



## MEMORANDUM

**DATE:** September 30, 2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Patty Buholm, Planning Director  
**SUBJECT:** September 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 Planning Commission Meeting is scheduled for October 12, 2022.

#### **Permitting**

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

Five (5) pending LUP. Planning is working with each of the landowners.

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

Alaska Appraisal and Consulting Group is still working to complete the Harbor land appraisal report. Three (3) additional reports for the land value in and around the boat harbor are expected.

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

2 Short-term encroachment permits were issued for connection to the Sewer Main.

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

1 Burial Registry has been issued

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##### **Cemeteries:**

A meeting with all local churches with cemeteries in Dillingham is being planned for October to review the process of the Burial Registry and Burial Permit.

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

None received

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

n/a

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**Meetings/Trainings:**

- Attended weekly Department Head Meetings. I have continued to communicate with Alaska Native Tribal Health Consortium (ANTHC) for future funding infrastructure opportunities.
- Meeting with the City Manager and Landowners on Squaw Creek Road was held regarding road conditions and hazardous tree/brush removal. I am actively working with 1 landowner located on Squaw Creek Road, BBNA Land Management and a Survey Company for an easement to be granted to the City. Other landowners have offered land easements or additional land for the road.

**Projects:**

- R&M Consultants held a second open house for the Dillingham Airport Updated Master Plan. A total of 21 residence attended virtually and in person.
- Addresses throughout Dillingham are still being corrected. Some streets and access points have been identified as having same names, or no names which is being actively worked on to correct.
- Two of the three signs for the Clean Harbor Survey that were donated to the City by the Marine Advisory Program, were installed with help from Tav Ammu, Marine Advisory Program fellow. The third sign will be posted in the Spring of 2023 when the Harbor is reopened.

**General Communications:**

- The Draft 2022 Multi-Jurisdiction Hazard Mitigation Plan is available for public comment and is posted on the City Website for review. AECOM Technical Services, Curyung Tribal Council, and Fire Administrator Scott Runzo, and a few community members have all been contributing factors to complete this draft. This will be the first Multi-Jurisdictional Plan for Dillingham.
  - The MOA between the City, BBNA, and the SeaShare program was completed in June for the refrigerated shipping container. A shipping container was obtained by BBNA and is located in the harbor, final placement and hook up to the temp power box needs to be completed.
  - Safety Committee meeting on 9/28/22 lead by Susan Stinnett, has proven to be very helpful in identifying needs and possible future development.
  - State of Alaska/FEMA contact, Harmony Curtis has tentatively scheduled a trip for 10/23/22 to Dillingham to assist with the Floodplain Program. Once this onsite training/review occurs public outreach will be completed for the permitting process and Floodplain education.
  - Online courses and attending various workshops continue to build my knowledge Planners responsibilities.
  - Wood River Road and Squaw Creek Road land corrections have been noted on the City map and are being updated to reflect correct Right-of-Ways and easements.
  - A survey conducted in August by Southwest Surveyors of city owned land discovered property lines were unknown and inadvertently built on or used as storage by others. The affected business/community members have been made aware and I am currently working to correct with each business/community member.
  - A temporary Revocable Use Permit issued on 8/14/13 by the BBNA Land Management and Bureau of Indian Affairs (BIA) to the City of Dillingham expired 8/14/2014. BBNA and BIA have been working with the Planning Department to finalize a 50-year Right-of-Way, which if approved, the City of Dillingham could receive the \$15,000.00 cash bond that was paid by the City of Dillingham in 2013 for the easement. BBNA has been working directly with the landowner of USS# 4974 and the Planning Department.
  - The Planning Department is continuing to evaluate Planning Code and in-house process'.
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