

PLEASE POST

Planning Commissioners
Kaleb Westfall, Seat A
Jason Lamson, Seat B
Gregg Marxmiller, Seat C



William Corbett, Seat D
Andy Anderson, Seat E
Jessica Denslinger, Seat F
Elizabeth Clark, Seat G

**DILLINGHAM PLANNING COMMISSION
REGULAR MEETING**

January 8, 2020
Teleconference Line: 1-800-791-2345

5:30 p.m.
Passcode: 28135

Agenda

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - a. August 29, 2018
 - b. November 19, 2018
 - c. December 19, 2018
 - d. June 12, 2019
 - e. July 31, 2019
 - f. August 21, 2019
 - g. September 25, 2019
- 4. APPROVAL OF AGENDA**
- 5. COMMUNICATIONS**
 - a. Communications to the planning commission
 - b. Planner's report
 - c. Citizen's comments on items not on the agenda
- 6. PUBLIC HEARINGS**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - a. 2020 Designation of Officers
 - b. Resolution 2019-03 – Recommend the 2020 CIP List
 - c. Resolution 2019-04 – Support CIP Process Recommendation
 - d. Resolution 2019-05 – Recommend FEMA Model Flood Ordinance Update to Chapter 15.04, FLOODPLAIN REGULATIONS
- 9. CITIZEN COMMENTS**
- 10. COMMISSIONER COMMENTS**
- 11. ADJOURNMENT**

1. CALL TO ORDER

A regular meeting of the Dillingham Planning Commission was held on Wednesday, September 25, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Chair Gregg Marxmiller called the meeting to order at 5:30 p.m.

2. ROLL CALL

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

Andy Anderson Jessica Denslinger Jason Lamson Gregg Marxmiller
Kenny Wilson

Commission members not present:

Kim Williams William Corbett

Staff in attendance:

Cynthia Rogers

3. APPROVAL OF MINUTES

a. March 28, 2018

MOTION: Kenny Wilson moved and Andy Anderson seconded the motion to approve the minutes of March 28, 2018.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Kenny Wilson moved and Andy Anderson 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 list for FY19 projects will be listed in a central location on the city website. Links to additional information, RFP's, funding, and timelines will be updated on an ongoing basis.
- Emergency repairs for erosion at the sewage outfall pipe are scheduled to be completed by the end of October.
- A long term solution for the sewage lagoon will need to be addressed.
- All RFP's are listed on the city website projects page.
- GIS has been updated, and connected to the assessment information. ESRI Explorer allows access from mobile devices. A downtown walking map is being worked on.

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

There were no comments.

6. PUBLIC HEARINGS

There was no public hearing.

7. UNFINISHED BUSINESS

- a. Cemetery Work – Schedule Workshop for Spring 2018
 - Noted the need for more research and to reach out to local churches, as well as those with knowledge in this area. Planning Director will poll for work session date in October.
 - High resolution photos taken with a drone is one option to provide a visual, and then overly a grid to identify boundaries and plots.
- b. Comprehensive Plan Workshop – Discuss & Schedule
 - A work session will be scheduled on September 12, 2018.

8. NEW BUSINESS

- a. Resolution 2018-04 Recommending Code Committee Review of 15.08.010 Adoption of codes

MOTION: Andy Anderson moved and Jessica Denslinger seconded the motion to approve Resolution 2018-04, Recommending Code Committee Review of 15.08.010 Adoption of codes.

- DMC currently references building codes from 1988-1991.
- It is important for the city to have updated building codes for the citizens of Dillingham.

QUESTION called.

VOTE: The motion passed unanimously by voice vote.

- b. Meeting Format – Work Sessions or Work Groups
This item has been previously taken care of.

9. CITIZEN COMMENTS

There were no comments.

10. COMMISSIONER COMMENTS

Kenny Wilson:

- Commented on the debris from the fire at the harbor.

Jessica Denslinger:

- Welcomed Cynthia Rogers.

Gregg Marxmiller:

- Noted the interest BBNC has in the harbor with a land disposal issue.

Andy Anderson:

- Stated the City Manager would need to be contacted for harbor clean up matters.

11. ADJOURNMENT

Chairman Marxmiller adjourned the meeting at 6:26 p.m.

Gregg Marxmiller, Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: _____

1. CALL TO ORDER

A regular meeting of the Dillingham Planning Commission was held on Wednesday, November 19, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Acting Chair Andy Anderson called the meeting to order at 5:37 p.m.

2. ROLL CALL

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

Andy Anderson Jason Lamson Gregg Marxmiller via phone
Kenny Wilson

Commission members not present:

Kim Williams William Corbett Jessica Denslinger

Staff in attendance:

Cynthia Rogers

3. APPROVAL OF MINUTES

There were no minutes submitted.

4. APPROVAL OF AGENDA

MOTION: Kenny Wilson moved and Jason Lamson 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

- August, September and October Planning reports submitted for review.
- Three commission seats expire in December. Chair and Deputy Chair can be designated after seat assignments. Duties and functions of commission included in packet.
- Current CIP process will be reviewed for timing and how it correlates to the state CAPSIS system. It will be important to include the public in the CIP process.
- Planning Commission Resolution 2017-06 will be submitted for FY20 CIP list.
- A Gravel Road Management System is being developed to address city road maintenance.

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

There were no comments.

6. PUBLIC HEARINGS

There was no public hearing.

7. UNFINISHED BUSINESS

a. Cemetery Work – Schedule Workshop for Spring 2018

- Will plan to schedule in the spring.

8. NEW BUSINESS

a. Comprehensive Plan Annual Update Process

- A Comprehensive Plan Reporting process was proposed. A web based survey for public input is being explored. Social media communications campaign will be part of the public involvement. Data collection, analysis, and reporting will be done and forwarded to City Council.

The Planning Commission directed the Planning Director to move forward with the Comprehensive Plan Reporting process.

9. CITIZEN COMMENTS

There were no comments.

10. COMMISSIONER COMMENTS

Kenny Wilson:

- Stated he will continue to monitor what the Tribe focuses funding on.

Gregg Marxmiller:

- Thanked staff for work done.

Andy Anderson:

- Commented the Comprehensive Plan is a good one.

11. ADJOURNMENT

Chairman Anderson adjourned the meeting at 6:55 p.m.

Gregg Marxmiller, Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: _____

1. CALL TO ORDER

A regular meeting of the Dillingham Planning Commission was held on Wednesday, December 19, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Acting Chair Andy Anderson called the meeting to order at 5:32 p.m.

2. ROLL CALL

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

Andy Anderson	Jason Lamson	Gregg Marxmiller via phone
Jessica Denslinger	William Corbett	

Commission members not present:

Kim Williams	Kenny Wilson
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Staff in attendance:

Tod Larson

3. APPROVAL OF MINUTES

There were no minutes submitted.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Jason Lamson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. COMMUNICATIONS

There were no communications.

6. PUBLIC HEARINGS

There was no public hearing.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

- a. Resolution 2018-05; A Resolution of the Dillingham City Planning Commission Recommending the 2019 CIP List.

MOTION: Andy Anderson moved and William Corbett seconded the motion to adopt Resolution 2018-05.

- CIP list is updated annually.
- The list is uploaded to the State of Alaska CAPSIS in January.
- The submitted list contains no changes from the 2018 CIP list. Many items on the list have started the process including: engineering plans, design and construction, and identifying funding.
- It was recommended that two items, no longer needed, be removed from the list.

The following items were amended on the resolution:

- Delete item two, it's funded and in progress now.
- Delete item 8, emergency response boat, was related to annexation and is no longer valid.

- Delete item 13, fish waste management study.
- Move D Street, Seward Street Rehabilitation project up, under water system improvements.
- Move Lake Road Fire Hall beneath Street Rehabilitation project.
- Add Sewer Lagoon Relocation Study.

A recess was taken at 6:10 p.m.

The Committee was called back to order at 6:16 p.m.

MOTION: Andy Anderson moved and Jessica Denslinger seconded the motion to approve amended Resolution 2018-05.

Question called.

VOTE: The motion to adopt Resolution 2018-05 as amended passed unanimously by voice vote.

9. CITIZEN COMMENTS

There were no comments.

10. COMMISSIONER COMMENTS

William Corbett:

- Stated he is happy the CIP was done.

Gregg Marxmiller:

- Thanked staff for work done.
- Wished everyone a safe and warm Christmas.

11. ADJOURNMENT

Chairman Anderson adjourned the meeting at 6:19 p.m.

Gregg Marxmiller, Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: _____

1. CALL TO ORDER

A regular meeting of the Dillingham Planning Commission was held on Wednesday, June 12, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Chair Gregg Marxmiller called the meeting to order at 5:30 p.m.

2. ROLL CALL

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

Andy Anderson Jason Lamson Gregg Marxmiller
Jessica Denslinger

Commission members absent:

Elizabeth Clark William Corbett Kaleb Westfall

Staff in attendance:

Cynthia Rogers

3. APPROVAL OF MINUTES

There were no minutes.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Jason Lamson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. COMMUNICATIONS

a. Communications to the planning commission

- Council approved funds for the Bingman property clean up. Dagen Nelson will be the special project coordinator.
- Due to adverse ground conditions the landfill groundwater monitoring wells has been moved to November.
- Water system improvements is waiting on permitting from DEC.
- Lake Road Fire Hall renovation plans have been approved by the Fire Marshall.
- D Street and Seward Street Rehabilitation RFP should be out in the next two weeks.
- Wastewater treatment lagoon erosion mitigation study has received funding from the Denali Commission.

b. Planner's report

- Nushagak Cooperative will be submitting a LTE application.
- Two subdivision applications have been submitted and are going through an agency review to verify if they are complete.

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

There were no comments.

6. PUBLIC HEARINGS

There were no public hearings.

7. UNFINISHED BUSINESS

There were was no unfinished business.

8. NEW BUSINESS

a. Long Term Encroachment Permit

- Nushagak Cooperative submitted a LTE permit application on June 6.
- Additional information was requested to identify an end date, construction methods, and traffic control. Project time for project is one day. The easement in on Waskey Road.
- Planning Director Rogers recommends approval of the LTE.

MOTION: Andy Anderson moved and Jessica Denslinger seconded the motion to concur with the Planning Directors recommendation to approve Nushagak Cooperative’s LTE application.

VOTE: The motion passed unanimously by voice vote.

9. CITIZEN COMMENTS

There were no comments.

10. COMMISSIONER COMMENTS

An email will be circulated regarding scheduling the next Planning Commission meeting.

11. ADJOURNMENT

Chairman Marxmiller adjourned the meeting at 5:44 p.m.

Gregg Marxmiller, Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: _____

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.

Gregg Marxmiller, Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: _____

1. CALL TO ORDER

A regular meeting of the Dillingham Planning Commission was held on Wednesday, August 21, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Chair Gregg Marxmiller called the meeting to order at 5:31 p.m.

2. ROLL CALL

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

Kaleb Westfall Elizabeth Clark Andy Anderson Gregg Marxmiller

Commission members absent:

Jessica Denslinger Jason Lamson William Corbett

Staff in attendance:

Cynthia Rogers

3. APPROVAL OF MINUTES

There were no minutes.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson 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

- Parliamentary procedures and motion cheat sheet was distributed to Commissioners.
- It was noted that an annual designation of officers is due.
- Duties and functions of the commission was reviewed.

b. Planner's report

- State DOT project has been advertised, with a 9/4/2019 deadline. The city road rehabilitation project closes 8/27/2019.
- Water system improvements project closes 8/29/2019.
- The RFP for aggregate closes tomorrow.

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

There were no comments.

6. PUBLIC HEARINGS

There was no public hearing.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. NEW BUSINESS

- a. Resolution 2019-01 – Plat Alteration for 6 W. Main Street and 104 W. Main Street
 - DOT& PT response show no concerns regarding this plat alteration and adheres to all state and local regulations.
 - The Planning Director’s recommendation is to approve this plat alteration.

MOTION: Andy Anderson moved and Liz Clark seconded the motion to approve Resolution 2019-01 – Plat Alteration for 6 W. Main Street and 104 W. Main Street.

VOTE: The motion passed unanimously by voice vote.

- b. 2019 Designation of Officers

MOTION: Andy Anderson moved the motion to retain Planning Commission Officers as now seated.

There was no second – motion fails.

Current officer are: Gregg Marxmiller, Chair; and William Corbett, Deputy Chair.

MOTION: Andy Anderson moved and Liz Clark seconded the motion to nominate Gregg Marxmiller as Planning Commission Chair.

VOTE: The motion passed unanimously by voice vote.

MOTION: Andy Anderson moved and Liz Clark seconded the motion to retain William Corbett as Deputy Chair.

Dillingham Municipal Code was reviewed regarding attendance policy for commissioners.

VOTE: The motion failed Andy and Gregg voting for, and Liz and Kaleb voting against.

MOTION: Andy Anderson moved and Kaleb Westfall seconded the motion to nominate Elizabeth Clark as Planning Commission Deputy Chair.

VOTE: The motion passed unanimously by voice vote.

9. CITIZEN COMMENTS

There were no comments.

10. COMMISSIONER COMMENTS

Andy Anderson: Inquired about the work load in the planning office.

Gregg Marxmiller: Stated he appreciates the work done by the Cynthia. The next Regular Planning Commission meeting is scheduled for September 25, 2019, 5:30 p.m.

11. ADJOURNMENT

Chairman Marxmiller adjourned the meeting at 5:52 p.m.

Gregg Marxmiller, Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: _____

1. CALL TO ORDER

A regular meeting of the Dillingham Planning Commission was held on Wednesday, September 25, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Chair Gregg Marxmiller called the meeting to order at 5:33 p.m.

2. ROLL CALL

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

Andy Anderson Kaleb Westfall Jason Lamson Gregg Marxmiller

Commission members excused:

Elizabeth Clark Jessica Denslinger

Commission members unexcused:

William Corbett

Staff in attendance:

Cynthia Rogers Lori Goodell Tod Larson

3. APPROVAL OF MINUTES

There were no minutes.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson 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

- State DOT& PF Downtown Streets project RFP closed Sept. 11. Three bid packages received. JJC was awarded the contract.
- RFP for FY20 fuel closes on October 17.
- Bingman harbor cleanup continues. The surplus sale was held Sept. 13-14. Items not purchased will be stored, a secondary surplus sale is being considered. The remaining debris is slated to be removed prior to snowfall. A Brownfield Grant will be sought to assist with hazardous waste remediation and redevelopment.

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

There were no comments.

6. PUBLIC HEARINGS

a. Replat of Lot 14 of Nerka Subdivision and Lot 1 and 2 of Nerka VI Subdivision

Gorden Isaacs: Relayed the history regarding the ownership of the property and spoke in favor of the replat.

7. UNFINISHED BUSINESS

There were was no unfinished business.

8. NEW BUSINESS

- a. Resolution 2019-02, Replat of Lot 14 of Nerka Subdivision and Lot 1 and 2 of Nerka VI Subdivision

MOTION: Andy Anderson moved and Kaleb Westfall seconded the motion to approve Resolution 2019-02, replat of Lot 14 of Nerka Subdivision and Lot 1 and 2 of Nerka VI Subdivision.

- Alaska DOT&PF had no comments, noting this does not impact any state facilities.
- Involved landowners have been notified and the required security party authorization form has been signed by all affected parties.

VOTE: The motion passed unanimously by voice vote.

9. CITIZEN COMMENTS

There were no comments.

10. COMMISSIONER COMMENTS

The next Planning Commission meeting is scheduled for October 9, 2019, 5:30 p.m.

11. ADJOURNMENT

Chairman Marxmiller adjourned the meeting at 5:57 p.m.

Gregg Marxmiller, Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: _____

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: November 30, 2019
To: Tod Larson, City Manager
From: Cynthia Rogers, Planning Director
Subject: Monthly Staff Report

Planning Commission

The next meeting is scheduled for December 11 at 5:30 pm. The Commission is expected to address floodplain regulations and the FY20 CIP List.

Permitting

- Burial Permits – One permit has been processed.

Capital Projects

Please see the attached FY19 Capital Improvement Project Priorities Progress Update.

Dillingham Downtown Streets Rehabilitation

Project No.: Z571800000

JJC Enterprises, Inc. was awarded the contract for this project. We expect the contractor will begin mobilization, with potential demolition of Dillingham Hotel, sometime in the spring.

Requests for Proposal

- RFP 2019-09 Municipal Assessment Services, Bids due November 21, 2019 @ 4:00 PM.

Grants

An application for EPA Brownfields Assessment grant will be submitted next week to support further assessment and revitalization planning for the Bingman site. This is a competitive funding opportunity. Two other non-competitive options are available and are being explored.

Waterfront Strategic Plan

McDowell Group and PND Engineers, Inc. will be in Dillingham on December 2-3 to discuss the Dillingham Waterfront Strategic Plan Draft Report. An Open House has been scheduled on December 2 at 5:00 pm in City Hall Council Chambers. The draft report and presentation has been posted on the City's website for those unable to attend, but who would like to submit feedback. Additional meetings with stakeholders are expected during the visit.

Project Management Professional (PMP)

I have spent the last six weeks attending a PMP preparation class required to sit for the PMP exam. I expect to complete the class in December and be ready to sit for the PMP in February.



**FY19 Capital Improvement Project Priorities
Progress Update November 2019**

Special Project – Bingman Clean-Up **\$300,000 (estimate)*

Major debris removal has been completed at the Bingman site. The cost for this phase of the project was \$70,987.50. The Port Director is expected to impound the boats still present on the site to allow their sale after a specified period of time. Finally, concrete blocks, pipes, and a few other objects are expected to be moved off site for use in other City operations.

To address the clean-up of hazardous substances at the site, a Phase II Environmental Site Assessment will be sought. A Brownfields Assessment Grant application will be submitted in support of funding for the next phase of the project, which will include a site revitalization plan. The City anticipates full completion of all project phases within 5 years, to include assessment, clean-up, planning, development, and/or reuse of the site.

Construction: \$300,000 (estimate)

- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- November 15 – Project Phase Close Out

Special Project – Wastewater Treatment Relocation Study **\$211,071 (estimate)*

In March, CRW Engineering was awarded a one year contract for Engineering Services, AM 2019-01. In April, the Denali Commission awarded the City of Dillingham \$171,900 for Wastewater Treatment Lagoon Erosion Mitigation Study. A fee proposal to prepare the Wastewater Treatment Relocation Study was submitted by CRW Engineering in May for \$211,071. The difference of \$39,171 has been appropriated in the FY20 budget. The City hosted an Open House on October 22 and received feedback from the public. The draft report is posted to our website we will continue accepting comment until the final report is completed.

Project Timeline:

- Early July – Site Visit
- Mid-July – Trip Report
- October 22 – Draft Report & Public Meeting
- Two Weeks Post – Draft Final Report
- December – Final Report

Special Project – Wells Fargo/VEEP Outdoor Lighting **\$50,000 (estimate)*

The City was awarded a \$50,000 grant under the Wells Fargo Outdoor Lighting Retrofit/Village Energy Efficiency Program. The City pledged another \$15,000 in-kind to support the project, which will consist primarily of personnel related costs. The grant provides funding for the replacement/retrofit of exterior lighting to LED technology. We have been assigned a project manager at AEA and have started our project scoping. The grant will enable us to replace 8 street lights and 49 other exterior lights. With a month of electrical expenses for the City averaging over \$20,000, we believe this award will provide significant cost savings with conversion to LED technology.

Project Timeline:

- October-December 2019 – Project Scoping
- January-February 2020 – Project Solicitation & Award
- April-July 2020 – Project Start/Completion
- September-November 2020 – Project Close-Out

#1 – Wastewater System Upgrades, Aeration **\$739,891 (estimate)**

Design: \$89,891 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

Construction: \$650,000 (estimate)

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application in progress for \$650,000.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

Project Timeline:

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- TBD RFP Release, RFP scoring, evaluation, and recommendation for contract
- TBD, Construction begins; Project close out

#2 – Public Safety Server Room Fire Protection **\$67,000 (estimate)**

Proceeding with blower door test. Results will determine scheduling for system certification.

Construction: \$67,000 (estimate)

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

Project Timeline:

- December, 2018 Installation of Clean Agent System
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

#3 – Landfill Groundwater Monitoring Wells

\$349,373 (estimate)

Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

Construction: \$161,928 (estimate)

- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Non-Point Source Project Priority, Q3 prioritized #2.
- ADEC SRF Loan Application submitted March 12, 2019 for \$331,575.
- ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- RFP was developed by Bristol Engineering.
- Denali Drilling was only bidder for the project.
- Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

Additional Project Costs: \$218,542 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
 - Administration, \$298.00
 - Construction Oversight, Sampling and Reporting, \$199,267.00
- Cost Overruns due to project delay:
 - Bristol Engineering (additional sampling for spring), \$18,977.00

Project Timeline:

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- November 2019-February 2020, Construction NTP TBD
- April 1, 2020, Project close out

#4 – Water System Improvements, Downtown Streets Support

\$3.68M (estimate)

Design: \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

Construction, Phase I (DOT Project Footprint & Downtown Core): \$1,987,249 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.

- Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.

Construction, Phase II: TBD

Construction, Phase III: TBD

Project Timeline:

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- TBD, ADEC review and approval to construct
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September, Contract awarded; Construction begins TBD
- May 2020, Phase I Project close out

#5 – Lake Road Fire Hall Renovation

\$589,200 (estimate)

LCG Lantech's has provided a proposal in the amount of \$18,295.42 for additional project scoping (heating system and flooring changes), including updated design drawings, specifications, and engineers cost estimate. This additional cost is being considered before determining next steps.

Design:

- LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

Construction: \$560,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

Additional Project Costs: \$29,200 (estimate)

- LCG Lantech, Inc. will be contracted for these services.
- City personnel may handle some tasks, others will be assigned to LCG Lantech via Task Orders, on an as needed basis.
- Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
- Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

Project Timeline:

- March-June, Fire Marshall Plan Review Bureau Review
- TBD, RFP Release
- TBD, RFP scoring, evaluation, and recommendation for contract
- TBD, Permitting finalized; Contract awarded
- TBD, Construction begins
- TBD, Project close out

#6 – Harbor Float Replacement**\$5.2M (estimate)**Design:

- PND Engineers, Inc. has provided 75% design for this project.

Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

Project Timeline:

- TBD pending funding

#7 – D Street & Seward Street Rehabilitation Project**\$3.11M (estimate)**Design: \$154,329 (estimate)

- PND Engineering, Inc. has been contracted to complete the design for this project.

Construction: \$2.96M (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by PND.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737

Project Timeline:

- February 22, 65% design
- April 30, 95% design, specifications and cost estimate
- June, RFP Release, bid deadline August 15
- August, RFP scoring, evaluation, and recommendation for contract
- September, Permitting finalized; Contract awarded
- April 2020, Construction NTP issued
- August 2020, Substantial completion
- September 2020, Project close out

RESOLUTION 2019-03
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Recommending the 2020 CIP List

WHEREAS, the City of Dillingham Municipal Code 2.38.160 (A)(5) requires that the Planning Commission conduct an annual update of the City's Six Year Capital Improvement Plan; and

WHEREAS, the Planning Commission is reviewing the Six Year Capital Improvement Plan as the Municipal code requires in 2019; and

WHEREAS, City staff and the Planning Department ranked all projects; and

WHEREAS, the 2019 CIP List has been used to compile the 2020 CIP List, in the same order with updated estimates; and

WHEREAS, this Six Year Plan will provide the basis for the FY20 legislative requests as well as future updates of the City's capital needs; and

WHEREAS, the Planning Commission has reviewed the proposed Six Year Capital Improvement Plan for 2018-2023;

NOW THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission recommends the Six Year Capital Improvement Plan for 2018-2023 to the Dillingham City Council for approval:

1	Wastewater System Upgrades - Aeration	\$740,000
2	Landfill Groundwater Monitoring Wells	\$350,000
3	Water System Improvements – (Phase I)	\$ 1,988,000
4	D Street & Seward Street Rehabilitation Project	\$3,110,000
5	Lake Road Fire Hall Renovation	\$608,000
6	Water System Improvements – (Phase II & III)	\$2,262,073
7	Harbor Float Replacement	\$5,200,000
8	Sewer Lagoon Bank Stabilization Study	\$50,000
9	Sewer Lagoon Relocation Study	\$ 212,000
10	Harbor Revetments & Breakwater/Emergency Bank Stabilization (Potential 35:65 Match for USACOE Construction Ready Project)	\$ 7,525,000
11	Alternate Emergency Operations Center Phase II	\$445,000
12	Public Safety Building Replacement	\$21,000,000

ADOPTED by the Dillingham Planning Commission January 8, 2020.

Gregg Marxmiller, Chair		Cynthia Rogers, Planning Director
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RESOLUTION 2019-04
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Support CIP Process Recommendation

WHEREAS, the City of Dillingham Municipal Code 2.38.160 (A)(5) requires that the Planning Commission conduct an annual update of the City's six year Capital Improvement Plan; and

WHEREAS, the Planning Director has reviewed and evaluated the current CIP process with department heads and City Manager; and

WHEREAS, the evaluation has produced recommended changes to the process using these guiding principles:

- 1) Simplify the process to save time and resources;
- 2) Focus the process on the City of Dillingham projects;
- 3) Build in objective selection criteria and best practices;
- 4) Base ranking on measurable factors for easy comparison; and,

WHEREAS, the evaluation has produced the following documents:

- 1) CIP Annual Process
- 2) CIP Annual Nomination Form
- 3) CIP Annual Timeline; and

WHEREAS, the Planning Commission has reviewed the CIP process recommendation and associated documents and concurs with the update;

NOW THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission recommends and supports the CIP Process Recommendation.

ADOPTED by the Dillingham Planning Commission January 8, 2020.

Gregg Marxmiller, Chair		Cynthia Rogers, Planning Director
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Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: December 5, 2019
To: Tod Larson, City Manager
From: Cynthia Rogers, Planning Director
Subject: CIP Process Recommendation

A new proposed process for generating the annual CIP list was discussed at the November 5, staff meeting. The following observations were made, regarding the current process:

- Projects are based on available funding or opportunity for funding, not necessarily need;
- Criteria for selection can be subjective and how projects are screened is not known;
- There is redundancy in the project nomination form, discouraging participation;
- The process is important because it has long-term implications.

Staff present also expressed support for:

- Selection rubric with objective criteria;
- Providing a definition of CIP that clearly indicates what qualifies;
- The process should be “big picture” and reflect all needs, including smaller projects;
- The process should be proactive, not reactive and provide an avenue for update;
- Include a process for public input, but not be based on project popularity;
- Provide transparent decision-making;

Based on the observations and feedback, as well as analysis of the current process, I am proposing the following process be recommended, with these guiding principles:

- 1) Simplify the process to save time and resources;
- 2) Focus the process on the City of Dillingham, not a community-wide list of projects;
- 3) Build in objective selection criteria and best practices;
- 4) Base ranking on measurable factors for easy comparison.

With this in mind, I have attached a recommended annual CIP process, new annual CIP nomination form, and expected timeline. This process would be completed during the first half of 2020, in order to recommend a CIP list for FY21 by June, 2020. Due to the number of projects currently being undertaken and no change to staff capacity, I am recommending we submit an identical CIP list for FY20, as was done last year.

Attachments:

CIP Annual Process
CIP Annual Nomination Form
CIP Annual Timeline

City of Dillingham
Capital Improvement Plan
Annual Update Process

- 1) Begin with a list of City assets, including buildings and infrastructure.*
- 2) Update buildings-Infrastructure deficiency list.
- 3) Estimate cost of deficiencies.
- 4) Estimate current cost of replacement value.
- 5) Calculate building-infrastructure FCI (every 3-5 yrs.):

Facility Condition Index (FCI)

An industry-standard measure used to compare relative building conditions

$$\text{FCI} = \frac{\text{total cost of existing deficiencies}}{\text{current replacement value}}$$



- 6) Rank building-infrastructure by FCI (highest to lowest).
- 7) Generate Deferred Maintenance List (DML) and Capital Renewal List (CRL).
- 8) Referencing the Strategic & Comprehensive Plans, Department Head & City Manager Feedback:
 - a. Identify and rank order the DML and CRL into high priority, poor condition projects;**
 - b. Identify any new high priority projects;
 - c. Combine and rank order those of highest priority.
- 9) Identify potential funding sources for list of highest priority projects.
- 10) Divide list into those with highest potential for funding, average potential for funding, and lowest potential for funding.
- 11) Produce recommended list of Capital Projects for the coming year (\$50,000 or greater).***
- 12) Forward draft CIP to the Planning Commission for recommendation to the City Council (public hearing).
- 13) City Council review and approval of the CIP (public hearing).
- 14) Update the Six-Year Capital Improvement Plan.
- 15) Annual CIP submitted in CAPSIS.****

**The process can also be used for machinery and equipment deficiencies, needs, and to update replacement schedules.*

***Prioritization factors: Risk (Health, Safety, Regulatory), O&M impacts (Cost), & may reflect claims experience.*

****Projects less than \$50,000 generally remain on the DML and completed through work orders using operating funds.*

*****March 3, 2019 was this year's CAPSIS deadline.*

City of Dillingham
Capital Improvement Plan
Annual Project Nomination Form

Assumptions:

- Projects must be the responsibility of the COD.
 - Projects must not expand City services, unless authorized with documented approval and associated impacts to budget, personnel, etc.
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- 1) Provide a title for your proposed project:
- 2) Provide an executive summary for your proposed project, including the problem/issue or need it will address and why:
- 3) Estimated project costs (if known):
- 4) Risk analysis (Please attach related documentation):
 - a. Does the project address prioritization factors (e.g. health, safety, regulatory)?
 - b. Does the project impact cost (e.g. O&M, etc.)?
 - c. Does the project relate to any claims experience (e.g. workman's comp)?
 - d. Describe how the project will impact current service levels.
 - e. What is risk of no action?
- 5) Describe how project is connected to the Strategic or Comprehensive Plans:
- 6) Describe how project is related to any other City plan (e.g. master plans, etc.):
- 7) Building-Infrastructure FCI (if known):
- 8) Potential sources of funding:
- 9) Submitted by and date:



FY21 CAPITAL IMPROVEMENT PLAN UPDATE TIMELINE

(January 2020-June 2020)

DATE	ACTION
January 2020	Compile list of City assets, buildings and infrastructure. Update the buildings-infrastructure deficiency list.
February 2020	Estimate cost of deficiencies, cost of replacement value, and building-infrastructure FCI (every 3-5 years).
March 2020	Rank building-infrastructure by FCI (highest to lowest). Generate Deferred Maintenance List (DML) and Capital Renewal List (CRL).
April 2020	Referencing Strategic & Comprehensive Plans, Dept. Head & City Manager feedback: Identify and rank order the DML and CRL into high priority, poor condition projects; Identify any new high priority projects; Combine and rank order those of highest priority; Identify potential funding sources for list of highest priority projects; Divide list into high, average and lowest potential for funding; Produce recommended list of Capital Projects for the coming year.
May 2020	Planning Commission reviews recommended CIP list and public hearing.
June 2020	City Council reviews recommended CIP list and public hearing; approves.
October 2020	Update of Six-Year Capital Improvement Plan.
November 2020	Planning Commission reviews updated Six-Year Capital Improvement Plan.
December 2020	City Council reviews updated Six-Year Capital Improvement Plan.
January 2021	City Council approves Six-Year CIP and FY21 Legislative Priorities.

RESOLUTION 2019-05
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Recommend FEMA Model Flood Ordinance Update to Chapter 15.04 – Floodplain Regulations

WHEREAS, the City of Dillingham Municipal Code 15.04.010 states the Legislature of the State of Alaska has in Statute 201 of the Flood Disaster Protection Act of 1973, delegated the responsibility to local government units to adopt regulations to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, areas within the city have been designated as floodprone pursuant to Section 201 of the Flood Disaster Protection Act of 1973 and the city is required to join the National Flood Insurance Program to make flood insurance and federally regulated financial assistance available to the residents within the flood hazard area; and

WHEREAS, the City of Dillingham received a Community Assistance Visit (CAV) to ensure the City is in compliance with the NFIP program based on the CAV; and

WHEREAS, the City subsequently received a CAV Compliance Plan on July 7, 2014; and

WHEREAS, the Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs, visited the City in July of 2019 to follow up on the CAV; and

WHEREAS, significant areas of the current chapter on floodplain regulations are required to be FEMA NFIP compliant; and

WHEREAS, the Planning Director has reviewed the recommended FEMA Model Flood Ordinance and has provided suggested updates to this chapter (see attachments);

NOW THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission recommends and supports these updates.

ADOPTED by the Dillingham Planning Commission January 8, 2020.

Gregg Marxmiller, Chair		Cynthia Rogers, Planning Director
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