

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

January 11, 2016 6:00 PM
Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. December 21, 2015 - Regular Assembly Human Resources Committee Meeting Minutes
- B. December 22, 2015 - Special Assembly Human Resources Committee Meeting Minutes

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

- A. Board Matters
 - 1. Wetlands Review Board Annual Report and Appointments
 - 2. Possible Evaluation of CBJ Boards/Commissions
- B. Liquor Licenses
 - 1. Liquor License #586 Coho's Bar and Grill, LLC Mid-Cycle Protest
- C. Other Business

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA MINUTES

December 21, 2015 6:00 PM
Chambers

I. ROLL CALL

Chair Loren Jones called the meeting to order at 6:05 p.m.

HRC members present: Loren Jones, Maria Gladziszewski, Debbie White, and Karen Crane.

Other Assemblymembers present: Jerry Nankervis.

Staff present: Deputy Clerk Beth McEwen, Municipal Clerk Laurie Sica.

II. APPROVAL OF AGENDA

There being no changes, the agenda was approved as presented.

III. APPROVAL OF MINUTES

- A. November 9, 2015 Regular Assembly Human Resources Committee Meeting Minutes

Hearing no objection, the minutes of the November 9, 2015 Regular Assembly Human Resources Committee meeting were approved.

- B. November 9, 2015 Special Assembly Human Resources Committee Meeting Minutes

Hearing no objection, the minutes of the November 9, 2015 Special Assembly Human Resources Committee meeting were approved.

- C. November 30, 2015 Regular Assembly Human Resources Committee Minutes

Hearing no objection, the minutes of the November 30, 2015 Assembly Human Resources Committee meeting were approved.

IV. PUBLIC PARTICIPATION

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

- A. Board Matters

1. Juneau Economic Development Council - Appointments

MOTION by Ms. White to recommend the Assembly appoint Alec Mesdag, Keith Comstock, and Jason Puckett to the Juneau Economic Development Council to terms expiring November 2018. *Hearing no objection, the motion carried.*

2. Juneau Human Rights Commission - discussion of mission and membership

Juneau Human Rights Commission Acting Chair Markus Bressler came before the HRC and requested that the Assembly consider reducing the commission's membership from seven to five members. As of November, there are now currently only three members remaining on the commission and the commission has not been able to meet much for the past six months due to lack of quorum.

Mr. Bressler also said that one of the projects the commission hopes to work on in January is to reach out to middle schools with a writing contest but they need enough members on the commission to be able to hold meetings in order to make that happen.

Ms. Gladziszewski asked Mr. Bressler if he had any ideas as to why people have not applied to serve on the commission or any thoughts on what the Assembly may be able to do. Mr. Bressler said that is a good question and although they've done personal outreach, they have not been able to recruit members. He suggested that some additional outreach with the media may be able to help fill the seats. He said that once the commission can meet and have projects to work on, additional people may be more interested in joining.

Ms. Gladziszewski asked Mr. Bressler what his terms of service had been on the commission and if there had ever been full membership during his term of service. Mr. Bressler explained that his first term of service was 2009-2011 and then he left Juneau and recently returned. He was appointed in May 2015 to serve his present term on the commission. He said in his recollection, in his previous term, there were usually five to six members attending meetings but he did not recall instances in which all seven seats were filled or there were seven members in attendance at a meeting.

Mr. Jones asked the clerk the process needed to change the membership of the commission.

Ms. McEwen explained that the Law Department would need to draft up a resolution repealing the current resolution and reestablish the commission with a change to the clause pertaining to the number of members on the commission.

MOTION by Ms. Gladziszewski to request the Law Department draft a resolution to reduce the membership of the Juneau Human Rights Commission from seven to five members and for it to come back to the Assembly for action. *Hearing no objection, the motion carried.*

B. Other Business

VI. STAFF REPORTS

Ms. McEwen noted that the 2016-2017 liquor license renewal cycle has begun and it is likely that there may be some protested liquor licenses showing up on the January 11, 2016 HRC agenda. Those licenses that are coming forward for consideration with no protest recommendation will be included on the January 11, 2016 Regular Assembly meeting Consent Agenda.

A. Review of CBJ Boards and Commissions

Mr. Jones noted that the last few pages of the packet included a memo from staff regarding the rules pertaining to a review of CBJ boards and commissions. He said the HRC has done that in the past year with the Social Services Advisory Board. He said the Juneau Commission on Aging is also working on its mission in an upcoming retreat. He noted that the Bartlett Regional Hospital Board has a governance committee which is looking into some of changes in the board's bylaws and possibly some of the ordinance that governs the hospital board. He said he does not know when that will be coming forward to the Assembly.

Ms. Crane noted that the Hospital Board discussed that during its last meeting and it would be governance and bylaws combined and that there is more discussion. Ms. McEwen noted that the BRH Board bylaws go through a final adoption step in the form of a resolution passed by the Assembly approving the bylaws. Mr. Jones noted that is because the medical staff also has their own bylaws that get incorporated into those.

Mr. Jones asked that members to review Ms. McEwen's memo and look at all the CBJ boards and commissions and bring back a list to the next HRC meeting of any boards that the HRC members feel need to be reviewed during the course of the next year.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Jones noted that the Alcohol Beverage Control Board will be meeting in Juneau on February 10 because the Marijuana Control Board will be meeting on February 11, 2016.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

There being no further business to come before the committee, Mr. Jones adjourned the meeting at 6:17 p.m.

SPECIAL ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

December 22, 2015 5:30 PM
City Hall Conference Room #224

Immediately followed by Special Assembly Meeting for Board Appointments

I. ROLL CALL

Chair Loren Jones called the meeting to order at 5:30 p.m.

Assemblymembers present: Mayor Mary Becker, Deputy Mayor Jesse Kiehl (telephonic), Loren Jones, Karen Crane, Jerry Nankervis, Debbie White, Maria Gladyszewski, Kate Troll

Assemblymembers absent: None.

Staff present: Beth McEwen, Deputy Clerk

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. AGENDA TOPICS

A. Board Matters

1. Airport Board Appointments

Applicant Ron Swanson was not available for an interview. Applicant Lennon Weller was interviewed for the Airport Board and Planning Commission.

2. Planning Commission Appointments

Applicants interviewed included Lennon Weller, Nathaniel Dye, Joanne Schmidt, Percy Frisby, Myrna Gardner, Carl Greene, and Kenneth Southerland.

3. Bartlett Regional Hospital Board - Appointments

Applicants interviewed included Kenneth Southerland, Linda Thomas, Dr. Cate Buley, Rory Darling, Catherine Price, Marshal Kendziorek, Dr. Allan Schlicht, and Katherine "Katie" Pittman. Incumbent Dr. Alex Malter had withdrawn his application for reappointment but asked for an opportunity to address the Assembly HRC to share some of his insights about serving on the Hospital Board.

B. Other Business

EXECUTIVE SESSION

MOTION by Maria Gladziszewski to enter into Executive Session to discuss matters which may tend to prejudice the reputation and character of any persons - namely for deliberating on board applicants and their qualifications. *Hearing no objection, the committee convened Executive Session at 8:52 p.m.*

The Committee came out of Executive Session at 10:09 p.m.

BOARD APPOINTMENT RECOMMENDATIONS

MOTION by Debbie White to recommend the Assembly appoint Ron Swanson to the Juneau International Airport Board for a term beginning immediately and expiring Juneau 30, 2016. *Hearing no objection, the motion carried.*

MOTION by Debbie White to recommend the Assembly appoint Nathaniel Dye, Carl Greene, and Percy Frisby to the Planning Commission for terms beginning January 1, 2016 and expiring December 31, 2018. *Hearing no objection, the motion carried.*

MOTION by Debbie White to recommend the Assembly appoint Linda Thomas, Dr. Cate Buley, and Marshal Kendziorek to the Bartlett Regional Hospital Board for terms beginning January 1, 2016 and expiring December 31, 2018.

Objection was noted and a role call vote was taken.

Aye: White, Troll, Gladziszewski, Crane, Kiehl, and Jones

Nay: Nankervis and Becker

Motion carried, 6 aye, 2 nay.

III. ADJOURNMENT

There being no further business, the meeting adjourned at 10:12 p.m.



Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

DATE: December 30, 2015

TO: CBJ Assembly Human Resources Committee

FROM: Teri Camery, Senior Planner 
Community Development Department

SUBJECT: Wetlands Review Board Annual Report 2015

BACKGROUND

The City and Borough of Juneau Wetlands Review Board was established in 1992 to implement the Juneau Wetlands Management Plan (JWMP). The Board also acts as a technical advisory body to the Assembly, Planning Commission, and CBJ Community Development Department on a variety of wetland and riparian area issues, including comments on Corp of Engineers' wetlands fill permits, Comprehensive Plan updates, and federal, state, and local projects and land disposals that affect wetlands, streamside areas, and other sensitive habitats.

2015 BOARD MEETINGS AND MEMBERSHIP

During 2015 the Board held seven regular meetings. Planning Commission members on the Board were Dan Miller and Ben Haight. Ben Haight was appointed to the Board in late January. Andrew Campbell served as Board chair throughout the year while Brenda Wright served as vice-chair.

The terms of Jerry Medina, Hal Geiger, and Amy Sumner expire in January 2016. Hal Geiger and Amy Sumner have re-applied. Mr. Medina has not. Dan Miller's term on the Planning Commission expired in December 2015.

Following is a list of current members with their area of expertise:

Ben Haight, Engineer, Planning Commission Member
Dr. Lisa Hoferkamp, Chemistry Professor
Brenda Wright, Fisheries Biologist
Nina Horne, Hydrologist
Andrew Campbell, Admiralty Construction

Regarding Board membership, the Juneau Wetlands Management Plan states the following:

“The Board is composed of seven members of the public at large and two representatives of the CBJ Planning Commission. Board members are appointed by the Assembly. When making appointments, the Assembly is required to consider obtaining the ‘broadest possible representation from those technical fields with knowledge of the values, functions and uses of wetlands, such as fish or wildlife biology, geology, hydrology, land use planning, and engineering.”

As noted, Board members (except for Planning Commission representatives) are required to have technical expertise in wetlands in one of the fields listed. Current Board representation in these fields includes the following:

Fish or Wildlife Biology	Represented by one fisheries biologist and one chemist
Geology	None represented
Hydrology	One represented
Land Use Planning	indirectly represented by one Planning Commissioner
Engineering	One represented; a second represented indirectly, through wetland restoration expertise in the construction industry

The Board is specifically lacking representation from a geologist.

MAJOR BOARD REVIEWS FOR 2015

Project Reviews:

- Advisory review of a subdivision impacting the 50-foot setback of Casa Del Sol Creek
- Advisory review of a streamside setback variance on Jordan Creek for development of a rain garden and bioswale
- Advisory review of a Planned Unit Development impacting Category A wetlands

Wetland Assessment Method and Juneau Wetlands Management Plan Update review:

- Project updates on wetlands and stream mapping at each meeting
- Review of Preliminary Draft Juneau Wetlands Management Plan

Lemon Creek Gravel Extraction Discussion

- Review of Lemon Creek Gravel Extraction process with the applicant and resource agencies

COASTAL IMPACT ASSISTANCE PROGRAM MAPPING GRANT

The Habitat Mapping Project is in the final year of a four-year project funded through the federal Coastal Impact Assistance Program (CIAP). CBJ has received \$1.6 million from the CIAP Program, through a 2010 state legislative authorization, for habitat mapping within the Borough. Federal CIAP funds are managed through cooperation with the State of Alaska Department of Commerce and Department of Natural Resources. The project is fully funded by the grant and does not require any additional expenditure of CBJ funds.

The CBJ Habitat Mapping Project has two components: 1) new accurate mapping of salmon streams through high-resolution aerial photography; and 2) a major update of the Juneau Wetlands Management Plan with updated and expanded wetland mapping and categorical analysis of wetland values through the use of aerial photography and on-site “ground-truthing.” New LiDAR and imagery were acquired under contract in May-June 2013. The WESPAK-SE wetland assessment method was finalized and formally approved, with major revisions to address Southeast Alaska conditions, in January 2014. Draft stream maps were completed in October 2015.

The Juneau Wetlands Management Plan Update contract was awarded to Bosworth Botanical Consulting (BBC) in April 2014. Field work for the wetland assessments was completed in 2014 and 2015, and the preliminary draft Wetlands Management Plan was completed on schedule in September 2015.

The preliminary draft Wetlands Management Plan was presented to the CBJ Wetlands Review Board, the Habitat Mapping Working Group (an informal technical resource agency group advising the project), Planning Commission, and Assembly Lands Committee in September and October 2015 for comments. In response to these meetings and detailed staff review, CDD provided the consultant with 22 pages of requested revisions for the next draft. These revisions include a goals and objectives section, expanded scientific analysis of anadromous fish habitat, and more. The next draft of the plan is due in February 2016, which will be followed by a second series of public meetings. The grant expires in June 2016.

CDD staff for the Wetlands Review Board include:

Teri Camery, Senior Planner; teri.camery@juneau.org 586-0755
Christine McNally, Planner II; christine.mcnally@juneau.org 586-0761

Information is also available on the Wetlands Review Board website at:
<http://www.juneau.org/cddftp/WRB/>

BOARD MEETING DATES

Regular Meetings

January 29, 2015
February 19, 2015
March 19, 2015
May 21, 2015
August 20, 2015
September 24, 2015
November 19, 2015

Special Meetings

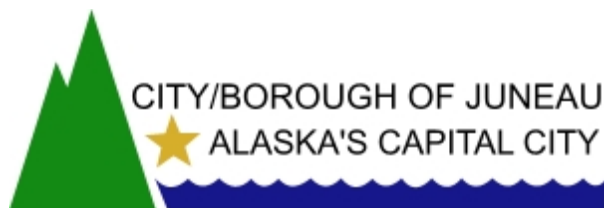
October 8, 2015

October 29, 2015

2015 Wetlands Review Board Attendance

The CBJ Boards and Commissions pamphlet states that a vacancy on a City and Borough Advisory Board shall exist under the following conditions: (e) if a member misses more than 40 percent of the board meetings in a 12-month period. Mr. Haight and Mr. Miller have exceeded this attendance threshold, however Mr. Miller's term on the Planning Commission expired in December.

	1/29	2/19	3/19	5/21	6/25	8/20	9/24	10/8	10/29	11/19		
	Reg	Reg	Reg	Reg	Reg	Reg	Reg	Spec	Spec	Reg	Attended	Missed
Campbell	0	X	X	X	X	X	X	X	X	0	9	1
Wright	X	X	X	X	X	X	X	X	X	X	10	0
Sumner	X	X	X	X	X	X	X	X	0	X	9	0
Horne	X	X	X	X	X	X	0	X	X	0	8	2
Hoferkamp	X	0	X	0	X	X	X	X	X	X	8	2
Miller	X	0	0	X	0	0	0	X	X	X	5	5
Haight	n/a	0	X	X	0	X	0	0	0	X	4	5
Medina	X	X	X	X	X	X	0	X	X	X	9	1
Geiger	X	X	X	X	0	X	X	X	X	X	9	1



City and Borough of Juneau
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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Wetlands Review Board Fact Sheet

Title: Wetlands Review Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:

-CBJ Code 49.10.700

-CBJ Coastal Management Plan - Volume 2 -Juneau Wetlands Management Plan

-Date Created: June 01, 1995

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: The City and Borough of Juneau established a citizen's Wetlands Review Board in 1992. By ordinance, the Board functions as an advisory body to the Planning Commission and the Director of the Community Development Department on wetlands issues, such as CBJ comments on wetland permit applications being considered by the U.S. Army Corps of Engineers; implementation of the Juneau Wetlands Management Plan; the protection of stream side riparian areas; and the conduct of CBJ, State and federal projects that affect wetlands and streams.

Membership: The Board is composed of seven members of the public at large and two representatives of the CBJ Planning Commission. Public board members are appointed by the Assembly. When public members are appointed, the Assembly is required to consider obtaining the "broadest possible representation of members with knowledge of the values, functions and uses of wetlands, such as fish or wildlife biology, geology, hydrology, land use planning and engineering." (CBJ 49.10.710 and 720). Appointments are for three year terms. The Board meets approximately monthly. The presence of five members constitutes a quorum and any action of the Board requires five or more affirmative votes to be approved.

Officers: Chair & Vice Chair

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): December

Meetings: 3rd Thursday of each month at 5:15pm in the City Hall Conference Room #224

Special Facts:

Staff Contact: Teri Camery - 586-0755 - Teri.Camery@juneau.org

Website: <http://www.juneau.org/cddftp/WRB/>

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OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
Phone: (907)586-0203 Fax: (907)586-4552
email: Beth.McEwen@juneau.org

MEMORANDUM

DATE: January 6, 2016

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk

RE: Review/Evaluation of CBJ Boards and Commissions for 2016

CBJ Advisory Board Rules of Procedure (Resolution 2686) Rule #7 states:

Rule 7. Evaluation.

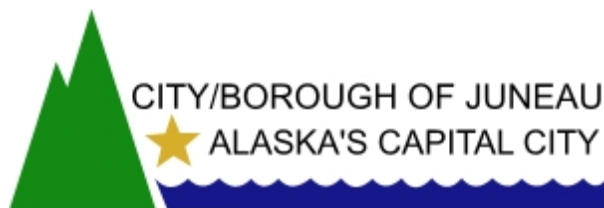
The Assembly may periodically evaluate each advisory board. Such evaluation shall consider the board's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of board business. A report of the evaluation shall be made and returned to the advisory board and shall include recommendations for future functions of the board.

At the December 21, 2015 Assembly Human Resources Committee, HRC Chair Loren Jones asked members to review the CBJ Board, Commission, Committee list to see if they felt any of those groups should be evaluated by the HRC in the upcoming year.

At that same meeting, the Juneau Human Rights Commission requested the Assembly change its governing resolution to reduce the commission from a seven member to a five member body. That resolution is on the January 11, 2016 regular Assembly agenda for adoption.

The Juneau Commission on Aging is also holding a retreat on January 11 from 10 a.m. to 4 p.m. at the Central Council Tlingit Haida Indian Tribes of Alaska administrative offices to review and provide recommendations to the HRC about possible changes to its mandate, goals and objectives and potential changes to its governing legislation.

The list of all CBJ Boards/Commissions is best accessed via our website by looking at the Factsheet page at http://www.juneau.org/clerk/boards/Board_Information.php



City and Borough of Juneau
 155 S. Seward Street
 Juneau, Alaska 99801
 tel. 907-586-5240
 fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Current & Upcoming Vacancies

Please note, we do not list our CBJ Boardmembers or their contact information on the website. However, copies of the board membership lists with their contact information are available upon request from the Clerk's Office. Or if you would rather send a message to members of a particular board, at the bottom of each fact sheet is a staff liaison email address that you can send comments to. For those boards without a staff liaison you can send comments through the Clerk's Office by email to: City.Clerk@juneau.org via fax at 907-586-4552, or via mail to 155 S. Seward Street, Juneau, AK 99801. Please note that for our appeal boards, we usually do not provide copies of the board member contact lists as communication with boardmembers on any matter which might be the subject of an appeal or part of a quasi-judicial proceeding must be handled in accordance with that bodies rules of procedures.

Advisory Boards

Americans with Disabilities Act Committee	Factsheet	Website
Aquatic Facilities Advisory Board-INACTIVE	Factsheet	Website
Building Code Advisory Committee	Factsheet	No Website
Douglas Advisory Board	Factsheet	Website
Fisheries Development Committee	Factsheet	Website
Historic Resources Advisory Committee	Factsheet	Website
Jensen-Olson Arboretum Advisory Board	Factsheet	Website
Juneau Affordable Housing Commission	Factsheet	Website
Juneau Commission on Aging	Factsheet	Website
Juneau Commission on Sustainability	Factsheet	Website
Juneau Human Rights Commission	Factsheet	Website
Juneau Local Emergency Planning Committee (LEPC)	Factsheet	Website
Juneau Public Libraries Endowment Board	Factsheet	Website
Parks & Recreation Advisory Committee (PRAC)	Factsheet	Website
Sister Cities Committee	Factsheet	Website
Social Services Advisory Board	Factsheet	Website
Treadwell Arena Advisory Board	Factsheet	Website
Utility Advisory Board	Factsheet	Website
Wetlands Review Board	Factsheet	Website
Youth Activities Board	Factsheet	Website

Appeal Boards

Animal Hearing Board	Factsheet	No Website
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Bidding Review Board	Factsheet	No Website
Board of Equalization	Factsheet	Website
Building Code Board of Appeals	Factsheet	No Website
Personnel Board	Factsheet	No Website
Sales Tax Board of Appeals	Factsheet	Website

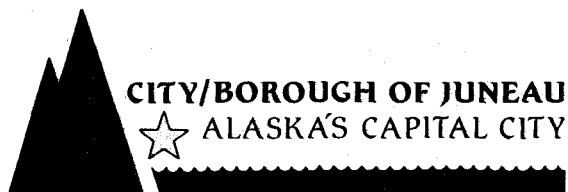
Boards Established By Charter (Enterprise & Special Boards)

Aquatics Board	Factsheet	Website
Bartlett Regional Hospital Board	Factsheet	Website
Board of Education (School Board)	Factsheet	Website
Docks & Harbors Board	Factsheet	Website
Eaglecrest Ski Area Board	Factsheet	Website
Juneau International Airport Board	Factsheet	Website
Planning Commission	Factsheet	Website

Ad Hoc Committees/Task Forces and Boards Appointed by Others

AJ Mine Advisory Committee - INACTIVE	Factsheet	Website
CBJ Dimond Park Pool Task Force - INACTIVE	Factsheet	Website
CBJ Review Task Force Basing NOAA Fisheries and Oceanographic Functions in Alaska - INACTIVE	Factsheet	Website
Juneau Convention and Visitors Bureau	Factsheet	Website
Juneau Economic Development Council	Factsheet	Website
Treadwell Ice Arena Review Task Force - INACTIVE	Factsheet	Website
West Douglas Development Working Group - INACTIVE	Factsheet	Website

[Boards and Commissions Archive Page](#)



OFFICE OF THE MUNICIPAL CLERK

Ph: (907)586-5278 Fax: (907)586-4552

e-mail: Beth.McEwen@juneau.org

December 31, 2015

Via certified & regular mail

Randy Kaer

Coho's Bar & Grill, LLC d/b/a Coho's Bar & Grill

101 Christensen Drive

Anchorage, AK 99501

Re: Beverage Dispensary Tourism Liquor License #586 Mid-Cycle Protest

Dear Mr. Kaer,

The City and Borough of Juneau is in the process of our annual review of liquor license businesses within the community for compliance with CBJ Code and continued operations of the licenses. Alaska Statute section 04.11.480 provides the following with respect to protesting the continued operation of a liquor license during the second year of the biennial license period (*emphasis added*):

Sec. 04.11.480. Protest.

(a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. ***The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application.*** The board shall consider a protest and testimony received at a hearing conducted under AS 04.11.510(b)(2) or (4) when it considers the application or continued operation, and the protest and the record of the hearing conducted under AS 04.11.510(b)(2) or (4) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

As is our practice in these matters, the staff from the Fire, Finance, Police, Public Works, and Community Development Departments reviewed each establishment to insure compliance with city code. Our Sales Tax Office will be recommending protest of the continuation of this license due to unfiled sales tax returns for the 4th quarter of 2014, and the 1st, 2nd, and 3rd quarters of 2015 as well as any associated taxes, penalties and interest.

December 31, 2015

Page 2 of 2

Letter to Coho's Bar & Grill LLC re: Mid-Cycle Liquor License Protest

Please note that while payment plans are available and encouraged if you are unable to pay the full amount due, entering into a payment plan, ie: Confession of Judgment and Stipulation, will not put the business in good standing with the CBJ Finance department for purposes of liquor license protest. Only when the all returns are filed and full payment of the outstanding balance, interest, and penalties are received, will the Finance Department withdraw its recommendation to protest the license.

CBJ Code 20.25.025 provides you with the right to an informal hearing before the Assembly to address this issue. This matter will initially be considered at the Monday, January 11, 2016 Assembly Human Resources Committee (HRC) meeting at 6:00 p.m. in the Assembly Chambers and the HRC will then forward a recommendation to the Assembly for action at its regular meeting that same evening at 7:00 p.m. in the Assembly Chambers. At that meeting will be your opportunity to participate in an informal hearing before the Assembly if you wish to do so.

Copies of the CBJ Code and Alaska Statutes pertaining to the protest process are enclosed for your reference.

In the meantime, I would urge you to work with CBJ Sales Tax staff to try to resolve the outstanding balances owing on your account. Sales Tax Administrator Clinton Singletary can be reached at 586-5265.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth McEwen". The signature is fluid and cursive, with the first name "Beth" being more prominent than the last name "McEwen".

Beth McEwen
Deputy Clerk

Enclosures

cc via email:

Assembly Human Resources Committee & Assembly
Liquor License Staff Reviewers