



## MEMORANDUM

**DATE:** February 25, 2022  
**TO:** Mark Lynch, Interim City Manager  
**FROM:** Patty Buholm  
**SUBJECT:** February Monthly Report

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### STAFF REPORT

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**Staff Change Over** I started working as the Planning Director and Grants Manager on 2/14/2022. There appear to be many projects that were in the works when I started. A lot of my time has been orientation, as well as catching up with unfinished business or items that have been submitted after the last employee left this position. Although it will take some time to get up to speed on the projects that are currently in motion, I am working with Interim City Manager, Mark Lynch on the current state of the projects.

#### Planning Commission

The Planning Commission usually meets on the second Wednesday of the month, a meeting has not been conducted since November 2021. A tentative date of March 16, 2022 has been proposed to the Planning Commission as I needed the additional time to prepare for and conduct this meeting. I intend on conducting the meetings monthly on the second Wednesday of each month after this initial delayed meeting.

#### Permitting

- Land Use Permits: One (1) land use permit was denied due to lack of information on the application and lack of payment for the processing fee of \$25.00
- Eagle Point Subdivision: I have been working to complete the City's process of this Subdivision. Most the items were completed, however it does have a few last items needed prior to submitting to the Planning Commission for approval.
- Land Leases: Land Leases for the Harbor are being researched and a newer updated process will need to be implemented. This is currently being researched and have worked extensively with the City Manager.

#### Meetings

- I have met with the POLARIS Group whose main focus is on Erosion Control, and Food Sustainability within the City of Dillingham. At this time, nothing is required or requested from the City but will keep in contact for these two items.

#### Projects:

- The Aerated Lagoon Facility Improvements Project is something that I have been working very closely with the Engineers and the City Manager to put out for bid.