

Planning Commissioners

Paul Liedberg, Chair, Seat B
Terry Hoeflerle, Deputy Chair, Seat A
Bill Rodawalt, Seat C



Rachel Muir, Seat D
Andy Anderson, Seat E
Julie Baltar, Seat F
Izetta Chambers, Seat G

**DILLINGHAM PLANNING COMMISSION
REGULAR MEETING**

**March 19, 2013
5:30 p.m. City Council Chambers**

Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES – January 15, 2013**
- IV. APPROVAL OF AGENDA** (*Note Attorney Patrick Munson to call in at 5:45*)
- V. COMMUNICATIONS**
 - A. Communications to the Planning Commission
 - B. Planner's Report
 - C. Citizen comments
- VI. PUBLIC HEARINGS**

None.
- VII. UNFINISHED BUSINESS**
 - A. Resolution 07- Encroachment Permit for Lot 6 USS 2732 fence and roof
 - B. Easement Committee Report
 - C. Land Use Permit Ordinance Revisions – Action plan
 - D. Community Walking Plan – committee?
- VIII. NEW BUSINESS**
 - A. Hospital road names – a courtesy review by the Planning Commission
 - B. CIP timeline for FY15 annual update of the six year CIP
- IX. COMMISSIONER COMMENTS**
- X. ADJOURNMENT**

Planning Commissioners

Terry Hoefflerle, Seat A, Deputy Chair
Paul Liedberg, Seat B
Bill Rodawalt, Seat C, Chair



Rachel Muir, Seat D
Andy Anderson, Seat E
Julie Baltar, Seat F
Izetta Chambers, Seat G

**REGULAR MEETING MINUTES
January 15, 2013**

I. CALL TO ORDER

The regular meeting of the Planning Commission was held on January 15 2013, at the Dillingham City Council Chambers, Dillingham, Alaska. Terry Hoefflerle, Deputy Chair, called the meeting to order at 5:36 p.m.

II. ROLL CALL

Members present:

Terry Hoefflerle, Deputy Chair, Seat A
Bill Rodawalt, Seat C, via teleconference
Rachel Muir, Seat D
Paul Liedberg, Seat B

Members Absent:

Andy Anderson, Seat E, excused
Izetta Chambers, Seat G, excused

Staff in Attendance:

Jody Seitz, City Planner, Acting Commission Clerk

Guests: Robin Samuelsen
Robert Heyano (?)
Ralph Mancuso(?)

IV. APPROVAL OF AGENDA

GENERAL CONSENT: The motion passed with no objection.

V. COMMUNICATIONS

A. Public Comment

Robin Samuelsen commented that his subdivision was a "family" subdivision and they just want to be able to have a private driveway as a private easement. They do not want to improve the road or put in an easement to make space for a future road. Commented that allowing this would open up subdivision development around Dillingham.

VI. PUBLIC HEARINGS

A. None

VII. UNFINISHED BUSINESS

A. Resolution 2013-04 Recommending Planning Commission Study Issue of Private Easements and Establishing a Committee –
P. Liedberg – commented he approved of such a committee but was uncomfortable allowing anyone to sit on it who has a pending subdivision.
Motion passed unanimously.

B. Land Use Permit Ordinance Changes – Discussion. No action.

VI. NEW BUSINESS

A. Resolution 2013-05 Recommending Development of a Community Walking Plan
ACTION: Motion passed unanimously.

B. Resolution 2013-06 ADOT Project 52799 – D Street to Kananak Road.
ACTION: Motion passed unanimously.

ACTION: Motion passed unanimously.

VII. PUBLIC COMMENTS/COMMITTEE COMMENTS

VIII. ADJOURNMENT

Chair Bill Rodawalt called for a motion to adjourn AT 7:05 p.m.

Unanimous Consent.

Bill Rodawalt, Presiding Officer

ATTEST:

Jody Seitz, Acting Commission Clerk

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham Planning Commission
Bill Rodawalt, Chair
Izetta Chambers
Terry Hoeflerie
Rachel Muir
Paul Liedberg
Andy Anderson
Julie Baltar

MEMORANDUM

Date: March 13, 2013
To: Bill Rodawalt, Planning Commission Chair
From: Jody Seitz, City Planner
Subject: March Report

I was away during most of February. On my return I attended the Annual Alaska Mapping and Surveying Conference and the Southwest Alaska Municipal Conference during February 19 through 23, and have been catching up since then.

The Annual Alaska Mapping and Surveyor's Conference provided a GIS jam for everyone interested in Geographic Information Systems, ranging from agency personnel from the ADNR Recorder's office, to contractors, State Troopers, and municipal planners. The group discussion focused on the issues that municipalities (boroughs and small cities) face in developing and maintaining their GIS databases. It was clear that the GIS provides immense practical, time saving, benefits by providing many types of information all tied to specific places (georeferenced) including utilities, roads, parcels, addressing, soil types, hydrography, etc, but also that municipalities face important decisions regarding the development of the data, distribution of the information and continuing maintenance of the system.

I was able to make some great contacts that will help with experience distributing and maintaining the whole geodatabase, particularly the address database.

At that conference I also attended a session on gathering and maintaining utility information which demonstrated the use of GIS in utility maintenance. The Anchorage AWWU workers use ToughBooks in the field and record activities like cleaning the sewage lines and making repairs into a form that feeds directly into the database. This saves them a great deal of time by providing georeferenced information which is continually updated and only typed into the database once. This information is then

used to calculate costs for the overall maintenance and operations of the system as well as calculate when replacement of particular lines is needed.

I also attended a hands on technical session which demonstrated ways to provide GIS products on line.

The Southwest Alaska Municipal Conference I attended on Friday with our City Manager Loera and Mayor Ruby and Councilmember Himschoot. The issues remain locked around energy and education, and development through fisheries.

CIP: Last fall administration decided to begin the CIP in the spring this year in order to follow code and prepare it during the budget process. It will give everyone more time to do the job.

Composting: The City is preparing to allow the compost project to go forward at the Landfill and is entering into an MOU, pending council approval, with the University to carry out the project with a two year grant.

Encroachment Permit: The Landowner of Lot 7 Block 18 USS 2732 is requesting an encroachment permit to allow his roof extension into the alley. It extends 4+ feet into the alley .He is requesting as well that the fence be allowed to remain. This permit is required before the bank will allow the sale of the property to become final.

Landfill: The City is interested in pursuing funding to acquire a gasifier to burn landfill wastes and turn it into heat and/or energy. The project would be to acquire the equipment to meet the June 2014 ADEC permit deadline to have ceased burning trash at the landfill. The use of the gasifier (provided by Shearwater LLC) would not eliminate all need for sorting and recycling. There will still be some need there to recycle batteries and a few other items.

Legislature: The City is still hanging in there, hoping to keep what's in the governor's budget for the wastewater treatment plant upgrades (3.0 mil).

Library: I'm continuing to build on the as-built and document library by scanning everything anyone asks for. The ADOT and wastewater treatment projects as well as the alley vacations have required quite a bit of streets information. Fortunately most of that is coming together nicely as I can now send pdfs of everything or put it in dropbox for them to retrieve.

Library Roof: the project has gone out to bid. The bid period was extended to March 21.

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. * We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

Plats: Bear View Subdivision has been recorded. It is plat number 2013-05.

ADOT Project 52799: Kanakanak Road D Street to Squaw Creek: The finding by ADOT is that no historical properties will be affected by this project.

ADOT Project 57180 Downtown Streets: There will be geotechnical drilling this coming May in the project area of Main Street, D Street and Second Avenue West. Project documents with the description of these activities have been distributed to the Public Works and Public Safety Departments.

Committee on Subdivision access: This committee has met four times. The decision from the mayor is that it needs to be publicly noticed. That will be done for the next and future meetings beginning with the March 27 meeting at 5 at City Hall. The decision of the group was to sunset the committee at its last meeting May 1.

Another gentleman came to the Planning Department 3/13 whose potential subdivision is also affected by the Blueberry Hill private access easement.

Planning Commission Training: I am planning a training session with State planners from ADCCED for April/May sometime. Please let me know your particular specific interests for this training. It will likely be 3 hours during an evening.

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City of Dillingham

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City of Dillingham
Action Plan for Land Use Permit Program
March 19, 2013

Aim Statement: to have a Land Use Permit program which is manageable by the Planning Department with its current staffing of one Planner OR, the City will agree to hire a part-time contractor to enforce this and other permit codes OR, the City will abandon the practice of having site development permits.

Metric:

- 1) The Planning Department with commission help will develop and distribute a brochure about land use permits;
- 2) The brochure will be distributed via boxholder and mass distribution at various points in community;
- 3) The Planning Department will be able to successfully educate and secure land use permits from the majority of the citizens, builders and contractors will apply out land use permits BEFORE they begin their site preparations.
- 4) There will be recognized procedures known and supported by the City Administration, the City Planning Commission and City Council for responding to non-compliance;
- 5) The procedures will be followed;
- 6) There will be recommended procedures and methods for a variety of types of non-compliance:
Lack of appropriate sewage disposal – method of solving
Overbuilding on lots

What: Improve the Municipal Code (Title 18), develop advertising, a brochure, enhanced radio psas, develop publicly accepted written procedures; hold public meeting to discuss the changes, penalties and the enforcement process.

Why: To have some "reasonable" controls over development to minimize community conflict and to avoid potential health and environmental negative impacts

- The land use permit is the only method the City currently has of counseling landowners prior to construction about the City ordinances that pertain to site development.
- It is one way to reduce conflicts in the community and is required by the goals of the 2010 Comprehensive Plan Update for gradual phase in of zoning.
- Land Use permits are used by the Tax Assessor to value properties.
- Compliance with the code is poor.
- Consistent follow through is very time consuming for Planner
- Procedures for enforcing not well established
- Procedures have no assurance of follow through by City
- FAIRNESS problem: Enforcement on Native Allotments in doubt. City Attorney thinks it is possible.
- ACCESS problem – many long driveways. How does one find out what's being built

where properties are not visible from the road.

NOTE: Internal consistency is lacking in the City code: without having a minimum acreage in the City ordinances, what is a "substandard" lot;

Who: City Planner, planning commission, city manager, land use committee?, city council—draft changes to code which will reduce the number of things that require a land use permit, develop brochure and advertising messages; hold public meetings

When: Spring between March 25 and August 30th

- Hold public meeting(s) to discuss the community value of the permits, the penalties and enforcement of the penalties
- Develop land use permit brochure
- Advertise in newspaper and over KDLG

Where: All properties within City of Dillingham subject to Title 18
Identify those properties where not enforceable.

How: Develop procedures for enforcement
Review penalties – are they appropriate and enforceable?

At What Cost: Cost of brochures and PSAs, newspaper ads, time in meetings

Signature Lines for all working on the project.

Print	Signature

RESOLUTION 2013-07
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Recommending the City Council approve a long term encroachment permit for Lot 7 B
18 USS 2732 house roof and fence

WHEREAS, the city of Dillingham has vacated the alley between lots 6 and 7 of Block 18 USS 2732B but retained an easement to service a sewer line buried in the former alley; and

WHEREAS, the roof of the house in Lot 6 encroaches by more than 4 feet into the City's easement, according to Southwest Alaska Surveyors, the preparer of the plat for the associated L&M subdivision; and

WHEREAS, the homeowner of Lot 6 constructed a fence that crosses the easement, and

WHEREAS, the homeowner will install a gate at the south end of the easement opening onto Alaska Street by _____.

WHEREAS, the homeowner would like to sell this property and cannot do so without the affirmation of the City that these encroachments are allowed to remain, and

NOW THEREFORE, the City of Dillingham Planning Commission recommends the City Council approve a long term encroachment permit for both the roof and the fence.

APPROVED AND ADOPTED THIS 19th Day of March, 2013.

Bill Rodawalt, Commission Chair

Jody Seitz, Recorder

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WHEREAS, the homeowner of Lot 6 constructed a fence that crosses the easement, and

WHEREAS, the homeowner of Lot 6 agrees to hold the City harmless for any damage to their yard or fence due to necessary access to the sewer line or manhole for repairs;

WHEREAS, the homeowner would like to sell this property and cannot do so without the affirmation of the City that these encroachments are allowed to remain, and

NOW THEREFORE, the City of Dillingham Planning Commission recommends the City Council approve a long term encroachment permit for both the roof and the fence.

APPROVED AND ADOPTED THIS 19th Day of March, 2013.

Bill Rodawalt, Commission Chair

Jody Seitz, Recorder

**CITY OF DILLINGHAM
FY15 CAPITAL IMPROVEMENT PROJECTS
TIMELINE AND PROCESS**

DATE	ACTION
March 21	Project coordination meeting – review process, forms, establish project review committee. Review timeline, coordinate with budget process
March 22	Advertise on radio, website and newspaper
March 22	Start CIP process and distribute nomination forms, post on website
March 29	Project Review Committee: City Manager, City Finance Director, Planning Director, Public Works Director, Planning Commissioner.
April 12 5:00 p	DEADLINE: project nominations to the Planning Department
April 15-19 wk 1:00 to 4:00 p	STAFF WORKSHOP: Staff present projects to the Project Review Committee
5:30 – 7:30p	PUBLIC WORKSHOP: Public present projects to PRC
April 22-26 9:00 – 1:00p	PRC evaluates and ranks CIP projects
May 1	Staff gives PRC list to Planning Commission Post ads for Public Hearing on annual update of the 6 year CIP
May 7	Planning commission workshop on the CIP
May 14	Planning Commission approves annual update of 6 year CIP
May 23 or June 6	Public hearing on CIP list. Planning Commission recommends list to City Council.
June 6, 2013	City Council Public Hearing on CIP. CC accepts PC final list.