

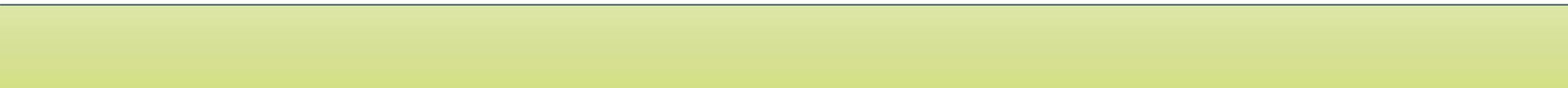


City of Dillingham

Planning Commission Workshop:

Comprehensive Plan, Session II

October 10, 2018



Agenda

- Planning Overview
- Comprehensive Plan Summary
- Implementation Plan
 - Review Timeframes and Responsibilities
- Annual Reporting Process
 - Public Engagement
 - Stakeholder Progress
- Comprehensive Plan Update: 2020
 - Summer 2019 Kick-Off

Planning Overview

- Comprehensive Plan
 - Collection of broad goals, near and long-term actions, establishes general intentions
 - Requires community's active, ongoing cooperative involvement
- Role of Planning Commission in the Comprehensive Plan
 - Intermediary between public and City Council
 - Helps to draft specific policy recommendations
- City of Dillingham
 - Many actions are the direct responsibility of the City; others will only happen through active participation of other entities

Comprehensive Plan Summary

- The *community's* statement of what it wants to be in the future (vision)
- Establishes framework for orderly development and guidance for City Council decisions
- Aids in resource acquisition and helps to ensure local control
- Foundation for implementation actions
- Planning Commission:
 - Prepares and recommends a comprehensive plan, which the City Council may adopt
 - Establishes a process to review the plan annually in coordination with the strategic planning process and the annual CIP planning process

Overall Implementation Plan

- Overarching goal:
 - The goal of this comprehensive plan is to provide a starting framework for action. The plan set out near and longer term actions by the City and other individuals, organizations and agencies leading to tangible outcomes that improve community life. The City will work with residents, businesses, and other community organizations to demonstrate leadership and respond to the community's call to action as defined in the plan.
- Goal themes:
 - Engage in capacity building in order to meet current community needs
 - Strengthen partnerships on projects
 - Strengthen role as regional hub by building regional relationships
 - Constantly evaluate and seek out resources to meet future needs
 - Develop practical approaches for priority setting to reach plan goals
 - Provide clear schedule/process for revising the Comprehensive Plan

Overall Implementation Plan

- Timeframes
 - 0-5 yrs (near-term), 6-10 yrs (short-term), 11-20 yrs (long-term)
- Responsibilities
 - Federal government
 - State of Alaska
 - Other government agencies
 - Non-profits and other service providers
 - Top employers and businesses
 - Local residents
 - Land owners
 - Local committees

Next Steps

- Comprehensive Plan, Workshop 2:
 - Realistic priorities for action
 - Focusing resources
 - Fostering public engagement
 - Tracking stakeholder progress
 - Developing an annual review process
- Generate action items for follow-up:
 - Start turning ideas into reality

Annual Reporting Process

- Public Engagement
 - AWC – Association of WA Cities
 - <https://vimeo.com/121950802>
 - What can we learn from Sequim?
 - <http://plannersweb.com>
 - The antidote to apathy (TedxToronto 2010)
 - https://www.ted.com/talks/dave_mesl_in_the_antidote_to_apathy?language=en
 - What are our obstacles and how do we dismantle them?
- Stakeholder Progress
 - Seven Focus Areas
 - Overarching Goals
 - Specific Goals
 - Strategies
- Methods
 - Facilitated Public Meeting
 - Online Survey
 - Website
 - Direct Mail
 - Social Media

Comprehensive Plan Update: 2020

- Annual Reporting Process
 - Nov/Dec – Website; Online Survey
 - Jan – Direct Mail; Social Media
 - Feb – Public Meeting
 - Land Use & Housing
 - Transportation
 - Waterfront
 - Mar – Public Meeting
 - Economic Development
 - Energy
 - Wellness & Education
 - Public Services & Facilities
 - Apr – Report to City Council; Guidance to Agnew::Beck
- Agnew::Beck Consulting
- Proposal = \$49,778
- Summer 2019 Kick-Off
 - May – Project Start Up
 - Jun/Jul – Community Assessment
 - June – Planning Comm. Work Session
 - September – Public Meeting #1
 - Sept-Nov – Draft Comprehensive Plan
 - Nov – Public Meeting #2; Draft Plan
 - December – Final Plan Revisions
 - Jan – Planning Commission Resolution
 - Feb – Request City Council Adoption

Wrap-Up

- Comprehensive Plan, Workshop 2:
 - Realistic priorities for action
 - Focusing resources
 - Fostering public engagement
 - Tracking stakeholder progress
 - Developing an annual review process
- Did we accomplish the goals set out for our second Comprehensive Plan Workshop?
- Submit draft annual reporting process and suggested Comp Plan Update in 2020 with funding request to Council for approval?



Dillingham Comprehensive Plan Update

Proposal for Professional Services
October 8, 2018

Engage
Plan
Implement





October 8, 2018

Cynthia Rogers, Planning Director
City of Dillingham
P.O. Box 889
Dillingham, AK 99576
sent via e-mail: planner@dillinghamak.us

Dear Cynthia,

Thank you so much for reaching out to our firm seeking a cost estimate for updating the Dillingham Comprehensive Plan. We would welcome the opportunity to support the City of Dillingham. Our firm has a long history of work in Dillingham and would start this project with a strong sense of the physical, regulatory and political landscape of the community. As you know, we worked with the community on the current Dillingham Comprehensive Plan completed in 2010. In addition, we drafted Dillingham municipal zoning code to address gravel extraction in 2013, helped with facility planning for a new public safety and fire department building (2013-2014), provided on-call planning services in 2016, including processing subdivision applications, and most recently conducted a training for the Planning Commission on March 25, 2017 which addressed the roles and responsibilities of planning commissioners. Further back in time, Agnew::Beck worked on expanding tourism to Dillingham and assisted the City with a proposal for creating a new multi-purpose building to house City offices, recreation activities, and the Sam Fox Museum.

These previous projects and other work in the region has provided our team with a familiarity of the issues facing the community. Among these are ongoing efforts to respond to land use issues with a limited staff; making the best use of waterfront commercial and industrial areas adjacent to a compact downtown; promoting economic development and diversification in a time of decreasing budgets; the challenges of accommodating development, particularly the provision of water and wastewater systems, in a community with large areas of wetlands and floodplains; and the challenges of providing access and infrastructure where boundaries of parcels and structures are not always well defined.

Please find enclosed a proposed scope of work and cost estimate. We are happy to adjust this to better suit the needs of the City. We've also provided a bit of background about our firm and the staff members that are available and interested to work with Dillingham. Again, thank you for the opportunity and don't hesitate to get in touch.

Sincerely,

A handwritten signature in black ink that reads "Tanya Iden". The signature is written in a cursive, flowing style.

Tanya Iden, Principal

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thea@agnewbeck.com | 907.222.5424 | www.agnewbeck.com

Scope of Work + Cost Estimate

Dillingham Comprehensive Plan Update	Principal		Managing Associate		Associate		Total
	hours	rate \$155	hours	rate \$125	hours	rate \$95	
May 2019 - December 2019							
Task							
1. Project Kick-Off (May) Teleconference meeting with AB team and Dillingham Planning Director (with Planning Commissioners if desired) to review and refine the scope, outline project responsibilities, and clarify project timeline. Identify a citizen advisory or planning work group (could be the Planning Commission). Highlight current issues and opportunities as identified by meeting attendees.	2	\$310	4	\$500	2	\$190	\$1,000
2. Community Assessment (June - July) Update Dillingham regional context using readily available local, state, and federal data sources. Telephone interviews with key Dillingham Commissioners, City Council members or staff regarding current issues and opportunities the plan will address.	4	\$620	16	\$2,000	40	\$3,800	\$6,420
3. Planning Commission Worksession (June) Meet via teleconference (video conference, if available) with the Dillingham Planning Commission (and/or Planning Work Group) to review key areas of the 2010 Plan to update with attention to implementation status and confirm current issues the plan update will address.	4	\$620	6	\$750	6	\$570	\$1,940
4. Public Meeting #1 (September) Facilitate a community work session in Dillingham to record community input on the community vision, strengths and goals; updated community assessment data (Task 2); and emerging issues and opportunities. Meet with key organizations and stakeholders. <i>(Assumes minimum of 2-days in Dillingham; plus travel and facilitation preparation.)</i>	2	\$310	32	\$4,000	36	\$3,420	\$7,730
5. Draft Comprehensive Plan (September-November) Draft comprehensive plan using information gathered to date. Perform additional analysis and facilitation on key issues as needed. Release draft plan for internal (Planning Work Group) review, then for public review.	16	\$2,480	48	\$6,000	48	\$4,560	\$13,040
6. Public Meeting #2 Review Draft Plan (November) Facilitate a work session in Dillingham to review the draft plan update. Meet with Planning Commission members to identify key workable components of an annual review process, and with other key individuals as needed to complete plan review and revision. Collect and record public comments. <i>(Assumes minimum of 1-day in Dillingham; plus travel and facilitation preparation.)</i>	2	\$310	24	\$3,000	4	\$380	\$3,690
6. Final Plan Revisions (December) Revise the draft plan based on review and comments. Prepare the final plan and submit to the City of Dillingham for the city to carry through the approval process. Develop and submit an annual Comprehensive Plan Review process for the Planning Commission.	8	\$1,240	22	\$2,750	32	\$3,040	\$7,030
7. Project Administration Includes ongoing check-in meetings with Client Project Manager (City Planner), regular reporting and general communications to keep the project moving forward. <i>(15% of project time)</i>							\$6,128
Travel *							\$2,200
Expenses **							\$600
TOTAL***	38	\$5,890	152	\$19,000	168	\$15,960	\$49,778

Firm Qualifications

About Agnew::Beck



Agnew::Beck Consulting is an award-winning, multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. We are skilled in analysis, policy development, planning, public engagement, and project implementation. Since 2002, we have helped clients strategically respond to challenges and opportunities to achieve their goals. Our team is committed to effective and efficient project management. We work to build healthy communities locally, regionally and statewide.

Our firm's areas of specialty include:

- Community Planning
- Strategic Planning + Facilitation
- Capacity Building + Technical Assistance
- Grant Writing + Project Financing
- Organizational Development
- Public Engagement
- Public Policy Analysis + Development
- Rural Development

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short-term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project's most important issues with smart, effective solutions, and with community stakeholders at the center of the process.

“Engage, Plan, Implement” is our approach to helping people, places and organizations get beyond ideas and make things happen.

Team Members

Tanya Iden | Principal, AICP



Tanya's dedication to our state is galvanized by her deep Alaska roots – three generations of residents. She loves helping Alaskans articulate shared strengths and values and find solutions that maintain our economic, environmental, and cultural integrity for future generations. Tanya has worked for over ten years at Agnew::Beck as senior planner, managing associate, and now principal and part owner of the company, to help Alaskan communities and organizations thrive. Tanya applies her understanding of strategic planning, community development, public health, and land use in projects ranging from revitalizing neighborhoods to helping agencies and communities be more efficient, effective, and mission driven. Tanya's training and experience complements her natural skill as a

community-minded facilitator, developing a harmonious rapport with diverse project teams and stakeholders.

Heather Stewart | Managing Associate, AICP



Heather is an experienced, practical-minded planner and project manager. She has worked in the planning field since 2001 and in Alaska since 2006, bringing a passion for understanding the unique qualities of individual communities and the right tools for successful implementation. Her strong analytical and communications skills allow her to help clients understand the financial and practical realities of their policies and proposals, navigate complex situations, and translate ideas into viable projects and programs that can be sustained over time. Heather believes that the best plans and proposals are firmly grounded in the knowledge and wisdom of each project's community of stakeholders, that the most effective solutions are tailored to the particular qualities of each situation, and that the most successful processes are based on listening. Heather's experiences includes needs assessments, GAP analyses, feasibility studies and business/operations plans for a number of different public and private sector projects. She has assisted with grant writing and compliance reporting for federal funding programs, as well as conducted studies on sustainable capital and program funding and management solutions.

Anna Brawley | Senior Associate, AICP



Anna uses her strong education in urban planning, public policy and history to develop strategies and shape planning and implementation efforts in stakeholder engagement, community planning, public health and policy development for Agnew::Beck. Her experience ranges from land use planning, data analysis, GIS analysis, process improvement, policy research, qualitative research methods, web and graphic design, document production, public outreach, and organizational development. She effectively navigates between the details and the big picture and coordinates the actions of the contract team, client staff, partner organizations and other stakeholders to achieve the project's goals. Anna is also an active volunteer in her community, serving on the boards of Turnagain Community Council and NeighborWorks Alaska.

Becky Bitzer, MSW | Associate



Becky is an Associate with Agnew::Beck, joining the team in 2017. She holds a Master of Social Work from Washington University in St. Louis and a Bachelor of Social Work from the University of Missouri – Columbia. Becky strives to bring the social work values of service, social justice, dignity and worth of the individual, the importance of human relationships, integrity, and competence to both her personal and professional life. These values guide and bring success to her work connecting with stakeholders statewide. Becky is an avid traveler and started her career in Alaska by bringing behavioral health training and resources to providers across the state. This travel experience helps inform her understanding of the unique opportunities and challenges facing individuals and communities in the 49th state.

