

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

February 2, 2015 5:30 PM
Assembly Chambers
AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. January 12, 2015 Regular HRC Meeting Minutes
- B. January 15, 2015 Joint HRC/SSAB Worksession 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. Building Code Advisory Committee - Appointment
- 2. Fisheries Development Committee - Annual Report & Appointments
- 3. Sister Cities Committee - Annual Report & Appointments
- 4. Wetlands Review Board - Annual Report & Appointments
- 5. Youth Activities Board - Appointment of JSA Representative

B. Liquor Licenses

- 1. Liquor License Renewals with Staff Protest Recommendations
 - 1. Restaurant Eating Place License #2185: **Canton House LLC d/b/a Canton House**, location: 8585 Old Dairy Road
 - 2. Beverage Dispensary Tourism License #586: **Coho's Bar & Grill, LLC d/b/a Coho's Bar & Grill**, location: 51 Egan Drive.
Staff is recommending the Assembly protest the renewals of the above mentioned liquor licenses based on unfiled and/or delinquent sales tax returns and the associated outstanding balances. Each of the licensees have been sent a certified letter (copies of which are included in your packet) notifying them of the basis for protest and their right to an informal hearing before the Assembly as provided in CBJ Code 20.25.025.

C. Other Business

- 1. Ordinance 2014-51(c) An Ordinance Amending the Second-hand Smoke Control Code to Regulate the Use of Marijuana.

This ordinance would amend the Second-hand Smoke Control Code, Chapter 36.30, to provide for the regulation of marijuana smoking in the same way the smoking of tobacco products is regulated within the City and Borough.

The Lands Committee heard this ordinance at its December 29, 2014 meeting, and recommended forwarding an amended version to the full Assembly for approval. At its January 12, 2015 meeting, the Assembly referred the ordinance to the Human Resources Committee for further consideration at its February 2, 2015, meeting.

In addition to the changes made in version (b) of the ordinance (clarifying that medical marijuana is not exempted in the same manner as tobacco cessation products or products prescribed by a licensed physician), version (c) amends the definition of "enclosed public place" to be consistent with the State's statutory definition of "public place" and amends the definition of marijuana to be consistent with the definition in Alaska Statute at 17.38.900.

Since this is on the February 2 Assembly agenda under Public Hearing, HRC Chairman Jones has indicated that public testimony will not be taken on this matter during the HRC meeting.

IV. STAFF REPORTS

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VI. 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 AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

January 12, 2015 Regular HRC Meeting Minutes

ATTACHMENTS:

	Description	Upload Date	Type
☐	2015-01-12 Draft Minutes of the HRC Meeting	1/29/2015	Minutes

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

January 12, 2015 6:00 PM
Assembly Chambers

I. ROLL CALL

Chair Loren Jones called the meeting to order at 6:00p.m.

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

Other Assemblymembers present: Jerry Nankervis

Staff Present: Deputy Clerk Beth McEwen, City Attorney Amy Mead, Deputy Manager Rob Steedle, Finance Director Bob Bartholomew, Municipal Clerk Laurie Sica, Emergency Programs Manager Tom Mattice, Recreation Superintendent Myiia Whato, Lands Manager Greg Chaney, Port Director Carl Uchytel

Presenters: Local Emergency Planning Committee - Chair Dan Garcia; Juneau Affordable Housing Commission Vice-Chair Mandy O'Neal Cole.

II. APPROVAL OF AGENDA

Ms. McEwen noted that she will be providing an update on the status of liquor licenses when it comes to that point in the agenda.

III. APPROVAL OF MINUTES

A. November 10, 2014 Human Resources Committee Meeting Minutes

Ms. Crane moved approval of the minutes of the November 10, 2014 HRC meeting with corrections that she already provided to the Clerk. Hearing no objection, the minutes were approved with corrections.

B. December 10, 2014 Full Assembly as HRC Meeting Minutes

Hearing no objection, the minutes of the December 10, 2014 meeting of the Full Assembly sitting as the HRC 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. Local Emergency Planning Committee - Annual Report & Appointments

LEPC Chair Dan Garcia and Emergency Programs Manager Tom Mattice presented the LEPC annual report. In addition to Mr. Garcia and Mr. Mattice the following members of the LEPC were present in the audience: Michelle Brown, Joel Curtis, and Roger Rettig.

Mr. Mattice and Mr. Garcia gave a powerpoint presentation outlining the history, duties and responsibilities of the committee. Mr. Garcia said that during the past 4 to 5 years that he has served as Chair, the LEPC has grown quite a bit. He said many of the members serve on the committee as part of their employment positions while others serve as volunteers. There is a representation of members from across the community and it provides a great opportunity to network amongst the various response agencies.

In 2014 the Committee's governing legislation and bylaws were updated to include a voting and alternate seat on the committee for representation of Juneau's vulnerable populations. This brought the total seats on the committee to 22, which included 11 primary and 11 alternate seats. They have approximately 20 people in attendance at each of their meetings. There were a number of applications for the HRC to consider for the primary and alternate vulnerable population representative seats at this meeting.

They have also been working Capital City Fire and Rescue assessing local tank farms.

Discussion took place regarding the work of the LEPC with the Tier II hazardous materials reporting and public meetings. Mr. Mattice explained that the committee has petitioned the State of AK for the past three years to allow for online electronic submission of their Tier II reports and this past year, that system was implemented.

Ms. Crane asked about the new position shared with UAS and the avalanche plans and the role of the LEPC in reviewing plans and specifically the status of the Avalanche Plan. Mr. Mattice explained that the Memorandum of Agreement with the University was set up such that the new position, held by John Broker-Thomas, is paid for by the University but works under Mr. Mattice's position at CBJ. He said the position and work plan were jointly developed with UAS and a lot of what that position does benefits both CBJ and UAS and Mr. Broker-Thomas often provides services to both UAS and the Juneau School District. Mr. Mattice went on to explain that the Avalanche Plan is an annex to the CBJ Emergency Operations Plan and while a number of plans have been reviewed by the LEPC, the Avalanche Plan has not yet been reviewed by the committee.

Ms. Crane said she would like to see the plan again when Mr. Mattice had a chance to send her a copy.

The HRC members thanked the LEPC for its work and presenting its report.

MOTION by Ms. Crane to nominate the following to the LEPC seats to terms expiring December 31, 2017:

Seat 2: Ed Mercer
Seat 2a: David Campbell
Seat 3: Chad Cameron
Seat 4: Alison Brehmer
Seat 4a: Destiny Sargeant
Seat 5: Miguel Lopez
Seat 5a: Cheri Moyer
Seat 10: Paul Nowlin
Seat 10a: Joel Curtis
Seat 11: Pam Watts
Seat 11a: Jason Burke

Hearing no objection, the motion carried by unanimous consent.

2. Juneau Affordable Housing Commission - Annual Report & Appointments

Juneau Affordable Housing Commission (JAHC) Vice-Chair Mandy O'Neal Cole presented while JAHC members Norton Gregory, Margaret O'Neal, and Russ McDougal were also present.

Ms. O'Neal Cole highlighted the below portions of the annual report and the work the commission has been doing and is continuing to work on:

- ¹ The Housing Action Plan,
- ¹ The Accessory Apartment Incentive Grant Program,
- ¹ The Mobile Home Down Payment Loan Assistance Program, and
- ¹ The 2015 Housing Forum.

Ms. O'Neal Cole explained that the contractor has been hired for the Housing Action Plan and is presently working on identifying the needs of the community.

The commission decided that due to some snags they encountered, they re-worked the Accessory Apartment Incentive Program from a loan/incentive program into a grant program. rather than a low-interest loan. This program provides funding for 15 new units at the cost of \$5,000 each. A demonstration project was worked out and the commission is still working on this program. They hope to have the changes complete and ready to go through the Assembly Lands Committee in the next month or so.

Another program they are working on is the Mobile Home Down Payment Loan Assistance Program. Ms. Crane asked who was taking the lead on this program since they have been talking about it for awhile now. She asked if someone was tasked with finding a loan program that would work with this program. Margaret O'Neal said that Wayne Coogan and Lance Stevens had met with Alaska Housing Finance Corporation as well as meetings at which representatives from many of the banks in town as well as Kodzoff Mobile Home owner Chuck Cohen were present. They did do a survey to see how many additional units could come online with the parks and the need is there. The main roadblocks include short amortization schedules, high downtown payments required on loans with short maturity times and large balloon

payments. They have not been able to find a viable lender for the needs the program is trying to address.

Ms. O'Neal Cole explained that they will be participating in the 2015 Housing Forum. There had been a perception in community that builders and Community Development Department staff often clashed and that was somehow impeding building from occurring. The commission's hope is that these forums provide a communication conduit for beneficial working relationships. She said they were excited by the 200+ new units created this year and over the improvements in the past couple years. One of the challenges they often encounter is trying to get the message out in the community as to what they mean when they are referring to "affordable housing." She referred the HRC members to review the materials provided in the annual report under Appendices A and B to see the feedback from the 2014 Housing Forum and the 2014 Home Show respectively.

JAHc members answered questions from HRC members on various details mentioned in the annual report.

MOTION Ms. Crane to recommend the Assembly appoint Wayne Coogan, Russ McDougal, and Tamara Rowcroft to the Juneau Affordable Housing Commission to terms expiring January 31, 2018. Hearing no objection, the motion carried.

3. PRAC Replacement on the 1% for Art Selection Panel Cruise Berth (16B)/Seawalk Project

MOTION by Ms. Crane to recommend the Assembly approve the appointment of Josh Anderson to the Parks and Recreation Advisory Committee representative seat on the 1% for Art Selection Panel. Hearing no objection, the motion carried.

B. Liquor Licenses

1. Liquor License Mid-Cycle Protests of Continued Operations

Ms. McEwen noted that Finance Director Bob Bartholomew was present to answer any questions for Finance Staff. She reported that Sales Tax Administrator Clinton Singletary notified the Clerk's office that Jacobsen-Daniels LLC d/b/a Romeo's Tap Room has fulfilled the financial requirements and Finance staff withdrew its protest recommendation for the mid-cycle protest of the liquor license continuation. Also, Joan Deering d/b/a Paradise Cafe and Bakery has satisfied all the sales tax requirements and Finance staff withdrew its recommendation to protest that license. Ms. McEwen reported that earlier that day, the secondary partner of NYT, Inc. d/b/a Rendezvous contacted the Sales Tax office. They had not been aware of the issue as the partner who normally handles these matters had been out of town for a prolonged period of time. Mr. Singletary said he would like to maintain the protest, however they will be working with the company to bring them into compliance and will withdraw the protest once it has all been

resolved satisfactorily. Ms. McEwen said there was no response from Mr. Seong regarding the notice sent to them regarding this protest.

Ms. White asked if there was a specific dollar amount threshold that we look at when determining whether or not a protest is continued and forwarded to the ABC Board. Mr. Jones explained that the code provides us to protest when any amount is outstanding at the time it comes before the Assembly. In the case of Seong's license, this is the third time in a row that a protest has been recommended by staff and it has usually come down to the protest going forward to the ABC and either appealed or the amount has been paid and the protest withdrawn before the license is revoked.

MOTION by Ms. Crane to forward recommendations of protest of the continuation of the liquor licenses for Seong S. Kim d/b/a Seong's Sushi Bar & Chinese Takeout and NYT, Inc. d/b/a Rendezvous to the Assembly based on unfiled and/or outstanding Sales Tax returns and any associated penalties and interest owing. Hearing no objection, the protest recommendations will be forwarded to the Assembly for action.

C. Other Business

1. Treadwell Arena Task Force - Report to the Assembly

Mr. Jones explained that since the HRC would be the oversight committee if any advisory board was formed as a result of the report from the Treadwell Arena Task Force. He said if there were no objections from the HRC, he would like to bring this topic up at the January 14 Assembly retreat and ask that an ordinance be drafted up to create a Treadwell Arena Advisory Board. There being no objection, Mr. Jones will bring that up at the Assembly retreat.

2. RESOLUTION 2703: A Resolution of the City and Borough of Juneau in Support of the Addition of Port and Harbor Employees to the List of Employees Covered by Alaska Statute 12.55.135.

Port Director Carl Uchtyl explained that CBJ Docks & Harbors belongs to the Alaska Association of Harbormasters and Port Administrators and at a recent meeting of the Association, they provided a resolution encouraging municipalities to adopt a proclamation or resolution supporting a change to Alaska Statute that would allow greater protection to harbor employees similar to what peace officers and first responders have when dealing with the public. This request went through the Docks and Harbors Board and was being forwarded to the Assembly to request a resolution in support of this statutory change. Mr. Uchtyl explained that they are expecting other municipalities to adopt similar resolutions or proclamations. He said there have been documented cases where harbor employees who are similar to peace officers in their own rights, have challenging jobs that often require them to deal with harbor patrons. He said that if the proposed statutes were adopted, it would increase the penalties in the case of an Assault in the 4th Degree or Harassment in the 1st Degree.

Ms. Gladziszewski asked if there have been any cases in Juneau that he is concerned about. She also stated that if the employees were peace officers, they would already be covered, so she asked him to explain how these harbor employees might differ from parks employees and what that threshold might be in his mind.

Mr. Uchytel said that Docks and Harbors employees are not sworn officers. He read from the state statute which identifies peace officers, firefighters, correction employees, emergency medical technicians, paramedics, ambulance attendance, or other emergency responders or medical professions engaged in the performance of official duties. They are asking the state to include harbor employees in that list. As for incidents in Juneau, he said anecdotally he is aware of an altercation two Harbormasters ago involving a harbor patron wielding a 2x4 board. He said that the current Harbormaster Dave Bork is always sharing with him the confrontations that occur between current employees and harbor patrons. He said they are looking a little more authority to pursue standard sentencing guidelines.

Ms. Crane asked if they are talking about this applying to all harbor employees or just the harbormaster. Mr. Uchytel said it is written very generically and he is not sure what the legislature will end up implementing, whether it would apply to a harbor officer or others. He said that in CBJ language, the classification of a Harbor Officer is a staff member who has the authority to write a ticket. He said that also some of their front office admin. staff have shared with him some intimidation tactics that they have had to deal with. He said he doesn't want to misrepresent the seriousness of this concern but he has billing staff who have expressed safety concerns in carrying out their assigned duties.

Ms. Crane said that when she reads the list of the people this statute covers that those individuals have received training in dealing with this types of situations whereas the harbor staff may not have been trained to deal with these. She said she supposes the intimidation is the same but lots of people who work in public offices deal with very difficult people. She really is questioning whether to do this or not while at the same time having sympathy for people who do have to deal with these issues. Ms. Gladziszewski said she was also having similar thoughts and would think that perhaps there are other municipal employees who should be added so she would not be in favor of moving this forward without some additional research.

Mr. Jones said that when he reads the list it does not include the Community Service Officers (CSO's) and others who are writing tickets, nor the Park employees who are required to do enforcement such as out at Auke Lake. He said he is trying to figure out why harbor employees would be separate from Parks and Rec staff or CSOs. He said he is unsure what the legislature would do and this change would not change the criminal offense, but rather the minimum sentence that a judge might give.

Mr. Uchytel said he does not represent those other employees, he represents the Harbors/Port staff and the Alaska Association of Harbormasters and Port

Administrations so that is why he brought this before this body. He said that he does not disagree that there shouldn't be more severe penalties for harassment or assault of any employee acting in an official capacity.

The HRC did not choose to take any action on the proposed resolution.

IV. STAFF REPORTS

Ms. McEwen reported that there will be two opportunities for board training coming up at the end of February and more details will be sent out to Assemblymembers, Boardmembers, and Staff liaisons.

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Ms. Gladziszewski noted that many Park Rangers are Peace Officers so she wanted to be sure that the HRC members were aware of that. Mr. Jones noted that CBJ Park Rangers are not Peace Officers.

Mr. Jones also noted that the HRC will hold a joint worksession with the Social Services Advisory Board (SSAB) on Thursday, January 15, 2015 at 5pm. He noted the packet for that meeting was in members' binders. He also noted that the SSAB is down to only four current members on the board. He asked HRC members to look the information over and begin thinking about how to better structure the SSAB to attract members who can serve on the board.

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

Mr. Jones adjourned the meeting at 6:51p.m.

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

January 15, 2015 Joint HRC/SSAB Worksession Minutes

ATTACHMENTS:

	Description	Upload Date	Type
☐	2015-01-15 Draft Minutes of the Joint HRC/SSAB Meeting	1/29/2015	Minutes

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

January 15, 2015 5:00 PM

Assembly Chambers

Special Joint Human Resources Committee Worksession with the Social Services
Advisory Board

I. ROLL CALL

Chairman Loren Jones called the meeting to order at 5:00p.m.

Members of the Human Resources Committee present were Loren Jones, Karen Crane, Debbie White. Maria Gladziszewski joined the meeting at 5:30pm.

Members of the Social Services Advisory Board (SSAB) present were SSAB Chair Suzanne Dutson, Liz Lange, and Jenny Fremlin.

Others present included Deputy Clerk Beth McEwen, Deputy City Manager Rob Steedle, SSAB Staff liaison Sam Muse, Red Cross Coordinator Roger Rettig and audience members.

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Board Matters

1. Worksession with Social Services Advisory Board

Mr. Jones said his hope was to have a dialogue about what the current process was for the work of SSAB and how the current governing resolution and procedures might be revised to improve the process over the next few months.

The Human Resources Committee and the Social Services Advisory Board members reviewed and discussed the following key issues/concerns as relates to the work of the SSAB.

The Purpose of the SSAB as outlined by its governing resolution (Res. 2206) is as follows:

Section (a):

1) Establishing criteria for allocation of available funding among applicants based on an assessment of need in the community,

2) Advising the Manager on the content of the "Request for Applications for Block Grants",

3) Reviewing and evaluating grant applications,

4) Recommending approval of applications and awarding of funds to the Assembly Finance Committee annually during consideration of the CBJ budget,

- 5) Reviewing grantees' quarterly narratives and financial reports, and monitoring progress toward goals and objectives stated in grantee's applications for funds, and**
6) Advising the Assembly as needed on the level of block grant funding necessary to meet the need for supplemental local government support to nonprofit social service providers.

Section (b) Social Service Advocacy. The Board shall serve as a forum for social services issues in the community, shall advise the Assembly on any course of action that would help to resolve the issue, and shall advocate to the Assembly on behalf of Juneau social service nonprofit agencies.

The members discussed how that purpose is currently being addressed and what could be improved.

SSAB members shared some of their main concerns as follows:

- 1) Quarterly report review process and how time consuming that can be for board members and the hope for additional staff resources for this task and/or changing the requirements to not require quarterly reports.
- 2) Some agencies are consistently reporting well while others are not. The SSAB doesn't feel there is much recourse, if any, for agencies who are not complying with quarterly reports.
- 3) The limitation of who can serve on the board and the board membership turnover due to the conflict of interest code that prohibits persons who have been working for social service agencies within the last three years from serving on the board.
- 4) Only having time to address the items in the resolution under section (a) and never having time to spend on section (b) Social Services Advocacy.

[Clerk's Note, per Mr. Jones' request the conflict of interest code section related to item #3 above is hereby included in the minutes:

01.45.360 Definitions.

The following words, terms and phrases when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: ...

...Financial interest means any interest, other than securities traded on a national exchange, held by a municipal officer or an immediate family member, including involvement or ownership of an interest in a business, property, or a professional or private relationship, from which the person has received within three years, or expects to receive compensation.]

Mr. Jones asked Mr. Muse what his role and duties as the staff liaison to the board entailed. Mr. Muse explained that he just began his position in the Finance Controller's office during the past year and his staff liaison duties include attending and taking minutes at SSAB meetings, corresponding with the grantees, sending payment checks to the grantees and compiling documents such as the applications and quarterly reports for review by the SSAB members.

Ms. Crane expressed her concerns and would like to see the following items addressed:

- 1 Since these are only \$25,000 and \$50,000 grants, they need to be simplified/streamline the process as much as possible.
- 1 Possibly eliminate the requirement for quarterly reports and have them either every six months or once a year. At the end of the first year of a grant cycle, the grantees reports could be reviewed and the board could decide at that point whether or not the grantees would receive the grant for the second year of the cycle.
- 1 SSAB members are not asked to be accountants and she would like to see staff assigned to review the reports (quarterly or otherwise) for compliance.
- 1 Current board procedures needed to be strengthened.
- 1 She did not feel that the Social Advocacy portion of the board's Purpose should remain and that the Assembly should look for another avenue to identify what the community needs are and how best to address those needs. She said the object is not to fund everyone who submits an application but rather to fund those applicants meeting the needs that the Assembly identifies as the major priorities/needs in the community.
- 1 She said she'd also like to hear from the grantees on what improvements they would like to see with the program.

Mr. Jones said he basically agreed with Ms. Crane but differed from her point on the Social Advocacy purpose. He thinks the SSAB should be doing more of the advocacy portion under section (b) and by doing that, they can advise the Manager/Assembly on the most pressing needs in the community. The resolution requires the board to meet at least quarterly and he would like to see staff tasked with doing report reviews.

Ms. White agreed that she felt it was too much to ask the SSAB members to be grant auditors and if this task was assigned elsewhere, it might remove some of the barriers from individuals who might otherwise be willing to serve on the board.

Ms. Gladziszewski apologized for arriving late as she had the time and location of this meeting mixed up with that of the 5:30pm Tax Exemption Review Committee meeting taking place in Room #224. She thanked the members of the SSAB for their service and going through this process to hopefully improve the overall grant process. She asked where the \$25,000 and \$50,000 set amounts and the reason behind all the rules associated with the grant program came from. She suggested they may want to look at award amounts based on the needs of the grantee applicants as identified within in their grant application documents rather than on set levels of funding.

Ms. Dutson said she would like to see the SSAB tasked with less document review and more communication with the agencies, and the Assembly to identify the top social service needs in the community. She'd like to work with the Assembly and HRC on improving the process and working smarter and not harder to accomplish the goals of meeting the social service needs in the community. She said they meet with the grantees every year and those are some of the best meetings the board has.

Ms. Crane shared that when she reviewed the past minutes of the board, she didn't see mention of those meetings with the grantee agencies and was not aware they

were held.

Discussion took place regarding some of the past history of the board and the role and duties of the staff liaison vs. those of the board members. Ms. Lange suggested that if they could get more members on the board filling the vacant seats and the staff duties were more on the report reviews, the board members would have more time for other duties such as keeping the minutes of the meetings. Ms. Dutson said she appreciates that the HRC is doing this review and as a new Chairperson of the SSAB, she'd like to begin this process from a clean slate improving the process from here forward, keeping what worked and changing what didn't work in the past.

Ms. Crane said before they appoint any other members to the board, she'd like to see all the issues resolved on the process including what level of staff support the Manager might assign to assist the work of the board.

Mr. Jones said in moving forward, he'd like to have a conversation with the social service providers. He suggested that each person send one or two questions to Ms. McEwen relating to the grant process and the work of the board and ways to improve the work or process. He asked that questions be submitted by January 22 and he will pick and choose which questions they will send to the agencies. He said and invite will be sent out encouraging them to answer the questions either in writing or at a future work session to be held sometime in mid-February. Following that meeting, the HRC and SSAB would then get back together to compare those responses with what the HRC and SSAB would like to see changed in terms of goals and responsibilities and move forward from there.

B. Other Business

III. ADJOURNMENT

Mr. Jones adjourned the meeting at 6:04p.m.

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Building Code Advisory Committee - Appointment

ATTACHMENTS:

	Description	Upload Date	Type
☐	Building Code Advisory Committee Membership List	1/30/2015	Staff Report
☐	Building Code Advisory Committee Factsheet	1/30/2015	Staff Report
☐	Building Code Advisory Committee Resolution 1116	1/30/2015	Resolution
☐	Building Code Advisory Committee Resolution 1130	1/30/2015	Resolution
☐	Building Code Advisory Committee Application Joann Lott	2/2/2015	Exhibit

BUILDING CODE ADVISORY COMMITTEE

Governing Legislation: Resolution 1116 and 1130
CBJ Code Title 19

Total # of Seats: 5

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Re-appointed 5	Re-appointed 6	Re-appointed 7	Comments
Yes	Building Code Advisory Committee	Mr.	Russ	McDougal			11/10/2014	11/30/2017	11/10/2014								Contractor
Yes	Building Code Advisory Committee	Mr.	Patrick	Gorman	Public		12/16/2013	11/30/2016	1/1/1996	4/1/2000	11/1/2001	10/1/2004	6/2/2008	5/23/2011	12/16/2013		Electrical Engineer
Yes	Building Code Advisory Committee	Ms.	Joann	Lott	Public		12/1/2011	11/30/2014	3/1/2001	3/1/2003	1/1/2006	4/27/2009	12/19/2011				Architect
Yes	Building Code Advisory Committee	Mr.	Douglas	Murray	Public		1/7/2013	11/30/2015	2/1/1993	1/1/1995	11/1/1997	11/1/2000	11/1/2003	4/1/2007	5/23/2011	1/7/2013	Mechanical Engineer
Yes	Building Code Advisory Committee	Mr.	Chris	Gianotti	Public		1/7/2013	11/30/2015	5/23/2011	1/7/2013							Civil/ Structural Engineer
Yes	Building Code Advisory Committee	Mr.	Dan	Jager	Staff Liaison	staff liaison	n/a	n/a	n/a								Fire Marshal
Yes	Building Code Advisory Committee	Mr.	Charlie	Ford	Staff Liaison	staff liaison	n/a	n/a	n/a								Building Code Official



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

Building Code Advisory Committee Fact Sheet

Title: Building Code Advisory Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:

-Resolution 1116

-Resolution 1130

-CBJ Code Title 19

-Date Created: July 01, 1985

-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: Reviews and proposes amendments to the building code. The Community Development Department provides staff to the committee.

Membership: 5 members representing to the extent possible: Architects, Electrical Engineers, Civil Engineers, Mechanical Engineers, and Contractors.

Officers: Chair

Quorum: 3

Term Limits: 3 year terms

Annual Appointment Period (Annual Reports Due): November

Meetings: During code review, weekly meetings are held on Mondays at 5pm in the Juneau Fire Hall Classroom. See the online calendar at <http://www.juneau.org/calendar/clerk/index.php> for more information

Special Facts: While the term expiration dates for this board occur in November on a rotating 3-year cycle, the annual report which is usually done at the time of the annual appointments, is in fact scheduled to occur in June in accordance with Resolution 1130. Both the CBJ Building Codes Official Charlie Ford and the CBJ Fire Marshal Dan Jager provide staff support to the Building Code Advisory Committee.

Staff Contact: Charlie Ford, Building Codes Official - 586-0767 - Charlie_Ford@ci.juneau.ak.us

[Back to List](#)

Presented by: The Manager
Introduced: 07/01/85
Drafted by: J.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1116

A RESOLUTION ESTABLISHING A
BUILDING CODE ADVISORY COMMITTEE.

WHEREAS, the assembly is from time to time called upon to modify the technical codes adopted by reference in Title 19, Building Regulations, and

WHEREAS, assembly deliberation on these modifications would benefit from the advice and comment available in the local building community;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

1. There is established the Building Code Advisory Committee which shall consist of nine persons appointed by the assembly for staggered three year terms; except, of those first appointed, three shall be for one year terms, three shall be for two year terms, and three shall be for three year terms. At least half of the committee members shall, to the extent possible, represent the following interests:

- (a) architects;
- (b) engineers;
- (c) general contractors;
- (d) mechanical contractors;
- (e) electrical contractors;
- (f) plumbing contractors;
- (g) the insurance industry, and
- (h) the banking industry.

The building official and the coordinating fire chief shall be ad hoc members of the committee.

2. That the committee shall meet as necessary to review and propose amendments to the building code.

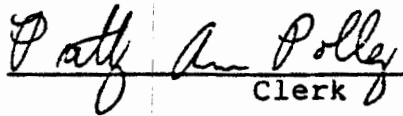
3. The manager shall provide staff assistance to the extent there are funds available for such purpose. The committee shall report its recommendations to the assembly.

Adopted this 1st day of July, 1985.



Clerk Mayor

Attest:



Clerk

RESOLUTIONS

RESOLUTION OF THE CITY AND BOROUGH OF
JUNEAU, ALASKA

Serial No. 1130

A RESOLUTION AMENDING RESOLUTION SERIAL NO.
1116 ESTABLISHING A BUILDING CODE ADVISORY
COMMITTEE

WHEREAS, the assembly is from time to time called upon to modify the technical codes adopted by reference in Title 19, Building Regulations, and

WHEREAS, assembly deliberation on these modifications would benefit from the advice and comment available in the local building community;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

1. That paragraph 1 of Resolution Serial No. 1116 is amended to read:

1. There is established the Building Code Advisory Committee which shall consist of five persons appointed by the assembly for staggered three year terms: except, of those first appointed, two shall be for one year terms, two shall be for two year terms, and one shall be for a three year term. The committee members shall, to the extent possible, represent each of the following fields:

(a) Architects:

(b) Electrical engineers:

RESOLUTIONS

- (c) Civil engineers;
- (d) Mechanical engineers, and
- (e) Contractors.

The building official and the coordinating fire chief shall be ad hoc members of the committee.

2. That paragraph 2 of Resolution Serial No. 1116 is amended to read:

2. That the committee shall meet as necessary to review and propose amendments to the building code. The committee shall provide the assembly with an annual report of activities before the end of June of each year.

Adopted this 9th day of September, 1985.

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Fisheries Development Committee - Annual Report & Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	2015 Fisheries Development Committee Annual Report	1/27/2015	Report
☐	Fisheries Development Committee Membership List	1/29/2015	Staff Report
☐	Fisheries Development Committee Factsheet	1/29/2015	Staff Report
☐	Fisheries Development Committee Resolution 2418	1/29/2015	Resolution
☐	Fisheries Development Committee David Harman Application	2/2/2015	Exhibit
☐	Fisheries Development Committee Zach Wilkinson Application	2/2/2015	Exhibit
☐	Fisheries Development Committee Greg Fisk Application	2/2/2015	Exhibit

FISHERIES DEVELOPMENT COMMITTEE
ANNUAL REPORT FEBRUARY, 2015

The purpose of the Fisheries Development Committee is to advise and assist the Assembly in regards to all aspects of fishing activities in the City and Borough of Juneau. The members of the committee are Thomas Fletcher, Greg Fisk, Abe Tanha, Lindsey Bloom, Brian Holst, Kyle Moisselle and Jim Becker, chair.

The terms of Brian Holst and Kyle Moisselle are up and they have chosen not to reapply. We want to thank them for their valuable service. That will give us two vacancies.

We continue to work on many of the issues identified from our survey of 2008-09.

Last year we spent much of our time on maritime support, infrastructure, potential roadside fisheries, and gathering information about proposed mining operations in northwest B.C.

In November, we sent a letter to Docks and Harbors outlining what we believe are the most important maritime CIP projects for them to work on. We copied the Assembly and Manager on this letter. We will be involved as they work on these projects. They will be discussing these CIP items at their annual retreat.

We devoted several meetings on the impact of proposed Canadian mining on the Taku, Skikine and Unuk rivers. We invited guests to offer their perspectives: Chris Zimmer from Rivers Without Borders, Jill Weitz from Trout Unlimited, Tom Gemmell United SE AK Gillnetters, and we received extensive documents from FDC member Kyle Moseille, large project coordinator for DNR. We sent a letter to the CBJ Assembly in order to assist them in writing a Resolution about the impact of BC mining operations on SE Alaska. A special thanks goes to Lindsey Bloom for coordinating this effort for our committee.

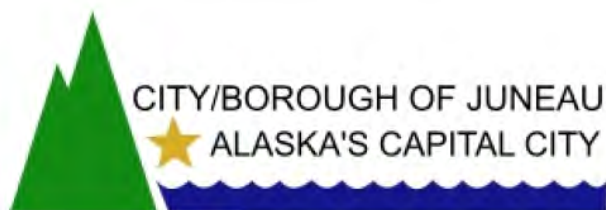
In the future we will continue to work on proposed mining activities in B.C., work with Docks and Harbors to assess infrastructure needs for Juneau's maritime community, support the Juneau Maritime Festival, continue to work on road-side fisheries and address any other fishery issues that occur.

Sincerely,
Jim Becker, Chair
Fisheries Development Committee

CITY CLERK
C B J JAN 26 2015 C B J
RECEIVED

FISHERIES DEVELOPMENT COMMITTEE
Governing Legislation: Resolution 2418
Total # of Seats: 7

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Fisheries Development Committee	Mr.	Thomas	Fletcher	Public		4/22/2013	1/31/2016	6/29/2009	3/15/2010	4/22/2013	Resource Data Inc. Project Manager
Yes	Fisheries Development Committee	Ms.	Lindsey	Bloom	Public		2/24/2014	1/31/2017	2/24/2014			Commercial Fisheries Consulting & Program Manager - Self Employed; Member United Fishermen of Alaska
Yes	Fisheries Development Committee	Mr.	James	Becker	Public	Chair	2/24/2014	1/31/2017	6/11/2009	3/21/2011	2/24/2014	Commercial Fisherman; DIPAC, United SE Alaska Gilnetters member
Yes	Fisheries Development Committee	Mr.	Kyle	Moselle	Public		2/1/2012	1/31/2015	11/29/2010	3/5/2012		ADF&G Habitat Biologist; Membe Tongass Futures Roundtable (Not applying for reappointment)
Yes	Fisheries Development Committee	Mr.	Brian	Holst	Public		2/1/2012	1/31/2015	6/11/2009	3/5/2012		JEDC Executive Director (Not applying for reappointment)
Yes	Fisheries Development Committee	Mr.	Greg	Fisk	Public		11/4/2013	1/31/2015	11/4/2013			Self Employed "Seafisk Consulting" Fisheries Development Consultant; Previous member of FDC and Docks & Harbors Board.
Yes	Fisheries Development Committee	Mr.	Abe	Tanha	Public		4/22/2013	1/31/2016	4/22/2013			Owner/Fishing Tour Guide "Hooked on Juneau"



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

Fisheries Development Committee Fact Sheet

Title: Fisheries Development Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2418

-Date Created: September 11, 1989

-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: Section 2. Committee Purposes. The purpose of the Committee shall be to advise and assist the Assembly regarding all aspects of fisheries development and enhancement in the Juneau area, including expanded salmon production such as wild stock stream enhancement and aquacultural development, infrastructure requirements, cold storage facilities, secondary processing facilities, fisheries terminal facilities, and recreational fishing opportunities. In carrying out its functions, the Committee should draw on the expertise of professionals in the field from the University of Alaska Southeast, the National Marine Fisheries Service, and the Alaska Department of Fish and Game as technical advisers. The Committee shall perform such other functions and advise the Assembly on such other matters as the Assembly may request.

Membership: The Committee shall consist, of seven members appointed by the Assembly to serve for three-year staggered terms. In future appointments, the Assembly shall endeavor to select persons with demonstrated interest in fisheries development, including but not limited to such areas of interest and experience as commercial fishing, sport fishing, processing and transporting of fish, support, service, and supply needs of the commercial fishing fleet and recreational fishing boats, aquacultural development, and fish habitat protection and enhancement.

Officers: Chair - Jim Becker

Quorum: 4

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The Fisheries Development Committee meeting dates are set at the close of each meeting. Typically, they try to meet the First Thursday of every month at 6:30p.m. in the Juneau Economic Development Council Boardroom (612 Willoughby). Click on the Calendar Link in the top menu to view the Master City Calendar for the next scheduled meeting of the committee.

Special Facts:

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Fisheries_Development_Committee.php

[Back to List](#)

Presented by: The Manager
Introduced: 09/24/2007
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2418

A Resolution Reestablishing the Fisheries Development Committee, and Repealing Resolution 1399.

WHEREAS, fisheries development, including the production, harvesting, primary and secondary processing, and transporting businesses associated with commercial and recreational fisheries, continue to be a very important area of economic activity in Juneau; and

WHEREAS, in Resolution 1399 the Assembly determined that the establishment of a fisheries development committee would assist in furthering the goal of fisheries development in Juneau; and

WHEREAS, it is in the public interest to reduce the membership on the Fisheries Development Committee from nine to seven members to better meet quorum requirements and recruitment needs.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Committee Reestablished. There is reestablished the City and Borough of Juneau Fisheries Development Committee. The Committee shall consist of seven members appointed by the Assembly to serve for three-year staggered terms. In future appointments, the Assembly shall endeavor to select persons with demonstrated interest in fisheries development, including but not limited to such areas of interest and experience as commercial fishing, sport fishing, processing and transporting of fish, support, service, and supply needs of the commercial fishing fleet and recreational fishing boats, aquacultural development, and fish habitat protection and enhancement.

Section 2. Committee Purposes. The purpose of the Committee shall be to advise and assist the Assembly regarding all aspects of fisheries development and enhancement in the Juneau area, including expanded salmon production such as wild stock stream enhancement and aquacultural development, infrastructure requirements, cold storage facilities, secondary processing facilities, fisheries terminal facilities, and recreational fishing opportunities. In carrying out its functions, the Committee should draw on the expertise of professionals in the field from the University of Alaska

Southeast, the National Marine Fisheries Service, and the Alaska Department of Fish and Game as technical advisors. The Committee shall perform such other functions and advise the Assembly on such other matters as the Assembly may request.

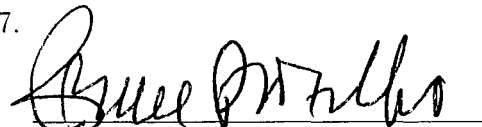
Section 3. Staff Assistance. Staff support and assistance to the Committee shall be provided by the Harbors Department, as available and appropriate.

Section 4. Procedures. The rules of procedure for Assembly advisory committees as established by Resolution Serial No. 2246, as it may be amended from time to time, shall govern the conduct of business by the Committee.

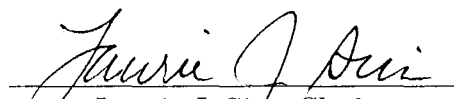
Section 5. Repeal of Resolution. Resolution 1399 is repealed.

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 24th day of September, 2007.


Bruce Botelho, Mayor

Attest:


Laurie J. Siga, Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Sister Cities Committee - Annual Report & Appointments

ATTACHMENTS:

Description		Upload Date	Type
☐	Sister Cities Committee 2015 Annual Report	1/27/2015	Report
☐	Sister Cities Committee Membership List	1/7/2015	Staff Report
☐	Sister Cities Committee Factsheet	1/7/2015	Staff Report
☐	Resolution 2506 Sister Cities Committee	1/7/2015	Resolution
☐	Sister Cities Committee Maria Uchytel Application	2/2/2015	Exhibit

Juneau Sister City Committee Annual Report



February 2, 2015

Juneau Sister City Committee Members

- Sue Baxter, Co-chair
- Maria Uchytil, Co-chair
- Joan Mize, Secretary
- Chloie Watson, Treasurer
- Eli Olson
- Marsha Squires, UAS Liaison

Juneau's Sister Cities

- u Camiling, Philippines – emeritus
- u Chia-Yi, Taiwan – 1988
- u Whitehorse, Canada – 1989
- u Vladivostok, Russia – 1991
- u Mishan City, China – 2001
- u Kalibo, Aklan, Phillipines –2014

Camiling, Philippines

Accomplishments in 2014	Objectives for 2015
Emeritus Status	None

Chia-Yi, Taiwan

Accomplishments in 2014	Objectives for 2015
No contact	Establish contact
	Create exchanges

Whitehorse, Yukon Territory, Canada

Accomplishments in 2014	Objectives for 2015
Established ongoing communication with Whitehorse Sister City Committee representatives with focus on • Sports • Student Activities • Cultural	Continue establishing connections with sports groups (JDIA, JAHA, softball tournament, Klondike relay)
RCMP participation in 4 th of July Parade	Attend 65 th anniversary of Whitehorse and establish bi-annual cultural exchange

Vladivostok, Russia

Accomplishments in 2014	Objectives for 2015
Developed student exchange application process for Youth Festival (Vladivostok will not be hosting a youth exchange in 2015)	Plan celebration to commemorate the 155 th anniversary of Vladivostok's founding in July

Mishan City, China

Accomplishments in 2014	Objectives for 2015
No contact	Develop ongoing official relationship and explore possibilities for exchange

Kalibo, Aklan, Phillipines

Accomplishments in 2014	Objectives for 2015
Created sub-committee of Sister City Committee and Juneau Community to develop Kalibo relationship	Continue active role of sub-committee of Sister City Committee and Juneau Community to develop Kalibo relationship
Collaborated with Filipino Community and City Officials to plan and execute official Sister City relationship with Kalibo	Continue collaboration with Filipino Community, City Officials and Juneau/Kalibo Rotary Clubs
Participated in one exchange activity with Kalibo	At least one exchange activity with Kalibo focusing on professional, educational and cultural activities
Highlighted new Sister City Kalibo with exhibit in display case at Juneau International Airport	Continue display case exhibits at Juneau International Airport



Kalibo Sister City proclamation signed by Mayor Sanford and Mayor Lachica on November 1, 2014.

Other Accomplishments in 2014

- Maintained permanent display at airport case
 - Cities completed Vladivostok, Whitehorse and currently displaying Kalibo
- Introduced exchange students to Assembly and School Board
- Established permanent liaison position with UAS
- Hosted Mayor Lachica and delegation October 29-Nov 3, 2014

Juneau Sister City Committee 2014 Annual Report

2015 Goals and Objectives

Goal #1: Strengthen committee operations

- **Participate in training, conferences and resource planning**
- **Create a budgeting process and a budget**
- **Establish a mentoring process for new members**
- **Investigate expansion of mission to include other international relations**
- **Continue to maintain membership in Sister Cities International**

Juneau Sister City Committee 2014 Annual Report

2015 Goals and Objectives

Goal #2: Strengthen community partnerships and strengthen awareness of Sister Cities

- **Recruit Committee members during Juneau World Affairs Council Fundraiser – WorldQuest 2015**
- **Continue sub committee with Filipino Community to develop and enhance relationship with Kalibo**
- **Achieve four media features annually (radio, newspaper)**
- **Permanent installation of Sister City sign featuring the names of all of Juneau's Sister Cities**
- **Work with Alaska delegation to further Sister Cities connections**

Juneau Sister City Committee 2014 Annual Report

2015 Goals and Objectives

Goal #3: Continue to improve existing Sister City relations

- **See individual Sister City slides**

SISTER CITIES COMMITTEE

Governing Legislation: Resolution 2508

Total # of Seats: 5

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
Yes	Mr.	Eli	Olson	Public		9/29/2014	1/1/2018*	9/29/2014		*Appointed to unexpired term ending 1/1/2015 + next 3-year term expiring 1/1/2018.
Yes	Ms.	Susan M.	Baxter	Public	Chair	2/24/2014	1/1/2017	2/28/2011	2/24/2014	Retired Teacher; Volunteer @ Juneau School District & JD City Museum
Yes	Ms.	Brenda Joan	Mize	Public		2/11/2013	1/1/2016	2/11/2013		
Yes	Ms.	Maria E.	Uchytel	Public	Vice-Chair	7/16/2012	1/1/2015	7/16/2012		
Yes	Ms.	Chloie L.	Watson	Public		2/11/2013	1/1/2016	2/11/2013		



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

Sister Cities Committee Fact Sheet

Title: Sister Cities Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2508

-Date Created: September 08, 2008

-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 Sister Cities Committee Advises and assists the Assembly with respect to the CBJ's ongoing sister cities relationship, hosting foreign guests, and promotion of international relations. This is a five-member committee which encourages participation from the general public in its meetings and activities.

Membership: Section 1. Sisters Cities Committee. (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.

Officers: Chair, Vice-Chair, Secretary

Quorum: 3

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The committee meets approximately once a month - dates for the next meeting are determined at each meeting held. Please click on the "Calendar" link in the gold menu bar at the top of this page to find out more.

Special Facts: Juneau's Sister Cities are: ~ Whitehorse, Yukon Territory, Canada ~ Chai Yi City, Taiwan, China ~ Vladivostock, Russia ~ Mishan City, Heilongjiang Province, People's Republic of China

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/Sister_Cities/CBJs_Sister_Cities.php

[Back to List](#)

Presented by: HRC
Introduced: 11/23/2009
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2508

A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2420(c).

WHEREAS, the Sister Cities Committee has requested that its membership be increased from three to five members in order to better facilitate the committee's work on its various activities and projects; and

WHEREAS, at its meeting of November 2, 2009, the Human Resources Committee recommended approval of this request and directed that this resolution be prepared for presentation to the Assembly for adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Sister Cities Committee.

- (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.
- (b) Purposes of Committee. The purposes of the committee shall be:
 - 1. To focus on nurturing the City and Borough's relationships with each of the cities the Assembly has designated as a Sister City, including improving and maintaining the City and Borough's communications with each of its sister cities;
 - 2. To promote and foster mutually beneficial cultural exchanges, international municipal cooperation, and bonds of friendship and understanding between the City and Borough and its sister cities;

3. To provide planning and coordination of activities in relation to the sister cities, including official visits by sister city guests to the City and Borough and hosting of events for the visiting sister city; the committee may establish subcommittees and ad hoc volunteer groups to assist the committee in these efforts;
 4. To make recommendations to the Assembly regarding official visits by the City and Borough to its sister cities;
 5. To make recommendations to the Assembly regarding the establishment of additional sister city relationships;
 6. To periodically evaluate whether existing sister city relationships are achieving their purpose, and advise the Assembly accordingly; and
 7. To perform such other functions and advise the Assembly on such other matters regarding the City and Borough's sister cities as the Assembly may request.
- (c) Procedures. The committee's procedures shall be governed by the Rules of Procedure for Assembly Advisory Boards, as such may be amended from time to time.

Section 2. Repeal of Resolution. Resolution 2420(c) is hereby repealed.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of November, 2009.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Wetlands Review Board - Annual Report & Appointments

ATTACHMENTS:

Description		Upload Date	Type
☐	Wetlands Review Board 2014 Annual Report	1/29/2015	Report
☐	Wetlands Review Board Membership List	1/29/2015	Staff Report
☐	Wetlands Review Board Factsheet	1/29/2015	Staff Report
☐	Wetlands Review Board Title 49.10.700-770	1/29/2015	Ordinance
☐	Wetlands Review Board Brenda Wright Application	2/2/2015	Exhibit

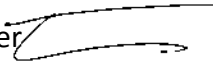


Community Development

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

DATE: January 14, 2015

TO: CBJ Assembly Human Resources Committee

FROM: Teri Camery, Senior Planner 
Community Development Department

SUBJECT: Wetlands Review Board Annual Report 2014

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.

2014 BOARD MEETINGS AND MEMBERSHIP

During 2014 the Board held seven regular meetings. Planning Commission members on the Board were Gordon Jackson and Dan Miller. Andrew Campbell served as Board chair throughout the year while Brenda Wright served as vice-chair. Brenda Wright's term expires in January 2015, and she has re-applied for her seat.

Following is a list of 2014 members with their area of expertise.

Gordon Jackson, Manager, Planning Commission Member
Dan Miller, Developer, Planning Commission Member
Dr. Hal Geiger, Fisheries Biologist
Amy Sumner, Marine Biologist
Dr. Lisa Hoferkamp, Chemistry Professor
Brenda Wright, Fisheries Biologist
Nina Horne, Hydrologist, Administrator
Andrew Campbell, Admiralty Construction
Jerry Medina, Business and Land Use Manager

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 three biologists and one chemist
Geology	None represented
Hydrology	One represented
Land Use Planning	indirectly represented by Planning Commissioners and one member
Engineering	One represented indirectly, through wetland restoration expertise in the construction industry

The Board is specifically lacking representation from a geologist.

MAJOR BOARD REVIEWS FOR 2014

Project Reviews:

- Advisory review of the Auke Lake Multi-Use Path
- Advisory review of a subdivision adjacent to an anadromous stream
- Advisory review of a 36-unit housing development adjacent to an anadromous pond
- Advisory review of a re-zone application involving high-value wetlands
- Preliminary review of the Switzer Creek and Pederson Hill residential subdivisions, proposed by the CBJ Lands Department.

Wetland Assessment Method and Juneau Wetlands Management Plan Update review:

- The Board formally approved the WESPAK-SE wetland assessment method for use in the Juneau Wetlands Management Plan Update
- The Board received frequent updates on development of the Juneau Wetlands Management Plan Update Request for Proposals process
- The Board received frequent updates on the Juneau Wetlands Management Plan 2014 wetland assessment field season. This culminated in a 2014 Field Season Presentation and Discussion with Bosworth Botanical Consulting and nationally-recognized wetland scientist Dr. Paul Adamus at the August 21, 2014 meeting

COASTAL IMPACT ASSISTANCE PROGRAM MAPPING GRANT

The Habitat Mapping Project is a four-year project funded through the federal Coastal Impact Assistance Program (CIAP). CBJ is authorized to receive \$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. No local match is required for the 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.” The project will map salmon streams and wetlands, with an emphasis on properties near proposed development and along the road system. 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.

The Juneau Wetlands Management Plan Update contract was awarded to Bosworth Botanical Consulting (BBC) in April 2014. The contract includes a partnership with nationally recognized wetland scientist Dr. Paul Adamus. BBC completed the first field season of wetland assessments in October 2014. BBC’s work has been exemplary and is far ahead of the schedule outlined in the contract. Approximately 90 percent of the proposed assessments have been completed in one season, and the final field work is expected to be complete by May 2015.

Stream Mapping

CBJ has a 50-foot no-development setback from anadromous (salmon-bearing) streams and lakes in the Land Use Code. However sometimes there is confusion regarding exact stream location, and at exactly what location the stream ceases to support salmon. CBJ and the Alaska Department of Fish and Game (ADF&G) have developed different stream maps over time, and in some cases these maps show the streams in different locations. Without accurate maps, it may be difficult to judge how the 50-foot setback applies on a particular property.

To address this issue through the Habitat Mapping Project, CBJ has acquired aerial imagery and LiDAR through the grant (completed in June 2013). This information will be utilized to map streams in currently developed areas and areas with the highest potential for development. A combination of LiDAR and aerial imagery is the most efficient way to acquire information on streams over large areas, and to map these areas at the level of individual property boundaries. This directly addresses the problem of inaccurate maps by acquiring the highest quality images available and integrating those images into our existing digitized GIS (Geographic Information System) mapping system and parcel database.

ADF&G currently has a complementary mapping project to determine the salmon-bearing limits of streams. CBJ and ADF&G will be able to share information from these projects to develop accurate and compatible stream maps. Once the mapping is completed, the Community Development Department (CDD) will work through the formal approval process with the Planning Commission and Assembly to adopt these new stream maps into the Land Use Code.

Using these maps, CDD will be able to help citizens and developers avoid costly permits or violations, and streamline development reviews. The part of the project is approximately 80 percent complete. CDD expects to present draft stream maps to the Planning Commission in summer 2015.

JUNEAU WETLANDS MANAGEMENT PLAN

Current Wetlands Plan

CBJ conducted wetland analysis and mapping in the mid-1980s, which resulted in adoption of the Juneau Wetlands Management Plan (JWMP) in 1992. The plan identified high value (Category A and B) and low value (Category C and D) wetlands within the developing areas of the borough at that time. The plan has been used continuously for over 20 years, and identifies approximately 160 individual wetland units. (An additional 54 wetland units were identified in a small 2006 study.) Each wetland unit has a separate, detailed scientific analysis of wetland functions to support the high or low value wetland category. Until 2006, CBJ had permitting authority over low-value C and D wetlands through a special agreement with the U.S. Army Corps of Engineers, with an expedited review process to encourage development in these areas. State and federal agencies must also consider JWMP rankings and scientific analysis in their permit reviews, and thus allow for less restrictive development in low value areas.

Before implementation of the JWMP, scientific information on individual wetland areas was limited or unavailable, and all wetlands considered equal by permitting agencies. Adoption of the JWMP, among the first of its kind in the U.S., changed this approach by identifying wetland areas that are suitable for development. In the first ten years following adoption of the JWMP, the plan worked exactly as intended: wetlands categorized in low value areas were quickly developed.

This great benefit of the JWMP is now diminished precisely because the vast majority of C and D wetlands have been filled. CBJ has received and approved only two Category C or D wetland fill applications in the last 12 years. The scientific information supporting the JWMP is 25 years old, and CBJ has changed substantially in that time period due to development and natural factors such as glacial uplift. New development and infrastructure have also altered drainage patterns and changed wetland boundaries. As a result, the JWMP is inaccurate in many areas.

The developing area of the CBJ has also expanded far beyond the boundaries of the original plan.

Wetlands Plan Update

A comprehensive update of the JWMP through the Habitat Mapping Project will address these issues and restore the JWMP as a scientifically-supported wetland management plan that both promotes development and provides wetland protection in critical areas.

For the wetland mapping effort, CDD, in cooperation with a CBJ and inter-agency Habitat Mapping Working Group, first determined the most appropriate methodology for wetland scientific analysis. This was an important step because in order for the project to be acceptable to permitting agencies it must be valid according to current science. Another critical issue to consider is that the original JWMP categorized freshwater wetlands only. The JWMP did not categorize saltwater or estuarine wetlands, because evaluation of saltwater wetlands at that time required a different methodology. CBJ now has a strong need for scientific information on estuarine wetlands.

The new methodology, which was finalized in January 2014 following a multi-year agency review process, addresses saltwater as well as freshwater wetlands. CBJ's final revision process on the wetland assessment method (conducted from May through October 2013 with grant funding) capitalized and expanded on recent wetland methodology studies from the Southeast Alaska Land Trust and local state and federal resource agencies, to maximize the use of grant funds.

CDD released a Request for Proposals for the Juneau Wetlands Management Plan Update in January 2014, and awarded the contract to Bosworth Botanical Consulting BBC in April 2014. The contract includes a partnership with nationally-recognized wetland scientist Dr. Paul Adamus. As noted earlier, BBC's work has been exemplary and is far ahead of the schedule outlined in the contract. Approximately 90 percent of the proposed assessments have been completed in one season, and the final field work is expected to be complete by May 2015. A draft Juneau Wetlands Management Plan, subject to Planning Commission and Assembly approval, will be developed in late 2015 and early 2016. Grant funding is available through June 2016. The intent of the JWMP Update is to provide a consistent and standard scientific method of wetland prediction and evaluation throughout the CBJ.

The Habitat Mapping Project is fully funded by the four-year, \$1.6 million grant, and does not require any additional expenditure of CBJ funds.

CDD staff for the Wetlands Review Board include:

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

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

Staff will continue to provide periodic updates as the project develops.

BOARD MEETING DATES

Regular Meetings

January 16, 2014
February 20, 2014
March 20, 2014
May 15, 2014
June 19, 2014
July 17, 2014
August 21, 2014

Meetings were not held in September and October due to lack of agenda items. Meetings were not held in November and December due to lack of a quorum.

2014 Wetlands Review Board Attendance

	1/16	2/20	3/20	5/15	6/19	7/17	8/21	regular missed	regular attended
	Reg	Reg	Reg	Reg	Reg	Reg	Reg		
Campbell	X	0	X	X	X	X	X	1	6
Wright	X	X	X	0	X	X	0	2	5
Sumner	X	X	X	X	0	X	X	1	6
Horne	0	X	X	0	X	X	X	2	5
Hoferkamp	0	X	X	0	X	X	X	2	5
Miller	X	X	X	X	0	X	X	2	5
Jackson	0	X	X	0	X	0	X	3	4
Medina	X	X	X	X	0	0	X	2	5
Geiger	X	X	X	X	X	X	0	1	6

Wetlands Review Board

Governing Legislation: CBJ Code 49.10.700-49.10.790

Total # of Seats: 9 total: 7 Public seats 2 Planning Commission seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reapp. 2	Reapp. 3	Reapp. 4	Reapp. 5	Comments
Yes	Ms.	Amy	Sumner	Public		1/29/2013	12/31/2015	1/28/2013						Environmental Analyst, State of AK DOT/PF
Yes	Mr.	Andrew	Campbell	Public	Chair	4/7/2014	12/31/2017	1/1/2004	12/1/2004	1/28/2008	2/28/2011	4/7/2014		General Contractor Admiralty Construction
Yes	Dr.	Harold "Hal"	Geiger	Public		1/29/2013	12/31/2015	1/25/2010	1/28/2013					St. Hubert Research Group: Biologist-Statistician
Yes	Ms.	Nina	Horne	Public		4/7/2014	12/31/2017	11/5/2012	4/7/2014					
Yes	Mr.	Jerry	Medina	Public		1/27/2014	12/31/2015	1/27/2014						Formerly Planning Commission Liaison to the WRB, now serving as a Public member
Yes	Ms.	Brenda	Wright	Public		1/30/2012	12/31/2014	8/6/2007	1/12/2009	1/30/2012				Retired Fisheries Biologist
Yes	Dr.	Lisa	Hoferkamp	Public		4/7/2014	12/31/2017	2/28/2011	(previously served 1/2002-12/31/2009)	4/7/2014				UAS Chemist, Member of American Chemical Society, Member Society of Wetland Scientists
Yes	Mr.	Dan	Miller	Planning Commission Rep.			n/a							<i>Planning Commission Liaison (Appointed by PC on 1/24/2015)</i>
Yes	Mr.	Ben	Haight	Planning Commission Rep.			n/a							<i>Planning Commission Liaison (Appointed by PC on 1/24/2015)</i>
Yes	Ms.	Teri	Camery	Staff Liaison	Staff Liaison		n/a							

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

-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: There is established the wetlands review board of the City and Borough, whose purpose is to implement the provisions of the Juneau Wetlands Management Plan. (a) The wetlands review board shall serve as the decision-making body for the issuance of wetlands development permits in Category C and D wetlands, and enhancement project permits in Category EP wetlands, in accordance with the Juneau Wetlands Management Plan and the General Permit for wetlands development issued by the U.S. Army Corps of Engineers and administered by the City and Borough. The wetlands review board will apply the permit review procedures and standards set forth in section 49.70.1000 et seq. (b) The wetlands review board shall administer the City and Borough's wetlands mitigation bank, as established in the Juneau Wetlands Management Plan and in subsection 49.70.1085(b). The wetlands review board shall develop and maintain a long-term mitigation strategy for Juneau wetlands as described in subsection 49.70.1085(a) (c) The wetlands review board shall prepare an annual report on the status of the mitigation bank. (Serial No. 95-35, § 2, 1995)

Membership: 49.10.710 Membership. The members of the wetlands review board shall be nine residents of the City and Borough who shall serve without pay. Two shall be members of the planning commission, and seven shall be members of the public. (Serial No. 95-35, § 2, 1995) 49.10.720 Appointment. Planning commission members shall be appointed by the commission. Public board members shall be appointed by the assembly. When public members are appointed, the assembly shall 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. Appointments to fill vacancies shall be for the unexpired term only. (Serial No. 95-35, § 2, 1995)

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@ci.juneau.ak.us

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

[Back to List](#)

PART II - CODE OF ORDINANCES

TITLE 49 - LAND USE

Chapter 49.10 ADMINISTRATION AND COMPLIANCE

49.10.660 Remedies cumulative.

All remedies provided by this chapter are cumulative, and the securing of relief, whether injunctive, civil or criminal, under a section of this chapter does not prevent the municipality from obtaining relief under any other section of this chapter.

(Serial No. 87-49, § 2, 1987)

ARTICLE VII. WETLANDS REVIEW BOARD

[49.10.700 Establishment and functions.](#)

[49.10.710 Membership.](#)

[49.10.720 Appointment.](#)

[49.10.730 Term of office.](#)

[49.10.740 Quorum.](#)

[49.10.750 Officers.](#)

[49.10.760 Unexcused absences.](#)

[49.10.770 Meetings.](#)

[49.10.780 Record of meetings.](#)

[49.10.790 Rules of procedure.](#)

49.10.700 Establishment and functions.

There is established the wetlands review board of the City and Borough, whose purpose is to implement the provisions of the Juneau Wetlands Management Plan.

- (a) The wetlands review board shall serve as the decision-making body for the issuance of wetlands development permits in Category C and D wetlands, and enhancement project permits in Category EP wetlands, in accordance with the Juneau Wetlands Management Plan and the General Permit for wetlands development issued by the U.S. Army Corps of Engineers and administered by the City and Borough. The wetlands review board will apply the permit review procedures and standards set forth in section 49.70.1000 et seq.
- (b) The wetlands review board shall administer the City and Borough's wetlands mitigation bank, as established in the Juneau Wetlands Management Plan and in subsection 49.70.1085(b). The wetlands review board shall develop and maintain a long-term mitigation strategy for Juneau wetlands as described in subsection 49.70.1085(a)
- (c) The wetlands review board shall prepare an annual report on the status of the mitigation bank.

(Serial No. 95-35, § 2, 1995)

PART II - CODE OF ORDINANCES

TITLE 49 - LAND USE

Chapter 49.10 ADMINISTRATION AND COMPLIANCE

49.10.710 Membership.

The members of the wetlands review board shall be nine residents of the City and Borough who shall serve without pay. Two shall be members of the planning commission, and seven shall be members of the public.

(Serial No. 95-35, § 2, 1995)

49.10.720 Appointment.

Planning commission members shall be appointed by the commission. Public board members shall be appointed by the assembly. When public members are appointed, the assembly shall 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. Appointments to fill vacancies shall be for the unexpired term only.

(Serial No. 95-35, § 2, 1995)

49.10.730 Term of office.

Members shall be appointed for staggered terms of three years.

(Serial No. 95-35, § 2, 1995)

49.10.740 Quorum.

The presence of five members constitutes a quorum. Except as authorized by Charter Section 3.16(e), any action of the board requires five or more affirmative votes to be approved.

(Serial No. 95-35, § 2, 1995; Serial No. 2002-40, § 2, 11-4-2002)

Charter reference—Quorum, § 3.16(e).

49.10.750 Officers.

The wetlands review board shall elect a chair to conduct the meetings of the board and a vice chair to serve in the absence of the chair, provided the chair and vice chair shall not be members of the commission.

(Serial No. 95-35, § 2, 1995)

49.10.760 Unexcused absences.

If a member without first being excused for good cause by the wetlands review board misses three consecutive regular meetings, that member's position shall become vacant without action by the board. The wetlands review board or its chair shall immediately inform the assembly of the vacancy.

(Serial No. 95-35, § 2, 1995)

PART II - CODE OF ORDINANCES

TITLE 49 - LAND USE

Chapter 49.10 ADMINISTRATION AND COMPLIANCE

49.10.770 Meetings.

- (a) *Regular meetings.* The wetlands review board shall hold one regular meeting each month and shall hold additional regular meetings as the board may prescribe by resolution.
- (b) *Special meetings.* The wetlands review board may hold special meetings upon the call of the chair or any two members. At least 24 hours before the meeting, personal notice shall be given to each board member designating the time, place, and purpose of the special meeting, or written notice shall be left at each member's usual place of residence. At least 24 hours before the meeting, copies of the notice shall also be delivered to the newspapers of general circulation in the municipality and to the commercial radio and television stations operating in the municipality. No business may be transacted at any special meeting except as stated in the notice of the meeting. All meetings of the wetlands review board shall be publicly noticed in the same manner as other City and Borough boards and commissions, and shall be conducted in accordance with the Alaska Open Meetings Act.

(Serial No. 95-35, § 2, 1995)

49.10.780 Record of meetings.

Minutes all meetings shall be kept and shall be a public record. All records of the wetlands review board are public records and must be available to the public in the same manner as other City and Borough records, provided that upon request of a business, person or other entity working with the wetlands review board, proprietary information in any application or report of that business, person or entity presented to the wetlands review board shall be kept confidential by the wetlands review board to the extent allowed by AS 09.23.110 and AS 09.23.120, or other applicable law. Information to be maintained as confidential must be specified and marked as "confidential" by the business, person, or other entity.

(Serial No. 95-35, § 2, 1995)

49.10.790 Rules of procedure.

Meetings shall be conducted under Mason's Manual and such additions or amendments to the rules as may be adopted by the wetlands review board.

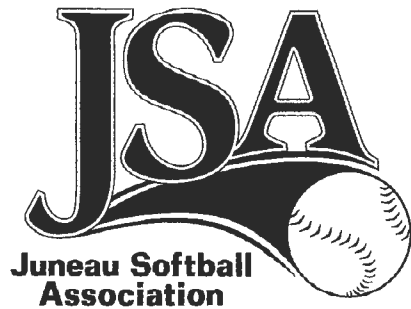
(Serial No. 95-35, § 2, 1995)

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Youth Activities Board - Appointment of JSA Representative

ATTACHMENTS:

	Description	Upload Date	Type
☐	Letter from JSA nominating Pete Christiansen to YAB	1/29/2015	Cover Memo
☐	Youth Activities Board Membership List	1/30/2015	Staff Report
☐	Youth Activities Board Factsheet	1/30/2015	Staff Report
☐	Youth Activities Board Resolution 2410	1/30/2015	Resolution
☐	Youth Activities Board JSA Nomination & Pete Christiansen Application	2/2/2015	Exhibit



Juneau Softball Association
P.O. Box 22037
Juneau, Alaska 99802
907 463-3633
907 463-3633 (fax)

January 25, 2015

To Whom It May Concern:

I am writing to inform you that Pete Christiansen's appointment to the Youth Activity Board as the Juneau Sports Association's representative was approved by the JSA Board at their January 10, 2015 board meeting.

Robert Kuhn

A handwritten signature in blue ink, appearing to read "Robert Kuhn", is written over a light blue rectangular background.

Executive Director, JSA

YOUTH ACTIVITIES BOARD
Governing Legislation: Res. 2410
Total # of seats - 9: 1 PRAC rep., 1 JAHC rep., 1 JSA rep., 1 member 18 years or younger, 5 general public members

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Reappointed 5	Reappointed 6	Comments
Yes	Youth Activities Board	Ms.	Joyce	Vick	Public Seat		9/1/2014	8/31/2017	8/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014			Also serving on the Douglas Advisory Board
Yes	Youth Activities Board	Mr.	John	White	Public Seat	Chair	9/1/2014	8/31/2017	6/1/1996	7/1/1999	7/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014	
Yes	Youth Activities Board	Mr.	Jeff	Sloss	Public Seat		4/23/2012	8/31/2016	4/23/2012	9/23/2013						Had been Parks & Recreation Advisory Committee Rep to Youth Activities Board. Off PRAC as of 4/2/2012 (term exp. 2/28/2012), appointed to the Public Seat 4/23/2012. Reappointed 9/2013
Yes	Youth Activities Board	Ms.	Elizabeth	Lange	Public Seat		8/25/2014	8/31/2015	8/25/2014							
Yes	Youth Activities Board	Mr.	Kelly	Pajinag	Public Seat		9/23/2013	8/31/2016	9/23/2013							
Yes	Youth Activities Board	Mr.	Sean	Boily	Juneau Arts & Humanities Council Rep		3/5/2012	upon end of JAHC term	3/5/2012							replaced Patricia Hull as JAHC Representative
Yes	Youth Activities Board				Juneau Sport Association Rep			Upon end of JSA term								JSA Representative Seat (Formerly held by Robert "Bob" Kuhn)
Yes	Youth Activities Board	Mr.	Colton	Womack	Youth 18 yrs or younger when appointed		5/28/2012	8/31/2015	4/23/2012							Youth Representative Seat, taking office effective after Evan Gross 5/27/2012 resignation
Yes	Youth Activities Board	Mr.	Tom	Rutecki	PRAC Rep	Vice-Chair	4/23/2012	upon 2013 appointment of PRAC Rep or PRAC term expiration of 2/28/2015								Had served as PRAC rep to YAB, Appointed to PRAC 9/2001, reappointed 1/2004 to term ending 2/2007; Assembly extended term to end 5/1/2007 so he could finish YAB grant process; Appointed as YAB public member 8/2007. Appointed to PRAC 4/2/2012 then PRAC Rep 4/23/2012
Yes	Youth Activities Board	Mr.	Dave	Pusich	Staff Liaison		n/a	n/a	n/a							
Yes	Youth Activities Board	Mr.	Chris	Day	Staff Liaison		n/a	n/a	n/a							



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

Youth Activities Board Fact Sheet

Title: Youth Activities Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:

-Resolution 2410

-Date Created: February 05, 1996

-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 Youth Activities Board (YAB) Prepares requests for proposals annually for youth activities of an athletic, cultural, artistic or academic nature; adopts procedures for evaluating proposals for providing youth activities, subject to certain limitations and makes recommendations to the Assembly in April of each year for allocation of funds among the proposals selected by the board, and with assistance from the municipal manager, evaluates the use of the funds by each organization and reports annually to the Assembly on the expenditure of those funds. The criteria to be followed by the board when considering the allocation of funds is included in Resolution No. 2410.

Membership: The board consists of nine members as follows: a Parks and Recreation Advisory Committee member, nominated by the committee; a Juneau Arts & Humanities Council member, nominated by the council, a Juneau Sports Association member, nominated by the association; six public members, one of which must be 18 years or younger at time of appointment. The recreation superintendent or alternate designee of the municipal manager provides staff to this board.

Officers: Chair

Quorum: 5

Term Limits: 3 year terms.

Annual Appointment Period (Annual Reports Due): August

Meetings: The Youth Activities Board meeting schedule is based on the grant review cycle, for upcoming meetings check the CBJ Meeting calendar at <http://www.juneau.org/calendar/index.php> or the Parks & Recreation homepage <http://www.juneau.org/parkrec/> under "Meeting Notices".

Special Facts:

Staff Contact: Dave Pusich - 586-5226 - Dave_Pusich@ci.juneau.ak.us

Website: <http://www.juneau.org/parkrec/YouthActivitiesBoard.php>

[Back to List](#)

Presented by: The Manager
Introduced: 06/04/2007
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2410

A Resolution Reestablishing the Youth Activities Board for the Purpose of Removing the Sunset Date, and Repealing Resolution 2071.

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly wishes to assure that a significant portion of these funds are directed to the support of youth activity programs historically funded by the Juneau School District; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, and Resolution No. 2071 extending the Board sunset date; and

WHEREAS, Resolution No. 2071 provided that the Board would terminate on June 30, 2007; and

WHEREAS, the Youth Activities Board ably meets a continuing need and should therefore be continued indefinitely.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Youth Activities Board Reestablished. There is hereby reestablished the Youth Activities Board.

Section 2. Youth Activities Board Membership.

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council;
- (4) One member from the Juneau Sports Association, nominated by the Association;
- (5) Five members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(5) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board shall exist:
 - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

- (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (C) If a member submits his or her resignation to the Assembly;
 - (D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or
 - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.
- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.
 - (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
 - (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To adopt procedures for evaluating proposals received for providing youth activities.

(c) Subject to the limitation established in Sections 4(b) and 4(c), to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.

(d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.

(b) Subject to the limitations of Section 3(a), the Board shall annually reserve \$200,000 for youth activity programs historically funded by the Juneau School District, which shall be the total amount of funds available to the School District from the Board. The School District shall allocate the funds among its athletic and activity programs and ensure that these programs publicly acknowledge the CBJ source of funding through publicity such as programs, banners, PA announcements, etc. The Assembly shall review the School District's allocation of the funds to ensure that the expenditure of funds is consistent with the requirements listed in (e)(3), and that the allocation reflects a comprehensive program which demonstrates the value to youth of athletic, artistic, cultural and extra-curricular academic types of programs.

(c) The Board shall annually place in a contingency account a sum equal to five percent of the amount remaining after the School District reservation required by Section 4(b). The purpose of the contingency account shall be to fund unanticipated events, purchases, or travel for youth who qualify by competition to attend advanced level competition. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(d) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(e) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.

(4) All promotional or printed material must include the following statement:
“This program is partially funded by the Citizens of the City and Borough
of Juneau.”

(5) All programs are subject to City and Borough financial audits.

(f) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

(1) Number of hours of participation per youth;

(2) Low program cost per participant hour;

(3) Number of youth actively participating in the program;

(4) Instructor or coach’s relevant experience in providing the youth program;

(5) High adult per youth ratio to support the program;

(6) Organization’s past history of providing successful youth programs;

(7) Financial management of organization as indicated by overall budget;

(8) Amount of the direct and indirect support provided to the organization
from other CBJ funding sources;

(9) Amount of volunteer support for the program;

(10) Existence of scholarship fund for qualified youth within the program;

(11) Provision of transportation, equipment, and other practical assistance
to youth in need;

(12) Cooperative efforts with other local youth organizations;

(13) Proposals for or evidence of or acknowledgment of the CBJ grant
funded from CBJ voter-approved sales tax.

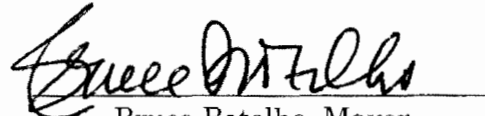
Section 5. Rules for Procedure. The rules of procedure for Assembly advisory committees reestablished by Resolution No. 2246, shall govern the conduct of business by the Board.

Section 6. Administrative Support. Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

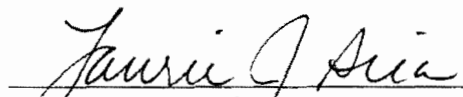
Section 7. Repeal of Resolution. Resolution 2071 is repealed.

Section 8. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 4th day of June, 2007.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Liquor License Renewals with Staff Protest Recommendations

MANAGER'S REPORT:

1. Restaurant Eating Place License #2185: **Canton House LLC d/b/a Canton House**, location: 8585 Old Dairy Road

2. Beverage Dispensary Tourism License #586: **Coho's Bar & Grill, LLC d/b/a Coho's Bar & Grill**, location: 51 Egan Drive.

Staff is recommending the Assembly protest the renewals of the above mentioned liquor licenses based on unfiled and/or delinquent sales tax returns and the associated outstanding balances. Each of the licensees have been sent a certified letter (copies of which are included in your packet) notifying them of the basis for protest and their right to an informal hearing before the Assembly as provided in CBJ Code 20.25.025.

RECOMMENDATION:

ATTACHMENTS:

Description	Upload Date	Type
☐ Liquor License Renewals with Recommendations for Protest	1/27/2015	Liquor License



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates
2400 Viking Drive
Anchorage, AK 99501
Direct: 907.269.0356
Fax: 907.334.2285

December 18, 2014

City and Borough of Juneau
Attn: Beth McEwen, City Clerk
VIA Email: beth_mcewen@ci.juneau.ak.us
City_clerk@ci.juneau.ak.us

CITY CLERK
DEC 22 2014
RECEIVED

Re: Notice of Liquor License Renewal Applications

Dear Ms. McEwen,

We have received a renewal application for each of the following licenses within your jurisdiction:

License #	Doing Business As	License Type	Licensee	Premises Address
76	Arctic Bar	Beverage Dispensary	Arctic Bar Inc.	148 S Franklin St.
176	Breeze-In Liquor	Package Store	Breeze-In Corporation	8 Mile Old Glacier Hwy
188	Bullwinkle's Pizza	Restaurant/Eating Place	Bullwinkle's Inc.	318 Willoughby Ave
2/22 Absent missing 586	Coho's Bar & Grill	Beverage Dispensary – Tourism	Coho's Bar & Grill, LLC	51 Egan Dr
662	Douglas Island Breeze-In	Package Store	Breeze-In Corporation	3370 Douglas Hwy
674	Lucky Lady	Beverage Dispensary	MSE, LLC	192 S Franklin St
816	El Sombrero Mexican & American Food	Restaurant/Eating Place	El Sombrero Inc.	157 S Franklin St
828	Thibodeaus Liquor	Package Store	Thibodeau's Market Inc.	N/A
849	Percy's Liquor Store	Package Store	Oke Hui Rodman	214 Front St

* Copies of all applications available for review in the Municipal Clerks Office upon request.

1081	Squirez	Beverage Dispensary	Shayz, LLC	11806 Glacier Hwy
1384	Jovany's Italian Restaurant	Restaurant/Eating Place	Alfonso Soriano	9121 Glacier Hwy
1690	Bullwinkle's Pizza	Restaurant/Eating Place	Bullwinkle's Inc.	2687 Mendenhall Loop Mall Rd
2175	Silverbow Bakery and Catering	Restaurant/Eating Place	The Silverbow, LLC	120 Second St
2185 <i>Assembly Mtg.</i>	Canton House	Restaurant/Eating Place	Canton House LLC	8585 Old Dairy Rd
2766	Red Dog Saloon	Beverage Dispensary	Alaska Red Dog Saloon LLC	278 S Franklin St
3352	Costco Wholesale #107	Package Store	Costco Wholesale Corporation	5225 Commercial Way
3720	Timberline Bar & Grill	Beverage Dispensary – Seasonal	Goldbelt Aerial Tramway LLC	1800 Foot Level
4543	Breeze-In	Package Store	Breeze-In Corporation	5711 Concrete Way
4731	Asiana Gardens	Restaurant/Eating Place	DJ LLC	9116 Mendenhall Mall Rd
4859	Southern Wine & Spirits of Alaska	Wholesale – General	Southern Wine & Spirits of Alaska LLC	5452 Shaune Drive – Bay 2
5095	Taku Lanes LLC	Recreational Site	Taku Lanes LLC	608 W Willoughby Ave

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing the board and the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is arbitrary, capricious, and unreasonable. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved.

Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify our office and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind when responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application(s) referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information regarding local governing body protests, please refer to 3 AAC 304.145.

If you have any questions or concerns or require additional information, please feel free to contact me directly.

Sincerely,

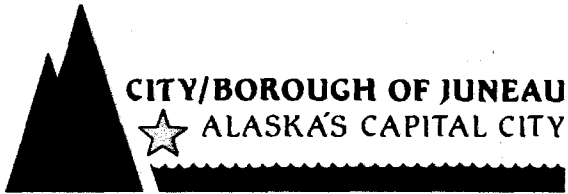
A handwritten signature in black ink, appearing to read "Sarah", with a large, stylized loop at the end.

Sarah Daulton Oates

Records & Licensing Supervisor

sarah.oates@alaska.gov

(907)269-0356



OFFICE OF THE MUNICIPAL CLERK
Ph: (907)586-5278 Fax: (907)586-4552
e-mail: Beth.McEwen@juneau.org

January 23, 2015

Via certified & regular mail

Attn: Randy Kaer
Coho's Bar & Grill, LLC
d/b/a Coho's Bar & Grill
51 Egan Drive
Juneau AK 99801

Re: Beverage Dispensary-Tourism Liquor License #586 Renewal Protest

Dear Mr. Kaer,

The State of Alaska Alcohol Beverage Control staff has notified the City and Borough of Juneau of your liquor license renewal for 2015-2016 and submitted the renewal for comment before the local governing body.

As is our practice in these matters, the staff from the Fire, Finance, Police, and Community Development Departments reviewed your establishment to insure compliance with city code. The Finance Department is recommending the Assembly protest this license renewal due to an unfiled 3rd quarter sales tax return along with the associated unremitted sales tax, penalties and interest.

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, February 2, 2015 Assembly Human Resources Committee (HRC) meeting at 5:30p.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 7:00p.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.

January 23, 2015

Page 2 of 2

Letter to Coho's Bar & Grill, LLC re: Liquor License Renewal Protest

In the meantime, I would urge you to submit your unfiled 3rd quarter return and payments owing and/or 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", with a stylized, cursive script.

Beth McEwen
Deputy Clerk

Enclosures

cc via email:

Assembly Human Resources Committee & Assembly
Liquor License Staff Reviewers

SECTION C – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)
Individual Licensees/Affiliates (The ABC Board defines an "affiliate" as the spouse or significant other of a licensee. Each affiliate must be listed.)

Name: RANDY KAER Address: 51 Egan Drive, Seward Phone: AK 907-500-9000	Applicant ☒ Affiliate ☐ Date of Birth: 1-15-1966	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:
Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:

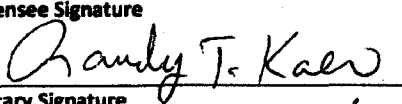
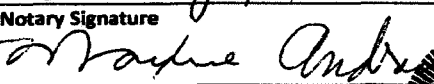
SECTION D – SUPPLEMENTAL QUESTIONS

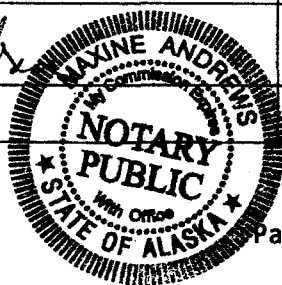
Was your business open at least 30 days for 8 hours each day in 2013?	☒ Yes ☐ No
Was your business open at least 30 days for 8 hours each day in 2014?	☒ Yes ☐ No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	☐ Yes ☒ No
Has the licensed premises changed from the last diagram submitted? If yes, attach a new diagram with designated premises areas outlined in red.	☐ Yes ☒ No

DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	\$ 2500.00
Filing Fee	\$ 200.00
TOTAL	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 12/31/2014	\$
Fingerprint Fee – \$51.50 per person (only for new owners/members)	\$
GRAND TOTAL	\$

Licensee Signature 	Printed Name & Title: RANDY KAER owner.
Notary Signature 	Subscribed and sworn to before me this 12 day of December, 2014.
Notary Public in and for the State of: Alaska	My commission expires: w/office



ALASKA STATUTES AND CBJ CODE SECTIONS
RE: ASSEMBLY LIQUOR LICENSE REVIEW AND PROTEST PROCESS

Alaska Statutes 04.11.480

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.

(b) If the permanent residents residing outside of but within two miles of an incorporated city or an established village wish to protest the issuance, renewal, or transfer of a license within the city or village, they shall file with the board a petition meeting the requirements of AS 04.11.510 (b)(3) requesting a public hearing within 30 days of the posting of notice required under AS 04.11.310 , or by December 31 of the year application is made for renewal of a license. The board shall consider testimony received at a hearing conducted under AS 04.11.510 (b)(3) when it considers the application, and the record of a hearing conducted under AS 04.11.510 (b)(3) shall be retained as part of the board's permanent record of its review of the application.

(c) A local governing body may recommend that a license be issued, renewed, relocated, or transferred with conditions. The board shall consider recommended conditions 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 recommended conditions 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 the local governing body recommends conditions, the board shall impose the recommended conditions unless the board finds that the recommended conditions are arbitrary, capricious, or unreasonable. If a condition recommended by a local governing body is imposed on a licensee, the local governing body shall assume responsibility for monitoring compliance with the condition, except as otherwise provided by the board.

(d) In addition to the right to protest under (a) of this section, a local governing body may notify the board that the local governing body has determined that a licensee has violated a provision of this title or a condition imposed on the licensee by the board. Unless the board finds that the local governing body's determination is arbitrary, capricious, or unreasonable, the board shall prepare the determination as an accusation against the licensee under AS 44.62.360 and conduct proceedings to resolve the matter as described under AS 04.11.510 (c).

CBJ Code 20.25.025

20.25.025 Assembly review of license issuance, renewal, transfer, relocation, or continued operation.

(a) The assembly may protest the issuance, renewal, transfer, relocation, or continued operation of an alcoholic beverage license as provided in state law. The protest shall cite any of the following criteria which the assembly determines to be pertinent:

- (1) The character and public interests of the surrounding neighborhood;
- (2) Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;

- (3) The concentration of other licenses of the same and other types in the area;
 - (4) Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;
 - (5) The adequacy of parking facilities;
 - (6) The safety of ingress to and egress from the premises;
 - (7) Compliance with state and local fire, health and safety codes;
 - (8) The degree of control the licensee has or proposes to have over the conduct of the licensed business;
 - (9) The history of convictions of the applicants and affiliates of the applicants for:
 - (A) Any felony involving moral turpitude;
 - (B) Any violation of AS title 04; and
 - (C) Any violation of the alcoholic beverage control laws of another state as a licensee of that state;
 - (10) Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;
 - (11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.
- (b) The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines any of the following conditions exist:
- (1) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;
 - (2) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;
 - (3) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;
 - (4) If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain 30 or more rooms;
 - (5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:
 - (A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or

(B) More than one license of each other type for each 3,000 population or fraction thereof residing within the City and Borough.

(6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough; or

(7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section.

(c) If the assembly or committee or a subcommittee thereof recommends protest of the issuance, renewal, transfer, relocation, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the assembly to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail to the address last provided by the applicant to the municipal sales tax examiner. At the conclusion of the hearing, the assembly decision to protest the application shall stand unless the majority of the assembly votes to withdraw the protest.

(Serial No. 84-50, § 4, 1984; Serial No. 86-35, §§ 2, 3, 1986; Serial No. 93-25, § 2, 1993; Serial No. 2002-06, § 2, 2-25-2002; Serial No. 2002-44, § 2, 12-2-2002)

State Law References: Assembly protest, AS 04.11.480.

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Attn: Randy Kaer
Coho's Bar & Grill, LLC
d/b/a Coho's Bar & Grill
51 Egan Drive
Juneau AK 99801**

2. Article Number
(Transfer from service label)

7011 1570 0002 3703 6953

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

A. Signature

x *Christina Austin*
☐ Agent
☐ Addressee

B. Received by (Printed Name)

Christina Austin

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
 If YES, enter delivery address below: ☐ No

3. Service Type

☒ Certified Mail ☐ Express Mail
☐ Registered ☒ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

U.S. Postal Service™

CERTIFIED MAIL™ RECEIPT

(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com®

OFFICIAL USE

Postage \$

Certified Fee

Return Receipt Fee
(Endorsement Required)Restricted Delivery Fee
(Endorsement Required)

Total Postage & Fees

Postmark
Here

Sent To

Street, Apt. No.,
or PO Box No.

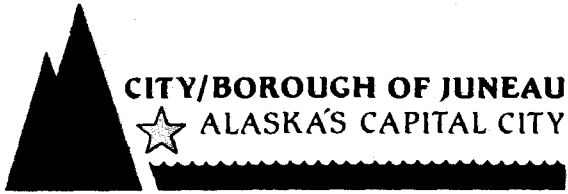
City, State, ZIP+4

**Attn: Randy Kaer
Coho's Bar & Grill, LLC
d/b/a Coho's Bar & Grill
51 Egan Drive
Juneau AK 99801**

PS Form 3800, August 2006

See Reverse for Instructions

7011 1570 0002 3703 6953



OFFICE OF THE MUNICIPAL CLERK

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

e-mail: Beth.McEwen@juneau.org

January 23, 2015

Via certified & regular mail

Attn: Thuy Kwong
Canton House, LLC
d/b/a Canton House
8585 Old Dairy Road, Suite 105
Juneau AK 99801

Re: Restaurant/Eating Place Liquor License #2185 Renewal Protest

Dear Mr. Kwong,

The State of Alaska Alcohol Beverage Control staff has notified the City and Borough of Juneau of your liquor license renewal for 2015-2016 and submitted the renewal for comment before the local governing body.

As is our practice in these matters, the staff from the Fire, Finance, Police, and Community Development Departments reviewed your establishment to insure compliance with city code.

The Finance Department is recommending the Assembly protest this license renewal due to a total balance owing of \$62,171.20 as of January 23, 2015.

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, February 2, 2015 Assembly Human Resources Committee (HRC) meeting at 5:30p.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 7:00p.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.

January 23, 2015

Page 2 of 2

Letter to Canton House re: Liquor License Renewal Protest

In the meantime, I would urge you 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" written in a larger, more prominent script than the last name "McEwen".

Beth McEwen
Deputy Clerk

Enclosures

cc via email:

Assembly Human Resources Committee & Assembly
Liquor License Staff Reviewers

Alcoholic Beverage Control Board
2400 Viding Drive
Anchorage, AK 99501

Renewal Liquor License 2015/2016

(907) 269-0350
Fax: (907) 334-2285
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

License is:

☒ Full Year

OR

☐ Seasonal

If seasonal, list dates of operation: _____

SECTION A - LICENSE INFORMATION		
License Number: 2185	License Type: Restaurant/Eating Place	State Reference: Sec. 04.11.100
Local Governing Body: Juneau, City & Bor Other (Anch, Sit, Ino, Com, Car, WA)		Community Council (if applicable):
Name of Licensee: Canton House, LLC		Doing Business As (DBA): Canton House
Mailing Address: 8585 Old Dairy Road, Juneau, AK 99801		Street Address or Location of Premises: 8585 Old Dairy Rd
Phone:	Fax:	Email:

SECTION B - OWNERSHIP INFORMATION - CORPORATION

Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an individual ownership):

Canton House, LLC

Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☒ Yes ☐ No

If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

☒ Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

Name	Title	%	Mailing Address	Telephone Number
Thuy Kwong	Owner	100%		907-912-8548

NOTE: If you need additional space, please attach a separate sheet.

11-06-14:04:13PM:From:ABC Board

To:9077902172

:9073342285

2/ 2

SECTION 0 - OWNERSHIP INFORMATION (SOLE PROPRIETORSHIP OR INDIVIDUAL PARTNER & CO-OWNERS)			
Individual Licensees/Affiliates (The ABC Board defines an "affiliate" as the spouse or significant other of a licensee. Each affiliate must be listed.)			
Name:	Applicant ☐ Affiliate ☐	Name:	Applicant ☐ Affiliate ☐
Address:	Date of Birth:	Address:	Date of Birth:
Phone:		Phone:	
Name:	Applicant ☐ Affiliate ☐	Name:	Applicant ☐ Affiliate ☐
Address:	Date of Birth:	Address:	Date of Birth:
Phone:		Phone:	

SECTION 0 - SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2013?	☒ Yes ☐ No
Was your business open at least 30 days for 8 hours each day in 2014?	☒ Yes ☐ No
Has any person named in this application been convicted of a felony or Title 4 violation?	☐ Yes ☒ No
If yes, attach a written explanation.	
Has the licensed premises changed from the last diagram submitted?	☐ Yes ☒ No
If no, attach a new diagram with designated premises areas outlined in red.	
Were your gross receipts from the sale of food at least 50% of your total gross receipts for 2013 and 2014?	☒ Yes ☐ No

DECLARATION

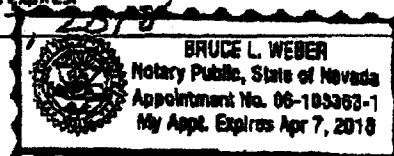
- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	\$ 600.00
Filing Fee	\$ 200.00
TOTAL	\$ 800.00
Late Fee of \$500.00 - if received or postmarked after 12/31/2014	\$
Fingerprint Fee - \$51.50 per person (only for new owners/members)	\$
GRAND TOTAL	\$

Licensee Signature <i>Thuy Kwong</i>	Printed Name & Title THUY KWONG - OWNER
Notary Signature <i>[Signature]</i>	Subscribed and sworn to before me this 29 day of OCTOBER, 2014.
Notary Public in and for the State of: NEVADA, CLARK County	My commission expires: APRIL 2018

Renewal Application

Page 2 of 2



rev. 10/30/2014

ALASKA STATUTES AND CBJ CODE SECTIONS
RE: ASSEMBLY LIQUOR LICENSE REVIEW AND PROTEST PROCESS

Alaska Statutes 04.11.480

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.

(b) If the permanent residents residing outside of but within two miles of an incorporated city or an established village wish to protest the issuance, renewal, or transfer of a license within the city or village, they shall file with the board a petition meeting the requirements of AS 04.11.510 (b)(3) requesting a public hearing within 30 days of the posting of notice required under AS 04.11.310 , or by December 31 of the year application is made for renewal of a license. The board shall consider testimony received at a hearing conducted under AS 04.11.510 (b)(3) when it considers the application, and the record of a hearing conducted under AS 04.11.510 (b)(3) shall be retained as part of the board's permanent record of its review of the application.

(c) A local governing body may recommend that a license be issued, renewed, relocated, or transferred with conditions. The board shall consider recommended conditions 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 recommended conditions 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 the local governing body recommends conditions, the board shall impose the recommended conditions unless the board finds that the recommended conditions are arbitrary, capricious, or unreasonable. If a condition recommended by a local governing body is imposed on a licensee, the local governing body shall assume responsibility for monitoring compliance with the condition, except as otherwise provided by the board.

(d) In addition to the right to protest under (a) of this section, a local governing body may notify the board that the local governing body has determined that a licensee has violated a provision of this title or a condition imposed on the licensee by the board. Unless the board finds that the local governing body's determination is arbitrary, capricious, or unreasonable, the board shall prepare the determination as an accusation against the licensee under AS 44.62.360 and conduct proceedings to resolve the matter as described under AS 04.11.510 (c).

CBJ Code 20.25.025

20.25.025 Assembly review of license issuance, renewal, transfer, relocation, or continued operation.

(a) The assembly may protest the issuance, renewal, transfer, relocation, or continued operation of an alcoholic beverage license as provided in state law. The protest shall cite any of the following criteria which the assembly determines to be pertinent:

- (1) The character and public interests of the surrounding neighborhood;
- (2) Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;

- (3) The concentration of other licenses of the same and other types in the area;
 - (4) Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;
 - (5) The adequacy of parking facilities;
 - (6) The safety of ingress to and egress from the premises;
 - (7) Compliance with state and local fire, health and safety codes;
 - (8) The degree of control the licensee has or proposes to have over the conduct of the licensed business;
 - (9) The history of convictions of the applicants and affiliates of the applicants for:
 - (A) Any felony involving moral turpitude;
 - (B) Any violation of AS title 04; and
 - (C) Any violation of the alcoholic beverage control laws of another state as a licensee of that state;
 - (10) Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;
 - (11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.
- (b) The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines any of the following conditions exist:
 - (1) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;
 - (2) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;
 - (3) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;
 - (4) If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain 30 or more rooms;
 - (5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:
 - (A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or

(B) More than one license of each other type for each 3,000 population or fraction thereof residing within the City and Borough.

(6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough; or

(7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section.

(c) If the assembly or committee or a subcommittee thereof recommends protest of the issuance, renewal, transfer, relocation, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the assembly to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail to the address last provided by the applicant to the municipal sales tax examiner. At the conclusion of the hearing, the assembly decision to protest the application shall stand unless the majority of the assembly votes to withdraw the protest.

(Serial No. 84-50, § 4, 1984; Serial No. 86-35, §§ 2, 3, 1986; Serial No. 93-25, § 2, 1993; Serial No. 2002-06, § 2, 2-25-2002; Serial No. 2002-44, § 2, 12-2-2002)

State Law References: Assembly protest, AS 04.11.480.

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Attn: Thuy Kwong
Canton House, LLC
d/b/a Canton House
8585 Old Dairy Road, Suite 105
Juneau AK 99801**

2. Article Number
(Transfer from service label)

7011 1570 0002 3703 6946

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

A. Signature

[Signature]

- ☐ Agent
☐ Addressee

B. Received by (Printed Name)

Carm Zhang

C. Date of Delivery

1-26-10

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☒ Certified Mail ☐ Express Mail
☐ Registered ☒ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee)

☐ Yes

U.S. Postal Service™

CERTIFIED MAIL™ RECEIPT

(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage \$

Certified Fee

Return Receipt Fee
(Endorsement Required)

Restricted Delivery Fee
(Endorsement Required)

Total Postage & Fee

Postmark
Here

Sent To

Street, Apt. No.,
or PO Box No.

City, State, ZIP+4

**Attn: Thuy Kwong
Canton House, LLC
d/b/a Canton House
8585 Old Dairy Road, Suite 105
Juneau AK 99801**

PS Form 3800, August 2006

See Reverse for Instructions

7011 1570 0002 3703 6946

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Ordinance 2014-51(c) An Ordinance Amending the Second-hand Smoke Control Code to Regulate the Use of Marijuana.

MANAGER'S REPORT:

This ordinance would amend the Second-hand Smoke Control Code, Chapter 36.30, to provide for the regulation of marijuana smoking in the same way the smoking of tobacco products is regulated within the City and Borough.

The Lands Committee heard this ordinance at its December 29, 2014 meeting, and recommended forwarding an amended version to the full Assembly for approval. At its January 12, 2015 meeting, the Assembly referred the ordinance to the Human Resources Committee for further consideration at its February 2, 2015, meeting.

In addition to the changes made in version (b) of the ordinance (clarifying that medical marijuana is not exempted in the same manner as tobacco cessation products or products prescribed by a licensed physician), version (c) amends the definition of "enclosed public place" to be consistent with the State's statutory definition of "public place" and amends the definition of marijuana to be consistent with the definition in Alaska Statute at 17.38.900.

RECOMMENDATION:

Since this is on the February 2 Assembly agenda under Public Hearing, HRC Chairman Jones has indicated that public testimony will not be taken on this matter during the HRC meeting.

ATTACHMENTS:

Description	Upload Date	Type
☐ Ordinance 2014-51(c)	1/27/2015	Ordinance

Presented by: The Manager
Introduced:
Drafted by: A. G. Mead

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2014-51(c)

An Ordinance Amending the Second-hand Smoke Control Code to Regulate the Use of Marijuana.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Amendment of Section. CBJ 36.60.005 Definitions, is amended to read:

36.60.005 Definitions.

In this chapter:

...

Enclosed public place means an enclosed area or portion thereof to which the public or a substantial group of persons has access ~~is invited or into which the public is permitted,~~ including:

...

(16) Bars, private clubs, and any other enclosed place, where marijuana or alcoholic beverages are sold, or food is offered for sale.

...

1
2 Marijuana means all of the plant of the genus cannabis whether growing or not, the
3 seeds thereof, the resin extracted from any part of the plant, and every compound,
4 manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin,
5 including marijuana concentrate. has the same meaning as in Alaska Statute 17.38.900.

6 ...

7 Smoking means inhaling or exhaling tobacco or marijuana smoke, or burning or
8 carrying any lighted tobacco product or marijuana, or the use of any noncombustible product
9 that provides a vapor of liquid nicotine or marijuana to the user, or relies on vaporization of
10 any liquid or solid nicotine or marijuana. This term shall include such devices whether they
11 are manufactured as e-cigarettes, e-cigars, e-pipes or under any other product name, but
12 shall not include a tobacco substitute prescribed by a licensed physician, or a tobacco
13 product that has been approved by the United States Food and Drug Administration for sale
14 as a tobacco use cessation or harm reduction product or for other medical purposes, and
15 which is being marketed and sold solely for that approved purpose.
16

17
18 **Section 3. Amendment of Section.** CBJ 36.60.010 Smoking prohibited, is
19 amended to read:

20 **36.60.010 Smoking prohibited.**

21 (a) Smoking is prohibited in:

22 ...

23
24 (6) Private clubs that are licensed by the State of Alaska to sell marijuana or alcoholic
25 beverages, or that offer food for sale, regardless of the number of employees; and

...

Section 4. Amendment of Section. CBJ 36.60.030 Exceptions; areas where smoking is not prohibited, is amended to read:

36.60.030 Exceptions; areas where smoking is not prohibited.

(a) Unless otherwise prohibited by State or Federal law, Smoking is not prohibited in the following places:

...

Section 5. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2015.

Merrill Sanford, Mayor

Attest:

Laurie J. Sica, Municipal Clerk