

PLEASE POST

Planning Commissioners
Kim Williams, Seat A
Jason Lamson, Seat B
Gregg Marxmiller, Seat C



William Corbett, Seat D
Andy Anderson, Seat E
Jessica Denslinger, Seat F
Kenny Wilson, Seat G

**DILLINGHAM PLANNING COMMISSION
REGULAR MEETING**

August 29, 2018
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. March 28, 2018
- 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**
 - a. Cemetery Work – Schedule Workshop for Spring 2018
 - b. Comprehensive Plan Workshop – Discuss & Schedule
- 8. NEW BUSINESS**
 - a. Resolution 2018-04 Recommending Code Committee Review of 15.08.010
Adoption of codes
 - b. Meeting Format – Work Sessions or Work Groups
- 9. CITIZEN COMMENTS**
- 10. COMMISSIONER COMMENTS**
- 11. ADJOURNMENT**
 - a. **Planning Commission Meeting September 12th 5:30 PM**

1. CALL TO ORDER

A regular meeting of the Dillingham Planning Commission was held on March 28, 2018 at the Dillingham City Council Chambers, Dillingham, Alaska. Chair 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):

Gregg Marxmiller

William Corbett

Andy Anderson

Jessica Denslinger

Kenny Wilson

Commissioners absent:

Michael Rogers

Kim Williams

Staff in attendance:

Courtenay Carty

Tod Larson

3. APPROVAL OF MINUTES

MOTION: Andy Anderson moved to approve the minutes from February 15, 2018 and William Corbett seconded the motion.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Gregg Marxmiller moved to approve the agenda and Andy Anderson seconded the motion.

VOTE: The motion to approve the agenda passed unanimously by voice vote.

5. COMMUNICATIONS

a. Communications to the Planning Commission

i. Personnel Change

Courtenay Carty reported that she is now working as the Tribal Administrator for the Curyung Tribe.

b. Planner's Reports – February 2018

c. Citizen's comments on items not on the agenda – None.

6. PUBLIC HEARINGS

a. McGill Subdivision #2

Discussion:
No public comment.

7. UNFINISHED BUSINESS

a. Cemetery Work – Schedule Workshop for Spring 2018

Discussion:

Members discussed the need to conduct an assessment after the weather clears up allowing access to cemeteries. The FY19 first round of budget requests included \$12,500 for cemetery survey work. The cemetery near the Moravian Church and City Hall is aged and no longer easily accessible. Recently, the City was not able to process a burial permit for this site due to the lack of access from the snow. An alternative to bury the deceased at Evergreen was offered by the City and accepted by the family. Oftentimes the entrances to the cemeteries are clear but access to the burial site by excavator is sometimes not possible. The City needs the capacity to address the work to be done to change this. A suggestion was made to leave this item on the agenda for further discussion and to identify community members willing to volunteer their time to work on the project.

b. Comprehensive Plan Workshop

Discussion:

City Manager, Tod Larson, commented that plans that sit on the shelf are wasteful. It was suggested that every few years, we need to revisit the plan, and notate where we met our goals and objectives and if not, why not. Gregg Marxmiller suggested looking at the larger benchmarks and reporting out on our progress. With the turnover of City leadership and Commissioners, some felt it would be time to revisit the idea of the workshop once vacancies are filled. The workshop would be the same training as was offered in March of 2017. Jessica Denslinger was in favor of keeping this item on the agenda. Gregg Marxmiller suggested a work group be formed to begin work, with each individual responsible for reviewing the plan.

8. NEW BUSINESS

a. Resolution 2018-03 Approving McGill #2 Preliminary Plat Package

MOTION: Andy Anderson moved to approve Resolution 2018-03 and William Corbett seconded the motion.

DISCUSSION: Courtenay Carty provided a summary of the McGill #2 Preliminary Plat Package. No comments from city staff or regulatory agencies was received. Nushagak feedback provided clarification on telephone poles nearby to the lot. The application has been in process since 2016. No variance was needed as part of this application. There has been no opposition from any adjacent property owners. There were questions about whether one of the lots would be considered a “flag lot,” and clarification was provided that it would not.

VOTE: The motion passed unanimously by roll call vote.

9. CITIZEN COMMENTS

None.

10. COMMISSIONER COMMENTS

Kenny Williams:

Indicated he was glad to get the new business approved. Requested an aerial map of Dillingham to help new residents find their way around and easily identify ownership of parcels.

Courtenay Carty offered that the City has ownership information on lots in our City tax system. City property and Native allotments are not in the tax system. Information is only current as of January 1 of the current year. The Planner's page has links to the address book map, water map, and sewer map. The plats are available as links within the GIS system, when you click on the individual parcel.

Tod Larson suggested leveraging technology for providing aerial images for the subdivisions that the Planning Commission reviews, versus providing print copies.

William Corbett:

Indicated his regrets for missing the last meeting.

Gregg Marxmiller:

Thanked Courtenay for her work.

11. ADJOURNMENT

Chair Marxmiller adjourned the meeting at 6:20 p.m. The next meeting is TBD when the new Planning Director is hired.

Chair

ATTEST:

Cynthia Rogers, Planning Director

Approval Date: August 29, 2018

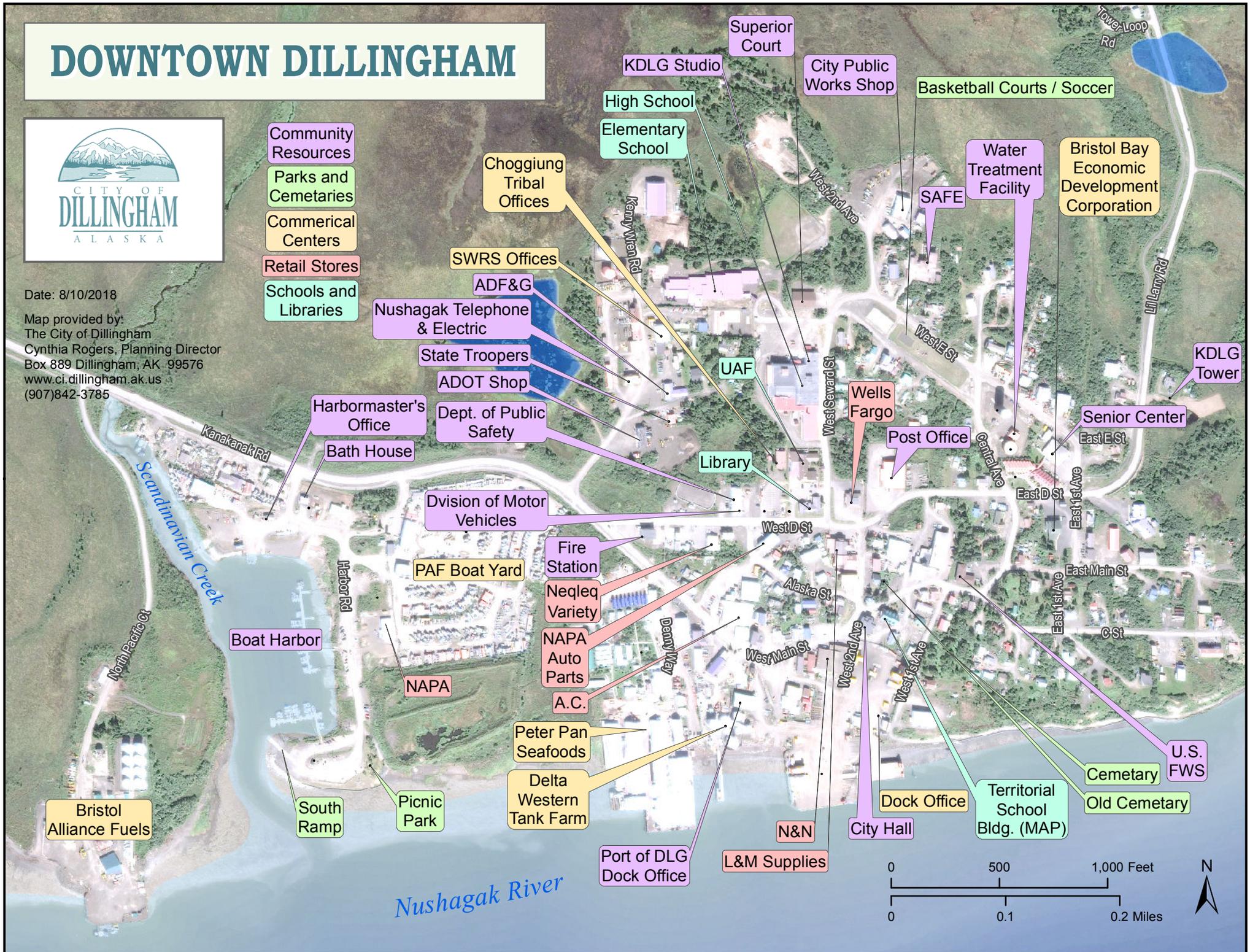
DOWNTOWN DILLINGHAM



Date: 8/10/2018

Map provided by:
The City of Dillingham
Cynthia Rogers, Planning Director
Box 889 Dillingham, AK 99576
www.ci.dillingham.ak.us
(907)842-3785

- Community Resources
- Parks and Cemeteries
- Commerical Centers
- Retail Stores
- Schools and Libraries



FY19 CIP Priority Projects

Priority	Project	Design Phase	Estimated Cost	Funding Source	Resolution	Construction Phase	Estimated Cost	Potential Funding Sources	AM/Resolution	Status
*	Sewage Outfall Pipe	Bristol Engineering (Design consultation)	TBD	TBD	Resolution 2018-13	JJC Enterprises	\$630,000.00	1000 7060 30 62 4510		NTP pending Council approval; Expected completion October 31, 2018
1	Water System Upgrades, Aeration	Bristol Engineering (Project Management, Design Services, Treatment Alternative Recommendation)	\$89,891.00	ANTHC Grant	Resolution 2017-46 Resolution 2018-08 Resolution 2018-12	RFP TBD	\$650,000.00	1) U.S. Department of Commerce, Economic Development Administration, Public Works and Economic Development Facilities Program – GRANT 2) U.S. Department of Agriculture Water and Waste Disposal Program – GRANT AND LOAN 3) U.S. Department of Environmental Conservation Water Infrastructure Finance and Innovation Act (WIFIA) – LOAN		NTP to be issued August 2018; Final Construction Drawings expected December 2018; Issued for Bid TBD based on funding
2	DPS Clean Agent Fire Suppression	N/A			Resolution 2017-46		\$67,000.00	\$55,000 - E-911 Grant, 4713 8710 20 21 \$12,000 - 911 Surcharge Revenue, 2550 7625 20 21	AM 2018-08	NOI pending bid scoring; NTP pending Council approval; Expected completion by December 31, 2018
3	Landfill Groundwater Monitoring Wells	Bristol Engineering (Project Management, Design Services, Bidding Assistance)	\$17,798.00	Landfill Contractual/Professional Line Item & FY19 Budget Surplus \$89,891 - 3009 8520 30 62 4415 0 \$17,798 - 2200 8520 30 81 0000 0	Resolution 2017-46 Resolution 2018-08 Resolution 2018-11 Resolution 2018-12	RFP TBD	\$280,000.00	1) U.S. Department of Agriculture Water and Waste Disposal Program – GRANT AND LOAN 2) Alaska Department of Environmental Conservation, Municipal Matching Grants and Loans: Water, Sewerage, and Solid Waste Grant Program – GRANT AND LOAN 3) U.S. Department of Environmental Protection & Alaska Department of Environmental Conservation, Alaska Clean Water Fund - LOAN		NTP to be issued August 2018; Permit Set Project Manual expected October 2018; Issued for Bid TBD based on ADEC review & funding
4	Water System Improvements, Downtown Streets Support	CRW Engineering	\$224,715.00 City 30%=\$67,500 MMG 28308=\$157,300	Landfill Contractual/Professional Line Item & FY19 Budget Surplus \$89,891 - 3009 8520 30 62 4415 0 \$17,798 - 2200 8520 30 81 0000 0	Resolution 2017-44 Resolution 2017-46 Resolution 2018-08 Resolution 2018-11	RFP TBD	\$2.78M City 30%=\$832,500 MMG28308=\$1,200,000 TBD=\$742,500	1) U.S. Department of Commerce, Economic Development Administration, Public Works and Economic Development Facilities Program (Grants) 2) U.S. Department of Environmental Conservation Water Infrastructure Finance and Innovation Act (WIFIA), (Loans) 3) U.S. Department of Agriculture Water and Waste Disposal Loan and Grant Program (Grants & Loans) 4) Alaska Department of Commerce, Community, and Economic Development, Division of Community Affairs, Community Development Block Grant (Grants) 5) Alaska Department of Environmental Conservation, Alaska State Revolving Loan Funds, ADWF Project (Loans) 6) Alaska Department of Revenue, Alaska Municipal Bond Bank Authority (Loans) 7) Bristol Bay Economic Development Corporation, Community Block Grants (Grants)		NTP with Task Order #2 pending MMG approval; expected completion 100% Design January 2019; Issued for Bid TBD based on funding
5	Lake Road Fire Hall Renovation	LCG Lantech and RSA Engineering have provided 95% Design drawings and specifications			Resolution 2017-46 Resolution 2018-08	RFP TBD	\$560,000.00 Does not include Engineering Construction Support	1) Alaska Department of Commerce, Community, and Economic Development, Division of Community Affairs, Community Development Block Grant Program - GRANT 2) U.S. Department of Agriculture Community Facilities Program – GRANT AND LOAN 3) Bristol Bay Economic Development Corporation Grants – GRANT 4) Alaska Municipal Bond Bank Authority - LOAN	TBD	95% Design completed; Issued for Bid TBD based on funding
6	Harbor Float Replacement	PND Engineering has provided 75% Design drawings and specifications		Port Enterprise Fund	Resolution 2017-46	TBD	\$5.2M	1) Federal Appropriation 2) Alaska Department of Transportation & Public Facilities, Harbor Facility Grant Program - GRANT	TBD	75% Design completed; Issued for Bid TBD based on funding
7	D & Seward Street Rehabilitation	RFP 2018-05,-06,-07 closes 8/30/18	\$124,000.00	Landfill Contractual/Professional Line Item & FY19 Budget Surplus \$89,891 - 3009 8520 30 62 4415 0 \$17,798 - 2200 8520 30 81 0000 0	Resolution 2017-46 Resolution 2018-08 Resolution 2018-11	RFP TBD	\$1.4M	1) U.S. Department of Transportation, BUILD Discretionary Grant 2) Bristol Bay Economic Development Corporation Grants – GRANT 3) Alaska Municipal Bond Bank Authority - LOAN	TBD	NOI pending bid close; NTP pending Council approval; Final Design completion expected February 2019; Issued for Bid TBD based on funding

*Emergency Erosion Mitigation Project

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Tracy Hightower
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MONTHLY REPORT - PLANNING DEPARTMENT May 2018

To: Tod Larson, City Manager

From: Cynthia Rogers, Planning Director

Planning Commission

The Planning Commission last met on Wednesday, March 28th. One public hearing was held for the McGill #2 Subdivision preliminary plat which was reviewed by the Commission. The plat was approved by Planning Commission Resolution 2018-03. Unfinished Business items on Cemetery Work and a Comprehensive Plan Workshop were moved to Discussion items for the next Planning Commission meeting, anticipated in August.

Permitting

- Land Use Permits – No new applications were submitted.
- Encroachment Permits – No new applications were submitted.
- Burial Permits – No burial permits were issued this month.
- AKG573004 – The Discharge Monitoring Report (DMR) for discharge of the Dillingham Lagoon during the month of April 2018 was submitted on May 15, 2018.

Capital Projects

In preparation for the June 7, 2018 Council meeting, executive summaries for capital improvement and project funding needs set out in Resolution No. 2017-46 for the FY2019 State Legislative Request have been generated.

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - Elite Mechanical and JJC Enterprises (subcontractor). Major project outcomes include rerouting the force main from HUD into the lagoon as well as installation of a new effluent manhole and flowmeter. These improvements are addressing infrastructure deficiencies which led to our Notice of Violation at the Dillingham lagoon. The project total is \$1,144,523.54 and the project is behind schedule.

ITB 2017-12 Dillingham Water Systems Improvements – This project was for necessary improvements to upgrade the Dillingham domestic water system by connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. CRW Engineering, who provided construction management assistance through the contract closeout, submitted a substantial completion report on March 28. Well site inspections occurred in May, indicating the need to address several deficiencies. CRW will produce a corrective action plan for the Contractor to implement. Inspections will be ongoing. This project total is \$765,934 and was expected to be completed in March 2018.

ITB 2017-13 Landfill Cell 3, Phase 1 – This project will expand Landfill Cell 3 in a phased approach which will allow the City to be expanding the cell in order to meet landfill needs at a cost that is manageable at this time. Future expansions will be phased in when funds are available. Bristol Engineering is our engineer of record for this project while JJC Enterprises is constructing Phase 1A of the Landfill Cell 3 expansion. This project total is \$214,205 and began on March 19, 2018.

Requests for Proposal

RFP 2018-01 and -02 have been generated for FY19 Aggregate and Heavy Equipment respectively, with bids due on Thursday, June 21.

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: August 2, 2018
To: Tod Larson, City Manager
From: Cynthia Rogers, Planning Director
Subject: Monthly Staff Report – July 2018

Planning Commission

The Commission last met on March 28th. The next meeting is tentatively scheduled for August 29th.

Permitting

- Land Use Permits – One new application was received; four more are pending payment.
- Encroachment Permits – No new applications were received.
- Burial Permits – One burial permit was issued this month.

Capital Projects

An FY19 CIP Priorities progress report for July was submitted for the July 16 City Council Meeting. Resolution 2018-11 approved funds for the engineering and design phase of several projects. RFP development and identification of funding is ongoing.

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - Elite Mechanical and JJC Enterprises (subcontractor). The meters, manholes, conduit and related equipment were all installed and tested earlier this year. The Honeywell controller which collects and records the flow data is expected to be installed by the end of August. The project total is \$1,144,523.54 and is nearing completion.

ITB 2017-12 Dillingham Water Systems Improvements – This project was for improvements of the Dillingham domestic water system by connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. CRW Engineering, produced a corrective action plan for the contractor to implement. Inspections will be ongoing. The project total is \$765,934 and was expected to be completed in March 2018.

ITB 2017-13 Landfill Cell 3, Phase 1 – This phased project expanded the Landfill Cell 3, allowing expansion as funds allow. A substantial completion inspection was performed by Bristol Engineering on July 13. JJC Enterprises, LLC was provided a list of punch list items needed prior to final acceptance. The project total is \$214,205 and began on March 19, 2018.

Requests for Proposal

- RFP 2018-01 for FY19 Aggregate is recommended for award to JJC Enterprises, LLC.
- RFP 2018-02 for FY19 Heavy Equipment, did not result in any bids, despite delaying the bid close date to July 19. Recommending direct negotiation with vendors as needs emerge.
- RFP 2018-03 for DPS Clean Agent Fire Suppression System, will close on July 26 at 4:00 PM.
- RFP 2018-04 for FY19 Petroleum and Propane Fuels, will close on August 9 at 4:00 PM.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2018-04

**A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION RECOMMENDING
CODE COMMITTEE REVIEW OF 15.08.010 ADOPTION OF CODES**

WHEREAS, the City has established Chapter 15.08, Building Codes as part of the Dillingham Municipal Code; and

WHEREAS, examination of 15.08.010 Adoption of codes, reflects the city has adopted by reference, codes of technical regulation including 1988-1991 editions, with no subsequent updates having taken place; and

WHEREAS, State agencies and municipalities periodically review, update and adopt codes of technical regulation standard in the building and construction industry; and

WHEREAS, City of Dillingham property owners have requested reference materials and codes of technical regulations to guide building and construction activity within city limits; and

NOW, THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission recommends the Dillingham City Council direct the Code Committee to review and update 15.08.010 Adoption of Codes to reflect:

- A. 2018 Edition, International Fire Code;
- B. 2018 Edition, International Mechanical Code;
- C. 2018 Edition, International Plumbing Code;
- D. 2018 Edition, International Building Code;
- E. 2018 Edition, Existing Building Code;
- F. 2018 Edition, International Private Sewage Disposal Code.

PASSED and ADOPTED by the Dillingham Planning Commission on August 29, 2018.

Gregg Marxmiller, Planning Commission Chair

ATTEST:

Cynthia Rogers, Planning Director