



# Planning Commission Meeting Agenda

Regular Meeting Thursday, August 14, 2014 – 6:30PM  
City Hall Council Chambers 300 Chief Eddie Hoffman Highway

## MEMBERS

John Guinn  
Chair  
Term Expires  
12/2015

Joy Shantz  
Vice-Chair  
Term Expires  
12/2015

Heather Pike  
Council Rep.  
Term Expires  
10/2015

Vacant

Abe Palacios  
Committee Member  
Term Expires  
12/2015

Cliff Linderoth  
Committee Member  
Term Expires  
12/2014

VACANT  
Committee Member  
Term Expires

Rachael Pitts  
Ex-Officio Member

Betsy Jumper  
Recorder

## AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (15 Minute Limit)
- IV. APPROVAL OF MINUTES OF THE JUNE 12, 2014 MEETING
- V. APPROVAL OF AGENDA
- VI. UNFINISHED BUSINESS
  - A. Public Hearing: Final Plat of Pinky's Park Subdivision, Tract 1, containing 31.45 acres. Property of the City of Bethel. The address is 326 Akiachak Avenue. The purpose is the addition of ten acres to Pinky's Park.
  - B. Public Hearing: Final Plat of the proposed Snow Ridge Subdivision. The location is the Heirs of Nicholas A. Charles property, located at Tundra Ridge Road. The purpose is to create a residential subdivision.
- VII. NEW BUSINESS
  - A. Public Hearing: Preliminary Plat of the proposed AVCP Family Services Subdivision. The address is 900 First Avenue. The purpose is to vacate a property line and dedicate utility easements.
- VIII. DIRECTOR'S REPORT
- IX. COMMISSIONER'S COMMENTS
- X. ADJOURNMENT

Posted: August 8, 2014, at Alaska Commercial Company Store (AC), City Hall, Corina's Caselot Groceries, and the Post Office

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**>>>>DRAFT<<<<**  
**City of Bethel, Alaska**  
**Planning Commission**

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Regular Meeting

Bethel, Alaska

**I. CALL TO ORDER**

A regular meeting of the Planning Commission was held on June 12, 2014 at 6:30 pm in the City of Bethel Council Chambers room, in Bethel, Alaska.

Chair, John Guinn called the meeting to order at 6:30 pm.

**II. ROLL CALL**

Compromising a quorum of the Committee, the following members were present for roll call: John Guinn, Joy Shantz, Heather Pike, Cliff Linderoth, and Abe (Bubba) Palacios.

Ex-Officio members present were the following: Rachael Pitts, Planning Director and recorder.

**III. PEOPLE TO BE HEARD: None.**

**IV. APPROVAL OF AGENDA**

**MOTION TO APPROVE THE AGENDA OF JUNE 12, 2014**

<b>MOVED:</b>	Joy Shantz	To approve the agenda, with the removal of agenda items Pinky's Park Plat and wind turbine ordinance.
<b>SECONDED:</b>	Abe Palacios	
<b>VOTE ON MOTION</b>	All in favor 5 motion passes and 0 opposed.	

**V. APPROVAL OF MINUTES**

**MOTION TO APPROVE THE MINUTES OF MARCH 13, 2014**

<b>MOVED:</b>	Abe Palacios	To approve the minutes of the March 13, 2014 meeting.
<b>SECONDED:</b>	Heather Pike	
<b>VOTE ON MOTION</b>	All in favor 5 motion passes and 0 opposed.	

**VI. MOTION TO APPROVE THE MINUTES OF THE JUNE 2, 2014 SPECIAL MEETING**

<b>MOVED:</b>	Joy Shantz	To approve the minutes of the June 2, 2014 special meeting.
<b>SECONDED:</b>	Abe Palacios	
<b>VOTE ON MOTION</b>	All in favor 5 motion passes and 0 opposed.	

**VII. UNFINISHED BUSINESS**

**A. PUBLIC HEARING: A final plat of a portion of US Survey 3790, Block 6, LOT 15,** located in the right-of-way of East Avenue, ten feet in width and 97.85 feet in length, a total of 978.5 square feet. Property of Sharon J. Strauss and Samuel Strauss. The address is 206/208 East Avenue. The purpose is a right-of-way dedication.

<b>MOVED:</b>	Abe Palacios	To approve the final plat of a portion of USS 3790, block 6, lot 15.
<b>SECONDED:</b>	Joy Shantz	
<b>VOTE ON MOTION</b> All in favor 5 motion passes and 0 opposed		

**B.PUBLIC HEARING: A final plat of a 60 foot utility and public access easement and miscellaneous sewer and utility easements.** The location is City of Bethel property adjacent to the City of Bethel Recreational Center subdivision. The purpose is to create a utility access.

<b>MOVED:</b>	Joy Shantz	To approve the final plat of a 60 foot utility and public access easement and miscellaneous sewer and utility easements.
<b>SECONDED:</b>	Abe Palacios	
<b>VOTE ON MOTION</b> All in favor 5 motion passes and 0 opposed.		

**VIII. NEW BUSINESS**

**A PUBLIC HEARING: Preliminary Plat of the proposed Snowridge Subdivision.** The location is the Heirs of Nicholas A. Charles property, located at Tundra Ridge Road. The purpose is to create a residential subdivision.

<b>MOVED:</b>	Joy Shantz	To approve the preliminary plat of the proposed Snowridge Subdivision.
<b>SECONDED:</b>	Heather Pike	
<b>VOTE ON MOTION</b> All in favor 5 motion passes and 0 opposed		

**IX. DIRECTORS REPORT:** Rachael discussed risk mapping.

**X. COMMITTEE MEMBER COMMENTS:** **Cliff:** any action being taken on traffic at the the new Swansons? **Bubba:** requested to see the Phillips Alcohol Treatment Center's drawings. **Joy:** Ridgecrest traffic issues.

**XI. ADJOURNMENT**

<b>MOVED:</b>	Joy Shantz	Motion to adjourn the meeting.
<b>SECONDED:</b>	Abe Palacios	
<b>VOTE ON MOTION</b>	All in favor 5 motion passes and 0 opposed	

Next meeting on July 10, 2014

\_\_\_\_\_, John Guinn, Chairman  
\_\_\_\_\_, Betsy Jumper, Recorder



**City of Bethel**  
**Planning Department**  
**Staff Report for Preliminary Plat, January 27, 2014**

Planning Commission Hearing Date:	February 13, 2014
Request:	Preliminary Plat
Property Owner:	City of Bethel
Applicant / Representative:	Planning Department
Recommendation:	Approval

Description	Work Order No. 13083_2
Action	Pinky's Park Subdivision Tract 1
Size of Existing Lot	Increase the area of Pinky's Park
Size of Proposed Lot	21.43 acres
Zoning	31.43 acres
Floodplain Status	Open Space, Public Lands and Institutions, and Preservation
Potential for Development	Partially located in Flood Zone AE
Previous Plats	Development of more park amenities for the City of Bethel
	74 577, 83-39

**BACKGROUND AND ISSUES**

The surveying and platting of these properties and their consolidation were requested by the Parks and Recreation Department of the City of Bethel. The City of Bethel owns the properties. The resulting parcel will be used for further development of the existing park, and there are no impacts on adjacent neighborhoods anticipated by these platting actions.

The five-acre area on the north side that is to be added was turned over to the City by the State of Alaska in 1984 (Document No. 1984-000233-0). The original native allotment number was F032013, and it is shown as Lot 1B on Plat 83-39 of Bethel Recording District. On another Patent it is referred to as a former trade and manufacturing site. On Plat 74-577 it is denoted as part of a BLM lot split.

The five acres to be added on the west side were approved by City Council Resolution 13-03, Designation of Five Acres of Land to Pinky's Park for Outdoor Recreation.

The Planning Department recommends approval of the preliminary plat.

**Writer**

REP

1/27/2014

**Attachments**

Previous Plats

City Council Resolution 13-03





**City of Bethel**  
**Planning Department**  
**Staff Report for Preliminary Plat, March 25, 2014**

Planning Commission Hearing Date: April 10, 2014  
Request: Preliminary Plat  
Property Owner: The Heirs of Nicholas A. Charles  
Applicant / Representative: John Copenhaver, McClintock Land Associates, Inc.  
Recommendation: Approval.

Description	Drawing: PL10-246
Action	Snow Ridge Subdivision
Size of Existing Parcel	Create 11 residential lots, and Tract B1
Size of Proposed Lots	150 acres
Zoning	Tract B =6.52 acres, Block 1 with 11 lots that vary in size
Floodplain Status	Residential
Potential for Development	N/A
Previous Plats	Residential Development
	None

**BACKGROUND AND ISSUES**

According to Planning Department records, the preliminary plat for the Snowridge Subdivision was first submitted in 2005. The changes to the plat requested at that time were required to be cleared by the Bureau of Indian Affairs before the plat could be changed. In subsequent years the delays at BIA, and the changes to the Bethel Municipal Code have prevented the submittal and approval of the plat in a timely manner.

The property was zoned Residential in 2013. The Charles family is proposing a large lot subdivision on the north side of the Un-Named Lake that covers 10.43 acres of their land (Tract F). The subdivision will be on the north shore of this lake, and the plat includes a loop road that surrounds Tract B, and provides access to Tract B1. This loop road satisfies the requirement in the Bethel Municipal Code for traffic circulation.

Proposed Block 1 is located on the west side of Bethel, outside of the areas FEMA identifies as floodplain. There are some wetland areas that are exempt from the General Permit for the Discharge of Dredged and/or Fill Material into Wetlands at Bethel. The area containing the eleven residential lots has sufficient elevation to permit fill. The plat indicates that fill will not be permitted within 25 feet of the edge of the UnNamed Lake, per the requirements in Residential zoning districts.

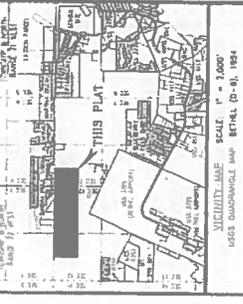
The road that passes through the Charles property is an important part of city traffic circulation. It was part of the Interim Conveyance by the Kuskokwim Corporation, in the Kuskokwim Recording District, in 1983 (Book 17, Page 99). The extension from the Ptarmigan corridor includes two road segments (16 and 16a, C4) that extend to the BIA Road, and a one acre site easement that allows parking, temporary camping, and loading and unloading. The southern extension to BIA Road has been closed by allotment holders, and alternative traffic circulation corridors are being sought by the city. The BIA assures us at this time that they are continuing to work for access across closed property in order to improve traffic circulation.

All drainage is the responsibility of the property owners. Sufficient ponds, channels, and culverts are required to be installed as part of the development so that the burden of solving drainage problems does not fall on city staff and funding. A review of drainage solutions will be done when Site Plan Permit requests are submitted to the Planning Department.

These stipulations were included with the Residential zoning that was approved in 2013:

1. Site Plan Permits must be obtained from the Bethel Planning Department for fill, and construction.
2. The platting, permitting, and construction processes must conform to the City of Bethel Municipal Code, and any and all requirements of the State Fire Marshall must be met.
3. At the time piped water and sewer services are provided to the area, property owners are required to hook up to these services. Until that time properties must provide sufficient clearance for water and wastewater trucks to access the residences.
4. The subdivision must provide dedicated areas for location of neighborhood dumpsters.
5. The Planning Department will assign street numbers to individual properties, and these must be visible from the street.
6. No fill is permitted in preservation areas, to include private property.

Staff recommends approval of the preliminary plat.



**CERTIFICATE OF OWNERSHIP AND RECORDATION**  
 STATE OF ALASKA  
 COUNTY OF BEAVER  
 DISTRICT OF BETHEL  
 SECTION 17, TOWNSHIP 8 NORTH, RANGE 72 WEST  
 SUBDIVISION OF SNOW RIDGE SUBDIVISION

**SECTION 17, TOWNSHIP 8 NORTH, RANGE 72 WEST**  
**SNOW RIDGE SUBDIVISION**  
 JUL 02 2014  
 SURVEY CONTROL SHEET

**SNOW RIDGE SUBDIVISION**  
 BEAVER RECORDING DISTRICT (B R D)  
 RECORDING NO. 13207

DATE	FILE NO.	BOOK	PAGE
1978	13207	1	1

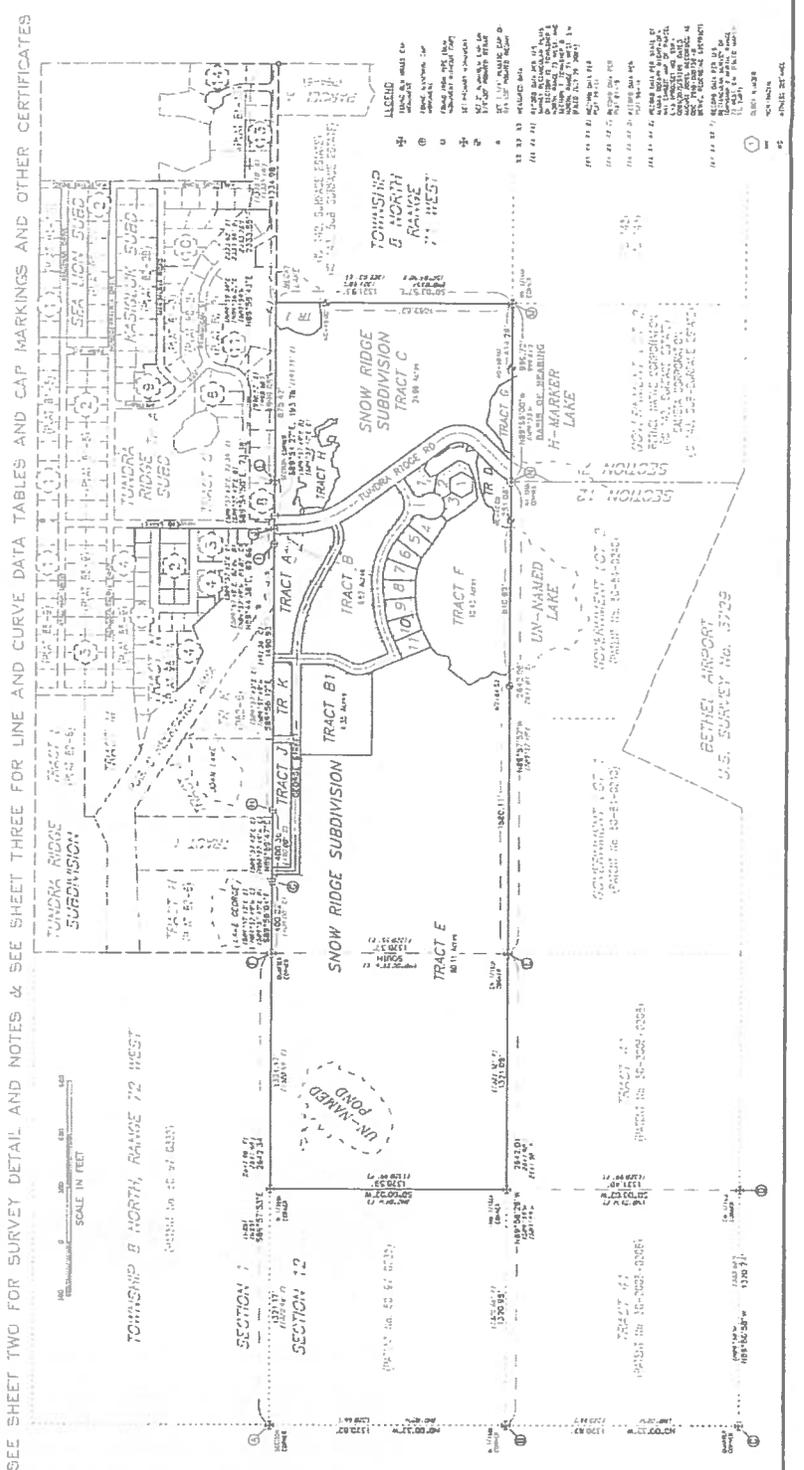
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**SECTION 17, TOWNSHIP 8 NORTH, RANGE 72 WEST**  
**SNOW RIDGE SUBDIVISION**



SEE SHEET TWO FOR SURVEY DETAIL AND NOTES & SEE SHEET THREE FOR LINE AND CURVE DATA TABLES AND CAP MARKINGS AND OTHER CERTIFICATES



**City of Bethel**  
**Planning Department**  
**Staff Report for Preliminary Plat, July 14, 2014**

Planning Commission Hearing Date:	August 14, 2014
Request:	Preliminary Plat
Property Owner:	Association of Village Council Presidents
Applicant / Representative:	McClintock Land Associates
Recommendation:	Approval

	Drawing Number PL14-145
Description	AVCP Family Services Center Subdivision
Action	Vacation of Property Line and Dedication of Easements
Size of Existing Lot	2.49 acres
Size of Proposed Lot	2.49 acres
Zoning	General Use
Floodplain Status	Flood Zone AE
Potential for Development	Undeveloped
Previous Plats / Surveys	US Survey 3230, US Survey 1002

**BACKGROUND AND ISSUES**

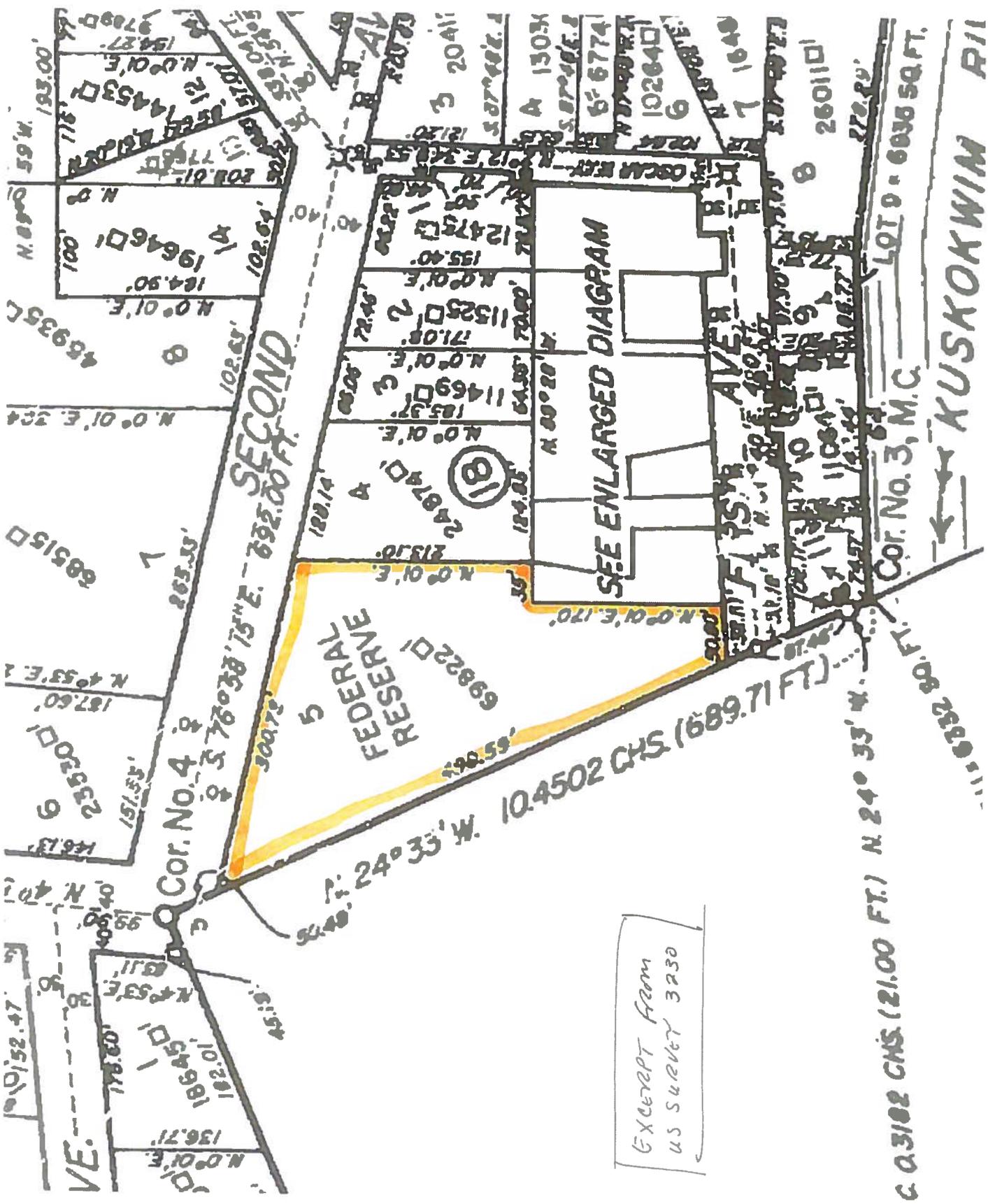
The platting of this property was requested by AVCP. The plat shows the vacation of a lot line in the middle of the property, and the addition of utility easements required by the BMC Section 17.24.210. The proposed vacation is the boundary between the US Surveys 3230 and 1002. The proposed land use will be office space which is compatible with General Use zoning. Because the site is located in the floodplain, any development must meet the requirements of the federal floodplain program.

The Planning Department recommends approval of the preliminary plat.

**Writer**

REP

7/14/2014



EXCEPT FROM  
U.S. SURVEY 3230

C. 0.3102 CHS. (21.00 FT.) N. 24° 33' W. 10.4502 CHS. (689.71 FT.)  
 COR. NO. 3, M.C. LOT 9 - 6036 SQ. FT. 270.00'

KUSKOKWIM R.I.

11332

# PLAT

OF  
 U. S. SURVEY NO. 1002  
 OF THE  
 TRADING SITE  
 UNDER ACT OF MAY 14, 1908  
 AS AMENDED BY ACT OF MARCH 3, 1909  
 OF

*Joaquin, Twitchell and Fowler*

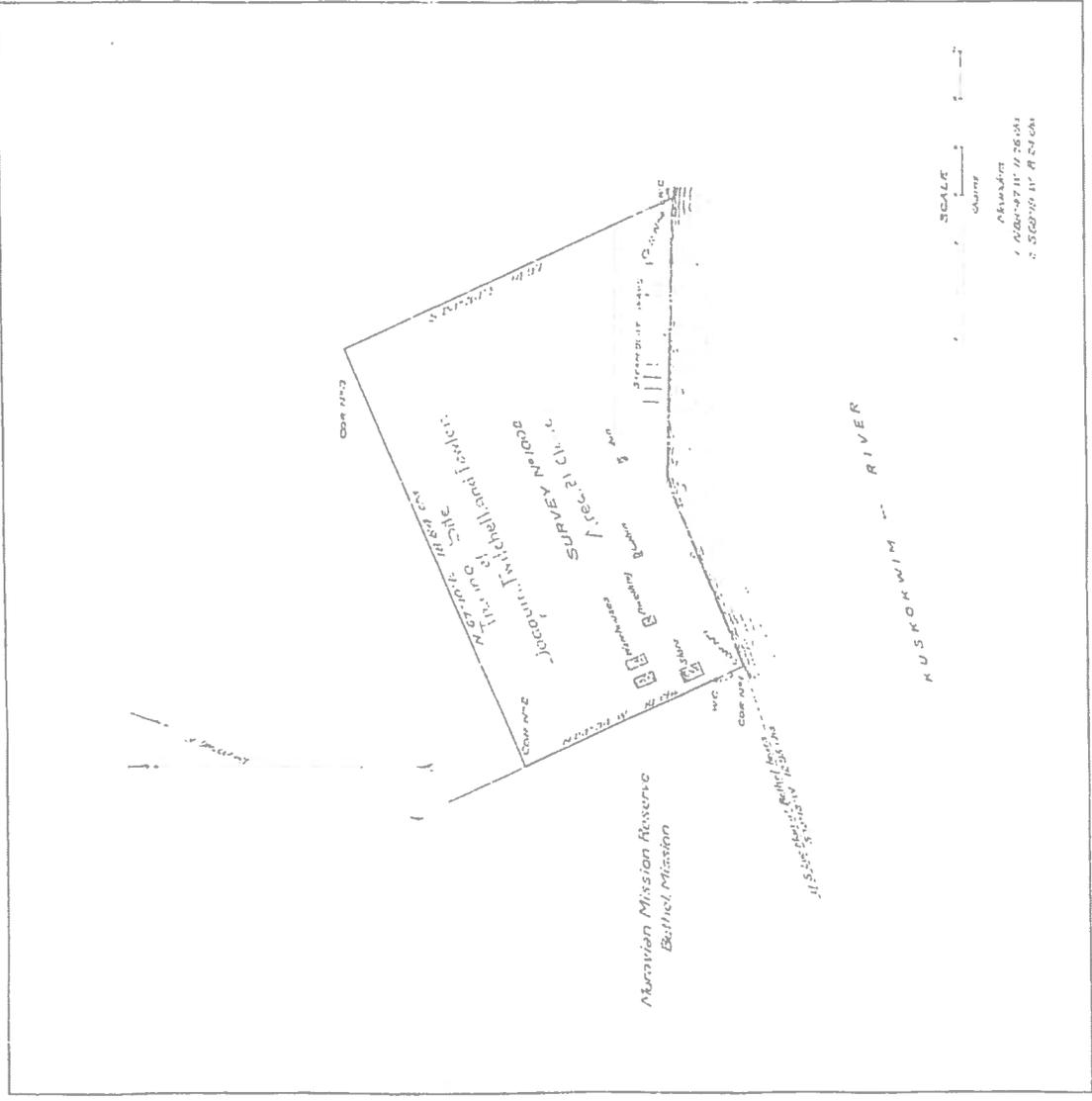
SITUATE  
 On the South of Kuskokwim River adjoining the  
 54th Meridian on the NE  
 DISTRICT OF ALASKA

SCALE 3100 FEET TO INCH  
 VARIATION - 26' EAST  
 AREA 27.67 ACRES

AS  
 SURVEYED BY  
*Charles Gurnac*  
 U. S. DEPUTY SURVEYOR  
 1908-09

This is to certify that the survey of the Trading Site  
 of *Joaquin, Twitchell and Fowler* from which this plat has been  
 made has been made and approved in accordance with the Act of  
 May 14, 1908, and the Act of March 3, 1909, and the regulations  
 thereunder, and that the same is correct and true to the best  
 of my ability and belief, and that the same is in accordance with  
 the original notes and field notes of the survey.

Attest, this 15th day of July, 1910  
*Charles Gurnac*  
 U. S. DEPUTY SURVEYOR



11332



## Planning Department Report

**From: Rachael Pitts, Planning Director**

**Date: August 1, 2014**

The planner has been reviewing Titles 15-18 of the BMC, and will recommend some changes to make the code a little easier to administer, and to update it. This is quite a bit of code on various topics that is cross referenced, so the work on this is ongoing. The Planning Department will briefly hire a consultant to work on the zoning in August / September.

There have been a lot of Site Plan permit applications in July. Perhaps the nice weather has encouraged homeowners to make improvements.

The Department is looking ahead to fall when automobiles must be out of the right-of-way. All vehicles must be removed for snow plowing.

More preparation is happening with the anticipated pool opening. Staff have come to town to manage the pool, and equipment is being selected for the exercise room.

The planner met with employees of the US Army Corps of Engineers about projects that are planned or ongoing in Bethel. They also visited some of the villages. They have provided helpful information about how to administer the program.

The AVCP has submitted a plat for a Family Services Subdivision to be located at the Port. The plat includes a lot line vacation, and utility easements to be dedicated to the City.

Site Plan Permit Applications and Code Enforcement: The Planning Department has received 37 Site Plan Permit applications to date.

### Construction Projects:

Walls are going up at the new PATC building behind the Post Office.

## **PUBLIC HEARING NOTICE**

On August 14, 2014, the City of Bethel Planning Commission will hear a request received in the Planning Office for two final plats, and a preliminary plat. The hearing will be held at Bethel City Council Chambers, 300 Chief Eddie Hoffman Highway, at 6:30 pm. If you cannot attend the meeting but would like to comment or would like more information, please call the Planning Department at 543-5306.

Description of the Final Plats is as follows:

1. Final Plat of Pinky's Park Subdivision, Tract 1, containing 31.43 acres. Property of the City of Bethel. The address is 326 Akiachak Avenue. The purpose is the addition of ten acres to Pinky's Park.
2. Final Plat of proposed Snow Ridge Subdivision. The location is the Heirs of Nicolas A. Charles Property, located at Tundra Ridge Road. The purpose is to create a residential subdivision.

Description of the Preliminary Plat is as follows:

1. Preliminary Plat of the proposed AVCP Family Services Subdivision. The address is 900 First Avenue. The purpose is to vacate a property line and dedicate utility easements.

*To Whom it May Concern:*

*You are receiving this notice of a Public Hearing pursuant to BMC 17.04.025,  
"Notice shall be mailed to the owners of each parcel of property any part of which  
is within 600 feet of the exterior boundary of the parcel that is the subject of the  
application or petition."*

*You have been identified on city utility service lists as someone who may have  
property interest in the area described above. If you are not the property owner,  
please pass this notice along to them.*

*Rachael Pitts  
Planning Director*