



## MEMORANDUM

**DATE:** August 31, 2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Patty Buholm, Planning Director  
**SUBJECT:** August 2022 Monthly Report

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### STAFF REPORT

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#### **Planning Commission**

The last Planning Commission meeting was held on August 24, 2022 with a Planning Commission Workshop on August 25, 2022. The Planning Commission has 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. The next scheduled Planning Commission meeting is scheduled for Wednesday September 14, 2022.

#### **Permitting**

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

I have 5 pending.

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

Alaska Appraisal and Consulting Group that this is still working to complete the Harbor land appraisal report. This is a requirement per resolution of the Council to be completed every 3 years for Lease Lots.

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

None

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

3 forms have been issued in July and August.

The burial permits form and burial registry forms have been created and are posted on the City Website and available to the public. An entire new tab has been created on the Planning page that provides burial information and is available to the public.

##### **Cemeteries:**

Kelsa has created a list of local churches and cemeteries and uploaded it the Community Interest tab on the City website. This section is hyperlinked to the Burial Information tab for ease of accessing multiple department information within our website.

##### **Preliminary Plat Applications:**

None received

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

Currently working with the Public Works Foreman to ready the Aggregate RFP.

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## Meetings/Trainings

Attended weekly Department Head Meetings. Several meetings were conducted with the Mapping Company and the MARS program developers for address correction. I continue to communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding that surrounds the infrastructure. I have not received the findings report that was conducted by ANTHC in July but have requested an update on the report. I will forward the report upon receiving it.

## Projects:

- The Downtown Streets project has closed on July 15, 2022, I have requested the as-builts for this project as we are over a month post completion. A request for the as-builts from Nushagak Cooperatives on the Waste Heat Project has been sent and am waiting for a reply. A request for the certificate of completion has been requested along with all the Owner's Manual. The Planning Department has been working closely with the City Manager to complete a Resource Library/War Room in the 3<sup>rd</sup> floor conference room to consolidate information from multiple areas of the City into once location. This project is complete and as resources are located will be added

## General Communications:

- The Hazard Mitigation Plan is still be complied by AECOM Technical Services and Curyung Tribal Council. AECOM reports that a final draft is very close to being completed. This will be the first Multi-Jurisdictional Plan for Dillingham.
- R&M Consultants will be holding the second open house for the Dillingham Airport Master Plan, currently set for September 29 from 6-8pm via zoom platform, which I will be attending.
- I continue to update addresses throughout Dillingham. Some streets and access points have been identified as having same names, or no names which is being actively worked on to correct.
- I have been working with Kelsa and Clara with the Mayors Sale items. This includes work with CJ and Keli at the Harbor in finding the titles for the vessels located on the Bingman Property.
- The Resource Library/War Room located in the 3<sup>rd</sup> floor conference room is completed and has already proven to be extremely beneficial during meetings.
- The MOA between the City, BBNA, and the SeaShare program has been completed for the refrigerated shipping container to be located in the boat harbor, however there is no electrician in town to finish the final connection for the temporary power box, so it has not been moved or plugged in at this time. Several attempts to speak to Al Knittle, however he has not returned calls as his busiest time is the summer with village travel.
- I plan to attend the Safety Committee meeting on 8/31/22 and the August all staff training/meeting on September 2, 2022.
- I continue to assist with identifying City of Dillingham properties and easements while working in house on process and with other agencies/individuals.
- I'm taking online courses to build my knowledge of different Planners responsibilities as well as strengthen my construction knowledge.
- I have been working to update the Planning Department section of the website and updating the forms related to my department. Any suggestions are welcome as I'd hope for this page to be easy to navigate and full of useful information/forms.