



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, MAY 9, 2024, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

Join Zoom Meeting: <https://us06web.zoom.us/j/86346034837?pwd=K1pRalhblg0VDBpdGt5b3lRQlcxQT09>

Meeting ID: 863 4603 4837 Passcode: 221221

Phone Toll Free: 888 475 4499 833 548 0276

833 548 0282 877 853 5257

MEMBERS

Kathy Hanson, Chair Lorin Bradbury, Vice Chair
Mary Beth Hessler, Council Rep.
Alex Wasierski Shadi Rabi
Haley Hanson Sundi Scott
Vacant Seat, Alternate 1
Vacant Seat, Alternate 2

STAFF

Pauline Boratko, Ex Officio Member
Lee Foley, City Planner
planning@cityofbethel.net
907-543-5301

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to planning@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. meeting minutes april 11, 2024

VI. UNFINISHED BUSINESS

- A. Follow-up discussion on activity done without a site plan permit
- B. Follow-up discussion on temporary and permanent structures
- C. Discussion on amount of fill required for site permit

VII. NEW BUSINESS

- A. Amending Fee Schedule for Planning Dept.

VIII. EX OFFICIO REPORT

- A. -

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<05/03/2024>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

Posted <<05/03/2024>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

April 11, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on April 11, 2024. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:30 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Alex Wasierski, Haley Hanson, and Sundi Scott. Excused Absence: Council Rep. Mary Beth Hessler. Shadi Rabi joined the meeting via Zoom at 6:33pm.
Also Present: Pauline Boratko, Recorder, and Lee Foley, City Planner

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Lorin Bradbury	Motion to approve the agenda.
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Haley Hanson	Motion to approve regular meeting minutes for March 14, 2024
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

VI. UNFINISHED BUSINESS:

VII. NEW BUSINESS:

- A. Discussion on activity done without an approved site plan permit.
- B. Discussion on temporary vs permanent structures
- C. FY 2025 Budget Review

VIII. PLANNER'S REPORT:

IX. COMMISSIONER'S COMMENTS:

- K.Hanson- Happy you all made it
- L. Bradbury- Thank you Mr. Foley and Pauline
- A. Wasierski-no comment
- H. Hanson- no comment
- S. Rabi-no comment
- S. Scott- no comment

X. ADJOURNMENT:

MOVED:	Haley Hanson	Motion to adjourn the meeting.
SECONDED:	Lorin Bradbury	

VOTE ON MOTION	Unanimous
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With no further business the meeting adjourned 7:02 pm

APPROVED THIS ____ DAY OF _____, 2024

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

DRAFT

15.12.020 Permit required.

- A. A person shall not make an improvement to land or a structure, initiate a new use or change the use of land or a structure unless a site plan permit has first (1st) been issued for the improvement or use.
- B. For purposes of this chapter, an improvement requiring a site plan permit includes activities that:
1. Involve a land disturbance through grading, excavation, or paving on lands with slopes in excess of ten (10) percent;
 2. Involve a land disturbance through grading, excavation, or paving of an area that might reasonably be expected to impact drainages, significant wetlands, or nonsignificant wetlands;
 3. Involve a proposal that will create impervious surfaces of such extent that might reasonably be expected to impact drainages, significant wetlands, or nonsignificant wetlands;
 4. Involve land subject to local ponding due to soil or topographic conditions;
 5. Involve land located in an area with a history of flooding, or that may be subject to flooding;
 6. Involve the placement or relocation of a nontemporary structure or change to the dimensions of a nontemporary structure that increases or decreases the ground footprint of the structure.
- C. For purposes of this chapter, a change of use includes the expansion of the area occupied by a use, the relocation of a use, as well as a change in the nature or type of use.
- D. For purposes of this chapter, an improvement to a structure does not include changes which do not affect the location of the structure or any of its outside dimensions if the structure is not located within a flood hazard area of the city.
- E. If any work on a structure or land within a flood hazard area requires a floodplain land use permit under Chapter [15.08](#) BMC and a site plan permit under this chapter, the application for the floodplain land use permit and the site plan permit may be combined for purposes of the information required to be submitted.
- F. Any person proposing to dredge or to place or move fill within an area designated as a significant wetland by the Army Corps of Engineers shall obtain an individual permit from the Corps of Engineers prior to final approval by the city of a site plan permit unless the Corps of Engineers has waived the requirement for an individual permit for the proposed development. [Ord. 10-15 § 3.]

The Bethel Municipal Code is current through Ordinance 24-03, passed March 26, 2024.

Disclaimer: The city clerk's office has the official version of the Bethel Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofbethel.org](http://www.cityofbethel.org)

[Hosted by Code Publishing Company, A General Code Company.](#)

Introduced by: City Manager Williams
Introduction Date: April 12, 2022
Public Hearing: April 26, 2022
Action: Passed
Vote: 7-0

CITY OF BETHEL, ALASKA

Ordinance #22-12

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING AN ORDINANCE AMENDING AND ADOPTING FEES AND CHARGES FOR THE CITY OF BETHEL

BE IT ORDAINED that the City Council of Bethel, Alaska,

Section 1. Classification. This ordinance is not permanent in nature and shall not be placed in the Bethel Municipal Code.

Section 2 Amendments. The City of Bethel Fees and Charges is amended, new language is underlines and old language is stricken.

General Services	
Wire Transfer Fee	\$25
Non-Sufficient Funds Fee	\$30
Check Replacement Fee	\$25
Notary Service, per document	\$3
Bethel Lapel Pin	\$2
Passport Execution Fee (in accordance with U.S. Department of State)	\$25 <u>\$35</u>
Lost Key	\$100
Photocopies of Documents	\$0.25
Log Cabin Rental	
Cleaning Deposit	\$200
Main Room Full Day	\$175
Nonprofit	\$50
Kitchen Full Day	\$50
Both Full Day	\$225
Nonprofit	\$75
Main Room Half Day	\$90
Kitchen Half Day	\$25
Both Half Day	\$115
Public Records	
<i>Searches, if over five (5) hours (per hour) If the search or production of records for one requester in a calendar month exceeds five person-hours, the requester shall pay the personnel costs required during the month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel</i>	

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<i>time required to perform the search and copying tasks. The requester shall pay the fee before the records are disclosed, and the city may require payment in advance of the search.</i>	
Electronic Records	Free
Paper Record	\$5.00 (First five pages) \$0.25 (Each additional pg.)
CD of Audio/Video/Documents	\$10
Sales Taxes and Business Licenses	
Bethel Business License Holder List	\$25
Bethel Business License	\$100
Identification Card/Replacement	\$10
Special Events Permit Application (Alcohol)	\$50
Cemetery Services	
	\$50
Burial Lot Reservation	\$150
Appeals	
Appeal to City Representative (not hearing officer)	\$50
Appeal to Hearing Officer (unless otherwise provided for in code)	\$150 <u>\$200</u>
Appeal to City Body	<u>\$200</u>
Code Enforcement	
Vehicle Removal	\$200 \$250
Impound Fee	\$25 \$30 (first day) \$20 \$25 (each additional day)
Police Department	
General	
Fingerprints (per card)	\$25
Civil Processing	\$45
Vehicles and Traffic	
Towing or Initial Impoundment (4-Wheeler/ATV/Snowmachine)	\$100
Storage of 4-Wheeler/ATV/Snowmachine	\$10 (per day)
Records	
Collision Report	\$10
Call for Service	\$5
Officer Report	\$10
CD	\$20
Animal Control	
Animal License (AVID Chip)	\$20 <u>10</u>
Animal Adoption (animal license included)	\$25

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Euthanization of Animal	\$30
Animal Impound	\$25 (first day) \$20 (each additional)
Rabies Vaccination	FREE
Quarantine 10 days	\$150
Protective Custody	
If Paid Within 30 Days	\$150
If Paid After 30 Days	\$175
Fire Department	
Basic Life Support Ambulance Services	\$450
Advanced Life Support Ambulance Services	\$600
Fire Incident Report	\$25
Ambulance Run Report	\$25
Planning	
General	
Variance	\$200 \$300
Vacation	\$300
Conditional Use Permit	\$200 \$350
Re-plat, Short Subdivision , Abbreviated Plat, Supplement Plat, Waiver, or Floodplain Land Use <i>(Additional Recording Fee May Apply)</i>	\$100 \$200
Preliminary Subdivision Plat	\$300 \$350
Additional Plot(s)	\$15 20 \$25
Final Subdivision Plat <i>(Additional Recording Fee May Apply)</i>	\$300
Platting Waiver	\$100
Appeal of a decision of the Planning Director	\$100
Site Plans and Violations	
Site Plan, Infill/Moving of Single-Family Residence	\$25 \$100
Site Plan, if submitted after work has begun but not complete.	\$300
*Contractor/owner responsible for penalty if infill/moving of residents without approved permit.	\$500
Site Plan, Residential Single Family New Construction	\$25 \$100
Site Plan, if submitted after work has begun but not complete.	\$300
*Owner responsible for penalty if infill/moving of residences without approved permit.	\$500
Site Plan Residential Duplex	\$100 \$350
*Owner responsible for penalty if developed without approved permit.	\$500
Site Plan Residential Triplex	\$200 \$400

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construction costs shall include all costs associated with the development for which the application is being submitted, including but not limited to, site improvement and building improvement costs including new, or additional, buildings along with interior furnishings, atypical features, decorative materials, or other similar features. Fees based on the percentage of construction costs must be supported by the sworn statement of a licensed architect or licensed engineer. If a licensed architect or licensed engineer has not been retained for projects with expected construction costs of \$500,000.00 or more, a qualified individual acceptable to the City of Bethel shall make sworn statement for fees calculated based on the percentage of construction costs. B. For a Proposed Linear Development, the application fee shall be \$150.00 per acre of all land included in the right of way of the proposed linear development project plus \$150.00 per acre located outside of the right of way that will be disturbed as part of a linear development project. A Linear development means land uses such as roads, trails, sewerage and management of pipes, gas and water pipelines, electric, telephone and other transmission or distribution lines, which have the basic function of connecting two points, the rights-of-way therefore, and any accessory structures or uses directly associated therewith. Linear development shall not include residential, commercial, office or industrial buildings, improvements within a development such as utility lines or pipes, or internal circulation roads; 1. For a resource extraction permit application or permit renewal application, the application fee shall be \$1,500.00 plus \$30.00 per acre to be mined within each permit period (Yearly) 2. 2) For a change of use with no additional development or home occupations, the application fee shall be \$200.00; and The application fee for mixed residential and non-residential development shall be the sum of the residential and non-residential development fees as calculated according to the relevant fee schedules in (A) above. B. Linear Development: A proposed development of this type refers to land uses such as roads, trails, sewerage, and management of pipes, gas and water pipelines, electric, telephone, and other transmission or distribution lines which have the basic function of connecting two points, the rights-of-way thereof, and any accessory structures or uses directly associated therewith. Linear development shall not include residential, commercial, office, or industrial buildings,	
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improvements within a development such as utility lines or pipes, or internal circulation roads. 1. For a resource extraction permit application or permit renewal application, the fee shall be \$1,500.00 plus \$30.00 per acre to be mined within each permit period (Yearly). 2. For a change of use with no additional development or home occupations, the application fee will be \$200.00; and the application fee for mixed residential and non-residential development shall be the sum of the residential and non-residential development fees as calculated according to the relevant fee schedules listed in (A) above.	
Major Subdivisions	
Adverting	\$275 500
Re-Adverting	\$325 500
Revision Following Advertising	\$350 500
Preliminary Plat Application	\$1,500
Change to Future Land Use Map	\$800 \$1,000
Variance	\$750 \$1,000
Subdivision Agreement	\$1,500 \$2,000
Maps	
Xerographic Type Single Sheet Map Copy	\$5 per sheet
Computer Generated Retracement of Single Lot or Tract with Legal Description	\$25 \$50
Computer Generated Single Sheet Map or Plat <i>Each Additional Sheet</i>	\$50 \$25 \$30
Land Status Map	\$30 \$35
Comprehensive Plan on CD	\$25
Letter of Interpretation or Amended Letter of Interpretation:	
A. Application for any other Letter of Interpretation or Amended Letter of Interpretation.	\$200 \$225
B. Application fee for the review and processing of a request for a letter stating information that is available in a municipal land use ordinance or stating other information readily available to the public from a source other than the Bethel Planning Commission.	\$200 \$225
C. Application fee for an Amended Certificate of Filing. <i>If a request for an Amended Certificate of Filing is submitted more than five years following the issuance of the original Certificate of Filing, the fee shall be calculated as if a new application had been submitted.</i>	\$200 or 10% of orig. permit fee, whichever is >. Max \$3,000

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D. The fee for the review of any study or survey prior to the submission of a development application, including, but not limited to, any threatened or endangered species protocol, threatened or endangered species protocol results or a cultural resource survey, shall be one-third of the estimated application fee calculated in accordance with (a) through (b) above. Any fee submitted in accordance with this provision shall be deducted from the application fee due at the time of submission of the application for the proposed development for which the study or survey was prepared or conducted	
Tall Towers	
Advertising	\$275-500
Re-Advertising	\$375-500
Revision Following Advertising	\$350 500
Conditional Use Permit	\$750
Public Hearing	\$1,000
Change to Future Land Use Map	\$800
Special Use Permit	\$750
Variance	\$750
Code Enforcement	
Junk Vehicles Removed, per vehicle if liquids are not drained and batter is not removed	\$275
Junk Vehicles Removed, per vehicle if liquids are drained and batteries removed	\$75
Impound fee, first day	\$25
<i>Each additional day</i>	\$20
Removal of Non-Vehicles Junk /Honey Buckets 100% of cost of removal) *Disposal of items plus city manpower (wages), city vehicles usage (gas), court cost, attorney fees, only if property owners don't remove the debris from their property.	
Port and Harbor	
<i>Other fees are in accordance with the most recently adopted Tarrif Rates.</i>	
Small Boat Harbor Seasonal Moorage Per Foot LOA	\$12
Small Boat Harbor Use Permit	\$30
Small Boat Harbor Use Permit (for Vessel Moored more than four days in the small boat harbor)	\$60
Public Works	
Utility Permit Application Fee Annual Permit	\$130
Utility Permit Application Fee Temporary or Emergency use	\$50
Vehicle Disposal, per vehicle if battery and liquid are removed.	Free (2 per year) ≥3 \$200

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Vehicle disposal, per vehicle without fluids/and or battery removed	\$300
Refrigerators and Freezer	\$40

SECTION 3. Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

ENACTED THIS 26th DAY OF APRIL 2022, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.

ATTEST:

Mark Springer, Mayor

Lori Strickler, City Clerk

Planning Commission 2023 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair	P	P	P	P								
Lorin Bradbury, Vice Chair	P	T	T	P								
Alex Wasierski	P	E	P	P								
Shadi Rabi	P	P	P	T								
Stanley Hoffman Jr.	P	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Greg Morgan	U	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Haley Hanson	P	P	P	P								
Sundi Scott,	xx	xx	P	P								
Beth Hessler, Council Rep	P	P	P	E								

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair												
Lorin Bradbury, Co-Chair												
Alex Wasierski												
Shadi Rabi												
Haley Hanson												
Sundi Scott,												

Vacancy shall be declared by the body when a member:

Fails to attend 3 regular meetings without being excused by the body
 Fails to attend 3 special meetings without being excused by the body
 Fails to attend 65% of regular meetings
 Fails to attend 65% of special meetings.

P=Present
E=Excused
U=Unexcused
T= Tardy

Chair determines excused/unexcused during roll call. If a member disagrees with the the chair, a motion to overule the decision of the chair can be made.

xx: not yet appointed/left commission

2024 SITE PLAN PERMITS ISSUED

Number	improvments:	Date arrived in Planning	Approval Date	FILL	Lot	Block	Subdivision	Name of Applicant	Land Owner (if different from applicant)	Physical Address
24-01	construct a 20'x24' 1 bdrm single family dwelling	1/4/24	1/11/24	no	12	6	Kasayuli	Norman & Carrie Ayagalria		5912 Nacaulleq Street
24-02	construct a duplex/ two bedroom each unit	2/20/24	3/5/24	no	4		Hoffman	Mersin Pellumbi		115 Hoffman Road
24-03	construct smoke house/ fish drying rack	4/8/24	3/11/24	no	8	1	Ciulkulek	Walter & Rachelle Jim		1715 Pirsurvik Way
24-04	construct smoke house/ fish drying rack	4/8/24	3/11/24	no	6	1	Ciulkulek	Jeanette Swope		1711 Pisurvik Way
24-05	add to utility rm/ add fill/relocate & replace heating,water,sewer tanks	4/3/24	4/5/24	50 loads	34/35	2	Tundra Ridge	Ryan & Stephanie Butte		9342 Tundra Ridge
24-06										
24-07	demo house trailer connex/ add fill/ construct 3 duplex, 1 single family dwelling	4/17/24	4/18/24	100 loads	14	3	3230AB	Steve Sorg		540 6th Avenue
24-08	move house to property	4/6/2023	4/18/2023	no	14	3	3230AB	John Hastie		181 7th Avenue
24-09	move 2 story house to property	4/29/24	4/29/24	no	6	14	3230AB	Steven Chung		230 Tundra Street
24-10	add fill to property	4/29/24	4/29/24	834 cubic yds	13	1	Ptarmigan	Steven Chung		630 Ptarmigan Street
24-11										
24-12										
24-13										
24-14										
24-15										
24-16										
24-17										

2024 SITE PLAN PERMITS ISSUED

[illegible]

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[illegible]

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[illegible]

2024 SITE PLAN PERMITS ISSUED

Number	improvements:	Date arrived in Planning	Approval Date	FILL	Lot	Block	Subdivision	Name of Applicant	Land Owner (if different from applicant)	Physical Address

MEMORANDUM

Date: May 1, 2024

To: Bill Arnold, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's Report

April 2024 Events

- The issue where a house was moved without a site permit from Main Street to the vacant lot belonging to Swanson's former furniture store has been resolved. The owner of the house submitted all required documentation, and it has been approved.
- Planning processed seven (7) residential site permits and one (1) commercial site permit.
- Met with City Council and obtained approval for departmental budget for FY2025.
- Proposed for consideration, a revised fee schedule for Planning and Code Enforcement using the municipalities of Homer, Valdez, Seward, and Kenai for rough comparisons.
- Bethel Community Services has expressed some interest in obtaining the land owned by the International Pentecostal Holiness Church – Alaska that is located across from the Bethel Family Clinic. The abandoned buildings on the property

provide a haven for homeless people, drug users, and alcohol abusers, creating a nuisance factor for the neighborhood in general and the Bethel Family Clinic in particular.

- Virtually attended the presentation of Bethel's two (2) projects, Pinky's Park Trail, and the Donut Hole Road, to DOT's scoring committee. Subsequently, received notice of DOT & PF CTP & TAP notification of no-award of funding. In a follow-on debriefing, DOT provided more insight into the scoring criteria and offered some ways in which we might enhance our chances for funding in the next go-around.
- Participated in a management process on how to deal with the illegal honey bucket waste left near the Bethel Landfill site.
- Received and accepted an invitation to attend a Land & Climate Work Session to be held in Bethel April 30 – May 2, 2024.
- Assisted in the process of reviewing the City's current leases with a view toward bringing them up to date.
- Attended the Planning Commission's monthly meeting.