



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, AUGUST 8, 2024, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

JOIN MEETING AT ZOOM.US:

[HTTPS://US06WEB.ZOOM.US/J/3350154000?PWD=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060](https://us06web.zoom.us/j/3350154000?pwd=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060)

MEETING ID: 335 015 4000

PASSCODE: 140569

US TOLL-FREE PHONE NUMBERS: 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

Ex Officio Memembers:

Pauline Boratko, Recorder

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. july 11, 2024 meeting minutes
- B. july 18, 2024 special meeting minutes

VI. UNFINISHED BUSINESS

- A. Follow up discussion and recommendation on proposed fee schedule.
- B. Follow up discussion and recommendation on Blue Sky land swap.
- C. Follow up discussion with City Lawyer on fill requiriements

VII. NEW BUSINESS

- A. Proposed change to commission meetings to every 3 months

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<8/2/24>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

Posted <<8/2/24>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

July 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 July 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, Sundi Scott, and Council Rep. Mary Beth Hessler. Shadi Rabi arrived at 637pm.

Unexcused Absence: Haley Hanson

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:	Mary Beth Hessler	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for May 9,2024
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

MOVED:	Lorin Bradbury	Motion to approve no meeting was held on June 13, 2024 due to the lack of quorum
SECONDED:	Sundi Scott	
VOTE ON MOTION	Unanimous	

VI. UNFINISHED BUSINESS:

A. Follow up discussion on fill required for site permit: Commission discussed the fill required for site permit.

B. Discussion and recommendation on proposed fee schedule: Commission discussed the fee schedule changes.

Chair of the meeting was turned over to Vice Chair at 7:14pm due to internet interruption.

VII. NEW BUSINESS:

A. Land Exchange for Bluesky Park: Commission discussed open space and land exchange for Bluesky Park.

-Kathy Hanson left meeting via zoom due to internet connectivity, quorum still maintained.

VIII. PLANNER'S REPORT:

IX. COMMISSIONER'S COMMENTS:

L. Bradbury- no comment

A. Wasierski- 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:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:54 pm

APPROVED THIS ____ DAY OF _____, 2024

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

City of Bethel, Alaska

Planning Commission

July 18, 2024

Special Meeting

Bethel, Alaska

I. CALL TO ORDER:

A special meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on July 18, 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, Alex Wasierski, Haley Hanson, and Sundi Scott. Shadi Rabi arrived at 6:32pm.

Excused Absences: Lorin Bradbury and Mary Beth Hessler

Also Present: Pauline Boratko, Recorder and Lee Foley, City Planner

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

IV. NEW BUSINESS: Bethel Broadcasting dba KYUK is seeking permitting with the City of Bethel to replace its existing self-support tower located at 640 Radio Street.

MOVED:	Haley Hanson	Motion to approve the special use permit to replace the existing self-support tower with the condition that the lot line adjustment plat get finished.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	5 yes: 0 no; unanimous	

V. COMMISSIONER'S COMMENTS:

A. Wasierski- no comment

S. Rabi-no comment

S. Scott- no comment

K. Hanson-no comment

H. Hanson- I want to apologize for not attending the last meeting.

X. ADJOURNMENT:

MOVED:	Shadi Rabi	Motion to adjourn the meeting.
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 6:36 pm

APPROVED THIS ____ DAY OF _____, 2024

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

DRAFT

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-\$35
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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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	
	\$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 <u>\$250</u>
Impound Fee	\$25 <u>\$30</u> (first day) \$20 <u>\$25</u> (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 \$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. *Contractor/owner responsible for penalty if infill/moving of residents without approved permit.	\$300 \$500
Site Plan, Residential Single Family New Construction	\$25 \$100
Site Plan, if submitted after work has begun but not complete. *Owner responsible for penalty if infill/moving of residences without approved permit.	\$300 \$500
Site Plan Residential Duplex *Owner responsible for penalty if developed without approved permit.	\$100 \$350 \$500
Site Plan Residential Triplex	\$200 \$400

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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	\$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, Small Accessory Buildings Owner responsible for penalty if built without Site Plan	\$50 \$75
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 shall be \$600.00 for the first \$100,000.00 of the total construction costs, plus an additional fee one half of one percent for the portion over \$100,000.00 of the total construction costs. Typical construction costs shall include all costs associated with the development for which the application is being submitted, including, but not limited to site improvement for which the application is being submitted, including, but not limited to, site improvement and building improvement costs including new or additional buildings, but shall include interior furnishings, atypical features, decorative materials or other similar features. For fees calculated based the percentage of construction costs, such costs shall be supported by the sworn statement of a licensed architect, licensed engineer or other qualified individual if an architect or engineer has not been retained for the project as the expected construction costs for projects over \$1,000,000.00. Institutional (Hospital, Educational and Governmental) will be assessed a flat fee of \$600.00 for the total cost of the construction. 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. Churches and child educational projects shall be charged a flat fee of \$1,500.00. Typical	\$1,000

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,

Introduced by: City Manager Williams
Introduction Date: April 12, 2022
Public Hearing: April 26, 2022
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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	\$50
<i>Each Additional Sheet</i>	\$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

Introduced by: City Manager Williams
 Introduction Date: April 12, 2022
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 Vote: 7-0

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
Each additional day	\$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

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

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

CITY OF BETHEL, ALASKA

ORDINANCE #24-XX

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 2.60, COMMITTEES, COMMISSIONS AND AD HOC COMMITTEES TO REDUCE THE NUMBER OF MEMBERS REQUIRED FOR A QUORUM UNDER SPECIAL CIRCUMSTANCES

- WHEREAS,** Bethel Municipal Code 2.60 creates seven committees and commissions that act as advisory bodies to the Council: the Planning Commission, the Port Commission, the Public Safety and Transportation Commission, the Community Action Grant Committee, the Finance Committee, the Community Parks and Recreation Committee, and the Public Works Committee;
- WHEREAS,** Bethel Municipal Code 2.60.060 Notice of Public Meetings, requires regular meetings of the committees and commissions to be scheduled once a month unless otherwise authorized by council;
- WHEREAS,** reducing the meeting schedule requirement to every other month will provide administration more time to work directly with the ex officio members to develop meaningful agendas and packets, this will result in public meetings with more developed action items for our committee/commission volunteers to discuss;
- WHEREAS,** a reduction in the meeting frequency will also relieve operational tasks during a time of significant staff shortages ensuring the operational tasks of the municipality are carried out while still supporting strong government through public engagement;
- WHEREAS,** the City hoped that through the reduction in regular scheduled meetings, and a focus on more developed agendas and packet materials, the City will attract more volunteer participation in our public meeting process;
- WHEREAS,** although each committee and commission will be required to have regular meetings every other month, at any point, a special meeting may be called in accordance with BMC;

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA,

Section 1. Classification. This ordinance is permanent in nature and shall be placed in the Bethel Municipal Code.

Section 2. Amendment. Bethel Municipal Code 2.60 is amended, old language is stricken, and new language is underlined.

2.60.060. Notice of public meetings.

A. Regular meetings shall be scheduled ~~once a month~~ every other month unless otherwise authorized by council. A regular meeting may be postponed or rescheduled to another date upon a vote of the majority of the members at a previous regular or special meeting.

B. Special meetings are called to transact business held outside the regular meeting schedule. Special meetings may be called at any date and time by the chair, or by three (3) voting members.

C. Meetings shall be held at City Hall, 300 Chief Eddie Hoffman Highway, whenever reasonably possible, and shall comply with BMC 2.04.070, in providing teleconference and written participation to all public meetings. Agendas constitute the meeting notice and shall contain, at a minimum, the date, place and time of the meeting, the name of the body, the names of the members of the body, people to be heard, and any item to be discussed by the body.

D. Public notice of meetings shall be prepared and posted in at least four (4) conspicuous public places within the city, including at the location of the meeting. Notice of a regular meeting shall be posted no later than five (5) days before the meeting. Notice of a special meeting shall be posted no later than three (3) days before the meeting, except the planning commission special meeting agenda shall be posted no later than five (5) days before the meeting.

E. The meetings of all bodies shall be open to the public in accordance with the Alaska Open Meetings Act, and shall permit teleconference and written participation in accordance with BMC 2.04.080.

F. Each committee, commission, and ad hoc committee shall follow Robert's Rules of Order Newly Revised; however, the rules of debate may be relaxed by the body to promote discussion.

Introduced by:
Introduction Date:
Public Hearing Date:
Action:

G. Committee, commission, and ad hoc committee reports and recommendations shall be decided by a quorum of the body at a public meeting.

H. Any committee, commission and ad hoc committee may appoint seated members of its body to a subcommittee. The number of members appointed to a subcommittee shall be three (3) or fewer, to avoid creating a quorum of the body. The subcommittee can make such investigation or exercise such authority as may be delegated to it by the advisory board. A subcommittee reports to the body from which it was appointed, and not to the council. No action of the subcommittee is official until approved by a majority vote of the advisory body.

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

ENACTED THIS _____ DAY OF _____ 2024, BY A VOTE OF _____ IN FAVOR AND _____ OPPOSED.

ATTEST:

Mark Springer, Mayor

Lori Strickler, City Clerk

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
24-25	construck boiler room	7/12/24	7/17/24		4	7	US Survey 3770	Lorin Bradbury		513 Mission Drive
24-26	constuct 4 bedroom single family dwelling	6/24/24	7/25/24		Tract D-5B Tract D-6C		Blueberry Sub	Peter Kaiser		650 Katie Hatley Lane
24-27	add fill to expand pad	7/3/24	7/31/24	150 cubic yds	4	2	Larson Sub	Darold Hoffman Jr.		4013 Sonny's Way
24-28	constuct 12'x12' attached utility room to exisitng house	7/31/24	8/1/24		37		Martina Oscar	Richard Pope		545 Akula Street
24-29	constuct a 8'x24' addition	7/23/24	8/2/24		9	2	Ptarmigan	Alexandria/Ryan Mortenson		134 Akakeek

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	P					
Lorin Bradbury, Vice Chair	P	T	T	P	P	P	P					
Alex Wasierski	P	E	P	P	E	E	P					
Shadi Rabi	P	P	P	T	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	E	P	U					
Sundi Scott,	xx	xx	P	P	P	E	P					
Beth Hessler, Council Rep	P	P	P	E	P	E	P					

Special Meetings

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

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

MEMORANDUM

Date: August 1, 2024
To: Lori Strickler, Acting City Manager
From: Lee Foley, Planning Director
Subject: Planning Director's Report

July 2024 Events

- **Property Issues/Public Nuisances:**
 - 1. **New:**
 - a. 325 Mission Lake Road – **No records of ownership**
 - b. 621 Setter – **House is vacant. Requested ownership data from Recorder's Office**
 - c. 679 6th Street – Certified letter sent to owners – **No response to date.**
 - 2. **Revisited**
 - a. 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. **BCS purchase offer pending.**
 - b. 17 Kwethluck – **DA's office for action**
 - c. 236 Akiak – **Owner engaged**
 - d. 110 Schwalde Street – Still trying to identify owners – **No record in Recorder's Office, Utility Billing, or Hauled Utilities.**
 - e. 330 Mission Lake Road – **Owner identified. Certified letter forthcoming**
- **Site Plan Permits:** Planning received eleven (11) Residential Site Plan Permits. Four (4) have been processed and seven (7) are on hold pending additional information.
- **Planning Commission:** During the regularly scheduled meeting on Thursday, July 11, 2024, Commission members considered Site Plan Permit Fill Improvements as set forth in the City Attorney's Memorandum to the Planning Director dated June 4, 2024 (attached). The consensus was that a simplified abbreviated form be created to be used in lieu of a Site Plan Permit. The Planning Office will work with the City Attorney to carry out this directive. The proposed changes to the City's Fee Schedule as they apply to Planning were reviewed with no action taken. This item will be on the Commission's August 8, 2024, agenda for a Yes/No vote. Members reviewed a proposal submitted by Senator Hoffman offering a land swap of unsurveyed land in Blue Skies Subdivision for two (2) lots owned by the City in City Subdivision. This offer to be reconsidered on August 8, 2024.
- **Abandoned Vehicles:** Abandoned and derelict vehicles continue to be an issue throughout the City. Planning is working with the recently hired Public Safety Director, the Public Works Director, and the City Attorney as we continue to address this matter.
- **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. **Those requirements were met by Monday, July 1, 2024, but contrasting legal interpretations of the BMC as it applies to Tall Towers prevented the project from being considered at the regular Planning Commission meeting on Thursday, July 11, 2024. Instead, on Thursday, July 18, 2024, with all legal issues resolved, the Planning Commission held a Special Meeting and approved KYUK’s Special Use Permit, conditional on proof of recording of the lot line adjustment previously submitted. Construction of the new tower is ongoing.**
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, six (6) property owners have responded, all requesting clarification with respect to the DOT photos and maps that were enclosed with the certified letters. One (1) property owner has inquired about compensation if forced to remove a vital structure. A meeting scheduled with DOWL, DOT, and the City is planned for Tuesday, August 6, 2024.**