

### PLANNING COMMISSION

Wednesday, November 12, 2025 at 5:30 PM

#### **AGENDA**

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

# MEETING INFORMATION AGENDA

#### **PLANNING COMMISION MEETING**

CITY HALL COUNCIL CHAMBERS / 5:30 p.m. 141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location:

CALL TO ORDER
ROLL CALL
APPROVAL OF MINUTES

1. September 10, 2025 Minutes

**APPROVAL OF AGENDA** 

**COMMUNICATIONS** 

Communications to the planning commission

Planner's report

- 2. Planning Director Report
- 3. Agnew::Beck/Comprehensive Plan Update

Citizen's comments on items not on the agenda

**PUBLIC HEARINGS** 

**UNFINISHED BUSINESS** 

Road and Street Policy

**NEW BUSINESS** 

5. Parking Lot Standards

**COMMISSIONER COMMENTS** 

**ADJOURNMENT** 



### PLANNING COMMISSION

Wednesday, September 10, 2025 at 5:30 PM

### **MINUTES**

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

#### **MEETING INFORMATION**

#### **AGENDA**

#### **PLANNING COMMISION MEETING**

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This meeting will also be available at the following online location:

### Join Zoom Meeting

https://us02web.zoom.us/j/9204830473?pwd=I0zApvePobiM7BaZXMqdp6McXr2mqg.1&omn=8783661 4829

Meeting ID: 920 483 0473 Passcode: 99576

### 1. Call to Order

The meeting was called to order at 5:30 p.m.

### 2. Roll Call

- Present: Susan Isaacs, Gregg Marxmiller, Misa Webber, Cade Woods, Chris Maines
- Absent: Kaleb Westfall, Michael Bennett, Jenniffer DeWinne

### 3. Approval of Minutes

- Minutes of August 20, 2025 were reviewed.
- No corrections or comments.
- Action: Minutes approved as presented.

### 4. Approval of Agenda

- Motion to approve the September 10, 2025 agenda. Seconded.
- Discussion: landfill project scope was included as background information under the Planner's Report.
- Action: Agenda approved.

### 5. Communications

### Planner's Report

- Planner circulated the Senate Appropriation notice regarding the \$4.72M Phase I landfill upgrade project.
- Update from Public Works: landfill burner expected to be back online this week, pending DEC certification.
- Road Maintenance Costs: Based on a 3-year average, Dillingham spends approx. \$1.51M annually, equating to \$37,000 per mile per year (40.5 miles maintained by city). Discussion emphasized using this data for public outreach to explain costs and maintenance needs.

#### Other Discussion Items

- **Landfill Improvements:** Commissioners noted current operations appear cleaner and more efficient; improvements expected with Phase I plan.
- **Brownfields & Fisherman's Park:** Ongoing Level 2 assessment tied to MARAD grant; survey expected October 2025. Commission expressed interest in a future community workshop to gather public input on land use options.
- Arts & Beautification: Arts Council purchased mural for installation at library; discussion on reusing fish artwork. Public Works may be involved in mounting. Hockey rink roof project noted.
- Community Spaces: University's Applied Science building reportedly being sold; discussion about potential reuse. Troy Young Wellness Center currently functions as a de facto community center.
- Housing Grants: Planner reported on Rural Professional Housing Grant (\$700,000, 10 awards statewide). City preparing application, targeting possible remodels (Grandma's House, Wood River Apartments, Napa building, etc.) for teacher/public safety housing. Discussion included:
  - Eligibility tied to teachers, health aides, and public safety professionals.
  - Application due October; council resolution required.
  - o Future possibility of \$5M "Last Frontier" grant for new housing construction.
  - Commissioners discussed potential land trust model and zoning future city lands (esp. Choggiung tract). Suggested AML/DCRA presentations to inform zoning discussion.
- Commission Comments: Concerns raised about city's capacity to act as landlord; possibility of partnerships with school district or BBHA noted.

### 6. Public Hearings

None.

### 7. Unfinished Business

None.

### 8. New Business

- Dillingham Streets & Roads: Incorporated in Planner's Report; focus on cost-per-mile data and outreach strategy.
- Agnew & Beck Contract: Briefly referenced regarding Comprehensive Plan update (no action taken).

### 9. Commissioner Comments

- Commissioners emphasized need for careful planning on zoning and housing projects.
- Interest expressed in community involvement workshops for land use and housing planning.

### 10. Adjournment

Meeting adjourned at approximately 7:30 p.m.

Attest	
Abigail Flynn, Acting City Clerk	Approval Date
[SEAL]	

Mayor Alice Ruby

Acting Manager Jack Savo Jr.



**Dillingham City C** 

Section . Item #2.

Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

### **MEMORANDUM TO COUNCIL**

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., Acting City Manager

**Date:** October 23, 2025 **Re:** November Report

PLANNING COMMISSION: The Planning Commission postponed the regularly scheduled meeting for the month of September. The items for the next agenda will involve the Comprehensive Plan update. Agnew::Beck will begin their work in the month of November; I am to have the Comprehensive Plan finished by Spring of 2026. Additional items will involve Parking Lot Standards, Condemnable Properties, and continue our discussion on Road Maintenance and City Ownership. As always, I encourage Council members to attend our Planning Commission meetings.

### PLANNING DEPARTMENT:

#### **EPA Landfill Appropriation:**

The City of Dillingham's 4.72-million-dollar project officially started on October 1<sup>st</sup>, 2025. However, due to the government shutdown, our contract has not arrived, and we have been unable to begin the work. I am optimistic that when the government reopens we will still be able to meet the timelines provided to the EPA. If anything changes I will notify Acting City Manager Jack Savo Jr.

### **AHFC Rural Professional Home Grant**:

I submitted an application to the Alaska Housing Finance Corporation through the Rural Professional Home Grant. The ceiling of the grant award is \$700,000 dollars. If successful, we will be notified in January of 2026, with funds becoming available in Spring of 2026. This is only one of several opportunities I have been monitoring and will continue to find ways to help the current housing crisis within Dillingham.

#### **Harbor Lights and Harbor South End:**

We have been in communication with Nushagak Electric on behalf of the City of Dillingham. We were quoted \$15,234 dollars to complete the work and extend through the lease lots on the South End of the Harbor. Payment has been processed and should be dispersed to Nushagak Electric by October 24<sup>th</sup>, 2025. We do not have a scheduled date for work to begin, but I will continue providing updates to Acting City Manager Jack Savo Jr.

City of Dillingham Page 1 of 2

Section . Item #2.

#### **Snag Point Erosion Appropriation:**

I have been working with Acting City Manager Jack Savo Jr. on this project. I have completed a scope of work and budget for review by FEMA. After the government shutdown ends, I am hopeful it will be accepted, and we can begin working on this project. With the Chris Hladick now being under contract, he can provide some additional expertise on a project of this size. We are currently meeting with FEMA bi-weekly and will update the Council on developments as things proceed.

### Planning Department Fees and Services:

I will be working on the fees and services for the Planning Department. We have not updated them for many years. Additionally, over the last 18 months I have noticed that there are areas in which the city offers services, and it has not been capturing revenues. One example is in document acquisition and research within the Planning Department. On average I provide documents and research services 2-3 times per week and if we include this as a fee, it will help with funding the department. I will be working with the Finance Director on this matter.

### **Updates/News**:

The Bristol Bay Area Health Corporation through AARP has secured a grant for picnic tables and benches. They have donated them to the City of Dillingham and the Curyung Tribal Council. The benches and tables will be distributed around Dillingham. There will be a formal unveiling in November. Dates will be provided to the City Council when finalized.

## Dillingham Comprehensive Plan Update - 10.27.25 Kickoff Meeting Notes

#### Action Items

- Chris to send most recent CIPs and will share the "priority list" from 2024. Chris to send other background materials for comp plan input (urbanization initiatives, housing, walkability, and prospective code changes)
- Holly to reach out to Greenberg re parcels.
  - A::B will send examples of preliminary future land use map examples from Manokotak and Gulkana and the Dillingham's previous comp plan land use concept maps
  - Meg to set up weekly check-ins with Chris.

### Background

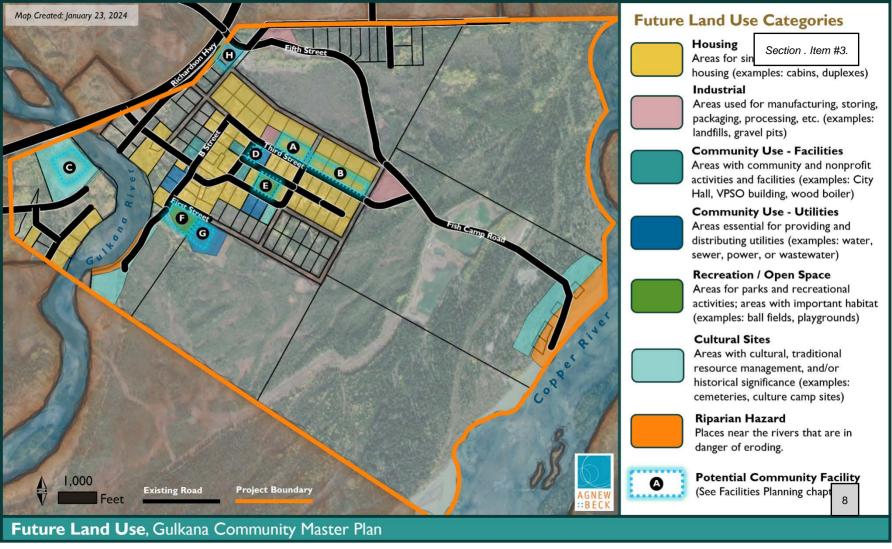
- Glad we're finally able to complete something that has been in the works for a long time.
- Lots of changes in the city over the last few years. New org charts, new managers (a dozen), new council members. Right now, we're in a stable place.
- Acting City manager. Still working on putting out an RFP for permanent manager.
- This year's budget had no allocations for CIP projects. Previous CIP program lists were not based on comp plan priorities.
- · Code revisions and urbanization projects have been put in front of Council, but no movements.
- Dillingham was meant to grow like Bethel, but there was no movement since 2005. Chris Hladick (consultant who is responsible for the many previous projects) helped Dillingham grow by 50 percent between 1997-2005. Chris would like to see 2.5% population increase annually.
- Extending water line from downtown small harbor to airport. Will add 110 new units to municipal water line.
- EPA \$5 mil landfill appropriation will add crucial infrastructure and support
- · Cleanup of Bingman properties, more commercial less industrial around the boat harbor (e.g. Homer Spit)
- Rebranding Dillingham will be important in near future. Naming contests for parks and walkways, Beluga Bluff trail improvements, boardwalk, and board roads for use.
- Municipal Land Trust will be an important LUE policy in comprehensive plan. Show the council why / how at December 2025 meeting.
- · A lot of vacant homes, but possible uptick in population esp. SE Asia teachers and hospital / healthcare staff.

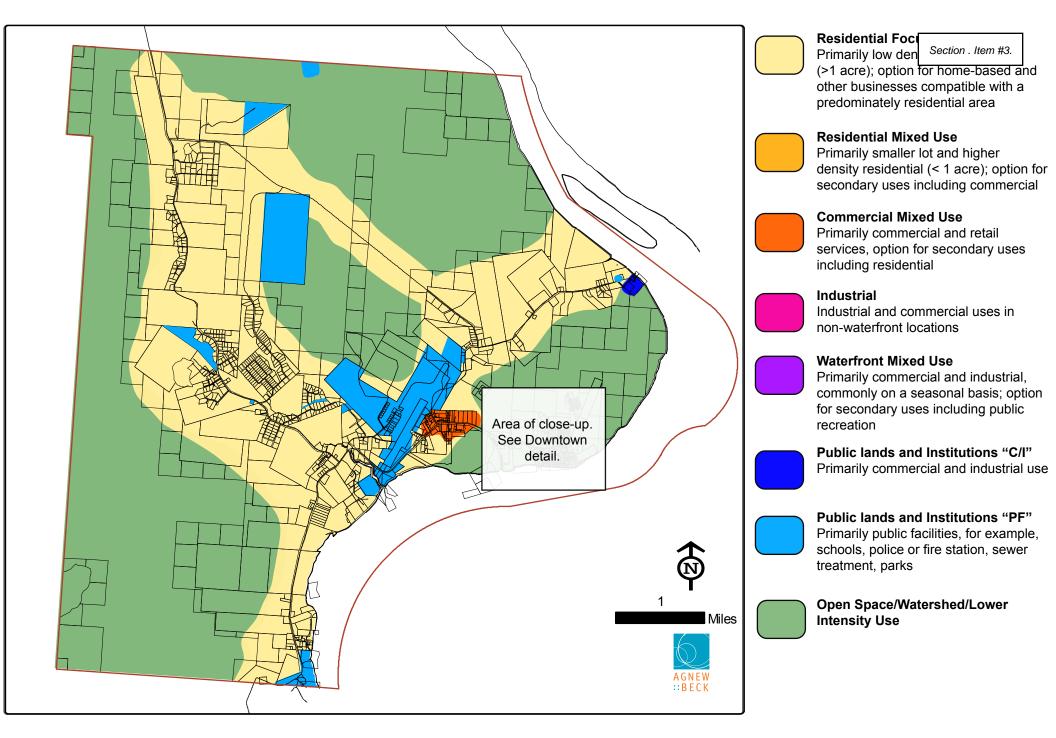
### Plan Components

- Starting to update working from the 2023 working draft. Meg will send.
- · Land use area map define with Chris. Something like a broader vision see Manokotak or Gulkana. Have a mini session about special planning area districts.

### **Next Steps**

- · Will discuss engagement with PC next time
- More focus on outreach when the draft plan drops, no community survey





## **Planning Commission Policy Options**

### **CRITICAL: Impact on Comprehensive Plan & Road Priority List**

Before the Planning Commission can develop an effective Comprehensive Plan or prioritize future road improvements, we must first resolve which streets the city is legally responsible for maintaining.

#### Without this foundation:

- Cannot accurately plan capital improvements Don't know which roads require city funding
- Cannot prioritize maintenance/reconstruction Unclear which streets are city obligations
- Cannot forecast infrastructure budgets Unknown scope of maintenance responsibilities
- Cannot plan future development No clear standards for new street acceptance
- Cannot coordinate utility planning Uncertain about long-term street commitments

Resolving street maintenance responsibility is prerequisite to meaningful comprehensive planning and capital improvement programming.

### **OPTION A: Grandfather Existing Maintained Streets**

Accept all currently city-maintained streets; designate all others as private

#### **Key Elements:**

- Automatic acceptance for streets city currently maintains
- All other dedicated streets become formally private maintenance
- Apply current code only to new development

**Planning Impact:** ✓ Immediate clarity for Comprehensive Plan and CIP list

### **OPTION B: Comprehensive Street-by-Street Evaluation**

Apply objective standards to every street regardless of current status

#### **Key Elements:**

- Engineering assessment against Municipal Code standards
- Accept streets meeting criteria (may include some not currently maintained)
- Reject substandard streets with transition timeline
- Offer upgrade pathways for streets that don't qualify

**Planning Impact:** △ Delayed clarity (6+ months for evaluation) but most equitable outcome

# **OPTION C: Modified Acceptance Standards for Existing Streets**

Create alternative "as-built" standards for older streets

### **Key Elements:**

- Streamlined inspection for existing streets
- Reduced requirements vs. new subdivisions
- Fast-track acceptance process
- Focus on safety rather than full code compliance

Planning Impact: ⚠ Moderate timeline (3-4 months) with some flexibility

### **OPTION D: Property Owner Petition Process**

Allow property owners to request city acceptance with cost-sharing

#### **Key Elements:**

- Majority petition from property owners required
- Property owners pay for street upgrades to meet standards
- City retains discretion to accept or reject
- Formal application and review process

**Planning Impact:** ⚠ Ongoing uncertainty - streets could change status over time through petitions

### **OPTION E: Hybrid Approach (Multiple Pathways)**

### Combine strategies for different street categories

#### **Key Elements:**

- Currently maintained streets → Automatic grandfather acceptance
- Unmaintained dedicated streets (Dragnet, Squaw Creek) → Evaluation-based
- Substandard streets → Property owner petition with cost-share
- Private easements → Remain private with clear agreements

**Planning Impact:** △ Moderate timeline (4-6 months) with phased implementation

### **OPTION F: Formalize Current Status Quo**

Legally document existing practices without substantive changes

### **Key Elements:**

- Retroactive formal acceptance of currently maintained streets
- No change to current maintenance decisions
- Clear designation of private streets going forward
- Establish proper documentation and agreements

**Planning Impact:** ✓ Immediate clarity but doesn't resolve inequity issues

### PLANNING COMMISSION DECISION FRAMEWORK

### **Primary Questions:**

- 1. Which option provides clearest foundation for Comprehensive Plan development?
- 2. Which option allows fastest development of Road Priority/CIP list?
- 3. What street acceptance standards should apply?
  - Current Municipal Code standards (strict)
  - Modified "as-built" standards (flexible)
  - Safety-only standards (minimal)
- 4. Should property owners have pathway to petition for acceptance?
- 5. How to handle currently unmaintained dedicated streets?
  - o Dragnet Drive, Squaw Creek Road, others
  - Evaluate for potential acceptance?
  - o Formalize as permanent private maintenance?

### **Timeline Considerations:**

### **FAST TRACK (1-2 months):**

- Option A or F Grandfather/formalize current status
- Allows immediate Comprehensive Plan and CIP development
- May not resolve equity issues

### **MODERATE (3-6 months):**

- Option C or E Modified standards or hybrid approach
- Balanced timeline for planning documents
- Addresses most equity concerns

### **COMPREHENSIVE (6-12 months):**

- Option B Full evaluation of all streets
- Delays Comprehensive Plan completion
- Most thorough and equitable approach

### **Recommended Commission Action:**

### Select preferred option(s) with emphasis on:

- 1. ✓ Timeline compatibility with Comprehensive Plan development
- 2. ✓ Clarity for Road Priority List and Capital Improvement Program
- 3. ✓ Community impact and fairness

### **MEMORANDUM**

**TO:** Dillingham City Council

FROM: Dillingham Planning Commission

**DATE:** October 12, 2025

RE: Request to Forward Commercial Parking Lot Maintenance Ordinance to Code Committee

### **Purpose**

The City currently has no standards requiring businesses to maintain parking lots in safe condition after construction. While Title 18 addresses off-street parking requirements for new development (Chapter 18.36), there are no ongoing maintenance standards for existing parking lots. This creates public safety risks from potholes and deteriorating surfaces, potential liability issues for the City, and negatively impacts community appearance.

### Recommendation

Forward the attached Commercial Parking Lot Maintenance Ordinance to the Code Committee for review. The proposed ordinance should be added as a new chapter in the appropriate title of the Dillingham Municipal Code (likely Title 8 - Health and Safety or Title 15 - Buildings and Construction, rather than Title 18 which governs land use and development standards).

The Code Committee should evaluate:

- Proper placement within the municipal code structure
- Technical maintenance standards and their appropriateness for Dillingham's climate
- Enforcement mechanisms and penalty structure
- Coordination with existing building, property maintenance, and nuisance codes
- Timeline for existing non-compliant lots to come into compliance

### PROPOSED ORDINANCE NO. 2025-XX

### CITY OF DILLINGHAM, ALASKA

AN ORDINANCE OF THE CITY COUNCIL OF DILLINGHAM, ALASKA, AMENDING THE DILLINGHAM MUNICIPAL CODE BY ADDING A NEW CHAPTER XX.XX TITLED "COMMERCIAL PARKING LOT MAINTENANCE STANDARDS" TO ESTABLISH MINIMUM STANDARDS FOR THE MAINTENANCE, REPAIR, AND SAFETY OF COMMERCIAL PARKING LOTS WITHIN THE CITY.

**WHEREAS**, the City of Dillingham has a responsibility to protect the health, safety, and welfare of its residents and visitors; and

WHEREAS, properly maintained commercial parking lots are essential to public safety, accessibility, and the aesthetics of the community; and

WHEREAS, the City Council finds that establishing minimum standards for the maintenance of commercial parking lots will enhance public safety, prevent vehicle damage, and improve the overall appearance of the community; and

WHEREAS, the establishment of clear requirements and enforcement procedures will help business owners understand their responsibilities regarding parking lot maintenance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, AS FOLLOWS:

**Section 1.** The Dillingham Municipal Code is hereby amended by adding Chapter XX.XX, "Commercial Parking Lot Maintenance Standards," to read as follows:

# CHAPTER XX.XX - COMMERCIAL PARKING LOT MAINTENANCE STANDARDS

### XX.XX.010 - Purpose and Intent

The purpose of this chapter is to establish minimum standards for the maintenance, repair, and safety of commercial parking lots within the City of Dillingham in order to protect the health, safety, and welfare of the public. This chapter is intended to ensure that commercial parking lots are maintained in a manner that prevents hazards to vehicles and pedestrians, preserves the functional integrity of the lots, and maintains the aesthetic quality of the community.

#### XX.XX.020 - Definitions

As used in this chapter, the following terms shall have the meanings set forth below:

- **A.** "Commercial parking lot" means any off-street paved or unpaved area used for the parking, storage, or maneuvering of vehicles that serves a commercial, business, industrial, institutional, or multi-family residential property, regardless of whether a fee is charged for parking.
- **B.** "Owner" means any person, agent, firm, corporation, or partnership that owns, occupies, or has charge, control, or possession of any real property in the City.
- **C. "Hazardous condition"** means any condition on a commercial parking lot that creates or constitutes a danger or hazard to the public health, safety, or welfare, including but not limited to potholes, significant cracks, significant uneven surfaces, improper drainage, or other surface irregularities that could cause damage to vehicles or injury to persons.
- **D.** "Significant crack" means any crack in a paved surface that is at least three-quarters (3/4) inch in width and two (2) inches in depth.
- **E.** "Significant uneven surface" means any differential in the grade of a paved surface that exceeds two (2) inches in height over a horizontal distance of three (3) feet.
- **F.** "Director" means the Public Works Director or their designee.

### XX.XX.030 - Applicability

This chapter shall apply to all commercial parking lots within the City of Dillingham. This chapter shall not apply to:

- **A.** Residential driveways serving single-family or duplex residential properties;
- **B.** Parking lots owned, operated, or maintained by a governmental entity; or
- C. Temporary parking areas specifically approved by the City for special events.

### XX.XX.040 - Maintenance Standards

All commercial parking lots shall be maintained in accordance with the following standards:

- **A. Surface Condition.** All paved commercial parking lots shall be maintained in a state of good repair, free from hazardous conditions including but not limited to:
  - 1. Potholes exceeding four (4) inches in diameter and two (2) inches in depth;
  - 2. Significant cracks as defined in XX.XX.020(D);
  - 3. Significant uneven surfaces as defined in XX.XX.020(E);
  - 4. Broken pavement with loose or raveling pieces; or
  - 5. Other surface irregularities that could cause damage to vehicles or injury to persons.

- **B. Drainage.** All commercial parking lots shall be maintained to prevent the accumulation of standing water. Proper drainage shall be maintained at all times to prevent water damage to the parking lot surface and to prevent ice formation during winter months.
- **C. Striping and Markings.** All paved commercial parking lots shall have clearly visible striping and markings to designate parking spaces, fire lanes, no-parking areas, accessible parking spaces, and directional markings. Such striping and markings shall be repainted or replaced when they become significantly faded, worn, or obscured.
- **D.** Wheel Stops and Curbing. Wheel stops, curbing, and similar devices shall be securely anchored and maintained in good condition. Broken or damaged wheel stops or curbing shall be repaired or replaced.
- **E. Cleanliness.** Commercial parking lots shall be kept clean and free of excessive dirt, dust, litter, debris, or other materials that may create hazardous conditions or impair the functionality or appearance of the parking lot.
- **F. Snow and Ice Removal.** Snow and ice shall be removed from commercial parking lots within a reasonable time after accumulation to ensure safe passage for vehicles and pedestrians.
- **G. Unpaved Parking Lots.** Unpaved commercial parking lots shall be maintained to prevent the formation of ruts, potholes, or other hazardous conditions. Grading, gravel replacement, or other appropriate maintenance shall be performed as needed to maintain a safe and functional parking area.

### XX.XX.050 - Inspection and Notification

- **A.** The Director or their designee shall have the authority to inspect commercial parking lots to determine compliance with this chapter.
- **B.** Upon determination that a commercial parking lot is not in compliance with this chapter, the Director shall issue a written notice of violation to the owner. The notice shall:
  - 1. Identify the property in violation;
  - 2. Specify the condition(s) that constitute the violation;
  - 3. Specify the corrective action required;
  - 4. Specify a reasonable time period for compliance, which shall be not less than thirty (30) days from the date of the notice, unless the Director determines that the violation presents an immediate hazard to public safety, in which case a shorter compliance period may be specified; and
  - 5. Inform the owner of their right to appeal the notice as provided in XX.XX.080.
- C. The notice shall be served upon the owner by one or more of the following methods:
  - 1. Personal delivery;
  - 2. Posting the notice in a conspicuous place on the property;

- 3. Certified mail, return receipt requested; or
- 4. First-class mail with a certificate of mailing.

#### XX.XX.060 - Enforcement and Penalties

**A.** If the owner fails to comply with the notice of violation within the specified time period, the City may:

- 1. Issue a citation for violation of this chapter;
- 2. Seek injunctive relief in a court of competent jurisdiction;
- 3. Abate the violation and assess the costs of abatement against the property as provided in Chapter [appropriate existing chapter] of the Dillingham Municipal Code; or
- 4. Pursue any other remedy available under law.
- **B.** Any person who violates any provision of this chapter shall be subject to a civil penalty of not more than \$300 for each violation. Each day that a violation continues shall constitute a separate violation.
- **C.** In addition to the penalties provided in this section, the City may recover all costs, including but not limited to administrative costs, attorney's fees, and costs of corrective action, incurred by the City as a result of any violation of this chapter.

### XX.XX.070 - Immediate Hazards

**A.** If the Director determines that a condition on a commercial parking lot presents an immediate hazard to public health or safety, the Director may:

- 1. Order the immediate closure of all or a portion of the parking lot until the hazardous condition is corrected;
- 2. Place barricades, signs, or other warning devices to alert the public to the hazardous condition; or
- 3. Take immediate action to abate the hazardous condition at the owner's expense.
- **B.** Any action taken under this section shall be in addition to, and not in lieu of, any other enforcement action authorized by this chapter.

### XX.XX.080 - Appeals

**A.** Any person aggrieved by a notice of violation, order, or determination made pursuant to this chapter may appeal to the City Manager by filing a written notice of appeal with the City Clerk within ten (10) days of receipt of the notice, order, or determination.

**B.** The notice of appeal shall state the specific reasons for the appeal and shall be accompanied by any relevant documentation supporting the appeal.

- C. The City Manager shall hold a hearing on the appeal within thirty (30) days of receipt of the notice of appeal and shall issue a written decision within fifteen (15) days after the hearing.
- **D.** The decision of the City Manager shall be final unless appealed to the City Council within ten (10) days of the date of the City Manager's decision.
- **E.** The City Council shall consider the appeal at its next regular meeting occurring at least fifteen (15) days after receipt of the appeal and shall issue a written decision within thirty (30) days after the meeting. The decision of the City Council shall be final.
- **F.** During the pendency of an appeal, the appellant shall take all actions necessary to prevent any immediate hazards to public health or safety.

### XX.XX.090 - Severability

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances is not affected.

**Section 2.** This ordinance shall be effective thirty (30) days after its passage and approval. **PASSED AND APPROVED** by the City Council of the City of Dillingham, Alaska, this \_\_\_\_\_ day of \_\_\_\_\_\_, 2025.