

PLANNING COMMISSION

Wednesday, April 16, 2025 at 5:30 PM

AGENDA

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

AGENDA

PLANNING COMMISION MEETING

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. January 8, 2025 Minutes

APPROVAL OF AGENDA

COMMUNICATIONS

Planner's report

2. April 2025 Report

Citizen's comments

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

- 3. Planning Commission Guide
- 4. Planning Commission Procedures
- 5. Capital Improvement Program

COMMISSIONER COMMENTS

ADJOURNMENT



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

<u>MOTION 0125-02</u> 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 C Section . Item #2.

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

MEMORANDUM

Date: March 25, 2025

To: Dan Decker, City Manager

From: Christopher Maines, Planning Director

Subject: April 2025 Monthly Report

Planning Commission Activities:

We had a Planning Commission workshop in February. No action was taken. The purpose of the meeting was to give an overview of the Capital Improvements Project list, and to re-establish the Capital Improvement Program as outlined in DMC. The goal is get back to creating six year plans the City of Dillingham had previously been operating under until the mid-2000's. The Capital Improvement Program will be reviewed by the Planning Commission annually each year to coincide with the Finance and Budget Committee meetings, before being presented to the City Council in May-June. This will allow our municipality to take a proactive approach with long term planning and properly identifying needs for consistent and sustainable growth that will complement the Dillingham Comprehensive Plan. We have a total of 31 projects included in the preliminary Capital Improvement Program for review. I would be willing to give a full presentation on the process at the request of the City Council.

• We still have several plats awaiting a final plat to complete the process. Sayak Subdivision, S&W Subdivision, and the replat for Harbor Lease Lots 3 and 4. Once our office receives the updated plats we will move forward.

Planning Department Activities:

• The Landfill Improvements Project is going through the NEPA review process right now. We had planned on a project start date of April 1, 2025. Given the current climate at the federal level this date is being pushed to May 1, 2025. I have maintained communication with the EPA and was assured by staff that everything is still greenlit for this year.

- The Housing Inventory for both the State of Alaska and for the US Census B have been completed for 2024.
- The planning department will be working with Alaska Map Co. through 2025 to overhaul the GIS. I am currently working on the updates I have compiled and other comments I have gathered over the last 9 months. The plan is to have things completed by the end of the summer season. I will also be working with Jennifer Schmidt, PhD of UAA to include an additional layer for fire and emergency services.
- The Planning Department will be relocating to the Dillingham Senior Center for FY2026. The location we provide access to the elderly and those with physical disabilities to easily obtain Dillingham City services.
- I will be attending the Alaska Infrastructure Symposium in Anchorage. I look forward to seeing what resources and opportunities there are throughout the State and will aim to bring back valuable information.
- Alaska DOT&PF HSO Announced Funding Opportunities to Enhance Road Safety. I will be applying for this grant to secure brush clearing equipment for Public Works. The aim is to clear the grass, brush, and trees from street shoulders, sidewalks, and bike paths to ensure better visibility to drivers and pedestrians. The deadline is April 30, 2025.
- I would like to request the Dillingham City Council for an opportunity to conduct a workshop on municipal land development, private and commercial housing, as well as business and economic development within the Dillingham City Area. The key topics would include what barriers we face and what we as a municipal can do to foster growth.

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.
- Working on preliminary plans for downtown area expansion and access routes to Wood River Road and Snag Point Subdivision.

Planning Commission Member Guide

City of Dillingham

Welcome to the Planning Commission!

This guide will help you understand your role as a Planning Commission member, your responsibilities, and the procedures you'll follow when conducting city business.

Contents

- 1. Your Role as a Commission Member
- 2. Commission Structure
- 3. Meetings and Procedures
- 4. Key Responsibilities
- 5. Decision-Making Processes
- 6. Types of Applications You'll Review
- 7. Legal Considerations
- 8. Common Terms and Definitions

Your Role as a Commission Member

As a Planning Commission member, you play a vital role in shaping Dillingham's future. Your position is both an honor and a responsibility to the community.

Your Primary Functions:

- Help guide the physical development of the city
- Represent the community's interests, not just your own
- Make fair, consistent decisions based on city ordinances
- Balance property rights with community needs
- Provide recommendations to the City Council
- Serve as the city's Platting Board

What Makes a Good Commissioner:

- Impartiality and open-mindedness
- Willingness to listen to all sides
- Commitment to the public good
- Preparation for meetings (reading materials beforehand)
- Attendance at scheduled meetings
- Understanding of land use laws and procedures

2. Commission Structure

Membership

- 7 voting members who are Dillingham residents
- Appointed by the Mayor and confirmed by the City Council
- Serve 3-year staggered terms

Leadership

- Chairperson and Deputy Chair elected annually in January
- Deputy Chair acts when the Chairperson is absent

Quorum and Voting

- 4 members constitute a quorum
- Actions require a majority vote of those present (minimum of 3 affirmative votes)
- Every member present must vote unless disqualified due to conflict of interest

Attendance

A vacancy will be declared if a member:

- Misses 3+ consecutive regular meetings without being excused
- Is absent from the city for 90+ days
- Is unable to attend meetings for 90+ days

3. Meetings and Procedures

Meeting Schedule

- Regular meetings held once each month
- Special meetings may be called by the Chairperson or at the request of 3 members
- All meetings are public, with minutes kept as public records

Meeting Format

Typical order of business at regular meetings:

- 1. Call to order
- 2. Roll call
- 3. Approval of minutes
- 4. Approval of agenda
- 5. Communications
 - Communications to the Planning Commission
 - o Planner's report
- 6. Public hearings
- 7. Citizen comments
- 8. Unfinished business
- 9. New business
- 10. Commissioner comments
- 11. Adjournment

Procedures

- Meetings follow Robert's Rules of Order
- Formal actions are taken by resolution
- Resolutions include findings of fact that support decisions

4. Key Responsibilities

The Planning Commission has several important responsibilities:

Planning Documents

- Prepare and recommend the Comprehensive Plan
- Develop land use regulations to implement the Comprehensive Plan
- Create and update the subdivision ordinance
- Maintain the official map of the city
- Update the six-year capital improvement plan annually

Development Review

- Review and decide on subdivision plats as the Platting Board
- Consider requests for variances
- Approve, deny, or place conditions on conditional use permits
- Review proposed community structures for consistency with plans

Public Engagement

- Hold public hearings before making recommendations
- Listen to citizen input and concerns
- Balance community interests with property rights

5. Decision-Making Processes

General Decision-Making Steps

- 1. Receive application or issue for consideration
- 2. Review materials provided by staff and applicant
- 3. Conduct public hearing when required
- 4. Deliberate based on the evidence and applicable standards
- 5. Make findings that support your decision
- 6. Vote on the matter
- 7. Document decision through a formal resolution

Making Good Decisions

- Base decisions on facts and standards in city code
- Identify clear findings that support your conclusion
- Be consistent in applying rules and standards
- Consider precedent, but evaluate each case on its own merits
- Articulate your reasoning for the public record

Conflicts of Interest

- Follow Section 2.03.020 regarding conflict of interest voting
- Disclose potential conflicts before discussion begins
- If you have a substantial financial interest in a matter, you should not participate
- When in doubt, consult with city staff

6. Types of Applications You'll Review

Land Use Permits

You will not directly review general or by-right land use permits (handled by staff), but you will:

- Review conditional use applications
- Consider appeals of administrative decisions

Conditional Use Process:

- 1. Application submitted to Planning Department
- 2. Staff reviews and prepares recommendation
- 3. Public notice posted and mailed to neighbors within 500 feet
- 4. Public hearing held (within 60 days of complete application)
- 5. Commission decides to approve, approve with conditions, or deny
- 6. Decision documented in a resolution with findings of fact

Subdivision Plats

As the Platting Board, you'll review and decide on subdivision proposals:

Preliminary Plat Process:

- 1. Subdivider meets with Planning Director (preliminary consultation)
- 2. Application with 12 copies submitted 15 days before meeting
- 3. Notice sent to adjacent property owners and agencies
- 4. Review for compliance with design standards and regulations
- 5. Commission approves, conditionally approves, or denies within 60 days

Final Plat Process:

- 1. Subdivider submits final plat after installing improvements or providing financial guarantee
- 2. Planning Commission reviews for compliance with preliminary plat approval
- 3. Decision made within 60 days

Variances

Review requests for departures from numerical standards:

- 1. Applicant demonstrates hardship not self-created
- 2. Public hearing held
- 3. Commission evaluates based on variance criteria
- 4. Decision made based on findings

Vacation, Alteration, or Replat

Process requests to alter or vacate existing plats:

- 1. Petition filed by state, city, utility, or property owners
- 2. Public hearing held
- 3. Commission makes decision based on merits
- 4. If street vacation involved, forwarded to City Council for approval

Land Use District Changes

Make recommendations to City Council:

- 1. Change initiated by Council member or property owners
- 2. Public hearing held by Planning Commission
- 3. Recommendation forwarded to City Council
- 4. City Council makes final decision

7. Legal Considerations

Due Process

- All affected parties have the right to be heard
- Decisions must be based on facts and standards in city code
- Findings must support your conclusions

Ex Parte Communications

- Avoid discussing applications outside of public meetings
- If you receive information outside a meeting, disclose it
- Make decisions based only on the record before you

Appeals

- Board of Adjustment (City Council) hears appeals of your decisions
- Stick to the standards in city code to minimize successful appeals
- Document your reasoning clearly in findings

8. Common Terms and Definitions

Planning Terms

- Comprehensive Plan: The city's guiding document for development
- Land Use District: Zone designation controlling allowed uses (CB-Central Business, GU-General Use)
- Conditional Use: Use requiring special review of its location, design, and operations
- Variance: Permission to depart from numerical standards based on hardship
- Nonconforming Use: Lawful use that existed before current regulations

Subdivision Terms

- Subdivision: Division of land into two or more parcels
- Plat: Map of a subdivision showing lots, streets, and easements
- Abbreviated Plat: Simple division creating 4 or fewer lots
- Dedication: Granting land for public use, such as streets or parks
- Easement: Right to use land owned by another for specific purposes

Application Types

- By-right Land Use: Small, low-impact uses requiring no formal review
- General Land Use Permit: Basic permit for compliant uses
- Administrative Review: Staff review of compatible uses needing individual consideration
- Conditional Use: Commission review of uses with potential significant impacts

Remember that city staff is there to help you! Don't hesitate to ask questions or request more information when needed.

This guide is meant to provide a general overview - the actual city code should always be consulted for specific requirements and procedures.

The City of Dillingham appreciates your service!

For Dillingham Planning Commission Members

This guide provides a simple, step-by-step explanation of how to review and approve subdivisions and plats as a Planning Commission member.

PART 1: UNDERSTANDING YOUR AUTHORITY

As the Planning Commission, you serve as the Platting Board for the City of Dillingham. This means you have the authority to:

- Review and approve subdivision plats
- Grant exceptions to certain requirements
- Set conditions on approvals
- Deny subdivision applications that don't meet requirements

The Planning Director can approve abbreviated plats administratively (4 or fewer lots).

PART 2: TYPES OF SUBDIVISIONS

Standard Subdivision

- Creates 5 or more lots, OR
- Requires dedication of streets or public areas, OR
- Requires significant public improvements

Abbreviated Subdivision

- Creates 4 or fewer lots
- Each lot has legal access to a public street
- No new streets or public areas required
- No variances needed

PART 3: THE REVIEW PROCESS

Step 1: Preliminary Consultation (Already Done Before It Reaches You)

The subdivider meets with the Planning Director to discuss the general concept.

Step 2: Preliminary Plat Review

What You'll Receive Before the Meeting:

- Copies of the preliminary plat
- Staff report with analysis and recommendation
- Any public comments received

What to Look For:

1. Legal Requirements:

- Does it follow the rules in Title 17?
- Are lot sizes and dimensions adequate?
- Is there proper access to all lots?
- 2. Public Safety:
 - Are streets designed safely?
 - Is drainage adequately addressed?
 - Are there any environmental hazards?

3. Compatibility:

- Does it align with the Comprehensive Plan?
- Is it compatible with surrounding development?
- Will it overburden public facilities?

Your Decision Options:

- Approve the preliminary plat as submitted
- Approve with conditions
- Deny (must state specific reasons)

Time Limit: Decision must be made within 60 days of filing date.

Step 3: Final Plat Review (After Improvements are Made) What to Verify:

- 1. Does the final plat match the approved preliminary plat?
- 2. Have all conditions of preliminary approval been met?
- 3. Have required improvements been:
 - Installed and inspected? OR
 - Guaranteed with proper financial security?
- 4. Are all required certificates and signatures included?
- 5. Does it meet all technical requirements in Section 17.11.060?

Your Decision Options:

- Approve the final plat
- Deny (must state specific reasons)

Time Limit: Decision must be made within 60 days of request for approval.

PART 4: SPECIAL SITUATIONS

Exceptions to Road Standards (Section 17.07.090)

You may grant exceptions to road standards ONLY if:

- The subdivision creates 4 or fewer lots
- No previous road exceptions have been granted for this property
- You make specific findings that:
 - 1. It won't harm public welfare or nearby properties
 - 2. The road isn't needed for future access to adjacent properties
 - 3. Strict application would cause undue hardship

Variances

These must go through the variance process outlined in Chapter 18.52 and must not:

- Be caused by the subdivider
- Permit a prohibited land use
- Be solely for financial reasons

Vacations, Alterations, or Replats (Chapter 17.15)

Existing plats may be altered or vacated through petition by:

- The State
- The City
- A public utility
- Owners of the majority of affected land

PART 5: DECISION-MAKING CHECKLIST

For Preliminary Plats

- Is the application complete?
- Has proper public notice been given?
- Does it conform to the Comprehensive Plan?
- Does it meet all requirements of Title 17?
- Are all lots accessible from a public or approved private street?
- Are road and utility standards met?
- Is drainage adequately addressed?
- Have environmental concerns been considered?
- Has the State DEC approved water/sewer provisions (if applicable)?
- Have all agencies been properly notified and their comments addressed?

For Final Plats

- Does it match the approved preliminary plat?
- Have all conditions been satisfied?
- Have improvements been installed or guaranteed?
- Are all required signatures and certificates included?
- Are all technical requirements met?

PART 6: SAMPLE MOTIONS

To Approve a Preliminary Plat:

"I move to approve the preliminary plat for [name of subdivision] as presented, finding that it complies with all requirements of Title 17 of the City Code."

To Approve with Conditions:

"I move to approve the preliminary plat for [name of subdivision], subject to the following conditions: [list specific conditions], finding that with these conditions, it will comply with all requirements of Title 17 of the City Code."

To Deny:

"I move to deny the preliminary plat for [name of subdivision], finding that it does not comply with Title 17 of the City Code because [state specific reasons]."

To Approve a Final Plat:

"I move to approve the final plat for [name of subdivision], finding that it conforms to the approved preliminary plat and satisfies all conditions of preliminary approval."

REMEMBER:

- 1. Be Consistent Apply the same standards to all applications
- 2. Document Your Findings State clear reasons for your decisions
- 3. Focus on Code Requirements Base decisions on what the law requires
- 4. Ask Questions If unsure, ask staff for clarification
- 5. Consider the Record Make decisions based only on the information presented

If you need clarification on any part of the subdivision process, don't hesitate to ask the Planning Director or City Attorney for guidance.

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

Section . Item #5.

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

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)).

Section . Item #5.

	Selected Criteria: Impact Upon Economic				Project Need			Impact Upon Quality of Life			Health/ Safety Impact			Reduces Costs			Comprehensive Plan			
		Development																		1
		5=high, 0 =low			5=high, 0=low			5=high, 0=low			5=high. 0=low			5=high, 0=low			5=high, 0=low			1
																				1
	Criteria Definitions:		required to sti					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	12		5 - Urgent 4 - Essential 3 - Necessary			high demand 4 - Not available but low demand			5 - Very High			5 - Significant reduction costs/man			5 - Very High	1		i
		4 - High									4 - High				hours and enhances service					1
		3 - Medium									3 - Medium			4 - Some reduction costs/man hours			3 - Medium			1
		2 - Low 1 - Very Low 0 - No Impact			2 - Desirable 1 - Deferrable 0 - No need at all			inadequate 2 - Available now but inadequate						and enhances service 3 - Reduces costs/man hours 2 - No cost/man hour savings but			2 - Low			1
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CIP FY24	Project Name	Score	Weight	Total	Score	Weight	Total	Score	Weight	Total	Score	Weight	Total	Score	Weight	Total	Score	Maight	Total	Grand Total
Yes	Downtown Fire Hall Replacement	Score	13	Total	Score	15	Total	Score	18	Total	Score	20	Total	Score	12	Total	Score	Weight 22	Iotal	Grand Total
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No	North Harbor Food Court and Park		13			15	-		18			20			12	•		22		-
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No	City Playground Improvements		13			15	-		18			20	0.0	1. K. 19	12			22		
No	Library/Museum Storage		13	- 1		15	100.000	12.80	18	-		20	1000	1200	12			22		-
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