



PLANNING COMMISSION

Wednesday, November 09, 2022 at 5:30 PM

AGENDA

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

MEETING INFORMATION

PLANNING COMMISSION REGULAR 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: .

<https://us02web.zoom.us/j/82138133379?pwd=MCs1R0ZLSjAzYmd6aCtnRjNHNEaUT09>

Meeting ID: 821 3813 3379; participant #, passcode: 648811

Or dial (346) 248-7799, or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Approval of August 24, 2022 Regular Planning Commission Meeting Minutes

APPROVAL OF AGENDA

COMMUNICATIONS

Communications to the planning commission

Planner's report

- [2.](#) Monthly Reports from the Planning Department for August, September, and October 2022
- [3.](#) Officer Elections are designated by Planning Commissioners annually in January and consist of its chairperson and the deputy chair.
4. Update on Multi-Jurisdictional Hazard Mitigation Plan

Citizen's comments on items not on the agenda

PUBLIC HEARINGS

UNFINISHED BUSINESS

- [5.](#) Planning Commission Seat F, Recruitment Ideas (Open Forum/Brainstorming)

NEW BUSINESS

- [6.](#) Resolution 2022-05, Proposed changes to Dillingham Municipal Code 2.68.110, Order of Business.

COMMISSIONER COMMENTS

ADJOURNMENT



PLANNING COMMISSION
Wednesday, August 24, 2022 at 5:30 PM

MINUTES

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

CALL TO ORDER

Kaleb westfall called meeting to order at 5:34 pm

ROLL CALL

Present: Kaleb Westfall, Liz Clark, Susan Isaacs, Bert Luckhurst, Gregg Marxmiller, Jennifer Everidge

APPROVAL OF MINUTES

Liz Clark Moves to approve, Susan Isaacs Seconded the motion

Motion passes with all in favor

APPROVAL OF AGENDA

Susan Isaacs moved to accept the Agenda, Liz Clark Seconds the motion

Motion passes with all in favor

COMMUNICATIONS

Tav Ammu, Marine Advisory Program Agent, Results on Clean Harbor Survey Results for Dillingham Results for Dillingham was reviewed and potential future surveyors

Kaleb asked: Anything that Dillingham is doing well and if there is anything that Dillingham can improve upon. Tav stated that the community of Dillingham is very engaged in the Harbor cleanliness and pollution concerns. Interest in improving the harbor. Tav offered assistance to have the signs put up around the Harbor.

Liz asked if a Pump Station would be needed and asked if that was the feel of the community. Tav stated that this is a big decision and would need to decide upon since many do not have a holding tank or MSD onboard their vessels and would take a lot of money and restructuring would be need, so the immediate focus would not be a priority at this time.

Gregg thanked Tav for the report, the signs, and the contest. Would like to see this information will play into the Waterfront Plan.

Tav thanked Gregg Marxmiller for his participation in the Survey and that he will be doing a final presentation at the Alaska Association of Harbor Masters and Port Administration Annual meeting at the end of September and would hope that all the signs are put up prior. Tav states that he will be doing other items in his role as the Marine Advisory Program Agent such as trainings and research.

Planner's report

Patty referenced the enclosed written monthly report for July. The Final walk through for the Downtown Streets Rehabilitation was completed on July 29, 2022. BBNA, in collaboration with others, held an open house on August 7, 2022.

Kaleb asked for clarification on burial process within Dillingham. Patty explained the different forms and the current process for burial within Dillingham city limits.

Gregg thanked Patty for the Burial information as the work on the website to provide information. Greg wanted an update on the Multi-Jurisdictional Hazard Mitigation plan between the City and Curyung Tribal Council. Patty reported the plan was still in the gathering of information stages and building the draft plan. Gregg wanted to make sure that previous weather and impacting hazards that Dillingham had experienced with fires and the pandemic be added to this plan; and that all discussions and planning surrounding the previous 2021 attempt to complete the Multi-Jurisdictional Hazard Mitigation Plan. Patty reassured that the previous work by the Planning Commission and the latest impacting hazards were included in the newest plan. Gregg commented that the multi-layered assigned resident addresses within the City of Dillingham GIS and the Post Office do not seem to work sufficiently. Patty did explain that the GIS system does affect the physical addresses and the actions that are completed by an information push will be forwarded to a National Address list. The Planning Department does not change addresses without first working with individuals as an address change does affect Enhanced 911, Real ID, home mortgages.

Liz asked for public announcement for possible address changes. Patty reported that a flyer insert was mailed out in the July taxes.

Citizen’s comments on items not on the agenda

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

Donated Equipment and Install of the Downtown Playground. Liz Clark stated that a member of the Playground Committee and an employee of BBNA that this report will be given as not a Planning Commissioner. A Power Point presentation was given with the following points highlighted:

- Four local people were hired to assist with the construction and installation.
- Project ended on 8/03/22, with a segment of the playground removed from the original plan due to a crack in the structural pole. The Sky Game was removed from this installation and could be installed next year if that is what was decided. Contractors stated they come back out next year at no extra cost to install the Sky Game.

Bert recommended to speak to the Dillingham City School District to see if they would donate the materials or manpower to build park benches.

Susan recommended having heavier park benches and offered a comment of a potential donation solution like other communities do, i.e., a donation in “memory of” or a possible collection of money for purchase of bricks or something to be placed in the parks/playgrounds.

NEW BUSINESS

Accepting Resolution 2022-04, Accepting an Easement for Public Utilities

Liz moved to adopt resolution 2022-04, Susan second the motion.

Discussion by Kaleb, clarification on the placement of the easement. Patty explained the placement though the Elementary School Playground since the initial previous approved easement was at full

capacity of active pipes, ducts, and lines a secondary easement was needed to move forward with the Supplemental Heat ducting to both schools.

Motion passes with all in favor

COMMISSIONER COMMENTS

Bert Luckhurst mentioned that there is a lift station in the harbor in front of the bathhouse and that may tie into Tav’s presentation of the Clean Harbor Survey.

Liz Clark thanked the Planning Commission for listening to the Playground presentation and to the City for the excellent collaboration during the Playground installation.

Susan Isaacs thanked staffed for their collaborative efforts to work with ANTHC. Commented on the change in curbs in the downtown streets rehabilitation project and does not want them to be ruined due to people driving over them and offered a solution of painting the new curbs. Bert stated that the State of Alaska does have a walk behind painter as a possibility.

Gregg Marxmiller had positive remarks of the high use of the improved Playground. He encouraged others to visit the Senators Website for possible funding opportunities. Gregg thanked Jennifer for joining the Planning Commission.

Jennifer Evridge wanted to thank Liz for her hard work on the Playground. Previous inspector and worked temporary with addressing thanked staff for their work.

Kaleb Westfall, thanked everyone for attending, Gregg for sharing the Murkowski website for funding, and the playground looks amazing. AML seminar in Anchorage, wanted to attend via virtually.

ADJOURNMENT

Kaleb Westfall adjourned the meeting at 6:29 pm

Commissioner Kaleb Westfall

ATTEST:

Patty Buholm, Planning Director

Approval Date: _____



MEMORANDUM

DATE: August 31, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: August 2022 Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was held on August 24, 2022 with a Planning Commission Workshop on August 25, 2022. The Planning Commission has 1 vacant seat, Seat F (term ends December 2022). Active recruitment has been occurring by posting flyers has been posted in public places, City social media account, and the City Website. The next scheduled Planning Commission meeting is scheduled for Wednesday September 14, 2022.

Permitting

Land Use Permits:

I have 5 pending.

Harbor Lot Leases:

Alaska Appraisal and Consulting Group that this is still working to complete the Harbor land appraisal report. This is a requirement per resolution of the Council to be completed every 3 years for Lease Lots.

Encroachment Permits:

None

Burial Registry/Burial Permits:

3 forms have been issued in July and August.

The burial permits form and burial registry forms have been created and are posted on the City Website and available to the public. An entire new tab has been created on the Planning page that provides burial information and is available to the public.

Cemeteries:

Kelsa has created a list of local churches and cemeteries and uploaded it the Community Interest tab on the City website. This is section is hyperlinked to the Burial Information tab for ease of accessing multiple department information within our website.

Preliminary Plat Applications:

None received

Requests for Proposal (RFP/ITB)

Currently working with the Public Works Foreman to ready the Aggregate RFP.

Meetings/Trainings

Attended weekly Department Head Meetings. Several meetings were conducted with the Mapping Company and the MARS program developers for address correction. I continue to communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding that surrounds the infrastructure. I have not received the findings report that was conducted by ANTHC in July but have requested an update on the report. I will forward the report upon receiving it.

Projects:

- The Downtown Streets project has closed on July 15, 2022, I have requested the as-builts for this project as we are over a month post completion. A request for the as-builts from Nushagak Cooperatives on the Waste Heat Project has been sent and am waiting for a reply. A request for the certificate of completion has been requested along with all the Owner’s Manual. The Planning Department has been working closely with the City Manager to complete a Resource Library/War Room in the 3rd floor conference room to consolidate information from multiple areas of the City into once location. This project is complete and as resources are located will be added

General Communications:

- The Hazard Mitigation Plan is still be complied by AECOM Technical Services and Curyung Tribal Council. AECOM reports that a final draft is very close to being completed. This will be the first Multi-Jurisdictional Plan for Dillingham.
- R&M Consultants will be holding the second open house for the Dillingham Airport Master Plan, currently set for September 29 from 6-8pm via zoom platform, which I will be attending.
- I continue to update addresses throughout Dillingham. Some streets and access points have been identified as having same names, or no names which is being actively worked on to correct.
- I have been working with Kelsa and Clara with the Mayors Sale items. This includes work with CJ and Keli at the Harbor in finding the titles for the vessels located on the Bingman Property.
- The Resource Library/War Room located in the 3rd floor conference room is completed and has already proven to be extremely beneficial during meetings.
- The MOA between the City, BBNA, and the SeaShare program has been completed for the refrigerated shipping container to be located in the boat harbor, however there is no electrician in town to finish the final connection for the temporary power box, so it has not been moved or plugged in at this time. Several attempts to speak to Al Knittle, however he has not returned calls as his busiest time is the summer with village travel.
- I plan to attend the Safety Committee meeting on 8/31/22 and the August all staff training/meeting on September 2, 2022.
- I continue to assist with identifying City of Dillingham properties and easements while working in house on process and with other agencies/individuals.
- I’m taking online courses to build my knowledge of different Planners responsibilities as well as strengthen my construction knowledge.
- I have been working to update the Planning Department section of the website and updating the forms related to my department. Any suggestions are welcome as I’d hope for this page to be easy to navigate and full of useful information/forms.



MEMORANDUM

DATE: September 30, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: September 2022 Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was held on August 24, 2022, with a Planning Commission Workshop on August 25, 2022. The Planning Commission has 1 vacant seat, Seat F (term ends December 2022). Active recruitment has been occurring by posting flyers has been posted in public places, City social media account, and the City Website. The next Planning Commission Meeting is scheduled for October 12, 2022.

Permitting

Land Use Permits:

Five (5) pending LUP. Planning is working with each of the landowners.

Harbor Lot Leases:

Alaska Appraisal and Consulting Group is still working to complete the Harbor land appraisal report. Three (3) additional reports for the land value in and around the boat harbor are expected.

Encroachment Permits:

2 Short-term encroachment permits were issued for connection to the Sewer Main.

Burial Registry/Burial Permits:

1 Burial Registry has been issued

1 Burial Permit has been issued

Cemeteries:

A meeting with all local churches with cemeteries in Dillingham is being planned for October to review the process of the Burial Registry and Burial Permit.

Preliminary Plat Applications:

None received

Requests for Proposal (RFP/ITB)

n/a

Meetings/Trainings:

- Attended weekly Department Head Meetings. I have continued to communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding infrastructure opportunities.
- Meeting with the City Manager and Landowners on Squaw Creek Road was held regarding road conditions and hazardous tree/brush removal. I am actively working with 1 landowner located on Squaw Creek Road, BBNA Land Management and a Survey Company for an easement to be granted to the City. Other landowners have offered land easements or additional land for the road.

Projects:

- R&M Consultants held a second open house for the Dillingham Airport Updated Master Plan. A total of 21 residence attended virtually and in person.
- Addresses throughout Dillingham are still being corrected. Some streets and access points have been identified as having same names, or no names which is being actively worked on to correct.
- Two of the three signs for the Clean Harbor Survey that were donated to the City by the Marine Advisory Program, were installed with help from Tav Ammu, Marine Advisory Program fellow. The third sign will be posted in the Spring of 2023 when the Harbor is reopened.

General Communications:

- The Draft 2022 Multi-Jurisdiction Hazard Mitigation Plan is available for public comment and is posted on the City Website for review. AECOM Technical Services, Curyung Tribal Council, and Fire Administrator Scott Runzo, and a few community members have all been contributing factors to complete this draft. This will be the first Multi-Jurisdictional Plan for Dillingham.
- The MOA between the City, BBNA, and the SeaShare program was completed in June for the refrigerated shipping container. A shipping container was obtained by BBNA and is located in the harbor, final placement and hook up to the temp power box needs to be completed.
- Safety Committee meeting on 9/28/22 lead by Susan Stinnett, has proven to be very helpful in identifying needs and possible future development.
- State of Alaska/FEMA contact, Harmony Curtis has tentatively scheduled a trip for 10/23/22 to Dillingham to assist with the Floodplain Program. Once this onsite training/review occurs public outreach will be completed for the permitting process and Floodplain education.
- Online courses and attending various workshops continue to build my knowledge Planners responsibilities.
- Wood River Road and Squaw Creek Road land corrections have been noted on the City map and are being updated to reflect correct Right-of-Ways and easements.
- A survey conducted in August by Southwest Surveyors of city owned land discovered property lines were unknown and inadvertently built on or used as storage by others. The affected business/community members have been made aware and I am currently working to correct with each business/community member.
- A temporary Revocable Use Permit issued on 8/14/13 by the BBNA Land Management and Bureau of Indian Affairs (BIA) to the City of Dillingham expired 8/14/2014. BBNA and BIA have been working with the Planning Department to finalize a 50-year Right-of-Way, which if approved, the City of Dillingham could receive the \$15,000.00 cash bond that was paid by the City of Dillingham in 2013 for the easement. BBNA has been working directly with the landowner of USS# 4974 and the Planning Department.
- The Planning Department is continuing to evaluate Planning Code and in-house process'.



MEMORANDUM

DATE: October 25, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: October 2022 Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was scheduled for October 27, 2022; however, it was cancelled. The Planning Commission continues to have one (1) vacant seat, Seat F (term ends December 2022). Active recruitment has been occurring by posting flyers has been posted in public places, City social media account, and the City Website. I have had communication with Dillingham City School District to create alternate ways to communicate and recruit interested students with the Student Government chosen leaders. The goal is to complete a presentation with their active and engaged students to inform them that they may submit letters of interest to serve on the Planning Commission. I will also review the complete process of becoming a Planning Commissioner, so they are aware of how the process of assigning Planning Commissioners. The next regular Planning Commission Meeting is November 9, 2022.

Permitting

Land Use Permits:

Two (2) pending LUP. Planning is working with each of the landowners.

Harbor Lot Leases:

Alaska Appraisal and Consulting has not completed the appraisal report of the Harbor Lot Lease parcels, but I am in communication with them. Their company did expect a slight delay due to circumstances outside of their control.

Encroachment Permits:

N/A

Burial Registry/Burial Permits:

1 Burial Registry has been issued

Cemeteries:

No new information at this time

Preliminary Plat Applications:

None received

Requests for Proposal (RFP/ITB)

None

Meetings/Trainings:

- Attended weekly Department Head Meetings and have started the self-guided annual required training.
- Continued communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding infrastructure opportunities. The City Manager and I met with ANTHC representatives on 10/25/22 regarding the 2022 Community Block Grant, ANTHC’s grant writer service, with intentions to update the City of Dillingham’s Water/Wastewater and Landfill Master Plan.
- ANTHC has requested the Planning Department to complete the Alaska Community Housing Assessment. I have arranged to work with ANTHC’s staff to complete this full assessment of all residential homes within Dillingham City Limits. This extensive project will assist with future projects, including water, wastewater, and assist with land ownership identification.
- The National Flood Insurance Program training scheduled for October 25–27, 2022 has been postponed until November 16-18, 2022.

Projects:

- Addresses throughout Dillingham are being corrected as found.
- City Property identification is an ongoing project with daily work.

General Communications:

- AECOM forwarded the 2022 Multi-Jurisdiction Hazard Mitigation Plan the State of Alaska for approval on 10/11/2022. Once approved by the State of Alaska, a copy will be forwarded to FEMA and we will be notified.
 - Once this onsite training/review for Flood plains within Dillingham occurs public outreach can begin for the permitting process and Floodplain education.
 - The Planning Department is continuing to evaluate Planning Code and in-house processes.
 - The City Map is being updated as items are discovered. A thanks to Gary Greenburg and his associate Mark O’Neil of Alaska Map Company, and Martins Onskulis and Arne Erickson of Appraisal Company of Alaska, and our in-house finance staff Ryan and Basil from the for their assistance.
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ALASKA COMMUNITY HOUSING ASSESSMENT

ALASKA COMMUNITY HOUSING ASSESSMENT

The goal of this project is to update rural Alaskan community housing information in order to accurately represent the current status of sanitation facilities to federal, state and local funding agencies. Accurate housing and sanitation data is required for sanitation funding eligibility. This project will identify the number of occupied homes in a community and their current water and wastewater system. It is currently being developed by an AmeriCorps VISTA* member serving at the Alaska Native Tribal Health Consortium (ANTHC).

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How will the information be collected?

The data for this project will be collected via community collaboration. A historical map and corresponding table will be used to verify the number of occupied homes.

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Why is this information important?

When funding agencies consider funding a sanitation facility project in rural Alaska, the number of homes and types of water and wastewater systems are reviewed. However, many times this information is outdated, misrepresenting the current state of sanitation facilities to funding agencies. By updating this information, funding agencies and ANTHC will have a current understanding of the state of sanitation facilities in rural Alaska.

Why is this information important?

When funding agencies consider funding a sanitation facility project in rural Alaska, the number of homes and types of water and wastewater systems are reviewed. However, many times this information is outdated, misrepresenting the current state of sanitation facilities to funding agencies. By updating this information, funding agencies and ANTHC will have a current understanding of the state of sanitation facilities in rural Alaska.

*Thank you for participating in this project.
We look forward to working with you.*

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*VISTA members strengthen, expand, and increase the reach of non-profit organizations and programs by working on projects in coordination with staff and volunteers. VISTAs build capacity by developing systems, relationships, and knowledge, which they transfer to the organization and community to sustain over the long term.



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ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
For more information, contact us at (907) 729-3600,
DEHEcommunityrelations@anthc.org.



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DEHEcommunityrelations@anthc.org.

2.68.040 Officers.

The planning commission shall annually, in January, designate a member as its chairperson and a deputy chair. The deputy chair shall act in the absence of the chairperson or in the inability of the chairperson to act. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992; Ord. 10-13 § 1, 2010.)

2.68.030 Term.

Members shall be appointed for a term of three years; except, of those first appointed, three shall be appointed for three years, two for two years, and two for one year. Such members first appointed shall draw lots for the foregoing terms. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

INTERESTED IN VOLUNTEERING FOR THE DILLINGHAM PLANNING COMMISSION?

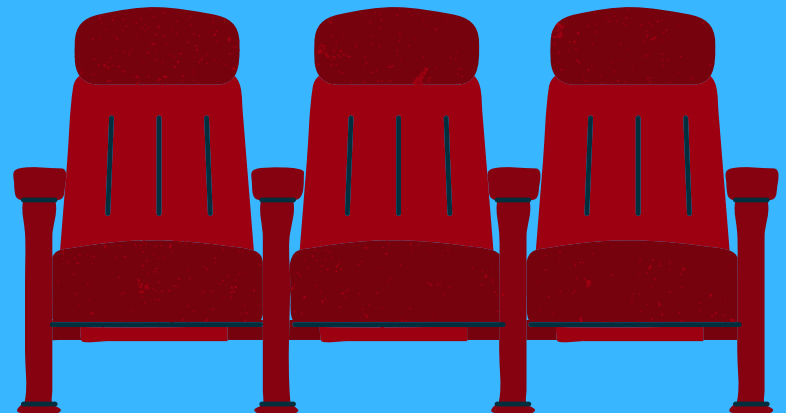
Section . Item #5.

PERFECT TIMING -
THE PLANNING COMMISSION HAS
ONE OPEN SEAT!

SUBMIT LETTERS OF INTEREST TO:

MAYOR ALICE RUBY
C/O CITY CLERK'S OFFICE
CITY OF DILLINGHAM
PO BOX 889
DILLINGHAM, AK 99576

OR EMAIL THE CITY CLERK AT
cityclerk@dillinghamak.us



FOR MORE INFORMATION CONTACT THE CITY OF DILLINGHAM
PLANNING DIRECTOR PATTY BUHOLM AT 907-842-3785 OR
PLANNING@DILLINGHAMAK.US

THE ONLY REQUIREMENT TO FILL THIS SEAT, MUST BE A DILLINGHAM RESIDENT



Planning Commission Meeting
Meeting Date: November 9, 2022

TITLE

Adopt Resolution 2022-05, A Resolution of the Dillingham Planning Commission Supporting proposed changes to Dillingham Municipal Code 2.68.110, Order of Business.

RECOMMENDED ACTION:

I move to adopt Resolution 2022-05 with proposed changes to Dillingham Municipal Code (DMC) 2.28.110.

SUMMARY OF ISSUE

This action will allow a defined section on the Planning Commission Agenda for Public Comment as listed on the agenda. This action will also allow for proper alignment of other sections of the Public Comment as provided to the City Council in the DMC by way of format and language.

648811 2.68.110 Order of business.

A. The order of business at regular meetings shall be:

1. Call to order;
2. Roll call;
3. Approval of minutes;
4. Approval of agenda;
5. ~~Communications:~~ Reports:
 - a. ~~Communications to the planning commission,~~
 - b. Planner's report,
 - c. ~~Citizen's comments on items not on the agenda;~~
6. Add: Citizens Comments
7. Public hearings;
8. Unfinished business;
9. New business;
10. Commissioner comments;
11. Adjournment.

B. The order of business at special meetings shall be prescribed by the presiding officer. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

Resolution 2022-05

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

A Resolution of the Dillingham Planning Commission Recommending changes to the Dillingham Municipal Code 2.68.110, Order of Business

WHEREAS, Dillingham Municipal Code (DMC) 2.68.110 currently does not have a section to allow Citizens Comments during a Planning Commission Meeting as stated on the current agenda for any items on the agenda, and

WHEREAS, as listed in DMC 2.68.110 section A., part 5., portion C. only allows for “Citizen’s Comments on items not on the agenda”, and

WHEREAS, DMC 2.68.110 section A., part 5, portion A. “Communication to the planning commission” does not align with format or language of other sections of the DMC for public comments, and

WHEREAS, allowed changes will align with current City Council Order of Business, DMC 2.09.100, Addressing the Council by the public, and

WHEREAS, adding a Citizens Comments section to DMC 2.68.110 will continue to follow Roberts Rules by allowing each taxpayer or resident of the city will be allowed three minutes to address the Planning Commission, with the chair having the ability to waive this formality at his/her discretion.

WHEREAS, Citizens Comments are valuable in assisting Planning Commissioners with understanding situations they may not be aware of within the City of Dillingham, and

WHEREAS, adding a Citizen Comments section to DMC 2.68.110 will allow for additional input from the citizens of Dillingham to the Planning Commission regarding their approved duties and roles as listed in DMC 2.68 in its entirety,

THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission accepts the changes to DMC 2.68.110 Order of Business.

APPROVED AND ADOPTED THIS 9th DAY OF November 2022.

Kaleb Westfall, Commission Chair

Patty Buholm, Planning Director