

Planning Commissioners

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



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

**DILLINGHAM PLANNING COMMISSION
REGULAR MEETING**

**November 20, 2012
5:30 p.m.**

Agenda

- I. CALL TO ORDER/ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES OF NOVEMBER 2, 2012**
- IV. COMMUNICATIONS**
 - A. Planner's Report
 - B. Public Comment
- V. PUBLIC HEARINGS**
 - A. Tuntuvak Subdivision
 - B. CDBG – what it can be used for, proposed use
- VI. UNFINISHED BUSINESS**
 - A. Downtown Streets Project – schedule review of the PC recommendations
 - B. Parliamentary procedure
- VII. NEW BUSINESS**
 - A. Resolution 2012-22 to approve Preliminary Plat of Tuntuvak Subdivision
 - B. Resolution 2012-23 supporting use of CDBG for Public Safety and Fire Facilities
 - C. Resolution 2012-24 recommending approval of encroachment permit for driveway
 - D. Elect new Commission Chair
- VIII. COMMISSIONER COMMENTS**
- IX. ADJOURNMENT**

Planning Commissioners

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



Rachel Muir, Seat D
Andy Anderson, Seat E
Izetta Chambers, Seat G

**REGULAR MEETING MINUTES
November 2, 2012**

I. CALL TO ORDER

The regular meeting of the Planning Commission was held on November 2, 2012, at the Dillingham City Council Chambers, Dillingham, Alaska. Paul Liedberg, Chair, called the meeting to order at 12:10 p.m.

II. ROLL CALL

Members present: (Quorum is four)

Paul Liedberg, Chair, Seat B
Izetta Chambers, Seat G
Bill Rodawalt, Seat C
Andy Anderson, Seat C
Rachel Muir, Seat D
Terry Hoefflerle, Seat A

Members absent:

none

Staff in Attendance: Jody Seitz, City Planner

Guests: Gregg Marxmiller, SAFE

III. APPROVAL OF AGENDA

MOTION: Izetta Chambers moved. Bill Rodawalt second.

Chair Paul Liedberg added discussion of new chair to agenda under New Business item C for action at the next meeting. Under item D, recognition for Choggiung on making their property available for a ski trail. Both are for discussion to be taken up for action at next meeting.

GENERAL CONSENT: The motion passed unanimously.

IV. APPROVAL OF MINUTES

A. Minutes of September 18, 2012

MOTION: Terry Hoefflerle moved Andy Anderson seconded the motion to approve the minutes of September 18, 2012.

Discussion: change item VII 7B Resolution 2012-15 vacating alleyway as follows: delete "was unknown" under location of sewer line; delete "amount of" and "needed unknown" so that the second bullet just says "easement."

Chair Liedberg suggested amending the second bullet to read "easement considerations." Terry Hoefflerle accepted the amendment.

MOTION: Terry Hoefflerle moved the previous question. *(Clerk Note: The effect of this motion is to immediately stop debate. There was no second.)*

VOTE: The motion to approve the amendment to the minutes of September 18, 2012, passed, with Paul Liedberg, Izetta Chambers, Bill Rodawalt, and Terry Hoefflerle voting in favor, and Andy Anderson opposed.

MOTION: Terry Hoefflerle moved to adopt the minutes of September 18, as amended. *(Clerk note there was no second.)* No further discussion.

VOTE: The motion to adopt the minutes of September 18 as amended passed by unanimous consent.

V. COMMUNICATIONS

- A. Planner's Report
Planner Seitz reviewed her report.

Discussion about reworking the land use permit ordinance and that it has been the subject of discussion for more than a year.
General agreement to hold one hour workshop at Noon, Friday, November 16.

Discussion about landfill and recycling, biomass processing, composting initiatives.

- B. Communications to the Planning Commission
Gregg Marxmiller presented on a project to attach fish onto the retaining wall at the Carlson Property. Discussion about ideas for the installation. Would like to put up a few fish for a materials test because this appears to be a "high danger" area. Different ideas were discussed for the continuation of the fish project at various places around town.

VI. PUBLIC HEARINGS – none.

VII. UNFINISHED BUSINESS

- A. Downtown Streets Timeline – Planner Seitz reviewed the timeline and encouraged Planning Commission to revisit their decisions during the Context Sensitive Solutions workshops. Seitz to send link to the downtown streets information in the Planning Department dropbox.
- B. Public Alley between lots 6 and 7 of Block 18 USS 2732 Discussed that the motion to approve resolution 2012-15, once was tabled, died for lack of a second. Planner Seitz to bring back the resolution as New Business at the next meeting.

(Clerk Note: The resolution can be brought back to the agenda under New Business, but requires that agencies be notified again of the platting action, per City Attorney Brooks Chandler.)

VIII. NEW BUSINESS

- A. Resolution 2012-20 recommending City Council approve installation of art on Carlson property wall.

MOTION: Izetta Chambers moved, Rachel Muir second, to approve Resolution 2012-20, recommending approval of art installation on Carlson property retaining wall.

Discussion that the art installation being proposed has been well received by the community and visitors.

MOTION TO AMEND: Terry Hoeffler suggests inserting the word “enthusiastically” in the “Therefore be it resolved” clause, before the word “recommends”.

Chair Liedberg agreed that that could be okay.
(Clerk note that there was no second.)

Andy Anderson moved the previous question.
(Clerk note that the effect of the motion is to immediately end debate. There was no second.)

VOTE: The motion to approve Resolution 2012-20 recommending approval of an art installation on the Carlson property wall passed with general consent.

- B. Resolution 2012-21 approving Neighborhood Initiative Grants
Planner Seitz described the three proposals before the Planning Commission.

Discussion about the ski trail loop and where to place the sign for the trail.

MOTION: Izetta Chambers moved to adopt Resolution 2012-21 and Terry Hoeffferle seconded the motion.

Izetta Chambers moved the previous question. (*There was no second.*)

VOTE: The motion passed unanimously.

- C. Chair of the Planning Commission – Chair Liedberg is stepping down from the Chair position but will remain on the commission as a member. The commission could take up the position at its next meeting, November 20.
- D. Discussion of whether to bring a resolution forward recognizing Choggiung Ltd. for donating use of the land for the ski trail.

Comments that others involved with the Neighborhood Initiative grants also deserve mention, such as a local artist involved with the mural at ForestView apartments.

Discussion about the most appropriate entity to recognize various entities and individuals. Suggested recognizing the contribution that Choggiung has made to carrying out goals of the Comprehensive Plan. Much discussion about other entities and methods of showing appreciation to various entities in the community.

Clerk's note: No motion was made to bring a Resolution forward.

VII. COMMISSION COMMENTS

Rachel Muir – none.

Andy Anderson: none

Terry Hoeffferle: none

Bill Rodawalt: none

Izetta Chambers – none.

Paul Liedberg – at last City Council there was discussion about communicating more with committees and the Planning Commission and providing direction for accomplishing City objectives. Thanked staff for their work.

VIII. ADJOURNMENT

Chair Liedberg adjourned the meeting at 1:07 p.m.

Paul Liedberg, Chair

Date

Jody Seitz, Acting Planning Commission Clerk

Date

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham Planning Commission

Terry Hoefflerle
Paul Liedberg
Bill Rodawalt
Rachel Muir
Andy Anderson
Izetta Chambers
Vacant, Seat F

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MEMORANDUM

Date: November 12, 2012
To: Paul Liedberg, Planning Commission Chair
From: Jody Seitz, Planning Director
Subject: Staff Report

CDBG: The Community Development Block Grant Program requires a public hearing and open consideration of potential alternative proposals for the grant program. That is the purpose of the Public Hearing scheduled for the November 20 meeting.

Excel Class: attended intermediate Excel class at UAFBBC November 12-15.

GIS: installed compressed version of new imagery. Gary Greenberg updated and put finishing touches on the tax parcel ID map. Distributed to Tax Assessor. Updated addresses – still need street name changes for a few streets.

Force Main project: secured permission from state grant administrator to use legislative grant for the wastewater treatment plant (DC-516) to replace pumps in dock lift station.

Grants: CDBG grant – public safety put together a good report of the number and percentage of agency assist calls they handle. About 38% of all agency assist calls – where the Dillingham police assist either the troopers or Office of Children’s Services or Federal Marshals or other agencies - are for calls outside of Dillingham.

Legislature: met with City Manager Loera and Lobbyists Cliff Stone, and Greg and Ian Fisk on Wednesday, November 14. Discussed projects on legislative priorities list.

Permitting:

*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.*

- One encroachment permit for a driveway for Knik Construction at Lot 1 USS 5528 on the Aleknagik Lake Road.

Platting: Owner of Lot 6 B 2 of USS 2732AB requests the Planning Commission reconsider vacating alley between lots 6 and 7 of Block 2 of USS 2732. Planning Department and public works will bring new information back to council regarding this to enable reconsideration of the issue at the December meeting. City Attorney Brooks Chandler advises that once the tabled resolution was brought back and not seconded, it needs to be brought back as New Business. All platting notifications to agencies must be issued again.

Tuntuvak Subdivision – requesting a subdivision into two parcels of USS 6166.

CITY OF DILLINGHAM PLANNING DEPARTMENT
DRAFT Staff Report

Preliminary Plat for Tuntuvak Subdivision

Hearing Date: November 20, 2012

A subdivision of USS 6166, creating two lots, within sections 17 and 16, Township 13 South, Range 55 West, Seward Meridian, Dillingham, Alaska.

I. BACKGROUND

Applicant: Misty Savo, Box 464, Dillingham, AK 99576

Location: 2020 Ridgeway Drive, about 1 mile Wood River Rd in Dillingham

Access: All lots are on a 50 ft. public access easement connecting to an existing 40 ft. private road easement which connects to Wood River Road

Platting History: The original parcel was platted as USS 6166, recorded in 1983

II. FINDINGS

- A. All documents required for the preliminary plat, including the variance and payments, were received by November 5, 2012.
- B. The preliminary plat shows all the information required by DMC 17.07.100, except
 - a. Assumed vertical datum
 - b. City clerk signature line by the tax certification
- C. DMC 17.19.030 requires "Every lot shall have access directly from a dedicated public right-of-way."
- D. The Wood River Road is the closest public right of way to which the new subdivision would be located.
- E. The public access easement to Lot 2 of Tuntuvak subdivision would connect to Wood River through an existing 40' private access easement, recorded on plat 88-3, Blueberry Hill Subdivision lot 2A.
- F. DMC 17.07.100 B(20) requires "necessary public rights of way or public easements which ensure reasonable and practical access to property adjacent to the proposed subdivision.
- G. There is no proposed access from Tuntuvak Subdivision to the parcel to the south, owned by the City of Dillingham, or the parcel to the east of the City's parcel and SE of USS 6166.
- H. There is a parcel to the SE of the property which is not depicted on the preliminary plat.
- I. The applicant is planning to build the road to Lot 2 Tuntuvak Subdivision within the coming year.
- J. There is a property corner monument of 1 ½" aluminum survkap on 5/8" rebar on plat 88-3 at the SE corner of lot 2 Blackie's Knob and and the NW corner of Lot 2A Blueberry Hill Subdivision which is not reflected on the Tuntuvak Subdivision preliminary plat. This monument helps demarcate the set of road easements involved in the public access question.

III. ANALYSIS

- A. All subdivided parcels are to have both legal and physical access to a public right of way.

The proposed 50' public access easement will provide legal and physical access from the lot line of USS 6166, to Lot 2 of Tuntuvak Subdivision through Lot 1. However the Tuntuvak Subdivision road will be on the far side of a private easement from Wood River Road, potentially impinging on public access to Lot 2.

- B. The notes on Plat 88-3, Lot 2A Blueberry Hill Subdivision, state that "The 20' and 40' permanent private road easements are established **for non-exclusive use** by the owners of lot 2A and USS 6166 for property access purposes. What that term means and if it does qualify as providing adequate public access to the new subdivision are the subject of a request to the City Attorney.
- C. As to whether the City of Dillingham requires access to the parcel south of US6166, the Planning Department has received no comments from other City departments to date.

IV. RECOMMENDATIONS

- A. Clarify the access provided by the "private Road easement" which connects Lot 2 to Wood River Road.
- B. Correct the spelling of "subsurface" and "residential" on the plat.
- C. Provide a signature line for the City Clerk to sign the Tax Certification
- D. Correct the punctuation in the Title Block.
- E. Provide the standard certificate of ownership and dedication from the Dillingham Municipal Code.
- F. Depict the existing driveway serving the houses on Lot 1.
- G. Use gray lines to represent the 2 ft. contours.
- H. Check the found property corner from the SE corner of lot 2A, Blueberry Subdivision.
- I. Determine whether the plat should provide access to the parcel south of USS 6166 of the parcel to the east of it, which is otherwise landlocked.

These questions may not all be answered by the Planning Commission meeting of November 20, in which case the recommendation would be to postpone the decision to approve the plat until the December meeting.

Respectfully submitted,



Jody Seitz
Planning Director

RESOLUTION 2012-22

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Approving the Preliminary Plat for Tuntuvak Subdivision

WHEREAS, the City of Dillingham Planning Department received all the documents required for the preliminary plat of Tuntuvak Subdivision as of November 5, 2012; and

WHEREAS, the Dillingham Planning Commission did hold a public hearing on the preliminary plat of Tuntuvak Subdivision, November 20, 2012; and

WHEREAS, the Dillingham Planning Commission reviewed the preliminary plat for compliance with the requirements for Titles 15 and 17 of the Dillingham Municipal Code; and

WHEREAS, in order to complete the 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 preliminary plat for Tuntuvak Subdivision conditionally meets the requirements of the Dillingham Municipal Code;

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

APPROVED AND ADOPTED THIS 20th DAY OF November, 2012.

Paul Liedberg, Presiding Officer

Jody Seitz, Acting Commission Clerk

RESOLUTION 2012-23

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Supporting application to the Community Development Block Grant Program

WHEREAS, the Dillingham Planning Commission did hold a public hearing on applying to the Community Development Block Grant Program on November 20, 2012; and

WEHREAS, the Dillingham Planning Commission reviewed the types of proposals which are potentially eligible to receive funds from the program; and

WHEREAS, projects such as Fire and Public Safety facilities are eligible; and

WHEREAS, at the November 20th meeting the Dillingham Planning Commission took public comment on the CDBG proposed project and solicited alternative proposals for consideration; and

WHEREAS, the project to develop new downtown Fire and Public Safety Facilities has been a need of the City for many years as is demonstrated in most of the City's Capital Improvement Plans for more than a decade; and is a need reflected in the 2010 Update of the City's Comprehensive Plan, and

WHEREAS, the Community Development Block Grant Program serves low to moderate income populations, and the City of Dillingham departments of Fire and Public Safety provide emergency, fire and public safety services to the Dillingham census area as well as communities of the Lake and Peninsula borough, which are low to moderate income populations;

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, supports the application for planning funds from the Community Development Block Grant Program.

APPROVED AND ADOPTED THIS 20th DAY OF November, 2012.

Paul Liedberg, Presiding Officer

Jody Seitz, Acting Commission Clerk

RESOLUTION 2012-24

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Supporting a long term encroachment permit for overhead primary electrical service to USS 5528

WHEREAS, Knik Construction wishes to have primary service installed to their business on USS 5528; and

WHEREAS, there is no objection to the installation as proposed; and

WHEREAS, the Dillingham Planning Commission is required to make a recommendation to the city council for long term encroachments and for excavation and construction in city rights-of-way and city property per DMC 12.08.020 (C) and DMC 12.08.070;

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the City Council approve the permit to install electrical lines between these lots as shown in the attached drawing, with the following conditions:

- That one form of location information be provided after the installation, whether an as-built or GPS coordinates;
- That the road be returned to its original condition and compaction,
- That prior to working in the street, at least 48 hours notice be given to the City of Dillingham administration.

APPROVED AND ADOPTED THIS 20th DAY OF November, 2012.

Paul Liedberg, Presiding Officer

Jody Seitz, Acting Commission Clerk