



## REGULAR PLANNING COMMISSION

Wednesday, January 17, 2024 at 6:00 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 / 6:00 p.m.**

*Limited Seating Available*

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/82190115454?pwd=a2dBaklzcGFhdm1CQWZYYVZudWM5Zz09>

Meeting ID:821 9011 5454 participant #, passcode: 867510 Or dial (346) 248-7799, or (669) 900-6833

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

- [1.](#) Minutes from the November 8, 2023 Planning Commission Meeting

#### **APPROVAL OF AGENDA**

#### **COMMUNICATIONS**

##### **Communications to the planning commission**

- [2.](#) A Representative from Agnew::Beck will be present to present the updated timeline and the expected Workshops for Public Engagement

##### **Planner's report**

- [3.](#) Planning Department Monthly Report December 2023

##### **Citizen's comments on items not on the agenda**

#### **PUBLIC HEARINGS**

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

- [4.](#) Welcome Back, Susan Isaacs Seat E; three year term December 2023 - December 2026  
Welcome Back, Jennifer Evridge Seat B; three year term December 2023 - December 2026

Both interested community members were appointed by Mayor Ruby in the December 9, 2023 regular Council Meeting

5. Officers to be elected: Chairperson of the Planning Commission and Deputy Chair of the Planning Commission

**COMMISSIONER COMMENTS**

**ADJOURNMENT**



**PLANNING COMMISSION**

Wednesday, November 8, 2023, 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.*

**MEETING INFORMATION**

**PLANNING COMMISSION REGULAR MEETING  
CITY HALL COUNCIL CHAMBERS / 5:30 p.m.**

**CALL TO ORDER**

A regular meeting of the Planning Commission was held on Wednesday November 8, 2023, at the Dillingham City Council Chambers in Dillingham, Alaska and called to order at 5:39 pm.

**Roll Call**

Commission members present and establishing a quorum (a quorum being four): Kaleb Westfall, *Elizabeth Clark*, Gregg Marxmiller, Susan Isaacs, Michael Bennett, Burt Luckhurst, Jennifer Evridge.

Council members excused: *Elizabeth Clark* present in meeting at 5:50pm.

**APPROVAL OF MINUTES**

Minutes for the October 24, 2023, Regular Planning Commission Meeting:

Motion: Sue Isaacs moved, and Gregg Marxmiller seconded the motion.

Vote: the motion passed unanimously by vote

**APPROVAL OF AGENDA**

Regular Planning Meeting Agenda

Motion: to approve the agenda made by Gregg Marxmiller, seconded by Sue Isaacs.

Voting: The motion passed unanimously by vote

**Communications to the Planning Commission**

Fire Chief Norman Heyano submitted a new Downtown Fire Department design from Talkeetna to replace the existing Downtown Fire Hall. The existing fire station isn't feasible any more for one is too small and the building is too old. The new station will have four doors to accommodate two fire engines and two ambulances. This station will also have an office & living quarter for summer employees. The proposed site is across the road from the small boat harbor. Bert asked if there was going to be a Fire Department Crossing Light at the road because, it is a busy part of town. Coolie stated it is possible as other stations have done this.

Mayor Alice Ruby approved the Planning commission list of capital improvements. Alice recommended how expensive it would be to develop the Fire Station on the proposed spot. Alice mentioned that Choggiung had

conducted drilling sites in this area and the peat moss was measured to 30ft deep and cannot build on anything adjacent to the Boat Harbor due to the deep peat moss and unstable ground. Mayor Ruby also mentions the last item on the agenda, where the city council would like to develop a parcel. It was recommended that the Planning Commission form a Housing committee to accomplish this task because of how expensive it is. Entities are ready to work with the city and have funding to develop, such as Bristol Bay Housing Authority, Bristol Bay Area Health Corporation, Alaska Commercial Company, and Dillingham City School District. BBHA has the experience with subdivision development and engineers. BBHA is in the process of building new housing within the next 2 to 3 years, perfect timing for the city.

Rebecca Markley from Unicom completed a presentation on the Unicom Fiberoptic plan to get internet to other communities in the Southwest Region. She provided background information on Unicom Fiber upgrades for GCI and NETC who have partnered together on a project to deliver faster internet and affordable, unlimited data plans to Bethel and 12 other communities in the Yukon-Kuskokwim Delta region. This project will require installation of Fiber Optic Cable (FOC), associated facilities, including one beach manhole (3x4x4) FOC on City of Dillingham owned land. Most on land or through terrestrial waters will be laid on the surface to reduce wetland impacts, the FOC on City of Dillingham-owned lands will be buried to protect it from damage. To minimize ground disturbances when crossing stream banks, lakes, and wetlands the cable will be installed during winter months when the ground is frozen. It is anticipated that the construction will begin in 2024 and be completed to 2026. To facilitate construction of the project, Unicom requires a Land Entry Permit and easement agreement from City of Dillingham. Unicom is requesting permission to enter the property within the area shown on the attached figures to survey and construct the FOC network. Upon completion of construction, an as-built survey of the new facilities location will be compiled, and then the easement will be finalized and recorded.

Commissioner Kaleb Westfall ask for correction on where the manhole is located off the road. Rebecca responds if you look at the handout it shows to the estimated location of the manhole.

Commission Elizabeth Clark asked if the subsistence or commercial fishing will be able to access during summer months and how long will this project take. Rebecca said it will go very quickly and don't see any problems.

William Chaney went on record as CEO of Nushagak Cooperative saying that Nushagak Cooperative did not see any problems with this project, but if the city had any future plans for any improvements it would need to be addressed beforehand or included.

William Chaney with Nushagak Cooperative presented Hydro Electric project in the Head waters of Wood Tikchik National Park on the Nuyakuk River.

**Key Features:**

- 1. Current proposed 10-14MW
- 2. No dam utilization of existing natural control
- 3. Limited footprint & short bypass reach through limited aquatic habitat zone.
- 4. No lengthy access roads necessary, air or via river.
- 5. Highest control flows coincide with peak running timing for key salmon species, renewable hydro generation would flow for power production for 100% of fish processing effort.
- 6. Base on analysts most appealing renewable options in the region. Multiple options have been analyzed over past 10 years, such as wind generation.

**Key Development Over The Past year:**

- 1. Collaborative ARWG and public involvement related to technical study plan improvement (collective development, review and commenting)
  - a. Bo-monthly ARWG meetings
  - b. Website updates and emails to contact list throughout process.
  - c. Review / comment period associated with the RSP.
- 2. Geotechnical analysis
- 3. Biological study camp established.

- 4. All requisite natural resource permit applications submitted.
  - a. ADNR land use Permit
  - b. ADFG Fish Habitat Permit
  - c. ADFG Fish Resource permit
- 5. 2023 Study Season completed.

**Natural Resource Study Program:**

- 1. Fisheries
  - a. Fish Community and Behavior Near the Project Area
  - b. Falls Fish Passage study
  - c. Entrainment and Impingement study
  - d. Tailrace False Attraction Evaluation
  - e. Chinook and Sockeye Life Cycle Modeling
  - f. Integrated Risk Assessment of Fish Populations
- 2. Water Resources:
  - a. Dissolved Oxygen and Water Temperature Focus
  - b. Flow Duration Curve/Stationarity Assessment
  - c. Future Flows Study
  - d. Ice Processes Assessment
- 3. Terrestrial
  - a. Botanical Impact Assessment
  - b. Wetlands Impact Assessment
  - c. Caribou Population Evaluation
- 4. Cultural
  - a. Subsistence Study
  - b. Section 106 Evaluation
- 5. Recreational and Aesthetics
  - a. Noise study
  - b. Recreation Inventory

**Project Goals:**

Assess the feasibility of Nuyakuk Falls as a hydro prospect while respecting the environment and local/regional interests.

At the current phase - Assess the feasibility of the Project via:

- 1. Natural resource studies
- 2. Geotechnical evaluation
- 3. Preliminary design concepts
- 4. Dialogue with the local and regional stockholders

**Use the best possible science and regional experts to assess feasibility.**

**If deemed environmentally feasible, the Project will.**

- 1. Significantly reduce (if not eliminate) current reliance on fossil fuel resources for electricity.
- 2. Represent a long-term, renewable power source for the region.
- 3. Stabilize and lower power source for the region.
- 4. Provide short and long-term employment opportunities for the region.

Consistently collaborate with, information and involve all interested regional individuals, Tribal entities, and public interest groups throughout the process.

**Overall Project Licensing Schedule**

Key FERC Milestones

- 1. Comprehensive Study Seasons- 2023and 2024

2. Study Reporting – 2023and 2024
3. Study Reporting Meetings- 023 and 2024
4. Ongoing infrastructural and site Analysis and Design- 2023 and 2024
5. Further Geotechnical Analysis- 2024
6. Preliminary Licensing proposal- 2024/ early 025
7. PIP Comment Period- 2024/ early 2025
8. Final License Application 2025

questions: Gregg asked if we were going to lose out on PCE. William mentioned that the Federal Government is making it well worth the incentive to switch over.

A 5-minute recess was called and passed by members of the Planning Commission.

Meeting called to order @ 7:16pm by Commission Chair Westfall

**Planners report:** Patty had no written report at this time since, she gave one two weeks and nothing new to report. After the meeting she got on a plane for doctor’s appointment in Anchorage and hand delivered the Mylar plat to DOT. Once returned to the office on Monday she was appointed to Acting City Manager during Kimberly Johnson absence. At this point in time, she had to deal with the Territorial School building demolition and gather information for the Comprehensive plan for CIP list. Any questions?

Elizabeth Clark said she was asked if there was any asbestos in the building?

Patty mentioned that there was a small layer of paint on the floor but, since it was wet and no dust or concerns at the time of removal.

**Citizen’s comments on items not on agenda:**

No one in the room or on-line to make any comments.

**PUBLIC HEARING**

None scheduled.

**Unfinished Business**

**Capital improvement list for FY 2024**

- Harbor Float Replacement
- Harbor Revetments and Breakwater/Emergency Bank Stabilization
- Snag Point Erosion/Sewer Lagoon Bank Stabilization
- Wastewater System Upgrades
- Downtown Fire Hall replacement
- Water System Improvements, phase III
- Replace one well the Landfill for Ground Water Monitoring
- New Landfill Trash or Ash Cell
- Repair Landfill Shop
- Fire Hydrant Replacement and or/repair

Kaleb Westfall mentions that we are going adopt and prioritize list. Is there a Motion.

Gregg Marxmiller moves to adopt resolution 2023-04 Capital Improvement List, Elizabeth Clark second.

Kaleb Westfall opens for discussion.

Gregg Marxmiller question is there any indication why the list is in this order?

Patty sorted the listed with Manager Johnson as available funding right now. You as Planning Commission would sort these as way of importance to present to the City Council, list as to what is priority from page 8 to 7. The first three bullets have funding available right now. The exception of the Fire Hall design that Fire Chief Heyano presented it cost 1.7 million to build in Talkeetna. We need to

include water line hook up to existing line above harbor access road brought down a little and across to the tundra about 2 to 3 hundred feet to gravel pad suggested for the Downtown Fire Hall build.

Gegg Marxmiller stated that he was not going to make a motion for the items of importance on this list but, it seen to be on here from the past, if need I can move items from page 7 to page 8.

Sue Isaacs asked for clarification on the importance on the list in order.

Gregg Marxmiller said as for the city the items with numbers the legislators look at for priority or go with what is easily funded.

Patty mentioned that the harbor float was awarded 5 million for design. The most important is PND Engineers 2019 design for our harbor is it appropriate for the city of Dillingham and harbor. The float design with gangway and catwalks would hang during the winter months and secured to posts dropped into harbor. Danny Miller, Harbor Master, and I as a community member have weighed in on this and administration have talked about what complications that might come up or do we have the resources to maintain. Mark Schwantes, the newly hired Acting Public Works Director, a few local fishermen, some employees have given their comments. This doesn't affect our Capital Improvement List, but it does affect a design. This design appears problematic with our strategic plan. The plan didn't include conversation with landowners. The current revetments are on Peter Pan Seafoods property and Bristol Bay Native Corporation, who have stated they do not want revetments on their property on the other side because, that's where they put the ice tender. As we move forward we need to be more knowledgeable of the new design since, this wasn't put before the Planning Commission without adequate input. Patty was told by Mr. Hladick that it wasn't passed, and she has looked for a denial letter but, not yet seen one.

Kaleb Westfall is not opposed to Gregg's idea of just leaving as is or moving it around. Are the harbor floats more important than the water/wastewater that effects everybody or most.

Sue Isaacs stated these are all important but, we need new one. But the water system is very important too. We can't wait another 10 years.

Michael Bennett asked how old is our water/wastewater system? Patty what portion? Is there anything that needs to be address right away.

Patty states that we had a pipe our downtown infrastructure is 40 years old and failing one section a time.

Michael Bennett believes that water/wastewater is very important because, we can't have the city without water/wastewater & pipes torn up all over the town. So, I think we should move top of the list.

Elizabeth Clark would like to move water/wastewater up as it is very important for dieses control however recognizes the Downtown Fire Hall is important as well. I like to propose move water/wastewater 1 & 2 and fire hall 3 and keep the rest. Are we looking as actually funded or need base. Elizabeth stated she wanted them in order of need.

Jennifer Evridge stated that top 3 funded and or is through the snag point erosion project. Did we receive the 5 million for the Harbor floats and do we have the money available in the bank. I agree with Liz's idea of water and wastewater project s would be more of a priority in the Legislators. My question is the money sitting in the bank or spent on a design we don't really like and agree with Michael on importance of the water/wastewater's upgrades to top of the list.

Kaleb Westfall asked for clarification on the funding.

Patty stated the city has received the 5 million dollars for design of the Harbor Floats, water/wastewater phase costs are included in your packet.

Gregg Marxmiller stated he understood the importance of moving forward with the listed items as it shows constituency with previous years and keeps the more important items moving forward, who then made a motion to pass the CIP List. Kaleb Westfall asked for clarification if it should be kept in the order of:

1. Wastewater Improvements
2. Water System Improvements, phase III
3. New Downtown Fire Station
4. Harbor Float Replacement
5. Harbor Revetments and Breakwater/Emergency Bank Stabilization
6. Replace one well the Landfill for Ground Water Monitoring
7. New Landfill Trash or Ash Cell
8. Repair Landfill Shop
9. Fire Hydrant Replacement and or/repair

All members agreed that this is the order that they would like to have the CIP List in the above order.

Elizabeth Clark made a motion as accepting the list as stated as read by Kaleb Westfall in the organized manner, Gregg Marxmiller accepted the Friendly Amendment. There was discussion by all Commissioners if water system improvements should be listed as 1 then Wastewater Improvements as 2 – Patty stated the best forward motion is to vote on this then make a motion to rearrange the list as there is currently a motion within a motion on the floor. General discussion continued the list order for 2 more minutes. Elizabeth Clark called the question, Kaleb Westfall acknowledged the question, Michael Bennett seconded the question. Some discussion occurred for the importance of the actual order of the CIP List.

Motion passed unanimously.

Resolution 2023-04 as amended; Gregg Marxmiller called a question on Resolution 2023-04 as amended. Gregg motioned to correct the date and amend the 2022 to 2023 then called a question on the motion. Kaleb Westfall seconded the question as amended. Micheal Bennett made a motion to add a friendly amendment, moving Wastewater to position two on the list and Water System improvements to number one on the list.

1. Water System Improvements, phase III
2. Wastewater Improvements
3. New Downtown Fire Station
4. Harbor Float Replacement
5. Harbor Revetments and Breakwater/Emergency Bank Stabilization
6. Replace one well the Landfill for Ground Water Monitoring
7. New Landfill Trash or Ash Cell
8. Repair Landfill Shop
9. Fire Hydrant Replacement and or/repair

Bert Luckhurst seconded the motion. Gregg Marxmiller called the question, Kaleb Westfall acknowledged the question.

Motion passed unanimously.

**NEW BUSINESS**

4. Playground: Include the discussion of Planning the routine maintenance and inspection of the new playground that is located at the Downtown Park. Item requested to be listed by Commissioner Elizabeth Clark to openly discuss the Playground.

Elizabeth stated she no longer works for BBNA and no longer has a conflict of interest on the Downtown Playground that was paid for by BBNA. Elizabeth did make a motion to table the discussion on the Downtown Playground, motion was seconded by Bert Luckhurst. Gregg Marxmiller called a point of order to state that this should be noted as a postponed section and not a Tabled. Bert accepted the point of order and held his second on the motion.



Discussion by Gregg was he did not like the format of this section on the New Business and it should have been put into as a point of information under the Communication to the Commissioners, Elizabeth stated that she agreed with Gregg and that she wanted something on the table to discuss.

Motion passed unanimously.

- 5. Request for an Easement through City of Dillingham lands to be granted to Unicom, Inc., to install Fiber Optic Cable

Gregg Marxmiller made a motion to adopt Resolution 2022-03 with the amendments to change the dates on the document. Elizabeth Clark seconded the motion.

Discussion: Micheal Bennett wanted to make sure the city does not have any plans to make a parking lot. Bert Luckhurst stated that he agreed and that once it's given it will be their easement and we will not be able to build on the Fiber Optic Cable (FOC). Bert Luckhurst wanted to have a parking lot or boat launch installed being primitive at best. Bert suggested that GCI could part of the solution by putting in a parking lot or a better road. Gregg suggested that Rebecca Markely speak to the request. Rebecca stated that asphalt over the easement would prevent being able to access the FOC to be able to maintenance it. Kaleb asked about propeller interference or propeller interference. Rebecca stated that this was already studied, and this was not a foreseen issue as it would be buried before the shallow portion of the beach. Micheal Bennett also raised the concern of bigger scows and their anchors hooking the FOC and breaking the line and who would be responsible for the repair the line. Rebecca stated that Unicom has taken this into consideration and that is why this location was chosen due to the unlikely event of this occurring. Micheal asked would the liability be on Unicom or the vessel owner. Rebecca stated it would be on the vessel owner if the vessel owner broke the line as it would be noted on charts and wide PSAs would be broadcast of the line location. Bert Luckhurst stated he does not agree with this Resolution. Gregg Marxmiller stated that he did not have any issues with this placement and agrees with this resolution and does agree with this resolution. Kaleb Westfall stated he does not like the location due to AML and other large tenders who anchor in that area. Elizabeth asked if there would be any environmental impacts due to the salmon and the environmental status, as the beach is a large area that is used for subsistence, and she wants to make sure it does not have any negative impacts on the environment. Michael asked if it was Federal funded and why does it not go through Federal lands which the Hospital sits on and does not hinder the fishing area of the beach. Kaleb Westfall asked if there were any other locations that have been explored. Rebecca stated that this area was the most reasonable and safest route, as well as a NTIA report that will be released at a later time (environmental review). Patty has stated that Will Chaney with Nushagak Cooperative who spoke earlier does support the Unicom FOC project. Patty asked if Unicom would be agreeable to doing some sort of road improvement prior to burying the FOC, Rebecca stated yes, and they could discuss and consider this due to the primitive state. Kaleb asked if the safety of the FOC was due to the ice shear and the use of the road. Rebecca stated it was a double armored cable which is the stronger of the FOC. Gregg was concerned about the disturbance of the boat that is sunken in the beach gravel. Patty stated an archaeological walk through has already been completed in May 2023 and the boat was already part of this walk through. Rebecca asked for "no-construction time", almost all commissioners stated that May through July would be a bad time due the subsistence fishing and the boat launching that occurs during this time. Sue suggested postponing this topic to the next meeting, Kaleb seconded that and asked for a list of information be supplied to the Planning Commissioners prior to the next meeting. Patty recommended that Unicom complete a workshop in a 2-week time period, Elizabeth Clark stated that for her that is difficult so suggested to do a workshop in December prior to the regular scheduled Planning Commission meeting with only one agenda item listed as the Unicom easement. Susan Isaacs changed her suggestion to a Motion to postpone, Bert Luckhurst seconded the motion.

Discussion: Micheal asked for clarification if this would be moved to the December meeting, Kaleb stated yes.

Motion YAY's: Bert Luckhurst, Susan Isaacs, Elizabeth Clark, Kaleb Westfall, Micheal Bennett

Nay: Gregg Marxmiller

Kaleb asked for the Commissioners to think of items that they would like to ask Unicom and state those in their Comments at the end of the meeting.

- 6. Planning Commissioner Seat B and Seat E terms will be completed on December 31, 2023. If the Current Seat holders would like to run again a memo to the mayor must be completed and submitted to Mayor Alice Ruby prior to the end of Term. I will start Advertising the Seats as available by appointment of the mayor at the end of this month per Dillingham Municipal Code, 2.68.020. Seat B, currently occupied by Planning Commissioner Jennifer Evridge Seat E, currently occupied by Planning Commissioner Susan Isaacs.

Gregg Marxmiller asked if this is for informational purposes only, and if so should have been put into the Report to the Commissioners and not under the New Business section of the meeting. Patty apologized for the inconvenience as it was only information to be shared.

- 7. The City Council would like to develop parcel 1-120-020 Planning should start for the future development of the 320 acres of land that was given to the City of Dillingham. Micheal stated he wanted this on the agenda so the City Council could move forward with developing the land into subdivisions to increase housing. Gregg asked what the desired action was and if anyone had considered working with other stakeholders. Kaleb stated that his concern would be with specific steak holders having interest with only certain types of individuals and not a wide variety of steak holders. Michael stated the motion by the City Council was to consider multiple housing opportunities while talking to the other steak holders and this was just a way to open the discussion on creating land options for people to develop housing. Kaleb stated the most current housing study was needing upwards of 400 homes to maintain the current need that has been identified within Dillingham. Gregg stated this is a large task for the Planning Commission and maybe should be delt with by professional services and does not think the Planning Commission is the right place to be development subdivision. Gregg also stated he thought that the access was also an issue as it appears to only have limited access.

Elizabeth Clark made a motion to postpone further discussion on this until the January meeting. Micheal Bennett objected and stated he wanted direction to keep moving forward. Gregg stated he wanted a workshop on this development of this lot and is in favor of a workshop preferably before the next meeting. Point of Order was called by Patty as a motion was on the floor then followed by an objection, with no second. Now a vote on the second to object the objection must be completed. Kaleb Seconded the Objection, Kaleb Seconded the Objection.

Motion to object YAY’s: Kaleb Westfall, Micheal Bennett, Susan Isaac, Bert Luckhurst, Gregg Marxmiller,

Motion NAY’s: Elizabeth Clark, Jennifer Evridge

Motion fails.

Micheal makes a motion to have a workshop prior to the Unicom meeting postponed until December. Bert Luckhurst seconds the motion.

Discussion: Elizabeth stated she will be unavailable most of December. Gregg wants to make sure people are invited to the meeting to assist with the subdivision development.

Question was called by Sue Isaacs, no objections. Motion passes unanimously.

**COMMISSIONER COMMENTS**

Susan Isaacs, said it was a good meeting with lots of information.

Elizabeth Clark, would like to see where Unicom explored alternate routes for the FOC. Would like to see the additional report on the environmental impacts by Unicom. Elizabeth also requested that the CIP list would like to start working on it sooner possibly in August of 2024 in a workshop.

Bert Luckhurst, thanked staff for their work and thanks to Kaleb for the pizza.

Gregg Marxmiller, wanted to know why Unicom was putting this in and what is the benefit to the community. Also thanked the staff for their work and thanked Kaleb for pizza.

Jennifer Evridge, was sad she did not get any pizza, and did not like how long the Nushagak presentation was. She would like to hear from Unicom prior ideas or different routes and any engineering reports that went with it. Jennifer also wanted to discuss the 320 acres of land to be discussed and who will be developing it but does believe it should be sold to the private sector to be developed. Jennifer thanked the staff at the city and all positive she has seen at the Landfill and different departments. She stated she would be putting in to retain her seat on the Planning Commission and is enjoying all the positive work within the Planning Commission.

Michael Bennett, thanked staff for their work.

Kaleb Westfall, this was a long meeting with lots of information, big meeting with lots of big decisions. These decision will impact our future, thanked staff for their work.

**ADJOURNMENT**

Commission Chair Kaleb Westfall adjourned the meeting at 9:20 pm.

\_\_\_\_\_  
Commissioner Kaleb Westfall

ATTEST:

\_\_\_\_\_  
Patty Buholm, Planning Director

Approval Date: \_\_\_\_\_

# Memo

To: Patricia Buholm, Dillingham City Planner  
cc: Dillingham Planning Commission  
From: Agnew::Beck Consulting  
Date: January 4, 2024  
Re: **Dillingham Comprehensive Plan Update**

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## **Project Timeline**

As we have extended the contract period of performance, we are now aiming to complete the comprehensive plan update by this spring.

- **January:**
  - Complete contextual research and analysis.
  - Prepare for public workshop.
- **February-March:**
  - Public workshop to review goals, strategies and actions and identify overall community priorities.
  - Strategies and actions will be identified as City-led or Partner-led to help City staff, Council members and Commissioners focus on a more manageable set of priorities.
- **March-April:**
  - Assemble full draft update of the Comprehensive Plan.
  - Public Review and Approvals process.

## **Status of Public Input to Date**

- **Public Input Form:** 71 responses
- **Interviews:**
  - 8 interviews completed with representatives of Dillingham educational institutions, seafood industry, BBNA and Tribes, landowners and/or land managers, and a mix of recent and long-time community members.
  - 2-3 interviews in process of scheduling/ conducting but not completed with representatives of the Dillingham Fire Department, community healthcare and social services.
- A summary of public input to date is provided as Attachment A.



# Dillingham Comprehensive Plan Update Community Input Summary to Date

updated January 3, 2024 – ATTACHMENT A

## Process

### Public Input Form

A public input form was distributed to the community via online survey format and hard copy format in mid-October and was open until December 1<sup>st</sup>, 2023. The form asked respondents to provide open-ended comments about which 2010 Comprehensive Plan topics should be prioritized over the next 10-20 years. The Comprehensive Plan topics include:

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1. Land Use and Housing | 5. Energy                           |
| 2. Transportation       | 6. Community Wellness and Education |
| 3. Waterfront           | 7. Public Facilities and Services   |
| 4. Economic Development |                                     |

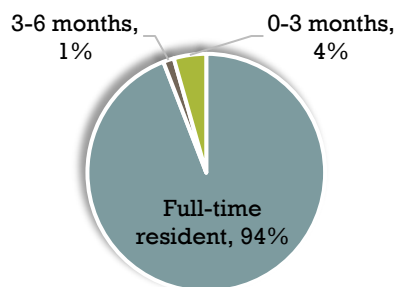
Respondents were also asked to provide the average time they spend in Dillingham each year.

### Interviews

To date, eight interviews have been conducted with stakeholders from Dillingham educational institutions, the seafood industry, BBNA and Tribes, landowners and/or land managers, and a mix of recent and long-time community members. Interviewees were asked to provide information about Dillingham accomplishments, quality of life, and the biggest challenges, opportunities, and priorities they see today and over the next 10-20 years. They were also asked whether they are familiar with the 2010 Comprehensive Plan and to share ideas about creatively engaging the community during the current update process.

## Response Summary

71 individuals provided feedback using the Public Feedback Form and 25 individuals provided feedback through interviews – **95 respondents total**. Nearly all who provided feedback using the Public Feedback form did so online. The vast majority of Public Input Form respondents indicated that they lived in Dillingham year-round.



# Themes

Approximately 417 comments from 95 individuals were received from the Public Input Form and interviews. The main themes of all topics have been summarized below. Housing affordability and availability were the top concerns among respondents, which also impact community wellness and education, economic development, and public facilities and services.

Topics - Main	#Comments
Land Use & Housing	75
Community Wellness and Education	74
Public Facilities and Services	71
Economic Development	60
Transportation	33
Waterfront	19
Energy	17
Comp Plan Process	25
Vision	10
Accomplishments	8
Quality of Life	25
<b>Total</b>	<b>417</b>

## Top Comprehensive Plan Themes

(Public Form and Interviews, 349 responses total)

Topic	Key Themes
<b>Land Use &amp; Housing</b> 66 responses related to Housing	<ul style="list-style-type: none"> <li>• Affordable housing stock was the top concern for most respondents.</li> <li>• Lack of housing prevents workforce development, especially in the education sector. Housing was cited as the primary reason that teacher recruitment and retention is so difficult in Dillingham. Many positions in the workforce are vacant because they cannot find a place to live.</li> <li>• There is a sense that housing challenges are partially to blame for outmigration and that the younger population will move to other cities where affordable housing can be found.</li> <li>• Respondents felt that the City could help by:                             <ul style="list-style-type: none"> <li>○ simplifying the permitting system and reducing unnecessary regulations that prevent development and affordable housing types;</li> <li>○ document vacant city-owned property to determine appropriate land uses;</li> <li>○ updating the floodplain information for the downtown area;</li> <li>○ incentivizing housing projects through property tax reductions or city land sales at reduced prices, earmarked for housing developments; and</li> </ul> </li> </ul>

Topic	Key Themes
	<ul style="list-style-type: none"> <li>○ increase collaborative efforts with other agencies (such as BBHA, BBAHC, BBNA, and the School District), land managers, banks and contractors to create holistic solutions.</li> <li>● Regarding other land use topics, respondents expressed concern about the effects of erosion, invasive species control, site control for developments to protect fish habitat, and abandoned buildings that cause blight and potential environmental harm.</li> </ul>
<p><b>Community Wellness &amp; Education</b> 49 responses related to Wellness, 19 responses related to Education</p>	<ul style="list-style-type: none"> <li>● Respondents commented on the need for a multi-purpose building for adult and youth activities, fitness options, meeting space, and event space.</li> <li>● There was broad recognition that many Dillingham residents suffer from mental health and addiction illnesses, but disagreement about the primary cause. Respondents suggested that prioritizing support services in health care, housing, and public safety are needed. Others suggested that more activities for younger residents would decrease instances of drug abuse. Many recommended more robust collaboration efforts between the City and support services.</li> <li>● Elder care was an important topic for some respondents, noting the loss of Grandma’s House (MEAL) and long-term doctors at the hospital. Many see Elders leaving Dillingham for better assisted living options and understand that the aging population will continue to grow over the next decade.</li> <li>● Lack of childcare options for families with young children was observed.</li> <li>● Topics related to teacher recruitment and retention were the largest concerns related to education in Dillingham. Some listed housing as the main barrier, while others focused on the decline in school population.</li> <li>● There are less than 400 students in the school district, which is the lowest enrollment in at least 20 years. The government may take back one-third of the district’s funding because of the low enrollment. School population decline is attributed to outmigration, privatization, and increased homeschooling enrollment.</li> <li>● Many expressed praise for the school system, despite the lack of resources, especially in its effort to build partnerships with other agencies.</li> <li>● Respondents suggested increasing education and training opportunities for trades to support/increase the local workforce.</li> </ul>
<p><b>Economic Development</b> 60 responses</p>	<ul style="list-style-type: none"> <li>● Respondents generally agreed that the cost of living in Dillingham is a major barrier to growing the economy, though many believed that there was little that could be done to improve it.</li> <li>● 17 respondents commented on taxation as it relates to the fishing industry, small business development, and housing. There was general consensus that taxes are needed in order to fund and improve Dillingham’s infrastructure, but no consensus about precisely which taxes should be increased or created.             <ul style="list-style-type: none"> <li>○ Many commented that the property tax is a hindrance to small businesses. They suggested relaxing taxes or creating other</li> </ul> </li> </ul>

Topic	Key Themes
	<p>incentives for needed services in Dillingham, like restaurants, fishing supplies and services, veterinarians, and mechanics.</p> <ul style="list-style-type: none"> <li>○ Some supported implementing a raw fish tax or onshore fish processing tax, while others feared it would drive processors to communities with better infrastructure and/or lower taxes.</li> <li>○ Some suggested finding ways to increase taxes on non-residents.</li> <li>○ Many suggested providing tax breaks to those who would develop housing in Dillingham.</li> </ul> <ul style="list-style-type: none"> <li>● Many supported the fishing industry and noted it is recently impacted by world affairs and politics. Last year, they were paid \$0.50 per pound.</li> <li>● Some noted that there are many open jobs in the community that are not being filled. Low wages, discrimination, mental illness and addiction, and seasonal employment from fishing could be possible deterrents to year-round jobs.</li> <li>● There was general support for an expanded tourism/eco-tourism sector to diversify the economy, encourage beautification of the city, protect the environment, and improve the quality of life for residents.</li> <li>● Some respondents support finding ways to keep the workforce local, such as using the local workforce to build housing and providing training opportunities for trades.</li> </ul>
<p><b>Transportation</b> 33 responses</p>	<ul style="list-style-type: none"> <li>● Many respondents praised recent improvements to the roads but reinforced the importance of year-round road maintenance and the development of new roads, such as paving Neqleq subdivision and Emperor Way, establishing an alternative route from downtown to Wood River Road via HUD road, and resolving Squaw Cr Road.</li> <li>● 9 respondents expressed a need for a shuttle or transit service for residents (Elders, teachers, university students, seasonal employees, visitors, etc.), even if it only ran a few times per week.</li> <li>● Praise was given to the City for providing more infrastructure for multimodal transportation, like bike paths and sidewalks, which are used frequently. Maintaining and extending active transportation infrastructure was requested.</li> <li>● The lack of barge service was perceived as a main reason for the high costs of goods and services and a deterrent to developing new housing in Dillingham.</li> <li>● One respondent requested a freight lane across the waterfront from Peter Pan to the City dock to avoid traffic in front of the AC store.</li> </ul>
<p><b>Waterfront</b> 19 responses</p>	<ul style="list-style-type: none"> <li>● Erosion was a top concern. Mitigation measures, like building seawalls, were suggested.</li> <li>● Improving harbor facilities and management were recommended, including: <ul style="list-style-type: none"> <li>○ Utilizing the Bingman property as a Seafood Innovation Center or a multi-use retail space with a boardwalk.</li> <li>○ Moving the food vendors away from the busy driveway.</li> </ul> </li> </ul>



Topic	Key Themes
	<ul style="list-style-type: none"> <li>○ Opening more boat launch ramps.</li> <li>○ Parking enforcement.</li> <li>○ Restroom maintenance.</li> <li>○ Waste management, especially for disposed oils that tend to leak near the bins.</li> <li>○ A running ice machine.</li> <li>○ Better fire suppression hydrants.</li> <li>○ Bring water and electricity to the south end of the harbor.</li> <li>○ Maintain/pave the City dock surface; equipment is easily damaged.</li> <li>● Some perceive conflicts with those that use the waterfront as a 'working waterfront' and those who would like to use it more for community gathering spaces and celebrations. (Many working harbors, like those in Sitka, Alaska, have found ways to create community spaces without conflicting with industry or subsistence uses.)</li> <li>● Respondents would like to improve the waterfront for community spaces see the waterfront as a focal point of the community and a source of pride/identity. Utilizing the Bingman property as a Seafood Innovation Center or a multi-use retail space with a boardwalk or coastal trail was suggested.</li> </ul>
<p><b>Energy</b> 17 responses</p>	<ul style="list-style-type: none"> <li>● Many respondents recognized that the community is heavily reliant on diesel for fuel and support options for expanding renewable, sustainable energy infrastructure. <ul style="list-style-type: none"> <li>○ Some suggested incentives for small-scale alternative energy solutions, such as community-wide grants for solar and wind initiatives.</li> <li>○ There may be opportunities for the City to collaborate with the UAF Bristol Bay Campus on other initiatives through existing programs.</li> <li>○ Some City-owned buildings could be more energy-efficient and be modified for solar electricity where appropriate.</li> <li>○ Others suggested installing EV charging stations and replacing City vehicles with electric vehicles when appropriate.</li> </ul> </li> <li>● Many respondents supported the Nushagak Electric and Telephone Cooperative's initiatives to develop hydro power and expand fiber optics for the region. Some noted that expanding fiber optics may benefit economic development by allowing more remote workers to live in Dillingham.</li> </ul>
<p><b>Public Facilities &amp; Services</b> 71 responses</p>	<ul style="list-style-type: none"> <li>● Many respondents expressed dissatisfaction with the City and perceive that the community has a negative view of the City (29 responses). Respondents suggested that the City should: <ul style="list-style-type: none"> <li>○ Find solutions by building partnerships. Collaborate with keystone organizations, Tribal entities, educators, contractors, and neighborhoods. Support community initiatives that other agencies lead. Find a way to stimulate the volunteer core. (17 responses)</li> </ul> </li> </ul>

Topic	Key Themes
	<ul style="list-style-type: none"> <li>○ Recruit and retain employees by paying a fair wage and reviewing the City’s structure and processes. The turnover is disruptive to providing consistent services. (10 responses)</li> <li>○ Emphasize public relations. Create an engagement plan to improve transparency about decisions. Involve the community in decisions, especially working families who may not be able to attend meetings. Provide more education about what the City does and how it works. (8 responses)</li> <li>○ Focus on deferred maintenance, asset management, and low maintenance solutions.</li> <li>○ Prioritize actions.</li> <li>● Public safety comments (8):             <ul style="list-style-type: none"> <li>○ Some respondents remarked that they do not call the police in dangerous situations because the police will either make things worse or not respond.</li> <li>○ Improve or build a new police station and jail.</li> <li>○ Improve police action on petty crimes (vandalism and theft) that occur on boats over winter, boat storage areas, and the harbor.</li> <li>○ Promote fire mitigation programs and projects.</li> <li>○ Promote the numerous training opportunities that Fire/EMS conduct to increase volunteers and provide education.</li> </ul> </li> <li>● Utility comments (7):             <ul style="list-style-type: none"> <li>○ The sanitation services need to be improved; many components of the 20-year-old master plan are out of date.</li> <li>○ Extend sewer and water where possible. Septic is always backing up at HUD.</li> <li>○ Protect the sewage lagoon.</li> <li>○ Expand water and sewer to the airport.</li> <li>○ Improve drinking water.</li> </ul> </li> <li>● Eight respondents commented about the declining condition of the landfill. While some improvements have been made in the past few years, they perceive that it is not yet improved to the quality it was 15 years ago and that the City is mainly responsible. Respondents recommended:             <ul style="list-style-type: none"> <li>○ Maintaining the landfill to meet ADEC Solid Waste requirements.</li> <li>○ Having clear and well-maintained areas for recycling.</li> <li>○ Covering waste daily and installing bear-proof fencing.</li> <li>○ Prioritizing fire prevention.</li> <li>○ Convert the incinerator burner to used waste oil instead of buying diesel.</li> </ul> </li> </ul>

## Other Themes:

(Public Form and Interviews, 68 responses total)

### The Comprehensive Planning Process

- Public engagement ideas:
  - *Increase opportunities for youth to be engaged. We can slow outmigration if we engage kids now. If kids feel like they're heard, they will feel like they have buy-in. Ask what they consider "fun."*
  - *Townhalls and public workshops; incentivize attendance with gift cards and door prizes.*
  - *Lunch-and-Learns at the University.*
  - *Public radio.*
  - *Choggiung Ltd. Board meeting in June.*
  - *Piggyback on other events, have staff there to discuss the plan and process.*
  - *Talk to small business owners - ones that still have business and ones whose businesses have closed. Ask about challenges.*
  - *Leave materials at the post office.*
- Content:
  - *Make it a shorter plan, easily digestible, accessible*
  - *Use definable metrics in the goals and actions. The 2010 plan doesn't do that, so it's difficult to know whether or not it has happened.*
  - *Track it yearly.*
  - *Make goals attainable. Most comp plan goals don't get accomplished because they entity doesn't have enough control of the outcomes.*
  - *Prioritize goals; make sure they connect with what really matters. The City is talking about planter boxes, but the dump and lagoon are in dire straits.*
  - *Include the inventory that was taken of the City's assets and facilities. It was well-documented and would be a really good idea to keep updated and make transparent so the public can track changes.*
  - *More emphasis on leadership roles and partnerships.*
- Process:
  - *Put the plan online, where the public can reach it. A way for the public to comment through the whole process, not just the planning process.*
  - *Track it yearly.*
  - *Have leadership meetings every couple of months to check in. The City seems to sit out of the regional meetings. Require an annual review by City Council.*

### Vision for the Future:

- *Dillingham has the potential to be a great little city again, to be a place where people want to live and stay.*
- *Make a "greener" connection easier for residents of Dillingham.*
- *There is no more sense of community here. People come and go after a year or two. It is so expensive. If you're not from here, why would you stay?*

- *There are so many great and caring people in the community that want to do great things, but it is going to require the City and other agencies like BBEDC to take more initiative in finding ways to bring in the resources for the collective community instead of individuals all struggling on their own to fix individual problems.*
- *We must build the groundwork to support people who can support themselves. This starts with the basics. Housing, food and economic security etc.*
- *Dillingham is a beautiful community, and we need to help revive all these aspects and bring more for our youth and elders to be a part of. All while preserving the subsistence way of life and traditional values.*
- *Unless we as a community change, this town will continue to degrade. We need something to be proud of, something that, as a community, we can call our own. A morale booster, and a motivator. And we need it sooner than 10 years. School partnership with BBRCT program and literacy program. Youth are trained in high school to take the open positions. All four school districts in partnership. It grows a local work force through vocational education.*
- *We need to make Dillingham more appealing. The more residents we get, the more opportunities for small businesses to start back up, like restaurants. Make this town alive again.*

**Accomplishments**

- *Afterschool programs (more tutoring, food services, transportation, culture integration).*
- *School partnership with BBRCT program and literacy program. Youth are trained in high school to take the open positions. All four school districts in partnership. It grows a local work force through vocational education.*
- *BBEDC youth hiring. There is funding for local youth experience in the local workforce, which helps keep youth in our community. Same with the ANSEP program, which helps recruit FWS workforce.*
- *The school district has aggressively gone for education grants (State and Federal) to provide additional books (every child gets two books each month), staff for literacy, mental health and SEL programming, mental health counselors, partnerships to support students, preschool.*
- *BBNA Rebuild partnership w/DCSD – Piloted in 2014.*
- *Road improvements.*
- *Bike trail. Many community members advocated for it (it wasn't in the plan), and it has been wonderful for kids and families.*
- *High praise for community outreach during the pandemic; the City's partnership with the hospital.*

**What People Love About Dillingham**

- *I enjoy that Dillingham is a small town. It's easy to be involved with the community here. I appreciate the environment, subsistence resources, opportunity to enjoy the outdoors, the hospital here. Without the hospital, I wouldn't be able to live here. The school system is as good or as challenging as a family wants it to be. Facilities and basic infrastructure are good.*
- *The Yup'ik culture.*
- *Dillingham provides broader opportunities for different recreation and outdoor interests (hiking, fishing, hunting, trapping).*

- *People come together when there are hardships.*
- *Close knit support system.*
- *Having a public library, museum, and a University of Alaska campus in town is really great.*
- *The SAFE shelter.*
- *BBNA as a tribal arm for social services.*
- *Wonderful organizations working out of Dillingham.*
- *The people and the children.*
- *The people and relationships with small businesses.*
- *It's my home.*
- *Sense of community.*
- *The subsistence lifestyle.*
- *Alice Ruby.*
- *Everyone is like family. Going to the grocery store, I know everybody. It brings me joy to be close.*
- *Beauty and diversity. The Russian fleet that comes in the summer, the people from Croatia and Mexico for the canneries. Close knit families. Healthy rivalry between villages and sports. The King Run.*
- *"This is the place that has always been."*

**Mayor**  
Alice Ruby

**City Manager**  
Kimberly Johnson



**Dillingham City C**

Section . Item #3.

Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall

## MEMORANDUM

**Date:** January 5, 2024  
**To:** Kimberly Johnson, City Manager  
**From:** Patty Buholm, Planning Director  
**Subject:** December 2023 Monthly Report

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**Acknowledgements and Recognitions:** Thanks to the Public Works Department for the continual hard work in keeping the streets clear and bike/walk paths clear.

**Department Accomplishment and Opportunities:** During City Manager Kimberly Johnson, I was appointed as Acting City Manager for most of the month of December. During this period, I worked closely with the other Department Managers/Supervisors, thank you for the opportunity. Currently enrolled in the High Performance Leadership on-line course that is on-line and expected to run through the middle of April 2024.

**Projects – Progress and Public Impacts:** I have been working on several projects that have not been completed by previous staff. I have been communicating with State of Alaska, Department of Transportation and Public Facilities with closing the Downtown Street Rehabilitation Project, this is still on going. The right-of-way plat has been recorded with the Department of Natural Resources, we are still waiting for the As-Builts, the Quit Claim Deed, and the Final Letter of Completion. The deadline for the hard deadline for project completion for this August 2024 so the above missing items may not be available until the deadline. I completed a full closure of a project that started in 2009-2012 with the grant closed on 12/31/2013. This project was to permanently reroute the sewer main in the downtown area, and funding was utilized from this for a \$15,000.00 bond payment through an restricted Native Allotment and was primarily handled through BBNA. After working with BBNA Land Management and the Original Surveyor for over a year, this has been completed and the project and funding is officially closed. The money that was received is restricted to be used for sewer issues only. I am continuing to work towards the previous goals of future funding for the CIP list of projects. Working with other community Planning Departments and some land surveyors on improving some of the in-house process for Land Use Permits and the Permitting process for the City of Dillingham. Most of issues that I have encountered so far is the general misconception that no planning or permitting is needed within the City of Dillingham. I am attempting to work on additional Public Service Announcements or future workshops for community members.

**Upcoming Calendar Items:** I will be attending the FEMA NFIP course training February 27 – March 1, 2024, in Anchorage. I will be attending the ANCSA Workshop March 13-15 in Anchorage.

**Public Feedback:** The Planning Department is still receiving public feedback on the condition of the Landfill and how nice it is now. The Planning Department has received calls about the clear roads and bike paths which have been passed along to the Public Works Department.

**List of Attachments:** MOA Final 10.31.2014, Sewer Easement Plat

**Mayor**  
Alice Ruby

**Manager**  
Kimberly Johnson



**Dillingham City Council**  
Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Neil Curt Armstrong  
Kaleb Westfall  
Kevin McCambly

**MEMORANDUM**

**Date:** December 21, 2023

**To:** Patty Buholm, Planning  
Kimberly Johnson, City Manager  
12-DC—343 Snag Point Sewer Line Emergency Relocation grant file

**From:** Anita Fuller, Finance Director

**Subject:** Receipt of \$15,000 bond on project

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Patty Buholm, Planner, has been working on closing the easement issue to received bond funds back to the city.

**Recent e-mail correspondence**  
04/20/2022 11:11 AM  
Alan Backford <abackford@bbna.com>

Good morning Patty – this is a pending sewer line easement for the buried pipe that was installed. The Bond is for the expired Revocable Use Permit to help insure that the city would perform requirements stated in the Permit regarding culverts and gravel fill. It is my opinion that the Bond can be released, if Ms. Kallstrom agrees, as one culvert for the gravel pad was installed, and the fill and other culvert may not be needed.

An easement is needed as there is no easement for the sewer pipe that was installed. I emailed you a draft Right-of-Way Application, and draft Grant of Easement. I think the Application is correctly completed and can be submitted by the city to us. I will prepare the Grant of Easement when all of the paperwork has been done. The Application has a list of Required Supporting Documents. Of these, the city only needs to furnish the survey, and bond unless the landowner waives it. I think the city has insurance and we'll need a copy.



I am mailing you some correspondence with the city, documents, and the draft survey plat today so that you will know what has been done so far to process this pending easement. Please let me know if you have any questions. Alan, BBNA LMS

**From:** Director, Planning & Grants Management <[planner@dillinghamak.us](mailto:planner@dillinghamak.us)>  
**Sent:** Tuesday, April 19, 2022 3:28 PM  
**To:** Alan Backford <[abackford@bbna.com](mailto:abackford@bbna.com)>  
**Cc:** Mark Lynch <[manager@dillinghamak.us](mailto:manager@dillinghamak.us)>  
**Subject:** Water Line Easement for B. Kalstrom

Good Afternoon Alan,

Thanks for taking my call last week in regards to the Water Line Easement that needs to be completed for Mrs. Kalstrom. This email was just a follow up on our conversation that the City of Dillingham has to complete a ROW application and potentially could be refunded the \$15,000.00 dollar bond that was set aside for this property water line easement, correct?

I do believe this is a process that will have to go through the Planning commission for final approval, and the public process of notification will have to be completed in order to satisfy the Dillingham Municipal Code 17.33.010. I also understand that your explanation of this ROW is not completed, it could be a violation of personal property and considered as trespassing. Thank you for explaining all of this for me and agreeing to help me with this easement from the owners perspective, as this will be my first easement for ROW for public purposes. I did previously receive the ROW in a separate email, however was not sure if this is the one that you would like me to move forward with, can you please advise?

Patty Buholm  
Planning Director  
PO Box 889  
Dillingham, AK 99576  
Office Phone: (907) 842-3785  
Fax: (907) 842-2060

**Original detail of the expense paid:**

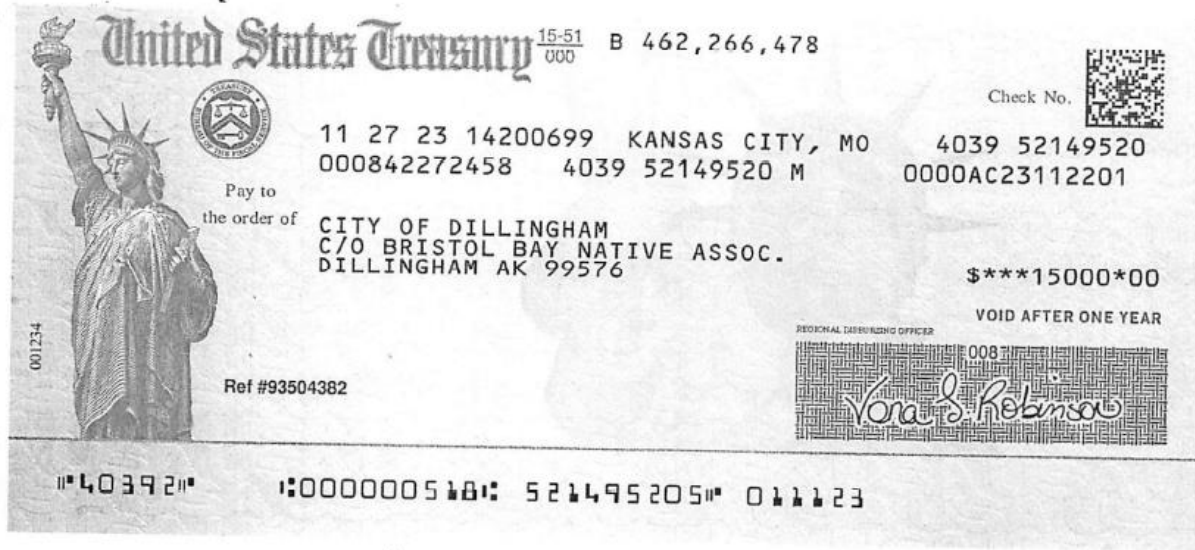
The \$15,000 was paid from the grant 12-DC-343. Performance period of the grant is 07/0/2011 to 06/30/2016. Grant was closed 12/31/2013. Grant file retention is a minimum of six years. Funding was to be used towards Snag Point Sewer Line Emergency Relocation. The objective of this project is to permanently reroute the city's force main sewer line from the beach below Snag Point to upland city streets leading to the wastewater lagoon. Project may include but not limited to Engineering and design;

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*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

construction and operation; all necessary materials and shipment; Labor; and Other costs associated with relocating the Sewer Line. Grant award was \$1,800,000. \$15,000 was paid to Department of the Interior – BIA with check number 0056136 dated 08/10/2012, to the account code of 3452 8615 30 62 4500 1. The was reported to the granting agency on report no. 5 for the period 07/01/2012-09/30/2012 dated 10/30/2012.

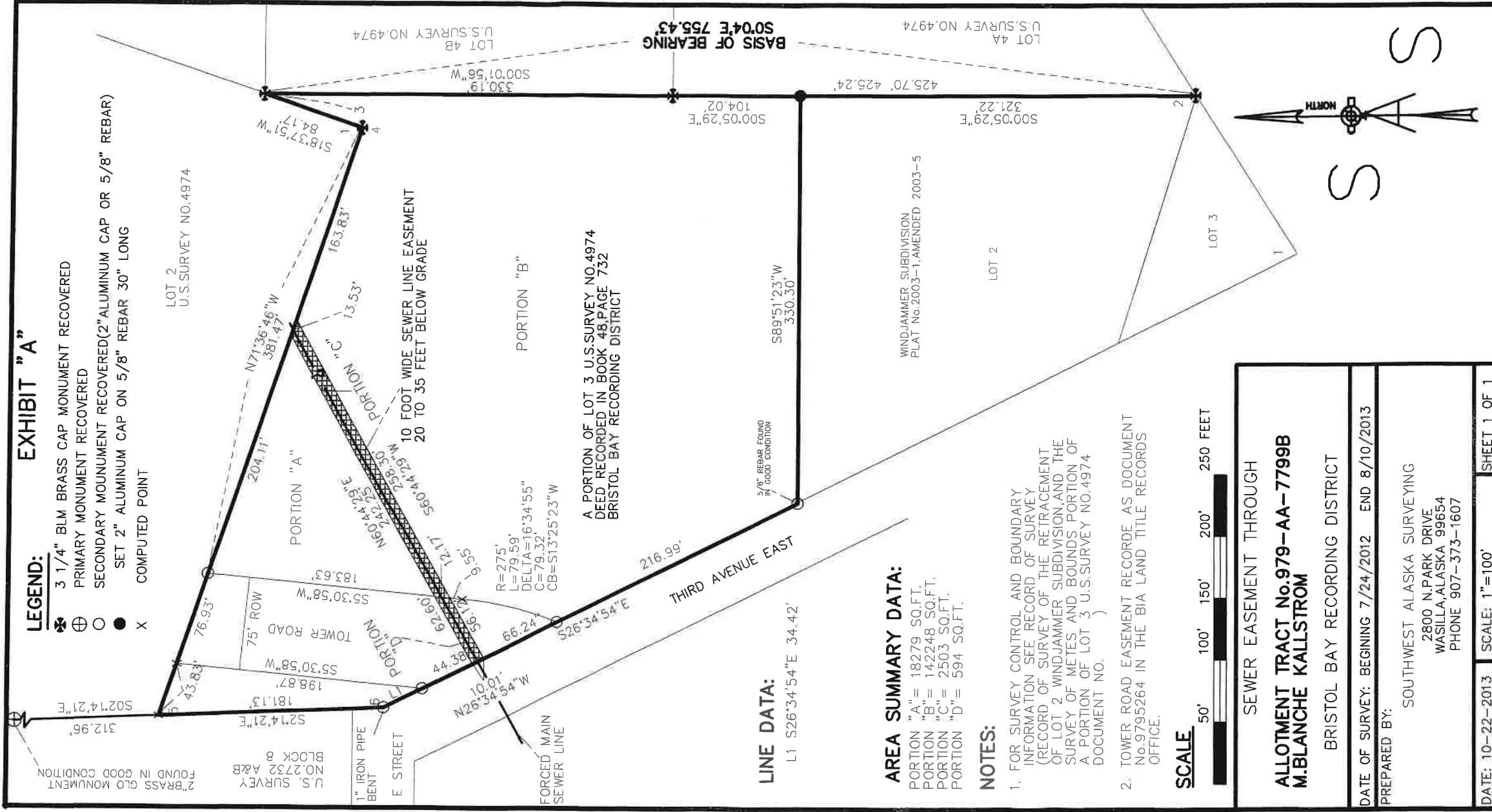
**Copy of check received from BIA through United States Treasury:**



**How to process funds received**

Due to the funds originating from FY2022 Designated Legislative Grants funds, I contacted State of Alaska Department of Commerce, Community, and Economic Development Division of Community and Regional Affairs to assist with understanding what we should do with the funds received. I received a call back from Pauletta Bourne who informed me that since their grant files have been discarded following the 6 year retention schedule, she has nothing further to go on. The City of Dillingham has been advised to receive the funds in the wastewater fund and to spend the money on a project that would meet the requirements of the original grant. The \$15,000 will be coded to 2100 4790 30 62 4500 1, Miscellaneous Revenue. Funds must be spent on itmes related to the original forcemain project and can be coded to 2100 XXXX 30 62 4500 1 for tracking purposes.

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*



**2.68.020 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. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)



Planning Commission Meeting  
Meeting Date: January 17, 2024

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**TITLE**  
Officers Elections

**RECOMMENDED ACTION**

Nominate yourself or a fellow Planning Commissioner for either of the Planning Commission Officers, Chair or Deputy Chair. This will be a one-year term for each officer. Please only complete one seat election prior to starting the next seat election, starting with the Planning Commission Chair first.

- “I would like to nominate insert person’s name OR myself for the Chair of the Planning Commission.”
- “I would like to nominate insert person’s name OR myself for the Deputy Chair of the Planning Commission.”

Any nominated person for either seat can decline the nomination without giving reason after the nomination has occurred.

After all nomination have occurred the Chair will close the nominations and each seat will be voted upon as an individual motion.

**SUMMARY OF ISSUE**

Dillingham Municipal Code 2.68.040, the Planning Commission must elect a chairperson and a deputy chair annually in January.

**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.)

## Nominations From The Floor

Sometimes called *open nominations*, this method is probably the most familiar. It's used in the vast majority of situations in which members elect their officers at a meeting. Your group's rules and customs determine when floor nominations are accepted. Sometimes nominations aren't taken until the election is pending, and sometimes they're taken at other times, such as at a meeting before the election meeting.

The process of making floor nominations is subject to the following rules:

- Recognition by the chair is not required to make a nomination. However, calling nominations from your seat is often impractical, so you may want to adopt a more formal nomination process.
- Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signal their endorsement.
- A person can nominate himself or herself.
- A member shouldn't offer more than one nomination to a position if there are several seats for the same office — such as for nominees to a board or a committee — until all other members have had the opportunity to make nominations.
- If the bylaws don't prohibit it, a person can be nominated for more than one office and can even serve in more than one office if elected.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the assembly.
- Nominations are taken for successive offices in the order they're listed in the bylaws.

Motions to close nominations are usually unnecessary because the nomination process simply continues until no one wishes to make further nominations. When the nominations stop, the chair just declares nominations closed after making sure that no more nominations are forthcoming. Customarily (although it's not required), the chair accomplishes this by calling three times for more nominations.

According to Robert's Rules, a motion to close nominations is out of order *as long as any member wishes to make a nomination*.

- A motion to close nominations is usually not necessary unless it is apparent that members are nominating people just to honor them, and that the nominees have no intention of serving.
- Usually the president closes nominations when no further nominations come forward from the assembly.