

# **Planning Commission Minutes**

**Scheduled Meeting April 10, 2003**

**PUBLIC WORKS BLDG., SECOND FLOOR CONFERENCE ROOM**

**6:30 PM**

## **I. CALL TO ORDER**

Meeting was called to order by Chair Guinn at 6:30PM.

## **II. ROLL CALL**

Present: John Guinn, Brian Glasheen, Joan Hamilton, Mark Charlie, Joy Shantz

Excused: Pat Jennings

Unexcused: Clarence Albright

Others Present: John Malone, Planning Director  
Sandra Moseley, Recorder of Minutes

## **III. APPROVAL OF MINUTES**

M/M M. Charlie/J. Hamilton Approve the minutes of March 13, 2003.

Unanimous

## **IV. APPROVAL OF AGENDA**

M/M J. Shantz/J. Hamilton Approve the agenda.

Unanimous

## **V. COMMUNICATIONS**

Handouts at meeting: 1. APOC Public Officials Financial Disclosure forms.

2. Letter from Travis/Peterson Environmental Consultants on feasibility study of Donlin Creek mine power transmission line.

All others included in meeting packet.

**VI. PLANNERS REPORT**

Mr. Malone reported:

Alaska Coastal Management Program: As I'm sure you have noted from the information I included in your packets there has been quite a reaction to the Governors introduced legislation (HB 191) to move (to DNR) the coastal management program and eliminate the permitting involvement of previously designated (by the Alaska Coastal Policy Council) coastal districts and coastal areas. I am of the opinion this will have little or no impact on our permitting authority or activities. We of course are bound in local permitting by the provisions of our Corps of Engineers General Permit. The most recent communications that I have received states that a complete rewrite of HB 191 will be introduced next week. I have not seen a draft of the rewrite yet.

AutoCad Training: I just returned from an AutoCad training titled Productivity Tools at E-Terra in Anchorage. The session was very productive as I was the only student. The instructor had notified me of this the week previous, so I had negotiated to bring our new mapping project in for this. This one-on-one was extremely helpful in creating routines for inserting new plats in our base map as they are finalized by the Commission and recorded. As I think most of you are aware, one of the objectives in the new mapping project was to start the base map from the plats of record. There were 296 of these to begin with. To insure that the council's capital investment in this project continues to show a return, we have set up a tracking system that insures that as new plats come on line (finalized) they are inserted in the city base map. This insertion process can be a challenging process in AutoCad due to the fact that surveyors use varying scales on their survey drawings. Under our revised land ordinances surveyors are required to submit their final surveys in AutoCad format. During my recent training we were able to develop an insertion routine in AutoCad that will consistently accomplish this. This should prove to be most helpful for new and old staff alike, and further insure that the base map is kept up to date as new subdivisions are created.

New Assisted Living Center: The appraisal of Lot 2, Block 9, Ptarmigan-Tundra View Subdivision by Affiliated Appraiser has been received. The value is \$195,000. As the council further considers the conveying of this parcel for a new Supported Living facility for the elderly we will be asked to make a recommendation on the disposal pursuant to BMC Title 4.

Fixed Assets Inventory: For the past two weeks we have been working on identifying the fixed assets inventory of lands and buildings owned by, or where an interest is shown in, the city. There were 92 parcels on such inventory from the Finance Department. This, as to be expected, has been very time consuming as we had to first download from the central recorders files all the documents of record pertaining to these parcels. We also have printed

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several large area maps to show these properties location. Many legal descriptions have had to be corrected on these.

Donlin Creek Power Plant & Transmission Line: I received the handout letter this week concerning the feasibility study for the Donlin Creek power generation plant and transmission lines. As the letter indicates, they are requesting public input on the transmission line only over the next 30 days. I would suggest public noticing this for our next agenda. I have also forwarded a copy to the city manager today.

Greetings from the City Clerk – APOC Public Official Financial Disclosure forms: Please complete these in a timely manner and return to the city clerk. Please remember there are civil penalties for failing to submit these in a timely manner.

Personnel: Debra Neiman, our latest Planning Tech, has left to take a position in the Finance Department. She certainly will be missed. We are currently advertising the Planning Tech position.

**VII. PEOPLE TO BE HEARD**

None

**IX. COMMISSIONERS COMMENTS**

J. Shantz asked Mr. Malone if the proposed new site for the Supported Living Facility for the elderly (Lot 2, Block 9, Ptarmigan-Tundra View Subdivision) was located on the site that BNC was contesting. Mr. Malone replied that it was and that his file on this conveyance from BNC under ANCSA 14 (c) was now in the hands of the city attorney. He had no additional information to offer.

J. Shantz asked Mr. Malone about the status of Dr. Robert Sept's setback encroachment on 6<sup>th</sup> Avenue. Mr. Malone reported that his part (preparation of the Minor Replat documents) had been completed many weeks ago and forwarded to the attorneys. It is his understanding that the city attorney and Dr. Sept's attorney are to prepare the easement exchange documents for council's consideration. He further reported that he could do nothing further until the council took action on the exchange.

M. Charlie brought copies for the members and staff of a development handbook from a small city located in the lower 48. He recommended that a similar document would be very helpful for the citizens of Bethel. Mr. Malone stated that he would look into the preparation of a similar type handbook.

**X. OLD BUSINESS**

NONE AT THIS TIME

**X. NEW BUSINESS**

**ITEM A.** PRELIMINARY PLAT OF KASAYULI SUBDIVISION PHASE III. THIS SUBDIVISION CREATES LOT 4A OF BLOCK 1, LOT 1A OF BLOCK 2, LOT 6A OF BLOCK 11 AND LOT 22A OF BLOCK 9, KASAYULI SUBDIVISION BY VACATING THE COMMON PROPERTY BOUNDARIES BETWEEN LOTS 4 & 5 OF BLOCK 1, LOTS 1 & 2 OF BLOCK 2, LOTS 6 & 7 OF BLOCK 11 AND LOTS 22 & 23 OF BLOCK 9.

PUBLIC HEARING

Chair Guinn stated he had a conflict of interest in this matter and would abstained from voting. He asked Vice Chair M. Charlie to be the chair during this matter.

Vice Chair M. Charlie accepted the chair.

Open Public Hearing at 6:45PM.

J. Guinn stated that YKHC had been successful in receiving federal housing funds for more staff housing. They are going to construct 8 more duplexes in Kasayuli Subdivision (purpose of this plat) and 4 duplexes for staff housing in Tooksook Bay in support of the new sub-regional clinic being constructed there.

Close Public Hearing at 6:48PM.

M/M J. Shantz/B. Glasheen Approve the preliminary plat (as presented).

Motion passed. Four in favor – J. Guinn abstained.

**ITEM B.** FINAL ABBREVIATED PLAT OF MEMORIAL CEMETERY SUBDIVISION. THIS SUBDIVISION SUBDIVIDES TRACT 42 INTO TRACT 42 A, B, C AND MEMORIAL CEMETERY PARKWAY. TRACT 42 B CREATES A 14.37 ACRE NEW CEMETERY SITE, TRACT C CREATES A 15.42 ACRE REMAINDER OF TRACT 42 SOUTH OF MEMORIAL CEMETERY PARKWAY, TRACT 42 A CREATES A 174.61 ACRE REMAINDER NORTH OF MEMORIAL CEMETERY PARKWAY AND MEMORIAL CEMETERY PARKWAY, A 1.02 ACRE ACCESS ROAD CONNECTING TOWER ROAD WITH TRACT 42 B. LOCATION IS WEST OF THE BETHEL AIRPORT.

PUBLIC HEARING

J. Guinn resumed the meeting as the chair.

Chair Guinn asked Mr. Malone to introduce this item.

Mr. Malone reported that the public hearing had been noticed and that only one reply had been received from this noticing, and that was received today from Brad Swortz the area planner at DOT/PF. He handed out copies of Mr. Swortz's letter. Mr. Swortz had no objection to the cemetery plat, but made additional comments as to the probability of increased security measures being developed on the west side of the airport. The letter further stated that DOT/PF wanted to work with the city in developing an alternative road access (alternative to Tower Rd.) to of airport properties located west of the airport. He further stated that the city manager had site test drilled and the results were very favorable for burial sites – mostly sand.

Open Public Hearing at 6:52PM

J. Shantz asked about the state of development of the access road and fencing. Mr. Malone replied that the road was no more then a trail at this time. He further stated that the development of the road and fencing would be part of a capital improvements budget item subject to council approval. He had not heard when the city manager may ask for this. He further stated that the Council of Churches typically met to discuss such items and make recommendations to the council as to a development plan for city cemeteries.

Chair Guinn felt that this was a good location (for a cemetery) and needed – Ridgecrest Cemetery was out of room.

Close Public Hearing at 7:03PM

MM J. Shantz/M. Charlie to vote on Resolution No. 03-05.

Unanimous

Chair Guinn asked for role call vote.

J. Guinn Yes - J. Shantz Yes - M. Charlie Yes – J. Hamilton Yes – B. Glasheen Yes

## **XI. ADJOURNMENT**

MM J. Hamilton/B. Glasheen to adjourn

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Unanimous

Meeting adjourned at 7:03PM.

Minutes prepared by Sandra Moseley, Administrative Assistant.

**ATTEST:**

  
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John Guinn, Chair

Date: 5/8/03