
City of Bethel, Alaska

Planning Commission

June 13, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

Due to the lack of quorum a regular meeting was not held on June 13, 2024

II. ROLL CALL:

The following members were present for roll call: Lorin Bradbury, Haley Hanson, and Shadi Rabi
Excused Absence: Kathy Hanson, Alex Wasierski, Sundi Scott, and Council Rep. Mary Beth Hessler

Also Present: Pauline Boratko, Recorder

APPROVED THIS _____ DAY OF _____, 2024

Lorin Bradbury, Vice- Chair

ATTEST: Pauline Boratko, Recorder

City of Bethel, Alaska

Planning Commission

May 9, 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 May 9, 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, Shadi Rabi, Sundi Scott, and Council Rep. Mary Beth Hessler. Excused Absences: Haley Hanson and Alex Wasierski
Also Present: Pauline Boratko, Recorder

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:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for April 11, 2024
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

VI. UNFINISHED BUSINESS:

A. Discussion on activity done without an approved site plan permit.

MOVED:	Shadi Rabi	Motion to implement permitting/planning fines moving forward per current Bethel Municipal Code the way it is written currently.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	3-yes; 1-no: motion passes	

B. Discussion on temporary vs permanent structures

MOVED:	Kathy Hanson	Motion to direct city planner to specify temporary and permanent structures and to rewrite the code.
SECONDED:	Beth Hessler	
VOTE ON MOTION	Unanimous	

C. Discussion of amount of fill required:

MOVED:	Kathy Hanson	Motion to direct city planner to direct more details to code with fill requirements.
SECONDED:	Beth Hessler	
VOTE ON MOTION	Unanimous	

VII. NEW BUSINESS:

A. Amending fee schedule for planning department.

VIII. PLANNER'S REPORT:

IX. COMMISSIONER'S COMMENTS:

K.Hanson- no comment
L. Bradbury- no comment
M. Hessler-no comment
S. Rabi-no comment
S. Scott- no comment

X. ADJOURNMENT:

MOVED:	Shadi Rabi	Motion to adjourn the meeting.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:025 pm

APPROVED THIS _____ DAY OF _____, 2024

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

MEMORANDUM

TO: LEE FOLEY, CITY PLANNER

FROM: LIBBY BAKALAR, CITY ATTORNEY *EMB*

SUBJECT: SITE PLAN PERMIT AND FILL IMPROVEMENTS

DATE: JUNE 4, 2024

CC: WILLIAM ARNOLD, ACTING CITY MANAGER

I. Question Presented

Under the Bethel Municipal Code (BMC), is a site plan permit required when property is simply being maintained/fixed/restored to its original condition by adding fill?

II. Short Answer

No. A site plan permit is not required when “adding” fill simply to restore the property to its original condition in order to maintain the property or repair damage.

III. Analysis

Per BMC 16.04.010, titles 15, 16, 17, and 18 of the BMC are intended to be read together in order to, among other things, promote logical growth in the City; encourage appropriate use of land; reduce congestion; enhance public safety; provide adequate air, light, and open space; preserve property values; prevent overcrowding and population congestion; facilitate water, sewage, and drainage; and assure development is consistent with public health and safety.

BMC 15.12 governs the issuance of site plan permits. Under BMC 15.12.020(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 been issued for the improvement or use.”

Relevant to this question, under BMC 15.12.020(B), for purposes of BMC 15.12, “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 non-temporary structure or change to the dimensions of a non-temporary structure that increases or decreases the ground footprint of the structure.

Significantly, under BMC 16.12.030, “improvement” means:

[A]ny construction incident to servicing or furnishing facilities for a subdivision such as grading, street surfacing, construction of driveway approaches, sidewalks, street signs, streetlights, water lines, sanitary sewers and treatment systems, storm sewers, culverts, bridges, utilities, waterways, lakes and other items; the construction of any building or permanent structure or any external addition to a structure that constitutes a betterment of real property. The relocation of a structure within a lot or the relocation of a structure to another lot, **the addition or relocation of fill** or native material, the addition of a floor or room that changes the exterior dimensions of the building and the change to or addition to the sewer or water system serving the building are improvements; painting, siding, reroofing or **other cosmetic changes are not considered to be improvements**. (Emphasis added).

Based on the foregoing, I do not believe that routine maintenance of potholes and ruts by re-filling them in order to restore property to its original condition requires a site plan permit, if the “additional” fill in fact does no more than that. Presumably, the original condition of the property was (or at least should have been) authorized through the appropriate permitting process, and a person should not need to get another permit to maintain it.

This interpretation is consistent with the purposes of Title 15 through 18 and helps conserve the City’s administrative resources by reducing extra paperwork where the law does not clearly require it.

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.

Section2 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

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 Public Hearing: April 26, 2022
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 Vote: 7-0

Public Records

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 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.*

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

Burial Permit	\$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 (first day) \$30 \$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

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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
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 (Alcohol or Cannabis - \$500)	\$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 \$150
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 \$150

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Site Plan, if submitted after work has begun but not complete. *Owner responsible for penalty if infill/moving of residents without approved permit. residence	\$300 \$400 \$500
Site Plan Residential Duplex *Owner responsible for penalty if developed without approved permit.	\$100 \$350 \$500
Site Plan Residential Triplex Site Plan, if submitted after work has begun but not complete. *Owner Responsible for fine if developments of a new residential triplex without Site Plan Application	\$200 \$400 \$300 \$500 \$1,000
Site Plan Infill Commercial Site Plan, if submitted after work has begun but not complete. *Developers Responsible for fine if Infill is done without Site Plan Application	\$100 \$200 \$300 \$500 \$1,000
Site Plan, Demolition of Building Either Residential or Commercial *Owner responsible for penalty if demolished without approved permit.	\$100 \$250 \$1,000
Site Plan Commercial Major (New Development or Existing Site Improvements) A. Site Plan Application Commercial: The application fee for a commercial, industrial, or other non-residential development, excluding churches and child educational projects, shall be \$1,000.00 for the first \$100,000.00 of the total construction costs, plus an additional fee of one half of one percent for that portion over \$100,000.00 of the total construction costs. Typical construction costs 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 will 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 \$1,000,000.00 or more, a qualified individual acceptable to the City of Bethel can make a sworn statement for fees calculated based on the percentage of construction costs. 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,	\$1,000

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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 application 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 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.	
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 <u>500</u>
Re-Advertising	\$375 <u>500</u>
Revision Following Advertising	\$350 <u>500</u>
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 <u>\$200</u>

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

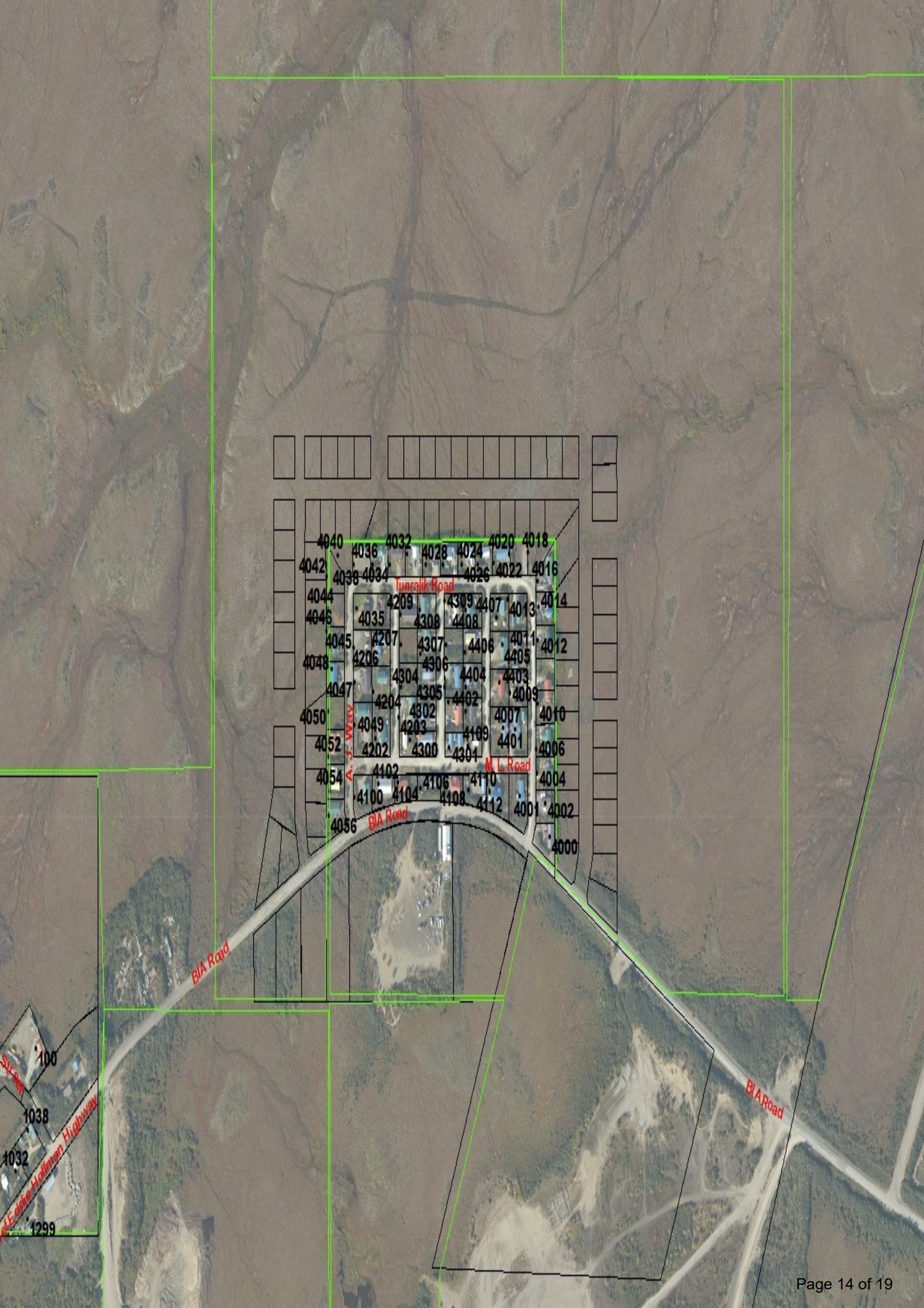
SECTION 3. Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

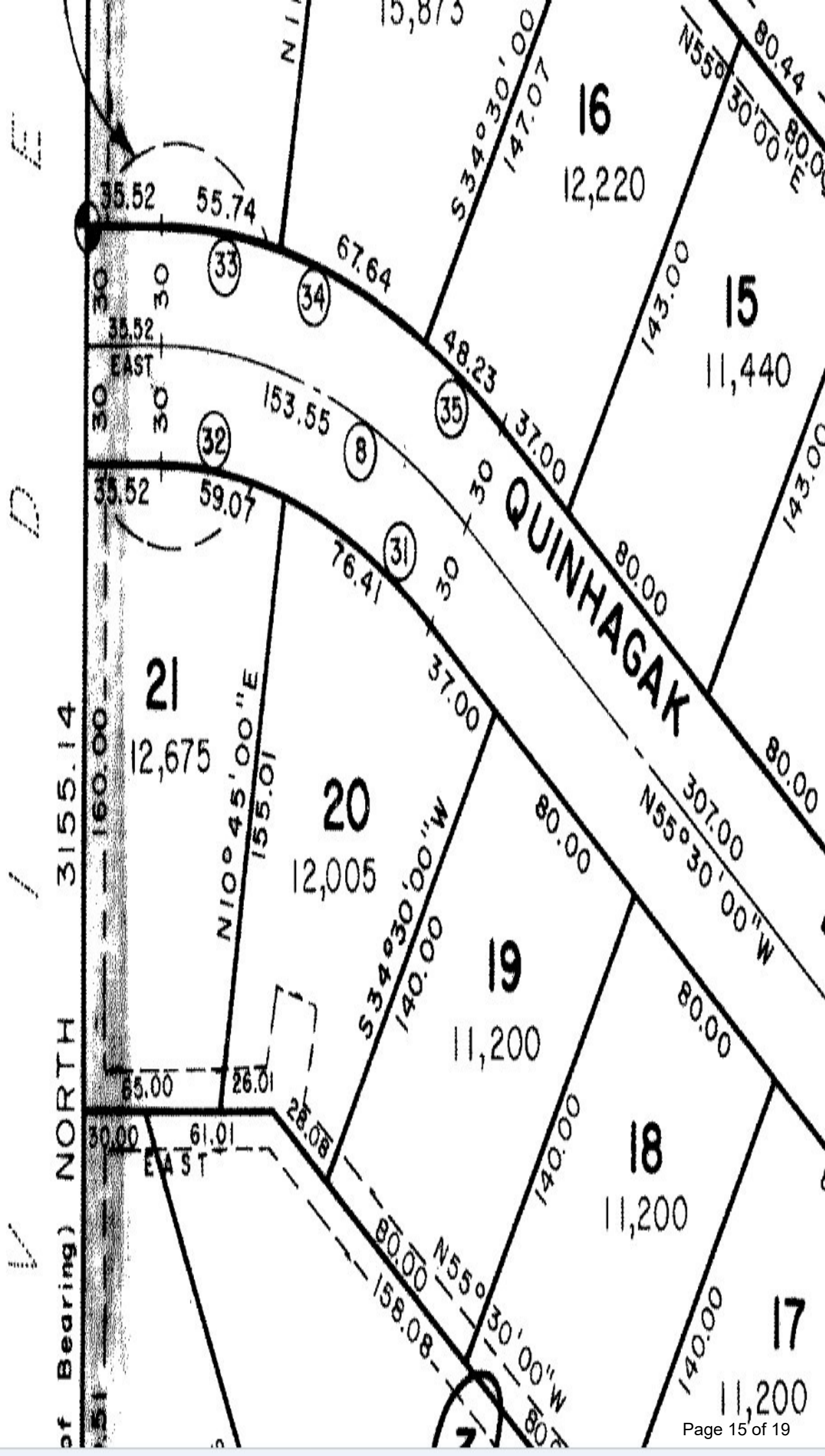
ENACTED THIS 26th DAY OF APRIL 2022, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.

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	P	E						
Lorin Bradbury, Vice Chair	P	T	T	P	P	P						
Alex Wasierski	P	E	P	P	E	E						
Shadi Rabi	P	P	P	T	P	P						
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	E	P						
Sundi Scott,	xx	xx	P	P	P	E						
Beth Hessler, Council Rep	P	P	P	E	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	Improvements:	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 Ayagalia		5912 Nacaulled Street
24-02	construct a duplex/ two bedroom each unit	2/20/24	3/5/24	no	4		Hoffman	Mersin Peilumbi		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 Pirsuvik Way
24-04	construct smoke house/ fish drying rack	4/8/24	3/11/24	no	6	1	Ciulkulek	Jeanette Swope		1711 Pirsuvik 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	US Survey 3230AB	Steve Sorg		540 6th Avenue
24-08	move house to property	4/6/2023	4/18/2023	no	14	3	US Survey 3230AB	John Hastie		181 7th Avenue
24-09	move 2 story house to property	4/29/24	4/29/24	no	6	14	US Survey 3230AB	Steven Chung		230 Tundra Street
24-10	add fill to property	4/29/24	4/29/24	834 cubic yds	13	1	Plamigan	Steven Chung		630 Plamigan Street
24-11	add fill and build garage	4/26/24	5/15/24	84 loads	1AC	12	3230 AB	Sean Glasheen		350 Alder Street
24-12	demo part of building add fill	5/9/24	5/15/24	84 loads	15&16	5	US Survey 3770	Assembly of God Church		80 6th Avenue
24-13	add fill for maintenance and expand pad	4/29/24	5/15/24	408	18A	5	US Survey 3230AB	Alex Wasierski		921 6th Avenue
24-14	fill for maintenance and repair	5/20/24	5/23/24	15 loads	23A	4	US Survey 3230AB	Francis Reich		942 7th Avenue
24-15	fill for maintenance and repair	5/16/23	5/23/24	20 loads	13A		H Marker	Patrick Essian		200 H Marker Lake Road
24-16	fill to expand pad	5/16/24	5/23/24	50 loads	13B		H Marker	Justin Essian		198 H Marker Lake Road
24-17	build 131 unit staff housing		5/24/24				US Survey 4000	YKHC		700 Chief Eddie Hoffman Hwy
24-18	add fill to create pad, construct 4 bedroom house	4/26/24	5/30/24	6	2		Blue Sky	Brent & Deanna Latham		Madilyn's Way
24-19	add fill to construct driveway	5/30/24	5/30/24	30 loads	2A		Chief Eddie Hoffman Hwy	Sandra Abdiu		Chief Eddie Hoffman Highway
24-20	add fill for maintenance and repair	5/30/24	5/30/24	5 loads	8A,B,C	10	Tundra Ridge	Dale Korthius		9217 Maqkalia
24-21	add fill for maintenance/demo building/add fencing	5/30/24	5/31/24	50 loads	2		Main Street	Wolverine Supply	The Northwest Company	103 Main Street
24-22	16'x24' addition to home/ construct entry way, and build steam bath house	6/4/24	6/10/24		23		Kasayuli	AMW Property Management	Staretta Lucas	5802 Tutangayak Street
24-23	demo sheds, add deck, add water storage space, fill	5/6/24	6/26/24	246 cubic yds	21	1	Tundra Ridge	Michael Isom	Michael Isom	9442 Ayakinar Drive
24-24	fill to create pad	4/29/24	7/2/24	170 loads	4A	4	US Survey 3230AB	AMW Property Management	David Humphrey	661 7th Avenue

MEMORANDUM

Date: July 1, 2024

To: Lori Strickler, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's Report

June 2024 Events

- **Property Issues/Public Nuisances:**

- 1. **New:**

- a. 325 Mission Lake Road – Ongoing effort to identify owner(s)
 - b. 621 Setter – Ongoing effort to identify owner(s)
 - c. 679 6th Street – Certified letter sent to owners
 - d. Long House Hotel – Anonymous phone call alleged illegal dumping of sewage. Met with General Manager Brandon West, inspected property, and determined there was no illegal evacuation going on

- 2. **Revisited**

- a. 211 3rd Avenue aka Watson's Corner – Corrective action ongoing in compliance with certified letter. Structure demolition and debris removal to be conducted by Dale Construction
 - b. IPHC-Alaska Subdivision – Certified Letter sent to head of United Pentecostal Holiness Church in Oklahoma City on June 30, 2024. Property still presents a biohazard due to human and animal feces on the ground
 - c. 1025A Ridgecrest Drive – Public Nuisance issues corrected
 - d. 17 Kwethluck – DA's office for action
 - e. 236 Akiak – Owner lives in Toksook Bay. Working with Planning telephonically. Given 2-week extension to correct issues due to residing remotely
 - f. 121 State Chief Eddie Hoffman Highway – Corrected
 - g. 110 & 330 Schwalde Street – Still trying to identify owners

- **Site Plan Permits:** Planning received and processed three (3) Residential Site Plan Permits

- **Planning Commission:** The monthly Planning Commission meeting was cancelled due to a lack of quorum.

- **Abandoned Vehicles:** Acting on a request from the Planning Department, Bethel PD had two (2) abandoned vehicles next to 380A 6th Street, and two (2) abandoned vehicles near the Small Boat Harbor, removed and disposed of in accordance with the provisions of Chapter 10.15 of the Bethel Municipal Code.

On Wednesday, June 26, 2024, Planning notified BPD of two (2) derelict and apparently abandoned vehicles at 380 1st Street and requested they be removed and disposed of in accordance with the applicable provisions of the BMC.

- **Vacancies:** There are no vacant positions in the Planning Department.
- **Large Projects:**
 1. **KYUK Tall Tower Project** – KYUK’s “Studio Tower” sustained damage due to icing and extreme winds. An inspection of the tower, foundation, and soil samples confirmed replacing the structure and foundation to improve structural integrity and stability was the most prudent course of action. The existing tower will be replaced with an updated self-support tower at the current site. DOWL took the lead for this project and worked in conjunction with KYUK and the Planning Department to determine what documentation was needed for a Special Use Permit to be approved. DOWL submitted a Completeness Review on September 19, 2023, that specified the requirements that KYUK had to fulfill to gain approval. It is anticipated that all of those requirements have been met, or will be met, by Monday, July 1, 2024. The current plan is to submit the entire package for inclusion on the Planning Commission’s agenda for the July 11 meeting for review and consideration.
 2. **Ptarmigan Street Encroachments** – Working with DOWL and DOT in an important infrastructure improvement project funded by federal dollars and the State of Alaska Department of Transportation and Public Facilities. Ptarmigan Street will be upgraded to improve user safety and address functional deficiencies within the roadway. Improvements to drainage, roadside hardware, pedestrian usage, lighting and signage are planned as our dust mitigation, utility relocations, and vegetation clearing and grubbing. Letters have been sent to ten (10) property owners who DOT has identified as presenting encroachment issues that could impede the project. To date, five (5) property owners have responded, all requesting clarification with respect to the DOT photos and maps that were enclosed with the certified letters. A tentative virtual meeting schedule with DOWL, DOT, and the City is planned for the week of July 8, 2024