



## MEMORANDUM

**DATE:** October 25, 2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Patty Buholm, Planning Director  
**SUBJECT:** October 2022 Monthly Report

### STAFF REPORT

#### **Planning Commission**

The last Planning Commission meeting was scheduled for October 27, 2022; however, it was cancelled. The Planning Commission continues to have one (1) vacant seat, Seat F (term ends December 2022). Active recruitment has been occurring by posting flyers has been posted in public places, City social media account, and the City Website. I have had communication with Dillingham City School District to create alternate ways to communicate and recruit interested students with the Student Government chosen leaders. The goal is to complete a presentation with their active and engaged students to inform them that they may submit letters of interest to serve on the Planning Commission. I will also review the complete process of becoming a Planning Commissioner, so they are aware of how the process of assigning Planning Commissioners. The next regular Planning Commission Meeting is November 9, 2022.

#### **Permitting**

##### **Land Use Permits:**

Two (2) pending LUP. Planning is working with each of the landowners.

##### **Harbor Lot Leases:**

Alaska Appraisal and Consulting has not completed the appraisal report of the Harbor Lot Lease parcels, but I am in communication with them. Their company did expect a slight delay due to circumstances outside of their control.

##### **Encroachment Permits:**

N/A

##### **Burial Registry/Burial Permits:**

1 Burial Registry has been issued

##### **Cemeteries:**

No new information at this time

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**Preliminary Plat Applications:**

None received

**Requests for Proposal (RFP/ITB)**

None

**Meetings/Trainings:**

- Attended weekly Department Head Meetings and have started the self-guided annual required training.
- Continued communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding infrastructure opportunities. The City Manager and I met with ANTHC representatives on 10/25/22 regarding the 2022 Community Block Grant, ANTHC's grant writer service, with intentions to update the City of Dillingham's Water/Wastewater and Landfill Master Plan.
- ANTHC has requested the Planning Department to complete the Alaska Community Housing Assessment. I have arranged to work with ANTHC's staff to complete this full assessment of all residential homes within Dillingham City Limits. This extensive project will assist with future projects, including water, wastewater, and assist with land ownership identification.
- The National Flood Insurance Program training scheduled for October 25–27, 2022 has been postponed until November 16-18, 2022.

**Projects:**

- Addresses throughout Dillingham are being corrected as found.
- City Property identification is an ongoing project with daily work.

**General Communications:**

- AECOM forwarded the 2022 Multi-Jurisdiction Hazard Mitigation Plan the State of Alaska for approval on 10/11/2022. Once approved by the State of Alaska, a copy will be forwarded to FEMA and we will be notified.
  - Once this onsite training/review for Flood plains within Dillingham occurs public outreach can begin for the permitting process and Floodplain education.
  - The Planning Department is continuing to evaluate Planning Code and in-house processes.
  - The City Map is being updated as items are discovered. A thanks to Gary Greenburg and his associate Mark O'Neil of Alaska Map Company, and Martins Onskulis and Arne Erickson of Appraisal Company of Alaska, and our in-house finance staff Ryan and Basil from the for their assistance.
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