

MEMORANDUM

TO: Dillingham Planning Commission
FROM: Comprehensive Plan Project Team
DATE: April 10, 2026
RE: April 15, 2026 Planning Commission Public Hearing on the 2036 Dillingham Comprehensive Plan

Over the course of the past few years, the Dillingham Planning Commission has played an active and sustained role in shaping the 2036 Dillingham Comprehensive Plan. Through work sessions, public meetings, and ongoing review of draft materials, the Commission has provided direction that has guided the plan to its current form. This memo describes how the **Public Hearing Draft** of the 2036 Dillingham Comprehensive Plan was drafted for your review and outlines the recommended process for the public hearing at the April 15, 2026 Dillingham Planning Commission meeting.

About the Public Hearing Draft

The Public Hearing Draft was developed from a culmination of various inputs received throughout the plan drafting period, which began in 2023. It includes consideration of 88 public comments from 18 individuals collected via email and survey during the 48-day comment period of the Public Review Draft (February 21 to March 31). Once the comment period closed, the project team took the following approach:

1. **Comments Reviewed and Categorized.** Each comment was evaluated and placed into one of the following categories for recommendation:
 - **No revision to the plan.** Includes positive feedback, general observations, or comments already addressed in the plan. Where the plan already addresses the comment, the Comment Tracker notes the relevant location.
 - **Revision warranted.** Includes technical corrections (e.g., spelling, factual errors) and substantive comments where the project team found clarification or an addition to be appropriate. Changes are documented in the Comment Tracker with a brief explanation.
2. **Revisions Made and Documented.** The project team made revisions to the plan and documented each response in the attached Comment Tracker. The revised plan is the Public Hearing Draft now before you.

Recommended Process for the April 15 Meeting

For plans with a large number of public comments, the Planning Commission often holds a separate work session to review the Comment Tracker and revisions before scheduling a public hearing. Given the manageable number of comments received on this plan and the limited number of substantial changes made from the Public Review Draft, the City's project manager recommends combining both steps at the April 15 meeting. The following process is suggested:

- Step 1. Review the Comment Tracker and Revisions.** The project team will walk the Planning Commission through public comments received on the Public Review Draft and discuss the corresponding revisions made to the Public Hearing Draft.

Step 2. Public Hearing. The Planning Commission Chair will open the public hearing on the draft as presented. Members of the public in attendance are invited to comment. After all testimony is received, the public hearing is closed.

Step 3. Planning Commission Amendments (if any). After the hearing is closed, the Planning Commission may make additional amendments in response to public testimony. If a Commissioner wishes to propose a change to the draft, they may do so through an amendment motion. An amendment form is attached to help guide this process. Amendments are made by motion one at a time, discussed by the Commission, and voted on. Technical revisions, such as misspellings or grammatical errors, do not require amendments.

We suggest two paths forward, depending on the outcome of Step 3:

- a) **If substantial amendments are proposed** that require significant revisions to the plan, it is recommended the Public Hearing be postponed to a future meeting. This allows the project team to prepare a clean, revised Public Hearing Draft.
- b) **If few or no amendments are proposed**, proceed to Step 4 at the same meeting.

Step 4. Vote on Recommendation to City Council. If the Planning Commission is satisfied with the draft at the close of the Public Hearing, a motion may be made to recommend adoption of the plan—either as presented or as amended—to the City Council. If the motion passes, the Planning Commission’s role in the adoption process is complete and the plan advances to the City Council.

Materials Included with This Memo

- Public Hearing Draft - The revised plan draft for Planning Commission review
- Comment Tracker - A full record of public comments received and the project team’s responses and recommended revisions
- Amendment Form - A template to guide the amendment motion process