

**1. CALL TO ORDER**

A regular meeting of the Dillingham Planning Commission was held on Wednesday, July 31, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Chair Gregg Marxmiller called the meeting to order at 5:35 p.m.

**2. ROLL CALL**

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

Kaleb Westfall                      Elizabeth Clark                      Jason Lamson                      Gregg Marxmiller

Commission members absent:

Jessica Denslinger                      Andy Anderson                      William Corbett

Staff in attendance:

Cynthia Rogers

**3. APPROVAL OF MINUTES**

There were no minutes.

**4. APPROVAL OF AGENDA**

MOTION: Elizabeth Clark moved and Kaleb Westfall seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**5. COMMUNICATIONS**

a. Communications to the planning commission

There were no communications.

b. Planner's report

- CIP project list was reviewed. Project information is available on the city website.
- Bingman harbor cleanup has started. Dagen Nelson is the project manager.
- CRW Engineering assessed the buildings at the harbor and recommends demolition.
- McDowell Group will be conducting a waterfront strategic plan.
- NFIP Coordinator Jim Smith from FEMA Region X visited in June regarding compliance.
- One subdivision application has been submitted and is being reviewed.

c. Citizen's comments on items not on the agenda

There were no comments.

**6. PUBLIC HEARINGS**

a. Plat Alteration for 6 W. Main Street and 104 W. Main Street

There were no comments.

**7. UNFINISHED BUSINESS**

a. Cemetery Work Plan

- The current procedure regarding burial in a community cemetery is to fill out a burial permit. Then equipment time is provided to facilitate the burial. There is no comprehensive listing of plots.

- Survey's need to be undertaken to identify where plots are. This could be done in cooperation with the GIS system. Volunteer hours would need to be relied on to collect data and verify plots after high resolution pictures are taken.

MOTION: Kaleb Westfall moved and Jason Lamson seconded the motion to support the Planner's Cemetery Work Plan.

VOTE: The motion passed unanimously by voice vote.

- b. Comprehensive Plan Update
  - Waterfront strategic plan will be integrated in the annual reporting process. The current plan is about 10 years old. This year the annual update process has been delayed due to staffing capacity.
  - Proposal for a wholesale update is approximately \$50,000.

## 8. NEW BUSINESS

- a. Resolution 2019-01 – Plat Alteration for 6 W. Main Street and 104 W. Main Street
  - Public notice was distributed July 17.
  - Google Map were reviewed regarding proposed plat changes. The existing plat and proposed plat were examined.
  - DOT& PF Agency review is expected by the end of the week. No other comments have been received.

MOTION: Jason Lamson moved and Kaleb Westfall seconded the motion to table Resolution 2019-01 – Plat Alteration for 6 W. Main Street and 104 W. Main Street to the next regular Planning Commission meeting.

VOTE: The motion passed unanimously by voice vote.

- b. Recommendation to City Council: Long-Term Encroachment Permit for Icicle Seafood
  - Application received and scheduled work to be done in two phases.
  - Utility work has been discussed with Nushagak Electric. City Manager and Public Works Director have both approved this LTE.

Jared Bartman and Sam Russell: Work is scheduled at the best possible location outside of the floodplain. Expansion will house a new compressor.

MOTION: Kaleb Westfall moved and Jason Lamson seconded the motion recommend to council approval of the long term encroachment permit submitted by Icicle Seafood.

A land use permit to be submitted prior to work starting.

VOTE: The motion passed unanimously by voice vote.

## 9. CITIZEN COMMENTS

There were no comments.

## 10. COMMISSIONER COMMENTS

Liz Clark: stated she is excited to part of the Planning Commission.

Kaleb Westfall: Clarified road requirements by Icicle Seafood.

Gregg Marxmiller: Welcomed new commissioners. Noted a training session will be held regarding roles and responsibilities in the near future. The next Planning Commission meeting is scheduled for August 21, 2019, 5:30 p.m.

**11. ADJOURNMENT**

Chairman Marxmiller adjourned the meeting at 6:33 p.m.

  
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Gregg Marxmiller, Chair

ATTEST:

  
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Cynthia Rogers, Planning Director

Approval Date: 1/8/20

