



Planning Commission Meeting Agenda

Regular Meeting Thursday, October 9, 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

Kathy Hanson
Committee Member
Term Expires
12/2016

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 SEPTEMBER 11, 2014 MEETING
- V. APPROVAL OF AGENDA
- VI. UNFINISHED BUSINESS
 - A. Amendments to the Bethel Municipal Code, Titles 15-18. FOR DISCUSSION ONLY. The titles are:
 15. Buildings, Construction, and Flood Control
 16. Planning, Land Use, Platting and Development
 17. Subdivisions
 18. Zoning
 - B. Public Hearing: Preliminary Plat of Jung and Active lots, US Survey 3790, Lots 6A, 6B, 6C, 7A, and 7B, Block 8, and Lots 6A and 6B Block 9. The address is 177 East Avenue. The purpose is to create dedications.
 - C. Public Hearing: Trail planning with regards to priorities identified by the Trails Committee.
- VII. NEW BUSINESS
 - A. Public Hearing: Preliminary Plat of Jung and Active lots, US Survey 3790, Lots 6A, 6B, 6C, 7A, and 7B, Block 8, and Lots 6A and 6B Block 9. The address is 177 East Avenue. The purpose is to create dedications.
 - B. Public Hearing: Trail planning with regards to priorities identified by the Trails Committee.
- VIII. DIRECTOR'S REPORT
- IX. COMMISSIONER'S COMMENTS
- X. ADJOURNMENT

City of Bethel, Alaska

Planning Commission

September 11, 2014

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Planning Commission was held on at 6:30 pm in the City Hall conference room in Bethel, Alaska.

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

II. ROLL CALL

Compromising a quorum of the Commission, the following members were present for roll call: John Guinn, Joy Shantz, Heather Pike, Cliff Linderoth, and Kathy Hanson. Absent: Abe Palacios. Ex -Officio members present were the following: Rachael Pitts, Planning Director, and Betsy Jumper, Recorder.

III. PEOPLE TO BE HEARD –Nobody wished to be heard.

IV. APPROVAL OF AGENDA

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER 11, 2014 MEETING

| | | |
|------------------|--------------|---|
| MOVED: | Joy Shantz | To approve the agenda for the Sept. 2014 meeting. |
| SECONDED: | Kathy Hanson | |

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| VOTE ON MAIN MOTION | All in favor Motion passes; 5 yes and 0 opposed. |
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V. APPROVAL OF MINUTES

MOTION TO APPROVE THE MINUTES FROM THE AUGUST 14, 2014 Meeting

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| MOVED: | Joy Shantz | To approve the minutes of the August 14 meeting. |
| SECONDED: | Heather Pike | |

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| VOTE ON MAIN MOTION | All in favor Motion passes; 5 yes and 0 opposed. |
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VI. UNFINISHED BUSINESS:

A. Public Hearing: Final 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.

MOTION TO APPROVE THE FINAL PLAT OF AVCP FAMILY SERVICES SUBDIVISION

| | | |
|----------------------------|---|---|
| MOVED: | Joy Shantz | To approve the final plat of the proposed AVCP Family Services Subdivision, for the purpose of vacating a property line and dedicating utility easements. |
| SECONDED: | Cliff Linderoth | |
| VOTE ON MAIN MOTION | All in favor Motion passes; 5 yes and 0 opposed. | |

V. NEW BUSINESS:

A. Introduction of Amendments to the Bethel Municipal Code, Titles 15-18. For discussion only.

The titles are:

- 15. Buildings, Construction, and Flood Control;
- 16. Planning, Land Use, Platting, and Development;
- 17. Subdivisions; and
- 18. Zoning.

The Planning Director gave an overview of the above proposed changes to the BMC.

VII. DIRECTOR'S REPORT: Rachael presented the monthly Planner's Report.

VII. COMMISSIONER'S COMMENTS: **John:** Welcomes Kathy to the Planning Commission; **Joy:** Today is a special day of remembrance—really glad to see a wind turbine section in the BMC; **Heather:** Welcomes Kathy to the Commission—a good, productive meeting. Won't be here next meeting but will be glad to call in if a quorum is needed; **Cliff:** shared some views on wind turbines in Washington State; **Kathy:** Thanks everyone for the welcome—have always been interested in planning and am glad to be here.

IX. ADJOURNMENT:

MOTION TO ADJORN THE MEETING

| | | |
|----------------------------|---|---------------------------------|
| MOVED: | Joy Shantz | To adjourn the meeting at 8:15. |
| SECONDED: | Cliff Linderoth | |
| VOTE ON MAIN MOTION | All in favor Motion passes; 5 yes and 0 opposed. | |

Next meeting will be on October 9, 2014

John Guinn, Chairman

Betsy Jumper, Recorder

Please see the Amendments on: cityofbethel.org , under the Planning
Department page



City of Bethel
Planning Department
Staff Report for Preliminary Plat, September 22, 2014

Planning Commission Hearing Date: October 9, 2014
Request: Preliminary Plat
Property Owner: City of Bethel
Applicant / Representative: City of Bethel
Recommendation: Approval

| | |
|---------------------------|--|
| | Drawing Number PL12-167 |
| Description | Preliminary Plat |
| Action | Dedication of rights of way |
| Size of Existing Lot | Multiple Lots |
| Size of Proposed Lot | Multiple Lots |
| Zoning | General Use |
| Floodplain Status | Flood Zone AE |
| Potential for Development | Presently developed as residential/commercial/right-of-way |
| Previous Plats / Surveys | US Survey 3790, 92-4, 2014-15 |

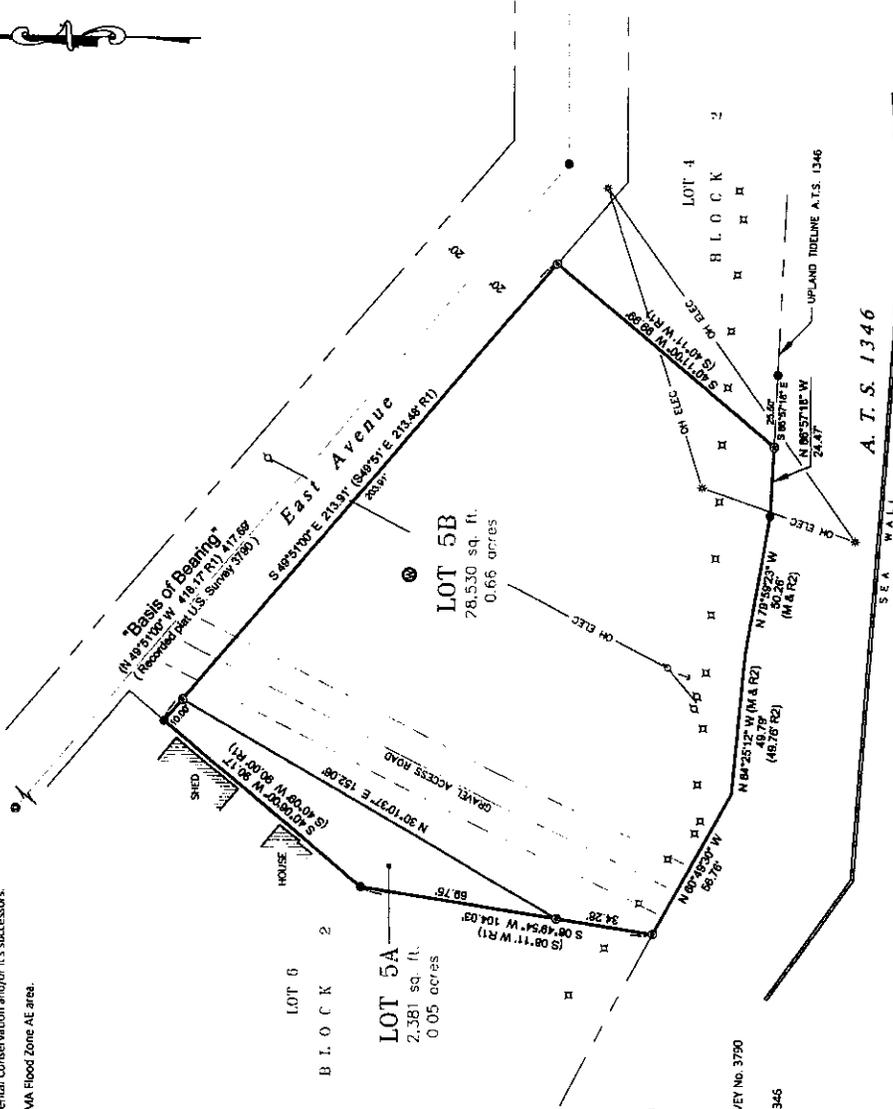
BACKGROUND AND ISSUES

The surveying and platting of this property was requested by the Port Director in order to create some small parcels for dedication of streets, or for dedication of strips of land to access the river. Although these dedications may create non-conforming lots because of the minimum lot size requirement in General Use zoning, the lots will ultimately be used for public dedications rather than the development of residential or commercial structures. The process is subject to review by the BIA.

On the original US Survey 3790 from 1962, lots in this neighborhood are shown encroaching into the right-of-way. This plat review is part of a process to fully dedicate the right of way of East Avenue. The other dedications will be for access to the bulkhead that has been constructed on the river. The Planning Department recommends approval of the preliminary plat.

Writer

- NOTES**
- No individual on-lot waste water disposal and/or water supply systems will be allowed unless prior approval is obtained from the City of Bethel and The Alaska Department of Environmental Conservation and/or its successors.
 - This subdivision is within the FEMA Flood Zone AE area.



PLATTING OFFICER'S CERTIFICATE

I certify that this subdivision plat has been found to comply with the Land Subdivision Regulations of the City of Bethel, Alaska, and that the plat has been approved by the plating officer of the City of Bethel, Alaska, on this 28th day of March, 2014, and that this plat has been approved for recording in the Office of the Recorder in the Fourth Judicial District at Bethel, Alaska, in which the plat is located.

Rachel Piro
 Rachel Piro
 City of Bethel Plating Officer

Date: 3/28/2014

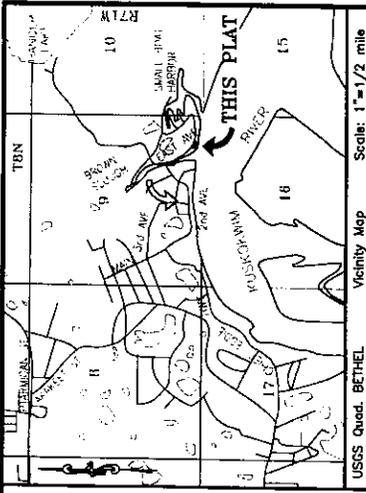
FAUPORT
 US 5018

Typical set corners are
 3/8" x 30" rebar with
 1 1/4" yellow plastic cap
 unless otherwise noted.



SURVEYOR'S CERTIFICATE

I hereby certify that I am a registered professional land surveyor in the state of Alaska and that this plat represents a survey made by me or under my direct supervision, and that the monuments shown on the plat actually exist as described, and that all dimensional and other details are true and correct to the best of my knowledge.



CERTIFICATE OF OWNERSHIP AND DEDICATION

I certify that I am the owner of the property, or of an interest therein, shown and described on this plat, and that I adopt this plat of subdivision by my free consent and dedicate all rights-of-way, streets, alleys, ways and public areas to the City of Bethel and grant to the City of Bethel for the uses shown all easements not shown as private.

Debra Anderson
 Lee Heber - City Manager
 City of Bethel
 P.O. Box 1388
 Bethel, Alaska 99559

Date: 03/14

NOTARY'S ACKNOWLEDGMENT

This is to certify that on the 14th day of March, 2014, before me, the undersigned, a notary public in and for the State of Alaska, duly commissioned and sworn, personally appeared *Debra Anderson* to me known to be the person described in and who executed the above under oath, acknowledged to me that the signature were made by her and that she executed the same for the purposes therein specified and that she did so on behalf of and with the full authority of the City of Bethel.

Witness my hand and official seal the day and year in this certificate first above written.

Debra Anderson
 Notary Public for the State of Alaska
 My Commission Expires 03/11/2015

TAX CERTIFICATE

This subdivision lies outside of any taxing authority, at the time of filing.

BETHEL RECORDING DISTRICT
 A FINAL PLAT OF

**LOTS 5A & 5B, BLOCK 8
 U.S. SURVEY NO. 3790**

A SUBDIVISION OF:
 LOT 5, BLOCK 8, U.S. SURVEY NO. 3790
 SITUATED WITHIN
 SECTION 9, T. 8 N., R. 71 W., SEWARD MERIDIAN, ALASKA
 CONTAINING 0.71 ACRES, MORE OR LESS

Farpoint Land Services, LLC
 SURVEYING, MAPPING, LAND PLANNING, GIS
 113 E. 76th Ave., Suite 101, Anchorage, AK 99516
 FarpointAK.com • (907) 522-7770 • survey@farpointak.com

| | | | | | | | |
|------------|-------|-------|------|-------|-------|------|--------|
| DATE | FILE | PLAT | BOOK | DATE | DATE | DATE | DATE |
| JUN 3 2014 | 103/4 | 13083 | 5 | 1 | 1 | 1 | 1 |
| VD | LDH | LDH | N/A | 103/4 | 13083 | 5 | 1 of 1 |

U.S. SURVEY NO. 3790
EAST ADDITION TO THE TOWNSITE OF
BETHEL, ALASKA

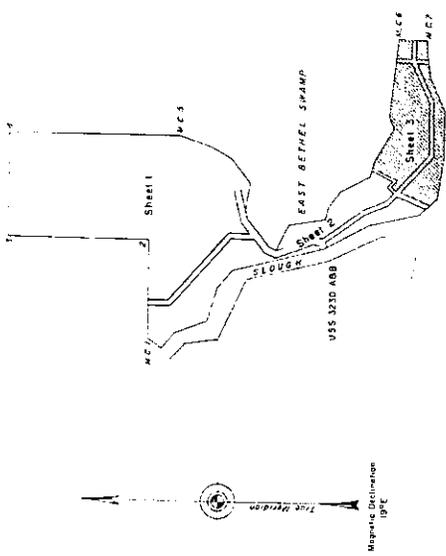
THIS PLAN IS PREPARED IN ACCORDANCE WITH THE PROVISIONS OF THE ALASKA SURVEY ACT AND WILL BE MADE TO INDEX DIAGRAM FOR EXTENT OF TOWNSHIP SURVEY CH. 1, 2, 3, 4, 5 AND 10 SHEET 1 FOR CANTY RECORDATION.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Washington, D.C. September 14, 1952

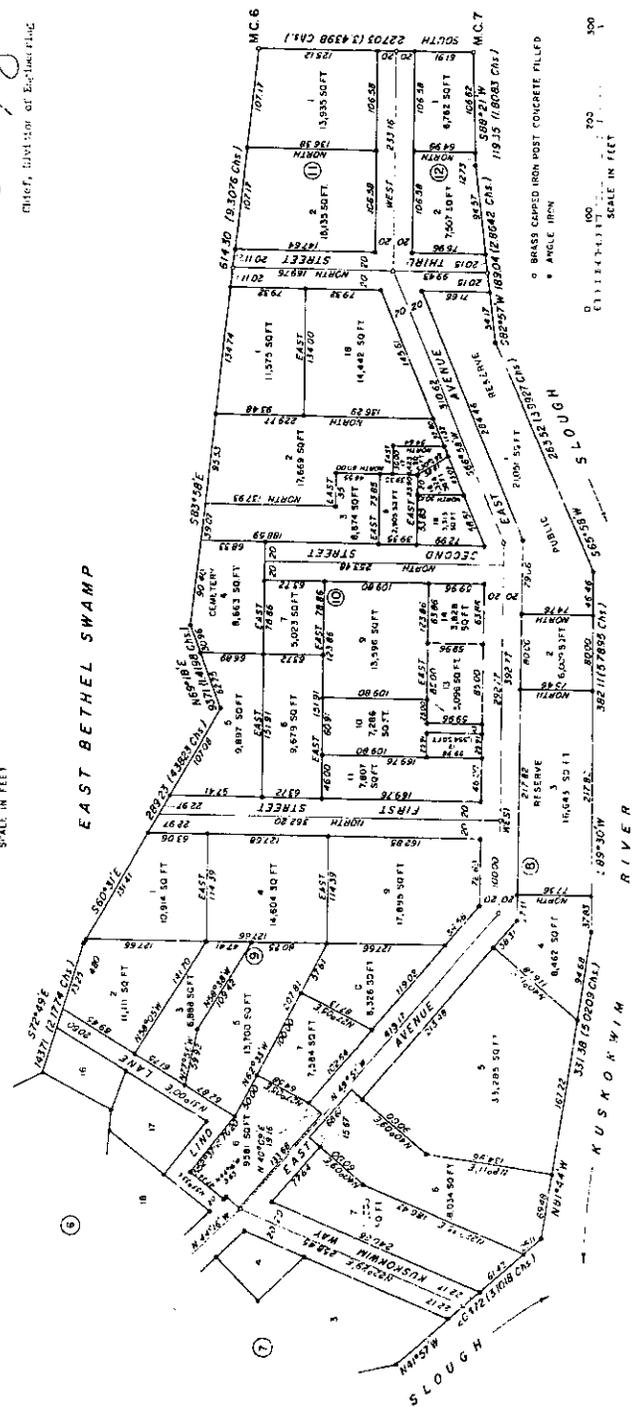
THIS PLAN IS HEREBY ENDORSED TO THE IMPROVED FIELD NOTES, AND THE SURVEY, BEING THE PROPERTY OF THE BUREAU OF LAND MANAGEMENT, U.S. DEPARTMENT OF THE INTERIOR, AT WASH. D.C.

J. D. TH. BUREAU

[Signature]
Chief, Division of Engineering



EAST BETHEL SWAMP



0 BRASS CAPPED IRON POST CONCRETE FILLED
* ANGLE IRON
O CENTER POINT
SCALE IN FEET
SCALE IN CHAINS

Planning Department Report

From: Rachael Pitts, Planning Director

Date: October 1, 2014

Titles 15-18 of the BMC are on the Planning Commission agenda for October 9th. Everyone is invited to go over the changes. This will not be an action item, just discussion. There are legislative edits on the Planning Department page of the city website. The titles are:

15. Buildings, Construction, and Flood Control
16. Planning, Land Use, Platting and Development
17. Subdivisions
18. Zoning

The Trails Committee has asked the department to assist with some research which will be discussed at the Planning Commission meeting also. There will also be a preliminary plat as part of the process for getting some rights-of-way on East Avenue.

Site Plan Permit Applications and Code Enforcement: The Planning Department has received 53 Site Plan Permit applications to date.

Summary of Code Enforcement cases from August 2013 to July 2014. There were 25 complaints about residential property, and 3 complaints about commercial. The complaints included property encroachments, lack of sanitary sewer services, and abandoned buildings among others.

There were seven automobiles moved or removed, and two autos are still pending to be removed before the snow plows get to work.

Construction Projects:

Work continues on the new PATC building behind the Post Office.

AVCP is proposing to construct two duplexes to serve as student housing. We are working to assure that the structures have adequate fire department access.

Work continues at the AC Store with the addition in the back. Pilings are being completed.

The Moravian Church is doing some site improvements that will include an expansion of the seminary.

PUBLIC HEARING NOTICE

On October 9, 2014, the City of Bethel Planning Commission will hear a request received in the Planning Office for a preliminary plat, and a change to the Bethel Municipal Code. 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 Preliminary Plat is as follows:

Public Hearing: Preliminary Plat of Jung and Active lots, US Survey 3790, Lots 6A, 6B, 6C, 7A, and 7B, Block 8, and Lots 6A and 6B Block 9. The address is 177 East Avenue. The purpose is to create dedications.

Changes are proposed to the Bethel Municipal Code which will affect the functions of the Planning Department, the Fire Department, and the Public Works Department. Proposed are changes to the following titles:

15. Buildings, Construction, and Flood Control
16. Planning, Land Use, Platting and Development
17. Subdivisions
18. Zoning

CITY OF
BETHEL

Betsy Jumper <bjumper@cityofbethel.net>

Fwd: AK Planning Commissioner Training Nov. 16 - please forward!

1 message

Lori Strickler <lstrickler@cityofbethel.net>

Thu, Sep 18, 2014 at 3:54 PM

To: Betsy Jumper <bjumper@cityofbethel.net>, Rachael Pitts <rpitts@cityofbethel.net>

Could you please share this with your commission members.

I am not sure if you have money in your budget to provide travel/training to all of them, do you?

----- Forwarded message -----

From: **Stephanie Queen** <squeen@ci.soldotna.ak.us>

Date: Thu, Sep 18, 2014 at 3:46 PM

Subject: AK Planning Commissioner Training Nov. 16 - please forward!

To:

Hello Clerks,

The Alaska Planners need your help. We are coordinating a full-day Planning Commissioner training November 16th, at the Captain Cook Hotel in Anchorage. I was hoping you could forward the attached information to planning commissioners in your area, to help us get the word out. Thanks so much, and a special thanks to Jamie Newman and Janette Bower who are co-presenting at one of our sessions this year!

Alaska Planning Commissioner Training

Nov. 16th, Captain Cook Hotel in Anchorage

Early Bird Registration (until October 15th): \$125. Regular Registration: \$150.

To register for the training and the state planning conference, go to:

<https://www.cvent.com/events/2014-state-planning-conference/registration-e2ba2864ec71401eb944038b3a684239.aspx>



Stephanie Queen, AICP

Director of Economic Development + Planning

City of Soldotna | squeen@ci.soldotna.ak.us

p: 907.714.1240 | f: 907.262.1245

PC TRAINING SCHEDULE

Sunday, November 16th 2014

Captain Cook Hotel, ANC

| Topic | Sunday, Nov. 16th | Speakers |
|--|-------------------------------------|---|
| REGISTRATION AND BREAKFAST | 8:30-9:00 | |
| Planning Commissioner 101 – fast and furious/Just the basics. A general overview of the material covered in the Alaska Planning Commission Handbook, covering the statutory basis for planning in the state, basic roles and responsibilities of Planning Commissioners, types of meetings and decisions, and effective planning and zoning. | 9:00-9:45 a.m. | Caren Mathis, AICP <i>Sr. Principal Strategic Planner, ASRC Energy Services</i> Elizabeth Benson, AICP <i>Principal Consultant + Sr. Project Manager, ASRC Energy Services</i> |
| Robert’s Rules and meeting etiquette. Basics of running a good meeting. Tricky situations: - Dealing with upset decision makers and public - When people disagree - When new information shows up - When people make mistakes (how do you fix it, what are your options). | 10:00-11:00 a.m. | Joanne Garnett, FAICP <i>Partner, Orion Planning Group</i> Janette Bower, MMC <i>City Clerk, City of Palmer</i> Jamie Newman, MMC <i>Deputy Clerk, Mat-Su Borough</i> |
| Let’s get Quasi-judicial! Site Plan Review, CUP, and Variances. How to read applications, review site plans, and make good decisions. | 11:15-noon | Maryellen Tuttell, AICP <i>Anchorage Office Manager, DOWL HKM</i> Bruce Phelps, <i>State of AK DNR</i> |
| LUNCH | Noon-12:45 | |
| Advanced PC: legal issues for Planning Commissioners, and real life best-practices to help navigate them. - Due process, equal protection, 1 st 5 th 14 th amendment rights. - Ethical considerations (conflict or interest and bias) - Ex-parte communication - When staff and commission don’t agree. - When you disapprove something, what then? (drafting findings to support a denial) - Conditional Uses – how far can we take it? | 1:00-2:45 | Brooks Chandler <i>Partner at Boyd, Chandler & Falconer LLP</i> Jon Isaacs <i>Sr. Planner, URS Corporation</i> |

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|---|--------------------|--|
| <p>(how much latitude to impose additional conditions)</p> <ul style="list-style-type: none"> - Any recent AK court cases of note <p>Special work session on **FINDINGS** Why they matter, and how to articulate/draft/adopt them.</p> | | |
| <p>The Plan. A session to look at planning, both from an urban and rural perspective. This session will explore different types of plans (comprehensive, housing, recreational, district, etc.), how they're funded, how to write them, and most importantly, how to use them.</p> | 3:00-3:45 | <p>Tyler Robinson, AICP <i>Development Finance Manager, Cook Inlet Housing Authority and P&Z Commissioner, Municipality of Anchorage</i></p> <p>[Second speaker to be confirmed]</p> |
| <p>Rural and Small Town Round-Table Discussion. Meet and network with planners, commissioners and local officials serving Alaska's remote and smaller-population communities. This facilitated discussion will provide an opportunity to share and learn from real-life situations. Discover new ideas and build relationships with others working in similar environments with similar resources.</p> | 4:00-5:00 (Room A) | <p>Mitzi Barker <i>Dir. of Rural Housing and Planning at RuralCAP and P&Z Commissioner, Municipality of Anchorage</i></p> |
| <p>Urban Round-Table Discussion. A chance to meet and network with planners and planning commissioners focused on issues/concerns in Alaska's more 'urban' areas. This facilitated discussion will provide an opportunity for attendees to learn from each other and our shared experiences, and build new relationships.</p> | 4:00-5:00 (Room B) | <p>Tyler Robinson, AICP <i>Development Finance Manager, Cook Inlet Housing Authority and P&Z Commissioner, Municipality of Anchorage</i></p> <p>Stephanie Queen, AICP <i>Dir. of Economic Development + Planning, City of Soldotna</i></p> |

**CITY OF
BETHEL**

Betsy Jumper <bjumper@cityofbethel.net>

Public Notice Ads needed

2 messages

Jill Tillion <jill@alaskaadventuremedia.com>

Fri, Sep 19, 2014 at 12:04 PM

To: bjumper@cityofbethel.net

Hi Betsy,

This ad is \$157.50 + tax \$9.45 = \$166.95 ea. Your proof is attached.

~ Jill

On Sep 19, 2014, at 11:15 AM, Jill Tillion <jill@alaskaadventuremedia.com> wrote:

Jill Tillion
Sales & Marketing Director
Alaska Adventure Media
6921 Brayton Drive Suite 207
Anchorage, Alaska 99507
Direct: (907) 344-2919
Fax: (907) 677-2901
jill@alaskaadventuremedia.com

COAST magazine
Alaska SnowRider magazine
Oxygen & Octane Expo
Seward Phoenix LOG
Tundra Drums
Alaska Buyers Guide

PUBLIC HEARING NOTICE

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