

Planning Commissioners
Paul Liedberg, Chair, Seat B
Vacant, Seat A
Bill Rodawalt, Seat C



Rachel Muir, Seat D
Andy Anderson, Seat E
Julie Baltar, Seat F
Vacant, Seat G

**DILLINGHAM PLANNING COMMISSION
REGULAR MEETING**

**June 18, 2013
5:30 p.m. City Council Chambers**

Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**

Bill Rodawalt excused.
- III. APPROVAL OF MINUTES –**
 - A. May 21, 2013
- IV. APPROVAL OF AGENDA**
- V. COMMUNICATIONS**
 - A. Communications to the Planning Commission
 - B. Planner's Report
 - C. Citizen comments
- VI. PUBLIC HEARINGS**
 - A. Variance Request for Crystal Subdivision
 - B. Crystal Subdivision Preliminary Plat
 - C. Vacate Easement on Lot 1 Block 18 USS 2732
 - D. UAF Science Center Final Plat
 - E. Six Year Capital Improvements Plan Update
 - F. City of Dillingham Walking Plan
 - G. Long Term Encroachment Permit for Utility in Harbor
- VII. NEW BUSINESS**
 - A. Resolution 2013-11 Variance Request for Crystal Subdivision Preliminary Plat Action
 - B. Resolution 2013-09 Approving Crystal Subdivision Preliminary Plat Action
 - C. Resolution 2013-12 Recommending Vacation of Easement on Lot 1 Block 18 USS 2732 Action
 - D. Resolution 2013-10 Approving UAF Science Center Final Plat Action
 - E. Resolution 2013-13 Recommending Update of Six Year Capital Improvements Plan to City Council for approval Action
 - F. Resolution 2013-14 Downtown Streets Walking Plan Action
 - G. Resolution 2013-15 Long Term Encroachment Permit for Utility Action

VIII. UNFINISHED BUSINESS

- A. Subdivision Access Committee Recommendations Discussion on Forward Progress
- B. Gravel Pit Report Discussion
- C. Resolution 2013-14 Recommending Community Walking Plan to Dillingham City Council for approval Action

IX. COMMISSIONER COMMENTS

X. ADJOURNMENT

Planning Commissioners

Terry Hoefflerle, Seat A, Deputy Chair
Paul Liedberg, Seat B
Bill Rodawalt, Seat C, Chair



Rachel Muir, Seat D
Andy Anderson, Seat E
Julie Baltar, Seat F
Izetta Chambers, Seat G

**REGULAR MEETING MINUTES
May 21, 2013**

I. CALL TO ORDER

Terry Hoefflerle, Deputy Chair, called the regular meeting of the Dillingham Planning Commission to order at 5:34 p.m in the City Council Chambers.

II. ROLL CALL (quorum is 4)

Members present:

Terry Hoefflerle (excused)
Andy Anderson
Paul Liedberg, Seat B
Julie Baltar, Seat F

Members Absent

Rachel Muir (excused)
Bill Rodawalt, Chair, Seat C
Izetta Chambers, Seat G

Staff in Attendance:

Jody Seitz, City Planner, Acting Commission Clerk

Guests:

Ken Reiswig, Delta Western
Jim Jones, UAF BB Campus – left the meeting prior to the Public Hearing for UAF Science Center Plat

IV. APPROVAL OF MINUTES

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to approve the minutes of April 16, 2013

DISCUSSION: Julie Baltar corrected a typo on page 4 "talke".

ACTION: Unanimous approval.

V. APPROVAL OF THE AGENDA

MOTION: Paul Liedberg moved to approve and Julie Baltar seconded the motion to approve the agenda.

ACTION: Unanimous approval.

IV. COMMUNICATIONS

A. Public Comment

- Planner's Report – Planner Seitz reviewed her report.
- Planner reports concerns from citizens over cemeteries:
- Discussed that it would require a survey
- That it could be political because people will want plots next to their loved ones.
- Planner mentions that she has received a complaint from a citizen about a burned down building next door to their home and that it is a blight on the neighborhood and detracts from her attempts to sell her property.
- Planner handed out her notes from the subdivision access committee

B. Citizen Comments – none.

VI. PUBLIC HEARINGS

A. Delta Western Lease Lot

- Planner Seitz presented background information about the Lease lot and proposal for the oil spill containment facility and described the plat and uses of the neighboring lots.
- Requested hearing from the public about the plat.
- Ken Reiswig of Delta Western reviewed the report the company received from the EPA inspection last summer. They do not have enough secondary containment for their fuel tanks, of which there are 11. The options are to increase the size volume of the secondary containment. Could raise the wall around what they have by about 2 feet and accomplish the same thing But there is a lot of pipes that go over the wall and there would be a lot of interruptions in service.
- This would do the least amount to their operation and is probably the most cost effective for Delta Western.
- The use of the lease area appears to be minimal....for scraps of sheet pile and lumber.
- Describes the existing retaining wall...western edge of the proposed lot.
- They were short 27,840 ft³ – enough to hold the vol of the largest tank to handle the highest normal rainfall you'd get and keep it within the retaining walls.
- Need additional 30,000 ft³.
- The wall goes around the whole tank farm – shows a picture.
- The alternatives are to raise the wall or decommission some tanks. That would give them less volume and hurts the operation. Raising the wall would cost considerable amount of money.
- Amount of land between the proposed lease area and the city dock. Hard to tell with the plat but not a zero lot line.
- Chair says planning commission still needs to hear from public safety, port and public works.

- Note that these reviews are in the Staff Report
- Plat should show more of where the measurements are being taken from.
- The symbol for property lines to be vacated is not distinguished well from other features like easements.
- Discussion about scale of map and measurements not corresponding to the scale. Also that it doesn't conform to either 50' to the inch or 100' to the inch.
- Question about compatibility with or competing uses for the area.
- Question about whether comprehensive plan has been consulted and waterfront plan section of that.
- That there are citizens who would like to use some of the area of USS 2541 as a park or green space or for parking.
- Commented that the area lends itself to industrial uses.
- Noted that the Curyung Tribe had plans for a processing plant on the City All Tide Dock.
- Mentioned that the Curyung Tribe's processing plant was not planned for this area.
- Discussed that the use of the area for this purpose would not impinge on port activities current or planned.
- The wall will be 12 feet at the beach and 7-8 feet tall at the north end of the wall.
- Requests that someone make a determination about what is the highest and best use of that ground.
- Planner mentioned that there was an extensive public advertising about the plat.
- Two actions here – one is approving the plat so that a disposal can be considered. The other is approving the lease and the Planning Commission can weigh in, but it is the City Council's determination.
- Would like to see a statement on this that the Planning Commission did not vet this proposal for highest and best land use and that that discussion was deferred to the City Council. Otherwise someone on the city council may think that someone else has done that.
- Agrees that this should be done.
- Points out that there is a finding required by code that the land is no longer needed for a public purpose which the city council must make prior to disposing of land and the city council process is a two meeting process.

MOTION: Paul Liedberg moved and Julie Baltar seconded the motion that the hearing for the Delta Western portion of Public Hearings close.

ACTION: Chair Terry Hoefflerle called for objections. No objection.

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to suspend the rules to take up Resolution 2013-08 Approving the Delta Western Lease Lot Preliminary Plat.

DISCUSSION:

- Notes that the Planning Commission did not mention the highest and best use of

- the land, or consistency with the Comprehensive Plan
- Agrees that it is industrial property, however, cherishes every access to water, and the viewshed. Is supportive of this because of it being in an industrial area and it is needed by a company. It also does not block the viewshed.
- Notes that there has been no formal proposal from the Tribe for use of the Port land for their processing plant. Would hope they would voice concerns.
- Asks if there should be an easement along the water line.
- Commented that it is already City land
- Noted that if City wants to keep viewshed it might want to put that in the code.
- Asked if the land use on the new lease lot would be restricted
- Observed that a plat note to that effect could be added to the plat, ie. This area is strictly for the purpose of oil spill containment.

ACTION: Added two points to Resolution 2-13-08

9. *Clearly define the beginning and ending points of measurements.*
10. *Change the symbology of easements and property lines to be more distinctive from each other.*

ACTION: Andy Anderson moved the previous question.
Reporter's Note: There was no second.

CHAIR called for the vote: Unanimous consent.

B. Crystal Subdivision Public Hearing

There were no citizens to testify at the public hearing for Crystal Subdivision Preliminary Plat.

MOTION: Paul Liedberg moved and Julie Baltar seconded the motion to close the Public Hearing for Crystal Subdivision Preliminary Plat

ACTION: Chair Hoefflerle called for unanimous consent. So approved.

Recorder's Note: There was no motion to suspend the rules to

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to approve Resolution 2013-09 Approving Crystal Subdivision Preliminary Plat.

DISCUSSION:

- Charlee Rood is platted as both a right of way and as a long lot that ends in a temporary turnaround.
- The Dillingham code only provides for cul-de-sacs.
- Cul-de-sacs, by DMC 17.19.060 F in areas served by on-site water and sewer systems are limited to 1300 feet.

- The subdivider must either submit a request for a Variance to this part of the code, or must end the road at 1300 feet.
- The road is proposed to be 1913.43 feet long.
- Discussed that the terrain leaves no good options for subdivision design which would allow the subdivider to divide his property with useable lots and meet the road length requirement.
- Directed Planner to discuss easement between 29I1 and 29J1 with Nushagak and owner.

MOTION: Paul Liedberg moved and Julie Baltar seconded the motion to table Resolution 2013-09 until the next meeting, June 18, 2013.

ACTION: Chair Hoefflerle called for unanimous consent. So approved.

C. UAF Science Center

There were no citizens to testify at the public hearing for the UAF Applied Science Center final plat.

MOTION: Andy Anderson moved and Julie Baltar seconded the motion to table Resolution 2013-10 Approving Science Center Subdivision Final Plat until the next Planning Commission regular meeting, June 18, 2013.

VII. UNFINISHED BUSINESS

A. Terry Hoefflerle reported on the subdivision access committee meeting wrap up, stating the commission recommended approving private access easements with the following conditions: 1) Provide 50 foot easements; those subdivisions with one to 6 houses would have to have 8 foot improved surface; those subdivisions with 7 to 10 houses would have to have 14 foot improved surface. 2) Remove the qualification for all parcels to be gift deeded in DMC 17.07.090 Exception to road standards. 3) Amend 17.07.100 B 20 to state that access to adjacent parcels be required only in certain circumstances, when it is necessary for a public purpose.

- Commented that he felt the recommendations were good and that the community and landowners will benefit. He suggested that the commission try to act in advance, might cause the public to be more dispassionate.
- Stated it will still take some work to make sure the recommended revisions are properly written.
- Questioned whether public safety had been consulted.
- Did not want to see variances requested on the width of the subdivision roads improved surface.
- Wants to explore some things more in a dispassionate venue to be able to examine the pros and cons for the city and landowners.
- Consider public works, public safety and other entities
- We need the discussion of 50 years down the road, community planning.
- Wanted to make sure Nushagak was in the discussion.
- Requested that at the next meeting the Planning Commission outline the agenda for

what information it wants to consider and how we want to proceed. Wants to make sure whatever is sent to the code committee is well vetted.

- That there is a lot to consider in the width of a road, culverts, shoulders, compaction, and simply saying how wide the improved surface needs to be is not enough

B. Paul Liedberg reported on the Knik gravel pit. The City Council members heard enough complaints that they charged the Planning Commission with several issues: to find out what the city needs to do to address these concerns or does the state or another entity have authority to do that. There are a few things that have some oversight.

- 1) Reclamation plans – are required for every new one established after 1991, by state law but the Alaska Department of Natural Resources doesn't have enforcement authority. It relies on the local municipality to have something in place holding them to this.
- 2) There is nothing in City code or state law regarding clearing the vegetation from the sides of the road or the extended hours of operation.
- 3) Regarding impacts to the water table because it appears there is a small section where they are into the water table: ADEC regulates water quality and ADNR regulates water quantity. Although excavation below the water table is not recommended, there is no state standard developing gravel pits on private land regarding water quantity so they can do that without any oversight. The guy at ADNR doesn't recommend it due to the potential for contaminants getting into the water table.

Knik hadn't yet applied for its air quality permit from ADEC; They are required to apply for a water quality (stormwater) permit. They have applied for the water quality permit. It is also required to have a stormwater pollution prevention plan.

- Stated that the reclamation plan is the biggest thing for him. And the city could have something regarding vegetation. There is a noise ordinance, but in this case the City Manager did not feel it was practical to try to measure the noise problem.
- ADOT told him that because it is a private pit, they have no authority on how it is run.
- Stated that she would check into whether federal money is contained within the project funding for the projects the Knik pit will serve.
- City can get copies of their permits and plans to see what they are supposed to be doing.

VII. PUBLIC COMMENTS/COMMITTEE COMMENTS

Paul Liedberg requested to know if this was Terry Hoefflerle's last meeting and thanked him for his service and participation on the commission.

Terry Hoefflerle replied that it is his last meeting. That it had been an enjoyable way to spend his Tuesday evenings.

Andy Anderson – no comments.

Julie Baltar commented that she appreciated the Planning Commission training and the emphasis on what's in the best interest of the larger community. "It makes me think probably we need to go forward and take a closer look at some of the codes and make recommendations to the Code Committee. It is a lot of work.

Terry Hoefflerle wishes the commission well.

VIII. ADJOURNMENT

MOTION: Paul Liedberg makes a motion to adjourn.

ACTION: Unanimous consent. 8:23 p.m

Bill Rodawalt, Chair

ATTEST:

Jody Seitz, Recorder

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham Planning Commission
Bill Rodawalt, Chair
Izetta Chambers
Terry Hoefflerle
Rachel Muir
Paul Liedberg
Andy Anderson
Julie Baltar

MEMORANDUM

Date: May 2013
To: Bill Rodawalt, Planning Commission Chair
From: Jody Seitz, City Planner
Subject: June Report

CDBG: Received a letter from Division Director Scott Ruby confirming that he supports the scoring committee's process and decision. He encouraged the city to refine and resubmit its application this fall.

CIP: The Proposed 6 year update will come to the Planning Commission at either a special meeting or the June 18th meeting.

Composting: the grant for the composting project can be extended another two years. The Marine Advisory program is going to regroup and come up with a plan for next summer.

Encroachment Permit: Geotechnical drilling for the Downtown Streets and for the delta Western oil containment structure will take June 5 through 7th.

Knik Construction Gravel Pit: The Company has the required water quality permit and storm water pollution prevention plan as well as an air quality permit for their rock crusher, which they are relocating. Approval of the local municipality is required by ADEC for their fugitive dust control plan. The company adjusted its plan to conform to the City's concerns and was approved June 4, 2013.

The ADEC has a publication called best Management Practices for Gravel/Rock Aggregate extraction Projects.

http://www.dec.state.ak.us/water/wnp spc/protection_restoration/BestMgmtPractices/Docs/GravelRockExtractionBMPManual.

*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.*

City of Dillingham

Thursday, June 13, 2013, Page 1 of 3

The Kenai Peninsula borough Code for gravel extraction is recommended by a hydrogeologist at ADNR as the best code to look at for regulations governing material sites...see .Chapter 21.29

A hydrogeologist at ADNR, reviewed well logs in the area of concern around the Knik Pit and did not feel there was much risk to local wells at present.

Landfill Batch Oxidation System:

<http://www.akenergyauthority.org/AEAdocuments/BurningGarbage.pdf> This is a handy reference for these systems. Great tables in the back show which companies have produced which technologies for places in Alaska.

The City is preparing an RFP for an engineering company to put this out to bid and begin developing the project and permitting.

N&N market: Would like to review with Planning Commission ideas for N&N parking.

Neighborhood Initiative: Is not approved for next year.

Plats: There will be a plat for the Port Land Exchange coming up in July.

Public Communications: comments received about children riding dangerously on the margins of the roads on scooters and ATVs.

Road Projects: Downtown Streets internal review at 35% design. April 25, 2013, met with Norman Heyano, ADOT Chief, Fire Chief and Airport Manager, as well as Dan Pasquariello, Public Safety Chief, Mike Megli, Nushagak CEO; Will Chaney, Nushagak lineman, to review the 35% design road plans. I submitted our comments to ADOT&PF.

The ADOT held an open house at City Hall April 30 to review all the projects they are going to do in Dillingham and Aleknagik during the next several years. The Downtown Streets project is slated for construction in 2015. The D Street to Squaw Creek Road should happen the same year. One problem area is right at the Post Office entrance. It appears from the drawings that the Downtown Streets project will end just before the driveway into the Post Office parking lot. The City will need to come up with its own funding to fix this area in conjunction with the ADOT project.

Have received draft designs for raised crosswalks and separated multi use path and sidewalks on D Street. The draft City recommendation is for those two in the D Street right of way rather than a bike lane or wider lanes. The public works foreman has concurred with this recommendation, adding that he wants people to be able to get onto the multi use paths whether they are walking, riding a bicycle or in a wheelchair. A

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Planning commissioner raised the concern of making sure raised crosswalks weren't slippery or difficult to navigate in winter when everything gets icy.

Update: The City needs to pass a resolution supporting a "Walking Plan" for the Downtown Streets project. This is essentially an update of our work in 2008 during the Context Sensitive Solutions workshops. To establish school zones we will have to pass an ordinance.

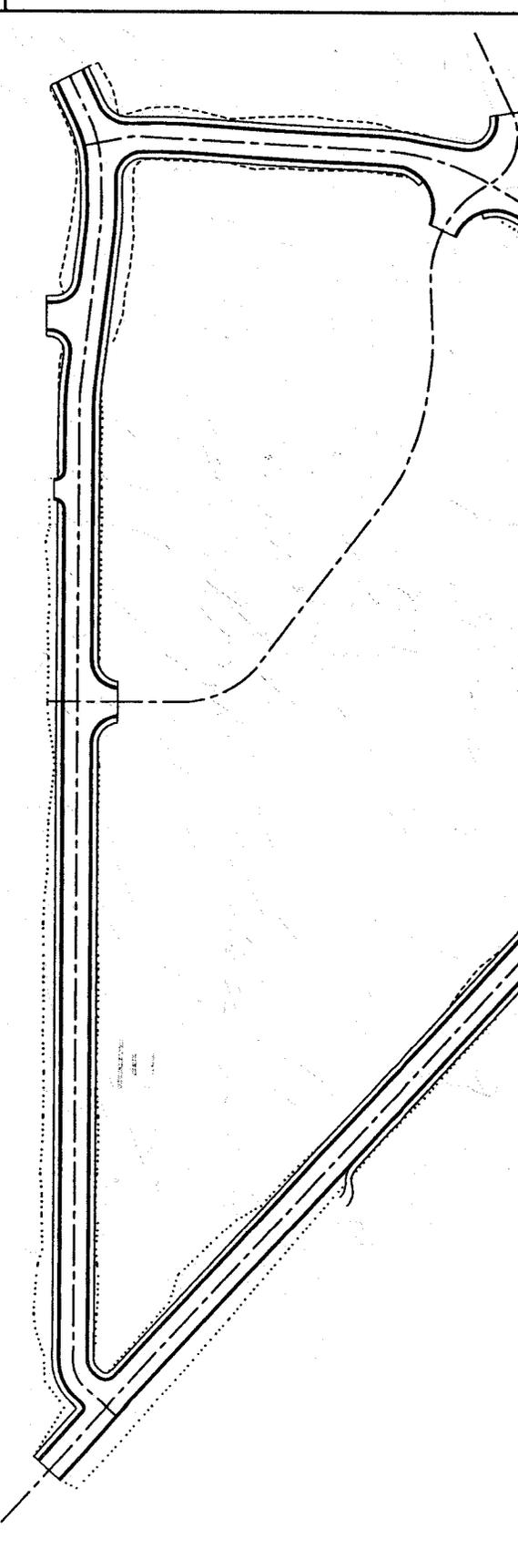
Port Land Exchange: Have received the preliminary plat for this subdivision from John O'Connor. We are planning to request vacation of the second Avenue West street from City Hall south into the port. A question remains about potential conflicts with homeland security over parking by private entities (N&N) within the port fenced off area.

Community Walking Plan: The need is high to create a walking plan for the hwole community. At present a walking plan just for the downtown Streets project could make the difference in getting school zones and good connections to the walking paths outside thes cope of the project as well as improvements within the project. Worked with Commissioner Rachel Muir on this conducting surveys of walkers and bikers in the downtown area on June 9.

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PLAN PROJECTIONS: NAD83

MAP		
ADDENDUM NUMBER	ONE	
ATTACHMENT NUMBER	ONE	
RECORD OF REVISIONS		
No.	DATE	DESCRIPTION



PLAN LEGEND
 CHECKED BY: E. ROBERTS



PLANS DEVELOPED BY: DON VORH
 DESIGNED BY: E. ROBERTS
 DRAWN BY: C. BAILEY

STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION
 DIVISION OF HIGHWAYS
**DILLINGHAM DOWNTOWN
 STREET REHABILITATION**

PROJECT DESIGNATION
STP-57180 / 0001(335)

STATE	ALASKA
YEAR	2013
SHEET NUMBER	TOTAL SHEETS

SITE	
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**Variance Request 2013-01
to Subdivision Standards and Design for Charlee Road**

Hearing Date: June 18, 2013

Mr. Sifsof would like to construct a road which is approximately 1910 feet long and ends in a 50 foot diameter cul-de-sac.

I. BACKGROUND

Applicant: Ernest Sifsof
Subdivision Name: Crystal Subdivision
Location: Approximately 3 road miles from Downtown Dillingham in Section 24, R56W, T 13 south, and section 19, R 55W T 13 S, Seward Meridian.
Access: State maintained Kakanak Road will provide direct access to lots in this subdivision.
Subdivision History: See subdivision staff preliminary plat report.

II. FINDINGS

1. Charlee Road began as a driveway to Mr. Sifsof's house. The driveway is being enlarged to 60 foot public right of way to serve all the lots in this subdivision.
2. Charlee Road is approximately 1910 feet long.
3. Dillingham Municipal code 17.19.060F specifies a maximum length for the cul-de-sac of 1300 feet.
4. Mr. Sifsof does not own property past the point where his subdivision road ends and there is currently no road to connect to on that end.
5. Most of the property to the western side of this subdivision is tundra and very wet.

III. ANALYSIS

1. DMC 17.27.010 A. allows the planning commission to grant Variances from Title 17, "when literal enforcement would deprive a property owner of rights commonly enjoyed by other properties in a similar area."
 - a. Based on the topography and level of road development in this area, it appears that the route chosen for the road is best for the number of lots being developed and provides the most practical access to those lots.
 - b. If the property owner were limited to this length of road he would not be able to sell the lots he has already established in the subdivision.
2. DMC 17.27.020 requires the following in order to grant a Variance:
 - a. It is the minimum necessary to afford relief.

The property owner is building a road to access the lots in his subdivision in the area that is developable. There is no option to connect this road at present to any other road. Connecting to Kakanak road would mean a much longer road, and more of his property put into roads, as well as

CITY OF DILLINGHAM PLANNING DEPARTMENT STAFF REPORT

fewer lots developed. The area a road would have to cross might not be developable as it is wet tundra. The use of a cul-de-sac for a turnaround as depicted on the preliminary plat opens access to the most lots.

- b. The granting of the variance will not be detrimental to the public safety or welfare or injurious to adjacent property;

The minimum turnaround diameter is 60 feet for a cul-de-sac. The road size meetings DMC 17.19.050 for a major local street or minor local street. The right of way is 60 feet. It would be considered a minor local street if he constructs the improved surface to 20 feet wide.

- c. The tract to be subdivided is of such unusual size and shape or topographical conditions are such that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property.

The property has a large area of open tundra to the south and west in the subdivision. If the landowner were restricted to the length of cul-de-sac of the code he would lose the ability to sell the southeast five lots of his subdivision.

- d. Special conditions that require the variance are not caused by the person seeking the variance;

The landowner did not create the topography which is dictating this pattern of development. The level of development in the area is not such that another road can connect to the road proposed, Charlee Road.

- e. The variance will not permit a land use in an area in which that use is prohibited.

It will not. This area is classified as general use, according to the latest land use maps.

- f. The variance is not sought only to relieve financial hardship or inconvenience.

The variance is not motivated by financial hardship. It is a practical solution to a problem Mr. Sifsof did not create.

IV. RECOMMENDATIONS

1. Request input from the City School bus drivers, Public Safety, Fire Department and Public Works about the size of the cul-de-sac. This subdivision is larger and potentially families with school children will own property there. The school bus should be able to turn around in that cul-de-sac.
2. Require the cul-de-sac be 60 feet in diameter.
3. Approve Variance for all the above reasons.

CITY OF DILLINGHAM PLANNING DEPARTMENT STAFF REPORT

Respectfully Submitted,


Jody Seitz
Planning Director

RESOLUTION 2013-11
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Approving a Variance to Title 17.19.060F Cul-de-Sac

WHEREAS, the Dillingham Planning Commission did hold a public hearing on June 18, 2013, regarding the request for a variance from 17.19.060 Streets—General Standards, which requires that Cul-de-Sacs shall have a maximum length of one thousand three hundred feet.

WHEREAS, the road proposed to access all subdivision lots in the proposed Crystal Subdivision is 1910 feet long.

WHEREAS, the Dillingham Planning Commission reviewed the request for compliance with the requirements of 17.27 Variances; and,

WHEREAS, the Dillingham Planning Commission found that the request met the required Findings of Fact of D.M.C. 17.27.020;

1. The variance request is the minimum necessary to afford relief.
The Variance to the road length of a cul-de-sac is all that is needed for this subdivision to meet City standards. The road will be built to meet City standards. Should Mr. Sifsof not be able to construct his road to serve all the lots on his property he would not be able to develop a large portion of the developable land on his allotment.
2. The granting of the variance will not be detrimental to the public safety or welfare or injurious to adjacent property. The cul-de-sac will be the minimum 60 feet required by code. The road easement and improved surface will comply with code. An additional 610 feet of road is not expected to create safety issues or harm adjacent property. The proposed Variance has been distributed for review to Public Safety, Public Works, Fire Department, and Nushagak Electric as well as state and local agencies, and adjacent landowners.
3. The tract to be subdivided is of such unusual size and shape or topographical conditions are such that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property. Mr. Sifsof's property is bordered to the south and west by wet tundra. There are no other locations which would allow the construction of a road connecting back to Kanakanak Road on the southwest corner. There are no roads to which Charlee Road could be directly connected, thus it requires a turnaround.
4. Special conditions that require the variance are not caused by the person seeking the variance. Mr. Sifsof did not create the topographical conditions or the landownership patterns which limit the options for his subdivision road.
5. The variance will not permit a land use in a district in which that use is prohibited. This district is characterized as "general use."
6. The variance is not sought only to relieve financial hardship or inconvenience. Mr. Sifsof is going to construct the road to city standards.

THEREFORE, The Planning Commission of the City of Dillingham approves this Variance from 17.19.060F Cul-de-Sacs for Charlee Road in the Crystal Subdivision.

APPROVED AND ADOPTED THIS 18th DAY OF June, 2013.

Bill Rodawalt, Chair

Jody Seitz, Recorder

CITY OF DILLINGHAM PLANNING DEPARTMENT
Staff Report (Revised)

Crystal Subdivision
Preliminary Plat
Hearing Date: June 18, 2013

Property: replat of Lot 29 E,F,G,H,Q,R, & S and the dedication of Lot 29T in Lot 29 Remainder, dependent resurvey of Doris Subdivision and Doris Subdivision No. 2. Within S24, T13S, R56W and S19, T13S R55W, Seward Meridian

Lots Created: 29EF of 4.25 acres, 29GH of 11.86 acres, 29RQ of 1.52 acres, 29RS of 2.67 acres, and Charlee Road from Lot T.

History: Dependent resurvey of lot 29 Remainder, which was officially filed on November 2, 2009, and a dependent resurvey of Doris Subdivision and Doris Subdivision No. 2, within S24, T13S, R56W and S19, T13S, R 55W S.M. Bristol Bay Recording District

Location: Approximately 2.5 miles from Downtown Dillingham on Kanakanak Road

Subdivider: Ernest W. Sifsof

I. BACKGROUND

Platting history of this area begins with USS 4980, a survey of 665 acres completed in 1970. Lot 29 USS 4980 of 49.61 acres was created from lot 23 of USS 4980 in 1980. Plat 81-16 created Lot 29A Remainder, out of which Doris Subdivision was recorded at the BIA Title plant on January 8, 2009. Doris Subdivision No.2, filed the same day at the BIA Title plant, created lots 1A and 1B. Neither of the Doris Subdivisions has been filed with the Bristol Bay Recording District. However, a preliminary plat of Doris Subdivision was approved by the City of Dillingham Planning Commission on November 28, 2007, with conditions, most of which had to do with the plat drawing.

Crystal Subdivision began as a plat filed by the Bureau of Indian Affairs on November 2, 2009. The subdivision then monumented by the BIA was non-compliant with Title 17 of the Dillingham Municipal Code, in particular, 17.19.140 lot design.

II. FINDINGS

The subdivision proposed here, Crystal Subdivision, creates 6 lots.

The plat generally conforms to the Dillingham Municipal Code 17.07.100 B.

Preliminary Plat Standards, with the following exceptions:

1. Width of Kanakanak road is missing.
2. Plat does not show septic system or wells or any drainage systems as per DMC 17.07.100B12.
3. There is no vertical datum on the plat.
4. There are 10 foot wide easements on all the newly created lots.
5. Nushagak Cooperative requires in a new publication about easements, a minimum of 15 feet wide easement for buried utilities or 20 foot easements for aerial installations.
6. Doris Subdivision Tract A is the Kanakanak Road up to its centerline.
7. The length of Charlee Road does not conform to subdivision design 17.19.060 F Cul-de-sacs. It is at least 1900 feet long, code limits such roads to 1300 feet.

8. The road ends in a temporary turnaround of 50 feet in diameter which is not provided for in the code. The cul-de-sac is required to be at least 60 feet in diameter.
9. The plat changes a driveway into the major road through two subdivisions.
10. There is no acreage amount on lots 29I1 and 29J1.

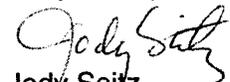
III. ANALYSIS

1. The Crystal Subdivision vacates several lot lines created in the 2009 BLM survey, making 6 lots that conform in their width to length ratio with DMC 17.19.140 B4.
2. The lots created in Crystal Subdivision have adequate platted access.
3. The code calls for easements along back and side lot lines, however, it makes sense to have easements along the front of these parcels because of the existing power grid as well as the lack of easements between adjoining parcels. Nushagak's comment is that 10 feet is too small for utility easements. The easements should increase by 5 to 10 feet.
The subdivision is built on solid treed area with a large wetlands on the southeast side. Parcels 19I1 and 29J1 might benefit from a shared easement on their shared lot line, but topography might not allow it.
4. Nushagak Cooperative's Plat review says there is an existing utility easement not shown on lot 29H.
5. ADOT's plat review requests that the City apply for an Approach Road Review for the intersection of Kanakanak Road and Charlee Road. The City can submit all pertinent existing information to the ADOT about Charlee Road. It began as a driveway to the landowner's house and may well predate most of the surveys in this area. The landowner's house was present on the plat of USS 4980 Lot 23 in 1977. In the current plat for Crystal Subdivision the driveway/road turns southeast, away from the landowner's drive, in order to serve lots created in the 2009 BLM survey and Crystal Subdivision.
6. The ADOT requests that Kanakanak Road's centerline and all available road data are shown for reference.
7. The Crystal Subdivision largely conforms to DMC Title 17.

III. RECOMMENDATIONS

1. Provide 15 to 20 foot wide utility easements depending on whether the plan is to bury them or put them overhead.
2. Show the existing utility easement to lot 29H
3. Per ADOT request, add all available data on Kanakanak Road to the plat for reference.
4. Request a guarantee from the landowner to assure that the road is eventually constructed to code as required by DMC 17.11.050 (4).
5. Put the amount of acreage on lots 29I1 and 29J1

Respectfully submitted,


Jody Seitz
Planning Director

RESOLUTION 2013-09
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Approving the Preliminary Plat of Crystal Subdivision

WHEREAS, in order to complete a land subdivision pursuant to AS 40.15.070, a land survey must be performed, monuments set, and a plat created for recording which will facilitate the exchange of property ownership; and

WHEREAS, the Dillingham Planning Commission did hold a public hearing on the preliminary plat of Crystal Subdivision, June 18, 2013, and reviewed the preliminary plat for compliance with the requirements for Titles 17 of the Dillingham Municipal Code;

WHEREAS, Crystal Subdivision largely meets the requirements of the Dillingham Municipal Code Title 17;

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, approves the preliminary plat of Crystal subdivision with the following conditions:

1. Per ADOT request, add all available data on Kanakanak Road to the plat for reference.
2. Request a guarantee from the landowner to assure that the road is eventually constructed to code as required by DMC 17.11.050 (4).
3. Change cul-de-sac at the end of Charlee Road to 60 feet diameter per DMC 17.19.060F.
4. Put the amount of acreage on lots 29I1 and 29J1.
5. Change easements along road to 15-20 feet wide, depending on intention to bury or provide overhead utilities.

APPROVED AND ADOPTED THIS 18th DAY OF June, 2013.

Bill Rodawalt, Chair

Jody Seitz, Recorder

RESOLUTION 2013-12
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Recommending Vacation of Easements on Lot 1 Block 18 USS 2732AB

WHEREAS, the Dillingham Municipal Code 17.15.010 (B) requires that a platted street, easement, alley or other public way may not be vacated except on petition of the state, the city, a public utility, or the owners of a majority of the land fronting the part of the area sought to be vacated; and

WHEREAS, the University of Alaska Fairbanks requests the termination of two easements on Lot 1 Block 18 Dillingham Townsite, USS 2732A&B; and

WHEREAS, the University acquired this property recently and plans to use the building as the UAF Bristol Bay Campus Applied Science Center; and

WHEREAS, the easements were created in 1979 to provide access to Lot 3 Block 18; and

WHEREAS, the easements are not being used for access, and the encumbered land is much needed for upgrades to the building; and

WHEREAS, the termination of the easements is warranted because they are not practical for use as access and are not needed to access Lot 3; and,

WHEREAS, the portion of Lot 1 encumbered by the easements is not practical for access to Lot 3 because of its proximity to the building and the topography;

WHEREAS, the northern half of the alley extending northeast from Alaska Street was vacated by the City of Dillingham in 1985, which reduced the length of the boundary common to the alley and Lot 3 to only 8.2 feet; and,

WHEREAS, the Planning Commission approved a petition to vacate the southern half of the alley with Resolution 2013-01.

WHEREAS, the net effect of the two actions is that the 8 foot-wide strip will not be contiguous to Lot 3 or any right-of-way leading to Lot 3.

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the Dillingham City Council Approve this Vacation of Easements.

APPROVED AND ADOPTED THIS 18th DAY OF June 2013.

Bill Rodawalt, Presiding Officer

Jody Seitz, Recorder

CITY OF DILLINGHAM PLANNING DEPARTMENT
Staff Report

UAF Applied Science Center Subdivision
Final Plat

A subdivision of USS2874
Hearing Date: June 18, 2013

Property: Vacating the alley between lot1 Block 18 USS 2732 AB and Lot 2A White Subdivision, and an 11.3 to 11.5 foot easement on Lot 1 that runs northeasterly on the western side of the alley.
Lots Created: Lots 1 and 2 UAF Applied Science Center Subdivision
Location: Downtown Dillingham on Alaska Street
Subdividers: University of Alaska Fairbanks and Brian and Stephanie McCumber

I. BACKGROUND

The plat presented here is to finalize the vacation of the alley behind Lot 1 Block 18 USS 2732AB and Lot 2A White Subdivision. The northern part of this alley was vacated by the Dillingham Planning Commission January 4th, 2013 with Resolution 2013-01. As part of the Vacation process, the Planning Commission determined that the alley served no public purpose as it dead ended at Lot 3 of Block 18 USS 2732.

II. FINDINGS

The plat conforms to DMC 17.07.100 with the following exceptions:

1. Surveyor's certificate needs signature line.
2. D street is a 50 foot right of way with easements which are not represented on the plat.
3. There is no one true elevation point given per DMC 17.11.060 B10.

III. ANALYSIS

This plat was finalize the vacation of the alley between NAPA and lot 3 Block 18 USS 2732 AB and Lot 2A White Subdivision.

The alley was vacated, however, an additional 11 foot wide easement running northeasterly on the west side of the alley was not vacated in that Planning Commission resolution. Until and unless it is vacated, that easement should be depicted on the plat. This could be done at the June 18th meeting of the Planning Commission for approval by the City Council on June 20th, with advance notice.

The previous recommendation for the vacation was that the vacation be contingent on the University of Alaska providing a plan showing that it has adequate space for service access and loading. This has been done.

IV. RECOMMENDATIONS

1. Correct the D Street right of way to reflect actual street width and easements.
2. Represent the 11 foot easement on Lot 1 on the plat unless that easement is formally vacated by the Planning Commission and City Council.
3. Change the name of the subdivision to Science Center Subdivision.
4. Correct the Title block to say "Planning Commission Resolution 2013-01.

Respectfully submitted,

Jody Seitz
Planning Director

RESOLUTION 2013-10
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Approving Science Center Final Plat

WHEREAS, in order to complete a land subdivision pursuant to AS 40.15.070, a land survey must be performed, monuments set, and a plat created for recording which will facilitate the exchange of property ownership; and

WHEREAS, the Dillingham Planning Commission did hold a public hearing on the final plat of Science Center Subdivision, June 18, 2013, and reviewed the plat for compliance with the requirements of Title 17 of the Dillingham Municipal Code; and

WHEREAS, the Dillingham Planning Commission and City Council have vacated the alley between Lot 1 Block 18 USS 2732 and White Subdivision Lot 2 per Planning Commission Resolution 2013-01; and,

WHEREAS, the Dillingham Planning Commission has recommended the easements west of the alley be vacated per Resolution 2013-12;

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, approves the final plat of Science Center Subdivision and Vacation of the alley between Lot 1 Block 18 USS 2732AB and Lot 2A White Subdivision with the following conditions:

- That the outcome of the City Council consideration of Planning Commission 2013-12 be reflected on the final plat.

APPROVED AND ADOPTED THIS 18th DAY OF June 2013.

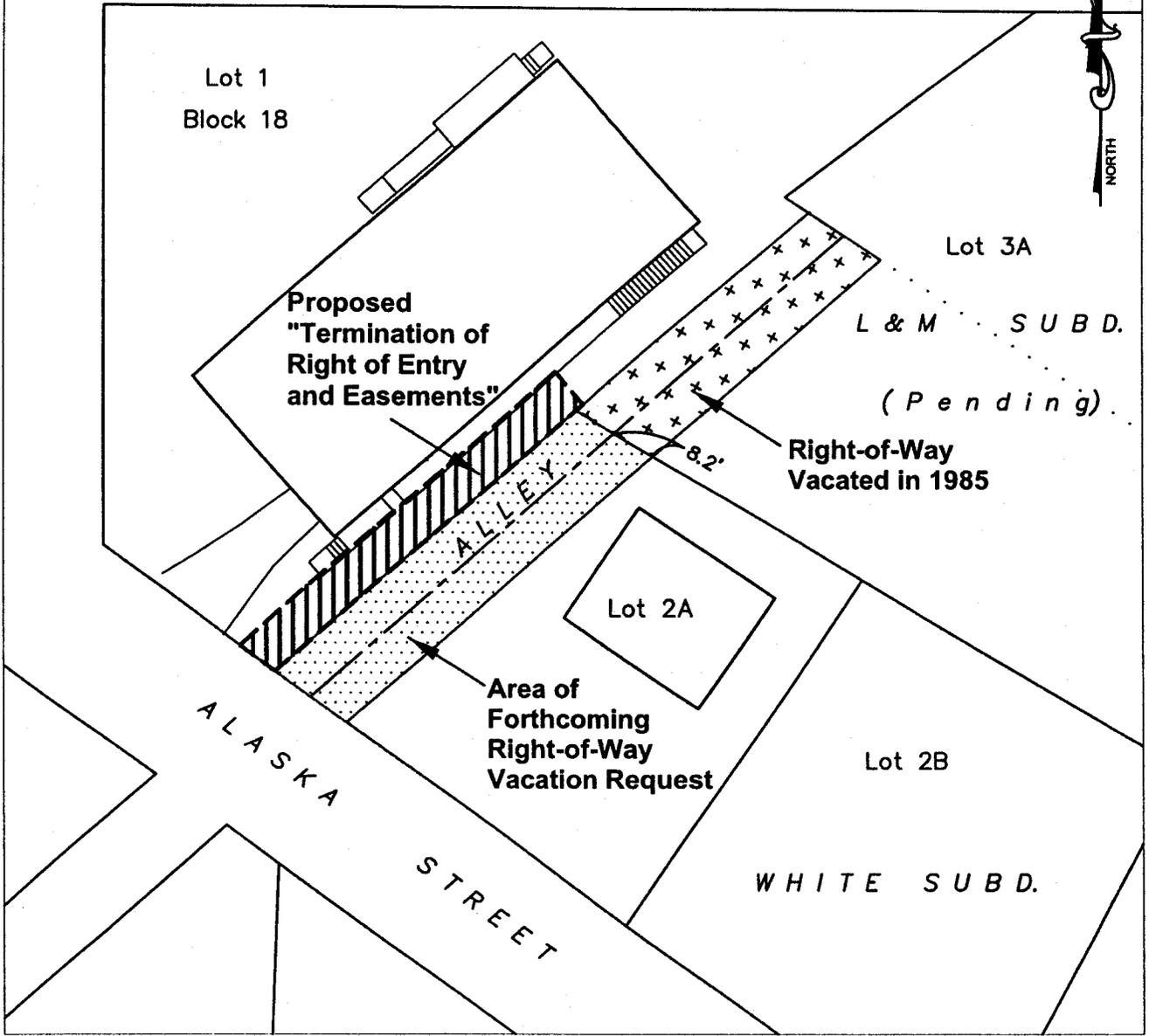
Bill Rodawalt, Presiding Officer

Jody Seitz, Recorder

"D" STREET

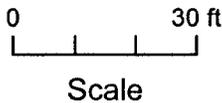
U.S. Survey 2262

U.S. Survey 2732A&B



Map of
Requested "Termination of Right of Entry and Easements"

Lot 1 Block 18 Dillingham Townsite, U.S. Survey 2732A&B
Dillingham, AK



Facilities and Land Management
University of Alaska
1815 Bragaw Street, Suite 101
Anchorage AK 99508-3438

November 2012

RESOLUTION 2013-13
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Recommending the annual update of the Six Year Capital Improvement Program
2014-2019 to the Dillingham City Council

WHEREAS, the Dillingham Municipal Code 2.68.160 (A)(5) requires that the Planning Commission conduct an annual update of the City's six year capital improvement projects plan; and

WHEREAS, the Planning Commission is updating the plan as the Municipal Code requires, during the spring budget process; and

WHEREAS, the six year plan was the result of an extensive public process in the fall of 2012 and the 2013 update also followed a public process with three weeks' publicized solicitation for community nominations; advertisements in the Bristol Bay Times and on the City website; and posters at several downtown locations; and,

WHEREAS, at a publicly advertised meeting April 23, 2013, the Project Review Committee met to hear project nominations, evaluate and score the projects; and

WHEREAS, all projects were scored with regard to 14 standard criteria; and

WHEREAS, this Six Year Plan will provide the basis for the FY15 legislative requests as well as future updates of the City's capital needs; and

WHEREAS, the Planning Commission has carefully reviewed the proposed Six Year Capital Improvement Plan for 2014-2019; and

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the attached Six Year Capital Improvements Plan for 2014-2019 to the City of Dillingham City council for approval.

APPROVED AND ADOPTED THIS 18th DAY OF June 2013.

Bill Rodawalt, Presiding Officer

Jody Seitz, Recorder

RESOLUTION 2013-14
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Approving and Recommending the Downtown Streets Walking Plan to the Dillingham
City Council

WHEREAS, The Dillingham Planning Commission met with ADOT&PF to discuss the Downtown Streets project; and

WHEREAS, the City of Dillingham has an MOU that describes the roles and responsibilities of the City and the ADOT&PF for the Downtown Streets; and

WHEREAS, one component of that MOU was that the City would pass an ordinance regarding the design of the Downtown Streets; and,

WHEREAS, the attached walking plan for the Downtown Streets represents extensive documented community participation and numerous meetings to thoroughly vet the project; and

WHEREAS, this walking plan with design elements listed, is the precursor to ordinances and educational activities important to achieving a more walkable, safer, community; and

WHEREAS, ordinances will be added to this basic plan during the next several months;

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the attached Downtown Streets Walking Plan.

APPROVED AND ADOPTED THIS 18th DAY OF June 2013.

Bill Rodawalt, Presiding Officer

Jody Seitz, Recorder



2013 Update Dillingham Downtown Streets Walking Plan

Prepared for Alaska Department of Transportation and Public Facilities
Project #57180

These guidelines were developed over several years, culminating in the City of Dillingham Resolution 2008-31, which is updated here:

Recommendations:

Curbs:

- Install vertical curbs wherever possible, use rolled curbs when necessary.
- City of Dillingham to raise funds for curb stops and fencing to better define parking lots.

Intersections:

- Main Street and the Port Access Road: Create a three-way stop and T intersection. Smooth out the curve somewhat and pull Main Street north some to straighten out the street and allow more room for big trucks to enter Main Street from the Port Access Road.
- City Hall and Main Street: Turn the intersection at City Hall into a 4-way stop or, at least, a 2 way stop. Pull the curb out from City Hall and the curb from Smeaton's house.
- Kakanak Road and D Street: Turn into a T intersection.

Sidewalks:

- D Street and Main Street to have detached 8 ft path on the north side. There is a 5' path on the south side of the street.
- Main Street – create two 5' sidewalks. Not enough room for 8' sidewalks on both sides of the street.
- Second Avenue West – can have either an 8 foot path on one side, or 5' sidewalks on both sides of the street.

Crosswalks:

- Just East of Kenny Wren Road from the North side of Kakanak Road to the bike path.
- Across D Street between the Bristol Express and the Hockey Rink.
- Across D Street Between the Bank and the L&M Hardware Store, or at the property line between the Bank and the Post office and L&M.
- Across Seward Street and D Street at the intersection of Seward and D Street.
- On all sides at the T intersection at Main Street and Port Access Road.
- (At least 2 crosswalks) On all sides of the 4 way stop at City Hall.

- Across Main Street between NYN and the parking lot, *depending on the N&N remodel design.*

Ordinances:

The Planning Commission recognizes that changes in local laws will enhance and improve the effectiveness of local road projects regarding improving the safety of the Downtown Streets . The following new types of ordinances will be researched and presented to the City Council for their approval for this project:

- New right-of-way ordinance for platting streets, requested by the ADOT&PF.
- Lower speed limits in the downtown area, slowing Main Street to 10-15 mph
- School zones around the schools and university and library area
- Prohibiting unsafe parking, such as backing up onto streets
- Require loading zones for customers with disabilities to be able to get out of the street to load and offload.

Parking Improvements

- City to work with landowners to improve their parking lots to better define parking spaces

Education

Education of both pedestrians and motorists is an important component of improving the safety of streets. The City proposes to write and distribute information about safe use of the City's multi-use path network, as well as a map of the network.

