



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Borough Assembly Regular Meeting

Monday, May 05, 2025

12:00 PM

Assembly Chambers

You are invited to a Zoom webinar!

When: May 5, 2025 12:00 PM Alaska

Topic: 5.5.2025 Regular Assembly Meeting

Join from PC, Mac, iPad, or Android:

[https://petersburgak-
gov.zoom.us/j/88107684030?pwd=aa1CbUkDUBGEfDRR3liby29p52s8Cj.1](https://petersburgak.gov.zoom.us/j/88107684030?pwd=aa1CbUkDUBGEfDRR3liby29p52s8Cj.1)

Passcode:904606

Or Telephone: (253) 205-0468 or (720) 707-2699

Webinar ID: 881 0768 4030

Passcode: 904606

1. Call To Order/Roll Call

2. Voluntary Pledge of Allegiance

3. Approval of Minutes

A. Regular Assembly Meeting Minutes April 21, 2025

4. Amendment and Approval of Meeting Agenda

5. Public Hearings

6. Bid Awards

7. Persons to be Heard Related to Agenda

Persons wishing to share their views on any item on today's agenda may do so at this time.

8. Persons to be Heard Unrelated to Agenda

Persons with views on subjects not on today's agenda may share those views at this time.

9. Boards, Commission and Committee Reports

10. Consent Agenda

11. Report of Other Officers

A. Petersburg Medical Center

PMC CEO Hofstetter has provided a written report to the Assembly on Medical Center activities.

B. US Forest Service

District Ranger Case will provide an update on Forest Service activities.

12. Mayor's Report

A. May 5, 2025 Mayor's Report

13. Manager's Report

A. May 5, 2025 Manager's Report

14. Unfinished Business

A. Ordinance #2025-03: An Ordinance Adjusting the FY 2025 Budget for Known Changes - Third and Final Reading

The FY25 budget policy document states that the Borough will designate 50% of the of the previous year's annual General Fund surplus into the Property Development Fund for the purpose of financing major capital maintenance and repairs in any year where the General Fund undesignated fund balance is within the target range of established policy levels. This ordinance, if approved, will transfer \$292,314 from the General Fund to the Property Development Fund.

This ordinance will also add to the FY25 Borough supplemental budget a revenue and expense line item for \$3,557,800 into Fund 762 - Public School Projects.

Ordinance #2025-03 was unanimously approved in its first and second readings.

B. Ordinance #2025-04: An Ordinance Amending Chapter 19, Zoning, of the Petersburg Municipal Code to Establish Overlay Zones within Municipal Zoning Regulations, and to Create a Marine Industrial Overlay Zone - Third and Final Reading

If approved in three readings, Ordinance #2025-04 will establish a new Marine Industrial Overlay Zone within the Industrial Zone of Service Area 1, applicable to certain tideland parcels as reflected in Exhibit A, attached.

Ordinance #2025-04 was unanimously approved in its first and second readings.

15. New Business

A. Ordinance #2025-05: An Ordinance of the Petersburg Borough Adopting the Budget for the Fiscal Year July 1, 2025 through June 30, 2026

The Assembly will consider the first reading of Ordinance #2025-05, which will set the Borough budget for FY 2026. A copy of the budget can be found at the Borough Website>Finance>Budget: [proposed_fy26_budget.pdf](#)

B. Resolution #2025-09: A Resolution Adopting an Updated Local Government Model General Administrative Records Retention and Disposition Schedule for the Petersburg Borough

The Borough's current records retention schedule was adopted by the Petersburg City Council in 2002. If approved, this resolution will adopt an updated Records Retention and Disposition Schedule for the Petersburg Borough which mirrors the State of Alaska's Schedule #300.1.

C. American Cruise Lines Lease Application

American Cruise Lines has submitted an application to lease Borough owned tidelands southwest of parcel 01-008-220. A copy of the lease application is attached to this agenda item in the meeting packet.

Borough Code Section 16.16.075A, *Disposal Procedures*, A tidelands lease application is first presented to the Assembly to determine whether the application shall proceed. In determining whether the application is to proceed, the Assembly shall consider the nature and extent of applicant's intended use and development of the lands, the value of an applicant's proposed use to the economy of the borough and other relevant factors known at that time.

If the application is to proceed, it will be referred to both the Planning Commission (with a required public hearing) and the Harbor Board. The lease would then go back to the Assembly for another public hearing and further consideration.

D. PVFD Association Request for a Lighted Sign

The Petersburg Volunteer Fire Department requests permission to install, at their expense, a lighted sign in front of the Fire Department. The sign will provide notice to the community about department events and will be used to recruit new volunteers.

E. Electric Fund and Wastewater Rate Study

Waterworth has conducted a rate study for the Borough's wastewater and electric funds. Aryan Chawla will present the results of the study to the Assembly

16. Communications

A. Correspondence Received Since April 17, 2025

17. Assembly Discussion Items

A. Assembly Member Comments

B. Recognitions

18. Executive Session

Upon motion of the Assembly, to discuss with members of the Borough negotiating team the status of the wage negotiations in the labor agreement between the Borough and IBEW, including the parties' proposals.

19. Ratification of the International Brotherhood of Electrical Workers Local 1547, Collective Bargaining Agreement for July 1, 2025 through June 30, 2027

If approved, the new IBEW CBA will be effective through June 30, 2027.

20. Adjourn



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Borough Assembly Regular Meeting

Monday, April 21, 2025

6:00 PM

Assembly Chambers

1. Call To Order/Roll Call

Mayor Jensen called the meeting to order at 6:00 pm.

PRESENT

Mayor Mark Jensen
Vice Mayor Donna Marsh
Assembly Member Bob Lynn
Assembly Member Scott Newman
Assembly Member Rob Schwartz
Assembly Member Jeigh Stanton Gregor

EXCUSED

Assembly Member James Valentine

2. Voluntary Pledge of Allegiance

The Pledge was recited.

3. Approval of Minutes

A. April 7, 2025 Board of Equalization Hearing and Regular Assembly Meeting Minutes

The minutes were approved as submitted.

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Newman.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

4. Amendment and Approval of Meeting Agenda

The agenda was approved as submitted.

Motion made by Assembly Member Stanton Gregor, Seconded by Assembly Member Lynn.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

5. Public Hearings

A. Public Hearing for Ordinance #2025-03: An Ordinance Adjusting the FY 2025 Budget for Known Changes

No views were shared.

B. Public Hearing for Ordinance #2025-04: An Ordinance Amending Chapter 19, Zoning, of the Petersburg Municipal Code to Establish Overlay Zones within Municipal Zoning Regulations, and to Create a Marine Industrial Overlay Zone

No views were shared.

6. Bid Awards

There were no bid awards.

7. Persons to be Heard Related to Agenda

Persons wishing to share their views on any item on today's agenda may do so at this time.

Greg Johnson, representing himself, spoke about his application to purchase properties on Augusta Street.

Sarah Holmgrain, representing herself and Nordic Real Estate, spoke about her application to lease the property at 1107 S Nordic Drive.

8. Persons to be Heard Unrelated to Agenda

Persons with views on subjects not on today's agenda may share those views at this time.

Heather O'Neil, representing herself, spoke about the assessment of her property, parcel 01-010-758. Ms. O'Neil asked that the Assembly reconsider the assessment by the appraiser and change it back to the 2023 values.

Tom Abbott, representing himself and KFSK, thanked Clerk Thompson for all of her work through the years, running elections, working at the basketball games and navigating everything with humor and grace.

9. Boards, Commission and Committee Reports

There were no reports.

10. Consent Agenda

A. Birchell Properties LLC Lease #2

The Assembly unanimously approved the renewal of Birchell Properties Lease #2 through May 15, 2030, at an annual rate of \$6,810.00.

Motion made by Assembly Member Lynn, Seconded by Assembly Member Stanton Gregor.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

11. Report of Other Officers

No reports were provided.

12. Mayor's Report

A. April 21, 2025 Mayor's Report

Mayor Jensen read his report into the record and thanked Clerk Thompson for her many years of service as the Borough Clerk.

13. Manager's Report

A. Manager's Report 4.21.2025

Manager Giesbrecht read his report into the record, a copy of which is attached and made a permanent part of these minutes.

14. Unfinished Business

A. Ordinance #2025-03: An Ordinance Adjusting the FY 2025 Budget for Known Changes - Second Reading

The Assembly unanimously approved Ordinance #2025-03 to designate 50% of the of the previous year's annual General Fund surplus into the Property Development Fund for the purpose of financing major capital maintenance and repairs. This ordinance will transfer \$292,314 from the General Fund to the Property Development Fund.

Second Reading: A motion to amend Ordinance #2025-03 to add a revenue and expense line item for \$3,557,800 into Fund 762 - Public School Projects to the FY25 Borough supplemental budget was unanimously approved.

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Lynn.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

Ordinance #2025-03 was approved as amended in its second reading by unanimous roll call vote.

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Stanton Gregor.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Lynn.

B. Ordinance #2025-04: An Ordinance Amending Chapter 19, Zoning, of the Petersburg Municipal Code to Establish Overlay Zones within Municipal Zoning Regulations, and to Create a Marine Industrial Overlay Zone - Second Reading

A motion was made to amend Ordinance #2025-04, to change the size of the caretaker quarters from 800 square feet to 400 square feet. Motion failed due to lack of a second.

Ordinance #2025-04, amending Chapter 19, Zoning, of the Petersburg Municipal Code to establish overlay zones within Municipal Zoning Regulations, and to create a Marine Industrial Overlay Zone, was unanimously approved in its second reading.

Motion made by Assembly Member Newman, Seconded by Vice Mayor Marsh.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

15. New Business

- A. Resolution #2025-08. A Resolution Approving The Real Property Improvement And Conveyance Of Borough Owned Land, Described As Lots 1, 2, 3, 4, 5 And 6, Block 304, and Lots 16, 17, 18, 19 and 20, Block 305, Airport Addition Subdivision, According To Plat 77-2 Recorded on March 1, 1977, Six (6) of Which will be Conveyed to the Tlingit Haida Regional Housing Authority (THRHA) And Five (5) Of Which Will Stay In Borough Ownership, For The Purpose of Expanding the Airport Subdivision; and Authorizing the Borough Manager to Sign Conveyance Documents**

The Assembly unanimously approved Resolution #2025-08.

Motion made by Assembly Member Lynn, Seconded by Assembly Member Schwartz.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

- B. Resolution #2025-03 (Amended) A Resolution Authorizing Temporary Lease of Borough Owned Tidelands at the Scow Bay Turnaround to Andrew Rutherford**

Resolution #2025-03 (Amended) authorizing temporary prorated lease of borough owned tidelands at the Scow Bay turnaround to Andrew Rutherford, was unanimously approved.

Motion made by Assembly Member Newman, Seconded by Vice Mayor Marsh.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

- C. Fuel Adjustment Charge Request - 2025**

The fuel adjustment charge for the billing period between May 27 and June 27, 2025, which includes the annual SEAPA maintenance shutdown period, was unanimously approved for 2025.

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Lynn.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

- D. Nordic Real Estate Lease Application**

The Assembly unanimously approved the lease application for Lot 4A, Skylark II Subdivision Plat 90-14, Parcel ID #01-010-737, be processed by direct lease to Nordic Real Estate LLC.

Motion made by Assembly Member Stanton Gregor, Seconded by Vice Mayor Marsh.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

E. Greg and Heidi Johnson Land Purchase Application

Greg and Heidi Johnson submitted an application to purchase Borough owned lots 6-10, Block 255, Northeast Subdivision and Lots 2-5 Scenic View Subdivision (unrecorded). The Johnson's request that all nine lots are offered for sale as a block and understand lots 2-5 will need to go through the subdivision process and most likely be rezoned before they are ready for public sale.

The Planning Commission held a public hearing on March 11, 2025, regarding the Johnson's application to purchase. The motion to recommend approval of sale failed due to lack of a second.

A motion to send Greg and Heidi Johnson's land purchase application back to the Planning Commission in order for the commission to provide a recommendation to the Assembly failed due to lack of a second.

By a vote of 5-1, the Assembly approved that Manager Giesbrecht negotiate a direct sale with Greg and Heidi Johnson to purchase Borough owned lots 6-10, Block 255, Northeast Subdivision and Lots 2-5 Scenic View Subdivision (unrecorded).

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Newman.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz
Voting Nay: Assembly Member Stanton Gregor

F. David Mazzella - Land Purchase Application

David Mazzella submitted an application to purchase one Borough owned lot located at 1009 Augusta St, Lot 8, Block 255, Northeast Subdivision, Parcel ID #01-002-560.

No motion was made regarding David Mazzella's land purchase application.

G. Letter of Interest for Parks and Recreation Advisory Board

Mayor Jensen appointed Chrystine Lynn to serve on the Parks and Recreation Advisory Board until October 2025.

H. Budget Work Session

The Assembly set the annual budget work session for May 1, 2025 at 5:00 pm.

16. Communications

A. Correspondence Received Since April 3, 2025

17. Assembly Discussion Items

A. Assembly Member Comments

There were no assembly member comments.

B. Recognitions

Member Stanton Gregor thanked Clerk Thompson for all of her work through the years for her integrity and professionalism and wished her well in her retirement.

18. Adjourn

The meeting was adjourned at 6:50 pm.

Motion made by Assembly Member Stanton Gregor, Seconded by Vice Mayor Marsh.
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor



PMC CEO Assembly Report May 2025

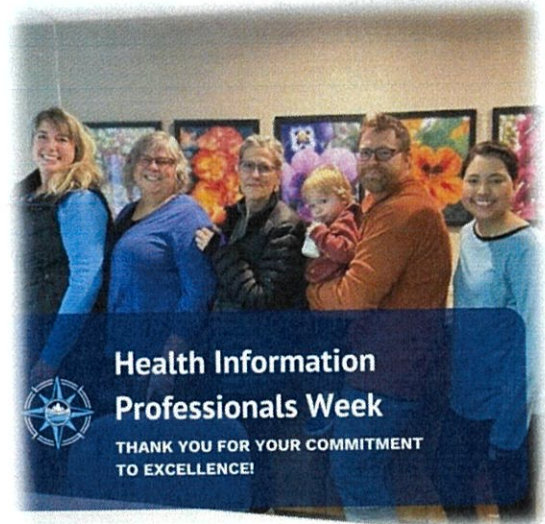
Mission Statement: Excellence in healthcare services and the promotion of wellness in our community.

Guiding Values: Dignity, Integrity, Professionalism, Teamwork, and Quality

Workforce Wellness: *Goal: To create a supportive work environment and promote the physical and mental well-being of hospital staff to improve retention and overall productivity.*

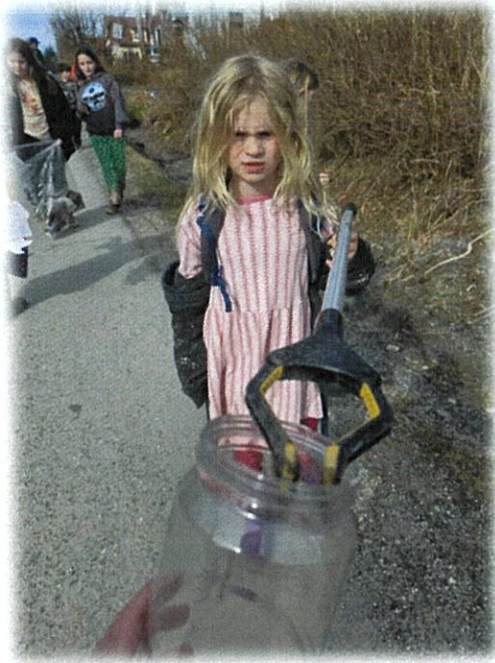
- PMC welcomes Jana Newell, Healthcare Biller, Jessielea Tagaban, Patient Liaison, and Lily Lenihan, Cook, to the team!
- April 2nd- Physician Lunch
- April 9th- Medstaff meeting
- April 17th-Office Hours with Phil
- April 18th- Environmental Care Rounds
- April 18thst- Manager Meeting
- PMC Celebrates the following professionals in March:
 - Laboratory Department during National Lab week (April 20th-26th): Special thanks to Margaret Agner, Isaias Arevalos, Levy Boiter, Veronica Carter, Nancy Higgins, Jessica Lasky, Joel Randrup, Aly Shimek, and Violet Shimek.
 - Health Information Management Professionals week (April 21st-25th): Special thanks to Sayra Arevalos, Michael Burnett, Belinda Chase, Tammy Strickland, and Kim Randrup.
 - Administrative Professionals Day (April 23rd): Special thanks to Rae Baker, Allison Canik, Malcolm Darden, Ashton Gonzales, Linda Hine, Carrie Lantiegne, Sarah Larson, Je Tagaban, Stephanie Barber, Melinda Cook, Jessica Franklin, Abbey Hardie, Megan Litster, Michelle Rumble, Katie Shay, Chris Waechter, Kaili Watkins, Jacque Grone, Rebecca Keys, Abel Flores, Erica O'Neil, Rexanne Stafford, Kelly O'Connor Demko, and Tamera McCay.





Community Engagement: *Goal: To strengthen the hospital's relationship with the local community and promote health and wellness within the community.*

- March 21st- Participated in PSG High School job fair.
- March 28th- Participated in PIA job fair.
- March 31st- Strings and Things program had LTC and kids outside enjoying the sun together.
- April 1st- National Take Down Tobacco Day, Kinderskog helped clean up litter on streets from school to downtown and back again.
- April 3rd- Guard911 initial set up started, funded by Petersburg Police Department
- April 4th- Foundation Meeting
- April 7th- Reported at Borough noon Assembly Meeting
- Ongoing through April- Bingocize and Tai Ji Quan, part of fall prevention programs.
- April 9th- PMC quarterly newsletter published and available.
- April 24th- KFSK/PMC Live
- April 24th-Hospital Board Meeting open to public
- April 25th- Kids Summer Programs information session 6pm in Dorothy Ingle Conf Room. Open to community.
- April 26th- Speech Pathology workshop offered (free) 9-10am
- April 26th- Early Childhood Fair- Free hearing screening
- Upcoming travel to Anchorage and then Washington DC



FREE

"GOOD TALKING WITH YOU"

A time for **Guardians of Birth to 4 ½ yrs old** & their **child(ren)** to meet for an informational seminar with **speech pathologist Pam Christianson** about language and development.

APRIL 26, 2025
(SATURDAY)
9:00-10:00AM
@ Good Beginnings Preschool

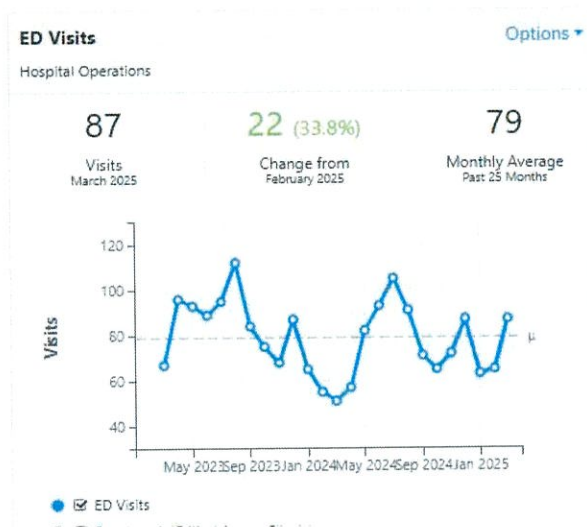
PLAYING
TALKING
FUN

Register Here
More Information
bturland@pmc-health.org

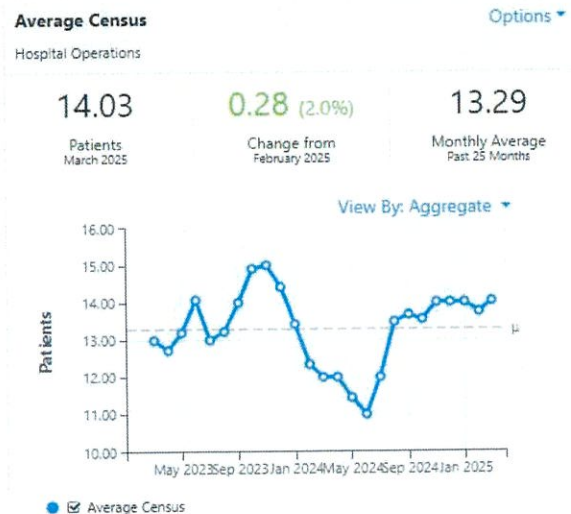


Patient Centered Care: Goal: To provide high-quality, patient-centered care, and promote wellness for patients.

- Joy Janssen Clinic Access to Primary Care: We remain fully staffed with 4 Physicians and 2 mid-level practitioners. M-F 8AM-5PM, and Saturday 8AM-12, 1PM-4:30PM
 - Same day appointments for urgent care are readily available.
 - Next available appointment with primary care provider is 6 days' wait time
 - Third available appointment with primary care is an average 8 days' wait time.
- Optometrist, Kamey Kapp, saw patients here in Petersburg in Specialty Clinic March 31-April 8 and will be returning.
- Dermatologist, Cameron French, still scheduled to see patients this year tentatively in June.
- ENT, Dr. Raster, plans to see patients in May of this year in the Specialty Clinic.
- Psychiatry services are ongoing via telehealth and accepting referrals.
- Audiologist, Phil Hofstetter, continues to see patients in Specialty Clinic.



Summary



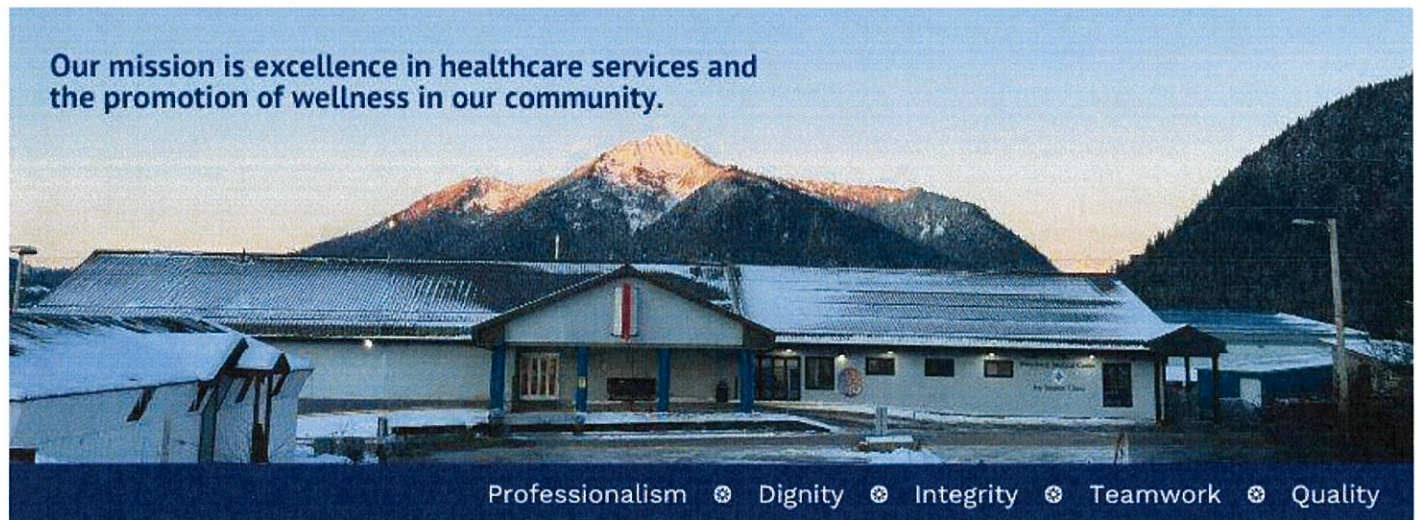
New Facility: *Goal: To expand the capacity and capabilities of the community borough-owned rural hospital through the construction of a new facility, while taking into account the needs and priorities of the local community.*

- Arcadis submitted a report with a detailed update on the new facility.
- We continue to be on track and on budget for the WERC building.
- Transition planning with the departments that will move into WERC building, as well as departments that will occupy the vacated space in our existing facility, will continue monthly until the move date this summer/fall.
- Certificate of Need for MRI has been completed, submitted, and now under review.
- Updates: Project updates are available on the PMC website under the “New Facility & Planning” tab. Photos are updated on social media every Friday afternoon.
- As the WERC building nears completion, building tours are closed as floors, paint, and fixtures are added, with an opening pending.



Financial Wellness: *Goal: To achieve financial stability and sustainability for the hospital.*
FY25 Benchmarks for Key Performance Indicators (KPIs): Gross A/R days to be less than 55, DNFB < then 5 days, and 90 Days Cash on Hand

- March showed expenses were high, however revenue generated was also high. Operationally, volumes were solid.
- 340B Program is operational and we are receiving payments.
- Accounts Receivables (AR) Update: currently below 90 days.
- Budget preparations for the next FY26 are being drafted by Finance for review by the Resource Committee.



Submitted by: Phil Hofstetter, CEO

**Mayor's Report
For
May 5, 2025 Assembly Meeting**

- 1. Little Norway Festival 2025:** Beginning on May 12th through May 18th, Petersburg will be celebrating our Norwegian heritage with many community events. Thank you to Public Works and Parks and Recreation for helping prepare for the festivities. Wishing everyone a safe and enjoyable celebration!



**Borough Manager's Report
Assembly Meeting 05 May 2025**

- ❖ First Bank has generously awarded the library a \$3,000 grant to support summer reading programs, continuing their tradition of being a valued funding partner for many years.
- ❖ The library's online Petersburg Newspaper Archive now includes full-color PDFs of the Petersburg Pilot from 2016-2023. Thanks to the Pilot for making this valuable resource freely available to all.
- ❖ The SEAPA shutdown is scheduled for June 10-19 this year. PMPL customers are encouraged to plan for conservation of energy during the June billing period. The less power being used means less diesel burning and a lower overall fuel adjustment charge in July. Staff are preparing for the shutdown. New operators are getting weekly training sessions, and our mechanic is making sure all aspects of the engines are ready to go.
- ❖ PMPL is making progress on the Scow Bay Generation project. We hope to issue a purchase order for project switch gear soon, as well as an Invitation to Bid on the transformer.
- ❖ PMPL continues to work with PIA regarding a Dept of Energy grant and we received good news that the initial \$271,824 of funding is available. The department will be proposing some projects to PIA's Tribal Council to use the funds on and moving forward as approvals from the tribe and the funding source are received.
- ❖ Crystal Lake is free of ice and its water level is on the rise. The hydro will be pushing out 2MW or more for the foreseeable future so that we don't end up spilling as the snowpack melts.
- ❖ The GIS project to convert utility mapping to a geodatabase format is moving forward. Resource Data Inc, a GIS support company, has been hired to convert existing map data to the new format and will be on the ground with Borough staff in June for two weeks to verify and collect infrastructure data so the mapping is as accurate as possible after the conversion.
- ❖ Spring maintenance is in full swing. Harbor Crew is asking that customers make sure they remove personal items from finger floats prior to departure from their stall or harbor staff will clear fingers in preparation for summer hot-berthing.
- ❖ Launch permits are available at the Harbor Office, annual renewal is June 1st. Also, Middle/North Harbor parking permits are available at the Harbor Office.
- ❖ Reminder for dog owners that frequent the Harbors:
 - 1) PLEASE keep dogs on leashes - Harbor Staff is getting numerous complaints about overly excited dogs jumping up on individuals and harassing pedestrians.
 - 2) Clean up after your dog. The Harbor provides buckets on the floats for dog owners to wash up after their animals, use them!

- ❖ As spring arrives, the Harbor Department is noticing increased wake issues. Please report incidents immediately, so the Harbor Staff can involve the PD to aid in ordinance enforcement.
- ❖ Remind permanent stall holders to update their lease agreements. The new ordinance requirement for vessels to leave the harbor for 24 hours during the calendar year is getting monitored and will be enforced starting Jan 1, 2026.
- ❖ Spring sand pickup continues. Street washing has slowed down due to problems with our wash truck. We are still using it on a limited basis, but instrumentation / control issues have cropped up that require attention. We have a technician coming to town the weekend of May 9-10 to hopefully get this fixed and get our street washing program back on track.
- ❖ With Little Norway festival coming up, we are starting our annual spruce-up downtown: cleaning garbage cans and hydrants; and painting curbs and crosswalks as weather permits. We are also going to paint the new crosswalk at Sandy Beach Park for the Raven's Roost Trail crossing.
- ❖ The online auctions for the surplus Power & Light line trucks and bucket truck have generated some interest but only one unit has gotten bids to date. The auctions close on May 5th. Any units that don't sell will likely be re-listed.
- ❖ Water staff inspected Cabin Creek Reservoir and are working to remove the annual winter accumulation of logs near the spillway.
- ❖ Water production is going up as spring progresses. We are at about 900K gallons per day presently, which is about half of what we expect to see in mid-to-late summer as fish processing reaches its peak water consumption.
- ❖ We were able to get the water heater changed out thanks to Absolute Drain. We are also working on the painting needs for the Assisted Living building.
- ❖ The PVFD Association held it's annual "Family Fun Day" event on 4/27. It was well attended. Thank you to Hammer and Wikan, Petersburg IGA, and Coastal Bear for their donations to help make this event a success, and as always thank you to the public for your support and the volunteers who helped run this event.
- ❖ Aaron H met with Airport officials and Officer Kerr reviewing the Airport Emergency plans.
- ❖ The EMS and Search and Rescue branches will be conducting a joint drill with the Harbor Security Boat on 5/21 at the South Harbor Boat launch late in the evening.
- ❖ Governor Dunleavy as proclaimed May 3rd-9th "Wildland Fire Prevention and Preparedness Week and May 18th-24th "EMS Week.
- ❖ We have had several promotions in our officer ranks. Congratulations to Math Lichenstein – EMS lieutenant, Bjorn Stolpe - SAR Captain, and Alex Rodriguez-Smith – SAR Lieutenant.

Last, but not least, we congratulate and thank Debbie Thompson for her many years of dedicated service to the former City, and for the Borough. Debbie will be greatly missed but we are happy that she will be able to relax closer to her family. Thanks for all that you've done for the Borough departments and our community. All the best to you in your retirement!

**PETERSBURG BOROUGH
ORDINANCE #2025-03**

**AN ORDINANCE OF THE PETERSBURG BOROUGH ADJUSTING
THE FY 2025 BUDGET FOR KNOWN CHANGES**

Section 1. Classification: This ordinance is not of a permanent nature and shall not be codified in the Petersburg Municipal Code.

Section 2. Purpose: The purpose of this ordinance is to adjust the FY 2025 budget for known changes.

Section 3. Substantive Provisions: In accordance with Section 11.09(a) of the Charter of the Petersburg Borough, the budget for the fiscal period beginning July 1, 2024 and ending June 30, 2025 is adjusted as follows:

Explanation: Necessary revisions in the FY 2025 budget identified after adoption of the Budget.

<u>Account Number</u>	<u>Account</u>	<u>Original Budget</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>FISCAL YEAR 2025 REVENUE / EXPENSE BUDGET ADJUSTMENTS</u>				
General Fund Surplus				
110.000.501961	Transfer Out of General Fund	\$0	(\$292,314.)	(\$292,314)
260.000.402240	Transfer into the Property Development Fund	\$0	\$292,314.	\$292,314.
In the financial and budget policy document for FY25 the property development fund policy states that the Borough will designate 50% of the previous year's annual General Fund surplus into the property development fund for the purpose of financing major capital maintenance and repairs in any year where the General Fund undesignated fund Balance is within the target range of established policy levels. After this transfer the general fund balance will continue to be over the 4-6 month target range.				
Fund 762 – Public School Projects				
762.000.402241	GO Bond Revenue – School Bonds	\$0	\$3,557,800.	\$3,557,800.
762.000.5XXXX	School Project Expenses	\$0	(\$3,557,800.)	(\$3,557,800.)
On April 8, 2025 the Borough received the GO Bond funds from the Alaska Municipal Bond Bank. These funds will be used for the purposes set out in Ordinance 2024-12 that was approved by the Borough Assembly and ratified at the public election in 2024.				

Section 4. Severability: If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person and circumstance shall not be affected.

Section 5. Effective Date: This ordinance shall become effective immediately after the date of its passage.

Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this 5th day of May, 2025.

**PETERSBURG BOROUGH
ORDINANCE #2025-03**

Mark Jensen, Mayor

ATTEST:

Rebecca Regula, Borough Clerk

Adopted:
Published:
Effective:

**PETERSBURG BOROUGH
ORDINANCE #2025-04**

**AN ORDINANCE AMENDING CHAPTER 19, ZONING, OF THE
PETERSBURG MUNICIPAL CODE TO ESTABLISH OVERLAY ZONES
WITHIN MUNICIPAL ZONING REGULATIONS, AND TO CREATE A
MARINE-INDUSTRIAL OVERLAY ZONE**

WHEREAS, overlay zones are special zoning subdistricts, which are placed over a portion of an underlying zoning district to modify the uses and standards for the area of that Zone; and

WHEREAS, the Borough Assembly believes that the adoption of provisions regarding overlay zones within Service Area No. 1 would be beneficial; and

WHEREAS, a portion of the waterfront area of Service Area No. 1 is currently located within the Industrial District (I-1), and a number of tideland parcels are located within that District, the majority of which are borough-owned and may be sold or leased in the future; and

WHEREAS, Petersburg has a long and rich history as a commercial fishing community, and the availability of tidelands for marine industrial uses is essential for the continued success of commercial fishing and for the economic well-being of our community; and

WHEREAS, the lease or sale of tidelands without ensuring that those parcels are used for marine industrial purposes may limit the availability of land for essential facilities like boatyards, processing plants, and public docks; make it difficult for marine industrial businesses to establish or expand; or lead to development that may not be compatible with marine industrial uses; and

WHEREAS, the creation of a dedicated marine industrial overlay zone can ensure tidelands properly remain available for essential commercial fishing and other marine industrial uses; and

WHEREAS, the Borough Assembly wishes to adopt zoning provisions applicable generally to the establishment of overlay zones, and further wishes to create, consistent with those provisions, a new marine industrial overlay zone within the Industrial (I) Zone of Service Area No. 1, the boundaries of which are reflected in attached Exhibit A.

THEREFORE, THE PETERSBURG BOROUGH ORDAINS, Title 19, *Zoning*, of the Petersburg Municipal Code, is hereby amended as follows:

Section 1. Classification: This ordinance is of a general and permanent nature and shall be codified in the Petersburg Municipal Code.

Section 2. Purpose: The purpose of this ordinance is to allow for Overlay Zones under Title 19, *Zoning*, of the municipal code, and to establish the standards for a Marine Industrial Overlay Zone.

Section 3. Substantive Provisions: Title 19 of the Petersburg Municipal Code is hereby amended as follows. The language proposed for addition is **underlined and bold**, and the language proposed for deletion is ~~struck through~~.

A. New Section. Chapter 19.04, *Definitions*, is hereby amended by adding a new section 19.04.582, entitled Overlay Zone, to read as follows:

19.04.582 - Overlay Zone

An Overlay Zone is a special zoning subdistrict, placed over an existing zoning district or districts, which establishes special provisions applicable to the land located in the subdistrict in addition to those established for the underlying district. The Overlay Zone may add new standards or uses, or delete or modify existing standards or uses governing the underlying district. An Overlay Zone may share common boundaries with one or more districts, may overlay only part of an underlying district, or may overlap, in part, different district boundaries.

B. New Section. Chapter 19.08, *Districts*, is hereby amended by adding a new section 19.08.015, entitled Overlay Zones, to read as follows:

19.08.015 - Overlay Zones.

An Overlay Zone may be placed over any use district established under section 19.08.010, pursuant to the provisions of Chapter 19.50 of this Title.

C. New Chapter. A new Chapter, entitled Overlay Zones, is hereby added to Title 19, to read as follows:

Chapter 19.50. Overlay Zones

19.50.010 - Purpose

19.50.020 - Applicability

19.50.030 - Identification of Overlay Zones

19.50.040 - Marine Industrial Overlay (MIO) Zone.

19.50.010 - Purpose.

This Chapter establishes the Overlay Zones permitted under this Title. An Overlay Zone may, without limitation, be used to impose supplemental restrictions on uses in the underlying district, permit uses otherwise not permitted in the underlying district, or implement a site or architectural design program in order to fulfill specific community objectives.

19.50.020 - Applicability.

A. Overlay Zones shall be established, and thereafter amended, under the provisions of Chapter 19.84 of this Title. Overlay Zones shall be shown on the borough's official zoning map.

B. The standards of an Overlay Zone apply in addition to the standards of the underlying district. In the case of a conflict between the standards of the underlying district and the Overlay Zone, the standards of the Overlay Zone shall apply.

C. An Overlay Zone may further establish Designated Specific Areas that are areas within the Zone subject to additional regulations aimed at preserving or enhancing the unique characteristics of the Zone.

D. Unless otherwise prohibited herein, a variance from the standards of an Overlay Zone may be granted by the planning commission under the procedures and conditions of Chapter 19.80 of this Title, except that a variance cannot be utilized to allow a use which is prohibited or otherwise not permitted within the Overlay Zone.

19.50.030 - Identification of Overlay Zones.

The following Overlay Zones are herein established:

A. Marine Industrial Overlay (MIO).

19.50.040 - Marine Industrial Overlay Zone.

A. Purpose. The Marine Industrial Overlay (MIO) Zone is established to protect and promote the maritime economy by restricting uses on certain land or tidelands to:

- 1. Protect the finite economic resources of marine waterfront and related land;**
- 2. Shield the maritime economy, including commercial fishing and marine industry, from incompatible uses; and**
- 3. Strengthen the maritime economy by reserving waterfront land for water-dependent marine industrial uses and marine industrial uses which directly provide goods and services to water-dependent uses. For purposes of this section, water-dependent uses are those uses and activities that can only be conducted on, in, or directly adjacent to the water body due to an inherent need for water access.**

B. MIO Zone Map. Upon adoption of this ordinance, the MIO Zone is hereby made applicable to the areas shown on Maps A and B on Exhibit A hereto, which shall be incorporated into an MIO Zone Map and made a part of the borough's official zoning map. Subsequent amendments to the boundaries of the MIO Zone shall be adopted under the provisions of Chapter 19.84 of this Code.

C. Principal uses. The following are the only permitted principal uses in the MIO Zone:

1. Harbors, marinas, moorage facilities,
2. Float plane and boat launch facilities;
3. Cargo terminals for marine commerce or industry, and marine fuel dock terminals;
4. Construction, maintenance, and repair of vessels including marine engine repair, marine electronics, and marine refrigeration;
5. Harbormaster's offices;
6. Seafood processing plants and cold storage facilities;
7. Vessel sales and supply;
8. Vessel and fishing gear storage facilities;
9. Boat rigging operations;
10. Retail businesses whose predominant business is the sales of goods and services used in manufacturing, repairing, or servicing vessels or marine industrial facilities; and
11. Marine passenger terminals.

D. Accessory uses. The following are the only permitted accessory uses in the MIO Zone:

1. A watchman or caretaker dwelling that is no larger than eight hundred (800) gross square feet in size; and
2. Uses and structures that are clearly incidental and subordinate in size and scale to the principal use, and which are located on the same lot.

E. Prohibited uses. Any use that is not a principal or accessory use set out in paragraphs C and D above. For clarity purposes, any principal, accessory, conditional or other use that would otherwise be permitted in the Industrial (I-1) zone is specifically prohibited in the MIO Zone, excepting those uses expressly set out in the preceding paragraphs.

F. Existing Uses. Legally established uses existing prior to the adoption of the MIO Zone may be allowed to continue provided that they meet the requirements of Chapter 19.68 of this Title.

G. Development Standards within the MIO Zone.

1. Lot development standards in the MIO Zone will adhere to the requirements of Sections 19.44.050-.080 of this Title.
2. Notwithstanding the provisions of Chapter 19.64, off-street parking within the MIO Zone shall equal 40% of the spaces required under Section 19.64.010.

H. Designated Specific Areas within the MIO Zone.

1. Scow Bay Turnaround – In the Scow Bay Turnaround designated area, as shown on the MIO Zone map, the only uses permitted are the principal uses set out in paragraph C above. All other uses are prohibited, including any accessory uses.

Section 4. Severability: If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected.

Section 5. Effective Date: This Ordinance shall become effective immediately upon final passage.

PASSED AND APPROVED by the Petersburg Borough Assembly, Petersburg, Alaska this ____ day of _____, 2025.

Mark Jensen, Mayor

ATTEST:

Rebecca Regula, Borough Clerk

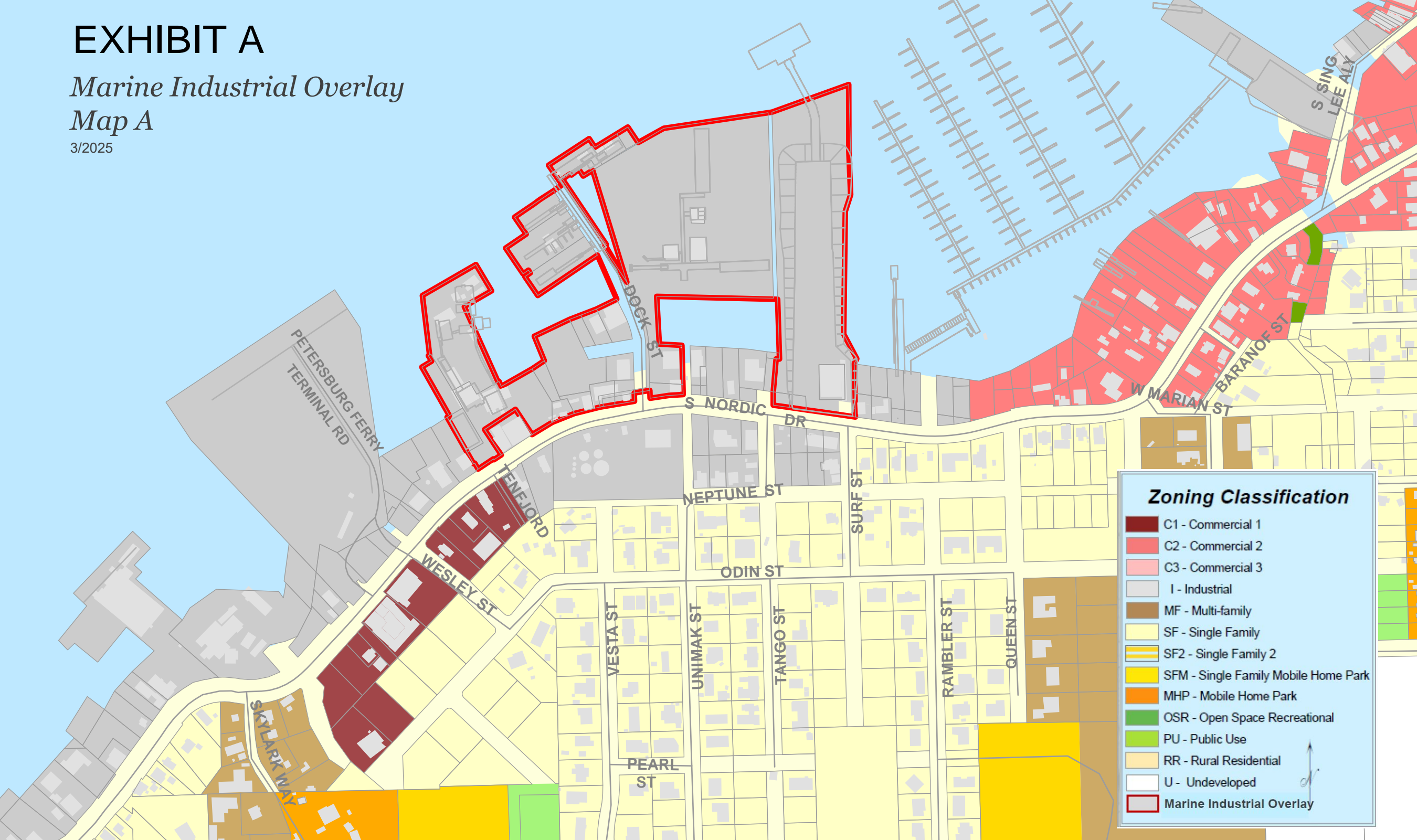
Adopted:
Noticed:
Effective:

EXHIBIT A

Marine Industrial Overlay

Map A

3/2025



Marine Industrial Overlay Map B

4/2024

Zoning Classification

- C1 - Commercial 1
- C2 - Commercial 2
- C3 - Commercial 3
- I - Industrial
- MF - Multi-family
- SF - Single Family
- SF2 - Single Family 2
- SFM - Single Family Mobile Home Park
- MHP - Mobile Home Park
- OSR - Open Space Recreational
- PU - Public Use
- RR - Rural Residential
- U - Undeveloped
- Marine Industrial Overlay



Designated Specific Area

HUNGERFORD HILL RD

REID DRIVE

WOODROW WILSON DR

OLSEN AVE

MITKOF HWY

SCOW BAY LOOP

	MAP A		
1			
PARCEL-ID	LEGAL DESCRIPTION	OWNER	
01-008-100	T-36B, Piston and Rudder Tidelands Lease Plat, Plat #2012-12	Petersburg Borough	
01-008-200	US Coast Guard Float Lease, Plat #89-4	Petersburg Borough	
01-008-220	SE Alaska Oil Corp Lease Parcel A, Plat #87-28	Petersburg Borough	
01-008-221	Petro Marine Lease Parcel F, recorded as document #2005-000581	Petersburg Borough	
01-008-222	Petro Marine Lease Parcel E, recorded as document #2005-000581	Petersburg Borough	
01-008-230	SE Alaska Oil Corp Fuel Line Easement Parcel D, Plat #87-28	Petersburg Borough	
01-008-240	US Coast Guard Uplands Lease, Plat #89-17	Petersburg Borough	
01-008-241	US Coast Guard Uplands Lease II, Plat #95-18	Petersburg Borough	
01-008-242	Parcel B, McFadden Tidelands Lease Plat, Plat #95-7	Island Refrigeration	
01-008-250	Parcel A, McFadden Tidelands Lease Plat, Plat #95-7	Petersburg Borough	
01-008-260	Parcel A, USFS Tidelands Lease, Plat #84-24	Petersburg Borough	
01-010-010	T-30B, Petersburg Marine Railway, Plat #86-8	Petersburg Borough	
01-010-030	T-36C, Piston and Rudder Tidelands Lease Plat, Plat #2012-12	Petersburg Borough	
01-010-035	Petersburg Port Facility Consolidation Plat, Plat#2000-6	Island Refrigeration	
01-010-037	Wikan Enterprises, Inc Tidelands Lease Plat, Plat #92-23	Wikan Enterprises	
01-010-039	Tidelands Lease, Plat #85-21	Petersburg Borough	
01-010-040	Stikine Services Tidelands Lease Plat, Plat #2000-5	Petersburg Borough	
01-010-041	Alaska Commercial Electronics Lease Lot in the Petersburg Port Facility, Plat #94-8	Petersburg Borough	
01-010-045	Ptn U.S.S. 283	Petersburg Borough	
01-010-050	SE Alaska Oil Corp Lease Parcel B, Plat #87-28	Petersburg Borough	
01-010-051	SE Alaska Oil Corp Lease Parcel B, Plat #87-28	Petersburg Borough	
01-010-070	Lot Portion of Lot 4, Buschmann Addition	Petersburg Borough	
01-010-071	Lot Portion of Lot 3, Buschmann Addition	Petersburg Borough	
01-010-072	T-45A, Plat #64-176 and Minor Lot Consolidation recorded as document 2006-000326	Petersburg Borough	
01-010-080	Cold Storage Lease Parcel within T-45A, Plat #64-176	Petersburg Borough	
2			
	Dock Street Rights-of-Way/Easements	Petersburg Borough	

3			
01-008-300	Parcel E-1, Unsubdivided Portion of ATS 9, Recorded at Book 0045, Page 398	Petersburg Borough	
Inclusive of all parcels within, including			
01-550-101	Lease Lot 4, Lloyd Roundtree Seaplane Base	Petersburg Borough	
01-550-102	Lease Lot 1, Lloyd Roundtree Seaplane Base	Petersburg Borough	
01-550-103	Lease Lot 3, Lloyd Roundtree Seaplane Base	Petersburg Borough	
MAP B (Designated Specific Area)			
PARCEL ID	LEGAL DESCRIPTION		
01-056-130	Lot 2, Turnaround Subdivision, Plat #2003-13	Petersburg Borough	
01-056-140	Tract B, ATS 1695, Plat # 2013-13	Petersburg Borough	
Inclusive of all parcels within, including			
01-056-134	Lease Parcel RC within Tract B, ATS 1695, and Lot 2, Turnaround Subdivision	Petersburg Borough	
01-056-135	Lease Parcel 2M within Lot 2, Turnaround Subdivision	Petersburg Borough	
01-056-136	John Murgas Ramp Lease Parcel within Tract B of ATS 1695	Petersburg Borough	
01-056-137	Parcel 2R, Unsubdivided Portion of Lot 2, Turnaround Subdivision, Plat 2003-13	Petersburg Borough	
01-056-138	Lease Lot 2TM, 13 Marine Lease Plat, Turnaround Subdivision, Plat 2003-13	Petersburg Borough	

Planning Commission Report & Findings of Fact

Meeting Dates: December 10, 2024, and January 15, 2025

APPLICANT/AGENT:

Petersburg Borough

OWNER(S), IF DIFFERENT:

I. APPLICANT REQUEST: Applicant requests development of a Marine Industrial Overlay for industrial property currently (or recently) owned by the borough in the Port Dock and Scow Bay areas.

II. APPLICABLE CODES:

19.84 AMENDMENTS

III. FINDINGS:

- a. On August 23, 2023, the Borough Assembly agreed to the sale of borough-owned tidelands located at 103a Dock St to Wikan Enterprises. The sale was the first-time leased tideland parcels on Dock St were sold out of public ownership.
- b. On February 15, 2024, the Borough Assembly held a work session with the Harbor Board to discuss harbor tideland leases, the effect of private ownership on tidelands, and future uses of these properties. The work session included a discussion of creating a marine industrial overlay to guide development in these specific waterfront areas.
- c. On February 21, 2024, the Harbor Advisory Board held a meeting to craft a definition of “Marine Industrial” to include the allowable uses of waterfront property in Petersburg and make recommendation to the Assembly.
- d. On April 15, 2024, the Borough Assembly approved the sale of borough-owned tidelands to Island Refrigeration. The sales agreement included the following language:
“In the event that the Borough Assembly subsequently approves a zoning ordinance adopting a Marine Industrial Overlay Zone and the parcel is located either wholly or partially within this Zone, the Buyer agrees that the uses, prohibitions, development standards, and other restrictions and conditions of that Zone will apply to the parcel; Buyer hereby waives in full, permanently and without reservation, any nonconforming status of the land, and any structure(s) or use(s), which may otherwise be applicable under Chapter 19.68 of the Petersburg Municipal Code. This waiver will be placed in the deed to notify any subsequent purchaser.”
- e. On November 16, 2024, the Harbor Advisory Board met to review the draft ordinance for a Marine Industrial Overlay. The Board recommended the Borough Assembly approve the draft ordinance. Motion passed 6-0.
- f. The stated need for the ordinance is that lease or sale of tidelands without ensuring that those parcels are used for marine industrial purposes may limit the availability of land for essential facilities like boatyards, processing plants, and public docks; make it difficult for marine industrial businesses to establish or expand; or lead to development that may not be compatible with marine industrial uses.
- g. The creation of a dedicated marine industrial overlay zone can ensure tidelands properly remain available for essential commercial fishing and other marine industrial uses.
- h. The borough’s Comprehensive Plan includes a Waterfront Master Plan (2016). The Waterfront Plan’s goal and strategies include *“Changing zoning policies to be more strategic about the use of waterfront land for water-dependent uses; focusing on commercial fishing but also including tourism*

Planning Commission Report & Findings of Fact

Meeting Dates: December 10, 2024, and January 15, 2025

and high-value residential uses.” (p.19). The proposed ordinance would dedicate the subject properties to water-dependent uses, especially commercial fishing uses, as recommended in the plan.

- i. The Marine Industrial Overlay includes borough-owned tidelands, many of which are leased, as well as three parcels that were recently sold by the borough to private parties.

IV. PUBLIC NOTICE

The borough provided public notice consistent with PMC 19.84.040. Notice was mailed by first class mail to the owner of record of the property within six hundred feet of the exterior boundary of the property that is the subject of the application.

V. APPLICATION REVIEW

- a. The application is classified as a request to amend Title 19 Zoning by creating a new section titled '19.50. Marine Industrial Overlay'.
- b. Criteria – Per 19.84.030, The Planning Commission's report to the Assembly shall include findings as to need and justification for the proposed change, including findings as to the effect which the proposed change would have on the objective of the comprehensive plan.

VI. ACTION

The Planning Commission recommends approval of the proposed ordinance to establish a marine industrial overlay as outlined in attached Exhibit A by a vote of 5-1.

EXHIBITS

- A. Applicant materials
- B. Public Hearing Mailout
- C. Vicinity Maps
- D. Public Comments - No written comments received
- E. Draft Minutes - 1/15/25 Meeting Planning Commission

PETERSBURG BOROUGH

ORDINANCE #2024-XXX

**AN ORDINANCE AMENDING CHAPTER 19, ZONING, OF THE PETERSBURG
MUNICIPAL CODE TO ESTABLISH OVERLAY ZONES WITHIN MUNICIPAL
ZONING REGULATIONS, AND TO CREATE A MARINE-INDUSTRIAL
OVERLAY ZONE**

Whereas, overlay zones are special zoning subdistricts, which are placed over a portion of an underlying zoning district to modify the uses and standards for the area of that Zone; and

Whereas, the Borough Assembly believes that the adoption of provisions regarding overlay zones within Service Area No. 1 would be beneficial; and

Whereas, a portion of the waterfront area of Service Area No. 1 is currently located within the Industrial District (I-1), and a number of tideland parcels are located within that District, the majority of which are borough-owned and may be sold or leased in the future; and

Whereas, Petersburg has a long and rich history as a commercial fishing community, and the availability of tidelands for marine industrial uses is essential for the continued success of commercial fishing and for the economic well-being of our community; and

Whereas, the lease or sale of tidelands without ensuring that those parcels are used for marine industrial purposes may limit the availability of land for essential facilities like boatyards, processing plants, and public docks; make it difficult for marine industrial businesses to establish or expand; or lead to development that may not be compatible with marine industrial uses; and

Whereas, the creation of a dedicated marine industrial overlay zone can ensure tidelands properly remain available for essential commercial fishing and other marine industrial uses; and

Whereas, the Borough Assembly wishes to adopt zoning provisions applicable generally to the establishment of overlay zones, and further wishes to create, consistent with those provisions, a new marine industrial overlay zone within the Industrial (I) Zone of Service Area No. 1, the boundaries of which are reflected in attached Exhibit A.

Therefore, the Petersburg Borough Ordains, Title 19, *Zoning*, of the Petersburg Municipal Code, is hereby amended as follows:

Section 1. Classification: This ordinance is of a general and permanent nature and shall be codified in the Petersburg Municipal Code.

Section 2. Purpose: The purpose of this ordinance is to allow for Overlay Zones under Title 19, *Zoning*, of the municipal code, and to establish the standards for a Marine Industrial Overlay Zone.

Section 3. Substantive Provisions: Title 19 of the Petersburg Municipal Code is hereby amended as follows. The language proposed for addition is **underlined and bold**, and the language proposed for deletion is ~~struck through~~.

A. **New Section.** Chapter 19.04, *Definitions*, is hereby amended by adding a new section 19.04.582, entitled **Overlay Zone**, to read as follows:

19.04.582 - Overlay Zone

An Overlay Zone is a special zoning subdistrict, placed over an existing zoning district or districts, which establishes special provisions applicable to the land located in the subdistrict in addition to those established for the underlying district. The Overlay Zone may add new standards or uses, or delete or modify existing standards or uses governing the underlying district. An Overlay Zone may share common boundaries with one or more districts, may overlay only part of an underlying district, or may overlap, in part, different district boundaries.

B. New Section. Chapter 19.08, *Districts*, is hereby amended by adding a new section 19.08.015, entitled Overlay Zones, to read as follows:

19.08.015 - Overlay Zones.

An Overlay Zone may be placed over any use district established under section 19.08.010, pursuant to the provisions of Chapter 19.50 of this Title.

C. New Chapter. A new Chapter, entitled Overlay Zones, is hereby added to Title 19, to read as follows:

Chapter 19.50. Overlay Zones

19.50.010 - Purpose

19.50.020 - Applicability

19.50.030 - Identification of Overlay Zones

19.50.040 - Marine Industrial Overlay (MIO) Zone.

19.50.010 - Purpose.

This Chapter establishes the Overlay Zones permitted under this Title. An Overlay Zone may, without limitation, be used to impose supplemental restrictions on uses in the underlying district, permit uses otherwise not permitted in the underlying district, or implement a site or architectural design program in order to fulfill specific community objectives.

19.50.020 - Applicability.

A. Overlay Zones shall be established, and thereafter amended, under the provisions of Chapter 19.84 of this Title. Overlay Zones shall be shown on the borough's official zoning map.

B. The standards of an Overlay Zone apply in addition to the standards of the underlying district. In the case of a conflict between the standards of the

underlying district and the Overlay Zone, the standards of the Overlay Zone shall apply.

C. An Overlay Zone may further establish Designated Specific Areas that are areas within the Zone subject to additional regulations aimed at preserving or enhancing the unique characteristics of the Zone.

D. Unless otherwise prohibited herein, a variance from the standards of an Overlay Zone may be granted by the planning commission under the procedures and conditions of Chapter 19.80 of this Title, except that a variance cannot be utilized to allow a use which is prohibited or otherwise not permitted within the Overlay Zone.

19.50.030 - Identification of Overlay Zones.

The following Overlay Zones are herein established:

A. Marine Industrial Overlay (MIO).

19.50.040 - Marine Industrial Overlay Zone.

A. Purpose. The Marine Industrial Overlay (MIO) Zone is established to protect and promote the maritime economy by restricting uses on certain land or tidelands to:

1. Protect the finite economic resources of marine waterfront and related land;
2. Shield the maritime economy, including commercial fishing and marine industry, from incompatible uses; and
3. Strengthen the maritime economy by reserving waterfront land for water-dependent marine industrial uses and marine industrial uses which directly provide goods and services to water-dependent uses. For purposes of this section, water-dependent uses are those uses and activities that can only be conducted on, in, or directly adjacent to the water body due to an inherent need for water access.

B. MIO Zone Map. Upon adoption of this ordinance, the MIO Zone is hereby made applicable to the areas shown on Maps A and B on Exhibit A hereto, which shall be incorporated into an MIO Zone Map and made a part of the borough's official zoning map. Subsequent amendments to the boundaries of the MIO Zone shall be adopted under the provisions of Chapter 19.84 of this Code.

C. Principal uses. The following are the only permitted principal uses in the MIO Zone:

1. Harbors, marinas, moorage facilities,
2. Float plane and boat launch facilities;
3. Cargo terminals for marine commerce or industry, and marine fuel dock terminals;

4. Construction, maintenance, and repair of vessels including marine engine repair, marine electronics, and marine refrigeration;
5. Harbormaster's offices;
6. Seafood processing plants and cold storage facilities;
7. Vessel sales and supply;
8. Vessel and fishing gear storage facilities;
9. Boat rigging operations;
10. Retail businesses whose predominant business is the sales of goods and services used in manufacturing, repairing, or servicing vessels or marine industrial facilities; and
11. Marine passenger terminals.

D. Accessory uses. The following are the only permitted accessory uses in the MIO Zone:

1. A watchman or caretaker dwelling that is no larger than eight hundred (800) gross square feet in size; and
2. Uses and structures that are clearly incidental and subordinate in size and scale to the principal use, and which are located on the same lot.

E. Prohibited uses. Any use that is not a principal or accessory use set out in paragraphs C and D above. For clarity purposes, any principal, accessory, conditional or other use that would otherwise be permitted in the Industrial (I-1) zone is specifically prohibited in the MIO Zone, excepting those uses expressly set out in the preceding paragraphs.

F. Existing Uses. Legally established uses existing prior to the adoption of the MIO Zone may be allowed to continue provided that they meet the requirements of Chapter 19.68 of this Title.

G. Development Standards within the MIO Zone.

1. Lot development standards in the MIO Zone will adhere to the requirements of Sections 19.44.050-.080 of this Title.
2. Notwithstanding the provisions of Chapter 19.64, off-street parking within the MIO Zone shall equal 40% of the spaces required under Section 19.64.010.

H. Designated Specific Areas within the MIO Zone.

1. Scow Bay Turnaround – In the Scow Bay Turnaround designated area, as shown on the MIO Zoning map, the only uses permitted are the principal uses set out in paragraph C above. All other uses are prohibited, including any accessory uses.

Section 4. Severability: If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected.

Section 5. Effective Date: This Ordinance shall become effective immediately upon final passage.

Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this ____ day of _____, 2024.

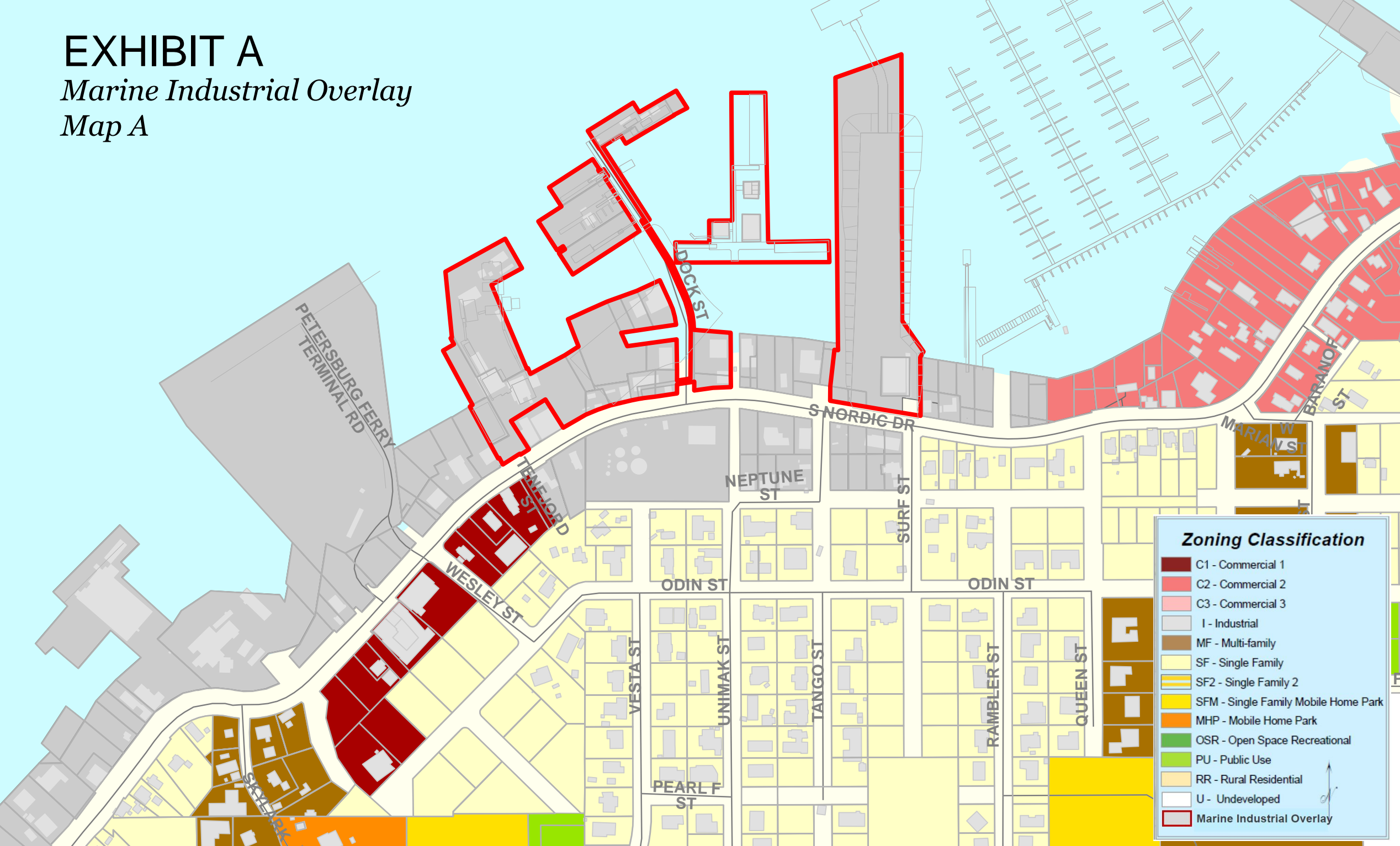
Mark Jensen, Mayor

ATTEST:

Debra K. Thompson, Clerk

Adopted:
Noticed:
Effective:

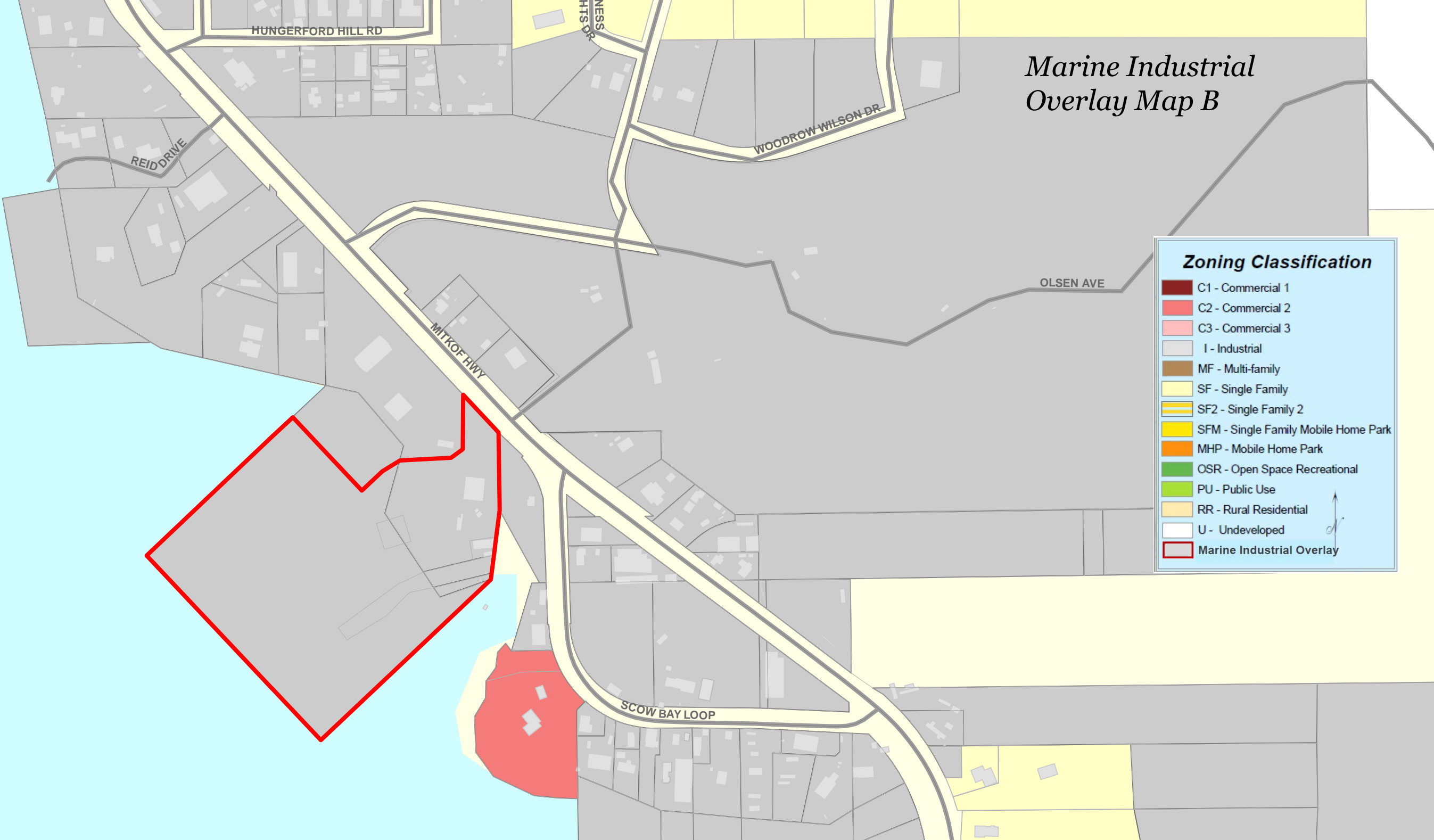
EXHIBIT A
Marine Industrial Overlay
Map A



Marine Industrial Overlay Map B

Zoning Classification

- C1 - Commercial 1
- C2 - Commercial 2
- C3 - Commercial 3
- I - Industrial
- MF - Multi-family
- SF - Single Family
- SF2 - Single Family 2
- SFM - Single Family Mobile Home Park
- MHP - Mobile Home Park
- OSR - Open Space Recreational
- PU - Public Use
- RR - Rural Residential
- U - Undeveloped
- Marine Industrial Overlay





November 18, 2024

**NORDIC HOUSE BED & BREAKFAST INC
PO BOX 469
PETERSBURG, AK 99833-0469**

NOTICE OF SCHEDULED PUBLIC HEARINGS

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:

Recommendation to the Borough Assembly to establish a Marine Industrial Overlay District at the Port Dock area and Scow Bay Turnaround area.

The public hearing and consideration of the application will be held:	Tuesday, December 10th, 2024, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409.	

Interested persons desiring to present their views on the applications, either in writing or verbally, will be given the opportunity to be heard during the above-mentioned hearing. Said hearing may be continued from time to time as necessary. If the Planning Commission is unable to meet at the date and time stated above, this application will be considered at a future meeting with no further notice provided except for the general notice provided to the public.

TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION	
By Mail:	PO Box 329, Petersburg, Alaska 99833
By Email:	acaulum@petersburgak.gov
Hand-Deliver:	Petersburg Municipal Building, 12 S. Nordic Dr.

The Petersburg Municipal Code (PMC) provides for an appeal of a Planning Commission decision to the Borough Assembly by the property owner or a governmental agency, or any property owner within 600' of the applicant property and requires that such an appeal be filed within 10 consecutive calendar days of the date the decision is made. For more information regarding appeal requirements, please see PMC Chapter 19.92.

Sincerely,

Liz Cabrera
Community & Economic Development Department

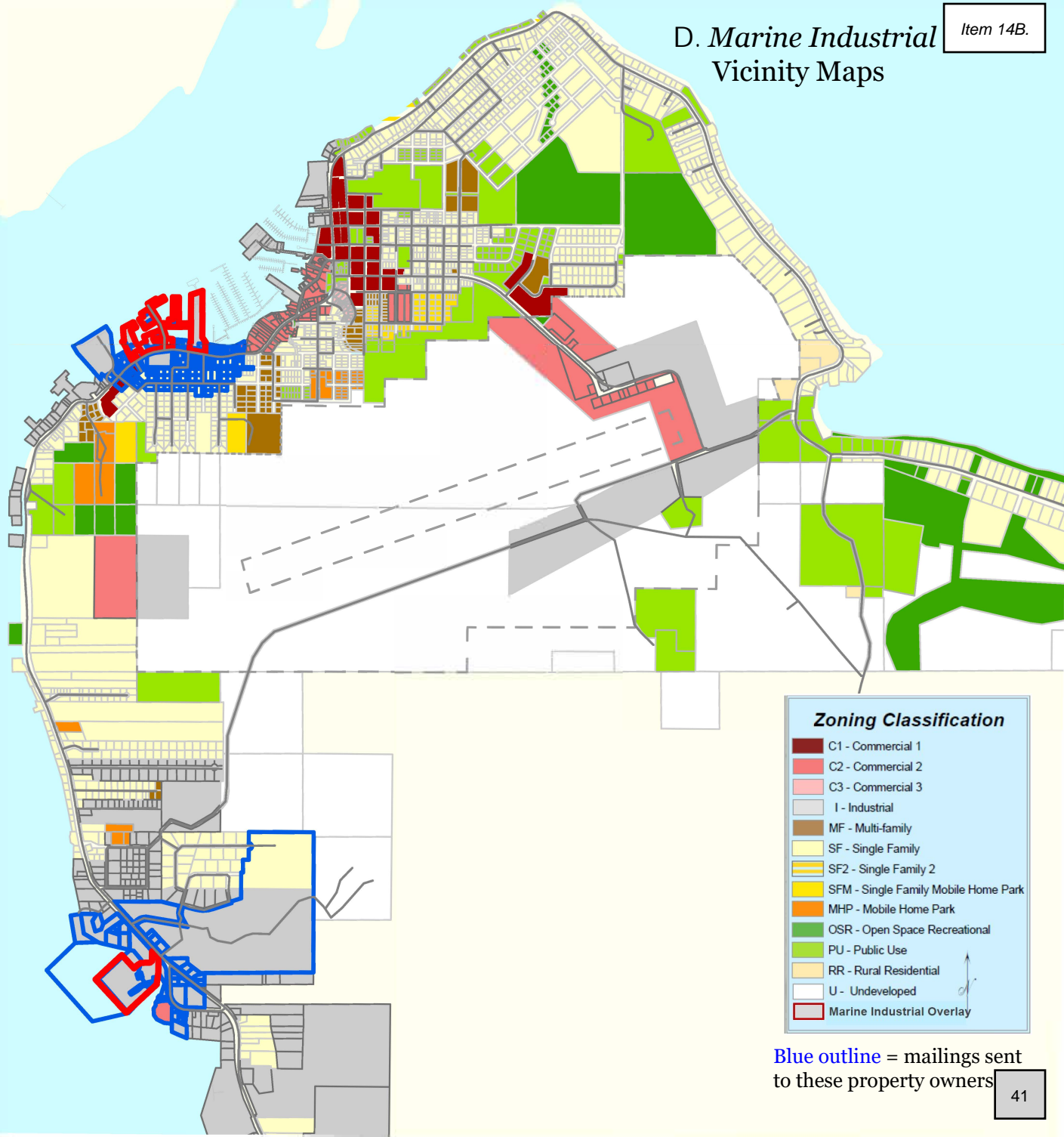
Community & Economic Development

PO Box 329, Petersburg, AK 99833 – Phone (907)772-4042 Fax (907)772-3759

www.petersburgak.gov

D. Marine Industrial Vicinity Maps

Item 14B.



Blue outline = mailings sent
to these property owners

Name1	Name2	Address1	City	State	Zip
CHRIST FRY		PO BOX 1440	PETERSBURG	AK	99833-1440
HEATHER O'NEIL		PO BOX 1083	PETERSBURG	AK	99833-1083
JIM FLOYD		PO BOX 281	PETERSBURG	AK	99833-0281
JOHN JENSEN		PO BOX 681	PETERSBURG	AK	99833-0681
PHIL MEES		PO BOX 1514	PETERSBURG	AK	99833-1514
MARIETTA DAVIS		PO BOX 673	PETERSBURG	AK	99833-0673
ALASKA COMMERCIAL ELECTRONICS LLC		PO BOX 1144	PETERSBURG	AK	99833-1144
ALASKA STATE OF		550 W 7TH AVE STE 1050A	ANCHORAGE	AK	99501-3579
ANDERSON AMY E		PO BOX 1781	PETERSBURG	AK	99833-1781
BIRCHELL PROPERTIES LLC		PO BOX 12	PETERSBURG	AK	99833-0012
BOJORQUEZ-FELIX RICARDO		PO BOX 2011	PETERSBURG	AK	99833-2011
BUSCHMANN RONN	BUSCHMANN TINA L	PO BOX 1367	PETERSBURG	AK	99833-1367
CABRAL JAIME K	CABRAL HEIDI E	PO BOX 2087	PETERSBURG	AK	99833-2087
COOK JEROD		PO BOX 1262	PETERSBURG	AK	99833-1262
CRISTINA KARNA	CRISTINA NEIL	19504 SE 324TH ST	KENT	WA	98042
CURTISS KERRI		PO BOX 1532	PETERSBURG	AK	99833-1532
DAHL JEROME E	DAHL STACEY	PO BOX 1275	PETERSBURG	AK	99833-1275
DIAMANTE GIFT SHOPPE INC		PO BOX 1029	PETERSBURG	AK	99833-1029
EDDY STUART	EDDY KATIE	PO BOX 2085	PETERSBURG	AK	99833-2085
FINNEY BRANNON P		PO BOX 1755	PETERSBURG	AK	99833-1755
FLOYD JIM EDWARD	FLOYD MAUREEN KATHLEEN	PO BOX 281	PETERSBURG	AK	99833-0281
FRENTZ STEPHEN	FRENTZ MELANIE	PO BOX 66	PETERSBURG	AK	99833-0066
GARD TIMOTHY	GARD LISA	21700 WILDFLOWER DR	NEWBERG	OR	97132
GILPIN LEE	GILPIN KATHLEEN	PO BOX 1511	PETERSBURG	AK	99833-1511
HERMOSA HOLDINGS LLC		PO BOX 1393	PETERSBURG	AK	99833-1393
HONMA ALAN I	HONMA MERLITA	PO BOX 29	PETERSBURG	AK	99833-0029
HULEBAK ALICE	HULEBAK ERIK	PO BOX 632	PETERSBURG	AK	99833-0632
ISLAND REFRIGERATION LLC		PO BOX 2185	PETERSBURG	AK	99833-2185
KANDOLL BRIAN	KANDOLL CAROL	PO BOX 1363	PETERSBURG	AK	99833-1363
KIVISTO ROBERT S		PO BOX 1781	PETERSBURG	AK	99833-1781
LITSHEIM PETER	LITSHEIM THERESA	PO BOX 856	PETERSBURG	AK	99833-0856
LYONS DRAKE		PO BOX 1855	PETERSBURG	AK	99833-1855
MADSEN KENNETH G	MADSEN STACEY R	PO BOX 918	PETERSBURG	AK	99833-0918
MAIN KEVIN		PO BOX 1704	PETERSBURG	AK	99833-1704
MARSH KIRT	MARSH DONNA	PO BOX 1421	PETERSBURG	AK	99833-1421
MARTIN BROCK F	WEBB SUZANNE M	PO BOX 1398	PETERSBURG	AK	99833-1398
MENISH SCHONBERG LIVING TRUST		PO BOX 877	PETERSBURG	AK	99833-0877
MORRILL DANIEL	MORRILL ELLEN	112 BLACK POWDER RD	FOLSOM	CA	95630
MORRISON CHRISTINA TRUSTEE	ARNOLD G FREDRICKSEN	PO BOX 284	PETERSBURG	AK	99833-0284
NEIDIFFER KIMBERLY		PO BOX 1913	PETERSBURG	AK	99833-1913
NIEMI SAMUEL H	KESO NIEMI SHANNON L	PO BOX 1286	PETERSBURG	AK	99833-1286
NILSEN PETE	NILSEN SYLVIA	PO BOX 427	PETERSBURG	AK	99833-0427
NORDIC HOUSE BED & BREAKFAST INC		PO BOX 469	PETERSBURG	AK	99833-0469
OLSEN OLIVIA J		PO BOX 221	PETERSBURG	AK	99833-0221
ONEIL DENNIS	ONEIL HEATHER	PO BOX 1083	PETERSBURG	AK	99833-1083
OWENS DAVE M	OWENS STEPHANIE L	PO BOX 1853	PETERSBURG	AK	99833-1853
PARKER SAMMY	NEWTON LEEROY	PO BOX 1364	PETERSBURG	AK	99833-1364
PERRY DONALD E	PERRY LYNNE M	PO BOX 1566	PETERSBURG	AK	99833-1566
PETERSBURG FLYING SERVICES LLC		PO BOX 1348	PETERSBURG	AK	99833-1348
PETRO 49 INC	HARBOR ENTERPRISES INC	PO BOX 389	SEWARD	AK	99664
PISTON AND RUDDER SERVICE INC		PO BOX 1308	PETERSBURG	AK	99833-1308
RENO SEAIRA	SCHONBERG FRANZ	PO BOX 1434	PETERSBURG	AK	99833-1434
RIBICH ELI	RIBICH GAIL	PO BOX 110	PETERSBURG	AK	99833-0110
ROCKY'S MARINE INC.		PO BOX 690	PETERSBURG	AK	99833-0690
ROSVOLD ERIC		PO BOX 1144	PETERSBURG	AK	99833-1144
ROUNDTREE DANE T		PO BOX 963	PETERSBURG	AK	99833-0963
RUTHERFORD ANDREW		PO BOX 190498	ANCHORAGE	AK	99519-0498
SCRIBNER MARK E	SCRIBNER KARLA	PO BOX 733	PETERSBURG	AK	99833-0733
SEVERSON JODI MARIE	SEVERSON AARON STEWART JEFFREY	PO BOX 507	PETERSBURG	AK	99833-0507
SEVERSON MARK J	SEVERSON KAREN L	PO BOX 1502	PETERSBURG	AK	99833-1502
SHORT BRIDEY L		PO BOX 933	PETERSBURG	AK	99833-0933
SMITH LYNN M		PO BOX 841	PETERSBURG	AK	99833-0841
SMOLAR STEPHEN		PO BOX 906	PETERSBURG	AK	99833-0906
STEUER NORIE	STEUER GERALD M JR	PO BOX 102	PETERSBURG	AK	99833-0102
STROMDAHL JAMES	STROMDAHL MARY	PO BOX 1326	PETERSBURG	AK	99833-1326
TAIBER ANTHONY T	TAIBER MOLLY L	PO BOX 1861	PETERSBURG	AK	99833-1861
THE MILL INC		PO BOX 790	PETERSBURG	AK	99833-0790
TUCKER EMIL K	CHRISTENSEN CARIN L	PO BOX 1785	PETERSBURG	AK	99833-1785
US COAST GUARD		PO BOX 1290	PETERSBURG	AK	99833-1290
US FOREST SERVICE		PO BOX 1328	PETERSBURG	AK	99833-1328
VOLK EDWARD J	VOLK RENEE I	PO BOX 1564	PETERSBURG	AK	99833-1564
WAGEMAKER BRANDON	WAGEMAKER MARIA	PO BOX 1926	PETERSBURG	AK	99833-1926
WEATHERS ANDREA		PO BOX 167	PETERSBURG	AK	99833-0167
WIKAN JOHN B WIKAN SHERI L	WIKAN ENTERPRISES INC	PO BOX 929	PETERSBURG	AK	99833-0929
WORHATCH ERICA		PO BOX 986	PETERSBURG	AK	99833-0986
YOUNG ELROY L & ALICE H		PO BOX 2100	PETERSBURG	AK	99833-2100
REGULA RANDY R & REBECCA A		PO BOX 1687	PETERSBURG	AK	99833-1687
ALASKA DOT & PF		PO BOX 112505	JUNEAU	AK	99811-2505



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Planning Commission Regular Meeting

Tuesday, December 10, 2024

12:00 PM

Assembly Chambers

1. Call to Order

The meeting was called to order at 12:00PM.

2. Roll Call

PRESENT

Commission Chair Chris Fry
Commission Vice-Chair Heather O'Neil
Commissioner Jim Floyd
Commissioner Phillip Meeks

ABSENT

Commissioner John Jensen
Commissioner Marietta Davis

3. Acceptance of Agenda

The agenda was accepted as presented.

Motion made by Commissioner Floyd, Seconded by Commissioner Meeks.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Meeks

4. Approval of Minutes

A. November 12, 2024, Meeting Minutes.

The November 12, 2024, meeting minutes were unanimously approved.

Motion made by Commissioner Floyd, Seconded by Commissioner Meeks.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Meeks

5. Public Comment

None.

6. Consent Calendar

None.

7. Public Hearing Items

- A. Final Plat approval for an application from John and Miriam Swanson for major subdivision and vacation of a portion of the Ramona St right-of-way at 1320 Nordic Dr. (PID: 01-002-161).

Dave Thynes spoke as the surveyor to make himself available for any questions.

Director Liz Cabrera spoke to clarify the final plat and the consolidation of the ROW with their main Lot 1A to make Lot 1AA.

Motion made by Commissioner Floyd, Seconded by Commissioner Meeks.
Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Meeks

- B. Recommendation to the Borough Assembly to rezone Lot 13B, Plat#2008-15 from Rural Residential to Single-Family Residential at 1020 Sandy Beach Rd. (PID: 01-014-700).

Motion made by Commissioner Floyd, Seconded by Commissioner Meeks.
Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Meeks

- C. Recommendation to the Borough Assembly to establish a Marine Industrial Overlay District at the Port Dock area and Scow Bay Turnaround area.

John Wikan spoke to say the zoning is fine the way it is now. Every business is marine related. If you make it strictly marine related, who is to say what is or is not marine related?

Glorianne Wollen, Harbormaster spoke in support of this district and the importance of protecting the waterfront for marine use.

Motion made by Commissioner Floyd, Seconded by Commissioner Meeks.

Commissioner Meeks asked to table this for further discussion.

Commission Chair Fry stated it would be continuing the discussion at the next meeting, not tabling.

Motion made by Commissioner Floyd to postpone and continue the conversation at the January meeting, Seconded by Commissioner Meeks.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Meeks

7. Non-Agenda Items

- A. Commissioner Comments
None.
- B. Staff Comments

Liz said the next meeting is January 14th and asked the commissioners to notify herself or Anna if they could not attend. Also, at the next meeting we will have the 2025 planning commission calendar.

C. Next Meeting is January 14, 2025, at 12:00pm.

9. Adjournment

The meeting adjourned at 12:20PM.

Motion made by Commissioner Floyd, Seconded by Commission Vice-Chair O'Neil.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Meeks



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Planning Commission Regular Meeting

Wednesday, January 15, 2025

12:00 PM

Assembly Chambers

1. Call to Order

The meeting was called to order at 12:00PM.

2. Roll Call

PRESENT

Commission Chair Chris Fry

Commission Vice-Chair Heather O'Neil

Commissioner Jim Floyd

Commissioner John Jensen

Commissioner Marietta Davis

Commissioner Phillip Meeks

3. Acceptance of Agenda

The agenda was accepted as presented.

Motion made by Commissioner Jensen, Seconded by Commission Vice-Chair O'Neil.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen, Commissioner Davis, Commissioner Meeks

4. Approval of Minutes

A. December 10, 2024, Meeting Minutes.

The December 10, 2024, meeting minutes were unanimously approved.

Motion made by Commissioner Davis, Seconded by Commissioner Jensen.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen, Commissioner Davis, Commissioner Meeks

5. Public Comments

None

6. Consent Calendar

- A. Acceptance and scheduling of an application from Carolyn Crain for a conditional use permit for a home occupation at 204 Sandy Beach Rd (PID: 01-003-507).

Accepted as public hearing item for the February 11, 2025, meeting.

Motion made by Commissioner Jensen, Seconded by Commission Vice-Chair O'Neil.
Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen, Commissioner Davis, Commissioner Meeks

7. Public Hearing Items

- A. [Continued from previous meeting] Recommendation to the Borough Assembly to establish a Marine Industrial Overlay District at the Port Dock area and Scow Bay Turnaround area.

Glorianne Wollen, Harbormaster, spoke in support of the overlay to protect certain marine waterfront lands for the purpose of a maritime economy.

Commissioner Jensen asked Harbormaster Wollen why the Planning Commission wasn't invited to the meeting regarding the planning of the overlay district.

Harbormaster Wollen responded that this process has been long and ongoing. The Assembly asked for harbor board advice.

Director Cabrera later mentioned she would try to make sure the Planning Commission is invited to meetings in the future.

Discussion between Harbormaster Wollen, Commissioners, and Director Cabrera.

Brock Snider, owner of Island Refrigeration, spoke in support of the overlay.

Motion made by Commissioner Jensen, Seconded by Commissioner Floyd.

Discussion

Commission Vice-Chair O'Neil made an amendment to the motion to vote on the Scow Bay portion separately.

The motion received no second.

Commission Vice-Chair O'Neil made an amendment to the motion to exclude the Wikan property from this proposal.

The motion received no second.

Voting on the original motion.

Voting Yea: Commission Chair Fry, Commissioner Floyd, Commissioner Jensen, Commissioner Davis, Commissioner Meeks

Voting Nay: Commission Vice-Chair O'Neil

8. Non-Agenda Items

A. Commissioner Comments

Commissioner Jensen spoke to say he believes the commission did the right thing with the last motion. He was reluctant at the start but knowing this is a public process it can be changed just as easily.

Commissioner Floyd spoke to say it's okay to not all agree, we are here to represent the community and Heather did just that.

B. Staff Comments

Director Cabrera said we have agenda items for the February meeting. Planning Commission will be invited to future meetings regarding the overlay.

C. Next Meeting is February 11, 2025, at 12:00pm.

9. Adjournment

The meeting adjourned at 12:58PM.

Motion made by Commissioner Jensen, Seconded by Commissioner Floyd.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen, Commissioner Davis, Commissioner Meeks

**PETERSBURG BOROUGH
ORDINANCE #2025-05**

**AN ORDINANCE OF THE PETERSBURG BOROUGH ADOPTING THE BUDGET FOR THE
FISCAL YEAR JULY 1, 2025 THROUGH JUNE 30, 2026**

Section 1. Classification: This ordinance is not of a permanent nature and shall not be codified in the Petersburg Municipal Code.

Section 2. Purpose: The purpose of this ordinance is to set forth budgetary requirements for the operation of the various divisions, departments and organizations of the Petersburg Borough for Fiscal Year 2026. Support to the Petersburg School District has been included in the General Fund Expenditures.

Section 3. Substantive Provisions: In accordance with Section 11.07 of the Charter of the Petersburg Borough, the budget for the fiscal period beginning July 1, 2025 and ending June 30, 2026 is hereby approved in the amounts and for the purposes as stated below. The supporting line item budget detail, as reviewed by the Assembly, is incorporated as part of this ordinance.

A. Fiscal Year 2026 Revenue and Expenditure Budget

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES BUDGET</u>
<u>GENERAL FUND</u>		
General Fund	\$ 13,537,235	\$ 13,513,068
<u>ENTERPRISE FUNDS</u>		
Electric Fund	\$ 7,881,909	\$ 8,567,878
Water Fund	\$ 1,217,405	\$ 2,035,957
Wastewater Fund	\$ 1,245,132	\$ 1,706,538
Sanitation Fund	\$ 1,636,753	\$ 1,923,816
Harbor Fund	\$ 1,660,689	\$ 4,105,225
Elderly Housing Fund	\$ 536,002	\$ 547,957
Assisted Living Fund	\$ 2,242,394	\$ 2,157,304
<u>INTERNAL SERVICE FUNDS</u>		
Motor Pool Fund	\$ 1,347,089	\$ 2,010,826
<u>DEBT SERVICE FUND</u>	\$ 682,558	\$ 842,458
<u>SPECIAL REVENUE FUNDS</u>		
Miscellaneous Grants	\$ 285,373	\$ 285,373
Economic Development Fund	\$ 100,000	\$ 700,000
Secure Rural Schools Fund	\$ 72,000	\$ 770,000
Secure Rural Roads Fund	\$ 9,000	\$ 515,000
Property Development Fund	\$ 227,000	\$ 751,594
Transient Room Tax Fund	\$ 131,000	\$ 110,000
E911 Surcharge Fund	\$ 80,000	\$ 77,000
Marine Passenger Fee	\$ 55,000	\$ 45,000
Borough Organizational Fund	\$ -	\$ 56,128
Local Assistance & Tribal Consistency Fund	\$ -	\$ -
<u>CAPITAL PROJECTS FUNDS</u>	\$ 23,757,863	\$ 27,125,136

**PETERSBURG BOROUGH
ORDINANCE #2025-05**

Section 4. Severability: If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person and circumstance shall not be affected.

Section 5. Effective Date: This ordinance shall become effective July 1, 2025.

Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this 2nd day of June, 2025.

Mark Jensen, Mayor

ATTEST:

Rebecca Regula, Borough Clerk

Adopted:
Published:
Effective:

**PETERSBURG BOROUGH
RESOLUTION #2025-09**

**A RESOLUTION ADOPTING AN UPDATED LOCAL GOVERNMENT MODEL
GENERAL ADMINISTRATIVE RECORDS RETENTION AND DISPOSITION
SCHEDULE FOR THE PETERSBURG BOROUGH**

WHEREAS, Petersburg Municipal Code Section 1.18.050A requires Borough departments dispose of records in accordance with a master retention schedule approved by the Borough Assembly; and

WHEREAS, Alaska Statute 40.21.070 requires the governing body of each political subdivision to promote the principles of efficient records management for local public records kept in accordance with state law. The statute states the governing body shall, as far as practical, follow the program established for the management of state records; and

WHEREAS, the Borough's current records retention schedule was adopted by the Petersburg City Council in August of 2002; and

WHEREAS, an updated Records Retention and Disposition Schedule, which mirrors the State of Alaska's Schedule #300.1, has been prepared for the Petersburg Borough.

THEREFORE, BE IT RESOLVED BY THE PETERSBURG BOROUGH ASSEMBLY, the updated Local Government Model General Administrative Records Retention and Disposition Schedule is hereby adopted. The Records Retention and Disposition Schedule and the provisions of Petersburg Municipal Code Chapter 1.18 shall be used in administering Borough records.

PASSED AND APPROVED by the Petersburg Borough Assembly this 5th day of May, 2025.

Mark Jensen, Mayor

ATTEST:

Rebecca Regula, Borough Clerk

PETERSBURG BOROUGH



Local Government Model General Administrative Records Retention and Disposition Schedule

Based on State of Alaska Schedule #300.1

2025

Adopted by the Petersburg Borough Assembly May 5, 2025

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**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

**ALL DEPARTMENTS
GENERAL ADMINISTRATION**

ALL-4	REPORTS Annual, Audit, Management and Operation: All Others: “All Others” includes Monthly, Statistical, Performance, Damage and Vandalism, Safety, Monitoring, etc.	Retain Permanently 3 years then destroy	
ALL-5	ADMINISTRATIVE STUDIES / SPECIAL PROJECTS Includes final reports and backup data regarding major administrative studies and special management projects.	Retain Permanently	
ALL-6	DEPARTMENT HISTORY FILES This series documents the functions and activities of the Department. Consists of promotional media including press releases, news clippings, photographs (prints and negatives), videos, audios, CDs, DVDs and other electronic, magnetic or micromedia. Also includes information officer project materials, Department head speeches, written histories, monographs, brochures, pamphlets, etc.	Retain Permanently	
ALL-7	EQUIPMENT RECORDS Delivery Order, Correspondence, Usage Reports, General Maintenance and Inventories Warranty Information, Instruction/Operating Manuals, Repair/Maintenance History, etc.	L + 4 years then destroy L + 4 years then destroy	L = Life of Equipment
ALL-8	PROPERTY CONTROL FILES Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.	5 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

**ALL DEPARTMENTS
GENERAL ADMINISTRATION**

ALL-12 (continued)	content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product.		
ALL-13	TECHNICAL REFERENCE FILES Technical studies, newsletters and publications used in the administration of agency business.	C then destroy	C = Until administrative need is met.
ALL-14	PUBLIC RECORDS LOG AND REQUESTS FOR PUBLIC INFORMATION Includes written request for public records received. Log includes date of request, name of requester and other related information. Technical studies and publications used in the administration of agency business.	1 year then destroy	
ALL-15	WEBSITE CONTENT, MANAGEMENT AND OPERATIONS RECORDS Most local government use web-based technologies to assist in fulfilling their statutory mission. Web site-related records include 1) web content records, which represent information presented on a web site, and 2) web site administrative records, which provide evidence of the management and operations of the website. Records may include: web master policies; procedures; notes; content pages, inclusive of the HTML markup; records generated when a user interacts with a site; lists of URL's referenced in the site's hyperlinks; web site design records; records addressing usage of copyrighted material; software applications used to operate the site; web snapshots; site maps depicting directory structure/hierarchy; server environment configuration specifications; web page metrics/statistics; and, other development materials utilized in the creation and maintenance of department sites.	3 years then destroy*	* = Review for permanent retention. Backup tapes are stored offsite for security. Tapes are rotated according to departmental backup procedures.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

**ALL DEPARTMENTS
GENERAL ADMINISTRATION**

ALL-16	RECORDS AND INFORMATION MANAGEMENT FILES File Plans and Records Retention Schedules, Records Disposition Certificates, Records Transfer Lists (RTL).	Retain Permanently	
ALL-17	AUTOMATIC DATA PROCESSING AND ELECTRONIC DATA PROCESSING MEDIA Office copies of magnetic cards/tapes/diskettes and other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, Computer-Output Microfiche (COM) or online data.	C then destroy	C = Retain until superseded/obsolete or administrative need is met.
ALL-18	OFFICIALS' BONDS	C + 6 years then destroy	C = Expiration of bond provided an audit has been conducted.
ALL-19	VISITOR LOGS This records series consists of records documenting employees' and visitors' entrance into an agency building during and/or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited.	3 years then destroy	Civil litigation for personal injuries statute of limitations is 2 years to file a lawsuit. Oftentimes the lawsuit is not served for another 90 days or more after filing. Visitor logs are helpful to establish potential witnesses or to corroborate the presence of witnesses.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

CLERK AND GOVERNING BODY

CLK-1	MEETING FILES The Official Minutes constitute the official accounts of the proceedings and actions of governing body, boards, commissions, committees, community councils and special work groups. Other backup may include notices of meeting, agendas, packets, meeting dockets, roll call, correspondence, complaints, reports, transcripts, legal opinions, financial studies, declarations, recommendations, amendments to council rules, ordinances and resolutions, background papers and audio/visual products. Official Minutes: Backups	Retain Permanently C then destroy	C = Until minutes have been approved
CLK-2	PUBLIC HEARING FILES Includes the following documentation related to public hearings: notices of meeting, affidavit of publication, work papers, speaker sign-up sheets, written testimony, exhibits and audio/visual materials.	10 years then destroy	
CLK-3	PETITIONS For initiatives, referenda and recall filed by private citizens or groups requesting governing body action.	6 years then destroy	AS 29.26
CLK-4	PROCLAMATIONS Issued/prepared by mayor or local governing body.	Retain Permanently	
CLK-5	CODES, ORDINANCES AND RESOLUTIONS Adopted: May include charter, amendments, code supplements, lists of all ordinances/resolutions, ordinance/resolution number and ultimate decision.	Retain Permanently	Maintain certified copy of all official ordinances in a separate ordinance file. AS 29.20.380

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

CLERK AND GOVERNING BODY

CLK-5 (continued)	Not Adopted: May include lists of all proposed ordinances/resolutions, the proposer, ordinance number and ultimate decision (e.g. changed, withdrawn, in committee indefinitely).	10 years then destroy*	* = Files with historical value should be retained permanently.
CLK-6	OATHS OF OFFICE AND APPOINTMENTS This series may consist of oaths for boards, commissions, committees, councils and elected officials; and, affirmations, acknowledgements, notices of appointments/resignations, lists of members with terms and dates of appointment, and the code or executive order establishing the local government entity.	Retain Permanently	AS 29.20.600
CLK-7	CONFLICT OF INTEREST STATEMENTS Statements for elected/appointed municipal officers and employees.	6 years then destroy	AS 29.20.010
CLK-8	INCORPORATION FILES Documents incorporation records series not found elsewhere on this schedule (petitions, public hearings, etc). May include information related to investigations, decisions, municipal logo and official municipal seal.	Retain Permanently	AS 29.05
CLK-9	ANNEXATION FILES Passed Failed Includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.	Retain Permanently 5 years then destroy	
CLK-10	REAPPORTIONMENT AND REDISTRICTING RECORDS May include municipal and school district reapportionment records; precinct boundaries;	C then destroy	C = Until superseded.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

CLERK AND GOVERNING BODY

CLK-10 (continued)	and, district, municipal and state boundary reapportionment documentation.		
CLK-11	CENSUS RECORDS This series documents population estimates including resident data (e.g. name, age, gender, marital status, residence address, number of children, annual income, occupation, etc.)	C then destroy	C = Until superseded. Retain backup data for 10 years. AS 29.60
CLK-12	CEMETERY MASTER FILE May include diagrams, maps and indices of burial plots, record of lot sales, cash/deed book, burial permits, register of internments, and minutes of cemetery association/board.	Retain Permanently	
CLK-13	ASSET INVENTORIES Fixed Non-Fixed Inventories of owned assets indicating value, location, purchasing information, etc. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.	L then destroy 3 years then destroy	L = Life of asset, or until State authorizes disposal of grant funded assets. Backup records dealing with an asset may be disposed per policy according to type (purchase order, grant, correspondence, etc.)

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

FINANCE AND AUDIT

FIN-1	GENERAL ACCOUNTING RECORDS May include work papers, spreadsheets, summaries, receipts and other data documenting Department accounting practices. Includes financial data regarding accounts payable/receivable, grant/contract administration, assessment of fines, payment of license fees, etc.	3 years then destroy*	* = Provided an audit or other annual financial statement has been certified.
FIN-2	TRAVEL ACCOUNTING This series documents travel advances, per diem and transportation fees for employees on official Department business.	3 years then destroy	
FIN-3	DEPARTMENT BUDGET FILES Work Papers This series documents development of Department operating and capital budgets prior to presentation to local governing body. Includes budget instructions, submissions, backup documentation, cost allocations, annual estimates of revenue and amendments. Final Approved Budget	3 years then destroy Retain Permanently	
FIN-4	FINANCIAL AND ACCOUNTING REPORTS Includes Annual Report prepared by the Chief Financial Officer summarizing financial condition, activity and balances; and, routine balancing/status reports output on a regular or ad hoc basis documenting agency expenditures and financial activity. Annual Other	Retain Permanently CFY + 3 years then destroy	CFY = Current Fiscal Year. See item #ALL-4 for Audit Reports

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

FINANCE AND AUDIT

FIN-5	LEDGERS AND JOURNALS General, Revenue and Expenditure Includes books of original entry. Subsidiary	Retain Permanently CFY + 3 years then destroy	CFY = Current Fiscal Year.
FIN-6	VENDOR FILES Documentation relating to payment for commodities or services, fines, fees and permits. Consists of financial transaction registers, vouchers, delivery orders, purchase orders, logs, supply requisitions, advertising orders, invoices, postage meter receipts, etc.	CFY + 3 years then destroy	CFY = Current Fiscal Year.
FIN-7	BANKING RECORDS This series consists of records of bank transactions for revenue and payments including: deposit slips, wire transfers, agent fees, transmittal receipts, savings account data, debt service payments and collected monies of a Department. Original Bank Statements	CFY + 3 years then destroy* CFY + 7 years then destroy	CFY = Current Fiscal Year. * = Provided an audit or other annual financial statement has been certified.
FIN-8	CANCELLED CHECKS AND CHECK REGISTERS	CFY + 3 years then destroy*	CFY = Current Fiscal Year. * = Provided an audit or other annual financial statement has been certified. Recommended that cancelled checks be retained with grant files.
FIN-9	CASH BOOKS AND CASH JOURNALS Ledger showing details of daily receipts and expenditures, including running balances for each fund.	CFY + 3 years then destroy*	CFY = Current Fiscal Year. * = Provided an audit or other annual financial statement has been certified.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

FINANCE AND AUDIT

FIN-10	REVENUE SHARING / SAFE COMMUNITIES FILES Municipalities are allocated money on a formula basis for public/ice roads, hospitals, health clinics, fire departments, etc. May consist of applications, correspondence, year-end audits/budgets.	3 years then destroy	
FIN-11	BOND RECORDS Includes cancelled/redeemed bonds/coupons documenting proof of issuance and payments to individual bondholders.	3 years then destroy*	* = Provided an audit or other annual financial statement has been certified.
FIN-12	BOND REGISTERS Includes bond/coupon register (numeric listing of bonds/coupons).	C + 20 years then destroy	C = Until issue called.
FIN-13	BILLS OF SALE Official documentation of sales transactions between government agency and buyer.	7 years then destroy	
FIN-14	FORECLOSURE FILES Documents foreclosures and includes delinquency reports, billings, petition of judgement, certified mailings, final judgements, and certificates of redemption.	C + 10 years then destroy	C = Until case is closed. Per AS 09.10.030 there is a 10 year statute of limitations on action to recover real property. Certain files may have archival value.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PAYROLL

PAY-1	PAYROLL WARRANT REGISTER Lists check number, employee name, net amount and financial coding.	T + 10 years then destroy	T = Termination of Employee.
PAY-2	PAYROLL JOURNAL	3 years then destroy*	* = Provided an audit or other annual financial statement has been certified.
PAY-3	PAYROLL CASE FILES These case files document employee salary and may include: payroll action forms, PERS/TRS enrollment/change forms and IRA data.	T + 10 years then destroy	T = Termination of Employee.
PAY-4	PAYROLL DEDUCTION AUTHORIZATIONS Includes reports and lists.	4 years then destroy	
PAY-5	LEAVE ACCOUNTING Timesheets – daily, weekly or monthly record of hours worked – and documentation for accrued/used leave.	3 years or 50 years then destroy*	* = Only destroy these after 3 years if you retain the associated data or leave accounting record elsewhere. If you have questions, contact the State of Alaska, Division of Retirement and Benefits for clarification.
PAY-6	EMPLOYER W-2 COPY Federal withholding tax statement.	4 years then destroy	
PAY-7	EMPLOYEE PAY RECORD CARDS Documents gross earnings, deductions and net pay for each employee.	50 years then destroy	
PAY-8	EMPLOYEE WITHHOLDING EXEMPTIONS (W-4)	4 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PAYROLL

PAY-9	GARNISHMENT AND PAYROLL DEDUCTION COURT ORDERS	50 years then destroy	
PAY-10	NOTIFICATION OF PAY STEP INCREASES	50 years then destroy	
PAY-11	PAYROLL REPORTS May include the following reports: Federal Insurance Contribution Act, unemployment insurance, summary/special detailed queries, stopped/reissued warrants, overtime and retirement.	4 years then destroy	
PAY-12	ELECTRONIC FEDERAL TAX PAYMENT (EFTPS) DOCUMENTATION This series documents tax deposits transmitted to the federal government. Includes spreadsheets and other backup.	4 years then destroy	
PAY-13	INTERNAL REVENUE SERVICE REPORTS AND RECONCILIATIONS May consist of the following IRS reports: 1099R and related reports, and 945. May include reconciliations (work papers) regarding tax liability for retirees and their beneficiaries.	C + 4 years then destroy	C = Until due date of appropriate tax return period or date tax is paid, whichever is later. 26 CFR 31.6001-1.
PAY-14	SAVINGS BOND AND 401k ACCOUNTING RECORDS	50 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PROCUREMENT, CONTRACTS, AND GRANTS

PCG-1	PROCUREMENT RECORDS This series includes documents related to purchases of goods and services and may include: bid specifications, requests for proposal, vendor solicitations, price quotations, bid abstracts, purchase orders/requisitions, contracts/leases, delivery orders, correspondence and tracking logs.	CFY + 3 years then destroy	CFY = Current Fiscal Year Refer to item PCG-2 if a formal contract is required. Refer also to item FIN-6 (Vendor Files).
PCG-2	CONTRACT ADMINISTRATION Consists of notification of award, original contract, and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence Includes contracts for leased space contract insurance and bonds.	L + 6 years then destroy	L = Life of Contract Per AS 09.10.053 Statute of Limitations is 3 years for causes of action which accrued after August 7 1997. (SLA 1997 Chapter 26, Sections 3 and 4. Silvers v Silvers, 999 P.2d 786, 790 n.4 (Alaska 2000)).
PCG-3	GRANT ADMINISTRATION FILES This series documents receipt of State or federal monies and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress and compliance) and correspondence. State Federal	6 years then destroy C then destroy	Per AS 09.10.053, Statute of Limitation is 3 years. C = Until federal audit is completed or 3 years after grant closeout, whichever is later. Refer to item FIN-1 for financial documents relating to grants.
PCG-4	GRANT APPLICATIONS (NOT AWARDED) Applications that were not approved or funded.	1 year then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

HUMAN RESOURCES ADMINISTRATION

HR-1	INDIVIDUAL PERSONNEL FILES Official employment history including applications; resume; personnel actions regarding hire, termination, and promotion; performance appraisals; results from employment tests; insurance and benefits backup; family and medical leave act documentation; letters of commendation/reprimand; training certificates/history; driving records; drug/alcohol tests.	T + 50 years then destroy	T = Termination of employment Certain information is confidential.
HR-2	SERVICE RECORD CARD/EMPLOYMENT HISTORY Work history synopsis including dates of hire/release, positions held, salary and performance data.	50 years then destroy	
HR-3	RECRUITMENT, SELECTION AND APPOINTMENT RECORDS Consists of job applications, transcripts, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence.	C + 2 years then destroy	C = Date of Hire. Certain information is confidential.
HR-4	JOB APPLICATIONS (UNSOLICITED)	1 year then destroy	Certain information is confidential.
HR-5	MASTER EXAMINATION FILES Samples of each test or examination used in the selection and rating process of prospective employees, including answer keys.	C then destroy	C = Until superseded/obsolete or administrative need is met.
HR-6	ORGANIZATION CHARTS	C then destroy	C = Until superseded/obsolete or administrative need is met.
HR-7	SALARY SCHEDULES	C then destroy	C = Until superseded/obsolete or administrative need is met.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

HUMAN RESOURCES ADMINISTRATION

HR-8	JOB DESCRIPTIONS Description of specific duties for each position.	C then destroy	C = Until superseded/obsolete or administrative need is met.
HR-9	JOB CLASS SPECIFICATIONS Minimum qualifications (knowledge, skills and abilities) required for each job classification or position. May list necessary education/certifications, examples of duties, salary, category of position and distinguishing characteristics.	C then destroy	C = Until superseded/obsolete or administrative need is met.
HR-10	CLASSIFICATION / RECLASSIFICATION ACTION CASE FILES Department action regarding specific positions/classifications.	C then destroy	C = Until superseded/obsolete or administrative need is met.
HR-11	GRIEVANCE CASE FILES Documents grievances filed by employees against Departments. Consists of grievance forms, investigative notes, reports, correspondence and related backup.	C + 5 years then destroy	C = Resolution and execution of any stipulations. Relates to "For Cause" employees rather than "At Will" employees. Certain information is confidential.
HR-12	COLLECTIVE BARGAINING NEGOTIATION FILES This records series consists of letters of understanding, tentatively approved articles, proposals and counter proposals. This series provides a historical overview of collective bargaining.	C + 10 years then destroy	C = Until collective bargaining agreement is approved. Relates to "For Cause" employees rather than "At Will" employees.
HR-13	CONTRACT INTERPRETATION AND ARBITRATION DECISIONS Includes exhibits, briefs and arbitrations relating to contract interpretation.	Retain Permanently	Relates to "For Cause" employees rather than "At Will" employees.

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RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

HUMAN RESOURCES ADMINISTRATION

HR-14	UNFAIR LABOR PRACTICES CASE FILES Consists of the complaint, correspondence, notice of hearing, hearing transcripts and exhibits, witness lists, audio and/or video tapes, and a copy of the final decision and order. Also includes cases dismissed, withdrawn or settled.	L then destroy	L = For the life of the bargaining unit contract. Review prior to destruction for cases that may have historical significance.
HR-15	TRAINING COURSE FILES Consists of nominations, schedules with course information, and course evaluations from participants, correspondence and rosters.	3 years then destroy	
HR-16	TRAINING COURSE DEVELOPMENT FILES Course materials including audio/visual products, training aides, research materials, correspondence, and other media etc. related to the development and/or presentation of training presentations.	C then destroy	C = Until superseded/obsolete or administrative need is met.
HR-17	EEO ADMINISTRATION RECORDS Includes quarterly utilization, compliance and annual reports; affirmative action plans; complaint case files; Departmental actions, and employment statistics.	10 years then destroy	Certain information is confidential as per AS 18.80.115.
HR-18	EEO COMPLAINT CASE FILES Consists of records regarding discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar positions; and, Departmental actions. Discrimination charges may be on the basis of race, color, religion, national origin, gender, etc.	C + 7 years then destroy	C = Until complaint is resolved. Retention complies with title VII of the Civil Rights Act of 1964. Certain information is confidential per AS 18.80.115.
HR-19	EMPLOYEE MEDICAL RECORDS Consists of on-the-job accident or illness/medical reports, lost time documentation, records used to monitor exposure, correspondence, etc. Includes employees exposed to blood-borne pathogens,	Official Record Copy: T + 30 years then destroy	T = Termination of employment. Confidential per AS 40.25.120. 29 CFR 1910.1001

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

HUMAN RESOURCES ADMINISTRATION

HR-19 (continued)	formaldehyde, asbestos, mercury, or other hazardous substances.	Duplicates: T + 1 year then destroy	
HR-20	HAZARD COMMUNICATION AND MATERIAL SAFETY DATA SHEETS Lists of hazardous chemicals present in the workplace and copies of material safety data sheets received with incoming shipments of chemicals and posted in the workplace.	30 years then destroy	Official Record Copy retained by receiving Department. 20 CFR 1910.1200; 1410.450
HR-21	IMMIGRATION REFORM AND CONTROL ACT (1986) I-9 FORMS Employment Eligibility Verification forms retained by the Employer. All employees, citizens and noncitizens hired after November 6, 1986 complete Section 1; Employers complete Section 2.	C + 3 or T + 1 then destroy*	C = Date of hire. T = Termination of employment. * = Retain records for the longer period.
HR-22	ALASKA HUMAN RIGHTS ACT RECORDS Records of the age, race, and sex of all applicants for employment and all employees.	2 years then destroy	AS 18.80

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

RISK MANAGEMENT

RM-1	INSURANCE POLICIES AND ENDORSEMENTS This series includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.	C + 50 years then destroy	C = Until policy expires. The Legal Department will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.
RM-2	RISK MANAGEMENT CLAIM FILES May include correspondence to/from claims adjusters, private attorneys, accident reports (property damage and personal injury) summary reports, payment orders/verification, pleadings/depositions and individual claim records.	C + 7 years then destroy	C = Until claim is settled and all legal aspects are resolved.
RM-3	WORKERS' COMPENSATION CLAIMS May include death, permanent total disability, time loss and no time loss cases. Documents include reports of injury/illness, medical reports, correspondence, legal filings, copies of Board decisions/order, compromise and release agreement, vocational rehabilitation reports/decisions, and Second Injury Fund reimbursements.	C + 40 years then destroy	C = Until case is inactive.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ELECTIONS

ELE-1	VOTING BALLOTS (COMPLETED, CHALLENGED, REJECTED, ABSENTEE AND SPECIAL NEEDS) May include applications.	C + 1 month then destroy	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.
ELE-2	CERTIFICATES OF ELECTION Copies of election certificates presented to candidates upon verification of election.	4 years then destroy	
ELE-3	CERTIFICATES OF ELECTION RETURNS (REGULAR AND SPECIAL) Consists of individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers.	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be disposed after administrative need is met.
ELE-4	ELECTION REGISTERS AND TALLY BOOKS Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.	4 years then destroy	Retain longer if election is contested per AS 15.15.470.
ELE-5	ELECTION CONTEST / RUNOFF INFORMATION Contested election and runoff data.	C + 1 year then destroy	C = Until election is certified.
ELE-6	DOJ PRECLEARANCE RECORDS This series includes request and pre-clearance for election.	Retain Permanently	DOJ = Department of Justice.
ELE-7	DECLARATIONS OF CANDIDACY Declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 years then destroy	AS 15.25.030

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RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ELECTIONS

ELE-8	FINANCIAL DISCLOSURE STATEMENTS May include APOC financial disclosure report.	6 years then destroy*	* = If subject to the Alaska Public Offices Commission (APOC).
ELE-9	AFFIDAVITS Documents voters requiring or requesting action or special accommodation during an election.	4 years then destroy	
ELE-10	RECOUNT PETITIONS Candidate requests for recount of individual machine or paper ballot tallies. Includes candidates' reason for request.	4 years then destroy	
ELE-11	CANDIDATES LISTS Lists of candidates. Data includes: name and address of candidate, order in which they will appear on the ballot, office sought and term of office.	4 years then destroy	
ELE-12	CANDIDATE WITHDRAWALS Certificates of withdrawal. Includes candidate statement concerning reason for withdrawal.	4 years then destroy	
ELE-13	ELECTION OFFICIALS' RECORDS May consist of recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests. Includes absentee voting officials' documentation.	4 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ELECTIONS

ELE-14	VOTING DISTRICT DESCRIPTIONS, MAPS AND STREET BOOKS Descriptions of election precinct boundaries and maps indicating current voting district boundaries and numbers. Street books consist of alphabetical lists of streets (and house numbers where street encompasses more than one district) providing senatorial and representative numbers.	Retain Permanently	
ELE-15	CAMPAIGN DISCLOSURE Municipalities must report to APOC when money is spent on informational campaigns.	6 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

INFORMATON TECHNOLOGY

IT-1	COMPUTER SYSTEM FILES Backup Tapes Documentation File Documentation file may include: program/system documentation, wiring records (specifications/drawings of building, cables or computer hardware connections) application software licenses/agreements, data systems and file specifications, security information (access requests/authorizations/logs, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures.	* C then destroy	* = Tapes are rotated according to established IT procedures. Backup tapes are stored offsite for security. C = Until superseded/obsolete or administrative need is met. System related data should be retained until the system is superseded/obsolete.
IT-2	IT SERVICE REQUESTS Requests for service from departments. Documents requestor, type of service requested and IT action.	3 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

LEGAL

LEG-1	MUNICIPAL ATTORNEY OPINIONS Consists of official and informal positions regarding legal issues affecting Departments or the local governing body. May include information/action memoranda regarding ordinances, resolutions and vetoes.	Retain Permanently	
LEG-2	REGULATIONS FILES Includes matters relating to local legislation in which the municipality or governing body has an interest or has been involved.	10 years then destroy*	* = Review for archival value.
LEG-3	LITIGATION CASE FILES This series documents local government action in civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.	C + 6 years then destroy	C = Until case is closed.
LEG-4	INVESTIGATION AND MATTERS FILES This series documents investigations that are not prosecuted. Includes work papers, analyses, evidence, final reports, requests for legal opinions, research notes, correspondence, photographs and other media.	C + 6 years then destroy	C = Until investigation concludes.
LEG-5	FRANCHISES Official authorization granted to a private entity to provide public utilities or services within the jurisdiction of the local government.	T + 6 years then destroy	T = Until franchise is terminated.
LEG-6	RIGHT OF WAY AND EASEMENT FILES Grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Also vacations, descriptions of easement areas, diagrams, plans, agreement, memoranda, correspondence and property disposition.	Retain Permanently	Engineering or Parks and Recreation Departments may also administer the Official Record Copy.

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RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

LEGAL

LEG-7	NOTICE TO COMPLY AND / OR VIOLATION REPORTS	3 years then destroy	
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**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-1	COMPLAINT CARDS Record of complaints to police/public safety officer. Includes data relating to reporting party, location and nature of incident, time and dispatch information and disposition.	2 years then destroy	Official Record Copy may be administered in another records series.
PS-2	POLICE REPORTS (MAJOR AND MINOR) Records complaint, report and follow-up for the following: felonies (which may include property records; arrest, court, processing, disposition and consent to search documents, witness/Miranda rights statements), motor vehicle accidents with injuries, missing person (unsolved), misdemeanors, abandoned vehicles/structures, breathalyzer use, domestic violence, accidental/unexplained death, escapes.	1 year then destroy	
PS-3	FIELD INTERROGATION CARDS Name and identifying data regarding persons questioned in the field, location, comments and disposition. May include vehicle, NCIC checks and information used for analytical purposes.	5 years then destroy	NCIC = National Crime Information Center
PS-4	INVESTIGATION CASE FILES Detectives' working papers of cases under investigation. Contains polygraph, surveillance and crime lab reports; latent finger prints; photographs and other media; and, copies from Police Reports.	Retain Permanently	
PS-5	ARREST RECORDS Cumulative information for each adult arrested including booking documentation (name, arrest booking/AST number, address, date of birth, sex, occupation, physical description, offense, complaint report and disposition of case), finger print cards, photographs (mug shots) processing reports, copies from Police Report files, investigation reports, witness statements, signed Miranda rights, evidence examination	D or 10 years then destroy*	D = Until person is deceased. * = Retain records for the longer period.

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RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-5 (continued)	requests, property record, rap sheets, court, process and disposition documents.		
PS-6	OUTSTANDING WARRANTS Lists of outstanding arrest warrants. May include name, date of birth, address, offense code, case number, warrant date, status, charging section.	C then destroy	C = Until superseded/obsolete or administrative need is met.
PS-7	USE OF FORCE INVESTIGATIONS Investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry and findings.	7 years then destroy	Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two years. Final report in Human Resources file.
PS-8	INTERNAL AFFAIRS INVESTIGATION Investigations of complaints of alleged officer misconduct. May include reports, correspondence, statements, investigation documentation, findings and disposition.	7 years then destroy	Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two years. Final report in Human Resources file.
PS-9	CONFIDENTIAL INFORMANT FILES Information recorded may include number assigned to informant, informant and case officer names, reference to origins of the contact, reports of information supplied by informant, and expenditure/payment records.	C + 7 years then destroy	C = Until informant is no longer active.
PS-10	LOGS / INDICES May include the following type of logs/indices: radio/dispatch, tape control, patrol, officer/cruiser, detective, arrest booking, mug shot, missing person, Grand Jury, NCIC inquiry, evidence, juvenile arrest, administrative (documenting time in court, educational activities, assisting another officer) overtime, weather, staffing/daily roster, daily assignment,		

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-10 (continued)	unit, property recovery, radar, weapon, animal report, accident and towed vehicle.		
	Miscellaneous	5 years then destroy	
	Dispatch Audio Tapes	30 days then destroy*	* = Reuse after retention period.
PS-11	PROPERTY RECORDS Individual record of property/evidence taken into custody. May include date, names, addresses, signatures, description, serial numbers, condition, location/bin, complaint report number, comments and disposition.	C + 3 years then destroy	C = Until property disposed of.
PS-12	STOLEN PROPERTY LISTS Received and internally produced lists and printouts of lost, stolen, found, pledged or pawned property.	C then destroy	C = Until superseded/obsolete or administrative need is met.
PS-13	CRIMINAL BACKGROUND CHECKS Criminal background checks done as a consequence of requests from employers or local government requirements. May include polygraph tests, FBI checks, interviewer notes, etc. Examples include school, day care or nursing home employees.	1 year then destroy	
PS-14	SEX OFFENDERS INFORMATION Data relative to sex offenders that may include name, address, photograph, place of employment, date of birth, crime for which convicted, date of conviction, and court of conviction.	C then destroy	C = Until superseded/obsolete or administrative need is met. Per AS 18.65.087 the Alaska Department of Public Safety maintains a central registry of sex offenders required to register under AS 12.63.010.
PS-15	JUVENILE ARREST FILES Cumulative information file on each juvenile arrested. May include processing report, cover	C + 6 years then destroy	C = Until child reaches age of majority.

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RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-15 (continued)	and face sheet, copies from complaint report files, investigation reports, property records, witness statements, signed Mirand rights, Family Court petitions, court process and disposition documents.		Records must be kept separately from adult arrest records.
PS-16	JUVENILE PROSECUTION CASE FILES Case files prepared for purposes of prosecution. Includes copies from Arrest files.	C + 6 years then destroy	C = Until child reaches age of majority.
PS-17	ABUSED / NEGLECTED CHILD NOTIFICATION Reports from the DFYS or the ACS of suspected cases of child abuse, endangerment or neglect. May include cover letter, investigative worker's observations/recommendations, and investigation summary.	3 years then destroy	DFYS = Division of Family and Youth Services. ACS = Alaska Court System.
PS-18	HOLDING FACILITY RECORDS Prisoner's Personal Property and Inspection Records relating to inspection of security, health and safety systems such as fire detection/suppression sanitation, security and first aid. Meal Records/Food Receipts and Housekeeping Records	3 years then destroy A + 1 year then destroy	 A = Until audit is completed.
PS-19	TRAFFIC RECORDS Includes summons books (regarding operation, control or maintenance of motor vehicle violations), citations and tickets (also parking), notices for court appearances, etc.	1 year then destroy	
PS-20	RADAR REPORTS May include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.	C + 2 years then destroy	C = Until equipment is disposed.

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RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-21	UNIFORM CRIME REPORT (UCR) Monthly account of offenses and stolen/recovered property values sent to the Alaska State Troopers.	5 years then destroy	
PS-22	CRIME STATISTICS Statistical compilations of crimes committed within the local jurisdiction.	Retain Permanently	
PS-23	ACCREDITATION FILES Standards, goals and objectives, status and progress reports, and other documentation relating to accreditation and review for maintaining accreditation.	C then destroy	C = Until superseded/obsolete or administrative need is met.
PS-24	ANIMAL CONTROL FILES May consist of the following: licenses, animal complaint notifications/citations, description of animal, notification to owner, certification of ownership, owner claims, release of animal data, dog bite reports and statistical reports. Also spay/neuter, euthanasia, vaccination, patrol, and abuse/cruelty information.	3 years then destroy	
PS-25	FIRE INVESTIGATION FILES Record of fire department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigations, State Fire Marshal, police, casualty, insurance), video evidence (photographs, video cassettes, CDs), memoranda, diagrams, or other documentation relating to investigation.	C + 30 years then destroy	C = Until investigation is closed.
PS-26	EMS INCIDENT REPORTS Reports of any incident that involved Emergency Medical Services.	10 years then destroy	
PS-27	FIRE INSPECTION / COMPLIANCE FILES This series documents fire safety inspection before and after building construction is	C then destroy	C = Until building is no longer in use.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-27 (continued)	completed. May include building plans used in inspection/approval process detailing fire detection specifications or other Fire Safety Code compliance requirements, certificates of inspection, violation appeals, Department response, surveys and applications for variances.		Retain building plans until Certificate of Occupancy is issued and plans are of no further administrative value.
PS-28	PERMITS / LICENSES ISSUED Applications and permits issued by local fire authority. May include open burn permits, permits relating to fireworks, storage/handling of flammable liquids or hazardous substances, model rocket engines, or the selling of fire detection equipment.	C + 3 years then destroy	C = Until permit expires.
PS-29	VARIANCES Variances issued by local governing body. Note: Variances may form part of Fire Inspection/Compliance Files.	L then destroy	L = For life of the building or until occupancy classification is legally changed.
PS-30	VIOLATION / COMPLAINT FILES Record of violations and complaints relating to the Fire Safety Code. May include name, time, address, location of violation/complaint, complaint summaries, investigation reports, disposition and Department follow-ups.	C + 3 years then destroy	C = Until resolution of complaint.
PS-31	FIRE AND RESCUE RESPONSE DISPATCH TAPES Audio tapes of incoming calls and outgoing dispatch instructions.	30 days then destroy*	* = Then re-use tapes.
PS-32	FIRE AND RESCUE RESPONSE DISPATCH CARDS AND LOGS Record of incoming calls received by the Department. Data may include type of call (phone, radio, in person) complainant name, address/phone number, name of dispatcher, time received/dispatched to scene and recalled, rescue or engine numbers responding.	3 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-33	FIRE AND RESCUE ALARM RESPONSE TAPES Machine tape recording of alarms received detailing box number, location, and date and time alarm received.	1 year then destroy	
PS-34	FIRE AND RESCUE RESPONSE ALARM RESPONSE CARDS Record detailing location and appropriate response for alarms from individual boxes. Information may include location, contact names, number of vehicle(s) to respond and standby vehicles.	C then destroy	C = Until superseded/obsolete or administrative need is met.
PS-35	FIRE AND EMS TRAINING FILES Consists of correspondence, course descriptions, training dates and exam results.	T + 6 years then destroy	T = Until termination of employee or volunteer no longer active.
PS-36	FIRE PREVENTION EDUCATION PROGRAMS Multimedia materials used in fire prevention education including brochures, films, CDs, posters, pamphlets and other program resources.	C then destroy	C = Until superseded/obsolete or administrative need is met.
PS-37	FIRE AND RESCUE RESPONSE CIRCUIT / RADIO BOX RECORDS Record of alarm response tests conducted on all circuit, radio and location alarm boxes to ensure proper alarm signals are being received. May also include maintenance records and inspection/testing records for individual alarm systems including systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists and correspondence. Test Logs Alarms Records	1 year then destroy L then destroy	 L = Life of system.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-38	EQUIPMENT INSPECTION RECORDS Records of inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, purchase date, type, cubic feet of tank and service record). Mask Service and Ladder Information	3 years then destroy C then destroy	C = Until replaced or no longer in service.
PS-39	APPARATUS ACCIDENT FILES Department record of accidents involving municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and related documentation.	3 years then destroy*	* = Retain longer if involved in litigation. Consult with legal counsel prior to disposition.
PS-40	FIRE HYDRANT IDENTIFICATION FILES Record of individual fire hydrants in service. Data may include identifying characteristics of each hydrant including location, date installed, size of lead, make, number of turns to open, size of main.	C then destroy	C = Until hydrant is no longer in service.
PS-41	OIL SPILL PREPAREDNESS FILES Includes information related to oil spill drills, incidents and inspections.	6 years then destroy	
PS-42	HAZARDOUS MATERIALS / HAZARDOUS SUBSTANCES RIGHT TO KNOW FILES Consists of detailed product/chemical identification listings supplied annually by individual employers that hold, use, or sell products considered hazardous by the USDOL, DOSH. This series may include USDOL forms or material safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports, or other mandated documentation relating to hazardous substances. Annual Updates	3 years then destroy	USDOL = United States Department of Labor. DOSH = Department of Occupational Safety and Health.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PUBLIC SAFETY

PS-42 (continued)	All Other Records	C + 7 years then destroy	C = As long as the employer does business in the municipality.
PS-43	HAZARDOUS MATERIALS INCIDENT FILES Records of hazardous material incidents. May include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.	Retain Permanently	
PS-44	CONTINGENCY AND EMERGENCY SERVICES PLANS	Retain Permanently	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PLANNING, ZONING, AND COMMUNITY DEVELOPMENT

PZCD-1	<p>PLANNING COMMISSION FILES</p> <p>This series documents official actions of the Planning Commission.</p> <p>May include correspondence, master, preliminary, and final plans, amendments, written comments from federal, state, or other municipal agencies, permits and agreements with state and federal reviewing agencies, approved master and preliminary plans, site and impact analysis.</p> <p>Approved and Waivered Proposals</p> <p>Denied and Withdrawn Proposals</p>	<p>Retain Permanently</p> <p>3 years then destroy</p>	<p>Also may include records of public hearings, final approval drawings, photographs, variances, test results, reports, affidavits and legal opinions, tax certificates, bonds, questionnaires, project descriptions, subcontractor lists, cost estimates and vote totals, legal agreements, pleadings, agendas, minutes and final order.</p>
PZCD-2	<p>PLANNING AND ZONING ENFORCEMENT CASE FILES</p> <p>Documents complaints and action taken regarding the enforcement of planning and zoning regulations.</p>	C + 6 years then destroy	C = Until resolution of the case.
PZCD-3	<p>LAND CLASSIFICATION CASE FILES</p> <p>Documents actions to classify lands within the jurisdiction of the local government. May relate to acquisitions, sales, leases, management agreements, letters of entry, timber sales, resource sales, etc.</p>	C + 10 years then destroy	<p>C = Until resolution of the case.</p> <p>If case files subject to potential litigation, retain until file no longer has legal value.</p> <p>Some files may have permanent archival value.</p>
PZCD-4	<p>LAND MANAGEMENT CASE FILES</p> <p>Documents management of lands. Files may relate to acquisitions, sales, leases, management agreements, letters of entry, timber/resource sales, etc.</p>	C + 10 years then destroy	<p>C = Until case is closed.</p> <p>If case files subject to potential litigation, retain until file no longer has legal value.</p> <p>Some files may have permanent archival value.</p>

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PLANNING, ZONING, AND COMMUNITY DEVELOPMENT

PZCD-5	CONDITIONAL AND TEMPORARY USED PERMITS	L then destroy	L = Life of permit. For business licenses, other licenses and non-business permits refer to the Licenses section.
PZCD-6	SITE SELECTION FILES Documents site selection for proposed facilities including fire service, libraries, parks, police, schools, utilities, water and sewer.	Retain Permanently	
PZCD-7	COASTAL MANAGEMENT CONSISTENCY REVIEWS State, federal and local reviews for conformance with Coastal Management reviews and plans.	C + 6 years then destroy	C = Until review is completed.
PZCD-8	FLOOD CONTROL PROGRAM FILES Includes erosion control studies, flood plain data, correspondence, maps and drawings documenting flood/erosion areas and specific problem parcels.	C then destroy	C = Until superseded/obsolete or administrative need is met.
PZCD-9	CAPITAL IMPROVEMENT REQUEST FILES This series documents capital improvements to public facilities, transportation systems and school districts. A list of projects are nominated and prioritized for funding (i.e., wish list), subject to governing body budget approval.	C + 6 years then destroy	C = Until project is completed. AS 29.35.100 Refer also to item PCG-1 (Procurement Records) and item FIN-1 (General Accounting Records).
PZCD-10	GEOGRAPHIC NAMES FILES Consists of applications and backup data relating to the naming of mountains, lakes, streams and other geographic features.	Retain Permanently	
PZCD-11	ROAD NAME CHANGES Includes information regarding road name changes and copies of affidavit of publication.	Retain Permanently	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ENGINEERING, BUILDINGS, AND PUBLIC WORKS

EBPW-1	PLANS, MAPS AND DRAWINGS Plans, drawings, maps and as-builts including, but not limited to, municipal buildings, streets, survey/plat, lot plans, tax assessment, layout/grade, sanitary sewers, zoning, easements, landfills, subdivisions, traffic control, water and fire lanes.	Retain Permanently	Logs or registers of plans, maps and drawings should also be retained permanently. Reference copies may be disposed after all administrative need is met.
EBPW-2	CONSTRUCTION PROJECT FILES Consists of specifications, contracts, plans, bids, evaluations, performance bonds and correspondence documenting solicitation, section, award/administration of contracts and professional service agreements. May include field reports, job accounting information, contract modifications, data relative to utilities and project close-out information.	C + 6 years then destroy	C = Until project is completed. Refer also to item PCG-1 (Procurement of Records) and item FIN-1 (General Accounting Records).
EBPW-3	ENGINEERING FIELD AND BENCH MARK BOOKS Engineering field measurements, sketches, and diagrams including, but not limited to, elevations, distance, bench marks, ridges, easements, drainage, ponding, and core test holes.	Retain Permanently	Reference copies may be disposed after all administrative need is met.
EBPW-4	PERMIT APPLICATION FILES Permits include : Construction, Building, Utility, Drinking Water (facilities), Railroad, Waste Water Disposal. May consist of applications, copy of permit, maps, site plans/plats, specifications, drawings, engineer/architect's certification, as-builts, inspection reports, accounting data, etc.	C + 6 years then destroy	C = Until permit expires.
EBPW-5	INSPECTION FILES (MISCELLANEOUS) Inspection reports including foundation, framing, electrical, plumbing and fire safety.	6 years then destroy	
EBPW-6	PERMITS REGISTER	Retain Permanently	Refer to item LIC-3 for non-construction permits.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ENGINEERING, BUILDINGS, AND PUBLIC WORKS

EBPW-6 (continued)	List of all permits issued by Engineering, Buildings and Public Works		
EBPW-7	RIGHT OF WAY AND EASEMENT FILES (ORIGINALS) Grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Also vacations (including section line and deeds of vacation), descriptions of easement areas, diagrams, plans, agreements, memoranda, correspondence and property disposition.	Retain Permanently	
EBPW-8	SUBDIVISIONS AND LAND DEVELOPMENT PROJECT FILES Records documenting property subdivisions. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda and other analyses. Approved Denied	Retain Permanently C then destroy	C = Until administrative need is met.
EBPW-9	REGULATORY COMPLIANCE FILES Records documenting compliance with state/federal requirements such as coastal resources management and freshwater wetlands. May include copies of applications for authorization to perform work, requests for preliminary determinations, wetlands determinations, complaints, notices of violations, plans/maps, notices of public hearings, correspondence and memoranda.	C + 3 years then destroy	C = Until project is completed.
EBPW-10	BRIDGE FILES	C then destroy	C = Until superseded/obsolete or administrative need is met.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ENGINEERING, BUILDINGS, AND PUBLIC WORKS

EBPW-10 (continued)	Cumulative history file for bridges. May include memoranda, correspondence, newspaper clippings, reports, plans/specifications, materials lists, excavation permits, bridge deficiency/inspection reports and work orders.		
EBPW-11	WORK/REPAIR REQUESTS AND COMPLAINTS Requests for work or repairs initiated by citizen complaint or internally. Data may include name and number of complainant or requestor, location and type of work to be performed, dates and times of receipt/response.	3 years then destroy	
EBPW-12	MAINTENANCE WORK ORDERS AND LOGS Record of work performed and completed related to electrical, sewer, gas, street or water systems. Data may include date, time, order number, location, description of work, authorization, names of staff performing work, itemized labor, equipment, and material information.	3 years then destroy	
EBPW-13	FACILITY MAINTENANCE FILES Includes all documents, files and data relating to operation of facility including permits, utilities correspondence, bids, reports, proposals, accounting, problems, and enabling legislation.	L or C then destroy	L = For the life of the facility. C = Until administrative need is met. Official Record Copies of certain documents may be administered by other departments.
EBPW-14	FUEL SUMMARIES AND RECEIPTS Fuel summaries record daily, weekly or monthly fuel dispensed. May include grade of fuel, pump locations, meter/stick readings, gallons delivered and total gallons consumed or oil/antifreeze disbursed. Fuel receipts (slips) record individual fuel intake. Data may include vehicle number/type;	A + 1 year then destroy	A = Until audit is completed.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ENGINEERING, BUILDINGS, AND PUBLIC WORKS

EBPW-14 (continued)	driver; meter readings; and, gallons of fuel, oil, or antifreeze received.		
EBPW-15	TRAFFIC LIGHT RECORDS This series documents maintenance and servicing of traffic lights. May include intersection/signal diagrams, specifications, schematics, and work and repair orders. Maintenance Records Reference Materials	3 years then destroy L then destroy	L = For the functional life of the signal.
EBPW-16	SNOW PLOW FILES Records relating to snow plow routes and activity. May include maps, routes, correspondence, logs, crew lists or other documentation relevant to snow removal.	C then destroy	C = Until superseded/obsolete or administrative need is met.
EBPW-17	TREE FILES Records relating to tree maintenance, planting and removals. May include correspondence, removal or planting schedules, copies of agreements, reports, proposals, pamphlets, maps, grant data, and records on pesticide use including public hearing notices and copies of applicators' licenses and certifications.	3 years then destroy	
EBPW-18	SANITATION FILES Records relating to sanitation functions, truck routes and activity. May include vehicle scale/tonnage reports, maps, routes, correspondence, newspaper clippings of public notices, manifests, logs and crew lists.	3 years then destroy*	* = If records may be subject to potential litigation, retain permanently.
EBPW-19	LANDFILL RECORDS Records relating to municipal landfill operations. May include certificates of insurance; ground water samples/analysis; EPA screening site inspection; preliminary assessments; state field test reports; methane	Retain Permanently	CERCLIS = Comprehensive Environmental Response, Compensation and Liability Act.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ENGINEERING, BUILDINGS, AND PUBLIC WORKS

EBPW-19 (continued)	gas analyses/results; engineering, operating, contingency, sedimentation and erosion control plans; hydrogeological reports; monitoring logs; CERCLIS documentation; site access agreements; and, closure/post-closure records.		EPA = Environmental Protection Agency 23 AAC 60.380 (a) (2)
EBPW-20	UNDERGROUND STORAGE TANK RECORDS Documents registration and State certification. Registration and Certification Maintenance and Repair History	6 years then destroy L + 6 years then destroy	L = Life of the tank. If records may be subject to potential litigation, retain permanently. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 and 40 CFR 280.
EBPW-21	GOELOGIC DATA Documents relating to slides, avalanches, borings/drainage, and other subsurface conditions including piling records.	Retain Permanently	
EBPW-22	SEWER AND WATER ASSESSMENT RECORDS Records relating to sewer and water connection assessments for tax purposes. May include location diagrams, inspections, measurements, photographs and abatements.	Retain Permanently*	* = If Assessor administers Official Record Copy, keep 3 years.
EBPW-23	SEWER LOCATION AND CONNECTION RECORDS Records detailing sewer connections for individual properties and/or municipal sewer system. Includes location, diagram and address. May include system specifications, requests for location of sewer connections, surveys, sketches, inspection and work reports, and dye test requests and reports.	Retain Permanently	
EBPW-24	WATER SERVICE AND VALVE LOCATION RECORDS Records detailing water service connections for individual properties and/or shared water system. Includes location, diagram, address,	C then destroy	C = Until system is no longer in existence.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ENGINEERING, BUILDINGS, AND PUBLIC WORKS

EBPW-24 (continued)	type, date connection established, lengths, make, size, curb stop, main or gate valve.		
EBPW-25	WATER SYSTEM MONITORING CHARTS AND LOGS Graphs monitoring water distribution system including flow rates, pressure and elevation. Logs document water readings at individual pumping/meter stations including date, time, reading, number of gallons per minute, reader's name and remarks.	5 years then destroy	
EBPW-26	WATER SYSTEM REPAIR AND MAINTENANCE RECORDS Record of work performed and completed on individual water meters, connections and mains. May include meter number, manufacturer, readings, job descriptions, name, telephone number, locations, size and service number.	3 years then destroy	
EBPW-27	WELL INFORMATION Includes well boring and well logs.	3 years then destroy	
EBPW-28	WATER TESTING RECORDS Record of water testing and analysis conducted on water system. Records may include, but are not limited to, laboratory certificates of analysis; microbiological, sample analysis and other result reports; water supply summary sheet; monthly water quality logs; chain of custody forms; and, lead/copper/nitrate results. Lead and copper analyses, corrosion control sampling and source water treatment records. Chemical, organic/inorganic chemical, radiological and turbidity analyses, and sanitary system survey data. Records of action taken to correct violations of primary drinking water regulations.	12 years then destroy 10 years then destroy C + 3 years then destroy	18 AAC 70 18 AAC 72 C = Until last action taken with respect to the applicable violation. 18 AAC 80

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ENGINEERING, BUILDINGS, AND PUBLIC WORKS

EBPW-29	WATER MANAGEMENT PLANS Plans mandated by Alaska Statute and regulated through the Alaska Administrative Code. Plans include, but are not limited to, Water Supply Management, Water Quality Protection and Wellhead Protection.	Retain Permanently	
EBPW-30	WATER SERVICE APPLICATIONS AND AGREEMENTS Applications and agreements for water service and supply. Data may include name, address, plat/lot numbers, district service and meter numbers. Signed agreement of terms and service may constitute contract.	C then destroy	C = Until superseded/obsolete or administrative need is met.
EBPW-31	METER READING BOOKS AND CARDS Record of water usage for customers. Includes date of reading, reading figures, water consumed, meter number, size, manufacturer, owner, address and service number.	3 years then destroy*	* = If records may be subject to potential litigation, retain permanently.
EBPW-32	RECYCLING AND HAZARDOUS WASTE RECORDS Record of materials (metals, oil, antifreeze, brake/power steering fluid, asbestos, paint, Freon, other waste) transported to the municipal recycling center/landfill. Data may include disposal authorizations/certifications, name of resident, address, date, materials delivered and vehicle registration number.	3 years then destroy*	* = If records may be subject to potential litigation, retain permanently.

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

LICENSES

LIC-1	BUSINESS LICENSES This series documents licensure and permitting of businesses located within the jurisdiction of the local governing body. May include copies of Alcoholic Beverage Control Board applications. Approved Denied, rejected or withdrawn	C + 3 years then destroy 1 year then destroy	C = Until permit expires.
LIC-2	LICENSES AND PERMITS (NON-BUSINESS) Includes public gatherings, animal, bicycle, charity collections or events, public facility use, etc. Approved Denied, rejected or withdrawn	C + 1 year then destroy 6 months then destroy	C = Until permit expires.
LIC-3	PERMITS REGISTER List of all non-construction permits issued by Licensing Department.	30 years then destroy	
LIC-4	SALES TAX REGISTRATIONS AND REPORTS	3 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ASSESSMENTS

ASMT-1	ANNUAL TAX ASSESSMENT ROLLS Real and business property annual assessment rolls. Includes property description, assessed value of property and names/addresses of owners.	Retain Permanently	AS 29.45.160
ASMT-2	NOTICES OF ASSESSMENT Real and personal property assessment notices, including those undeliverable.	6 years then destroy	
ASMT-3	CERTIFICATION FILES Consists of annual assessment roll certifications, including oil and gas lease properties, senior citizen, disabled, American veteran, and farm use, etc.	6 years then destroy	
ASMT-4	TAX APPEAL FILES Documents adjustment appeals made to the assessment review board. Includes written appeal, audio tapes and board certifications.	6 years then destroy	
ASMT-5	REAL PROPERTY PARCEL MASTER FILE This series used to certify and document the assessed value of real property. Includes following exemptions: senior citizen, disabled American Veteran, Farm Use Deferment, Religious, Charitable, Educational.	Retain Permanently	
ASMT-6	SECTION LAND FILES Includes full legal description and chain of title information for all land parcels in township, section and range. Includes nonconforming (illegal) splits.	C then destroy	C = Until superseded/obsolete or administrative need is met.
ASMT-7	PERSONAL PROPERTY FILES This series used to certify and document the assessed value of personal property. Includes certifications, declaration forms, and	6 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

ASSESSMENTS

ASMT-7 (continued)	miscellaneous information attached to property assessment.		
ASMT-8	REPORTS OF COLLECTION	6 years then destroy	
ASMT-9	BUILDING AND LAND INVENTORY RECORDS This series documents new building construction and razing/renovation of older buildings; and, tracks land, subdivision, re-subdivisions, lot line removals, etc.	6 years then destroy	
ASMT-10	MARKET SALES PROGRAM RECORDS Includes property acquisition questionnaires and market sales program information.	6 years then destroy	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

LAND MANAGEMENT

LM-1	LAND TOWNSHIP / RANGE / SECTION FILES Includes deeds, easements, cadastral surveys, entitlement documents, assembly actions and other legal documents.	Retain Permanently	
LM-2	LAND LOTTERY RECORDS Consists of financial reports, property pictures and land owner information.	Retain Permanently	
LM-3	MUNCIPAL ENTITLEMENT RECORDS History of land acquired from the State (selection, patent).	Retain Permanently	
LM-4	PROPERTY TAX FORECLOSURE RECORDS May include parcel inventory files and property acquired through tax foreclosure where repurchase rights have been extinguished.	Retain Permanently	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PARKS AND RECREATION

P&R-1	RECREATION PROGRAM RECORDS Records relating to programs and activities sponsored or developed by the Parks and Recreation Department. Included are sports programs (soccer, softball, baseball, ice skating, basketball, aerobics, races), arts, charitable events, day camps, luncheons and picnics. Documents may consist of player rosters, sponsor forms, practice notices, schedules, tournament seedings, permission slips, drop out forms, worker lists, brochures, flyers and correspondence. Program histories and photographs	3 years then destroy Retain Permanently	
P&R-2	COACH / INSTRUCTOR / LIFEGUARD RECORDS Records relating to instructor, lifeguard, or coach certification and training. May include volunteer coach registrations, criminal background checks, reference and training videos, newsletters and other certifications.	C then destroy	C = Until superseded/obsolete or administrative need is met.
P&R-3	RECREATION FACILITY RECORDS Records relating to maintenance, compliance and monitoring of municipal facilities including community recreation buildings, pools, ice skating rinks, arenas and athletic fields. This series may consist of inspection certifications, use permits, facility applications and licenses.	Retain Permanently	
P&R-4	MAPS, PLANS AND DRAWINGS This series documents topographic features, drainage, structures, proposed enhancements, etc for parks. Includes utility maps, easements and as-builts.	C then destroy	C = Until superseded/obsolete or administrative need is met. Official Record Copy may be administered by Engineering, Buildings and Public Works (item EBPW-1).

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

PARKS AND RECREATION

P&R-5	HORTICULTURE PROJECT FILES Consists of records relating to landscaping, tree and flower work, including requests, design plans and work orders.	C then destroy	C = Until superseded/obsolete or administrative need is met.
P&R-6	HARBOR MASTER FILES Includes documentation relating to harbor master activity: hours worked, number of warnings and citations issued, remarks, and comments. Also consists of mooring permits issued, inspections conducted, USCG certifications and proofs of insurance.	3 years then destroy	
P&R-7	CULTURAL RESOURCES RECORDS Documentation of the functions and activities of the cultural resource officer. Includes case files, final reports, drawings, photographs, videos, plans, maps, etc.	Retain Permanently	

**PETERSBURG BOROUGH
RECORDS RETENTION SCHEDULE (BASED ON STATE SCHEDULE #300.1)**

LIBRARIES AND MUSEUMS

L&M-1	ACCESSION RECORDS Documenting library/museum accessions and may include date purchased/amount, publisher, classification code, detailed descriptions, artifact care data, etc.	Retain Permanently	
L&M-2	DE-ACCESSION RECORDS Items transferred, returned to donor, or disposed.	Retain Permanently	
L&M-3	CIRCULATION RECORDS May include privileged patron information, circulation cards, overdue notices, etc.	C then destroy	C = Until superseded/obsolete or administrative need is met. Confidential per AS 09.25.140 (Confidentiality of Library Records).
L&M-4	SHELF LISTS, INVENTORIES AND INFORMATION Documenting repository materials.	C then destroy	C = Until superseded/obsolete or administrative need is met. Backup disaster recovery tapes are stored offsite for security. Tapes are rotated according to established Repository procedures.
L&M-5	ACCREDITATION FILES Documenting library and museum accreditation.	Retain Permanently	
L&M-6	REFERENCE REQUEST FILES This records series is used for statistical purposes and documents pertinent researcher data (name, address, research topic and materials requested).	C then destroy	C = Until administrative need is met. Confidential per AS 40.25.140 (Confidentiality of Library Records).
L&M-7	CONSERVATION REPORTS Series consists of artifact conservation records. Includes survey reports, treatment reports, treatment request reports, photos, slides and negatives.	Retain Permanently	



741 Boston Post Road, Suite 200, Guilford, CT 06437 • (203) 453-6800

April 18th, 2025

Ms. Glorianne Wollen
Harbor Master
Borough of Petersburg
223 Harbor Way
Petersburg, AK 99833

Dear Ms. Wollen:

We appreciate the collaboration over the last nine months as we work to structure a long-term partnership with the Borough. Thank you for organizing the April 15th meeting with the leadership team of the Borough.

We understand the funding concerns through the previously proposed public-private partnership. In light of this, American Cruise Lines believes the most efficient path forward is to modify our Land Disposal Application to lease the property from the borough and fund the new dock through its own efforts.

In the spirit of partnership, we would be happy to incorporate the following into a lease agreement with the Borough:

- ACL will design, permit, fund and build the new dock extension
- ACL will have a (50) fifty-year lease as stated on the Land Use Application
- ACL to pay annual standard lease fee and property tax as any other lease holder within the Borough
- In the spirit of partnership and sustainable tourism, ACL agrees to only allow small overnight passenger vessels with a passenger capacity under 250 to dock for the entire duration of the Lease. ACL will not accept reservations from other overnight passenger vessels unless referred from the Petersburg Harbor Department.
- ACL will maintain the dock, will manage the schedule, and will retain all revenue associated with other uses its schedules at the dock.
- If it chooses, the Borough may take over management and scheduling of the dock from September 30 to May 1 in each year. If the Borough chooses this, it will make no payment to ACL, but will take the full maintenance cost of the dock (except for damage caused by ACL) and will split the revenue it derives from the dock 50/50 with ACL.

We look forward to the continued partnership with the Borough of Petersburg and are happy to discuss this updated proposal at any time.

Sincerely,

Charles B. Robertson
President & CEO

Kristin Meira
Director of Government
Affairs

Eric Dussault
Director of Port Development
and Construction



Petersburg Borough, Alaska

Land Disposal Application

(\$500.00 non-refundable filing fee required)

Form must be completed in its entirety to be considered

Office Use:

Rec'd. by: DKT

Fee: \$ 500.00

Date Rec'd:

2.10.2025

Date: 4/18/2025

This is a request for land disposal via:

☒ Lease

☐ Exchange

☐ Purchase

☐ Other

(Describe)

Parcel ID #(s) of Subject Property:

Southwest of 01-008-220

Per City Planner no Parcel Number

Proposed term of lease: 50 years

(total years)

Legal Description(s) of Property:

Water - Wrangell Narrows

Current Zoning of Property:

Commercial

Is the Applicant applying to purchase under Petersburg Municipal Code Section 16.12.030 as one of the following? If yes, check approximate box below:

- ☐ State of Federal Agency
☐ Federally Recognized Tribe
☐ Nonprofit Entity
☐ Applying to Purchase for a Public Benefit Purpose per PMC 16.12.030

Applicant Name: Charles B. Robertson

Applicant Mailing Address: 741 Boston Post Road Guilford, CT 06437

Applicant Contact Info: 203-453-6800

(telephone and email)

cbrobertson@americancruiselines.com

1. Size of Area requested (identify the minimum area necessary in square feet): 22,000 sq ft.
2. Attach a map showing the location of the parcel(s) requested. Map must show surrounding area with the land requested clearly marked with bolded borders or highlighted color.

If applicant is applying to purchase property under PMC 16.12.030 for a public benefit purpose, the application must include, at a minimum, the following:

- a) a conceptual plan;
- b) a financial plan; and
- c) a development timeline

3. Narrative on use of property: Explain proposed use of land and when use is expected to begin and end. Include any planned new construction or renovation, including time-frame when construction or renovation will be completed and type of materials to be used. Provide the estimated dollar value of proposed improvements. Explain the value of the proposal to the economy of the borough and any other information you feel should be considered. (attached additional sheet if necessary)

See Attached

4. Name and address of all adjacent land owners or lessees, including upland owner(s) if applicable: (attach additional sheet if necessary)

Petro 49 INC 119 Dock Street LOTS 01-008-220, 221, 222,230

US Coast Guard 117 Dock Street LOTS 01-008-20

US Forest Service 115 Dock Street LOTS 01-008-260

Rocky's Marine Inc. 113 Dock Street LOTS 001-008-250

US Coast Guard 107 Dock Street LOTS 01-008-240,241

5. Are there any existing permits or leases covering any part of the land applied for?

☐ Yes ☒ No If yes, please check one: ☐ Lease ☐ Permit

Describe the type of permit or lease, if applicable, and the name and last known address of the permittee or lessee: _____

N/A

6. What local, state or federal permits are required for the proposed use? (list all)

See Attached

7. If applicant is a corporation, provide the following information:

A. Name, address and place of incorporation:

741 Boston Post Road Guilford, CT 06437

Place of Incorporation - Delaware

B. Is the corporation qualified to do business in Alaska?: ☒ Yes ☐ No

Name and address of registered agent:

Eagle Raven Global - Tonya Tisher

1900 Crest Street Juneau, AK 99801

8. Why should the Planning Commission recommend Assembly approval of this request?

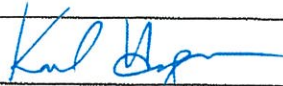
See Attached

9. How is this request consistent with the Borough's comprehensive plan?

See Attached

10. Prior to submitting this application, please verify with pertinent Borough Departments that the land requested for lease, purchase, exchange or other disposal is not needed for a public purpose by speaking with the appropriate personnel in the Electric, Water, Wastewater, Community Development, Harbor or Public Works Departments and obtain their comments and signatures below. (attach additional sheet if necessary):

Department Comments: PMPL has no need for this area.



Signature of Department Commenter

Department Comments: Subject property is not needed for a public purpose.

Liz Cabrera, Community Development

Signature of Department Commenter

Department Comments: Harbor Department - see attached

Glo Wollen - see attached

Signature of Department Commenter

Department Comments: Public Works - see attached

Chris Cotta - see attached

Signature of Department Commenter

NOTICE TO APPLICANT(s):

Application must be submitted to the Borough with a non-refundable filing fee of \$500. If the application moves forward, the applicant will be required to deposit with the Borough payment for other costs. See, PMC 16.12.030C(2)(a), 16.12.090, and 16.16.070A, as applicable.

I hereby certify that I have received and reviewed a copy of Petersburg Municipal Code Chapters 16.12 and 16.16 (as they may pertain to my particular application) and understand the Code requirements. I further certify I am authorized to sign this application on behalf of the applicant.

Please sign application in the presence of a Notary Public.

Charles B. Robertson

Applicant/Applicant's Representative Signature

Charles B. Robertson

Printed Name

Subscribed and sworn to by Charles B. Robertson, who personally appeared
before me this 18th day of April, 2025.

Melissa J. Boczar
Notary Public in and for the State of Alaska

My Commission Expires: 05/31/2025

MELISSA J. BOCZAR
NOTARY PUBLIC
MY COMMISSION EXPIRES MAY 31, 2025

Harbor Department Comments

Wednesday, April 30, 2025 12:36 PM

The Harbor Department remains supportive of the Borough working with American Cruise Lines to develop this piece of waterfront. Their proposed project fits well within the layout of the Petersburg waterfront for highest and best uses of Borough owned tidelands. The Harbor does not have immediate plans for these tidelands.

The Harbor appreciates that the ACL application mentions a partnership with the Borough that includes possible off season use by the Harbor Department. The application letter indicates that ACL will construct a 24' x 120' moorage float facility with an 8' x 100' aluminum gangway that is consistent with the joint uses identified in the Concept 7 design. The Concept 7 was jointly funded by ACL and the Borough with a design that includes plans for electrical and potable water/fire chase ways and an area for a sewer lift station that will render the facility usable in the future by the public. If ACL builds the facility with a future utility component design include, then the Harbor Department would see benefit from off season use. If the design does not allow for future utility placement then the Harbor Department may not benefit from using the facility in the off-season.

Moving forward with ACL application for building and maintaining their own facility will result in an estimated annual loss of \$30,000 in revenue (\$600 x 50 estimated stops) but would benefit harbor operations by reducing ACL needs for moorage on C-Float and at the Drive Down during peak fishing and transient visitor season.

Glo Wollen
Harbormaster

Public Works Comments

Public Works has no need for the subject parcel as outlined in red in the attachment.

Water and wastewater connections are potentially available if ACL moves forward with this project. Water goes all the way to the end of the existing dock and the wastewater line stops near the Coast Guard float, but could potentially be extended to serve the proposed cruise ship dock.

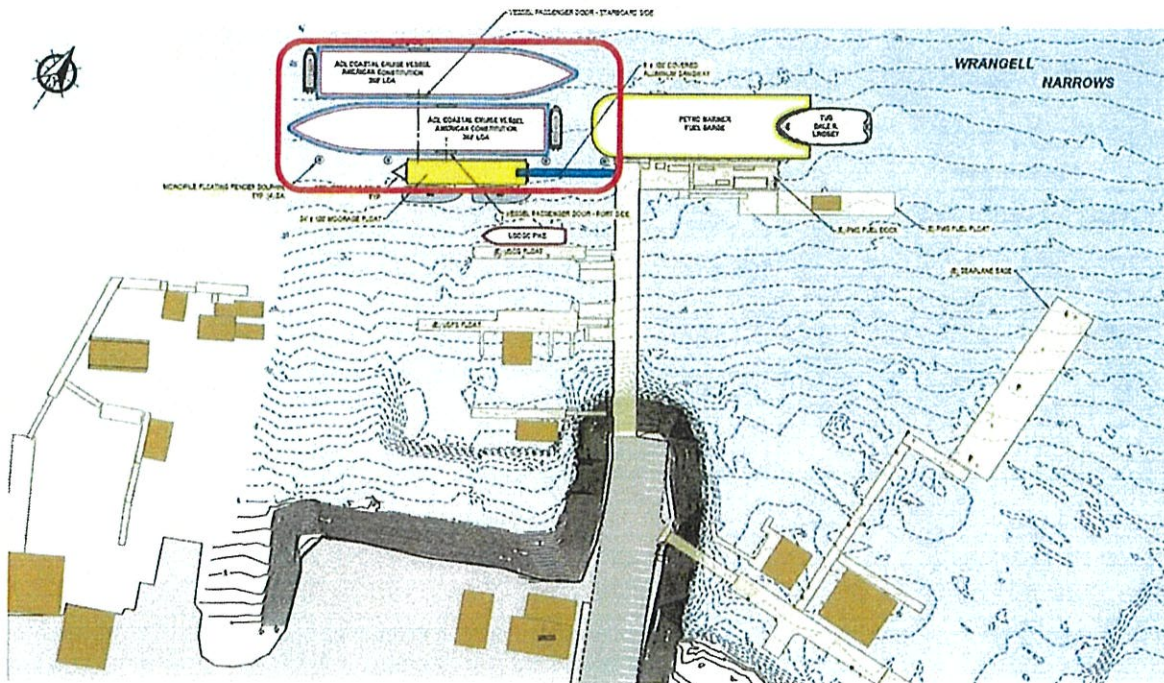
Chris Cotta
Public Works Director

Applicant: American Cruise Lines



2. Attach a map showing the location of the parcel (s) requested. Map must show surrounding area with the land requested clearly marked with bolded borders or highlighted color.

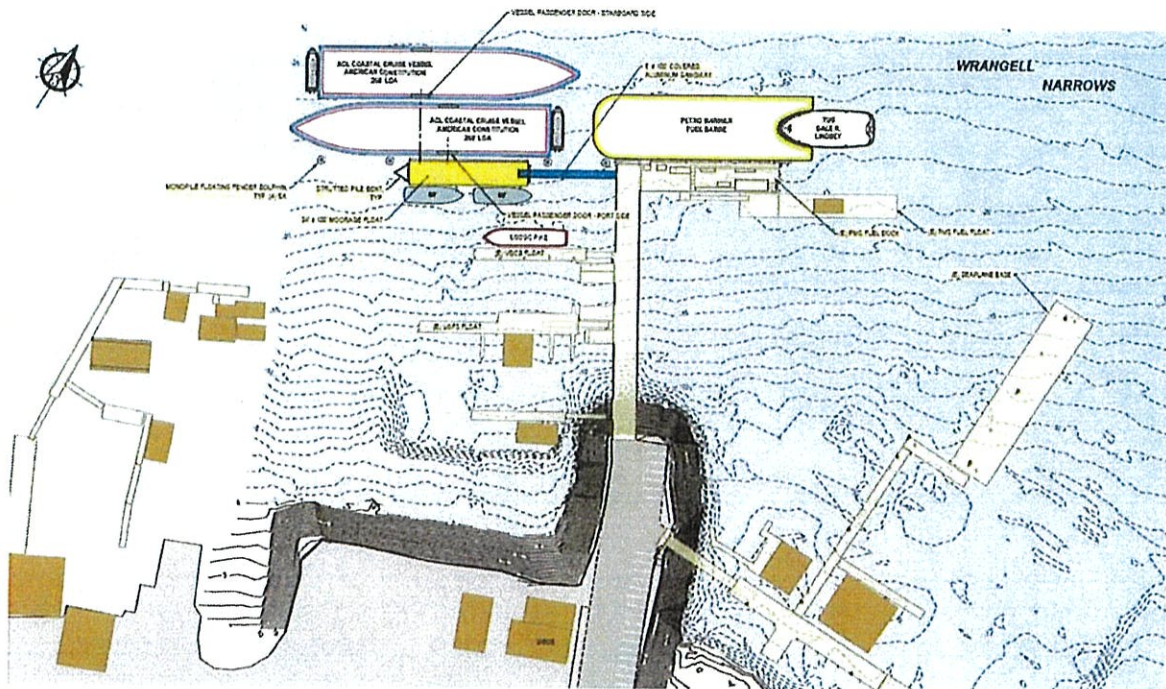
Requested parcel is outlined below in **RED**.



3. Narrative on Use of Property:

The property would be utilized to construct a new dock, roughly as shown below. The project would consist of a gangway and moorage float extending to the SW of parcel 01-008-220 * 119 DOCK STREET * PETRO 49 INC, LESSEE and PETERSBURG BOROUGH LESSOR. This project would include an approximately 8' x 100' aluminum gangway extending to a 24' x 120' moorage float. This design would allow American Cruise Lines vessels to dock either port or starboard side to the dock enhancing vessels safety depending on current and weather factors. Included in the scope of this project are monopiles equipped with floating fenders which will be used by vessels for mooring lines. It is estimated that this project will cost approximately \$3 million dollars.

Construction of this project will allow small overnight cruise vessels to operate with a consistent schedule which in turn will contribute to the local economy as guests aboard are able to explore the Borough of Petersburg.



6. What local, state or federal permits are required for the proposal use?

- USACE DA Individual Permit including Practicable Alternatives Analysis and Biological Assessment
- Incidental Harassment Authorization with formal NMFS consultation and Marine Mammal Monitoring and Mitigation Plan (4MP).
- Compensatory Mitigation for unavoidable impacts due to intertidal fill discharges associated with the proposed parking area, if it is to be constructed.
- ADEC 401 Water Quality Certification.
- ADEC Plan Review and Approval to Operate for water and sewer systems
- ADEC Stormwater Plan Review and Letter of Concurrence for runoff in the proposed parking lot, if constructed.
- Sunflower Sea Star Harassment Authorization with formal NMFS consultation.
- Local Building Permits possibly.

8. Why should the Planning Commission recommend Assembly approval of this request?

The overarching goal of the Borough's February 2016 Comprehensive Plan Update identified in Chapter 5 is to improve the diverse transportation system that links Petersburg to the outside world. As a part of this goal, promoting a growing economy in the commercial fish processing and tourism are identified as key components. Planning Commission approval of this request would allow for consistent, sustainable tourism and economic benefit during scheduled dockings of American Cruise Lines vessels each summer.

9. How is this request consistent with the Borough's comprehensive plan?

The Borough's February 2016 Comprehensive Plan Update identifies objectives for the waterfront lands in Petersburg. One of those objectives is to utilize good planning to support a diverse use of the waterfront. The concept plan proposed by American Cruise Lines allows for dock development in a location which would not impede other area users including federal agencies, marine business and a commercial fueling operation serving the vital fishing community.

PVFD Association Request for a Lighted Sign

Dear Assembly Members,

The PVFD Association has raised money for and purchased a lighted sign which is similar to the Compass Theater's lighted sign. The Association is requesting permission to install, at the Association's expense, this lighted sign for the purpose of public messaging, notice of department events and to use as a recruiting tool for the department. Please see the attached photos and drawing related to placement of the sign. More details can be found below.

PVFD Association

Installation details:

The sign will be mounted at ground level, parallel with Haugen drive, on two pilings that are concreted in place. This work will be performed by hired contractors.

Power will be supplied through a conduit connecting to existing 110v power near the sign and will be metered. Installation will be done by Mattingly Electric. The sign runs on 110v and draws 4 amps/hr.

DOT has given their blessing for the chosen location, provided that the sign does not flash, scroll or have any other "Graphics or Transitions" apart from simple switching of messages. The placement of the sign has been reviewed, in part by PMPL, Community Development, and the Emergency Services Director.

The sign is 6 feet wide, 4 feet tall, and 12" deep.

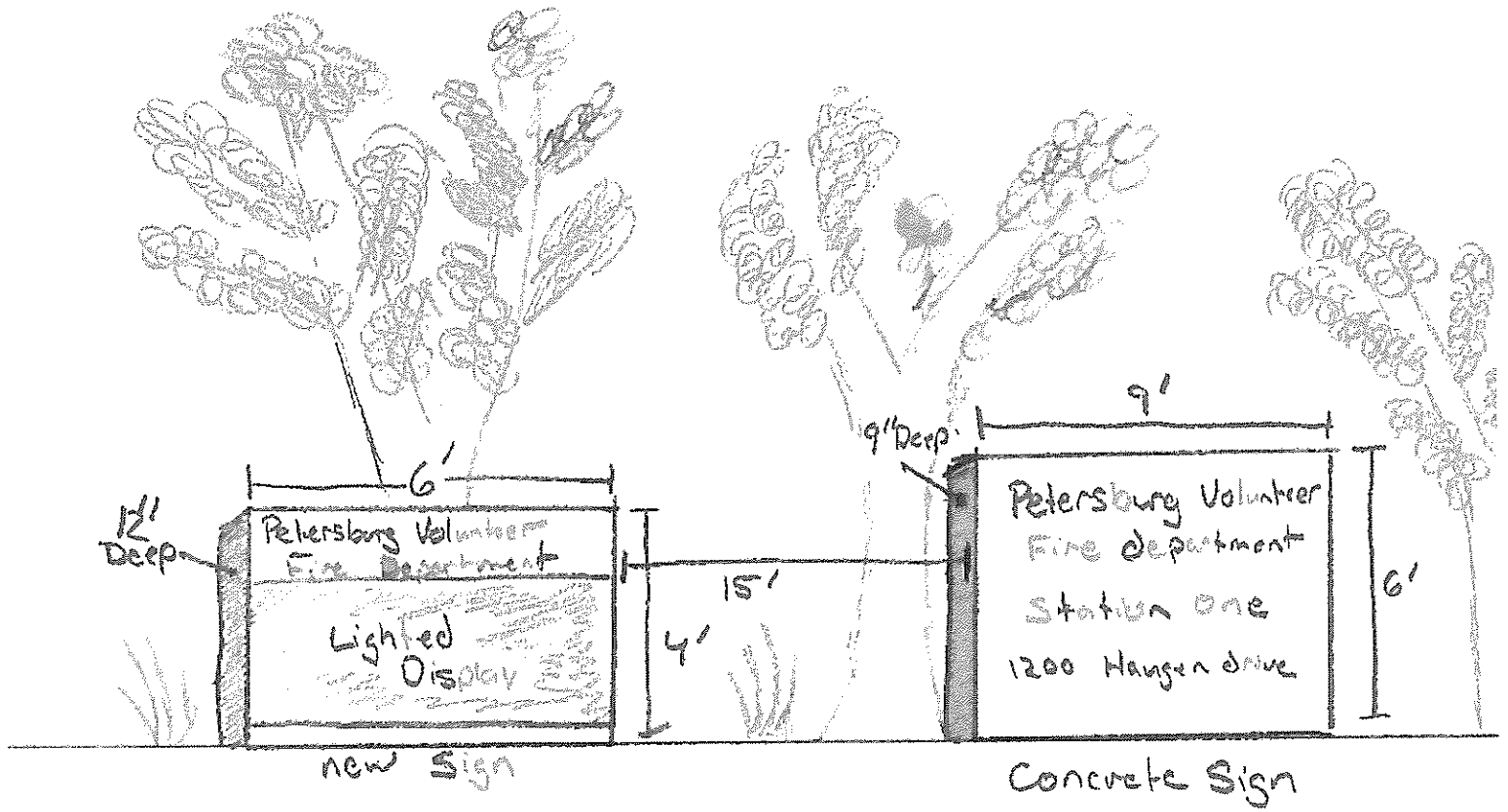
General placement would be 15 ft "Uphill, towards the Airport" from the current concrete sign near the corner of Haugen Dr. and 12th Street. The sign would be in Parallel with both the existing sign and Haugen Drive. Though the sign will be placed at ground level, the plan is to slightly elevate the sign by a foot to allow for snow accumulation around the sign, without blocking the sign.

Operation details:

The sign will be used to promote public safety messaging, important meeting dates for the department, ongoing fundraisers and other events, and to advertise for recruitment of volunteers. Maintenance of the sign will be paid for by the Association, the power will be supplied by the borough due to the difficulty of separating the circuit to be separately metered.

Policies will be put in place to govern what type of messages are placed on the sign, and how they are drafted, in coordination with the paid staff to ensure clear, effective messaging that also conforms to Borough standards. Access to the controlling program of the sign will also be limited to a few members to help conform to this standard.

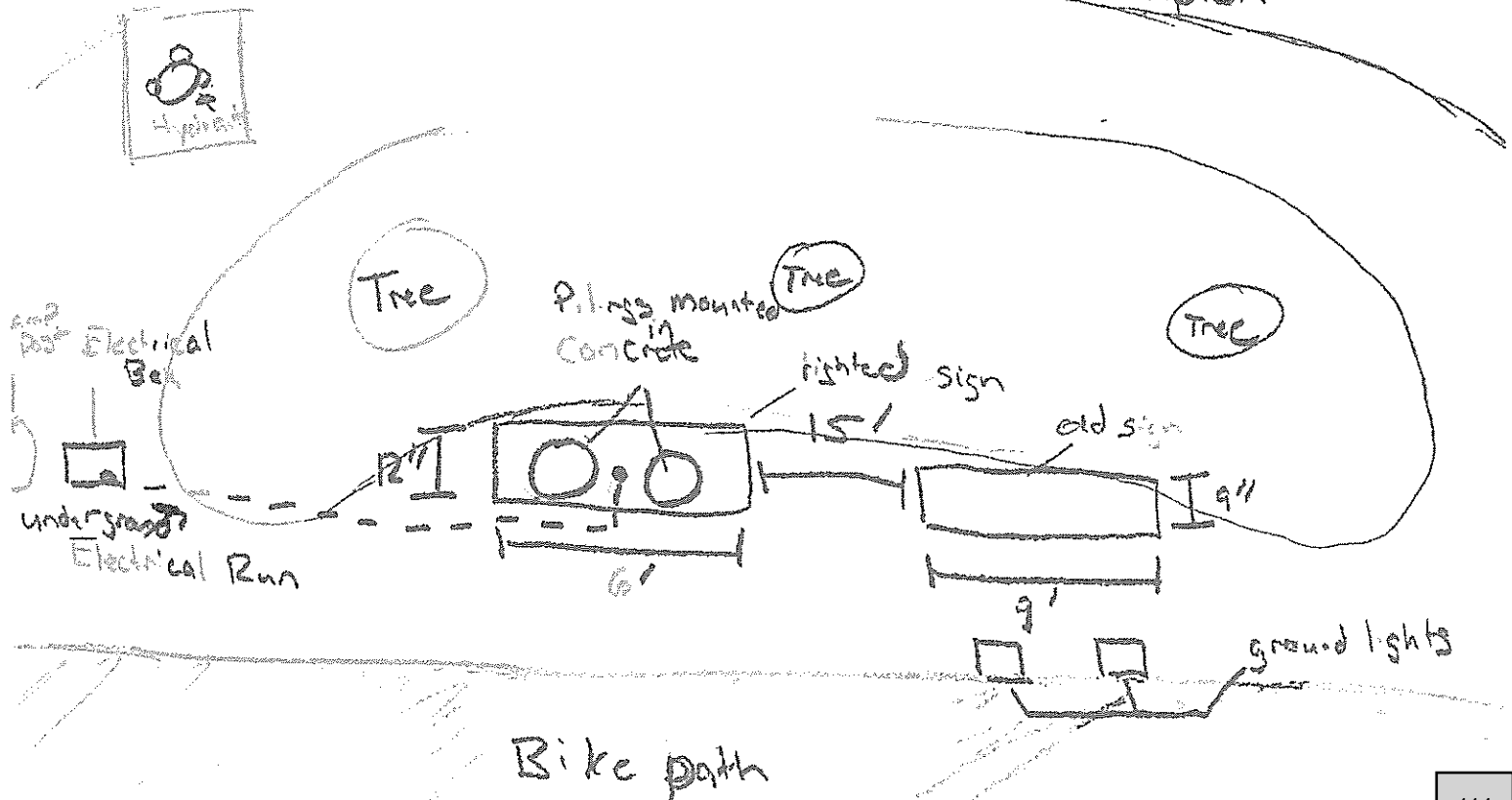
Use of this sign to advertise for other Borough events has been discussed and may be approved by the sign committee on a case by case basis.



Top View ↓



Access Road to Apron





State of Alaska
Department of Natural Resources
Division of Forestry & Fire Protection
Southeast Area Office
Request for Proposals
Backside Timber Sale (SSE-1390-K)

The Alaska Department of Natural Resources, Division of Forestry & Fire Protection (DOF), gives formal notice per AS 38.05.945 that it intends to negotiate with a purchaser under the authority of AS 38.05.118 using a request for proposal process for the sale of commercial timber in the Backside Timber Sale (SSE-1390 K) areas. The timber will be marketed to a list of local mills and interested parties maintained by the DOF Southeast Area Office. The sale is a negotiated contract requiring in-state manufacture. This volume will be negotiated and sold under the provisions of AS 38.05.118, in the form of one sale. The saw log volume to be offered is approximately 2,200 thousand board feet (MBF).

The timber sale area is found within Section 14, 15 and 22, Township 71 South, Range 84 East, Copper River Meridian (CRM). The sale area is found within the Craig C-2 NW and Craig C-2 NE USGS quadrangles. See Appendix A1, Area Map, Best Interest Finding, SSE-1390-K Backside(s) Timber Sale. The main access to this sale area is from the existing Prince of Wales Road System, specifically the Sandy Beach (3000000) Road.

Proposers are required to fill out the Timber Sale Proposal Sheet provided in the Request for Proposal package and must submit a copy of their current Alaska Business License. The business license copy may accompany the proposal. For a proposal to qualify, proposers are required to submit a bid deposit amount of 5% of the proposed price. The successful purchaser is required to deposit a performance bond with the State of \$50,000.00 and a stumpage deposit of 10% of the negotiated price at the signing of the contract.

Copies of the Request for Proposal information package are available for review at the DOF's Southeast Area Office, the DOF web site along with the State Online Public Notice System at <http://notice.alaska.gov/219131>.

If your firm is interested in purchasing this sale, please provide this office with a complete proposal. Send to the attention of Area Forester at the Alaska Department of Natural Resources, Division of Forestry, 2417 Tongass Avenue, Suite 213, Ketchikan, Alaska 99901 no later than **2:00 p.m. May 9, 2025**. Proposers are responsible for assuring that their complete proposal is delivered on time.

FOR MORE INFORMATION CONTACT:

Alaska Division of Forestry & Fire Protection
 2417 Tongass Avenue, Suite 213
 Ketchikan, AK 99901

Contact: Greg Staunton
 Phone: (907) 225-3070
 Email: dnr.dof.sse@alaska.gov

The State of Alaska, Department of Natural Resources, Division of Forestry & Fire Protection complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need help with bidding should contact the Division of Forestry & Fire Protection at (907) 225-3070 to make any necessary arrangements.



1813 E 1st Avenue
Anchorage, AK 99501
907-562-5000
www.petromarineservices.com

March 5, 2025

Glorianne Wollen
Harbor Master
Petersburg Borough Port and Harbor Dept.
PO Box 329
Petersburg, AK 99833

Re: Fuel Dock Conflicts


Dear Ms. Wollen:

Both Petro 49 and the Petersburg Borough are parties to a 1987 Tideland/Submerged Lands Lease agreement that allows Petro 49 to operate a fuel dock in Petersburg.

As the number of cruise ship visits to Petersburg has increased, so have instances where a cruise ship tied up to the dock, for extended periods of time, blocks access to our fuel facility and interferes with our lease and ability to sell fuel to local customers.

Petro's terminal staff communicates and coordinates with the Harbor staff to minimize the impacts of cruise ship visits. But Petro believes the best long-term solution to address these issues is to expand the dock face. This expansion provides the cruise vessels with dedicated space for their needs while allowing Petro to provide uninterrupted service to our marine customers.

Regards,



Jason Werner
C.F.O.