



PLANNING COMMISSION

Wednesday, August 24, 2022 at 5:30 PM

AGENDA

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

PLANNING COMMISSION REGULAR MEETING CITY HALL COUNCIL CHAMBERS / 5:30 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/82841906538?pwd=cHhZall0djBvQkRMZUpINEFiV2xZZz09>

Meeting ID: 828 4190 6538; participant #, passcode: 375571 Or dial (346) 248-7799, or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Approve the June 8, 2022 meeting minutes

1. June 8, 2022 Meeting Minutes

APPROVAL OF AGENDA

COMMUNICATIONS

Communications to the planning commission

Tav Amu, Dillingham Clean Harbor Survey Results

2. Tav Amu, Dillingham Clean Harbor Survey Results

Planner's report

July/August Planning Department Monthly Report

3. July 2022 Monthly Report

Citizen's comments on items not on the agenda

PUBLIC HEARINGS

None noted

UNFINISHED BUSINESS

Playground Project Completed, Grand Opening August 7th
Presentation by Elizabeth Clark, BBNA Representative

NEW BUSINESS

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

4. Resolution 2022-04, A Resolution of the Dillingham Planning Commission Accepting an Easement for Public Utilities

COMMISSIONER COMMENTS

ADJOURNMENT



PLANNING COMMISSION
Wednesday, June 08, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

A regular meeting of the Planning Commission was held on Wednesday June 8, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Commissioner Clark called the meeting to order at 5:35p.m.

ROLL CALL

Commission members present and establishing a quorum (a quorum being four):
Kaleb Westfall Jennifer Evridge Susan Isaacs Elizabeth Clark

Council members absent: Bert Luckhurst, Gregg Marxmiller

APPROVAL OF MINUTES

Minutes of April 20, 2022, Planning Commission Meeting

MOTION: Liz Clark moved and Susan Isaacs seconded the motion to approve the April 20 2022, regular Planning Commission minutes.

VOTING:

Yea: Kaleb Westfall, Susan Isaacs, Elizabeth Clark, Jennifer Evridge

APPROVAL OF AGENDA

MOTION to amend and approve the agenda made by Elizabeth Clark, seconded by Susan Isaacs.

VOTING:

Yea: Kaleb Westfall, Susan Isaacs, Elizabeth Clark, Jennifer Evridge

COMMUNICATIONS

1. Presentation of Statewide Clean Boating Survey and Outreach 2022 Report, Tav Amu, Alaska Sea Grant Fellow. Tav gave a small presentation on the Clean Harbor Survey spoke about the important part of the survey results and introduced the final signage that was chosen as the winner of the signage for the Dillingham Boat Harbor. The actual signs were not present at the time of meeting but should be arriving soon and would be posted once given to the Harbor Master.
2. Certificate of Appreciation and a small bundle of gifts was presented to Sharon Souvannakasy by Kaleb Westfall, Planning Commission Chair. Kaleb presented a laminated copy of the sign that would be posted at the Harbor. A framed certificated as well as some art supplies was given to Sharon.

Planner's report

3. May Monthly Report was included in the packet and Patty spoke briefly on the joint effort in developing the Hazard Mitigation Plan with Curyung Tribal Council.
4. Schedule August Regular Planning Commission Meeting

A 10 minute recess was called by Kaleb Westfall for Sharon and her family to obtain pictures and speak to KDLG.

5. Schedule the late September Workshop for the Commissioner Resource Handbook

The August Planning Commission meetings were scheduled for August 24 Regular Meeting and August 25 Workshop were scheduled.

Susan requested clarification on the 3 year interval of assessment on the Harbor Land and how it ties back to City Council ordinance of land leases prices. Patty

Citizen's comments on items not on the agenda

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS**NEW BUSINESS**

6. Resolution 2022-03, Accepting Donated Signs from the Alaska Sea Grant Program

A MOTION to accept the Resolution was made by Susan Isaacs, seconded by Elizabeth Clark.

VOTING:

Yea: Kaleb Westfall, Susan Isaacs, Elizabeth Clark, Jennifer Evridge

COMMISSIONER COMMENTS

Elizabeth Clark congratulated Sharon for her hard work on the sign. Welcomed Jennifer Evridge to the Planning Commission.

Susan Isaacs, thanked the committee for all the hard work they do and welcomed Jennifer Evridge to the Planning Commission. Recommended to put additional signage around town.

Jennifer Evridge thanked all for the welcome and looking forward to working with the Planning Commission, and congratulations to Sharon on her artwork to be displayed.

Kaleb Westfall Thanked and welcomed Jennifer to the Planning Commission. Congratulated Sharon on her artwork. Thanked staff for their work, wished all a great summer.

ADJOURNMENT

Commissioner Westfall adjourned the meeting at 6:19 p.m.

Commissioner Kaleb Westfall

ATTEST:

Patty Buholm, Planning Director

Approval Date: _____



Sea Grant
Alaska

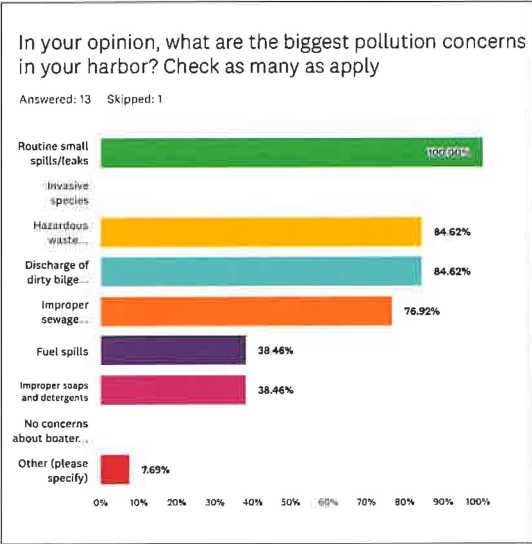


Dillingham, Alaska boat harbor. Photo courtesy of Tav Ammu.

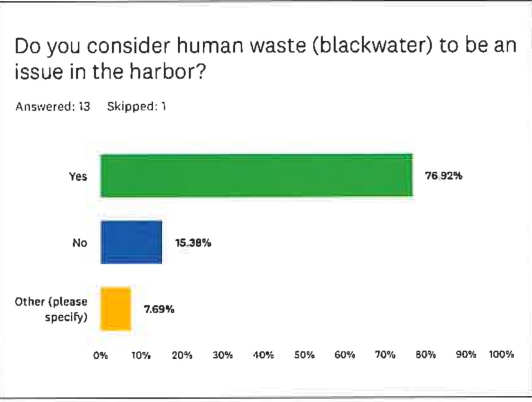
DILLINGHAM CLEAN HARBORS SURVEY RESULTS

The Alaska Department of Environmental Conservation teamed with Alaska Sea Grant to better understand residents' perception of their local harbor sewage management practices and identify approaches to encourage compliance. These are the results from the harbor user and community member survey responses in Ninilchik.

COMMUNITY MEMBER RESULTS: 14 PARTICIPANTS



75% of Dillingham community members that responded thought that a pump-out station would benefit the harbor.



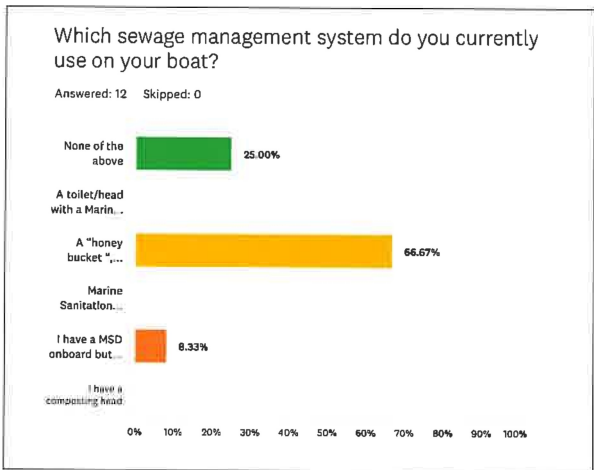
“ Yes, it [pump-out station] is needed. Newer boats tend to accumulate more waste/blackwater than previous [boats] and there are more boats now than in the past. ”

“ Additional education for the boat owners/operators that use the harbor would also be valuable. Many probably do not realize the magnitude of sewage/black water that is being dumped into the harbor or dumped off shore and carried into the harbor by the tides. ”

For more information, including the final survey report and presentations about the survey, visit

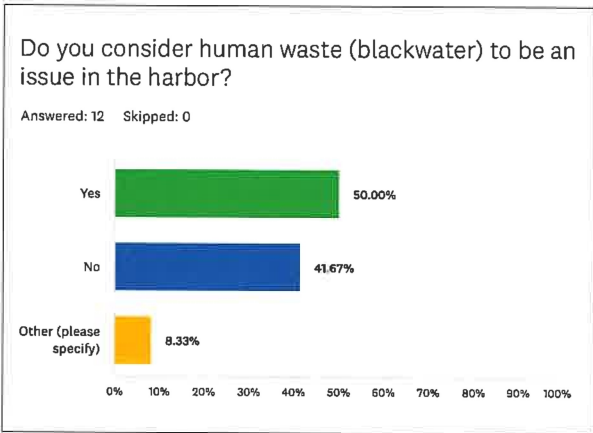
alaskacleanharbors.org

HARBOR USERS RESULTS: 12 PARTICIPANTS

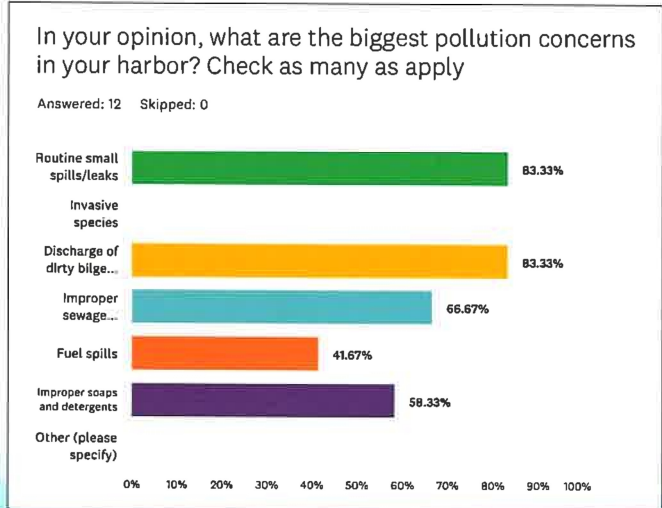
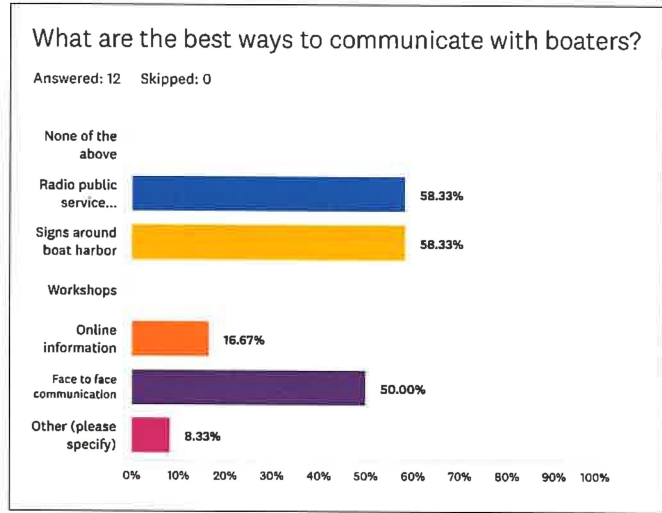
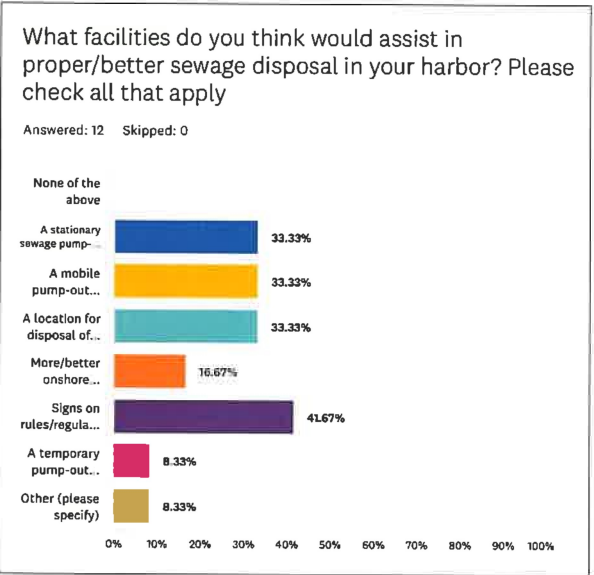


80% of harbor users thought that a pump out station would benefit the harbor.

“ A pump out station would help fisherman; get cleaned up safer, cleaner, quicker and more efficiently. ”



“ Controlling the seasonal aspect, the fishing season brings the problem, BBRSDA [Bristol Bay Regional Seafood Development Association] and other fishing organizations should be involved in a solution. ”



Dillingham students were invited to design a poster that shows "What clean harbors mean to you." The winning entry, by Sharon Souvannakasy,

will be turned into a metal sign to be posted at the harbor with important rules, regulations and contact information in case of spills.



Burial Permit
for City Cemeteries
City of Dillingham ▪ PO Box 889
Dillingham, AK 99576 ▪ (907)842-5211

For the death of _____

Who died at _____ Alaska, on the ____ day of _____, 20____

Notice of Internment given by:

Name _____

Address _____

Phone _____

Email _____

Relation to Deceased _____

Date of Burial _____

Cemetery Name _____

Location _____

Plot Number _____

City Official
(Clerk, Planner, Manager)

Date

The Burial Permit must be completed prior to any burial within city owned cemeteries.

The Burial Permit is not required when an individual is being buried within a private/church cemetery, however a Burial Registry Form must be used in that instance.

City Cemeteries:

“Kanakanak Cemetery” (open to burials)
Access through Olsonville Road
Dillingham, AK 99576

“Downtown Dillingham Cemetery” (closed to burials)
120 W. 1st Ave.
Dillingham, AK 99576

“Evergreen Cemetery” (open to burials)
Located off John Pearson Ln
Dillingham, AK 99576



Burial Registry Form
City of Dillingham ▪ PO Box 889
Dillingham, AK 99576 ▪ (907)842-5211

For the death of _____
Who died at _____ Alaska, on the ____ day of _____, 20____

Notice of Internment given by:

Name _____
Address _____

Phone _____
Email _____
Relation to Deceased _____

Date of Burial _____
Cemetery Name _____
Location _____
Plot Number _____

City Official (Clerk, Planner, Manager) Date

The Burial Registry must be completed prior to any burial within city limits, unless completing a Burial Permit.

Please make the arrangements for burial with the cemetery and/or landowner. The City of Dillingham cannot grant permission for an individual to be buried on private/church land. Prior to the burial, it is recommended that you confirm the ownership of your chosen location if outside of a registered cemetery.

****This form serves as a record of burial.***

****This form is not required when an individual is buried within a city cemetery, however, a Burial Permit must be used in that instance.***



MEMORANDUM

DATE: August 1, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: August 2022 Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was held on June 8, 2022. The Planning Commission has 1 vacant seat, Seat F (term ends December 2022). Active recruitment has been occurring by posting flyers has been posted in public places, City social media account, and the City Website. The next scheduled Planning Commission meeting is scheduled for Wednesday August 24, 2022 and a Planning Commission Workshop is scheduled for August 25, 2022.

Permitting

Land Use Permits:

I have processed five (7) Land Use Permits, with 5 pending.

Harbor Lot Leases:

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

Encroachment Permits: Receive and processed one (1) Short Term Encroachment Permits. A new easement will have to be approved through the Easement process as it was needed to continue with the supplemental heat project that Nushagak Cooperatives was on-going through the summer (Dillingham Municipal Code 5.30.100)

Burial Registry/Burial Permits: The burial permits form and burial registry forms have been created and are posted on the City Website and available to the public.

Cemeteries: The Planning Department is still in the process of finding the Deed to the City Cemetery lands that were gift deeded by ANCSA 14 (c.) land transfers to Municipalities. I have had close communication with Choggiung Limited, LLC. Land Manager during this process.

Preliminary Plat Applications: None received

Requests for Proposal (RFP/ITB)

The Aerated Lagoon Facility Improvements Project (RFP 2022- 02) closed on 4/28/2022, with no bids submitted. No other movement on this RPF due to questions of purchase power and actual supplies/material needed. This grant funding will close on 8/23/22.

Meetings/Trainings

Attended weekly Department Head Meetings and the July All staff training/meeting. I attended the weekly meetings for the Downtown Streets Project through July 15th. Several meetings were conducted with the Mapping Company and the MARS program developers for address correction process and the E-911 (Enhanced 911 software) concerns. I meet with Alaska Native Tribal Health Consortium (ANTHC) during their visit to Dillingham to assess our infrastructures and how they could assist the City of Dillingham with water/wastewater, sewer lagoon, and the landfill grants and future funding. ANTHC will be completing a report based off their findings and have agreed to assist where they can. ANTHC does have grant writers, project engineers, and project managers that if the City is approved for funding any projects can assist with the entire project scope.

Projects:

The Downtown Streets project has closed on July 15, 2022. A final project walk-through occurred on 7/29/2022 with no outstanding issues. The as-builts will be forwarded to the City of Dillingham within a months' time so the impacted change of infrastructure can be updated. Four (4) staff from the City of Dillingham, two (2) from the General Contractor JJC Enterprises, and Five (5) from the State of Alaska.

The Playground Equipment that was donated by Bristol Bay Native Association (BBNA) Head Start Program is set to be completely installed by the first part of August. The Planning Department has been assisting with coordination of permitting, trash pickup, and other items as needed. The Planning Department will participate Beaver Round Up Summertime Celebration with a table of informational flyers and open positions within the City of Dillingham and this is also the time of the opening for the new donated playground equipment located in the downtown park area next to the soccer field and basketball court.

General Communications:

- I have been working with AECOM Technical Services and Curyung Tribal Council to update the Hazard Mitigation Plan that is required by FEMA. This will be the first Multi-Jurisdictional Plan for Dillingham.
- I have been updating addresses throughout Dillingham. These updates include correction of address, requesting private roads be named that have 3 or more residential homes, identifying homes without addresses, and access to these homes. The addressing updates are being completed in coordination with the Enhanced 911 system that is scheduled to launch in Dillingham this fall.
- Some streets and access points have been identified as having same names, or no names which is being actively worked on to correct.
- A general informational flyer was hand delivered to most local business on June 28, 2022, which consists of an introductory letter of myself and the importance of applying for a Land Use Permit (Dillingham Municipal Code 18.08.010).
- This same general informational flyer along with Address Posting was included in the Property Tax Invoices that Finance mailed out in the beginning of July (Dillingham Municipal Code 17.30.050).

- The Planning Department has been working closely with the City Manager to complete a Resource Library/War Room in the 3rd floor conference room to consolidate information from multiple areas of the City into once location. This library is scheduled to be completed the second week in August however is available for use.
- The Harbor Improvement meeting with Acting Harbor Master CJ Roque was extremely informative and the planning for use of Harbor land. A broad plan was created to improve parking, food trucks logistics, and general land use while respecting the Harbors intent to service the needs of the fishing community.
- A few contractors are calling and asking about the permitting process in preparation of the Nerka Road Improvement project, however no new information about this project currently.
- The Planning Department did have a Temporary Worker, Megan Green, for the Summer with the main goal of completing the Resource Library/War Room. Megan has been extremely helpful in gathering documents from all departments for this library. Megan's last day will be on August 5, 2022 but has agreed to remain on as a call-in temporary worker for special projects. She has done an outstanding job of labeling and cataloging the available resources and information that is on-site. Thank you for all the detailed work!
- The Planning Department did assist with the Youth Group of keeping an active list of needed projects to be completed as well as covering/assisting the Adult Lead.
- The Planning Department assisted with the Book Sale that occurred at the Territorial Building.
- I have had several communications with Nushagak Cooperative for on-going projects. I have been unable to secure a certified electrician to complete the overhead power to the buried transforms around the dock area. This is a need so the power poles can be removed to increase the ground area for the Dock workers.
- An updated MOA was signed with the City of Dillingham, BBNA Food Bank, and SeaShare for land use at the Boat Harbor for the refrigerated shipping container on 6/15/22. The electrical panel that was knocked over in the winter is still not operational as we do not have access to an electrician.
- The Army Corp of Engineers did come to Dillingham and inspect the Bulkhead near the Dock. No major deficiencies were noted and a report is forthcoming.
- The Beach Bacteria Testing that was completed by Alaska Water Laboratories LLC has concluded for the 2022 year but will resume again in the spring of 2023.
- July was an extremely busy month with multiple items occurring simultaneously. It would be greatly beneficial to the Planning Department to hire temporary help again next summer as some items would have not completed without Megan's help.

BRU Summertime Celebration

SUNDAY AUGUST 7TH
City of Dillingham Soccer Field
1:00PM-4:00PM

**COMMUNITY BBQ,
BIKE CLINIC, STREETFAIR,
INFORMATIONAL TABLES,
KIDS GAMES,
SPLIT THE POT AND
THE GRAND OPENING OF
DILLINGHAM'S NEW
DOWNTOWN PLAYGROUND**





Planning Commission Meeting
Meeting Date: August 24, 2022

TITLE

Adopt Resolution 2022-04, A Resolution of the Dillingham Planning Commission, A Resolution of the Dillingham Planning Commission Accepting an Easement for Public Utilities

RECOMMENDED ACTION:

I move to adopt Resolution 2022-04.

SUMMARY OF ISSUE

Accepting the Resolution will allow for an additional Easement for public utilities. The previous easement in the area is at full capacity and could not hold additional utilities as it would have been too time consuming to dig around and under the existing structures already placed in the previously designated easement.

Resolution 2022-04

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

A Resolution of the Dillingham Planning Commission Accepting an Easement for Public Utilities

WHEREAS, Nushagak Cooperative contracted JJC Enterprises to install ducts and data lines to benefit both the Elementary and High/Middle School through Job# 19-0384, and

WHEREAS, the Education Waste Heat job will decrease heating cost to both facilities by venting waste heat created by Nushagak Cooperative, and

WHEREAS, the Dillingham City School District Maintenance Department recognized the need to relocate the utilities and approved the easement, and

WHEREAS, Short Term Encroachment 2022-01 was approved by the City Manager to keep the project moving forward, and

WHEREAS, the existing easement is no longer viable as it has become unsafe to add too due to the easement is at full capacity,

NOW, THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission accepts this Resolution creating a public easement for future utilities and recommends Resolution 2022-04 to the Dillingham City Council for approval.

APPROVED AND ADOPTED THIS 24nd DAY OF August 2022.

Kaleb Westfall, Commissioner

Patty Buholm, Planning Director



SHORT TERM ENCROACHMENT PERMIT 2022-05

Issued to:

Name: Nushagak Cooperative

Project Address(s): Kenny Wren Road (Nushagak/SWRSD/DCSD/SOA Shop)

Telephone: (907) 842-5257

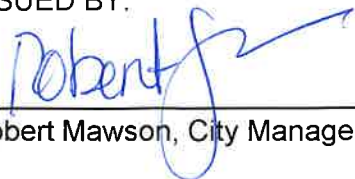
Dates of STE: 6/10/22 – 7/31/22

Purpose: Install pipe/vents for supplemental heat, install data/communications, Job No. 19-0384 – See permit 2022-01 for original encroachment

Other Special Conditions:

- Will restore all public land or public right of way to its former condition or better after completing the utility installations; and
- Provide the City of Dillingham: Administration, Public Works, and Public Safety Departments, DCSD, SWRSD, State of Alaska Fish and Game Office, the Alaska State Troopers Office, and any others located behind the encroachment that may negatively impact or diminish access or egress a 48-hour advance notice of work to be done in the public right of way; and
- This Short Term Permit is valid for City of Dillingham land and right-of-ways only, and recommends Nushagak Cooperative to contact the State of Alaska to ensure that additional Right of Way or Encroachment Permits are not necessary on State Land/Property (See attached Warranty Deed Bristol Bay Recording District: Book 20, Page 114, 75-310), Southwest Regional School District, and any other affected property owners during this Encroachment; and
- Will provide As-Builts documenting the actual location of the installation within one month after construction completed; and
- Contractors will use caution during the removal and installment of same fencing, playground equipment, and surface material as to not cause damage or excessive loss.

ISSUED BY:


Robert Mawson, City Manager

6/22/22
Date