PLANNING COMMISSION

Wednesday, November 18, 2026 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:

Meeting ID: 920 483 0473; passcode: 99576

Or dial: 1(719)359-4580 or 1(253)205-0468

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. May 13, 2026

APPROVAL OF AGENDA

COMMUNICATIONS

Planner's report

2. November 2026
3. Priorities for 2027

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

4. ORDINANCE NO. 2026-16

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR

ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE

COMMISSIONER COMMENTS

ADJOURNMENT

File Attachments for Item:

1. May 13, 2026

CITY OF DILLINGHAM

Planning Commission – Regular Meeting

ACTION MINUTES

May 13, 2026 | City Hall Council Chambers / Zoom

CALL TO ORDER

Chair Cade Woods called the regular meeting to order. The meeting was held at City Hall Council Chambers with remote participation available via Zoom.

ROLL CALL

Present (In Person):

- Cade Woods, Chair
- Susan Isaacs, Commissioner
- Kaleb Westfall, Commissioner
- Gregg Marxmiller, Commissioner
- Jennifer DeWinne, Commissioner

Excused:

- Caelan Palmer, Commissioner

Absent:

- Misa Webber, Commissioner

Staff Present:

- Christopher Maines, Planning Director

A quorum was present.

APPROVAL OF MINUTES

A. April 15, 2026 Regular Meeting Minutes

Motion to approve the April 15, 2026 Regular Meeting Minutes as presented.

Motion:	Approve April 15, 2026 Regular Meeting Minutes as presented
Action:	Approved by unanimous consent — no objection

B. April 28, 2026 Special Meeting Minutes — Amendment and Approval

Commissioner Marxmiller moved to amend the April 28, 2026 minutes with three corrections, seconded by Commissioner DeWinne. The corrections were identified through review of the meeting transcript and member feedback received since that meeting.

FORMAL CORRECTIONS TO APRIL 28, 2026 SPECIAL MEETING MINUTES

Correction 1 — Page 9: Change 'BBHC' to 'BBAHC' (Bristol Bay Area Health Consortium).

Correction 2 — Page 10, Resolution PC 2026-01, Amendment 1: Record the motion as made by Commissioner Marxmiller and seconded by Commissioner Palmer.

Correction 3 — Page 12, Resolution PC 2026-02: Correct the vote record to show Commissioner Westfall voting No and Commissioner Palmer voting Yes.

Note: Correction 3 was not made prior to this meeting because the correction was communicated outside a formal meeting; the Commission formalized it here as the official record.

Motion:	Commissioner Marxmiller; Seconded: Commissioner DeWinne
Action:	Amendments approved by unanimous consent — no objection

Following adoption of the amendments, a motion was made to approve the April 28, 2026 minutes as amended.

Motion:	Approve April 28, 2026 Special Meeting Minutes as amended; Seconded: Commissioner DeWinne
Action:	Approved by unanimous consent — no objection
Follow-up:	Staff will incorporate all three corrections and return the amended minutes for the Chair's signature.

APPROVAL OF AGENDA

Motion:	Commissioner Marxmiller to approve the agenda as presented
Action:	Approved with no objection

COMMUNICATIONS TO THE PLANNING COMMISSION

A. Comprehensive Plan – Final Draft

Planning Director Maines reported the following:

- Confirmed with Agnew::Beck that all Planning Commission comments requiring a substantive change — approximately 46 — are incorporated in the final draft.
- Specific business names have been removed from the plan per prior Commission direction.
- The final draft goes before the City Council on June 4, 2026, at 7:00 PM.
- Agnew::Beck is expected to attend the City Council meeting. Commissioners were encouraged to attend and speak to the plan.

No action taken.	Informational only.

B. Staff Memo – Meeting Minutes and Record Keeping

Planning Director Maines reported the following changes to the minutes preparation process:

- Staff handwritten meeting notes will be maintained as official documents.
- Minutes will be prepared from meeting audio recordings.
- Staff will no longer rely on AI-generated or automated transcription for official records.

Commissioner Marxmiller stated that the memo does not address his prior request for code language specifying how motions, seconds, and votes are recorded in official minutes. He noted the current code is insufficient on this point.

No action taken.	Informational. See staff direction below.
Staff direction:	Staff will prepare a resolution recommending code language on the proper recording of motions, seconds, and votes, to be brought to the Code Committee at the next meeting. Commissioner Marxmiller will provide staff with his specific ideas by Friday, May 15, 2026.

CITIZEN COMMENTS

No members of the public were present in person or on Zoom.

PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

A. Capital Improvement Plan 2026–2032 – Commissioner Priority Comments

Staff provided each commissioner with a comment form covering every section of the CIP. Each commissioner is asked to:

- Select their personal top five (5) priority projects from the CIP.
- Add supporting comments explaining their selections.

Staff will confirm the submission deadline with the City Clerk and distribute a reminder. Commissioner priority comments will be compiled and included in the CIP package presented to the City Council on June 4, 2026.

No action taken.	Informational. Priority comment forms distributed to commissioners.
Deadline:	Staff to confirm due date with City Clerk; reminder to be sent to commissioners.

NEW BUSINESS

A. Resolution PC 2026-03 – Recommending Approval of Amendments to DMC Chapter 5.30, Disposal of Real Property

Motion by Commissioner DeWinne to bring Resolution PC 2026-03 to the floor.

Staff Presentation:

Planning Director Maines explained that the proposed amendments to DMC Chapter 5.30 would:

- Give the City additional options for disposing of and leasing city-owned property.
- Reduce delays inherent in the current process — for example, seasonal vendor permit requests at the harbor.
- Address inconsistencies between existing code provisions (casual use, temporary use, and administrative leases).
- Provide a pathway for the City to capture fair market value on leases and permits, consistent with recent appraisal work on the dock and other city-owned facilities.

Commission Discussion — Key Points Raised:

- **Commissioner Westfall: Preference for the sealed-bid method already in DMC 5.30.040; concern that the amendments would allow the City Manager to approve leases without City**

Council action; bonding or financial-guarantee requirements should be included to protect against environmental cleanup costs.

- Suggested a March 31 application deadline for seasonal permits to allow April and May meetings to process requests before summer season.
- Proposed a tiered process: uncontested seasonal spots approved administratively; contested spots go to sealed bid.

- **Commissioner Marxmiller: Requested a workshop with outside expertise (e.g., DCRA) before voting, noting Robert's Rules limits free discussion during a formal agenda item. Raised concerns about environmental cleanup liability and the need for bonding requirements. Cited examples of past encroachment permits and administrative leases used to circumvent the standard bidding process.**
- **Commissioner Isaacs: Suggested designated vendor lots and a seasonal permit process; found the proposed $25,000 annual lease value threshold acceptable. Noted the harbor has unique dynamics with the Port Director's existing permit authority under the tariff.**
- **Chair Woods: Supported a tiered seasonal process — uncontested spots approved, contested spots proceed to sealed bid. Noted the harbor food-truck situation as a real-world example of the problem the amendments aim to address.**
- **Commissioner DeWinne: Requested training or education on easements and rights-of-way. Asked whether the proposed amendments had been reviewed by legal counsel.**

Motion to postpone Resolution PC 2026-03 to the next regular meeting:

Motion:	Commissioner Marxmiller; Seconded: Commissioner Westfall
Action:	Postponed to next regular meeting — no objection

Motion to hold a workshop before the next regular meeting on Resolution PC 2026-03 and the proposed Chapter 5.30 amendments (leases, permits, and related code provisions):

Motion:	Commissioner Marxmiller; Seconded: Commissioner DeWinne
Action:	Approved with no objection — workshop to be scheduled before the next regular meeting
Staff direction:	Staff will send a formal request to DCRA for workshop support and expertise. Commissioners should submit their specific questions and points for the workshop to staff by Friday, May 15, 2026.

B. Resolution PC 2026-04 – Recommendations to the City Council Regarding Disposition of Real Property Conveyed to the City Through Tax Foreclosure

Planning Director Maines stated the resolution was brought at the Mayor's request, asking the Planning Commission to offer recommendations on four tax-foreclosed properties acquired by the City.

The four properties are:

- Tract L, Braswell Subdivision (Plat 79-02) — Triangular lot adjacent to the former Bristol Bay Native Association building; steep ditch/Wood River area.
- Lot 1, Block 1, Mission Subdivision — Corner lot near the airport, in the area of Bristol Bay Bud Company, on the dirt road off the main route.
- Lot 2, Block 29, USS 2732 — Lot behind OBI (visible from Council Chambers window); partially sunken.
- Lot 3, Block 6 — Large vacant lot at Widgeon Street and Emperor Way; described as the most developable of the four. The Curyung Tribal Council has identified Emperor Way as a road priority; paving expected in the near future.

Motion to bring Resolution PC 2026-04 to the floor was made and seconded. After discussion, both the motion and the second were withdrawn.

Discussion — Key Points Raised:

- Commissioners stated they did not have sufficient information to make a meaningful recommendation. Missing information included: plats and lot size, existing structures, condition assessments, valuation, environmental history, and zoning.
- Commissioners suggested each property should be presented as a separate resolution to allow the Commission to evaluate and vote on each independently.
- Commissioner Isaacs noted that environmental liability on these properties already attaches to the City since it now holds title, and therefore the concern is managing that liability going forward.
- A future workshop on the properties was discussed as a possible step before returning formal resolutions.

Action:	Motion and second withdrawn. Resolution PC 2026-04 was not taken up.
Staff direction:	Staff will bring the item back as separate resolutions — one per property — with complete information: current zoning, lot dimensions, structures, condition, appraised value, environmental assessment, tax lien amount, and any applicable restrictions.

COMMISSIONER COMMENTS

Commissioner Susan Isaacs

- Expressed concern about the low utilization of the UAF Bristol Bay Campus. Described the main campus building as nearly empty despite being a quality facility. Noted she is on the campus advisory committee, which was recently reinstituted.
- Provided an update: the advisory committee and campus leadership are working on a new programming model in which the Dillingham campus serves the broader UAF system, with instructors from other locations teaching courses based on community feedback. Work is ongoing.
- Stated that the City and community organizations should consider supporting the campus by enrolling staff in courses (e.g., public safety training).
- Raised a broader concern about the lack of a centralized resource for community events and City activities. Noted events such as Spring Fling, the diabetes fun run, and city cleanup are not reaching community members through any reliable single channel.
- Noted that KDLG's reduced presence means less community broadcast coverage. Asked whether the Commission or City could better promote positive city activities.

Commissioner Jennifer DeWinne

- Gave an update on the campus advisory committee, echoing Commissioner Isaacs' remarks.
- Reported having worked for several years to maintain a community events Google Calendar; noted she has been unable to keep it current due to other demands. Requested volunteers and collaboration to maintain it and develop the City's web portal as a one-stop resource.
- Raised concern about population loss in Dillingham, noting a reported decline of approximately 500 residents. Expressed worry about the economic viability of the community given anticipated fuel cost increases. Noted community members — including long-time residents with deep local ties — have expressed uncertainty about remaining.

Commissioner Kaleb Westfall

- Thanked Planning Director Maines for the new minutes format. Stated that the clear record of motions, seconds, and vote outcomes is valuable for transparency and institutional continuity — allowing anyone, new or long-tenured, to understand what the Commission decided and why.

Chair Cade Woods

- Observed that the Commission is increasingly conducting business through formal resolutions, which strengthens the record and the Commission's recommendations to the City Council.
- Suggested that roll-call votes be used for all resolutions going forward, with unanimous consent reserved for routine procedural items such as agenda approval and meeting minutes.
- Following a request from Commissioner Westfall, the Commission agreed to use an explicit call for 'ayes' and 'nays' on all votes going forward, rather than relying solely on a call for objections. This practice ensures all members have a clear auditory opportunity to register dissent.

Commissioner Gregg Marxmiller

- Reflected positively on the meeting and the quality of discussion. Noted the Commission is making substantive progress by acting through resolutions rather than discussion only.
- Appreciated the collaborative engagement from all commissioners and the information brought by staff.

ADJOURNMENT

Motion:	Commissioner Marxmiller; Seconded: Commissioner Westfall
Action:	Approved with no objection — meeting adjourned

UPCOMING MEETINGS

Date	Meeting / Event
Before June 10	Workshop – PC 2026-03 / DMC Chapter 5.30 (Disposal of Real Property): date and location to be set by staff
June 4, 2026	City Council – Comprehensive Plan final draft and CIP presentation, 7:00 PM
June 10, 2026	Planning Commission – Regular Meeting

CERTIFICATION

These Action Minutes are a summary record of official actions taken by the Dillingham City Planning Commission. A full audio recording of the meeting is maintained by City staff as the complete record.

Approved: _____ Date: _____

Cade Woods, Chair

Attest: _____ Date: _____

Christopher Maines, Planning Director

File Attachments for Item:

2. November 2026

PLANNING DEPARTMENT UPDATE

City of Dillingham

Prepared by:	Christopher Maines, Planning Director
Date:	October 21, 2026
Submitted to:	Jack Savo Jr., City Manager | Mayor Alice Ruby | City Council

Project Management Responsibilities

The Planning Department has assumed direct project management and reporting responsibilities for several of the City's major capital infrastructure initiatives. These include the Airport Waterline Extension, Snag Point Erosion Control Project, EPA Landfill Improvement Project, and ongoing support of the Wastewater Lagoon Emergency Repair. These assignments reflect a broader effort to consolidate grant management, engineering oversight, and interagency coordination within the department.

In addition, the Planning Department continues to provide coordination support to Port Director Daniel Miller on the MARAD Port Development and Design Grant, and to Fire Department Coordinator Scott Runzo on the Downtown Fire Hall Replacement project. The department is also leading the Water and Wastewater Rate Study and providing active support across the City's Capital Improvement Plan implementation strategy.

The Planning Department's expanded project management portfolio reflects the City's commitment to structured, professional oversight of its capital investment program. Each project under department management has clear reporting lines, coordinated funding strategies, and active interagency relationships.

Airport Waterline Extension Project

Scope discussions have begun with RESPEC for the 65%, 95%, and 100% design phases of the Airport Waterline Extension. These conversations are focused on establishing the full design development pathway through construction-ready documents, and represent a significant step forward in the project's progression.

The Salmon Row Subdivision has been included in the project scope, ensuring that this area benefits from the waterline extension and aligns with the City's broader infrastructure planning goals. The Planning Department is also coordinating a meeting with the Volunteer Fire Department to gather input on hydrant placement along the waterline corridor, which will directly inform the Hydrant System Upgrade component of the CIP.

Initiating scope discussions for the 65%/95%/100% design phases marks a major milestone for the Airport Waterline Extension. Incorporating the Salmon Row Subdivision and coordinating hydrant placement with the Volunteer Fire Department ensures the project delivers maximum community benefit and supports a consolidated infrastructure investment approach.

Snag Point Erosion Control Project

The Snag Point Erosion Control Project is showing positive forward movement. After completing all required compliance steps and documentation, the project is now enrolled in the updated DHS/FEMA system. The City is awaiting federal authorization to advertise for engineering and design services, which will be the next critical step in advancing this long-anticipated project.

The Planning Department continues to monitor the federal approval timeline closely and will move promptly to solicit engineering and design proposals once the go-ahead is received. Bi-weekly coordination meetings remain in place to stay current on any changes to the federal process or funding conditions.

Entry into the updated DHS/FEMA system is a meaningful milestone that reflects the City's persistent effort to navigate a complex federal grant environment. Federal authorization to advertise for engineering and design services will unlock the next phase and set the project on a path toward construction.

Downtown Fire Hall Replacement

Geotechnical investigation work is now underway for the Downtown Fire Hall Replacement project. PND Engineering, acting on behalf of Aetta Architects, was on site in Dillingham beginning October 18th and conducted a full site visit. The team is currently coordinating with a drilling company to complete field locates and establish drill points for the geotechnical investigation portion of the project.

This work will provide the subsurface data necessary to inform the structural and foundation design for the new facility. The Planning Department continues to coordinate with Fire Department Coordinator Scott Runzo and the project team to ensure the geotechnical phase proceeds on schedule and that results are integrated into the design development process.

The initiation of on-site geotechnical investigation represents a tangible and important step forward for the Downtown Fire Hall Replacement. Subsurface data gathered through this process will directly shape the structural design of the facility and support a sound, site-specific engineering approach.

EPA Landfill Improvement Project

The incinerator parts for the EPA Landfill Improvement Project have arrived in Dillingham. The Planning Department is currently working to schedule the repair with Penram International. Based on Penram's current availability, the earliest window for the repair is December; however, the department is recommending consideration of a deferral to Spring to allow for better weather conditions and contractor scheduling flexibility.

Importantly, the City remains fully compliant with the terms of the EPA appropriation. No compliance issues have arisen, and the project continues to meet all reporting and programmatic requirements. Staff will continue to coordinate with Penram and provide a recommendation on repair timing for the City Manager's consideration.

The arrival of incinerator parts is a positive development that keeps the project moving forward. The City's continued compliance with EPA appropriation terms reflects strong project management discipline, and a thoughtful approach to repair scheduling will ensure the work is completed safely and effectively.

Wastewater Lagoon Emergency Repair

The parts for the Wastewater Lagoon Emergency Repair have been ordered. However, the department is encountering difficulty securing a contractor to perform the installation. Both local vendors who have been contacted are currently overtaxed with existing work and are not in a position to take on the project at this time. The earliest available window for contractor-performed repair is the beginning of November.

In response to contractor availability challenges, the Planning Department is working with Dagen Nelson to develop a contingency plan for City staff to perform the repair if no contractor becomes available in time. This approach would allow the City to address the emergency repair without being dependent on external contractor schedules, and ensures the work can proceed regardless of contractor availability.

Proactive contingency planning with Dagen Nelson and City staff ensures that the Wastewater Lagoon Emergency Repair can move forward even in the face of contractor availability challenges. This approach reflects the department's commitment to protecting critical infrastructure and maintaining operational continuity.

MARAD Port Development & Design Grant

The Planning Department continues to provide coordination support to Port Director Daniel Miller on the MARAD Port Development and Design Grant. Phase 1 and Phase 2 Environmental Site Assessments have been completed, and the project continues to advance through the design and grant compliance process. The department remains engaged on grant reporting requirements and will continue to support the Port Director as the project progresses toward the next design milestone.

Completion of both ESA phases represents meaningful due diligence on the harbor infrastructure investment and positions the project well for continued design development and federal reporting compliance.

Water & Wastewater Rate Study

Phase 1 of the Water and Wastewater Rate Study has been completed. The Planning Department utilized a phased approach to ensure that billing calculations are being performed correctly before advancing to rate structure recommendations, which has provided an important quality control foundation for the study.

The department is planning working meetings with City Manager Jack Savo Jr. and Finance Director Anita to review Phase 1 findings and discuss minor adjustments before proceeding. If there is interest from the Council, staff is prepared to present the study findings as a workshop session to allow for a more thorough discussion of the rate structure options and their fiscal implications.

Completion of Phase 1 of the Rate Study is a significant milestone that lays the analytical groundwork for sound rate recommendations. A phased, consultative approach — with input from the City Manager and Finance Director — ensures the final rate structure is both technically defensible and fiscally aligned with the City's long-term goals for self-sustaining utility funds.

ANCSA Section 14(c) Land Conveyance

The Planning Department continues to monitor developments related to ANCSA Section 14(c) land conveyance obligations affecting properties within the City. Staff remains engaged with relevant parties and will provide updates to the Council as the status of any affected parcels or pending conveyances becomes clearer. No new developments to report this month.

Continued awareness of Section 14(c) conveyance timelines and obligations is important for the City's land use planning and infrastructure investment decisions. Staff will keep the Council informed as any relevant changes occur.

Parks and Recreation Commission

The Planning Department continues to support the reestablishment of the Parks and Recreation Commission. A joint meeting was held with ANTHC, BBAHC, and CDC representatives, including Conor Downey and Mayor Alice Ruby, to align on community recreational priorities and the Commission's proposed role. A resolution for code changes necessary to formally establish the Commission has been developed, and the advisory board is being assembled with five member seats plus a student advisor position to be filled by a representative from the Dillingham City School District.

Establishing a formal Parks and Recreation Commission will provide the City with the governance structure needed to better coordinate recreational programming, manage public spaces, and engage community partners. The involvement of ANTHC, BBAHC, and DCSD reflects strong community investment in this effort.

AHFC Housing Development — Emperor/Waskey Subdivision

The Planning Department has been engaged with the Alaska Housing Finance Corporation regarding housing development opportunities in Dillingham, with a focus on the Emperor/Waskey Subdivision.

Following prior discussions with AHFC CEO Bryan Butcher, the department is continuing to explore how AHFC programs and financing mechanisms can be aligned with the City's housing development objectives and CIP priorities for the subdivision.

The Planning Department will continue to advance these conversations and will provide the Council with a fuller briefing as discussions with AHFC mature and a clearer development framework emerges.

Engagement with AHFC on the Emperor/Waskey Subdivision represents an important opportunity to leverage state housing financing in support of the City's infrastructure investment priorities. A collaborative approach with AHFC will be key to developing a viable and community-supported housing development strategy.

Respectfully submitted,



Christopher Maines
Planning Director, City of Dillingham
October 21, 2026

File Attachments for Item:

4. ORDINANCE NO. 2026-16

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70,HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATIONCOMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FORADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSIONAND SCHOOL FACILITY COMMITTEE

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-16

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE

WHEREAS, DMC 2.90.010 authorizes the City Council to establish advisory boards or committees by resolution and requires an authorizing resolution to state the body's name, purpose or charge, number of seats, and other appropriate matters; and

WHEREAS, placing advisory committee structure in resolutions allows the Council to adjust membership, duties, and meeting schedules as community needs and available participation change, while retaining Council oversight; and

WHEREAS, the Historic Preservation Commission, Parks and Recreation Commission, and Senior Advisory Commission are advisory bodies whose purposes may be continued through resolutions adopted under Chapter 2.90; and

WHEREAS, the Council also finds that the meeting requirements for the Planning Commission and School Facility Committee should allow schedules that reflect workload and operational needs.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of DMC 2.68.080. DMC 2.68.080, Meetings, is amended to read as follows:

2.68.080 Meetings.

~~Regular meetings shall be held once each month. Special meetings may be called by the presiding officer or at the request of three members~~. **The Commission shall meet as needed, but not less than four times per calendar year. The Chair or the Planning Director may call a special meeting at any time upon a minimum 72 hour notice.**

Section 3. Repeal of Chapter 2.70. DMC Chapter 2.70, Historic Preservation Commission, including Sections 2.70.010 through 2.70.080, is repealed in its entirety as shown below. The Council may establish a Historic Preservation Advisory Committee by resolution under DMC Chapter 2.90 if it chooses to do so. This committee may also be discontinued or the duties of the committee assigned to another advisory board or committee by resolution.

~~**Chapter 2.70 HISTORIC PRESERVATION COMMISSION**~~

~~**2.70.010 Membership.**~~

~~The historic preservation commission shall consist of seven members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology.~~

~~**2.70.020 Appointment.**~~

~~Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only.~~

~~2.70.030 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.~~

~~2.70.040 Officers.~~

~~The commission shall designate a member as its presiding officer to conduct the business of the commission, a deputy presiding officer to serve in the absence of the presiding officer, and a clerk. The clerk shall prepare, or cause to be prepared, the journal of the commission's proceedings.~~

~~2.70.050 Vacancies.~~

~~A vacancy shall be declared, and filled as provided in Section 2.70.020 when a member:~~

~~1. Submits his or her resignation and the resignation is accepted by the mayor; or~~

~~2. Misses two or more consecutive meetings unless excused by the commission; or~~

~~3. Is physically or mentally unable to attend commission meetings for a period of more than one hundred eighty days; or~~

~~4. Is convicted of a felony.~~

~~2.70.060 Quorum.~~

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.03.020, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum.~~

~~2.70.070 Meetings.~~

~~The commission shall meet at least twice each year and conduct business in accordance with the open public meeting laws of Alaska. This includes public notification of meeting place, time and agenda items. Written minutes of each commission meeting will be prepared and made available for public inspection and filed with the city clerk.~~

~~2.70.080 Duties.~~

~~The duties of the historic preservation commission shall be as follows:~~

~~A. Survey and Inventory Community Historic Resources.~~

~~1. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect the site location from possible vandalism. The survey will be updated at least every ten years.~~

~~2. The commission shall prepare an historic preservation plan for the surveyed resources.~~

~~3. The commission shall prepare an ordinance measure to implement the preservation plan if necessary.~~

~~B. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the historic preservation commission considers a National Register nomination which is not represented on the commission, the commission will seek expertise in this area before rendering its decision.~~

~~C. Provide Advice and Information.~~

~~1. The commission shall act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources.~~

~~2. The commission shall work toward the continuing education of citizens regarding historic preservation and the community's history.~~

~~D. Enforcement of State Historic Preservation Laws. The commission shall support the enforcement of the Alaska Historic Preservation Act.~~

Section 4. Repeal of Chapter 2.76. DMC Chapter 2.76, Parks and Recreation Commission, including Sections 2.76.010 through 2.76.190, is repealed in its entirety. The Council may establish a Parks and Recreation Advisory Committee by resolution under DMC Chapter 2.90.

~~**Chapter 2.76 PARKS AND RECREATION COMMISSION**~~

~~**§ 2.76.010 Purpose.**~~

~~The purpose of the commission is to develop and conduct all aspects of the city parks and recreation program, and to advise the city council as to the city's proper role and participation in the development and conduct of recreation programs.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~**§ 2.76.020 Established—Membership.**~~

~~There is hereby established a citizen's advisory board to be known as the "parks and recreation commission" which shall have the power and the authority to periodically examine the operation of the parks and recreation department. The commission shall consist of seven adult voting citizens of the city and two non-voting student members, one high school member and one middle school member. Members shall serve without compensation. The mayor and city manager shall be ex officio members but may not vote.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~**§ 2.76.030 Appointment.**~~

~~Members shall be appointed by the mayor and confirmed by the council (AS 29.20.320). Appointments to fill vacancies shall be for the unexpired term only.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~**§ 2.76.040 Term of office.**~~

~~Commissioners serve at the pleasure of the city council. Members of the parks and recreation commission shall be appointed for a term of three years except, those first appointed. Members of the first commission appointed shall determine their respective terms of office by lot so that three shall be appointed for a term of three years, two for two years, and two for one year. The term of office for the high school member is one year with the option of a second term at the recommendation of the commission and reappointment by the mayor and council.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~**§ 2.76.050 Officer—Appointment.**~~

~~Immediately after appointment, the members of the parks and recreation commission shall meet and organize by electing one of their members as chairperson and another as vice-chairperson to serve for a term of one year and until the successor of each takes office. The commission shall also appoint a clerk who shall prepare the journal of the commission's proceedings.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~**§ 2.76.060 Officers—Duties.**~~

A. Chairperson. The chairperson shall preside at all meetings of the commission. He/she shall appoint all committees and shall perform the duties necessary or incidental to its office.

B.

Vice-chairperson. The vice-chairperson is chairperson in the absence of the chairperson or in case of the inability of the chairperson to act.

C.

Clerk. The clerk shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the clerk shall take the vote by roll call, in alphabetical order, with the chairperson voting last. The clerk shall certify each official document and resolution of the commission. The clerk shall maintain records of operation and shall perform such other duties as the commission assigns. The clerk need not be a member of the commission.

(Ord. 89-07 § 1 (part), 1989)

§ 2.76.070 Removal—Vacancy.

A member of the commission may be removed by a majority vote of the council or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

A. A vacancy shall be declared when a member:

1. Fails to qualify and take his/her office within thirty days after his/her confirmation by the council;

2. Departs from the city with the intent to remain away for a period of ninety or more days or is physically absent from the area he/she was appointed to represent for a period of ninety or more days;

3. Submits his/her resignation and the resignation is accepted by the mayor;

4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days;

5. Misses three or more consecutive regular meetings, unless excused by the commission; and

6. Is convicted of a felony or of an offense involving a violation of his/her oath of office.

B. The clerk of the parks and recreation commission shall keep attendance records and notify the mayor when vacancies occur.

(Ord. 89-07 § 1 (part), 1989)

§ 2.76.080 Meetings.

A. All regular meetings of the parks and recreation commission shall be held on the fourth Wednesday of each month, beginning at seven-thirty p.m.

B. The usual place of the parks and recreation commission meetings shall be at the offices of the city at the old Territorial School Building, provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the commission, the meeting may be moved.

C. All regular meetings of the commission shall be public, and the public shall have reasonable opportunity to be heard.

D. Special meetings may be called by the presiding officer or at the request of three members, including nonvoting members.

(Ord. 90-06 § 2, 1990)

§ 2.76.090 Quorum.

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he/she is not disqualified under the provisions of Section 2.76.110, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.110 Conflict of interest—Voting.~~

~~The commission shall follow the provisions of Section 2.03.020 regarding conflict of interest voting.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.120 Public meetings—Minutes.~~

~~The commission shall keep a record of all business, resolutions, transactions, findings, determinations, minutes and other matters coming before it. Such record shall be filed with the city clerk and retained as public records.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.130 Rules of proceedings.~~

~~Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the commission.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.140 Order of business.~~

~~A. The order of business at regular meeting shall be:~~

~~1. Call to order;~~

~~2. Roll call;~~

~~3. Recognition of guests;~~

~~4. Review/approval of minutes;~~

~~5. Approval of agenda;~~

~~6. Director's report;~~

~~7. Citizen's discussion;~~

~~8. Decision items;~~

~~9. Commission member announcements;~~

~~10. Review next meeting agenda/assign tasks;~~

~~11. Adjournment.~~

~~B. The order of business at special meetings shall be prescribed by the presiding officer.~~

~~(Ord. 89-07 § 1 (part), 1989; Ord. 90-06 § 3, 1990)~~

~~§ 2.76.150 Formal acts by resolution.~~

~~A. All formal acts of the commission shall be by resolution bearing the following:~~

~~1. The heading, "City of Dillingham Parks and Recreation Commission";~~

~~2. Space for the serial number to be assigned, "Resolution No._____";~~

~~3. A short and concise title descriptive of its subject and purposes;~~

~~4. Short premises and whereas clauses descriptive of the reasons for the resolution, if necessary;~~

5. The resolving clause, "Be It Resolved:"; and "(Date)" and designated lines for the signatures of the commission presiding officer and the commission clerk.

B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of and instance of the commission, shall conform to that set forth above and shall be on white eight and one-half by eleven-inch paper with one and one-half inch left margin suitable for permanent filing.

(Ord. 89-07 § 1 (part), 1989)

§ 2.76.160 Funds.

All funds of the commission received as fees and charges or otherwise shall be deposited in the general fund of the city as receipts of the activities of the commission.

(Ord. 89-07 § 1 (part), 1989)

§ 2.76.170 Compensation.

Compensation and expenses of the parks and recreation commission and its staff are paid as directed by the city council.

(Ord. 89-07 § 1 (part), 1989)

§ 2.76.180 Powers.

A. The commission is advisory in character and may not be delegated administrative authority or responsibility beyond that which the city council may authorize.

B. The commission may assist and cooperate with any existing agency or group which has as its object the development or improvement of parks and recreational activities and programs.

C. The commission may plan for the orderly growth and development of parks and recreational facilities and make recommendations to the city council.

D. The commission may accept gifts and grants from any source to assist it in the performance of its function. These gifts and grants operate to augment any appropriation made for the support of the commission.

E. The commission shall have the responsibility of keeping generally aware of the park and recreation needs of the city. The commission shall not have direct power to effect policy determination, but shall be able to make recommendations to the city council. Said recommendations may evolve into policy decisions of the city council affecting matters relating to parks and recreation. The commission is not empowered to distribute their findings to any individual or group other than the parks and recreation director, city manager, and city council.

(Ord. 89-07 § 1 (part), 1989)

§ 2.76.190 Duties and responsibilities.

The parks and recreation commission shall have the following duties and responsibilities:

A. To act in an advisory capacity to the parks and recreation director, city manager and city council in all matters pertaining to recreation activities and parks;

B. To encourage a sound program of park and playground acquisition, development, and maintenance;

C. To foster the close coordination of school and playground development to avoid the duplication of facilities;

D. To interpret community park and recreation programs to public officials and to the general citizenship in order to promote understanding and financial support from public and private sources;

E. To recommend to the council the establishment of general policies with respect to a park and recreation department;

F. To consider recommendations and requests originating from any source;

G. To assist the council in the acquisition, development, beautification, and maintenance of park and recreation facilities in the city as part of a sound Master Park and Recreational Plan in keeping with the community needs and future growth;

H. To aid the council in coordinating the parks and recreation services with the programs of other government agencies and voluntary organizations;

I. To advise, with the assistance of the city manager, in the preparation of the annual budget and a long-range parks and recreation capital improvement program for submission to the council;

J. To advise the council on the problems of the development of recreation areas, facilities, programs, and improved recreation services.

(Ord. 89-07 § 1 (part), 1989)

Section 5. Repeal of Chapter 2.84. DMC Chapter 2.84, Senior Advisory Commission, including Sections 2.84.010 through 2.84.130, is repealed in its entirety. The Council may establish a Senior Advisory Committee by resolution under DMC Chapter 2.90.

Chapter 2.84 SENIOR ADVISORY COMMISSION COMMITTEE

§ 2.84.010 Purpose.

There is established the Dillingham senior advisory commission. The purpose of the commission is to advise the mayor, city council, city manager and senior center director as to the city's role and participation in the development and conduct of programs intended to help meet needs of the elderly in the area, enhancing and enriching their golden years. To the extent practical, advice and reports shall be in written form and shall represent the consensus of the advisory board.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.020 Powers.

A. The commission is advisory in character and may not be delegated administrative authority or responsibility beyond that which the city council may authorize.

B. The commission may assist and cooperate with any existing agency or group which has as its objective the development or improvement of activities and programs for the elderly.

C. The commission may accept gifts and grants from any source to assist in the performance of its function. The gifts and grants augment any appropriation made for the support of the commission.

D. The commission shall have the responsibility of keeping generally aware of the needs of the elderly in the area. The commission shall not have direct power to effect policy determination, but shall be able to make recommendations to the city council. The recommendations may evolve into policy decisions of the city council, affecting matters relating to the elderly.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.030 Duties.

The duties of the commission shall be as follows:

A. Advise the director of the senior center on matters dealing with the programs operated at the senior center;

B. Forward copies of written minutes of meetings to the city manager who, in turn, forwards the minutes to the city council;

C. Advise the mayor and city council regarding elderly issues and matters directly affecting the senior center;

D. Set the annual membership fee;

E. Recognize volunteers at the annual membership dinner and dance;

F. Ensure that the mayor and city council's purpose and vision statement are met through the activities and services of the senior center.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.040 Membership.

The commission shall consist of seven members having a demonstrated interest, competence or knowledge regarding problems of the elderly. BBNA, BBAHC, and HUD will be ex officio members but their vote will not count.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.050 Appointment.

The city manager will recommend prospective members to the mayor. Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.060 Term.

Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for an initial term of three years, two for an initial term of two years, and two for an initial term of one year. Members shall serve without compensation. The mayor, city manager, and any person who has completed six years as a member of the commission shall be ex officio members, but may not vote.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.070 Officers.

The commission shall designate one of their members as chairperson and another as vice-chairperson to serve for a term of one year and until the successor of each takes office. The commission shall also appoint a clerk or staff member who shall keep records of the commission's proceedings.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.080 Quorum.

Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.04.030, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum. The chairperson may reschedule any meeting within one week of the regularly scheduled meeting if a quorum is not present.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.090 Removal—Vacancy.

A member of the commission may be removed by a majority vote of the council, or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

A. A vacancy shall be declared when a member:

1. Fails to qualify and take office within thirty days after confirmation by the council; or

2. Departs from the city with the intent to remain away for a period of ninety or more days; or

3. Submits a written resignation that is accepted by the mayor; or

4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days; or

5. Misses three or more consecutive regular meetings, unless excused by the commission; or

6. Is convicted of a felony.

B. The clerk of the commission shall keep attendance records and notify the mayor of each vacancy as soon as it occurs.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.100 Meetings.

A. All regular meetings of the commission shall be held on the first Wednesday of each month, except June and July, beginning at one p.m.

B. The usual place of the commission meetings shall be at the senior center, provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the commission, the meeting may be moved.

C. All regular meetings of the commission shall be conducted in accordance with the public meeting laws of Alaska; however, this does not automatically ensure participation by nonmembers of the commission.

D. Special meetings may be called by the presiding officer.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.110 Rules of proceedings.

Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the commission.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.120 Formal acts by resolution.

A. All formal acts of the commission shall be by resolution bearing the following:

1. The heading: "City of Dillingham Senior Advisory Commission";

2. Space for the serial number to be assigned: "Resolution No._____";

3. A short and concise title descriptive of its subject and purposes;

4. Short premises and "Whereas" clauses descriptive of the reasons for the resolution, if necessary;

5. The resolving clause, "Be It Resolved:"; "Date"; and designated lines for the signatures of the commission presiding officer and the commission clerk.

B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of and instance of the commission, shall conform to that set forth above and shall be on white eight and one-half by eleven-inch paper, with one and one-half inch left margin suitable for permanent filing.

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.130 Funds.

All funds of the commission received as fees and charges or otherwise shall be deposited in the general fund of the city as receipts of the activities of the commission.

(Ord. 99-05 § 1 (part), 1999

Section 6. Amendment of DMC 2.72.070(C). DMC 2.72.070(C) is amended to read as follows:

C. ~~The city clerk shall generate written minutes and shall assist in drafting reports from the committee to the school board and to the city council.~~

For a School Facility Committee meeting hosted at a City facility, the City Clerk shall prepare the written minutes. For a School Facility Committee meeting hosted at a school district facility, school board staff designated by the Superintendent shall prepare the written minutes. The staff member responsible for preparing the minutes shall also assist in drafting reports from the committee to the School Board and City Council. For a meeting hosted at a school district facility, the school district shall provide the City Clerk with a copy of the agenda packet and written minutes in advance of the meeting and any meeting recording promptly after the meeting.

Section 7. Amendment of DMC 2.72.070(D)(1). DMC 2.72.070(D)(1) is amended to read as follows:

1. Meet **at least twice each fiscal year**~~on a quarterly basis~~, and discuss: (a) any need for increases or decreases in school facility-related services; and (b) the funding necessary for school facility maintenance and repair;

Section 8. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____.

SEAL:

_____

Alice Ruby, Mayor

ATTEST:

_____

Abigail I. Flynn, City Clerk