



MEMORANDUM

DATE: August 1, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: August 2022 Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was held on June 8, 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 August 24, 2022 and a Planning Commission Workshop is scheduled for August 25, 2022.

Permitting

Land Use Permits:

I have processed five (7) Land Use Permits, with 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: Receive and processed one (1) Short Term Encroachment Permits. A new easement will have to be approved through the Easement process as it was needed to continue with the supplemental heat project that Nushagak Cooperatives was on-going through the summer (Dillingham Municipal Code 5.30.100)

Burial Registry/Burial Permits: The burial permits form and burial registry forms have been created and are posted on the City Website and available to the public.

Cemeteries: The Planning Department is still in the process of finding the Deed to the City Cemetery lands that were gift deeded by ANCSA 14 (c.) land transfers to Municipalities. I have had close communication with Choggiung Limited, LLC. Land Manager during this process.

Preliminary Plat Applications: None received

Requests for Proposal (RFP/ITB)

The Aerated Lagoon Facility Improvements Project (RFP 2022- 02) closed on 4/28/2022, with no bids submitted. No other movement on this RFP due to questions of purchase power and actual supplies/material needed. This grant funding will close on 8/23/22.

Meetings/Trainings

Attended weekly Department Head Meetings and the July All staff training/meeting. I attended the weekly meetings for the Downtown Streets Project through July 15th. Several meetings were conducted with the Mapping Company and the MARS program developers for address correction process and the E-911 (Enhanced 911 software) concerns. I meet with Alaska Native Tribal Health Consortium (ANTHC) during their visit to Dillingham to assess our infrastructures and how they could assist the City of Dillingham with water/wastewater, sewer lagoon, and the landfill grants and future funding. ANTHC will be completing a report based off their findings and have agreed to assist where they can. ANTHC does have grant writers, project engineers, and project managers that if the City is approved for funding any projects can assist with the entire project scope.

Projects:

The Downtown Streets project has closed on July 15, 2022. A final project walk-through occurred on 7/29/2022 with no outstanding issues. The as-builts will be forwarded to the City of Dillingham within a months' time so the impacted change of infrastructure can be updated. Four (4) staff from the City of Dillingham, two (2) from the General Contractor JJC Enterprises, and Five (5) from the State of Alaska.

The Playground Equipment that was donated by Bristol Bay Native Association (BBNA) Head Start Program is set to be completely installed by the first part of August. The Planning Department has been assisting with coordination of permitting, trash pickup, and other items as needed. The Planning Department will participate Beaver Round Up Summertime Celebration with a table of informational flyers and open positions within the City of Dillingham and this is also the time of the opening for the new donated playground equipment located in the downtown park area next to the soccer field and basketball court.

General Communications:

- I have been working with AECOM Technical Services and Curyung Tribal Council to update the Hazard Mitigation Plan that is required by FEMA. This will be the first Multi-Jurisdictional Plan for Dillingham.
- I have been updating addresses throughout Dillingham. These updates include correction of address, requesting private roads be named that have 3 or more residential homes, identifying homes without addresses, and access to these homes. The addressing updates are being completed in coordination with the Enhanced 911 system that is scheduled to launch in Dillingham this fall.
- Some streets and access points have been identified as having same names, or no names which is being actively worked on to correct.
- A general informational flyer was hand delivered to most local business on June 28, 2022, which consists of an introductory letter of myself and the importance of applying for a Land Use Permit (Dillingham Municipal Code 18.08.010).
- This same general informational flyer along with Address Posting was included in the Property Tax Invoices that Finance mailed out in the beginning of July (Dillingham Municipal Code 17.30.050).

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- The Planning Department has been working closely with the City Manager to complete a Resource Library/War Room in the 3rd floor conference room to consolidate information from multiple areas of the City into one location. This library is scheduled to be completed the second week in August however is available for use.
 - The Harbor Improvement meeting with Acting Harbor Master CJ Roque was extremely informative and the planning for use of Harbor land. A broad plan was created to improve parking, food trucks logistics, and general land use while respecting the Harbor's intent to service the needs of the fishing community.
 - A few contractors are calling and asking about the permitting process in preparation of the Nerka Road Improvement project, however no new information about this project currently.
 - The Planning Department did have a Temporary Worker, Megan Green, for the Summer with the main goal of completing the Resource Library/War Room. Megan has been extremely helpful in gathering documents from all departments for this library. Megan's last day will be on August 5, 2022 but has agreed to remain on as a call-in temporary worker for special projects. She has done an outstanding job of labeling and cataloging the available resources and information that is on-site. Thank you for all the detailed work!
 - The Planning Department did assist with the Youth Group of keeping an active list of needed projects to be completed as well as covering/assisting the Adult Lead.
 - The Planning Department assisted with the Book Sale that occurred at the Territorial Building.
 - I have had several communications with Nushagak Cooperative for on-going projects. I have been unable to secure a certified electrician to complete the overhead power to the buried transforms around the dock area. This is a need so the power poles can be removed to increase the ground area for the Dock workers.
 - An updated MOA was signed with the City of Dillingham, BBNA Food Bank, and SeaShare for land use at the Boat Harbor for the refrigerated shipping container on 6/15/22. The electrical panel that was knocked over in the winter is still not operational as we do not have access to an electrician.
 - The Army Corp of Engineers did come to Dillingham and inspect the Bulkhead near the Dock. No major deficiencies were noted and a report is forthcoming.
 - The Beach Bacteria Testing that was completed by Alaska Water Laboratories LLC has concluded for the 2022 year but will resume again in the spring of 2023.
 - July was an extremely busy month with multiple items occurring simultaneously. It would be greatly beneficial to the Planning Department to hire temporary help again next summer as some items would have not been completed without Megan's help.
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