



# CITY OF BETHEL

P.O. Box 388 • Bethel, Alaska 99559  
907-543-2087  
FAX # 543-4171

**PLANNING COMMISSION MINUTES**

**PAGE 1**

**DATE: January 10, 1996**

## City of Bethel Planning Commission

### Regular Meeting of January 10, 1996

#### I. CALL TO ORDER

The meeting was convened at 7:30 PM, at the City Finance Conference Room, Bethel, Alaska, by Chairman Guinn.

#### II. ROLL CALL

Present: Guinn, Hamilton, Hickson, Heron, Warner

Absent: Andrew, McComas

#### III. APPROVAL OF MINUTES

**motion** M/M by Warner, 2nd by Hickson to approve the minutes of the December 14, 1995, regular Commission meeting as presented. Voice vote. Motion carried unanimously.

#### IV. APPROVAL OF AGENDA

**motion** M/M by Heron, 2nd by Warner to approve the agenda as presented. Voice vote. Motion carried unanimously.

#### V. COMMUNICATIONS

Two subdivision plats were received. One was a final plat for Block 2, Martina Oscar and the other is the other was a five lot subdivision on a lot owned by Maro Kargas.

The Planning Department has applied for a grant with the ACMP for funding to create a code enforcement position.

#### VI. PLANNER'S REPORT

A new Planning Manager was hired. He is James Hoppenworth.

The Planning Department is pursuing unpermitted activity in the city. Letters have been sent to those individuals who have not gotten permits for any construction. Two of those mailed letters have been Ken Dorsett, Blueberry Motel, and Kilsoo Su, Kim's Burgers. Those people planning duplexes will be sent copies of Ordinance # 95-29 with the notice that they are to conform to the new ordinance.

*"Deep Sea Port and Transportation Center of the Kuskokwim"*

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**VII. PEOPLE TO BE HEARD**

Joan Hamilton asked for a follow up on property along the State Highway belonging to Irv Krieder. The Acting Planner said that the property was given permits for both the construction of the apartment over the old warehouse and for the new warehouse that was constructed. There was no commercial activity on this lot anymore.

Cliff Hickson asked about easements along the State Highway and whether or not some structures at the Crow residence are in this right-of-way. These barricades could be considered as safety hazards. The Planner was asked to look into this matter.

**VIII. OLD BUSINESS**

There was no old business

**IX. NEW BUSINESS**

**ITEM A: VARIANCE FOR EXISTING STRUCTURE LOT 17, BLOCK 6, USS 3770 - JAMES FEASTER**

James Feaster asked for a variance for an existing porch which encroaches on the utility easement and the 10' side setback. A variance is required for financing purposes.

The Planning Department saw no reason to deny the variance. There was no new construction required and the 3'8" encroachment has been in the setback since the building was constructed in 1987.

**motion** M/M by Heron 2nd by Hickson to grant a variance for Lot 17, Block 6, USS 3770. Voice vote. Motion passed unanimously.

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X. ADJOURNMENT

**motion** M/M by Warner to adjourn the meeting. Voice vote. Motion carried unanimously.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 1995.

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John Guinn, Chairman

ATTEST:

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Richard Nolan, Acting Planning Manager

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**DATE: February 8, 1996**

**City of Bethel  
Planning Commission**

**Regular Meeting of February 8, 1996**

**I. CALL TO ORDER**

The meeting was convened at 7:30 PM, at the City Conference Room, Bethel, Alaska, by Chairman Guinn.

**II. ROLL CALL**

Present: Guinn, Hamilton, Hickson, Herron, McComas, Warner

Absent: Andrew (excused)

**III. APPROVAL OF MINUTES**

**motion** M/M by Warner, 2nd by Hamilton to approve the minutes of the January 11, 1996, regular Commission meeting as presented. Voice vote. Motion carried unanimously.

**IV. APPROVAL OF AGENDA**

City Manager Ken Weaver asked to add another item to the agenda: Discussion of the Need for a Comprehensive Plan.

**motion** M/M by Warner, 2nd by Hamilton to approve the agenda as amended. Voice vote. Motion carried unanimously.

**V. COMMUNICATIONS**

Mr. Warner asked about the reference made in the commission packet to the need for an Army Corp. permit for the YKHC subdivision. The discussion touched on several topics: conflicting opinions from the Army Corps. about the need for a permit; construction already having begun; the installation of a culvert in a drainage way; Foundation Service's responsibility to acquire the necessary permits, rather than YKHC's; and the boundaries of the General Permit from the Corps. Chairman Guinn asked to be courtesy copied on correspondence.

**VI. PLANNER'S REPORT**

Mr. Hoppenworth stated that some general alternatives are being considered regarding the ongoing

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cemetery issue: 1) testing the site on Ptarmigan Road and possibly using this cemetery; 2) finding a different site altogether; 3) adding fill to the old site and continuing to use it; and, 4) turning over responsibility for the cemetery to a Cemetery Association.

In subsequent discussion, Chairman Guinn provided a brief history of the old and new cemeteries. Mr. McComas and Ms. Hamilton voiced their support for a Cemetery Association. Mr. McComas also suggested a site on BIA Road. Several members stated that this was too far away. Mr. Warner stated that a Cemetery Association formed among churches or native organizations might be discriminatory toward members of particular religions or heritage.

A recommendation was made to direct the City Planner to investigate the possibility of a cemetery association and to report back at the next meeting.

Mr. Hoppenworth asked if there was knowledge of city ownership of a parcel of land of 317 acres near City Subdivision. Subsequent discussion touched on wetlands in this area, a conveyance of part of this land to AVCP, and possibly an allotment to Jimmy Nicolai.

**VII. PEOPLE TO BE HEARD**

There were no people to be heard.

**VIII. OLD BUSINESS**

The Feaster variance from the previous month was signed.

**IX. NEW BUSINESS**

**ITEM A: PROPOSED LEASE OF LOT 2 IN USS 1002 BY OMNI ENTERPRISES**

Mr. Hoppenworth pointed out a factual error in the Commission packet: The KVNA building is owned by AVCP, not the City, though the land is owned by the City.

Mr. McComas asked why there is no lease agreement with AVCP for this land? Mr. Hoppenworth stated that since the community donated its efforts to build the structure in the late 1970's, the City in turn donated the use of the land. Mr. McComas and Mr. Warner suggested that the City must reach some kind of recognition with AVCP regarding the land. Mr. Herron suggested that it would be an emotional issue to move the building from the lot without the consent of AVCP.

Mr. Billsborough from Omni Enterprises suggested two different alternatives: a) moving the KVNA building to an AVCP-owned lot at Omni's expense, or b) a trade of the Cutting Edge building and lot to AVCP in return for the KVNA building and the opportunity to lease the land that the building sits on.

A second major issue discussed was the road (not a dedicated ROW) in front of Swanson's. There was confusion as to whether the City, the State, Omni, or the public at large has legal ownership due to issues of adverse possession. It was agreed that the matter could not be immediately resolved.

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A third major issue discussed was the lack of a formally approved plat for this parcel to designate a ROW, easements, and subdivision of the larger lot. Since Omni intends to eventually ask for a vacation of the "roadway" in front of their property, another roadway would be desirable, and a formal plat review and approval would be necessary to dedicate a ROW as well as to define easements held from the lessee and to define lot lines.

A final major issue discussed was the amount of the annual lease payment. Mr. Hoppenworth quibbled with some details of the appraisal and pointed out that BNC pays a higher rate for lease of adjacent (City-owned) property.

Mr. Billsborough stated that the intended use of the land is for parking and lumber storage, and eventually, he hopes, expansion of the Swanson's store. Mr. Herron remarked, based on details provided in the packet, that Omni is already using the land, and that this fact suggests that there is no reason not to recommend the lease.

Mr. Billsborough noted that the City informally agreed to pay for half the survey and appraisal costs. Mr. Hoppenworth stated that it was only the survey costs.

**motion** M/M by Warner, 2nd by Herron to recommend the lease of Lot 2 shown in the provided plat, at the same rate as BNC, but to also require that the land should go through the formal plat approval process in order to define a ROW, easements, and Lots 1, 2, and 3. Voice vote. Motion passed unanimously.

**ITEM B: PROPOSED UTILITY EASEMENT FOR WILLIE PETERSON**

Everyone voiced agreement with the general intent of providing Mr. Peterson with an easement to place an electric line across City property and over Brown Slough to his residence.

There was discussion of whose responsibility it would be to pay for taking down the line across the Slough (owned by the Corps.) in the unlikely event that it should ever need to be taken down for Corps. dredging activities. Placing this responsibility with Mr. Peterson was specifically excluded from the eventual recommendation to Council.

The need for a better survey was mentioned by Mr. Hoppenworth, as well as a recommendation by Mr. Greydanus, Port Director, regarding a 30 foot height of the line above the high tide mark.

**motion** Motion made and seconded to recommend that the Council approve the easement, with the conditions that the line is required to be 30 feet above the high tide mark and that a better survey is provided by the applicant. Voice vote. Motion passed unanimously.

**ITEM C: MARTINA OSCAR FINAL PLAT APPROVAL**

Chairman Guinn inspected the plat and signed it.

**ITEM D: COMPREHENSIVE PLAN**

Mr. McComas discussed the Water and Sewer Masterplan effort.

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Mr. Warner suggested that we are out of compliance in regards to the comprehensive planning requirements of the State and/or Federal government in that no comprehensive plan has been done since 1979. The Commission agreed that we need to do another one.

Further discussion dealt with: the CDBG grant for honey bucket homes; technical evaluation of water/sewer alternatives being conducted by Dames and Moore as part of the W/S Masterplan effort; the possibility of the need for a second sewage lagoon near the airport; billing systems for water and sewer; the need for a utility company permit, including a zoned pricing scheme; and the growth of the City.

No motion was made.

**X. ADJOURNMENT**

**motion** M/M by Chairman Guinn to adjourn the meeting. Voice vote. Motion carried unanimously.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 1996.**

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**John Guinn, Chairman**

**ATTEST:**

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**James Hoppenworth, Planning Manager**

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PLANNING COMMISSION MINUTES  
MARCH 14, 1996

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City of Bethel  
Planning Commission

Regular Meeting of March 14, 1996

**I. CALL TO ORDER**

The meeting was convened at 7:30 PM, at the City Conference Room, Bethel, Alaska, by Chairman Guinn.

**II. ROLL CALL**

Present: Guinn, Herron, Andrew, Warner

Absent: Hickson, McComas, Hamilton

**III. APPROVAL OF MINUTES**

**motion** M/M by Warner, 2nd by Andrew to approve the minutes of the February 8, 1996, regular Commission meeting as presented. Voice vote. Motion carried unanimously.

**IV. APPROVAL OF AGENDA**

Items D and E were moved forward in the agenda to become Items A and B in order to accommodate Liz Riley. Item C (old Item A) was revised to read, "Request for variance to setback, separation, and minimum lot size requirements. Lot C13-3, USS 4117, Blueberry Subdivision, Ken Dostert."

**motion** M/M by Herron, 2nd by Andrew to approve the agenda as amended. Voice vote. Motion carried unanimously.

**V. COMMUNICATIONS**

Planner Hoppenworth conveyed further information regarding United Pentecostal Church, which had asked Hoppenworth to talk with the Commission about whether a vacation of a portion of the ROW (decreasing its width by 20 ft) was possible. However, the road as-built is quite

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different from the road as platted, and the Church is very close to traffic. Consequently, even if the City vacated a portion of the ROW, the Fire Marshall might not give approval. Planner Hoppenworth reported that he recommended to Loren Bradbury that he try to determine more about the Fire Marshall's requirements and depending on the results, then decide whether to petition for the vacation of the ROW.

Planner Hoppenworth reported a complaint made by Dorothy Rogers concerning encroachment by East Ave. on the properties of the Actives and Jungs. If the encroachment exists, it has existed for a long time. Planner Nolan had been assigned to visit the Recorder's office and look into the history of the matter. He had found nothing of note except that apparently the encroachment does exist. Planner Hoppenworth reported that he would investigate further.

## VI. PLANNER'S REPORT

The barrels of "broken asphalt" on City land may actually be asphalt oil. There was some discussion about possible use of this material by the City. This is a question that Planner Hoppenworth had been pursuing for a while, and he reported that it was not as easy as it appears and that he would check further.

Planner Hoppenworth reported the results of his research on fees. Fees for site plan permits, variances, etc., in the other Alaskan cities called by Mr. Hoppenworth were not easily comparable to the system used by Bethel.

The CDBG grant to upgrade some honeybucket homes may be awarded soon.

Duplexes created from ASHA houses will be expected to have a common foundation in accord with the ordinance passed in November.

A question was asked about the capacity of the FAA sewer line and Mr. Hoppenworth reported that this question has been pursued with the engineers. They report that if the FAA sewer line were any larger, the amount of flow passing through it would be low and would be subject to freezing, causing very high operation and maintenance costs. There was some doubt expressed about this by Commission members. Planner Hoppenworth reported that he would check further. Mr. Herron suggested that these concerns about capacity be passed on to the City Manager and on to City Council.

Chairman Guinn reported that the Army Corps permits and DOT permit for Kasayuli Subdivision had been filed.

There was a brief discussion of the water and sewer masterplan, the need for a comprehensive plan, and how much of the comprehensive planning should be pursued internally by the City.

**VII. PEOPLE TO BE HEARD**

There were no people to be heard.

**VIII. OLD BUSINESS**

There was no old business.

**IX. NEW BUSINESS**

**ITEM A: REQUEST FOR REPLAT, STEAMBOAT SLOUGH, MARGARET CHANEY**

There was some discussion about whether this lot belonged to Margaret Chaney or not. Commissioner Herron disclosed a potential conflict of interest in that his wife owns a nearby fishcamp. There was general agreement that this conflict did not exist. The proposal was more clearly defined as an abbreviated plat.

**motion** M/M by Warner, 2nd by Guinn to approve the plat, on the condition that ownership be verified. Voice vote. Motion passed unanimously.

**ITEM B: REQUEST FOR REPLAT, BIA ROAD SUBDIVISION, MARGARET CHANEY**

The proposal was more clearly defined as a preliminary plat for a subdivision, since a ROW is platted, though it is very short. In all other respects, the plat would qualify as an abbreviated plat. A discussion took place of zoning classification of land outside the zones shown on the official map. No clear answer was available from research or the recollection of several community members who were contacted. It was assumed that lands outside the zones shown on the map are "general use", unless they are defined as wetland by the Army Corps, which would make the classification "preservation" more appropriate.

**motion** M/m by Herron and seconded to give preliminary approval to the plat. Voice vote. Motion passed unanimously.

**ITEM C: REQUEST FOR VARIANCE TO SETBACK, SEPARATION, AND**

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MINIMUM AREA REQUIREMENTS. LOT C13C-3, USS 4117, BLUEBERRY  
SUBDIVISION, KEN DOSTERT.

Planner Hoppenworth reviewed the comments in the packet and recommended against granting the variance. The conditions for granting a variance were reviewed and Hoppenworth argued that the application did not meet any of these conditions. The land was acknowledged to be classified for general use. The fact that the State Fire Marshall does not require approval for residential structures of less than four units was noted. Planner Hoppenworth suggested that it would be unfair to other landowners to grant this variance. Hoppenworth questioned why the other lots, with their violations, were not submitted for variance proceedings. April Dostert, representing Ken Dostert, asked for clarification, and the purpose and requirements of variances was discussed. Commissioner Herron pointed out a way in which compliance could be increased: the vacation of two lot lines in order to possibly meet minimum area requirements for a planned unit development with the current number of buildings. It was also noted that the separation and setback violations are primarily between buildings and lots owned by the applicant. Planner Hoppenworth noted that with all the new development taking place, the City ought to be firm on requirements for new construction, especially fundamental requirements such as minimum lot size or minimum area required.

**motion** M/m and seconded to table the request. Voice vote. Motion passed unanimously.

In view of costly reconstruction possibly being necessary for compliance, the Planner was encouraged to work with Ken and April Dostert to find an acceptable compromise. Planner Hoppenworth agreed.

ITEM D: REQUEST FOR VARIANCE OF MINIMUM AREA REQUIRED FOR A  
MAJOR PLANNED DEVELOPMENT, LOT 38A, MARTINA OSCAR  
SUBDIVISION, KAP YONG CHOI

The information in the packet and the proposed placement of buildings were briefly discussed. Comments made by neighbors were relayed to the Commission. It was generally agreed that the variance could not be granted without further information from the applicant, who did not attend.

**motion** M/m and seconded to table the request. Voice vote. Motion passed unanimously.

ITEM E: REQUEST FOR A REPLAT OF LOT 1, BLOCK 3, TUNDRA RIDGE  
SUBDIVISION, MARA KARGAS

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A brief discussion of the plat ensued. It was noted that duplexes were being constructed from ASHA houses on this particular lot. No technical problems were noted with the plat or design.

**motion** M/m and seconded to approve the plat. Voice vote. Motion passed unanimously.

Commissioner Guinn signed the plat.

**X. ADJOURNMENT**

**motion** M/M to adjourn the meeting. Voice vote. Motion carried unanimously.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 1996.**

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**John Guinn, Chairman**

**ATTEST:**

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**James Hoppenworth, Planning Manager**

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# CITY OF BETHEL

P.O. Box 388 • Bethel, Alaska 99559  
907-543-2087  
FAX # 543-4171

## Planning Commission Minutes

Rescheduled Regular Meeting July 25, 1996

CITY OFFICES, CONFERENCE ROOM

7:30 PM

### I. CALL TO ORDER

Meeting called to order by Commission Chair Guinn at 7:40 PM.

### II. ROLL CALL

Commission Members Present: Guinn, Mc Comas, Hamilton, Herron, Warner

Absent: Hickson, Andrew

### III. APPROVAL OF MINUTES

Minutes from previous meeting were not available.

### IV. APPROVAL OF AGENDA

Chaiman Guinn added items of Old Business:

C. Final Plat Approval - Tract N Subdv, Tundra Ridge.

D. Final Plat Approval - Chaney's BIA Road Subdv.

Agenda approved as amended.

### V. COMMUNICATIONS

None

**VI. PLANNER'S REPORT**

1. DEC certification no longer required on subdivision plats. Effective July 1.
2. Office moved to Public Works. New phones 5301 & 5306
3. OMNI Enterprises (Swanson's Lease). Have not received plat from surveyor for recording. Need to record plat as legal subdivision before executing lease. Draft lease document completed. Annual rental rate conflict with Council Ord. 96-11 of annual rent of \$14,500. 00, and Swansons's appraisal rate of \$11,000.00 resolved with OMNI. Annual rental will be per ordinance (\$14,500.00) with 5 year current market value rent revaluation.
4. Bethel Fuel Sales: Conveyance of Tract 5C-1 to Bethel Fuel Sales. Plat recorded 7-18-96. Real Estate Sales Agreement signed by both parties and recorded. Notice of ordinance for final conveyance published. All necessary documentation given to City Clerk for preparation of disposal ordinance.
5. FAA sewer line easements along Salmon Berry Rd. Need obtain three - Lts 18C, D-9, D-10. Restricted Deeds (Secretary of Interior - BIA as Trustee) on Lts D-9 & D-10. Currently working on with land owners and trustee agent (ONC) .

**VII. PEOPLE TO BE HEARD**

None

Commissioner's Comments:

Commissioner Warner noted that a new shop type building had been put up at 9458 Ayaginar and appeared to encroach on road. Questioned if there was a site plan for this. Questioned if Faulkner (Foundation Services) had site plan for fill behind their shop on Main St. Questioned adequacy drainage of this site with this additional fill.

Commissioner Hamilton also questioned site plan of Foundation Services for shop site fill. She further questioned how long a site plan was valid for.

Planning Commission Minutes July 25, 1996 (Cont.)

Commissioner Warner responded that Site Plans were valid for one year; must be renewed with a new application after that period.

**VIII. OLD BUSINESS**

ITEM A: FINAL PLAT APPROVAL FOR KASAYULI SUBDIVISION,  
SOUTHWEST OF AIRPORT. PROPOSED BY YKHC.  
(PUBLIC HEARING)

Chairman Guinn stepped down as chairman during the Commission's discussion/action of this agenda item because of his employee relationship with YKHC and his position of being YKHC's project manager for this project. He asked Commissioner Mc Comas to accept the chair; Commissioner Mc Comas accepted.

Public Hearing Opened:

Mark Stemp, CEO of Bethel Native Corporation testified in support for final plat approval.

John Guinn testified that YKHC and the City had met and worked out the City's concerns for road development/approval. YKHC has agreed to increase the radius of turns from 30' to 40' and that final road grades accommodate a 200' sight distance. Mr. Guinn also added that final acceptance of the roads was subject to approval of the City.

Jim Hoppenworth raised concern for the need for the City to have performance bond in place as assurance of final roads being completed to acceptable standards. Mr. Quinn replied that YKHC has included in their contract with their road development contractor a provision that all roads must meet with the City's final approval, and that YKHC has a performance bond in force with this contractor to insure this.

Mr. Guinn further added that all earth work has been suspended on this project pending the conclusion of the permitting process presently underway with the US Army Corp of Engineers. This included extraction's from the sand borrow pit by YKHC's contractor.

Public Hearing Closed.

M/M Herron/Mc Comas : Approve final plat of Kasaylui Subdivision.

Planning Commission Minutes July 25, 1996 (Cont.)

Commissioner Hamilton indicated that due to her employee status with YKHC that there may be a conflict of interest. Acting Chair Mc Comas resolved in favor of allowing her vote due to there being no direct financial involvement or gain being received.

APPROVED: Vote: Unanimous

Mr Guinn resumed meeting as Chair.

ITEM B:        ABBREVIATED SUBDIVISION (INTERNAL LOT  
                  SUBDIVISION) OF LOT 11, BLOCK 5, MUMTRETLEK SBDV  
                  INTO LOTS 11A AND 11B, 257 AND 259 WEBER CIRCLE.  
                  PROPOSED BY MORAVIAN CHURCH. (PUBLIC HEARING)

Open Public Hearing:

Staff reported that the amended plat before the Commission had divided this parcel into two lot sizes meeting or exceeding the City's minimum lot size requirements as requested by the Commission.

No other testimony.

Public Hearing Closed:

M/M Warner/Heron: Approve final plat.

APPROVED: Vote: Unanimous.

ITEM C:        FINAL PLAT APPROVAL OF TRACT N SBDV. A  
                  RESUBDIVISION OF TRACT N, TUNDRA RIDGE  
                  (PUBLIC HEARING)

Open Public Hearing:

Planning Commission Minutes July 25, 1996 (Cont.)

Teleconference with Chris of Denali General Contractors in Anchorage, the subdivision developer. He reported that the Commission had raised 6 points of concern during the previous discussion of this proposed subdivision and that he was prepared to respond to these.

1. Street names have been changed to more regionally recognized names.
2. Public access/easements on lots 8 & 9.
3. Elevation map showing contours has been published.
4. Drainage's, grading and additional culverts in place.
5. Open spaces are usable; not within drainage depositions.
6. Representatives of Denali General Contractor's had gone door-to-door within neighborhood to answer any questions about this project.

Commissioner Warner pointed out that Lots 1,2 and 3 of Block 1 located at the extreme northeast corner of this project need further attention as far as drainage from the north situated sites behind. They are in danger of serious erosion from these sites.

Jim Hoppenworth, previous Planning Administrator who had worked with this project offered that he did not feel that a performance guarantee would be necessary on this project. Recommended going ahead with approval.

Public Hearing Closed:

M/M Mc Comas/Warner: Approve final plat as submitted.

APPROVED: Vote: Unanimous

ITEM D: FINAL PLAT APPROVAL OF CHANEY'S BIA ROAD SBDV.  
AN INTERNAL SUBDIVISION OF LOT 1, BLOCK 1 AND  
TRACT A. (PUBLIC HEARING)

Open Public Hearing:

Statements of purpose by Tomas and Suzanne Roissier Israelsson, owners of record of the subject.

Planning Commission Minutes July 25, 1996 (Cont.)

Israelsson's have performance guarantee through bank letter of credit to assure approved construction of roads.

Public Hearing Closed:

M/M Warner/Hamilton: Approve final plat as submitted.

APPROVED: Vote: Unanimous

**IX. NEW BUSINESS**

ITEM A: BETHEL UTILITIES CORPORATION BLANKET UTILITY EASEMENT PROPOSAL. (DISCUSSION OF WORKPLAN)

Discussion of work plan. Evaluate blanket easement proposal on a street by street bases. Individual utility poles would then be installed/removed via a permitting process and a fee would be charged through this permitting process. Jim Hoppenworth, former Planning Administrator advised that in previous discussions with BUC and the City Manager that the City was in favor of following procedures currently in the State of Alaska Public Utility Regulations. Information packet to be provided Commissioner's for next meeting.

ITEM B: UPDATE TO CITY OF BETHEL COMPREHENSIVE PLAN. (DISCUSSION OF ADMINISTRATION'S CURRENT RFP PROPOSAL)

Information/Discussion Item: Revision of the City of Bethel Comprehensive Plan. RFP by the City Administration to contract with a professional planning entity to begin work on a long needed update to the City's current plan adopted in 1980. This update would be developed as a strategic planning model. This would incorporate the several existing service delivery and other plans already in existence, add additional ones where needed, and provide for a consolidated annual implementation plan from these for budgeting and work plan purposes. This item is a budget carry over from last year.

Planning Commission Minutes July 25, 1996 (Cont.)

**X. ADJOURNMENT**

Meeting Adjourned at 9:50 PM.

**Prepared By: J. Malone, Planning Administrator**

**APPROVED: August 15, 1996 at Rescheduled Regular Meeting as amended.**

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "J. Malone", is written over a horizontal line. The signature is cursive and somewhat stylized.



# CITY OF BETHEL

P.O. Box 388 • Bethel, Alaska 99559  
907-543-2087  
FAX # 543-4171

## **Planning Commission Minutes Rescheduled Regular Meeting Aug 15, 1996 City offices conference room, 7:30pm**

### **I. CALL TO ORDER**

Meeting called to order by Commission Chair Guinn at 7:40PM.

### **II. ROLL CALL**

Commission Members Present: Guinn, Mc Comas, Hamilton, Warner  
Absent: Hickson, Andrew, Herron

### **III. APPROVAL OF MINUTES**

M/M Warner/Hamilton

Minutes of the July 25th meeting approved with the following amendments:

1. Page 2, Commissioner Warner's comments concerning 9458 Ayaginar were directed at whether there was a Site Plan permit for new shop structure at this site, and if this building was encroaching on ROW. Also, provisions for drainage at Foundation Services shop site fill.
2. Page 4, change word "their" to "there" where it pertained to Commissioner Hamilton's concern about conflict of interest.

M/M Mc Comas/Warner

Minutes of the June 20th meeting were finalized and approved after their reconstruction from the Commissioner's present notes, memory and the agenda for this meeting.

### **IV. APPROVAL OF AGENDA**

Approved without amendment.

### **V. COMMUNICATIONS**

Letter from Planning Administrator to BNC concerning their objection to the Bethel Fuel Sales, Inc. land sale at previous council meeting.

*"Deep Sea Port and Transportation Center of the Kuskokwim"*

**VI. PLANNER'S REPORT**

1. Progress report on Sand Pit Lake Recreation Site reclamation.
2. Request from BNC to reconcile City's land selections under 14 (c)(3). Planning Administrator will coordinate this with BNC.
3. Planner will participate in City audit by valuing City owned land. Lands have been identified, all pertinent plats pulled, project entered into spreadsheet. Values are to be at date acquired. Total number is approximately 150 parcels. Anticipated completion is second week of September.
4. Old KVNA building located across from Swanson's store is located on City land without a lease.

Discussion: Direct Planning Administrator to advise City Council and recommend some form of formal lease agreement be put in place.

**VII. PEOPLE TO BE HEARD**

None

**VIII. OLD BUSINESS**

ITEM A: BETHEL UTILITIES CORPORATION BLANKET UTILITY EASEMENT PROPOSAL. ( DISCUSSION OF WORK PLAN).

Discuss street-by-street easement with permitting for pole installation. Planning Director will contact APUC for guidance in "reasonable" fee bases for this permitting process and report back to commission.

**IX. NEW BUSINESS**

ITEM A: A RESOLUTION REMOVING SWIMMING AS A SPECIFIC USE OF THE SAND PIT LAKE RECREATIONAL SITE, LOT 15, USS 4117. A 10.54 ACRE RECREATIONAL SITE LOCATED ON CHIEF EDDIE HOFFMAN HIGHWAY BETHEL, AK.

M/M Warner/Mc Comas Approve resolution 96-31 removing "swimming" from Sand Pit Lake Recreational Site and forward to BLM .

APPROVED: Vote:Unanimous.

Planning Commission Minutes August 15, 1996 (cont.)

**X. ADJOURNMENT**

Meeting adjourned 9:40 PM.

**Prepared BY: John Malone, Planning Administrator**

**Approved:**

  
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# CITY OF BETHEL

P.O. Box 388 • Bethel, Alaska 99559  
907-543-2087  
FAX # 543-4171

## Planning Commission Minutes

Special Session September 27, 1996

PUBLIC WORKS CONFERENCE ROOM

12:00 PM

**I. CALL TO ORDER**

**II. ROLE CALL** Commissioners Present: Guinn, McComas, Hickson, Herron  
Absent: Andrew, Hamilton, Warner

**III. NEW BUSINESS**

ITEM A: REVIEW CONSTRUCTION PLANS FOR SWANSON'S NEW HARDWARE STORE PER CITY OF BETHEL/ OMNI ENTERPRISES LEASE AGREEMENT. CITY ORDINANCE 96-11 AUTHORIZED GROUND LEASE FOR PURPOSE OF NEW ADDITION TO SWANSON'S STORE. LEASE REQUIRES CITY REVIEW AND APPROVAL OF BUILDING PLANS.

LOCATION: Lt 2, Commercial Center Subdv. (Across from Swanson's store).

Discussion: Building plans, specifications and Site Plan application received by Planning Department Sept 5, 1996. Plans have been viewed by Public Works, Fire Dept., State Fire Marshal.

MM Herron/Guinn:

The Planning Commission approves the plans and specifications submitted by OMNI Enterprises for the construction of a hardware store on the city owned leased lot, Lt 2, Commercial Center Subdivision, pursuant to Paragraph 10 (a) of the current ground lease between the City of Bethel and OMNI Enterprises. A Site Plan Permit may be issued by the Planning Department approving this construction.

VOTE: UNANIMOUS

**III. ADJOURNMENT**

ATTEST:

  
John Guinn, Chairman

*"Deep Sea Port and Transportation Center of the Kuskokwim"*



# CITY OF BETHEL

P.O. Box 388 • Bethel, Alaska 99559  
907-543-2087  
FAX # 543-4171

## Planning Commission Minutes

Regularly Scheduled Meeting October 10, 1996

CITY OFFICES, CONFERENCE ROOM

7:30 PM

### I. CALL TO ORDER

Meeting called to order by acting chairperson Tom Warner at 7:40 PM.

### II. ROLL CALL

Commissioner's Present: Warner, Hamilton, Andrew, Notti, Hickson, Herron  
Absent: Guinn

### III. APPROVAL OF MINUTES

MM Hamilton/Andrew to accept minutes of Special Meeting of September 27, 1996.

Unanimous

### IV. APPROVAL OF AGENDA

MM Hamilton/Andrew to accept agenda.

Unanimous

### V. COMMUNICATIONS

Mailed with Commission packets - no other introduced.

### VI. PLANNER'S REPORT

1. ROW Kasayuli Sbdv: Returned to YKHC for platting of COB portion within Sec 13. Renegotiate portion (Sec's 14 & 23) with BNC pursuant to City attorney memo of Sept 10, 1996. Request YKHC reconvey to BNC easement granted by BNC for this ROW in July 1995 - Sec 13 portion of ROW has changed as to physical location and needs to be surveyed and platted - Planning Commission approval of this plat. BNC then needs to initiate conveyance for balance of road easement situated on BNC's land to COB. This will require Acquisition Ordinance.

Minutes City of Bethel Planning Commission Oct. 10, 1996 (Cont.)

2. Property owner at 9458 Ayaginar that had been sent enforcement letter has submitted a Site Plan Application for garage/shop building.
3. KVNA building situated on Lt 3, Commercial Center Sbdv. (land owned by COB) without lease agreement - sent to Council for action per PC request at August 15 meeting.
4. Contacted KYUK about moving/transferring small yellow house at old Nicholson building (Third Ave.) to KYUK as an eligible non-profit entity. City Manager wants to make sure that Site Plan provisions had been met first, and relocation would not require additional use of COB property in City complex area. Station Manager at KYUK assures that there is adequate space on their site for this building.
5. Kuskso 300 proposal for a building site location - on agenda. Spoke with BCS (Mary Whitaker) about incorporating Ice Classic function within this building should City allow its location on Park Strip (First Ave) - she had no objection to this.
6. Tract 5C-1, Bethel Fuel Sales conveyance has been concluded and recorded.
7. HDR Engineering has been awarded contract for updating Comprehensive Plan. Teleconference with Ken Weaver and city attorney Lee Sharp on Oct 10 to discuss the formulating of the contract with HDR.
8. Still waiting for BNC as to a schedule to start 14(c)(3) land selection/reconciliation project. Hope to have HDR Engineering aboard as consultant in evaluating future community needs in land use for this project.

**VII. PEOPLE TO BE HEARD**

Commissioner Hamilton expressed concern about lack of building codes defining minimum habitability standards for dwellings, especially those being placed on the rental market. Commissioner Warner noted that the Planning Commission had previously suggested adopting codes for rentals but found very little support for such from the City Council. He felt that if the Commission would receive support for such code development from the City Council that the Commission would undertake such a project. Commissioner Notti stated that he would bring the subject before the City Council for the purpose of determining the Council's willingness to address this through ordinance.

**VIII. OLD BUSINESS**

- ITEM A: BETHEL UTILITIES CORPORATION BLANKET UTILITY  
EASEMENT PROPOSAL.  
(CONTINUED WORKPLAN ITEM)

Report by City Planner:

Spoke with Bob Lore, Exec. Dir. Alaska Public Utilities Commission. Commission has adjudication authority over joint use agreements between primary utility installers (those who own infrastructure such as poles, etc.) and other users. If there are concerns about these (GTE has raised issue of fee charged for use by BUC on several occasions), they should be directed to PUC. In regards to "reasonable fee" that may be charged as part of a permit process for poles and other infrastructure, PUC does not regulate or impose standards in this regard. Left to City Council as they are closer to this as a local issue. These fees would be in the context of a franchise fee - in consideration of an "inferential value".

**IX. NEW BUSINESS**

- ITEM A: BUILDING AND SITE LEASE OF CITY OWNED BUS  
BARN TO GOLDEN EAGLE UNLIMITED, LLC, THE  
NEW SCHOOL BUS CONTRACTOR..

Mr Darrell Korthuis representing Golden Eagle Unlimited offered that Golden Eagle would like to lease the City's Bus Barn building for one year with a one year option to renew.

Discussion: Lease would require a current market appraisal, Fire Marshal inspection/approval, and Disposal Ordinance by City Council.

MM Andrew/Notti: The Planning Commission recommends entering into a lease for the Bus Barn located on Lot 1, Blk 5, City Center Subdv. USS 870 with Golden Eagle Unlimited for a lease period of up to two years.

Minutes City of Bethel Planning Commission Oct. 10, 1996 (Cont.)

Vote: Unanimous. Commissioner Herron abstained due to his relationship as a principal in Golden Eagle Unlimited.

ITEM B: PROPOSAL BY KUSKO 300 TO CONSTRUCT BUILDING IMPROVEMENT WHICH WOULD INCORPORATE BCS ICE CLASSIC FUNCTIONS ON FIRST AVE. PARK STRIP.

Tabled - no representative from Kusko 300 to speak to proposal.

ITEM C: VARIANCE HEARING ON THE APPLICATION OF WILSON GREEN TO LOCATE A MOBILE HOME ON AN UNDERSIZED LOT, LT3, BLK 9, USS 3790 (LIND LN).

Tabled - Mr. Green nor a representative was present.

**X. ADJOURNMENT**

9:40 PM

APPROVED:



John Guinn, Chairman



# CITY OF BETHEL

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## Planning Commission Minutes

**Regularly Scheduled Meeting December 12, 1996**

**CITY OFFICES, CONFERENCE ROOM**

**7:30 PM**

### **I. CALL TO ORDER**

Meeting called to order by acting chairperson Tom Warner at 7:40 PM.

### **II. ROLL CALL**

Commissioner's Present:: Warner, Andrew, Notti, Herron  
Absent: Guinn, Hamilton, Hickson

### **III. APPROVAL OF MINUTES**

MM Herron/Andrew to approve minutes of the meeting of October 10, 1996.

Unanimous

### **IV. APPROVAL OF AGENDA**

Meeting Chairman Warner requested that Item B under old business be postponed until the next meeting due to the lack of a quorum for this matter.

MM Andrew/Herron to approve agenda as amended.

Unanimous

### **V. COMMUNICATIONS**

Mailed with Commission packets - none other introduced..

### **VI. PLANNER'S REPORT**

1. Installed AutoCad and ArcView GIS software and plotter in planning office. Will have capability of storing COB mapping, surveys and other digital information (building plans, etc.) on disks. Will be upgrading workstation in planners office within next week for this system. Will also be installing a network server in new document room. This server will

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Minutes City of Bethel Planning Commission December 12, 1996 (Cont.)

also be capable of handling Public Works needs and will act as the central data archival system with tape backup for both departments.

2. Document room is near completion. Need electrical outlets, window and shelving setup. Karluk Design has donated two map racks and a map fault. Maps and plats have been moved from old down town city offices conference room to new document room.

3. HDR Engineering, the Comprehensive plan contractor has started planning project. Anticipated time is seven months. HDR did a preliminary document review of city files and reports on Nov 13. The first Citizen Involvement Committee organizational meeting was held on December 11th at the Bethel Lions Club.

4. Phase I sewer and water survey (City Subdiv) has 105 respondents so far. Target is 150. Survey data has been placed on spreadsheets. We are following up with phone contacts to those respondents that have not responded by mail.

5. Ken Weaver has placed the administration of the community block grant for honeybucket and water conversion to holding tanks and flush toilets in the Planning Dept. HUD eligible low income owner occupied residences are the targeted population. A project director has been interviewed and will be coming aboard shortly. This grant is rather delinquent as far as performance - two years since the grant award.

6. Started 14(c)(3) land reconciliation project with BNC on December 10th. Sharon McClintock of McClintock Land Assoc's is managing the project for BNC. She has organized BNC files very well, parcel by parcel. The Small Boat Harbor has several problems involving the original survey plat and 14 (c) (3) claims that remain unresolved. It is anticipated that this project will take most of the winter to complete.

7. BLM has approved change of use for Sand Pit Park per the PC's resolution. Information was included in packets.

8. Sent letter to Chris Liu reference his letter in your packet. CRW Engineering the Phase I sewer and water design contractor is evaluating this city owned site (portion of Tract C, City Subdv.) for the location of new water treatment facility (10,000 S/F bldg) and water storage (50' dia) tank. This is the site that Mr. Liu requested your consideration in purchasing as indicated in his letter.

9. The planning department and city manager have been discussing with Bill Mc Clintock of Mc Clintock Land Associates and Paul Gabert of Village Safe Water the possibility of implementing a city wide ortho rectified aerial mapping project. Village Safe Water had previously budgeted \$75,000. for such a project. However, previous estimates of cost far exceeded this. Mc Clintock has suggested a phased project using these funds to complete the aerial photography and ground survey control work. This funding would also be adequate for detailed mapping of the city core (1" = 100 ft with 2 foot contours) and larger scale mapping for the remainder (1" = 300 ft with 5 foot contours). The field work

Minutes City of Bethel Planning Commission December 12, 1996 (Cont.)

would be adequate for continued closer scale mapping for this remainder when additional funding became available.

**VII. PEOPLE TO BE HEARD**

Ms Elizabeth Benson of HDR Engineering presented a short overview of the scope of work for the Comprehensive Plan. She emphasized that this planning effort should not be viewed as an update to the city's previous Comprehensive Plan due to the amount of time that had passed since the last plan (last Comprehensive Plan was completed in 1980). This current planning effort would be viewed as a new plan. She also reported on the first organizational meeting of the Citizens Involvement Committee the night previous (December 11th). The Citizens Involvement Committee will work through the Planning Commission in the planning process.

Louie Andrew re-introduced a correspondence packet with attached Tundra Drums news story from the fall of 1995 concerning the non authorized occupancy of a city ROW by Carl Russell. The Commission directed the City Planner to again pursue the removal of Mr. Russell.

Dario Notti reported that he had been requested to investigate the city ownership of the vacant lot located on the corner Owl and Ptarmigan St. for the purpose of establishing a park/playground at this site. Requested city planner investigate ownership and report back.

Tom Warner asked if any further exchanges had occurred between the city and the school district about the proposed new middle school site. None reported.

**VIII. OLD BUSINESS**

- ITEM A. PROPOSAL BY KUSKO 300 TO LOCATE A BUILDING ON FIRST AVE. PARK STRIP ACROSS FROM 1ST NATIONAL BANK. (TABLED FROM LAST MEETING)

M/M Herron/Andrew That City Planner notify the Kusko 300 Committee of the Planning Commissions recommendation for approval of use of the First Ave park strip for the location of a Kusko 300 headquarters building and other activities as described in their letter of November 11, 1996. Proceed with necessary City Council submissions for Conditional Use of this site for this purpose.

Minutes City of Bethel Planning Commission December 12, 1996 (Cont.)

Unanimous

ITEM B: VARIANCE HEARING ON THE APPLICATION OF WILSON GREEN TO LOCATE A MOBILE HOME ON AN UNDERSIZED LOT, LT3, BLK 9, USS 3790 (LIND LN). (TABLED FROM LAST MEETING)

Tabled: Mr. Green did not appear.

**IX. NEW BUSINESS**

ITEM A: APPROVAL OF ROW PLATTING FOR ACCESS ROAD FROM BETHEL AIRPORT TOWER ROAD TO KASAYULI SUBDV.

Item did not require formal Planning Commission action. Both an acquisition (BNC portion) and disposal ordinance (City portion) for this ROW needs be prepared for City Council action to finalize.

ITEM B: VARIANCE HEARING ON THE APPLICATION OF TOM AND MARY WARNER TO WAIVE 1 FOOT OF SETBACK ON AN INTERIOR PROPERTY BOUNDARY. LOT 9, BLK 1, TUNDRA RIDGE SUBDV.(AYAGINAR DR)

Postpone until next meeting - lack of quorum for item.

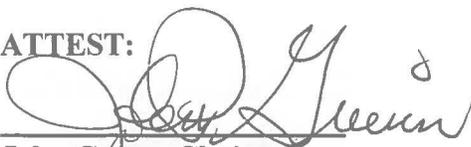
**X. ADJOURNMENT**

M/M Herron/Andrew To Adjourn.

Unanimous

Meeting adjourned 8:40 PM

ATTEST:

  
John Gunn, Chairman