



PLANNING COMMISSION
Tuesday October 24, 2023, 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

A regular meeting of the Planning Commission was held on Tuesday, October 24, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Commissioner Westfall called the meeting to order at 5:36pm

ROLL CALL

Commission members present and establishing a quorum (a quorum being four):

Kaleb Westfall Gregg Marxmiller Elizabeth Clark Michael Bennett
Bert Luckhurst

Commission members absent:

Jennifer Evridge Sue Isaacs

APPROVAL OF MINUTES

Minutes for the September 18, 2023, Regular Planning Commission Meeting

MOTION: Commissioner Elizabeth Clark moved and Commissioner Gregg Marxmiller seconded the motion to approve the Planning Commission minutes.

VOTE: The motion passed unanimously by vote

APPROVAL OF AGENDA

Regular Planning Commission Meeting Agenda

MOTION: Commissioner Gregg Marxmiller moved and Commissioner Bert Luckhurst seconded the motion to approve the Planning Commission Agenda

VOTE: The motion passed unanimously by vote

Kaleb Westfall requested to move the Resolution 2023-02 to the top of the agenda to accommodate Mayor Ruby's presence in the audience to sing the Downtown Streets Rehabilitation Mylar.

Gregg Marxmiller accepted the move as a friendly amendment to the agenda. Commissioner Michael Bennett seconded the motion, no objections were noted, motion passes.

UNFINISHED BUSINESS

Adopt Resolution 2023-02, A Resolution of the Dillingham Planning Commission to Accept the State of

Alaska Department of Transportation & Public Facilities Right-Of-Way Map.

Once Resolution 2023-02 approved and passed, Planning Commission Chair Kaleb Westfall and Mayor Alice Ruby to sign the Mylar Plat provided by the State of Alaska DOT&PF Department.

3. Adopt Resolution 2023-02; A Resolution of the Dillingham Planning Commission to Accept the State of Alaska Department of Transportation & Public Facilities Right-Of-Way Map

Commissioner Kaleb asked if there were any objections to this resolution. No objections were noted, Kaleb determined with no objections this resolution passes.

Madam Mayor Alice Ruby was present in the Council Chambers. Both Mayor Ruby and Planning Commission Chair Kaleb Westfall took the time to sign the Mylar Plat.

COMMUNICATIONS

Communications to the planning commission

Heather Stewart from Agnew::Beck was present and on the line. She gave a short presentation on the slow-going process of the 2023 Updated Comprehensive Plan. The process has been slowed due to many contributing factors and no updated timeline at this time. They have started the outreach process for the focus groups as well as the public input forms.

There is a potential to do a in-person/virtual workshop for the Comprehensive Plan for Dillingham.

Gregg Marxmiller stated he would like to have the public input process and is glad for the option to complete the virtual presentation. Gregg would like to have the past projects listed and wanted to know if this would be completed.

Elizabeth Clark wanted to know what the budget was for the community engagement and her background is with events.

Heather Stewart did state that Agnew::Becks budget does allow for community engagement. If there is a desire and capacity to do more of that, that would free Agnew::Beck up to prioritize the items in the plan; however it is in their scope and budget.

Elizabeth Clark did state that the Public Input portion of the plan is the most important portion of the plan and wants to make sure the Plan meets the needs of the community and not just what the Leaders of the BB's want.

Gregg Marxmiller wanted to ensure that we are doing a review of the current plan and not a full new plan. Kaleb Westfall reiterated it is an updated plan and not throwing out the older plan.

Heather Stewart did state that items that are completed will not be included, but if it is not completed, it should be included. The updated Comprehensive Plan covering the spectrum of Public Services; and can be used for setting policy, can be used for Grant Writing, applying for funding to complete projects. The Land Use Map/Zoning or any other land use that the city is planning for ordinances that the City may have. Items change over time so updating this will show the most current need for the City of Dillingham and this will be viewed by outside agencies for the current needs for the City of Dillingham.

Kaleb Westfall asked for the timelines of the Comprehensive Plan. Heather stated that this plan looks ahead 10-25 years, and there is no hard and fast rule for when it should be updated.

Gregg Marxmiller stated due to our current code, it requires the Planning Commission to update the Comprehensive Plan every 10 years, but Agnew::Beck can update portions of the Plan. Gregg reiterated the importance of keeping the information that is still relevant and doesn't want the pertinent sections tossed away. Heather asked if there was anyone in the room that might have questions, it was relayed that no one else was in the room.

Planner's report

2. Patty gave a brief report on the landfill as a lot of her time has been spent on bringing the landfill back into compliance with all the Permits within the landfill. The meeting was delayed due to several items but Patty thanked the Planning Commissioners for their patience. Patty did relay that Udelhoven, CRW, JJC, and others visited Dillingham because there was no control points pulled for the Plans, however this is now corrected and the project can move forward.

Patty did state that the culvert plugging at Nerka maybe problematic as they are close to the shoulder of the roadway. A cord was supplied by JJC to ensure that they can be thawed if frozen.

The Runway Shift by DOT has asked for a resolution of support, which City Manager Kimberly Johnson will be supplying the City Council during their next meeting. Alaska Airlines did state that they may need the additional 400 feet of the runway due to their potential plan fleet. The project does belong to the State of Alaska DOT and will not impede on any City of Dillingham land. The cemetery will remain untouched, and an exception of the Object Free Area (OFA) has been requested in the Resolution that the City Manager has produced. Patty reminded the Planning Commission that some of these parcels are Native Allotments, and some are contaminated PFAS wells.

Bert Luckhurst stated that there are local graves located in the Anderson parcel and other parcels so for that to be noted.

Citizen's comments on items not on the agenda

No one was in the room or on-line to make any comments.

PUBLIC HEARINGS

No Public Hearings scheduled.

UNFINISHED BUSINESS

4. Resolution 2023-03 was moved to the beginning of the meeting,

The Planning Department has compiled a list of projects to be considered for Projects already in progress due to Department Expressed Need to work in an effective and efficient manner.

Patty recommends the list as prepared, Gregg Marxmiller asked if this was for a motion to accept this list as the list to vote on. Elizabeth asked for clarification as it was slightly confusing as to what was being requested from the Planning Commission. Patty apologized for not including an LIO within the packet and yes a motion would need to be made and pass as just a list without any order or dollar amount at this time. This would just be to get the list out to the Public, request public input and have the Planning Commission sort them in order of importance in the next Planning Commission meeting.

Patty asked to add the item of the hydrant replacements as 5 of them are non-working and to get them on the CIP list. Gregg Marxmiller, asked about the Downtown Streets Rehabilitation Project and if the lines were not covered in this. Patty informed the Commissioners that the water/wastewater line replacements was removed from that project due to the cost associated with their replacement from what she was told as part of that plan. Bert Luckhurst asked to start doing a replacement for the critical replacement and then start a rotation of replacing the older ones on a few year rotation. Gregg Marxmiller asked that this item be forwarded to the City Manager to be addressed as an emergency purchase due to Health and Safety.

Elizabeth Clark asked if the Fire Department has a contingency plan in place for non-working hydrants.

Patty stated that the water/wastewater phase III plan is still on the CIP list and with this the hopes are to run the water line adjacent to the sewer line out to the Airport to minimize PFAS contamination along the way to the airport. This could also potentially look forward to water/sewer lines that are deteriorating in the downtown area.

Gregg Marxmiller would like to have the last few years present during the November 9 Planning Commission Meeting to assist with sorting and prioritizing this years CIP List of projects.

Elizabeth Clark wanted to have a resolution presented at the November Planning Commission meeting and that she would like to sort the items in the November meeting. Gregg Marxmiller reiterated the importance of getting this list of projects to the City Council Members so the list of projects can be entered in January for the City of Dillingham. Bert Luckhurst asked about adding the Public Safety Building, Patty gave the recent findings that one Public Safety Building is no longer thought to be the best building to ask for; the new Fire Department building is listed. Kaleb Westfall stated that anything over 10 items on the CIP may appear that we asking for everything with hope of getting funding on some items. Bert Luckhurst did offer a solution of asking the State Troopers if they would like to partner with the City of Dillingham since they bring most of their arrests to our building. Kaleb and Gregg would like to have all funding available to them while they are sorting the importance of order.

Motion to adopt the recommended Capital Improvement Project List 2024 as noted in the MEMO dated 10/17/23 in order to get the list to the Public for input.

MOTION: Commissioner Gregg Marxmiller moved and Commissioner Elizabeth Clark seconded the motion.

VOTE: The motion passed without any objections

NEW BUSINESS

COMMISSIONER COMMENTS

Gregg Marxmiller: Thanked staff for their work.

Bert Luckhurst: Seconded Gregg, and thanked staff for their work.

Michael Bennett: Seconded Bert and Gregg, appreciate all their work.

Elizabeth Clark: Thanked Staff for all their hard work cleaning up the Landfill, it is noticed. Wanted this on the record: It is my understanding that in lieu of an official Parks and Recreation Department or Commission, that the issues of the Parks and Recreation fall under the purview of the Planning Commission. I am requesting that in the November Meeting, an agenda item be added to include the discussion of Planning the routine maintenance and inspection of the new playground that is located at the Downtown Park. It is my hope that this discussion may lead to perhaps to some supportive resolution or something else that the Commissioners deem fit which will give the City the ability to allocate funds in the future to maintain our new space.

Kaleb Westfall: Would like to third Gregg, Berts, and Michaels comments thanking staff for their work. Glad we are moving forward.

ADJOURNMENT

Commissioner Chair Westfall adjourned the meeting at 7:02pm

Commissioner Kaleb Westfall

ATTEST:

Patty Buholm, Planning Director

Approval Date: _____

Abigail Flynn
Acting City Clerk
Abigail Flynn

11/08/2023
Approval Date
11/08/2023