



## **PLANNING COMMISSION**

Wednesday, February 05, 2025 at 5:30 PM

### **AGENDA**

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

#### **MEETING INFORMATION**

##### **AGENDA**

##### **PLANNING COMMISSION MEETING**

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

This meeting will also be available at the following online location:  
<https://us02web.zoom.us/j/82029171924?pwd=MXc2SHI5SkVQcVJmdVpjRUNhVHMvdz09>

Meeting ID: 820 2917 1924; passcode: 784585  
Or dial (346) 248-7799, or (669) 900-6833

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

- [1.](#) Minutes of January 8, 2025

#### **APPROVAL OF AGENDA**

#### **COMMUNICATIONS**

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

- [2.](#) February 2025 Report

##### **Citizen's comments**

#### **PUBLIC HEARINGS**

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

- [3.](#) 2025-2031 Capital Improvement Plan
4. Planning Commission Election: 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.)

#### **COMMISSIONER COMMENTS**

**ADJOURNMENT**



**PLANNING COMMISSION**

January 8, 2025 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**

Commissioner Kaleb Westfall called meeting to order at 5:38 PM on January 8, 2025.

**ROLL CALL**

Present: Kaleb Westfall, Gregg Marxmiller, Susan Isaacs, Cade Woods  
Absent: Liz Clark (EXCUSED), Bert Luckhurst (EXCUSED) Michael Bennet (EXCUSED)

**APPROVAL OF MINUTES**

MOTION 0125-04 Gregg Marxmiller moved to approve the agenda as presented, seconded by Susan Isaacs. Motion carried without objection

**APPROVAL OF AGENDA**

MOTION 0125-02 Gregg Marxmiller moved to approve the agenda as presented, seconded by Susan Isaacs. *Motion carried without objection.*

**COMMUNICATIONS**

Planner Chris Maines presented reports for December and January. Topics included land use permits, municipal property issues, possible changes to municipal code, and the comprehensive plan updated timeline.

**CITIZEN'S COMMENTS**

None

**UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **Harbor Lease lot Replat**

**MOTION 0125-03** Gregg Marxmiller moved to approve the agenda as presented, seconded by Cade Woods. Motion carried without objection

### **Sayak Subdivision**

**MOTION 0125-04** Gregg Marxmiller moved to approve the agenda as presented, seconded by Susan Isaacs. Motion carried without objection

### **S&W Subdivision Replat**

**MOTION 0125-05** Gregg Marxmiller moved to approve the agenda as presented, seconded by Susan Isaacs. Motion carried without objection

### **Comprehensive Plan Public Meeting**

The Planning Commission discussed scheduling the first public meeting for the end of March 2025.

## **COMMISSIONER COMMENTS**

**Susan Isaacs-** Expressed her happiness with the consistent meeting and is hopeful to making continued progress.

**Cade Woods-** Looking forward to continuing to learn more about the process and the discussions.

**Greg Marxmiller-** Said he appreciated Chris's work in the planning department and the agenda management.

**Kaleb Westfall-** Noted that he was pleased with the progress and effort into putting the pieces together and improving the community.

## **ADJOURNMENT**

Commissioner Kaleb Westfall adjourned the Planning Commission Meeting.

*The meeting was adjourned at 7:08 PM Wednesday January 8, 2025, in the Dillingham City Council Chambers in Dillingham, Alaska*

**Mayor**  
Alice Ruby

**City Manager**  
Dan Decker



**Dillingham City Council**

Section . Item #2.

Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall  
Kevin McCambley

## MEMORANDUM

**Date:** January 27, 2025  
**To:** Dan Decker, City Manager  
**From:** Christopher Maines, Planning Director  
**Subject:** February 2025 Monthly Report

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### **Planning Commission Activities:**

We had our regular planning commission meeting on January 8<sup>th</sup>, 2025. Our commissioners reviewed the preliminary plats for Sayak Subdivision, S&W Subdivision, and the replat for Harbor Lease Lots 3 and 4. All plats will be moving to final plat for review in March.

In March Agnew&Beck is tentatively be scheduled to come to Dillingham to present the updated comprehensive plan. When dates are finalized we will advertise so that the public will be able to participate during these presentations.

### **Planning Department Activities:**

The workplan for the Landfill Improvements Project was reviewed and accepted by the EPA. Once we have finished submitting the required forms we will be receiving the senate appropriation of 4.72 million dollars.

We closed the extended deadline for CIP nominations on January 24, 2025. Over the course of the 5 months, we received a number of projects. They will be compiled and graded and brought to the council for review and adoption.

Our CAPSIS request list for Representative Bryce Edgmon is being updated. The final day for submissions is February 17<sup>th</sup>, 2024. Current projects are the new Fire Hall Building, Lagoon Bank Stabilization, Wastewater Systems Upgrades, Harbor Bank Stabilization.

At the request of our City Manager, I tested PFAS contamination at the Lake Road Fire Station. I reached out to the company, and the results are forthcoming. If they are received before the council meets in February, they will be provided.

**Ongoing Projects: Dillingham City Council Priorities:**

- Reviewing the existing building codes. I will be working with stakeholders to address issues that have been identified, which create obstacles in housing development.
- Reviewing Dillingham Municipal Code to create new language or remove language that will promote land, housing, and economic development.
- Finding new funding sources for infrastructure improvements to existing city buildings or the creation of new city buildings.

## Dillingham Municipal Code:

### Process for Capital Improvements:

#### 1. Initial Planning (June)

- City Manager prepares initial CIP program
- Planning Commission develops 6-year capital improvement plan
- Must be submitted in June as part of fiscal budget process

#### 2. Planning Commission Review

- Hold at least one public hearing
- Publish hearing notice following ordinance requirements
- Review proposed community structures/facilities for consistency
- Make recommendations to City Council

#### 3. Legislative Priorities (August)

- Preliminary legislative priority list submitted by first Thursday of August
- Council holds public hearings for legislative priorities
- Creates annual compilation for State Legislators and Governor

#### 4. Budget Integration

- CIP incorporated into annual budget process
- City Clerk posts public hearing notice (5+ days prior)
- Notice must include CIP summary
- Posted in 3+ public places
- Council holds public budget hearing

#### 5. Funding Mechanism

- Council determines fund transfer from unappropriated reserves
- Establishes amounts during fiscal budget adoption
- Can authorize expenditures for planning/design/engineering
- May commit funds for entire project or local share

#### 6. Additional Projects

- Projects added after adoption require:
- Separate public hearing
- Determination of eligibility
- Council appropriation approval

#### Key Requirements:

- Annual update required
- Public hearings mandatory
- Must maintain dedicated capital project fund
- Council approval needed for expenditures
- Six-year planning horizon
- Integration with comprehensive plan

**Dillingham Municipal Code:**

**Process for Capital Improvements:**

**Capital Improvement Process Reference Table**

**Key Deadlines and Requirements**

- June: Submit 6-Year CIP (Planning Commission) [4.05.070]
- August (First Thursday): Submit Legislative Priorities (City Manager) [4.05.070]
- Annual Budget Adoption: CIP Fund Transfer (City Council) [4.05.030]
- As Needed: Fund Authorization (City Council) [4.05.050]

**Public Notice Requirements**

- 5+ Days Before Hearing
- 3+ Public Locations
- Must Include:
  - Budget Summary
  - CIP Summary
  - Hearing Date/Time/Location

**Key Personnel Responsibilities**

**City Manager [2.21.040]**

- Prepare Annual Budget & CIP
- Execute Budget & CIP Program
- Submit Legislative Priorities

**Planning Commission [2.68.160]**

- Prepare 6-Year CIP
- Hold Public Hearings
- Make Recommendations to Council

**City Council [4.05.050]**

- Authorize Fund Expenditures
- Approve CIP Programs
- Hold Public Hearings

**City Clerk [4.12.020]**

- Post Public Notices
- Document Hearings
- Maintain Records



## Dillingham Municipal Code:

### Process for Capital Improvements:

#### Dillingham Municipal Code Clarification:

##### Capital Improvement Plan:

- 6-year financial planning document
- Updated annually in June
- Focuses on specific infrastructure projects
- Part of budget process
- Lists funding priorities for state legislature
- Requires public hearings
- Primarily handled by Planning Commission and City Manager
- Code references: 4.05.010-070

##### Comprehensive Plan:

- Long-term development vision/blueprint
- Contains maps and related texts
- Guides systematic city development
- Basis for land use regulations
- Less frequent updates
- Broader scope covering all aspects of city growth
- Planning Commission responsibility
- Code reference: 2.68.160(A)(1)

**Key Relationship: CIP must align with Comprehensive Plan's development goals. Planning Commission reviews all community structures/facilities for consistency with both plans (2.68.160(A)(7)).**

Selected Criteria:	Impact Upon Economic Development	Project Need	Impact Upon Quality of Life	Health/ Safety Impact	Reduces Costs	Comprehensive Plan											
	5=high, 0=low	5=high, 0=low	5=high, 0=low	5=high, 0=low	5=high, 0=low	5=high, 0=low	Score	Weight	Total	Score	Weight	Total	Score	Weight	Total	Grand Total	
Criteria Definitions:	Level of direct correlation of project to infrastructure required to strengthen or develop the economy.	The degree to which this project is necessary at this time	Adds to educational, cultural, recreational opportunities available to citizens.	Positive impact upon health status and/or prevention of accident/death or quality of environment.	Reduces operating costs without negatively impacting services	To what degree is the project included in the City's Comprehensive Plan. (For example: Specific projects may not be in the Comp. Plan by name but do meet objectives and goals noted.											
	5 - Very High 4 - High 3 - Medium 2 - Low 1 - Very Low 0 - No Impact	5 - Urgent 4 - Essential 3 - Necessary 2 - Desirable 1 - Deferrable 0 - No need at all	5 - Not Available at all now & high demand 4 - Not available but low demand 3 - Available now but very inadequate 2 - Available now but inadequate 1 - Available now 0 - No Impact	5 - Very High 4 - High 3 - Medium 2 - Low 1 - Very Low 0 - No Impact	5 - Significant reduction costs/man hours and enhances service 4 - Some reduction costs/man hours and enhances service 3 - Reduces costs/man hours 2 - No cost/man hour savings but needed to maintain existing service 1 - No savings 0 - Increases Cost	5 - Very High 4 - High 3 - Medium 2 - Low 1 - Very Low 0 - None											
CIP FY24	Project Name	Score	Weight	Total	Score	Weight	Total	Score	Weight	Total	Score	Weight	Total	Score	Weight	Total	Grand Total
Yes	Downtown Fire Hall Replacement	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
Yes	Wastewater Systems Upgrades, Improvements	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
Yes	Harbor Floats, W&S	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
Yes	Harbor Revetments	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
Yes	Snagpoint Erosion	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	City of Dillingham Consolidated Office	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Meeting Space Public Library	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Lagoon Restroom	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Carlson Park	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Dock Lighting Repair	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Downtown Cemetary Beautification	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Groundwater Monitoring Wells Repairs	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Hydrant System Upgrade	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Landfill Cell Expansion	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Landfill Service Expansion	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	North Harbor Food Court and Park	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Bulkhead Regrade and Resurface	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Senior Center Phase II	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Skate Park	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	T-Dock Repair	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Transfer Station Renovation and Repair	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Waskey&Emperor Powerline Extension	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Public Works Shop	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	New Grader	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Plow Upgrades	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Parts Warehouse	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Alaska Street Rehabilitation	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Potable Water Station	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	City Playground Improvements	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Library/Museum Storage	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-
No	Ice Rink Roof	13	-	-	15	-	-	18	-	-	20	-	-	22	-	-	-