

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  
MEETING**

**November 19, 2018**

**5:30 p.m.**

**WORKSHOP IMMEDIATELY FOLLOWING:  
COMPREHENSIVE PLAN UPDATE**

**Teleconference Line: 1-800-791-2345**

**Passcode: 28135**

**Agenda**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
- 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 2019
- 8. NEW BUSINESS**
  - a. Comprehensive Plan Annual Update Process
- 9. CITIZEN COMMENTS**
- 10. COMMISSIONER COMMENTS**
- 11. ADJOURNMENT**
  - a. Planning Commission Meeting, December 12<sup>th</sup>, 5:30 PM

**DILLINGHAM PLANNING COMMISSION  
WORKSHOP: COMPREHENSIVE PLAN UPDATE**

**November 19, 2018**

**Immediately following 5:30 p.m. meeting**

**Teleconference Line: 1-800-791-2345**

**Passcode: 28135**

**Agenda**

- 1. COMPREHENSIVE PLAN** 

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  - a. Annual Reporting Process
    - i. Public Engagement
    - ii. Stakeholder Progress
  - b. Timeline and Outreach Strategies
  - c. Comprehensive Plan Update 2020
    - i. Fall 2019 Kick-Off
- 2. CITIZEN COMMENTS**
- 3. COMMISSIONER COMMENTS**
- 4. ADJOURNMENT**
  - a. Planning Commission Workshop, Cemeteries, Spring 2019 TBD

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** August 28, 2018  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** Monthly Staff Report – August 2018

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### Planning Commission

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

### Permitting

- Land Use Permits – One new application is under review; three more have been processed.
- Burial Permits – One burial permit was issued this month.

### Capital Projects

Resolution 2018-12 authorized the award of an engineering contract for the design phase of the wastewater system upgrades and landfill groundwater monitoring wells. Resolution 2018-13 authorized the contract for the emergency repairs for the sewage lagoon outfall pipe. RFP development and identification of funding is ongoing. FY19 CIP Priority Projects spreadsheet has been posted on the Planning Department web page and provides information and status on all active projects.

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - 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 mid-September. CRW requested a status update from Elite Mechanical on August 24, but has yet to receive a response. The project total is \$1,144,523.54.

ITB 2017-12 Dillingham Water Systems Improvements – This project is for improvements of the Dillingham domestic water system, connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. The final punch list has been completed. Request for approval to operate was sent to DEC on July 10 by CRW Engineering. Once a response has been received, the project will be closed out. The project total is \$765,934.

ITB 2017-13 Landfill Cell 3, Phase 1 – This phased project expanded the Landfill Cell 3. Future phases will be undertaken as funding becomes available. 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, and is still pending. The project total is \$214,205 and began on March 19, 2018.

### Requests for Proposal

- RFP 2018-03 for DPS Clean Agent Fire Suppression System, closed on 7/26. NOI to award was issued on 8/28. NTP is pending Council approval of resolution to award contract.
- RFP 2018-04 for FY19 Petroleum and Propane Fuels, has been extended to 8/30 at 4:00 pm.
- RFP 2018-05,-06,-07, D & Seward Streets Rehabilitation, will close 8/30 at 4:00 pm.

## **Dillingham Downtown Streets Rehabilitation STP-0001 (335)/57180**

The Planning Department has been in regular contact with Aaron Hughes, P.E., Project Manager for the Dillingham Downtown Streets project, and can offer this update:

**Bottom Line** – This long-awaited federally funded project is on schedule for construction during summer of 2019. Construction bidding is expected by January or February of 2019. Status details appear below.

### **Right of Way Acquisition**

The ROW acquisition is essentially complete. All but one ROW was completed. The DOTPF will be claiming prescriptive rights for that parcel (Parcel 3), enabling the installation of the sidewalk where one exists today. The current sidewalk stops at the owner's gravel driveway. The current sidewalk stops at the owner's gravel driveway. The designed sidewalk will also have to stop at the driveway, but will be picked up on the next parcel (See sheet G4 on the plan set).

### **Hotel Demolition**

The hotel on 2<sup>nd</sup> Avenue is set for demolition, which will coincide with project construction activity. This work will most likely be completed in April or May of 2019.

### **Project Design**

The project design plans were delayed from summer to winter of 2018. This was primarily due to DOTPF's new environmental program which requires the re-evaluation and rewrite of the environmental document to meet the new standards. The environmental staff expects to have completion of this document by December 2018.

### **Utility Agreements**

Agreements with Nushagak are well under way. The City has been in contact with Greg Shearer, DOTPF, to discuss water line work (CIP Priority #4 – Water System Improvements, Downtown Streets Support) and outstanding items needed to complete utility agreements with the City.

### **DOTPF Recent Project Correspondence**

*August 21, 2018* – The City received confirmation from the DOTPF, Design & Engineering Services, Preliminary Design & Environmental section, that no historic properties will be affected as part of this project. Those wishing to comment on this finding must contact Erik Hilsinger, Cultural Resources Specialist, within thirty days of the receipt of his correspondence. The full packet of information is available in the Planning Office.

*August 22, 2018* – The City received the Dillingham Downtown Streets Rehabilitation PS&E 2.0 Review from Gregory Hartman, P.E., Consultant Coordinator, DOTPF, Design & Engineering Services – Central Region, Aviation Design Section. The packet included the PS&E Review assembly for the project as well as a number of other attachments, including the plans and engineer's estimates. Those wishing to comment on the packet must contact Mr. Hartman by Thursday, September 13. A review meeting has been set for Tuesday, September 18, at 1:00 pm in Anchorage. The full packet of information is available in the Planning Office.

### **Related City Projects**

The City has two related projects:

- CIP Priority #4 – Water System Improvements, Downtown Streets Support
- CIP Priority #7 – D Street and Seward Street Rehabilitation Project

See the FY19 CIP List on the City website for the latest updates on these projects.

The City will not be able to bid our construction projects with this DOTPF federally funded project, as we do not currently have construction funding sources secured at this time. Careful coordination with DOTPF Project Engineer, Aaron Hughes, will continue to take place on related City projects.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** September 24, 2018  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** Monthly Staff Report – September 2018

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### Planning Commission

The Commission last met on August 29 and passed the attached resolution. The Commission held a workshop on the Comprehensive Plan on September 12 (see attached presentation). The Commission is expected to hold another workshop on the Comprehensive Plan on October 10, where the annual process for plan review and reporting will be discussed, as well as possible request for plan update in 2020.

### Permitting

- Land Use Permits – One application is pending further information.
- Encroachment Permits – One new application was received.
- Burial Permits – No burial permits issued this month.

### Capital Projects

FY19 CIP Priorities List has been published on the City website and includes links to relevant project summaries, resolutions, RFPs, and potential funding sources. A grant writing assistance application was submitted to BBEDC this month and approved to begin work with Agnew::Beck. A presentation has been developed to brief the Council on the priority list of projects, pending reschedule of the Council workshop on this topic.

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - 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 mid-September. CRW requested a status update from Elite Mechanical on August 24. The City Manager requested a status update on September 13. No substantive response has been received or action taken to date. The project total is \$1,144,523.54.

ITB 2017-12 Dillingham Water Systems Improvements – This project is for improvements of the Dillingham domestic water system, connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. Request for approval to operate was sent to DEC on July 10 by CRW Engineering, with final approval to operate received on August 29. The project is in the process of closing out. The project total is \$765,934.

ITB 2017-13 Landfill Cell 3, Phase 1 – This phased project expanded the Landfill Cell 3. Future phases will be undertaken as funding becomes available. 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, and is still pending. The project total is \$214,205 and began on March 19, 2018.

**Requests for Proposal**

- RFP 2018-03 for DPS Clean Agent Fire Suppression System, closed on 7/26. NOI to award was issued on 8/28. Contract and NTP is pending work schedule from the contractor.
- RFP 2018-04 for FY19 Petroleum and Propane Fuels closed on 8/30. NOI to award was issued on 9/19. Contract and NTP is pending Council approval at 9/24 special meeting.
- RFP 2018-05,-06,-07, D & Seward Streets Rehabilitation, closed on 8/30. NOI to award was issued on 9/21. Contract and NTP is pending Council approval at 9/24 special meeting.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
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Gregg Marxmiller

## MEMORANDUM

**Date:** October 22, 2018  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** Monthly Staff Report

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### Planning Commission

The Commission last met on October 10, for the second workshop on the Comprehensive Plan. The Commission requested the proposed annual update process be presented at the next Commission business meeting scheduled for Monday, November 19, for review and adoption. Following the business meeting, a workshop to further discuss and refine the review process and the outreach/marketing plan will take place.

### Permitting

- Land Use Permits – Four applications have been processed.
- Encroachment Permits – One application has been processed.
- Burial Permits – No burial permits were received.

### Capital Projects

The City Council met on Tuesday, October 9 and Thursday, October 11, for two workshops on the FY19 CIP Priorities. Planning provided a presentation to the Council on October 11 that included: funding definitions; a review of projects and expected timelines; construction cost estimates and associated debt financing options; indication of projects dependent on DOT Downtown Streets project; project key talking points; and a Gantt chart illustrating the suggested sequencing of all projects over the next few years.

A grant writing assistance application submitted to BBEDC was approved and the City is currently working with Agnew::Beck to identify and review potential funding sources. The City of Dillingham projects submitted through the Alaska Department of Environmental Conservation Questionnaire were ranked favorably (#2 and #3) for loan application to utilize Alaska Clean Water/Drinking Water Funds in State Fiscal Year 2019, 3rd Quarter.

\*Sewage Outfall Pipe – This emergency project to mitigate erosion damage to the sewage outfall pipe was completed on October 20. The contractor is JJC Enterprises, Inc. The project total is \$623,709.

\*Emergency Road Repairs – This emergency project to improve downtown roads was completed in mid-September. The contractor is QAP. The project total is \$195,265.

Priority #1, Water System Upgrades, Aeration – The design portion of this project was awarded to Bristol Engineering. A Dillingham Lagoon Upgrade Alternative Memo was provided on October 19, with a Coordination Conference scheduled for October 26 to discuss next steps. The project design total is \$89,891.

Priority #2, DPS Clean Agent Fire Suppression – The contract for this project has been executed with Wolverine Supply, Inc., with work scheduled to take place from November 20-29, pending a fire and life safety plan review and approval. A NOVEC 1230 system will be installed in the DPS server room by subcontractor GNW Fire Protection. The project total is \$67,000.

Priority #3, Landfill Groundwater Monitoring Wells – The contract for the project design has been executed with Bristol Engineering, with permit set project manual expected later this month. The project total is \$17,798.

Priority #4, Water System Improvements, Downtown Streets Support – The contract for the project design has been executed with CRW Engineering. The 75% submittal for DOT related work is expected later this month, with 75% submittal for the remainder of the project expected in December. 100% design submittal and RFP development is scheduled for January 2019. The project total is \$224,715, split 30% City match to 70% MMG 28308. The City's portion is \$67,500.

Priority #7, D & Seward Street Rehabilitation – The contract for the project geotechnical, survey and design has been executed with PND Engineering, Inc. The initial consultation meeting took place on October 22, with geotechnical and survey work set to begin over the course of this week. Final design completion is expected in February 2019. The project total is \$64,684.50.

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - Meters, manholes, conduit and related equipment were all installed and tested earlier this year. The Honeywell controller which collects and records the flow data was expected to be installed by mid-September. CRW requested a status update from Elite Mechanical on August 24. The City Manager requested a status update on September 13. No substantive response has been received or action taken to date. The project total is \$1,144,523.54.

ITB 2017-13 Landfill Cell 3, Phase 1 – This phased project expanded the Landfill Cell 3. Future phases will be undertaken as funding becomes available. 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, and is still pending. The project total is \$214,205 and began on March 19, 2018.

### **Dillingham Downtown Streets Rehabilitation**

#### ***STP-0001 (335)/57180***

The Planning Department has been in regular contact with Aaron Hughes, P.E., Project Manager for the Dillingham Downtown Streets project. CRW Engineering, the firm handling our #4, Water System Improvements project, has been in contact with DOT for the purpose of coordinating water system design in the DOT project footprint. PND Engineering, the firm handling our #7, D & Seward Street Rehabilitation project, has been in contact with DOT for the purpose of coordinating our streets project and sharing geotechnical and survey data.

### **Requests for Proposal**

- No current RFPs have been issued for bidding at this time.

## Chapter 2.68 PLANNING COMMISSION<sup>1</sup>

Sections:

**2.68.010 Membership.**

**2.68.020 Appointment.**

**2.68.030 Term.**

**2.68.040 Officers.**

**2.68.050 Vacancies—Attendance records.**

**2.68.060 Quorum.**

**2.68.070 Conflict of interest voting.**

**2.68.080 Meetings.**

**2.68.090 Public meetings—Minutes.**

**2.68.100 Rules of proceedings.**

**2.68.110 Order of business.**

**2.68.120 Office and staff.**

**2.68.130 Formal acts by resolution.**

**2.68.140 Funds.**

**2.68.150 Compensation.**

**2.68.160 Duties and functions.**

### **2.68.010 Membership.**

The voting members of the planning commission shall be seven citizens who are residents of the city. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

### **2.68.020 Appointment.**

Members shall be appointed by the mayor and confirmed by the council (AS [29.20.320](#)). Appointments to fill vacancies shall be for the unexpired term only. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

### **2.68.030 Term.**

Members shall be appointed for a term of three years; except, of those first appointed, three shall be appointed for three years, two for two years, and two for one year. Such members first appointed shall draw lots for the foregoing terms. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

### **2.68.040 Officers.**

The planning commission shall annually, in January, designate a member as its chairperson and a deputy chair. The deputy chair shall act in the absence of the chairperson or in the inability of the chairperson to act. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992; Ord. 10-13 § 1, 2010.)

**2.68.050 Vacancies—Attendance records.**

- A. A vacancy shall be declared, and filled as provided in Section [2.68.020](#) when a member:
1. Fails to qualify and take his/her office within thirty days after his/her confirmation by the council;
  2. Departs from the city with the intent to remain away for a period of ninety or more days or is physically absent from the area he/she was appointed to represent for a period of ninety or more days;
  3. Submits his/her resignation and the resignation is accepted by the mayor;
  4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days;
  5. Misses three or more consecutive regular meetings, unless excused by the commission; or
  6. Is convicted of a felony or of an offense involving a violation of his/her oath of office.
- B. The clerk of the planning commission shall keep attendance records and notify the mayor when vacancies occur. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

**2.68.060 Quorum.**

Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he/she is not disqualified under the provisions of Section [2.68.070](#), shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum. (Ord. 78-15 § 1, 1978; Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 87-01 § 1, 1987; Ord. 92-20 § 1 (part), 1992.)

**2.68.070 Conflict of interest voting.**

The commission shall follow the provisions of Section [2.03.020](#) regarding conflict of interest voting. (Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

**2.68.080 Meetings.**

Regular meetings shall be held once each month. Special meetings may be called by the presiding officer or at the request of three members. (Ord. 26 § 3 (part), 1973; Ord. 85-13, 1985; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

**2.68.090 Public meetings—Minutes.**

Meetings shall be public and minutes shall be kept. Minutes and records shall be filed with the city clerk and retained as public records. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

**2.68.100 Rules of proceedings.**

Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the commission. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

**2.68.110 Order of business.**

- A. The order of business at regular meetings shall be:
1. Call to order;
  2. Roll call;
  3. Approval of minutes;
  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;
9. Commissioner comments;
10. Adjournment.

B. The order of business at special meetings shall be prescribed by the presiding officer. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

#### **2.68.120 Office and staff.**

A. The commission shall be provided office space suitable for its needs and adequate to file its journals, resolutions, records, reference materials, correspondence and maps, plats and charts, all of which shall constitute public records of the city.

B. The commission shall be furnished secretarial assistance at each meeting to assist in preparing its minutes, journals and resolutions, and as required to prepare its correspondence under the direction of the commission presiding officer and commission clerk. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986.)

#### **2.68.130 Formal acts by resolution.**

A. All formal acts of the commission shall be by resolution bearing the following:

1. The heading, "City of Dillingham Planning Commission";
2. Space for the serial number to be assigned, "Resolution Serial No.: \_\_\_\_\_";
3. A short and concise title descriptive of its subject and purposes;
4. Short premises and whereas clauses descriptive of the reasons for the resolution, if necessary;
5. The resolving clause, "Therefore, Be It Resolved:"; and
6. Provision and signature after the text "Adopted (Date)" and designated lines for the signatures of the commission presiding officer and the commission clerk.

B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of an instance of the commission, shall conform to that set forth above and shall be on white eight and one-half by eleven-inch paper with one and one-half inch left margin suitable for permanent filing. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

#### **2.68.140 Funds.**

All funds of the commission received as fees and charges or otherwise shall be deposited in the general fund of the city as receipts of the activities of the commission. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

**2.68.150 Compensation.**

Compensation and expenses of the planning commission and its staff are paid as directed by the city council. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)

**2.68.160 Duties and functions.**

- A. The planning commission shall prepare and recommend to the city council the following:
1. A comprehensive plan consisting of maps and related texts for the systematic development of the city;
  2. Land use regulations to implement the comprehensive plan;
  3. A subdivision ordinance;
  4. The official map of the city. Said map shall include reference to land use regulations or other applicable restrictions prescribed by the commission;
  5. An annual update of a six-year capital improvement plan;
  6. Modifications to the documents specified in subsections (A)(1) through (5) of this section;
  7. A review of proposed community structures and facilities for consistency with the comprehensive plan and the capital improvement projects plan; and
  8. A request for an exception to a speed limit in a specified area.
- B. The commission shall publish notice of and hold at least one public hearing before submitting its recommendations under subsection A of this section to the council. Notice shall be published in the same manner as in the case of ordinances.
- C. The planning commission shall:
1. Act as the platting board;
  2. Act upon requests for variances;
  3. Act upon requests for conditional uses; and
  4. Provide other review recommendations and support as requested by the council.
- D. Subject to any ordinance adopted pursuant to AS [29.40.170](#), no platting request, variance or conditional use may be granted except upon an affirmative vote of a majority of the voting members of the commission. (Ord. 26 § 3 (part), 1973; Ord. 86-6, 1986; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992; Ord. 14-04 § 2 (part), 2014; Ord. 15-15 § 2, 2015.)

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<sup>1</sup>For statutory provisions authorizing cities outside boroughs to provide for planning and zoning, see AS [29.35.260\(c\)](#).



## FY19 CAPITAL IMPROVEMENT PLAN UPDATE TIMELINE

(March – May 2017)

DATE	ACTION
March 21	Review process with Department Heads at staff meeting
March 22- April 7	Compile eligible projects from existing capital plan, equipment, and facilities lists
March 29	DRAFT CIP six year update process, invite Project Review Committee to meet
April 19	Planning Commission review of Six Year CIP update draft
April 24	Assemble all project descriptions and scores, distribute to committee
April 26	Public Meeting to review and rank projects – Department Directors attend
May 3	Additional PRC meeting to review and rank projects
May 10	Planning Commission Public Hearing to Update 6 year plan
May 17	Prepare Proposed Legislative List for City Manager
June 1	City Council approves Six Year CIP update , FY19 CIP list and FY19 Legislative Priorities

**Narrative:**

Project Review with Department Heads: Planning Department staff update description that is in the current CIP book and update the project criteria.

Compile all projects: PD staff make all the project description updates, with public work staff, score projects

Draft new CIP Six Year Update Process: Revise process to allow streamlined updates for years 2-6 and invite new nominations in year 6.

Prepare proposed Legislative list for Manager – prepare list of projects by score and revise per Manager’s recommendations.

**RESOLUTION 2017-06**  
**A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION**

**Recommending the 2017 update of the  
Six Year Capital Improvement Plan 2018-2023**

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 updating the plan as the Municipal code requires; and

WHEREAS, the six year plan was the result of an extensive public process in the fall of 2012; and,

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

WHEREAS, the Planning Commission held a Public Hearing on 10/25/17; and

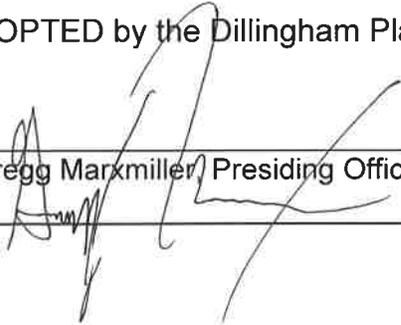
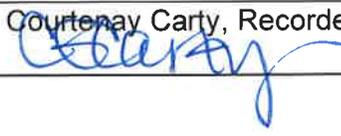
WHEREAS, this Six Year Plan will provide the basis for the FY19 legislative requests as well as future updates of the City's capital needs; and

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	\$1,200,000
2	Public Safety Server Room Fire Protection	\$35,000
3	Landfill Groundwater Monitoring Wells	\$230,000
4	Water System Improvements – Downtown Streets Support	\$ 240,000
5	Lake Road Fire Hall Renovation	\$560,000
6	Harbor Float Replacement	\$3,500,000
7	D Street & Seward Street Rehabilitation Project	\$1,000,000
8	Emergency Response Boat	\$ 100,000
9	<i>Sewer Lagoon Bank Stabilization Study</i>	\$50,000
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
13	Fish Waste Management Study	\$25,000

ADOPTED by the Dillingham Planning Commission October 25, 2017.

 Gregg Marxmiller, Presiding Officer	 Courtenay Carty, Recorder
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# City of Dillingham: Gravel Road Management System (GRMS)

## Inventory

- Average Surface Rating
- Average Daily Traffic
- Roadway Functional Class
- Roadway Location

## Maintenance Scheduling

- Priority Index
- Maintenance Mgmt Sections
- Maintenance Intervention Level

## CIP: Repairs & Rehabilitation

- Isolated Repairs
- Major Work

## Condition Monitoring

- Rating Frequency at Least Annually
- Repeat Steps Above



## ASR

- Average Surface Rating
- 5-Excellent
- 4-Good
- 3-Fair
- 2-Poor
- 1-Failed
- Factors:
  - Crown
  - Drainage
  - Gravel layer
  - Surface Deformation
  - Surface Defects
- Source: PASER



## ADT

- Average Daily Traffic
- 5-Low
- 3-Medium
- 1-High
- Factors:
  - # Parcels
  - Traffic Volumes
  - Traffic Speeds
- Source: MTC Guidelines for RMS



## RFC

- Roadway Function Class
- 5-Rural Local Road
- 3-Rural Minor Collector
- 1-Rural Major Collector
- Source: AKDOT



## RLO

- Roadway Location
- 5-Low
- 3-Med
- 1-High
- Factors:
  - Vicinity of Facilities
  - Vicinity of Downtown
- Source: MTC Guidelines for RMS

## Inventory

- ASR, ADT, RFC, RLO

## Maintenance Scheduling

- $\text{Priority Index} = (\text{ASR} * .75) + (\text{ADT} * .10) + (\text{RFC} * .5) + (\text{RLO} * .10)$
- Key Point: A lower index number indicates higher priority
- Maint Mgmt Sections (Geographic) & Schedule (Daily, Weekly, Monthly)
- Maint Intervention Levels (Low, Med, High)

## CIP Repairs & Rehab

- Repairs - Rated Poor
- Rehab - Rated Failed

## Condition Monitoring

- At least annually
- Repeat all steps above

# Comprehensive Plan: Annual Reporting Process

**Nov 18**

Comprehensive Plan Annual Reporting Process Approved

Webpage Created

**Jan 19**

Complete Social Media Communications Plan  
Complete Direct Mail Piece & Stakeholder Letter

**Mar 19**

Kick-Off Public Meetings During Beaver Round-Up  
Push Stakeholder Engagement

**May 19**

Analyze and Compile Feedback  
Produce & Present Council Report

**Sep 19**

Comp Plan 2020 Community Assessment

Public Meetings Begin

**Dec 18**

Design Draft Direct Mail Piece & Stakeholder Letter

Create Online Comprehensive Survey

**Feb 19**

Send Direct Mail Piece & Stakeholder Letter with Logo & QR Code

Kick-Off Social Media Campaign

**Apr 19**

Conduct Final Public Meetings

Complete Data Collection

Thank Stakeholders

**Jun 19**

Present Final Report and Feedback to Consultant

Comp Plan 2020 Kick-Off

**Feb 2020**

Planning Commission Approval

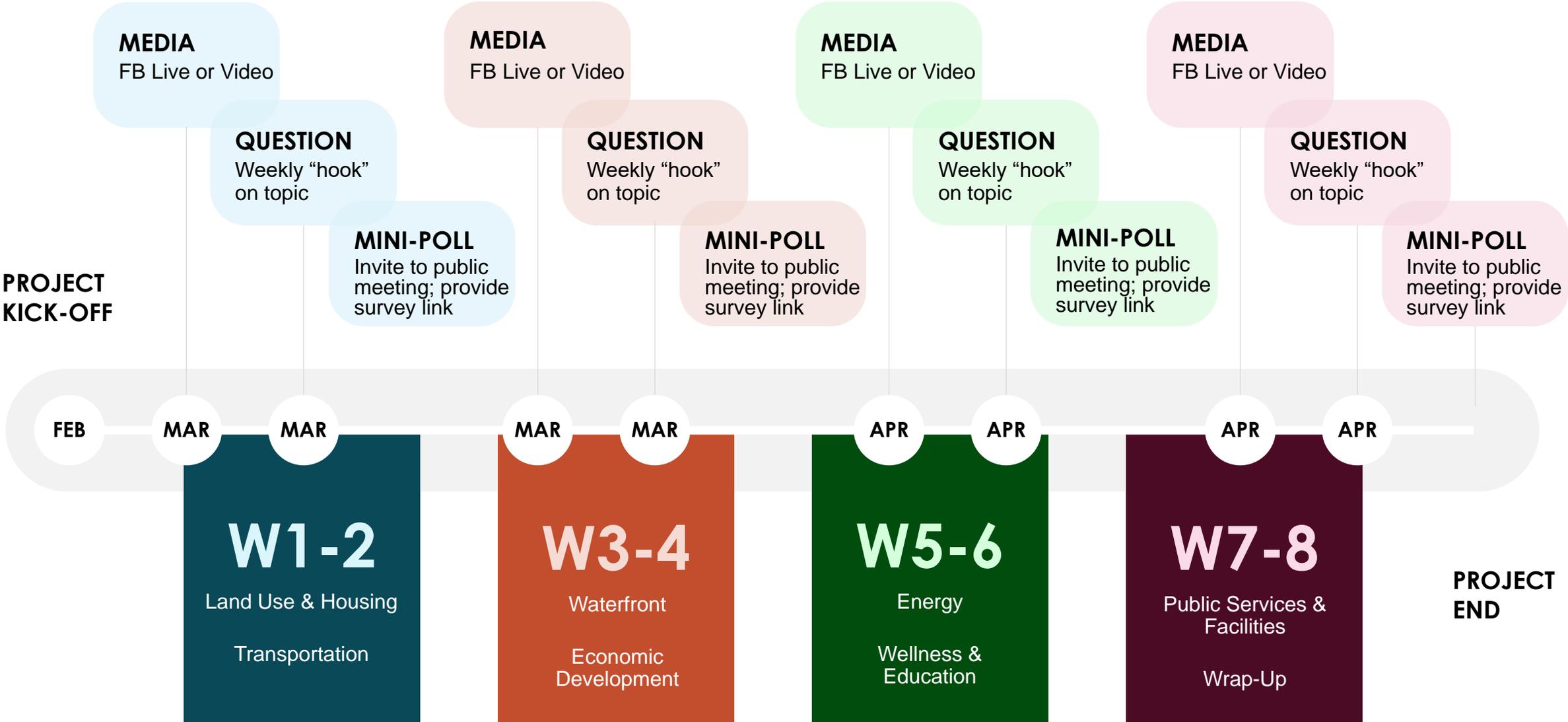
City Council Presentation for Adoption

Public Release

# Comprehensive Plan: 2020 Update

# Comprehensive Plan Annual Reporting Process

## Social Media Communications Plan





# Social Media Communications Plan

## W2: Transportation

Media

Video

*State of AK & COD Equipment Operators talk about road maintenance & safety challenges*

Quest

FB

*How can the State, City and Tribe best collaborate on improving roads, sidewalks and trails?*

Poll

FB

*What are the top 3 most important roadways to maintain in order to meet your transit needs?*

Mtg

Link

*Invite to Public Participation Meeting on Transportation:  
March 13, 5:30 PM  
City Hall*

Survey

Link

*Invite participation in Comprehensive Survey allowing extensive feedback*



# Social Media Communications Plan

## W2: Transportation

Media

Live

*State DOT, COD Manager, Curyung Administrator discuss transportation challenges*

Quest

FB

*Does current City code address off-road vehicle use effectively on public streets and bike paths to ensure citizen safety?*

Poll

FB

*Should there be established legal routes for ATVs and snowmachines in and out of downtown?*

Mtg

Link

*Invite to Public Participation Meeting on Transportation:  
March 13, 5:30 PM  
City Hall*

Survey

Link

*Invite participation in Comprehensive Survey allowing extensive feedback*