough. The indicators that are being tracked are mainly focused on demand and economic impacts and there is a very limited focus on quality of life indicators. The current reporting does not capture the full scope of impacts on the local economy, community, visitor experience and natural environment. The objective of this strategy is to convene all key stakeholder groups and establish a centralized and holistic data bank to capture, analyze and report on a comprehensive set of indicators monitoring the full impacts of tourism.

### STRATEGY 7.1: Establish a holistic and regularly updated destination data bank

**Implementation Timeline: Year 2**

**Objectives:**

- To establish a regularly updated destination data bank with comprehensive metrics from a diverse group of community stakeholders

**Priority Actions:**

7.1.1 Establish a monitoring action team of diverse community stakeholder organizations to identify destination data sources and establish data collection protocols

- Determine which sectors need to have their data represented in the destination data bank
- Identify at least one representative organization for each sector, invite them to participate, and confirm their availability to participate in ongoing meetings
- Establish terms of reference for action team contributions including anticipated timeline for activities and actions for the initial/baseline scope of work
- Coordinate an initial meeting to define the monitoring themes for data. reporting, determine the working group oversight, identify indicators and data sources, and define protocols for data collection, validation, interpretation, and reporting

7.1.2 Define monitoring themes for data reporting and connect with organizations that have the information readily available

- Potential monitoring themes may include (but are not limited to):
  - Quality of local economy and work: jobs, workforce earnings, tourism and sales taxes, other fees collected; tourism demand (e.g. visitation/visitor trends, cruise passenger counts, overnight visitors: rooms night sold, occupancy rate
  - Quality of life: resident sentiment toward tourism; mobility, infrastructure and physical impacts (e.g. congestion, road repairs)
  - Quality of natural environment: energy, water, waste, risks from changing climate, ecosystem health, wildlife collisions
  - Quality of the experience: TBMP hotline, USFS commercial permits, visitor satisfaction
  - Enabling environment for tourism: tourism governance structures that support collaboration, funding for KTS implementation

7.1.3 Identify and catalog all pertinent impact indicators, including data sources and contact information for participating organizations

- Existing data sources include (but are not limited to):
  - Indicators reported in the Ketchikan Situational Analysis Report (SAR)
  - Indicators from previous community reporting
- Refer to the Draft Indicator Set for example indicators and data sources

## STRATEGY 7.1: Continued

**Partner Organizations:**

KVB, KGB, Greater Ketchikan Chamber of Commerce, CLAA, CLIA, USFS, State of Alaska Agencies, City of Ketchikan, City of Saxman, Native Organizations

**Desired Outcomes:**

- An established centralized data bank to host the various data sets related to tourism and community monitoring

**Key Success Metrics:**

- Initial meeting held
- Pertinent indicators identified and cataloged

**Potential Funding Sources:**

- Local jurisdictions
- In-kind contributions of organizations that already collect data on key indicators
- State and federal grants



## STRATEGY 7.2 | Publish an annual indicator report

Once stakeholders have established a destination data bank, the next step is to annually interpret the data trends and analyze the potential impacts of tourism on the quality of the economy and work, quality of life, quality of the natural environment and enabling environment for tourism.

### STRATEGY 7.2: Publish an annual indicator report

**Implementation Timeline: Years 3-4**

**Objectives:**

- To transparently report on tourism impacts and inform opportunities and priorities for future planning

**Priority Actions:**

7.2.1 Working with an independent third-party such as a university or contractor, interpret data and analyze trends to communicate the full scope of tourism's positive and negative impacts to inform opportunities and priorities

- On an annual basis, convene the monitoring action team to ensure all pertinent impact indicators have been collected and validated
- Work with an independent third-party to facilitate team discussions on data interpretation and analysis of trends during the past season and previous years
- Draft an objective report of data findings and group discussions with the help of the independent third-party
- At a minimum, the report should include:
  - Key indicators and highly readable dashboard
  - Updates and trends on indicators reported in the Ketchikan SAR
  - Updates and trends on community-defined impact indicators
  - Updates and trends on user capacity indicators
  - Updates and trends on how the community is performing on the destination diagnostic best practices
  - A compelling story on the complex intersections of community, tourism, and sustainability, told through data, infographics, and narrative

7.2.2 Publish the report annually through readily accessible media channels

7.2.3 Consider replicating the data bank and interpretation methodology for other industries

**Partner Organizations:**

KVB, KGB, City of Ketchikan, Ketchikan Greater Ketchikan Chamber of Commerce, City of Saxman, Alaska Native organizations, CLAA, CLIA, USFS, State of Alaska Agencies,

**Desired Outcomes:**

- Through objective interpretation, an annual indicator report can inform decision making and build confidence within the community that efforts are being made to identify recurring themes and address significant impacts

**Key Success Metrics:**

- The first indicator report is published within 12 months of the first destination data bank meeting

**Potential Funding Sources:**

- Local jurisdictions
- In-kind contributions of organizations that already collect data on key indicators
- State and federal grants

# Goal 8: Establish and implement collaborative tourism governance

To achieve the community's vision of balancing residents' quality of life and the long-term health of the visitor economy, all communities and local jurisdictions will need to share responsibility for, and work collaboratively on, management of the destination. The need for coordination across local jurisdictions was identified as a top priority among all tourism stakeholders and the broader community based on the resident survey findings. A new tourism governance structure is needed to support the coordination and sharing of responsibilities involved in effective collaborative management.

The KTS provides a general framework to guide the "joining up" of tourism efforts across all local jurisdictions. The islandwide stewardship goals and strategic priority initiatives outlined in this strategy document are representative of what all stakeholder groups, including residents, believe to be most important to address for the future of tourism in Ketchikan. The establishment of an islandwide tourism governance structure that supports collaborative management underpins successful implementation of the community vision, stewardship goals and priority initiatives outlined in the KTS.

### Measuring Success

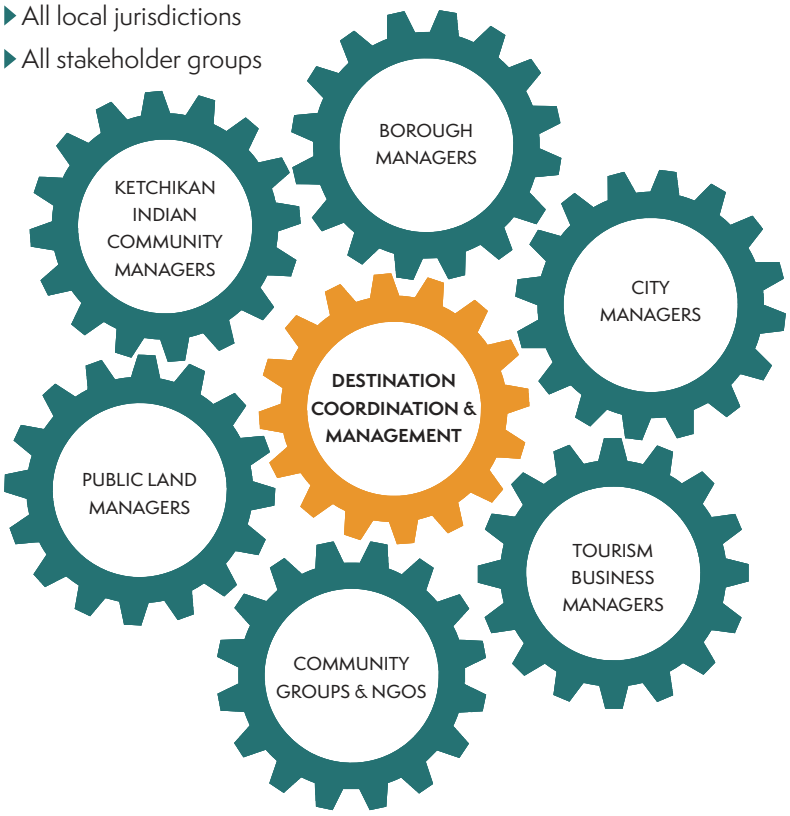
Key measurements of success are outlined below.

- Effective interim and permanent structures for destination management and KTS implementation are established.
- Improved coordination and collaboration across all jurisdictions (KGB, City of Ketchikan, City of Saxman, Village of Saxman) and all communities (private sector, public sector, civic sector, and the wider community).
- Destination management structures communicate regularly with the private sector, public sector, civic sector, and the wider community to manage change and expectations about destination management outcomes.

## DESTINATION MANAGEMENT IS A SHARED RESPONSIBILITY

**New Tourism Governance Needed:**

- All local jurisdictions
- All stakeholder groups



## STRATEGY 8.1 | Establish an interim destination stewardship council to guide KTS implementation in the near term

The establishment of a permanent governance structure for destination management will take time. While that work proceeds, an interim network is needed to maintain the momentum created by the KTS participatory planning process and to create a bridge between the current situation and the future permanent structure.

Establishing a network of key individuals and organizations that are critical to implementation of the KTS can serve as the interim governance structure. The existing KTS Community Advisory Committee, which includes representation from all key stakeholder groups, can serve as the starting point for the destination stewardship network. This group is currently made up of key leaders and leading organizations that represent all local jurisdictions/governments, tourism industry and civil society. There are advantages to this approach. The KTS Community Advisory Committee has a broad spectrum of community-specific expertise and members have a good understanding of the issues, which can make it easier for them to agree, take action and establish implementation methods and boundaries. This network can be called the Ketchikan Destination Stewardship Council (DSC).

This interim governance option offers all local jurisdictions an opportunity to test what works and what doesn't before creating a longer-term governance structure for destination management. It is important not to get stuck on this interim step, though. The interim network will need to develop a plan to establish the long-term destination management governance structure, and clearly communicate that plan to tourism stakeholders and the wider community.

### STRATEGY 8.1: Establish an interim destination stewardship council to guide KTS implementation in the near term

**Implementation Timeline: Year 1**

**Objectives:**

- Establish an interim islandwide tourism governance structure that helps to support collaboration across all jurisdictions and stakeholder groups for KTS implementation

**Priority Actions:**

8.1.1 Design network structure and scope of work for the destination stewardship council

- Network structure recommendations: The DSC could be co-chaired by the KGB and the City of Ketchikan in close collaboration with the City of Saxman, Village of Saxman and Ketchikan Indian Community; a subset of network members will serve as a core/executive group to expedite decision-making; a network manager will be contracted to manage the network; network members will be organized into action teams based on agreed upon quick-win priority actions; network members can choose to join one or more action teams; organizations not currently involved in the network can be invited to join it
- Network scope of work recommendations: The destination stewardship council will guide implementation and monitoring of the KTS in the near term; support collective action around quick-win priority actions; support ongoing communications with key stakeholder groups about progress; foster trust and knowledge sharing among network participants; encourage key stakeholders to engage with and participate in the network; and remain accountable for SDMP implementation to tourism stakeholders and the wider community

8.1.2 Form a destination stewardship council that builds on the existing Project Community Advisory Committee

- Build on the current KTS Community Advisory Committee to form the destination stewardship network. Representatives from missing stakeholder groups will need to be added to the destination stewardship network
- Identify and dedicate funds for a consultant to manage the DSC
- Finalize the interim structure in tandem with formal launch of the KTS in the Summer 2023

## STRATEGY 8.1: Continued

8.1.3 Define year one KTS quick wins and guide implementation of priority actions

- The DSC will select 2–3 quick-win KTS priority actions for implementation. This approach will help to demonstrate tangible and measurable results within the first year. These quick wins can be instrumental in garnering support for more complex initiatives
- The DSC will work together to secure funding for year one priority actions
- DSC members will organize into action teams based on agreed quick-win priority actions, and network members will be able to join one or more action teams

**Partner Organizations:**

DSC organizations including leaders from all jurisdictions–KGB, City of Ketchikan, Ketchikan Indian Community (KIC), City of Saxman, Village of Saxman.

**Desired Outcomes:**

- Shared management of tourism among all local jurisdictions
- Trust-building, coordination and collaboration occurring among local jurisdictions and stakeholder groups (public sector, private sector, civil society)
- 1-2 quick-win priority actions implemented successfully within the first year

**Key Success Metrics:**

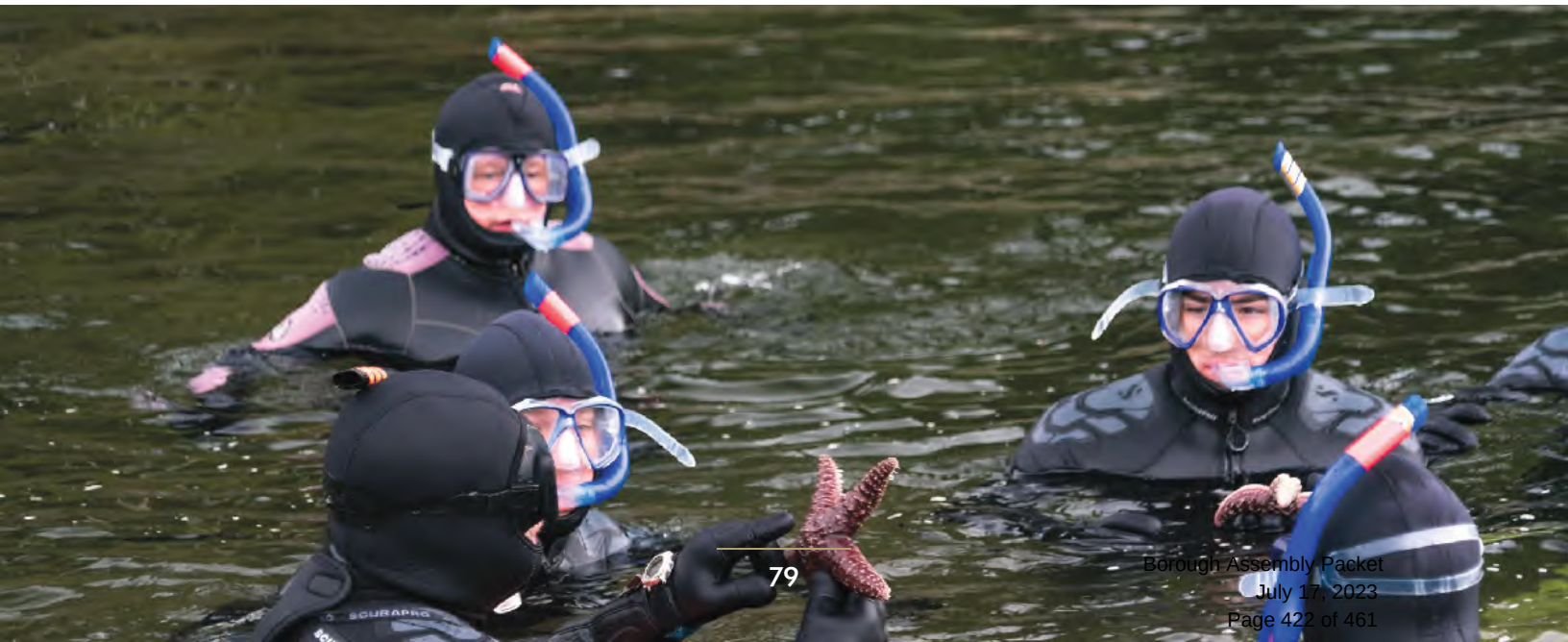
- Effective destination stewardship council established in tandem with KTS launch
- Ensuring representation from all local jurisdictions and key leaders and leading organizations from all stakeholder groups including residents
- Manager of destination stewardship council is contracted and actively working to support coordination among network of leaders
- Action teams formed and one to three quick-win priority actions are implemented within the first year

**Potential Resources and References:**

- Other community models (Oregon regional destination management networks)

**Potential Funding Sources:**

- Financial contributions from all key jurisdictions





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## STRATEGY 8.2 | Establish a permanent governance structure for destination management and KTS implementation

A permanent governance structure is needed to sustain island wide collaborative management of tourism over time. Collaborative management will require convening and coordination at two critical levels:

- **Inter-governmental** – across local jurisdictions, i.e. the KGB, City of Ketchikan, City of Saxman, Village of Saxman and Ketchikan Indian Community; and
- **Multi-sectoral** – among key stakeholder groups, i.e. public, private and civic sectors including residents.

Ketchikan needs this permanent island-wide tourism backbone organization to serve as a coordinating body that brings together key stakeholder groups and leads a synchronized effort toward the community vision outlined in the KTS. This coordinating body will mobilize, coordinate and facilitate collaborative management of tourism. Key functions include ensuring sustained progress toward the guiding vision and strategy, supporting aligned activities, building community support and buy-in and mobilizing funding to support this initiative.

The backbone organization needs to uphold the core values and guiding principles of the KTS, and subscribe to good governance practices that prioritize building trust among all local jurisdictions and stakeholder groups, demonstrate transparency, and maintain accountability to all communities.

Destination management and marketing work hand-in-hand. While the tourism backbone organization's mandate will be focused on destination management, it will need to work closely with the KVB, i.e. the official destination marketing organization. The KTS identifies several destination marketing priorities that will help strengthen the KVB and support the alignment of destination marketing and destination management efforts. The tourism backbone organization will not displace the KVB or diminish its complementary yet differentiated responsibilities.

### STRATEGY 8.2: Establish a permanent governance structure for collaborative management and KTS implementation

**Implementation Timeline: Years 2-3**

**Objectives:**

- Agree on the organizational structure for a permanent tourism backbone organization / coordinating body
- Obtain buy-in for a permanent backbone organization / coordinating body from all local jurisdictions and key stakeholder groups
- Secure funding for the startup and ongoing operation of the permanent public sector entity

**Priority Actions:**

8.2.1 Establish a tourism backbone organization / coordinating body

- Socialize possible organizational structures for a tourism backbone organization / coordinating body
- Agree on the preferred option and timeline for establishing the tourism backbone organization / coordinating body

  Governance options are outlined below. Both options situate the backbone organization / coordinating body within the public sector. A public sector entity may have stronger convening power and be perceived as having more authority. Furthermore, the broader community may more readily trust a public sector entity in balancing the interests of all key stakeholder groups, including residents

## STRATEGY 8.2: Continued

Option 1: Establish a regional tourism development and management partnership program

- How it works: Local jurisdictions enter into an interlocal agreement for the establishment of a regional Tourism Board of Directors
  - The scope of the interlocal agreement will encompass implementation of the shared vision, stewardship goals and agreed to priority initiatives outlined in the KTS
  - Local jurisdictions will contribute a set amount each year that provide funds for regional priority projects and activities and a tourism manager (contractor)
  - The KGB's Finance Director could serve as administrator of the agreement
- Considerations: Organizational governance guidelines need to be defined—the ideal new composition of the regional tourism board of directors, selection process, term limits, subcommittees, resource contributions, general duties, communicative procedures, etc.

Option 2: Establish a tourism commission.

- How it works: Establish a tourism commission modeled after KGB's Planning Commission and situated within KGB Planning. The commission would have representation from the KGB, City of Ketchikan, other local jurisdictions, trade associations (tourism and fishing) and civic sector including residents
- Considerations: Governance guidelines need to be defined—the ideal new composition of tourism commissioners, appointments, terms of office, qualifications, selection process, compensation to commissioners, general duties, communicative procedures, etc.

It is important to note that the DSC, i.e. interim governance structure, can work alongside the permanent tourism backbone organization / coordinating body. The DSC can be seen as an advisory group to the tourism backbone organization. It can serve as a broader multi-sectoral forum that ensures ongoing dialogue and collaborative impact

8.2.2 Secure funding to implement strategic initiatives of the tourism backbone organization / coordinating body

- Develop fundraising strategy that identifies high-priority funding sources at the local, state, and federal levels and takes action to secure resources
- Advocate for increase in lodging tax to fund KTS priority actions



## STRATEGY 8.2: Continued

**Partner Organizations:**

Local jurisdictions–KGB, City of Ketchikan, Ketchikan Indian Community (KIC), City of Saxman, Village of Saxman, DSC participant organizations.

**Desired Outcomes:**

- Shared management of tourism among all local jurisdictions

**Key Success Metrics:**

- Functioning tourism backbone organization / coordinating body by year two of KTS implementation
- Trust-building, coordination and collaboration occurring among local jurisdictions and stakeholder groups (public, private, civic sectors)
- Successful implementation of priority initiatives outlined in the KTS

**Potential Resources and References:**

- Other community interlocal agreements - see Interlocal Agreement Reconstituting and Amending Cowlitz County Regional Tourism Development Partnership Program AKA "The Big Idea" and Tourism Board of Directors
- KGB Planning Commission Code

**Potential Funding Sources:**

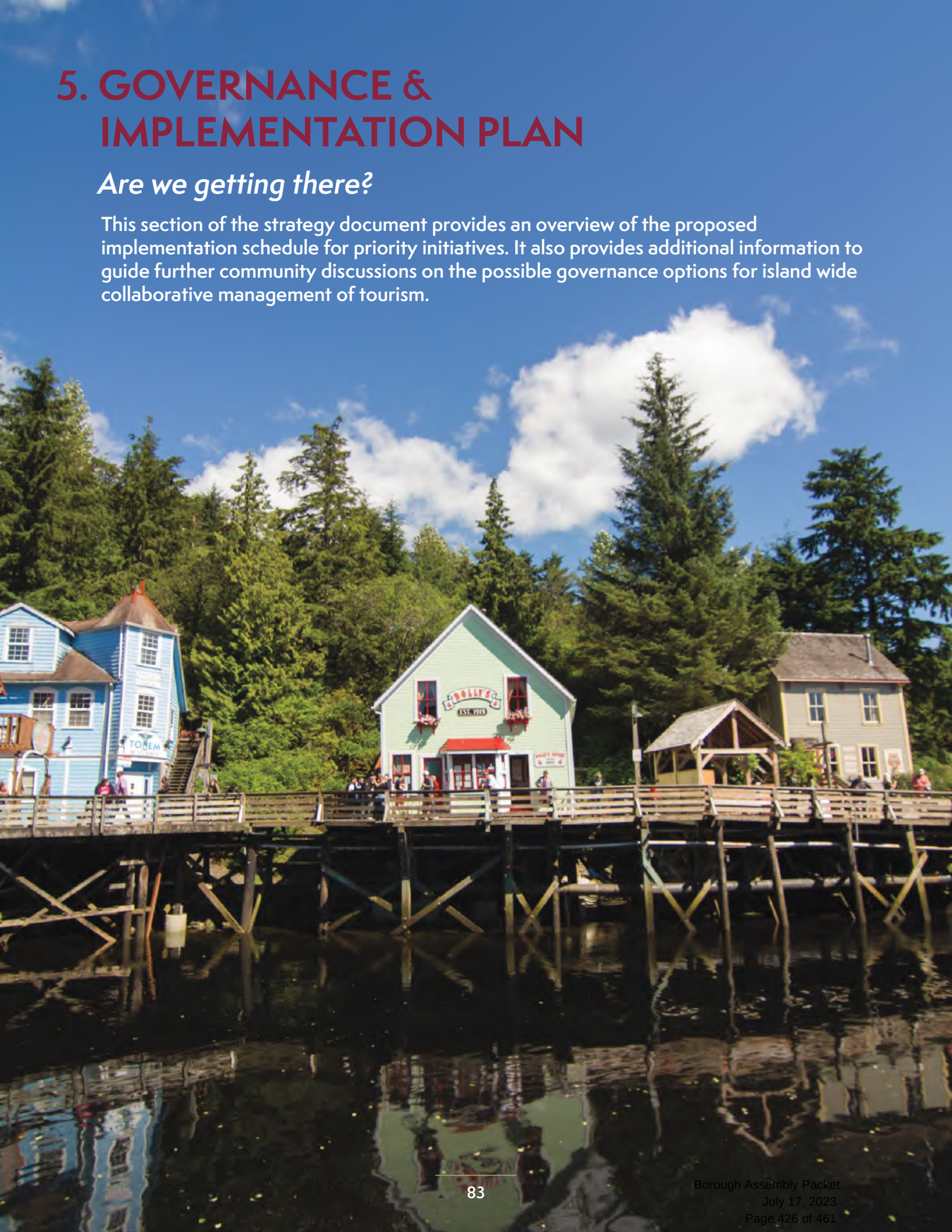
- Financial contributions from all key jurisdictions to fund startup and ongoing operation of tourism backbone organization / coordinating body
- Time and effort of all key organizations participating in the destination governance structure



# 5. GOVERNANCE & IMPLEMENTATION PLAN

## *Are we getting there?*

This section of the strategy document provides an overview of the proposed implementation schedule for priority initiatives. It also provides additional information to guide further community discussions on the possible governance options for island wide collaborative management of tourism.



## Shared Responsibility for Implementation

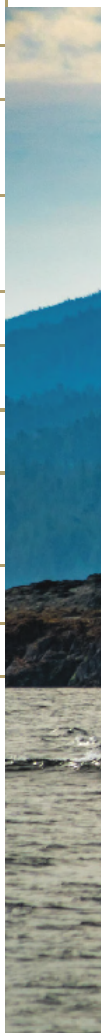
The KTS serves as a framework for collective impact. The framework outlines a common agenda, shared vision, goals, strategies and priority actions that aim to inspire mutually reinforcing efforts and continuous communication across all stakeholder groups (public sector, private sector, civic sector) and local jurisdictions. Implementation of the KTS is a shared responsibility.

An interim and a permanent tourism coordinating body are critical to the successful implementation of the KTS and achieving the community vision of maintaining greater balance between the needs and aspirations of the community and visitors. Efforts should be taken to establish a destination stewardship council in tandem with the launch of the KTS (see Strategic Initiative 8.1 for details).

## Implementation Schedule

The following implementation schedule provides a suggested timeline for the rollout of the strategy. A phased approach to implementation is recommended. It is important to note that many strategic initiatives are interrelated. The timelines proposed serve as a guide. However, it is expected that the timelines may be adjusted based on local realities as well as the actual launch of an interim destination stewardship network and permanent structure for tourism governance which provide the framework for sharing responsibility for the implementation of the KTS.

| GOAL | STRATEGIES | YEARS |
|---|---|---|
|  | 1.1 Strategic dispersal of cruise ship visitors | 1-3 |
| | 1.2 Integrate visitor dispersal strategies into destination promotion and marketing efforts | 2-3 |
| | 1.3 Increase enrollment of tourism operators in the TBMP | 1-5 |
| | 1.4 Support full roll-out and strengthening of the TBMP | 2-5 |
| | 1.5 Develop a visitor management strategy | 1-4 |
|  | 2.1 Diversify the tourism product | 2-4 |
| | 2.2 Create a vibrant year-round downtown experience for locals and visitors | 2-5 |
| | 2.3 Lead a destination rebranding effort that supports the new year-round destination positioning and marketing strategy | 2-5 |
| | 2.4 Assess accommodation capacity for visitors | 1-5 |
|  | 3.1 Generate awareness of the new KTS | 1 |
| | 3.2 Build and maintain community engagement around tourism | 2-5 |
| | 3.3 Develop an educational strategy to influence responsible and respectful behavior in the community and on public lands | 3-5 |
|  | 4.1 Build robust tourism workforce pipeline | 2-3 |
| | 4.2 Improve recruitment and retention of workers | 4-5 |



| GOAL | STRATEGIES | YEARS |
|---|---|---|
| | 5.1 Support development of KGB transit plan | 1-3 |
| | 5.2 Develop a "Rules of the Road" educational campaign | 3-5 |
| | 5.3 Improve pedestrian, single occupancy vehicle , and tour operator mobility | 2-3 |
| | 5.4 Increase transit options and hop-on-hop-off shuttle stops/access | 2-5 |
| | 6.1 Foster public-private partnerships for workforce housing | 1-2 |
| | 6.2 Identify and incentivize creative options for seasonal and long-term housing | 2-3 |
| | 6.3 Create community education campaign to support housing development | 3-5 |
| | 7.1 Establish a holistic and regularly updated destination data bank | 2 |
| | 7.2 Publish an annual indicator report | 3-4 |
| | 8.1 Establish an interim destination stewardship council to guide KTS implementation in the near term | 1 |
| | 8.2 Establish a permanent governance structure for destination management and KTS implementation | 2-3 |





# Annex

## Year 2 Implementation Schedule

| GOAL | PRIORITY ACTION | YEARS |
|---|---|---|
|  | 1.1.2 Implement a hop-on-hop-off tourist bus system (See initiative 5.4) so that visitors can access different areas in Ketchikan that aren't easily reachable on foot | 2 |
| | 1.2.1 Devise a content development promotion strategy around the dispersion itineraries developed as part of Initiative 1.1 | 2-3 |
| | 1.4.1 Develop and promote a suite of educational resources that build capacity as an incentive to participate in the program | 2 |
| | 1.4.2 Leverage the existing tour operator training and education programs that are available from KVB and other local resources | 2 |
| | 1.5.3 Conduct a Limits of Acceptable Change study that expands the utility of the Attraction and Impact Inventory | 2 |
|  | 2.1.1 Promote the off-season as a unique time to experience Ketchikan's rich culture without crowds. Inventory existing off-season events and activities and use in marketing material including an off-season calendar. (see initiative 2.4) | 2 |
| | 2.1.5 Engage and partner with industries not currently involved in tourism such as fishing and logging to create experiences that give visitors a look at Ketchikan's unique cultural and heritage connections to land and sea | 2 |
| | 2.1.6 Coordinate with Alaska Airlines to provide additional flights to Ketchikan during the off-season, and provide special prices and package deals for off-season conference, events, etc. | 2-3 |
| | 2.1.7 Increase the use of off-season lodging through the promotion of alternative operations such as conferences and events | 2-3 |
| | 2.2.1 Arrange a downtown task force to create guidelines and incentives for downtown businesses to ensure year-round appeal | 2 |
| | 2.2.3 Create a directory of businesses open during the off-season and map out itineraries of off-season downtown adventures | 2 |
| | 2.2.4 Build upon initiatives in the Ketchikan Waterfront Conceptual Master Plan with Historic Ketchikan and the City of Ketchikan | 2-3 |
| | 2.3.1 Hire a marketing and branding agency to undertake a destination rebranding effort that supports the new year-round destination positioning and marketing strategy | 2 |
| | 2.4.1 Collect monthly hotel occupancy data consistently and conduct a gaps and needs analysis | 2-5 |
|  | 3.2.1 Develop a communications taskforce of industry stakeholders, including public and private sector, and community members that represents cross-sections from all jurisdictions to create and oversee a communications and engagement strategy | 2 |
| | 3.2.2 Allocate funding to create a full-time Tourism Community Engagement Coordinator position within the KGB to implement and coordinate community outreach and engagement, and coordinate communication activity around the Destination Stewardship Council. This role would eventually report to the tourism governance structure | 2 |

| GOAL | PRIORITY ACTION | YEARS |
|---|---|---|
|  | 3.2.3 Publish an annual tourism indicator report of metrics and trends analysis (See initiatives under Goal 7 for details) | 2-5 |
| | 3.2.4 Coordinate an annual "state of tourism" public forum to present key performance metrics, provide ongoing reporting, and facilitate general awareness in the community on tourism industry updates | 2-5 |
|  | 4.1.1 Create industry-level workforce pipeline development programs by tourism businesses pooling resources at an association level. A part-time coordinator can help to implement key initiatives, i.e. 4.1.2 and 4.1.3 | 2 |
|  | 5.3.1 Create a collaborative community wayfinding and signage/communication sub plan as part of integrated transportation planning and updated KGB Transit Development Plan | 2-3 |
| | 5.4.1 Complete a transit efficiency study/review to evaluate flows and vehicles utilized to evaluate redundancy and gaps in public and private sector (commercial) tour operations and transportation services | 2-3 |
| | 5.4.2 Implement a waterfront shuttle/taxi service to improve visitor and resident experience and lessen land based traffic congestion | 2-3 |
| | 5.4.3 Explore opportunities/incentives for the private sector to create land based hop-on-hop-off pilot service for visitors | 2-4 |
|  | 6.1.1 Create a housing coordinator position funded jointly by the KGB and City of Ketchikan in close collaboration with other jurisdictions. | 2 |
| | 6.1.2 Convene a housing task force composed of public sector (all jurisdictions), trade association representation of the private sector, and other key nonprofits. Ensure coordination with relevant agencies (e.g., transportation and public works) across all local jurisdictions. | 2 |
| | 6.2.1 Leverage the sharing economy | 2 |
| | 6.2.5 Establish long-term housing zoning and codes | 2-4 |
|  | 7.1.1 Establish a monitoring action team of diverse community stakeholder organizations to identify destination data sources and establish data collection protocols | 2 |
| | 7.1.2 Define monitoring themes for data reporting and connect with organizations that have the information readily available | 2 |
| | 7.1.3 Identify and catalog all pertinent impact indicators, including data sources and contact information for participating organizations | 2-3 |
|  | 8.2.1 Establish a tourism backbone organization / coordinating body | 2 |
| | 8.2.2 Secure funding to implement strategic initiatives of the tourism backbone organization / coordinating body | 2-5 |

## Year 3 Implementation Schedule

| GOAL | PRIORITY ACTION | YEARS |
|---|---|---|
|  | 1.1.3 Create new locations of existing experiences (like the salmon ladder, totem poles in Newtown) so that visitors can still take part in quintessential Ketchikan activities without high visitor density at one location | 3-5 |
| | 1.3.6 Encourage operator participation in TBMP through direct incentives | 3-5 |
| | 1.4.3 Develop online learning modules to support operator/guide education and training | 3-4 |
|  | 2.1.2 Work with local organizations to offer classes and artistic, educational and cultural activities in the off-season to help round out visitors' experience and increase length of stay | 3-4 |
| | 2.1.3 Engage residents to sell local products at events | 3-5 |
| | 2.1.4 Activate a previous proposal that allows nonprofits to collect the sales tax on items like tickets to gain additional revenue to support off-season activities | 3 |
| | 2.2.2 Implement visitor management tactics to ensure that visitation is balanced across downtown and there is an equitable distribution of visitors to businesses | 3-5 |
| | 2.3.2 Implement and oversee the branding development being conducted by an agency | 3 |
| | 2.4.2 Identify priority overnight visitor demographics to determine what type(s) of lodging is needed to expand summer accommodations and develop necessary lodging facilities | 3-5 |
|  | 3.2.5 Develop and plan a series of quarterly industry-led informational events to provide key stakeholders with opportunities to present progress updates on strategies or topics specific to their sector | 3-4 |
| | 3.2.6 Continue to build out tourism planning updates and content to KTN Talk and grow this platform as a resource for community engagement and input on the tourism industry | 3-5 |
| | 3.2.7 Resume annual or bi-annual resident and tourism stakeholder engagement surveys for the community to ensure a regular feedback loop is supported | 3-5 |
| | 3.3.1 Identify resident and visitor behaviors in town and on public lands through survey results and additional consultation with key stakeholder groups | 3 |
| | 3.3.2 Create an outreach strategy framework that will help to influence responsible and respectful behavior in the community and on public lands | 3 |
| | 3.3.3 Develop a series of RV campaigns with educational messaging that aligns with the TBMP to address priority behaviors of identified audiences, such as responsible commercial vehicle driving, responsible behavior around wildlife, or shop local awareness | 3 |

| GOAL | PRIORITY ACTION | YEARS |
|---|---|---|
|  | 4.1.2 Establish a "Sister City" Workforce Exchange Partnership; "sister city" options should ensure transferrable skills and prioritize coastal, marine, forest destinations such as Hawaii and Puerto Rico | 3 |
| | 4.1.3 Ensure greater diversification of tourism workforce to include youth, Alaska Native, retiree and immigrant communities | 3-5 |
|  | 5.2.1 Develop an educational program that includes a manual supported by policies and training programs including best practices for commercial operators that is shared with all Ketchikan businesses and residents | 3 |
| | 5.2.2 Integrate the "Rules of Road" educational program into the TBMP | 3 |
| | 5.4.4 Identify infrastructure needs to improve dispersion, visitor experience, and safe access throughout the community | 3-4 |
|  | 6.2.2 Incentivize micro housing/bunk houses; small units within existing structures or in new infrastructure; and, tiny homes | 3-4 |
| | 6.2.3 Repurpose/Remodel Existing Infrastructure - identify abandoned or dilapidated structures and resources to refurbish canneries, warehouses (e.g. Ward Cove, other), churches, and schools | 3-4 |
| | 6.2.4 Prioritize temporary housing options | 3-4 |
| | 6.3.1 Inventory existing housing programs and identify current outreach approaches | 3 |
| | 6.3.2 Create a "decoding the code" community information guide of zoning, development codes, and property rules | 3-4 |
|  | 7.2.1 Working with an independent third-party such as a university or contractor, interpret data and analyze trends to communicate the full scope of tourism's positive and negative impacts to inform opportunities and priorities | 3 |
| | 7.2.2 Publish the report annually through readily accessible media channels | 3 |

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[10] Ketchikan Visitor Bureau (2023). 2022 Annual Tourism Statistics Report.

[11] CLIA (n.d.). Economic Impact. Retrieved from https://akcruise.org/economy/economic-impact-by-region/

[12] Ketchikan Visitor Bureau. (2021). 2022 Cruise Ship Calendar. Retrieved from https://www.visit-ketchikan.com/-/media/Files/pdfs/Cruise-Ship-Calendar.ashx

[13] Ketchikan Tourism Strategy Situation Analysis Report. (2022).

[14] Ketchikan Visitor Bureau. (2018). Tourism Statistics Historical Report Through Calendar Year 2017.https://drive.google.com/file/d/1aASHVlxE8a9W7hJKGJ4TB8LyIOcnoqQp/view?usp=share_link

[15] Ketchikan Visitor Bureau. (2018). Tourism Statistics Historical Report Through Calendar Year 2017.https://drive.google.com/file/d/1aASHVlxE8a9W7hJKGJ4TB8LyIOcnoqQp/view?usp=share_link

[16] Ketchikan Visitor Bureau (2023). 2022 Annual Tourism Statistics Report.



**Assembly - Regular** **9. b.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Kacie Paxton, Borough Clerk

**Department:** Clerk

**Approved for Submittal:** Charlanne Thomas, Finance Director **Approved as to form:**
Ruben Duran, Manager

## Information

### TITLE

Motion to Excuse Assembly Member EchoHawk from In-Person Attendance at Three Consecutive Assembly Meetings

### RECOMMENDED ACTION

"I move to excuse Assembly Member EchoHawk from physical attendance at the June 19, July 17, and August 7 Assembly meetings in accordance with KGBC 2.10.110 (b) and (i)."

### SUMMARY OF ISSUE

In accordance with KGB Code Sections 2.10.110 (b) and (i), in order to avoid declaring a vacancy for a seat on the Assembly, the Assembly must excuse an Assembly member who will be physically absent from the Borough for ninety consecutive days, or who will be physically absent from three or more consecutive Assembly meetings.

Assembly Member EchoHawk was physically absent from the June 19 Assembly meeting and attended via Webex teleconference. He intends to be physically absent on July 17 and August 7, and plans to participate via Webex videoconference and is able to correspond via email and to receive all communications, correspondence, and Assembly packet items via email. With the cancelation of the July 3 meeting, he will have been physically absent from three consecutive Assembly meetings as of August 7 and is seeking to be excused.

Assembly Member EchoHawk plans to be physically present at the August 21 Assembly meeting.

## Fiscal Impact

## Attachments

*No file(s) attached.*

**Assembly - Regular** **10. a.**

**Meeting Date:** 07/17/2023

**Responsible Staff:** Ruben Duran, Borough Manager

**Department:** Manager's Office

**Approved for Submittal:** **Approved as to form:**

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**Information**

**TITLE**

Manager's Report

**RECOMMENDED ACTION**

**SUMMARY OF ISSUE**

Attached is the Borough Manager's report on Borough policy and departmental issues for the period June 10 through July 7, 2023.

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**Fiscal Impact**

**Attachments**

Manager's Report
EOP Timeline and Milestones
OceansAlaska June Report
Airport Statistics May 2023
Quarterly Statistical Use of Ketchikan Public Library
Related Party Transaction Summary Q2 2023
Animal Protection Statistics June 2023
Code Enforcement Statistics June 2023

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# Borough Manager's Report to the Assembly

*For the Meeting of July 17, 2023*

## Community Health and Safety

*Promote a Clean and Safe Community*

### ➢ Mountain Point Wastewater Treatment Plant Basin Cleaning

During the week of July 10, staff commenced cleaning the pretreatment and aeration basins in the Mountain Point Wastewater Treatment Plant. Staff found a high volume of grit, sand and gravel had accumulated over the past fifteen years, with the discharge slots between the pretreatment and aeration basins effectively covered by discharged material.

In advance of July 4, staff closed the valve to ensure that all wastewater was conveyed to Basin #1: this enabled the removal of sludge and decanting of all remaining treated wastewater to bring Basin #2 down to a level at which the aerators could maintain the wastewater without it going septic. Through the week of July 4, staff pressed sludge out of the digester to make room for any additional anticipated waste.

Grit, sand, gravel, and accumulated sludge will be discharged to the waste sludge container for shipping to the Republic Services facility in Yakima Washington





## ➢ Hydrant Testing Underway

On July 10, staff commenced flow testing all hydrants in the South Tongass Service Area in cooperation with the South Tongass Volunteer Fire Department. Throughout the month of June, one of the temporary laborers employed in the Parks Division assisted the utility by performing oiling on each of the hydrants: this has greatly increased the time required to conduct the flow testing.

## ➢ Staff Working on Area Wide Emergency Operations Plan Update

STVFD personnel held a kick-off meeting with the Borough Manager and Katmai Solutions to discuss the revision of the area wide EOP. During the meeting, they presented the proposed process and timeline for project completion. Chief Rydeen will commence meetings with stakeholders on July 12 to determine the appropriate format that aligns with Ketchikan's needs.

Attached is the timeline outlining key milestones; the process for project preparation and presentation to the Borough Assembly, Saxman City Council, and City of Ketchikan Council, with the project slated for final completion by the end of November 2023.

# Vibrant Economy

*Maintain and Grow a Diverse Economy*

## ➢ OceansAlaska Seeks New Location for Barge

Attached herewith is the June report from OceansAlaska (OA), which provides updates on various matters. The primary focus of this report is the urgent need to relocate the OA barge. This necessity has been expedited by the City of Saxman and Three Bears' harbor project.

The OA President has actively sought potential locations within the Ketchikan Gateway Borough. However, despite their efforts, no suitable location has been found thus far. Therefore, the OA President has identified an alternative location for the barge, which unfortunately falls outside the boundaries of the Ketchikan Gateway Borough.

In the absence of any objections from the Assembly, an approval letter will be issued to OA, granting permission to relocate the barge to Prince of Wales Island. This new location holds significant advantages for OA and is expected to bring benefits to the mariculture industry.

Please review the attached monthly report for detailed information on the progress and developments in other areas as well.

The full OceansAlaska report is attached.

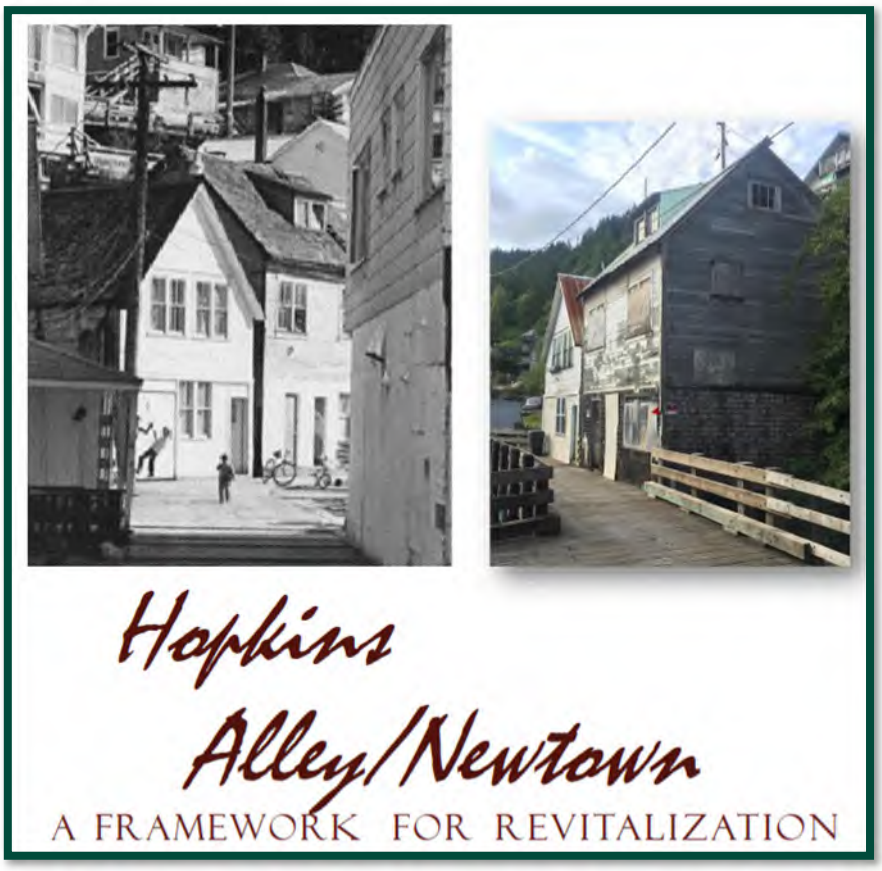
## ➢ Hopkins Alley/Newtown: A Framework for Revitalization

The historic commercial area of Hopkins Alley in Newtown has long been acknowledged for its redevelopment potential as a heritage tourism destination. In 2013, the City of Ketchikan and Ketchikan Gateway Borough agreed to fund a Hopkins Alley Revitalization Project (HARP) jointly. The first phase of HARP resulted in a document entitled "Newtown Commercial Area Ketchikan Alaska: A Survey of Historic Properties," which was produced in 2015.

During the intervening two years, a local contractor was hired to engage the property owners in the second phase of the planning process. Several meetings, interviews, and surveys were conducted. The study resulted in a document entitled "Hopkins Alley/ Newtown: A Framework for Revitalization." This framework describes the current economic context and the benefits of revitalization for the property owners and the community. Applicable building and zoning codes were identified, and case studies were presented to demonstrate the benefits of renovating buildings with historic materials. Appendices in the document include a list of resources for materials and a list of potential projects that were recommended by the contractor.

Any additional publicly funded efforts should include a master planning process to incorporate plans that have been developed with the vision of the current property owners. Planning processes such as the Revitalizing Ketchikan's Neighborhoods (RKN) were extremely successful with many participants. These documents and plans should be incorporated as visions for the area but revised to reflect Hopkins Alley's current or future situation.

The Framework for Revitalization is a useful resource manual for property owners wishing to improve their property. A copy will be posted on the Borough's project site, ktntalk.com, and notice of the publication will be distributed to owners of property located in the Hopkins Alley study area. The framework is a living document that will be updated periodically as new information becomes available.



# Transportation

*Deliver a Seamless Transportation Network for Resident and Non-Resident Air Travelers and Transit Patrons*

## ➢ Airport Ferries

The operation of both Ketchikan Gateway Borough airport ferries is proceeding exceptionally well. We have received encouraging feedback from Alaska Airlines, Delta, and TSA for the significant impact it has on their operations. By running the ferries every 15 minutes, traffic is effectively dispersed to help and alleviate terminal congestion, ensuring a consistent flow of passengers throughout the terminal, from the downstairs check-in counters to TSA security screening and the upstairs boarding area.

## ➢ Airport Operations

The ARFF/maintenance staff at Ketchikan Gateway Borough airport have been working diligently to ensure compliance with FAA guidelines for runway clearance. They have been actively engaged in weed killing and brush cutting to maintain a safe environment. Additionally, the team has been focused on parking lot striping and ongoing preparations for the upcoming Tri-Annual Drill, which is fast approaching. Their commitment and efforts are geared towards maintaining the highest standards of safety and operational efficiency at the airport.

## ➢ Airport Tenant Leases

The administrative staff at Ketchikan Gateway Borough Airport is currently analyzing tenant leases for potential rate increases. Each lease agreement includes a provision that allows for an annual percentage increase on the anniversary of the lease, which has not been exercised by the airport in the past.

To carry out this process effectively, staff will need to coordinate their efforts diligently with the tenants, the State of Alaska, and the Borough Law Department. This ensures that all relevant parties are involved and informed throughout the process.

## ➢ Airport Statistical Usage

To view Airport statistical data, see the attached Airport Statistical Usage Report.

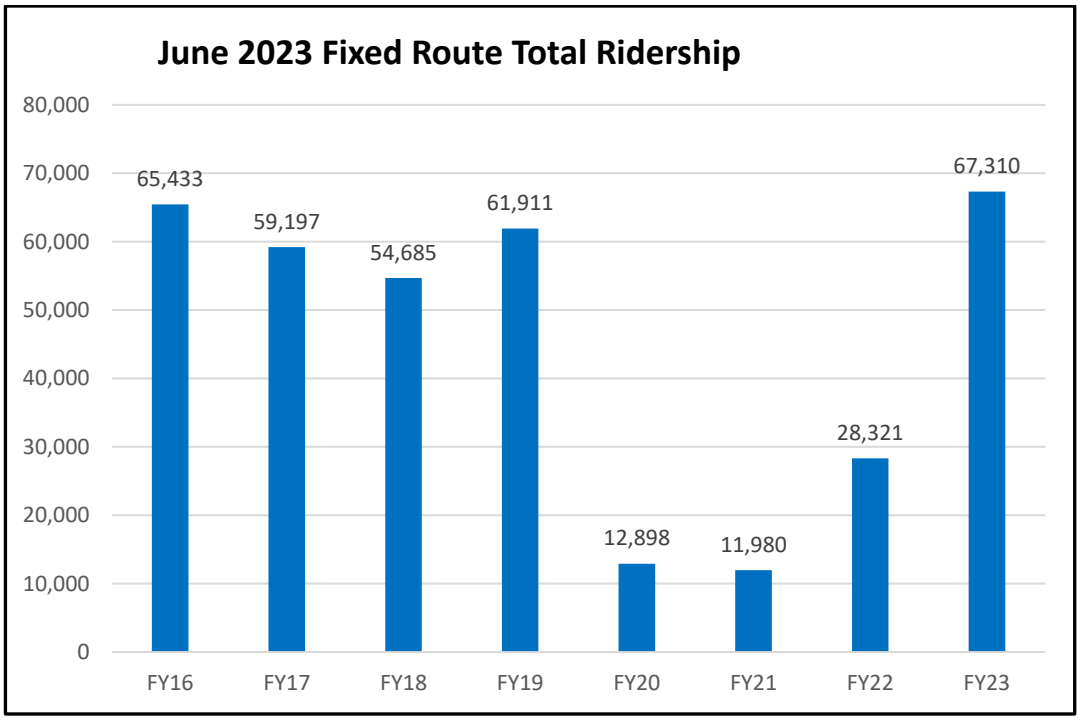
## ➢ ARFF Vehicle Wins 4th of July Parade "Best First Time Entry" Recognition

Staff is delighted to share the exciting news that the new Ketchikan Gateway Borough Airport Rescue/Firefighting Engine participated in the 4th of July Parade and emerged as the proud winner of the Best First Time Entry award.



## ➢ Transit Continues Breaking Records

Coming out of a record-breaking May, Borough Transit fixed route bus services did it again by surpassing their all-time June ridership record! The record previously stood at 65,433 rides set in June 2016, and as of June of 2023 is now 67,310! This is a difference of 1,877 rides and a small but mighty 2.8% increase.




## ➢ Transit 4th of July Service

For the second year, Transit provided regular service on the 4th of July, with a pause in service for the parade. This year, in partnership with the Ketchikan Chamber of Commerce and the Ketchikan Police Department, Transit was able to extend service on the Downtown Shuttle until 11:15! Transit provided 1,084 rides on the downtown shuttle on the 4th of July! This is up 43% from last year, the first year of 4th of July downtown shuttle service which served 611 rides.



## ➢ Dino Scavenger Hunt Begins




The Transit Department is excited to partner with Ketchikan Public Library's Summer Jurassic Reading program. The Great Dinosaur Quest scavenger hunt kicked off July 1st and runs through August 31st where dinosaurs can be found at seven Borough Transit bus stops. Each of the selected stops has a hidden dinosaur as well as an informational poster about the hidden dino. Participants can pick up the scavenger hunt game board at the library and hop on the bus or visit bus stops to find and identify all the dinosaurs. Once the dinos are all found participants return their findings to the library for a prize.

The library has created a special bus pin as one of the many prizes to be won! This partnership aims to encourage literacy and transit ridership in Ketchikan!

# Quality of Life

*Provide Programming and Services that Support a High Quality of Life, Including but Not Limited to Culture, Recreation and Education*

## ➢ Ketchikan Public Library Quarterly Statistical Usage, April - June 2023

For the period April through June, active patron accounts totaled 8,572 at the Ketchikan Public Library, with the number of circulated items being 17,849. Historical patronage indicates that patron numbers are increasing but have yet to reach pre-pandemic usage levels.

To view additional statistical data, see the Ketchikan Public Library Quarterly Statistical Report.

## ➢ Parks Operations in Full Swing

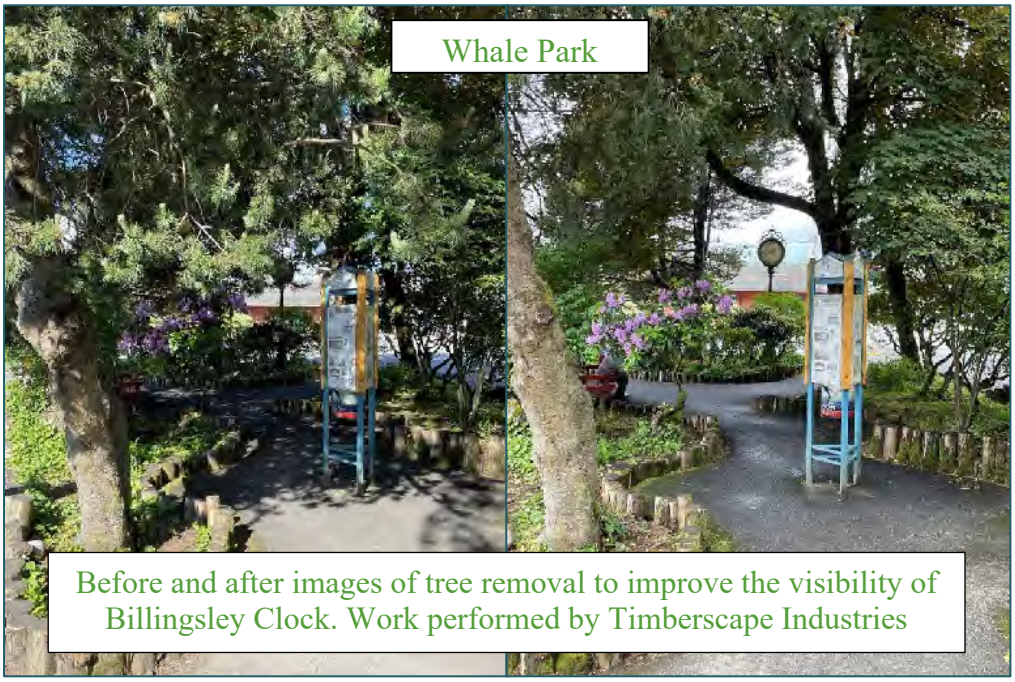
On June 20, youth program participants working with Southeast Alaska Independent Living (SAIL) commenced working at the parks, performing brushing, removing rocks from the surface of Walker Field, and general trash removal. Their effort and labor to improve the parks is greatly appreciated in supplementing those of the Parks and Fields personnel.

Other work conducted on the fields includes: installation of a new practice board on the upper tennis court, dragging the fields on a practice basis and for games – including the final game for American Legion on Walker Field's sand surface, and removal of a paper wasp nest from the eaves of the restroom at City Park.

## ➢ Parks Trees Cleared and Cleaned

Near the end of FY2023, staff hired arborists and tree clearers to perform the following work:




Additional work included selective tree removal and limbing of three trees at Rotary Beach Park.

# Organizational Excellence

*Provide High Quality, Responsive, Transparent and Innovative Services in an Efficient and Cost-Effective Manner*

## ➢ Related Party Transactions for the Mayor and Assembly

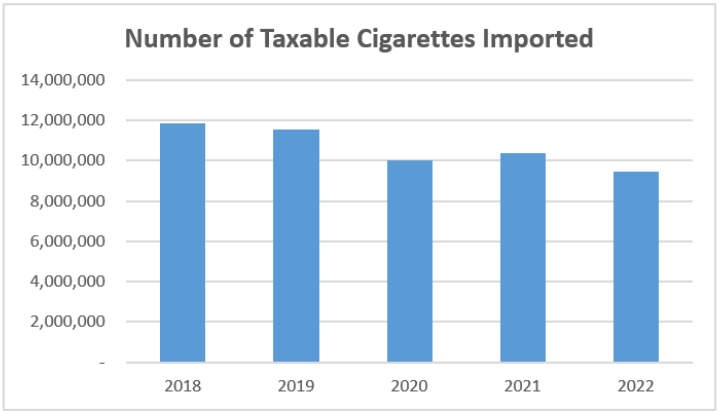
According to KGBC 2.20.050(a)(5) KGBC 2.20.050(a)(5) Business dealings with borough states: *At least once a quarter a report shall be furnished to the borough assembly listing the number of sales and total price.*

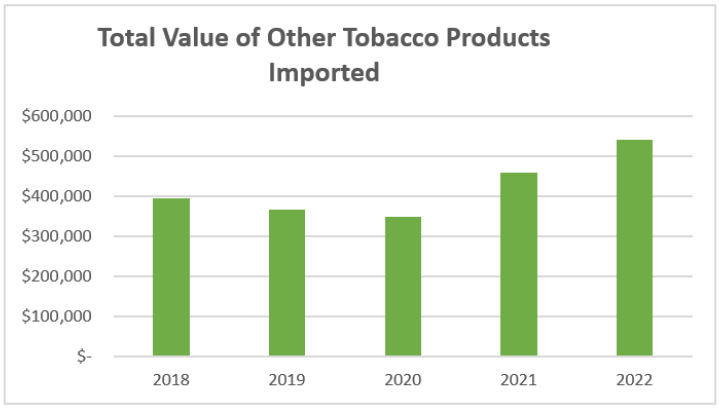
Please find attached a summary of Related Party Transactions for the period covering April 1 through June 30, 2023.

## ➢ Annual Tobacco Excise Report

KGBC 4.70.250 requires an annual report to the assembly regarding the use of tobacco products in the community. Below is the required information from Finance Director Thomas.

| Calendar Year | Total # Cigarettes | Total Value of Other Tobacco Products | Total Tobacco Taxes Generated |
|---|---|---|---|
| 2018 | 11,856,480 | $ 393,941 | $ 1,382,619 |
| 2019 | 11,515,700 | $ 366,480 | $ 1,334,810 |
| 2020 | 10,030,261 | $ 347,816 | $ 1,176,934 |
| 2021 | 10,393,000 | $ 458,004 | $ 1,268,302 |
| 2022 | 9,458,520 | $ 540,179 | $ 1,296,861 |



## ➢ Animal Protection Services Update

In June, the Animal Protection received reports of animal bites on six separate occasions, all of which were responded to within four hours of being received. Additionally, the department received a total of 265 service and patrol requests, of which four percent were received after regular business hours. The after-hours requests did not meet the criteria for after-hours emergencies and were followed up on the next day.

To view additional case status data, see the Animal Protection Statistics Report.

## ➢ Code Enforcement Update

In June, Code Enforcement received seventeen (17) calls for service and issued six (6) citations.

To view additional case status data, see the Code Enforcement Statistics Report.

## ➢ Human Resources Recruitment Efforts

After fifteen years of service to the Borough, Richard Harney is moving on a new role outside the Borough. His last day is July 24th. Recruitment is underway for the Planning Director position.

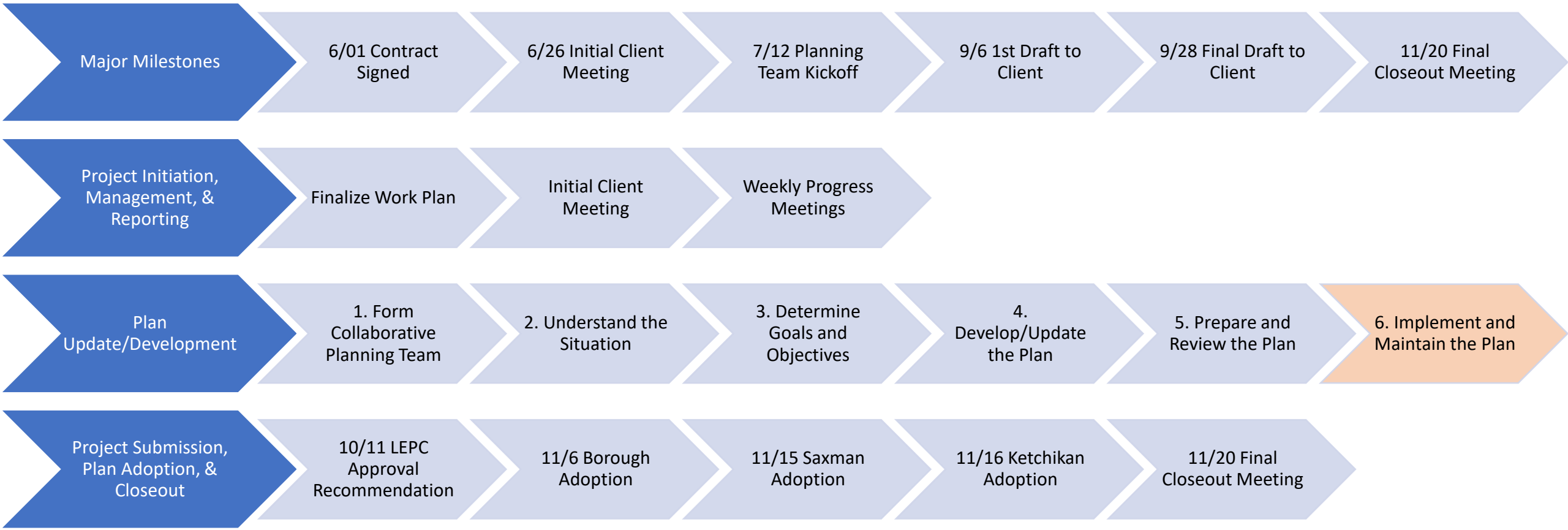
Jonathan Kelley has been promoted to finance controller and a recent recruitment effort was successful in filling the briefly vacant accountant position.

The Borough is currently recruiting for the following positions:

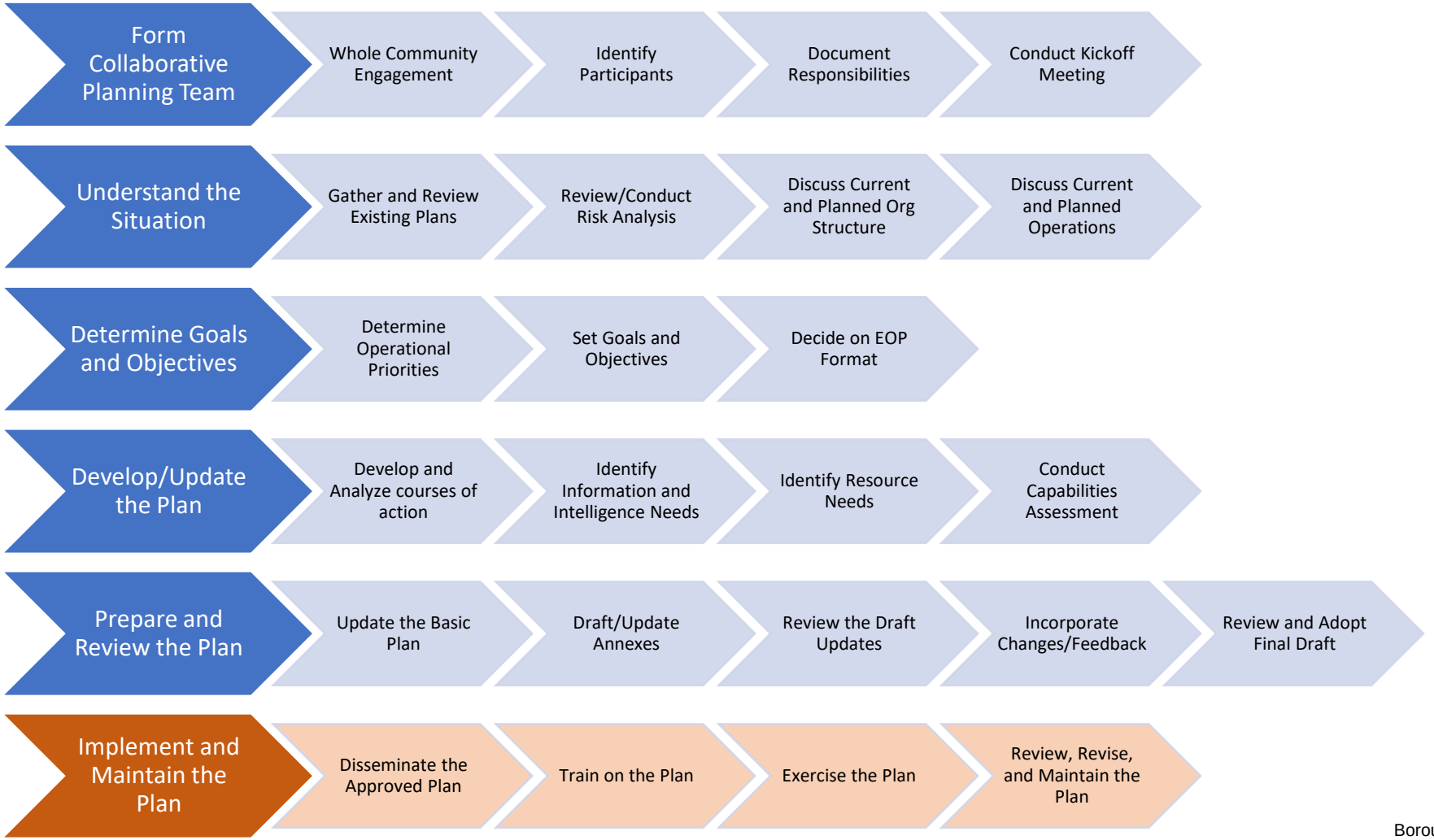
**Full-Time/Full Benefits**
Director of Planning and Community Development ($119,745-$130,936 annually)
Law Enforcement Officer- Airport ($37.19/hr.)
Firefighter/EMT (S. Tongass) ($28.25-$29.98/hr.)
Engineering Technician- Public Works ($35.17-$37.88/hr. DOE)
Animal Protection Officer ($22.67-$23.36/hr.)
Maintenance Laborer- Airport ($22.67-$25.16/hr.)

**Part-Time/Seasonal/Temporary**
Assistant Recreation Leader (Summer Camp) ($15/hr.)
Bus Washer ($19/hr.)
Kennel Attendant/Downtown Ambassador ($19/hr.)
Parks Laborer ($19/hr.)
Lifeguard / Swim Instructor ($16/hr.)
Temp Full-time Seasonal Driver ($25.50) **Summer Incentive Bonus*
Temp Part-time Seasonal Driver ($25.50) **Summer Incentive Bonus*

# Ketchikan Emergency Operations Plan Update
# Jun – Nov 2023



# Ketchikan Emergency Operations Plan Update
# Jun – Nov 2023



OceansAlaska – Operational Monthly Report

Reporting Month: June 30, 2023

## Work completed since last report:

**New Grants: Application for EDA BBB RFP's when they are available. 10.5 million available for Workforce Development, 9.5 million for R & D, .7 million Green energy, and 26 million for Equipment & Technology.**

**Ongoing: OA will be receiving funds for 400 k for a SASSI grant to workforce training and facility upgrades.**

**Ongoing grants:** Sea cucumber stock was acquired and sent to Alutiiq Pride the Pacific Marine States (PSMFC) grant (sea cucumber)with Alutiiq Pride and Pacific Shellfish Institute. Juvenile sea cucumbers are now at OA, they were collected from the Blue Starr oyster farm and their growth and survival is being monitored. *Pyropia* fertile seaweed is being studied at OA in partnership with Sea Grove on another PSMFC grant and there is set and growth on the oyster shells. The Burk-o-lator will be up and running as it will be included in the CASC, Climate change strategy grant with Sea Grant, Ketchikan Indian Community, and Metlakatla Indian Community. We were awarded the Bigelow grant for the study of Bull Kelp with AFDF and Barnacle.

**Completed:** ***Provan Crump and OceansAlaska held the second of two oyster hatchery classes. We had ten participants, and UAS Fish Tech provided support and help. The class was three days from March 14-16. The second class was held April 24-26.***

***OA received the Alaska Fishery Development Foundation, innovation grants, for oyster husbandry innovation.***

**Staff and board members:** Brian Kelly and Bryan Frasier are still working part time with OA on the sea cucumber and cultural food project.

**George Inlet:** Working with SSRAA with net pen.

**Outreach: Working with National Ocean Science Bowl and high school with Ocean Justice and WWF funds. Incorporating marine and terrestrial cultural foods for outreach and education. $10 k to Ketchikan NOSB, 10 k to Annette high school.**

Describe any potential problems: The Three Bears store is very successful in Saxman. OceansAlaska has been asked to vacate ASAP. We are working on moving. 1. We have talked to insurance 2. Gotten the checklist for tow survey 3. Collecting tow bids. 4. Checking with EDA

5. checking with KGB borough 6. Checking with ADFG 7. Army corp.

Did you grow any new spat/seed this Month?

no

Did you generate any revenue this Month?

Changes in OceansAlaska staff or Board of Directors?

Have there been any liens filed with respect to OceansAlaska?

No. Not to my knowledge.

Have there been any determinations by the State or any other Federal agencies that may affect the reputation and character of OceansAlaska?

No

Have there been any agreements entered into or amendments to existing agreements with farmers to purchase seed/spat?

No

Briefly provide a current market analysis of the mariculture industry including seed/spat price and type?

## Checklist of additional required information:

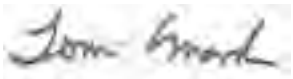
• Balance Sheet • Income and Expense Statement • Bank Statements • Credit Card Statements • Invoices

CERTIFICATION

Requires two signatures. The person certifying must be different from the person preparing the report. One signature should be the highest-ranking officer of the organization; if unavailable, the second highest ranking officer. The other signature should be of the person who prepared the report.

I certify to the best of my knowledge and belief, the information above and attached is correct and funds were spent in accordance with the loan agreement terms and conditions.

| | |
|---|---|
| Prepared by: Tomi Marsh | Certified by: Eric Wyatt |
| Title: Board President | Title: secretary/treasurer |
| Tomi Marsh | Eric Wyatt |
| Date: 6/30/2023 | Date: 6/30/2023 |



# Airport Statistics

## May 2023

| AIR CARRIER | THIS MONTH | | | YEAR TO DATE | | |
|---|---|---|---|---|---|---|
| | **2023** | **2022** | **%** | **2023** | **2022** | **%** |
| INBOUND PASSENGERS | 11611 | 10726 | 8% | 42476 | 36142 | 18% |
| OUTBOUND PASSENGERS | 10352 | 9673 | 7% | 39892 | 33773 | 18% |
| **TOTAL** | **21963** | **20399** | | **82368** | **69915** | |

| AIRPORT FERRY | THIS MONTH | | | YEAR TO DATE | | |
|---|---|---|---|---|---|---|
| | **2023** | **2022** | **%** | **2023** | **2022** | **%** |
| TOTAL PASSENGERS | 34128 | 33249 | 3% | 139603 | 124201 | 12% |
| TOTAL VEHICLES | 10426 | 10234 | 2% | 45614 | 42222 | 8% |
| **TOTAL** | **44554** | **43483** | | **185217** | **166423** | |

| AIRCRAFT TYPE | THIS MONTH | | | YEAR TO DATE | | |
|---|---|---|---|---|---|---|
| | **2023** | **2022** | **%** | **2023** | **2022** | **%** |
| 700 | 206 | 190 | 8% | 1012 | 1021 | -1% |
| 800 | 38 | 50 | -24% | 109 | 81 | 35% |
| 900 | 5 | 3 | 67% | 23 | 9 | 156% |
| **TOTAL** | **249** | **243** | **51%** | **1144** | **1111** | **189%** |

Ketchikan Public Library

**MEMORANDUM**

**To:** **Delilah Walsh, Manager, City of Ketchikan and Ketchikan Public Utilities**
**Lacey Simpson, Assistant Manager, City of Ketchikan and Ketchikan Public Utilities**
**Ruben Duran, Manager, Ketchikan Gateway Borough**
**Cynna Gubatayao, Assistant Manager, Ketchikan Gateway Borough**

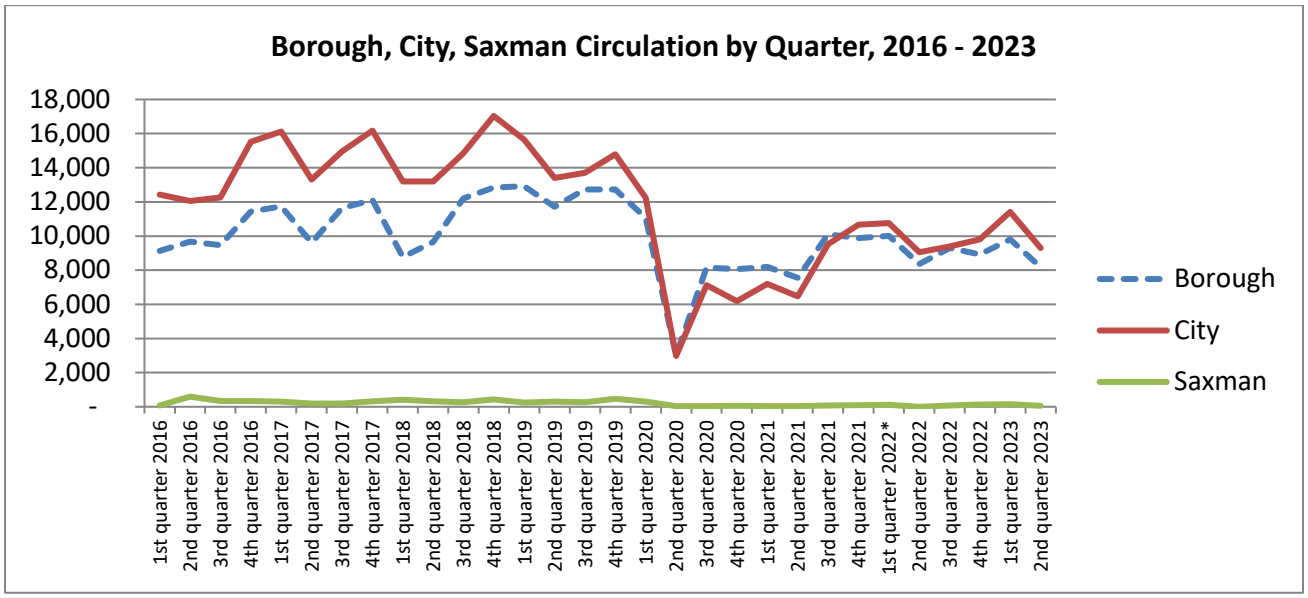
**From:** **Pat Tully, Library Director**

**Date:** **July 2, 2023**

**Re:** **Quarterly statistical report of public library usage, April - June 2023**

| Total patron accounts: 8,572 | | | | Total updated accounts: 5,642 |
|---|---|---|---|---|
| | **Borough** | **City** | **Saxman** | **Temp** |
| Residency for total updated accounts: | 2,132 | 3,302 | 114 | Borough: 23<br>City: 70<br>Saxman: 1 |
| Percentage of total updated accounts: | 37.79% | 58.52% | 2.02% | 1.67% |
| Circulation: | 8,177 | 9,290 | 52 | 330 |
| Percentage of total updated circulation: | 45.81% | 52.05% | 0.29% | 1.85% |

These numbers do not include the residency of KGB School District students—the School District creates and administers these accounts.



Ketchikan Public Library

**Online books**: Over 41,000 audio and electronic books and magazines were accessible throughout the quarter via the Alaska Digital Library (ADL).

| ADL circulation | In 2022 | In 2023 |
|---|---|---|
| April | 1,622 | 1,375 |
| May | 1,550 | 1,386 |
| June | 1,484 | 1,338 |
| **Total 2nd quarter** | **4,656** | **4,099** |

**Programming**: Subscribers to the Library's YouTube videos increased from 108 at the end of the first quarter of 2023 to 401 at the end of the second quarter. The number of views increased accordingly, with these Library YouTube videos receiving the most views this quarter:

| Department | Video | # Views |
|---|---|---|
| Children | Song & Rhyme Time, May 2, 2023 | 11,338 |
| Children | Special Song & Rhyme Time, June 9, 2023 | 10,309 |
| Children | Song & Rhyme Time, May 9, 2023 | 5,833 |
| Children | Song & Rhyme Time, March 21, 2023 | 3,645 |
| Children | Song & Rhyme Time, April 25, 2023 | 1,408 |
| Children | Song & Rhyme Time, April 18, 2023 | 1,314 |
| Adult | DIY With Gayle – Clay Pot Lighthouses | 1,036 |
| Children | Song & Rhyme Time, January 24, 2023 | 946 |
| Adult | DIY With Gayle – More With Clay Pots in the Garden | 738 |
| Children | Song & Rhyme Time, March 28, 2023 | 653 |
| Children | Song & Rhyme Time, November 6, 2021 | 626 |
| Children | Song & Rhyme Time, March 7, 2023 | 492 |
| Children | Song & Rhyme Time, December 13, 2022 | 418 |
| Children | Simple Toddler Craft | 365 |
| Children | Song & Rhyme Time, April 4, 2023 | 287 |
| Adult | Reading Aloud: Preface to Walt Whitman's Leaves of Grass | 245 |
| Children | Song & Rhyme Time, February 28, 2023 | 241 |
| Adult | Ketchikan Public Library and the Drag Queen Storytime | 184 |
| Children | Song & Rhyme Time: December 6, 2022 | 161 |

**Library social media**:

| | |
|---|---|
| Facebook followers: 3,054 | Teen Advisory Group (T.A.G.) Facebook followers: 249 |
| Twitter followers: 490 | Instagram followers: 1,059 |
| YouTube subscribers: 401 | |

# Ketchikan Gateway Borough
## Assembly Transactions



Report name: Assembly Transactions CT
Include these post dates: 4/1/2023 to 6/30/2023

| Date | Transaction # / Description | Transaction Type | Post Date / Due Date | Transaction Amount | Discount Amount / Discount Taken | Payment Type | Payment # | Payment Date | Amount Paid | Transaction Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| **49TH STATE SECURITY SERVICES** | | | | | | | | | | |
| 4/3/2023 | 702<br>ASSY- KGB Meeting, Nightly Patrol- Apr 23 | Invoice | 4/17/2023<br>4/3/2023 | $1,379.32 | $0.00 | EFT Check | 308333 | 4/21/2023 | $1,379.32 | $0.00 |
| 5/1/2023 | 720<br>CL- KGB Meeting,Nightly Patrol- May 23 | Invoice | 5/3/2023<br>5/1/2023 | $1,658.28 | $0.00 | EFT Check | 308367 | 5/5/2023 | $1,658.28 | $0.00 |
| 6/6/2023 | 737<br>CL- Borough Meeting,Patrol- Jul 23 | Invoice | 6/7/2023<br>6/6/2023 | $1,449.05 | $0.00 | EFT Check | 308466 | 6/9/2023 | $1,449.05 | $0.00 |
| | *Totals for 49TH STATE SECURITY SERVICES*<br>*3 transaction(s) listed.* | | | *$4,486.65* | *$0.00* | | | | *$4,486.65* | *$0.00* |
| **KETCHIKAN CHAMBER OF COMMERCE** | | | | | | | | | | |
| 4/5/2023 | 24692163095106936686<br>Ruben Duran and Kacie Paxton Chamber event f | Invoice | 4/6/2023<br>4/6/2023 | $40.00 | $0.00 | Credit Card Charg | 13462 | 4/5/2023 | $40.00 | $0.00 |
| 6/13/2023 | 21-1654<br>FIN- Parade Float Registration Fee | Invoice | 6/14/2023<br>6/13/2023 | $225.00 | $0.00 | Computer Check | 58585 | 6/16/2023 | $225.00 | $0.00 |
| 5/3/2023 | 24692163123109044888<br>Chamber Lunch | Invoice | 5/4/2023<br>5/4/2023 | $20.00 | $0.00 | Credit Card Charg | 13663 | 5/3/2023 | $20.00 | $0.00 |
| | *Totals for KETCHIKAN CHAMBER OF COMMERCE*<br>*3 transaction(s) listed.* | | | *$285.00* | *$0.00* | | | | *$285.00* | *$0.00* |
| **KETCHIKAN VISITORS BUREAU** | | | | | | | | | | |
| 12/30/2022 | Report# 3<br>GRT- FY23 Community Grant | Invoice | 4/12/2023<br>12/30/2022 | $75,000.00 | $0.00 | EFT Check | 308319 | 4/14/2023 | $75,000.00 | $0.00 |
| 3/31/2023 | FINAL<br>GRT- FY23 Community Grant | Invoice | 6/5/2023<br>3/31/2023 | $75,000.00 | $0.00 | EFT Check | 308474 | 6/9/2023 | $75,000.00 | $0.00 |
| | *Totals for KETCHIKAN VISITORS BUREAU*<br>*2 transaction(s) listed.* | | | *$150,000.00* | *$0.00* | | | | *$150,000.00* | *$0.00* |
| **KETCHIKAN WELLNESS COALITION** | | | | | | | | | | |
| 12/31/2022 | Report#3<br>GRT - FY23 Community Grant | Invoice | 5/2/2023<br>12/31/2022 | $1,875.92 | $0.00 | EFT Check | 308375 | 5/5/2023 | $1,875.92 | $0.00 |
| | *Totals for KETCHIKAN WELLNESS COALITION*<br>*1 transaction(s) listed.* | | | *$1,875.92* | *$0.00* | | | | *$1,875.92* | *$0.00* |

# Ketchikan Gateway Borough
## Assembly Transactions

| Date | Transaction # / Description | Transaction Type | Post Date / Due Date | Transaction Amount | Discount Amount / Discount Taken | Payment Type | Payment # | Payment Date | Amount Paid | Transaction Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| **LOVE IN ACTION** | | | | | | | | | | |
| 3/31/2023 | Report# 3<br>GRT- FY23 Community Grant | Invoice | 4/10/2023<br>3/31/2023 | $3,656.04 | $0.00 | EFT Check | 308320 | 4/14/2023 | $3,656.04 | $0.00 |
| 6/30/2023 | FINAL<br>GRT- FY23 Community Grant | Invoice | 6/30/2023<br>6/30/2023 | $266.35 | $0.00 | | | | | $266.35 |
| | *Totals for LOVE IN ACTION*<br>*2 transaction(s) listed.* | | | *$3,922.39* | *$0.00* | | | | *$3,656.04* | *$266.35* |
| **WOMEN IN SAFE HOMES** | | | | | | | | | | |
| 3/31/2023 | Report#3<br>GRT- FY23 Community Grant | Invoice | 5/2/2023<br>3/31/2023 | $5,134.37 | $0.00 | Computer Check | 58478 | 5/5/2023 | $5,134.37 | $0.00 |
| 5/3/2023 | #1<br>CDBG - Reimbursement for Pay Request #1 | Invoice | 5/3/2023<br>5/3/2023 | $23,155.50 | $0.00 | Computer Check | 58478 | 5/5/2023 | $23,155.50 | $0.00 |
| 4/28/2023 | 2<br>CDBG- Reimbursement for Pay Request #2 | Invoice | 5/22/2023<br>4/28/2023 | $246,600.00 | $0.00 | Computer Check | 58538 | 5/26/2023 | $246,600.00 | $0.00 |
| | *Totals for WOMEN IN SAFE HOMES*<br>*3 transaction(s) listed.* | | | *$274,889.87* | *$0.00* | | | | *$274,889.87* | *$0.00* |
| | **GRAND TOTALS:**<br>**A total of 14 transaction(s) listed** | | | **$435,459.83** | **$0.00** | | | | **$435,193.48** | **$266.35** |

# Animal Protection Department

Meeting of July 17, 2023

## Animal Protection Statistics June 2023

| Category | Number |
|---|---|
| *Animals Surrendered* | *19* |
| *Animals Impounded* | *28* |
| *Adoptions* | *24* |
| *Transfers* | *0* |
| *Reported Bites* | *6* |
| *Protective Custody* | *3* |
| *Return to Owners* | *10* |
| *Calls for Service/Patrols* | *265* |
| *Citations Issued* | *7* |
| *Miles Patrolled* | *661* |
| *Fees Assessed* | *$5775.00* |
| *Euthanasia Total* | *6* |
| • *Medical / Injured / Disease* | *1* |
| • *Intractable* | *5* |
| • *Aggressive Behavior* | *0* |
| *Animals Passing Away of Natural Causes* | *0* |
| *Animals Hit by Vehicles (DOA)* | *4* |
| *Month End Animal's Owned by the Department* | *43* |
| *Live/Save Animal Outcomes* | *98%* |
| *Visitors/Volunteers* | *304* |
| *Boarding* | *0* |
| *Licenses Issued* | *31* |
| *Potentially Dangerous Dog Classifications* | *0* |
| *Dangerous Dog Classifications* | *0* |

# Code Enforcement Department

## Code Enforcement Statistics June 2023

| Case Classifications | Cases Open | Cases Closed By Compliance | Citations Issued | Citations Pending | Cases Closed By Citation |
|---|---|---|---|---|---|
| **Litter** | 1 | | | | |
| **Open Storage** | 1 | | | | |
| **Abandoned Vehicle** | 3 | 2 | | | |
| **Zoning Violation** | 6 | | 6 | | |
| **Delivery of Notices** | | | | | |
| **Sales Tax Notices** | | | | | |
| **Junk Vehicle** | | | | | |
| **Abandoned Vessel** | | | | | |
| **Sewer/Water** | | | | | |
| **Ongoing Cases** | | | | | |
| **Liquid Discharge** | | | | | |
| **Ongoing Violations** | | | | | |

**Chronological Narrative:**

**6-1-23** Unauthorized commercial operations on a residential lot at Herring Cove. No permits were issued for commercial operations.**6-6-23** Issued zoning violation citation. **6-27-23** Repeated complaints of violations, citations issued for non-compliance.

**6-8-23** Zoning complaint on Williams Rd. Previously investigated this property and issued zoning violation citations in 2022. Upon investigation zoning violations were observed. Citations issued to resident and property owner.

**6-9-23** Commercial operation on a residential property on College Court. Advised resident that a permit was required. **6-12-23** Commercial operations continuing at location without a permit. Citation issued. The owner applied for a permit.

# Code Enforcement Department

**6-12-23** Abandoned vehicle on a private lot on Park Ave. Property owners requested removal of the vehicle. Notice was posted and the vehicle owner was contacted. **6-14-23** vehicle was removed by the owner.

**6-15-23** Abandoned vehicle at the airport. Notice posted and the owner was contacted. Owner is out of state and the vehicle is a repossession by the bank holding the loan. Bank was contacted and they will have the vehicle removed.

**6-21-23** Littering violation in Forest Park. Case investigated and owner given notice of the violation. **6-22-23** Litter and trash has been cleaned up by the owner.

**6-22-23** Abandoned vehicle on private property on Park Ave. Property owner requested vehicle removal. Vehicle owner was contacted, and the vehicle was removed.

**6-27-23** Inter-agency meeting with Fish and Game, KPD, KIC, and City of Ketchikan to discuss code issues.

**6-27-23** Open storage violation on Brown Deer Rd. Spoke to owner of the property and advised of zoning violations.

**6-29-23** Pond Reef Rd open storage junk vehicles violation. The issue has been on-going despite issuance of citations. Investigated violations and issued citations.

Note: All calls addressed. Follow up conducted in accordance with code designated compliance timelines.
Officer addressed 17 calls for service in June 2023. Issued 6 citations.

**Assembly - Regular** **10. c.**

**Meeting Date:** 07/17/2023

**Department:** Clerk

**Approved for Submittal:** **Approved as to form:**

## Information

**TITLE**

Committee Reports

**RECOMMENDED ACTION**

For Mayor and Assembly information only; no action required.

**SUMMARY OF ISSUE**

**The following Assembly boards, commissions, and committees met during the period of June 19 - July 14:**

- Joint Borough-City Cooperative Relations Committee
- North Tongass Fire & EMS Service Area Board
- Planning Commission

**The following Assembly boards, commissions, and committees have upcoming meetings:**

- Board of Ethics (August 7)
- Planning Commission (August 8)

**The following Assembly boards, commissions, and committees have vacancies:**

- Forest Park Service Area Board - two seats vacant; terms of office expiring 06/2026
- Gold Nugget Service Area Board - one seat vacant; term of office expiring 06/2025
- Loring Service Area Board - two seats vacant; terms of office expiring 06/2024 and 06/2025

Information regarding the Assembly boards, commissions, and committees, along with applications for appointment, are available in the Office of the Borough Clerk.

## Fiscal Impact

## Attachments

*No file(s) attached.*