



## PLANNING COMMISSION

Wednesday, February 8, 2023 at 5:30 PM

### MINUTES

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.*

#### CALL TO ORDER

A regular meeting of the Planning Commission was held on February 8, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Planning Commissioner Kaleb Westfall called the meeting to order at 5:34p.m.

#### ROLL CALL

Planning Commission members present and establishing a quorum (a quorum being four): Kaleb Westfall, Susan Isaacs, Jennifer Evridge, Bert Luckhurst, Michael Bennett

Council members excused: Elizabeth Clark, Gregg Marxmiller

#### APPROVAL OF MINUTES

1. Approval of January 17, 2023 Meeting Minutes

MOTION: Michael Bennett moved, and Susan Isaacs seconded the motion to approve the January 17, 2023 council meeting minutes.

VOTING Yea: Kaleb Westfall, Susan Isaacs. Jennifer Evridge, Bert Luckhurst, Michael Bennett - Motion Carries

#### APPROVAL OF AGENDA

MOTION: Susan Isaacs moved, and Michael Bennett seconded the motion to approve the Regular Planning Commission Agenda.

VOTING Yea: Kaleb Westfall, Susan Isaacs. Jennifer Evridge, Bert Luckhurst, Michael Bennett - Motion Carries

#### COMMUNICATIONS

##### Communications to the planning commission

Nothing scheduled or requested.

##### Planner's report

2. January 2023 Planning Department Monthly Reports was provided, and a brief verbal description was provided.  
Pending Items to provide is the Green Star Landfill Report

Jennifer Evridge did ask if the GIS update and the Enhanced 9-1-1 are being updated as well as the mapping system. Jennifer also asked if a vendor had been identified for the Comprehensive Plan update.

- a. Patty stated that the current Comprehensive Plan is the 2010 version that is still being utilized. The previous Planning Director did attempt to have the plan updated with Agnew Beck in 2021, however when a resolution and bid document was presented to the City Council it failed due to the \$52,000.00 quote. Patty stated that she did not request any new quote or seek interested vendors as the goal of this inclusion on the report was to bring the issue back to the top of items the Planning Commission and the City Council should be aware of.
- b. Patty also stated the process of the Alaska Community Housing Assessment that she has partnered with ANTHC with also includes updating the City Map and identifying property owners which will also update the address that are included in the Enhanced 9-1-1 system addresses.

Susan Isaacs asked if pages 9, 10, and 11 of the packet were part of the Planning Department report.

Patty stated that is part of the report and it was included in the packet to inform all how the City of Dillingham can increase the Tier Rating Score with Alaska Native Tribal Health Consortium (ANTHC) so additional funding can be sought on behalf of the City of Dillingham where funding can be sought for projects that we already had plans developed for. Patty did state that was her interpretation of the projects and what was submitted on the CAPSIS list that was submitted by the previous Interim City Manager, Mark Lynch in late 2022.

Bert Luckhurst asked for clarification on the Nerka Road Improvements Widgeon Lane section and if that was also going to be completed to Willy E property.

Patty stated that Bristol Engineering Services Company does have an additional section that would run from the corner/top hill of Widgeon Lane over to Willy Einhellig's property has not gone through the public process for the City of Dillingham so will not be included on this section of the upgrades.

Michael Bennett asked if the Memorandum from Bristol Engineering Company Services that was in the packet was something that would be voted on.

Patty stated that it was only information to convey to the Planning Commission as she had already passed this information onto the City Council, and she has been communicating with them for the project.

Kaleb Westfall asked how the City is dealing with the CPI and if there was a timeline.

Patty stated that the Capital Improvements Projects should have been presented to the Planning Commission, however her neglect to bring it to the Planning Commission is why it has been rolled through the Acting City Manager as a resolution as it was too late to otherwise get the list through the public process. Patty did apologize for not presenting the CIP to the Planning Commission and not including them in the process but does want the CIP list to go through the public process and include the Planning Commission in this process.

Susan Isaacs did ask if the Certified Local Government (CGL) Program and if there is a plan for the required committee for Dillingham to be an active membership of the Historic Preservation CGL.

Patty did state that she was under the impression that this committee would fall back on the Planning Commission and that was the direction that Robert Mawson wanted to go forward with. Additional people will be required like an Architect to meet the required positions of the CGL set forth by the State of Alaska and the Alaska Historical Preservation Office.

**Citizen's comments on items not on the agenda**

No one was in the audience or on-line.

**PUBLIC HEARINGS**

Nothing Scheduled

**UNFINISHED BUSINESS****3. Postponed item from January 2023 Planning Commission Meeting; Officer Elections**

Kaleb Westfall referenced all Commissioners to page 20 of the Packet, which has recommended actions and how the Floor Nominations would work for the election process for the Planning Commission. Kaleb then ensured all Commissioners understood the process for election of officers and disclosed that both Elizabeth Clark and Gregg Marxmiller also submitted letters of interest for seats for the Planning Commission which he will nominate both of them for their requested seat.

Open Nominations for the Planning Commission Chair. Kaleb then nominated Gregg Marxmiller for the position using his email as confirmation for the nomination.

Michael Bennett nominated Kaleb Westfall for the Planning Commission Chair. Kaleb accepted the nomination.

No other nominations were received so the election was closed, and voting started.

Voting YAY for Gregg Marxmiller as the Planning Commission Chair: Susan Isaacs  
Voting NAY for Gregg Marxmiller as the Planning Commission Chair: Kaleb Westfall, Jennifer Evridge, Burt Luckhurst, Michael Bennett

Voting YAY for Kaleb Westfall as the Planning Commission Chair: Jennifer Evridge, Burt Luckhurst, Michael Bennett, Kaleb Westfall  
Voting NAY for Kaleb Westfall as the Planning Commission Chair: Susan Isaacs

Kaleb Westfall retains the Chair seat as voted on by the Planning Commission.

Open Nominations for the Planning Commission Deputy Chair. Kaleb then nominated Elizabeth Clark for the position using her email as confirmation for the nomination.

No other nominations were received so the election was closed, and voting started.  
Voting YAY for Elizabeth Clark as the Planning Commission Deputy Chair: Jennifer Evridge, Burt Luckhurst, Michael Bennett, Kaleb Westfall  
Voting NAY for Elizabeth Clark as the Planning Commission Deputy Chair: Susan Isaacs

Elizabeth Clark retains the Deputy Chair seat as voted on by the Planning Commission.

**NEW BUSINESS**

**COMMISSIONER COMMENTS**

Michael Bennett: Michael would like to revisit page 14 (land suggested for use for the Nerka Roadway improvements project) of the packet again as he does not want any contractor to use the land and leave a large mess for the city to fix after any land use donated by the City of Dillingham.

Jennifer Evridge: Wanted to thank staff for working on the ACHA and going door to door to complete the report as well as working to correct issues like addressing. For the Comprehensive Plan thinks a great idea to have a professional group take on the updating of the project.

Susan Isaacs: Thanked staff for the detailed reports.

Burt Luckhurst: Thanked staff for their hard work.

Michael made a motion: Have a future public workshop for the Capital Improvement Projects and include the community and get their input.

Burt Luckhurst seconded the motion.

VOTING Yea: Kaleb Westfall, Susan Isaacs. Jennifer Evridge, Bert Luckhurst, Michael Bennett  
- Motion Carries

Kaleb Westfall: Thanked Patty for her hard work. Kaleb stated he will ask the City Council for the Comprehensive Plan funding to complete the update. Also thanked the Planning Commission for their time and commitment.

**ADJOURNMENT**

Kaleb Westfall adjourned the Planning Commission meeting at 6:10pm, February 8, 2023.