



# CITY OF BETHEL

P.O. Box 388 Bethel, Alaska 99559  
907-543-2297  
FAX # 543-4171

## Planning Commission Minutes

**Regular Scheduled Meeting February 10, 2000**

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

**7:30 PM**

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

The meeting was called to order by acting chairperson Louie Andrew at 7:40 PM.

### **II. ROLL CALL**

Members Present: Andrew, Hamilton, Charlie, Notti, Blake

Members Excused: Guinn

Members Absent: Trailov

Others Present: John Malone, City Planner

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

M/M Hamilton/Notti: Approve the minutes of the December 9, 1999 meeting.

Unanimous

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

M/M Notti/Blake: Approve agenda as presented.

Unanimous

### **V. COMMUNICATIONS**

Mr. Malone distributed copies of the Corp's of Engineers formal noticing, and attached provisional permit for the city's 5 year renewal of its General Permit.

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

Mr. Malone reported on the contents and provisions of the Corp's 5 year GP renewal, noting that the additional acreage requested to be included in this permits renewal had been included by the Corp's. This will now increase the acreage under local permit authority from approximately 5,600 acres to 7,200 acres. He further reported that he has been invited to attend the BNC Lands Committee meeting of February 12<sup>th</sup>, and that the new file server and an upgraded AutoCAD 2000 has now been installed for the Planning Office.

**VII. PEOPLE TO BE HEARD**

None

**VIII. OLD BUSINESS**

None

**IX. NEW BUSINESS**

**ITEM A. PRELIMINARY PLAT, RIGHT-OF-WAY BETWEEN CITY SUBDV.  
AND BLUEBERRY FIELDS SUBDV., PURSUANT TO THE  
AUTHORITY TO ACQUIRE AND ESTABLISH SUCH A  
RIGHT-OF-WAY IN ORDINANCE 99-15. (PUBLIC HEARING)**

Mr. Malone introduced the preliminary plat that had been prepared by Mc Clintock Land Associates. Mr. Malone noted that there was one staff review issue to be clarified for the final plat. That being the signature block for Bethel Native Corporation was probably no longer needed as BNC had conveyed to the city its interest in the BNC lands that now make up this ROW.

The acting chair opened the public hearing at 7:45PM.  
There was no testimony or further comments offered.  
The acting chair closed the public hearing at 7:50PM

M/M Blake/Notti: Accept preliminary plat as presented.  
Unanimous

**ITEM B. PRELIMINARY PLAT, U.S. POSTAL SERVICE SUBDV., A  
SUBDIVISION OF LOTS 10A AND 10B, USS 4117. PROPOSED  
SITE OF NEW POST OFFICE ON CHIEF EDDIE HOFFMAN HWY.  
(PUBLIC HEARING)**

Mr. Malone introduced this preliminary plat that had been prepared by Integrity Surveys for the U.S. Postal Service. Mr. Malone informed the Commission that he had several staff comments about this preliminary plat, and he had communicated these both to the Postal Service and Cliff Baker, the surveyor who prepared the plat.

1. The indicated vacated portion of the right-of-way on Chief Eddie Hoffman Hwy would have to first be addressed by the state, as this is a state owned right-of-way.
2. In the Title Block, the name "Post Office Subdivision" needs be spelled out, not abbreviated.
3. Remove contour lines for final plat submission.
4. Insert in the Title Block, following the first sentence, A subdivision of ---", a second sentence that states," A subdivision creating Lots 1 & 2, and a public right-of-way designated as Calista Dr."

Planning Commission Minutes February 10, 2000 (Cont)

5. Plat Approval signature block needs to be amended to conform to City of Bethel ordinance requirements.
6. Cost estimate needs be submitted for public improvements portion of this subdivision (Calista Dr, etc.). A surety instrument needs be in place before final plat approval that insures a scheduled completion of the public improvements.

The acting chair opened the public hearing at 8:05PM.  
There was no testimony or further comments offered.  
The acting chair closed the public hearing at 8:10PM

M/M Notti/Charlie: Accept preliminary plat with staff recommendations.  
Unanimous

ITEM C. PROPOSED LAND EXCHANGE, LT 6A, BLK 1, MUMTRETLEK  
SUBD., WITH THE CITY. APPLICANT: LAURA WHITMAN, 315  
FRONT STREET. (PUBLIC HEARING-RESOLUTION)

Mr. Malone introduced this item, explaining that Ms Whitman was believed to be on out of town business. Ms. Whitman provided a proposal letter and several drawings in support of her land exchange offer. It is the staff recommendation to accept the proposal as described, at a stipulated equal value exchange, as outlined in draft resolution 00-1.

The acting chair asked Commissioner Hamilton to read proposed Resolution 00-1.  
Commissioner Hamilton read the resolution.

The acting chair opened the public hearing at 8:20PM  
There was no testimony or further comments offered.  
The acting chair closed the public hearing at 8:25PM

M/M Blake/Notti: Adopt Resolution 00-1.  
5 In favor/0 Abstained/0 Not in favor

**X. ADJOURNMENT**

M/M Hamilton/Charlie: Adjourn meeting.  
Unanimous  
Meeting adjourned 8:30PM

ATTEST:

  
\_\_\_\_\_  
John Guinn, Chair

DATE: 4/13/00



# CITY OF BETHEL

P.O. Box 388 Bethel, Alaska 99559  
907-543-2297  
FAX # 543-4171

## Planning Commission Minutes

Regular Scheduled Meeting April 13, 2000

PUBLIC WORKS BLDG., SECOND FLOOR CONFERENCE ROOM

7:30 PM

### I. CALL TO ORDER

### II. ROLL CALL

Present: Guinn, Hamilton, Notti, Charlie, Blake

Excused: Andrew, Trailov

Absent: None

Others Present: John Malone, Planner

Sandra Moseley, Admin. Assistant

Willie Keppel

Walter Larson

A conflict in commission member appointment and reappointment was addressed by the Chair, John Guinn. Chair Guinn introduced and welcomed newly appointed commission member Willie Keppel. Chair Guinn asked the council designee, Dario Notti, the status of Mr. Keppel's appointment. Mr. Notti offered that Mr. Keppel had been appointed at the council meeting of April 11<sup>th</sup>, but he did not remember the status of Mr. Blake's reappointment. Chair Guinn asked Mr. Keppel if he had been sworn in yet. Mr. Keppel replied that he had not. Chair Guinn ruled that Mr. Keppel could not be seated as a voting member until he had been sworn in. Mr. Blake remained as a voting member.

### III. APPROVAL OF MINUTES

The minutes of the February 10<sup>th</sup> meeting were included in the meeting packet.

M/M Charlie/Hamilton: Approve the minutes of the February 10, 2000 meeting.

Unanimous

### IV. APPROVAL OF AGENDA

Mr. Walter Larson requested that he be placed on the agenda for the purpose of introducing a preliminary plat for a subdivision of Tract A and Open Space of Tsikoyak Subdivision.

M/M Hamilton/Blake: Add Item C under new business, "Introduction of preliminary plat for a subdivision of Tract A and Open Space of Tsikoyak Subdivision".

Unanimous

**V. COMMUNICATIONS**

Mr. Malone distributed copies of ASCG's Meeting Summary of the second public Open House meeting held on the Chief Eddie Hoffman Hwy Separated Pathway and Bethel Boardwalk projects at the Cultural Center on April 3, 2000.

All other communications were included within the meeting packets.

**VI. PLANNERS REPORT**

Mr. Malone reported:

The land exchange ordinance (Ord. No. 00-007) authorizing the land exchange between Ms. Laura Whitman and the city reportedly was approved by council at their April 11<sup>th</sup> meeting. As soon as a signed copy is received from the city clerk he will proceed with the transfer/exchange documents.

The final plat from Mc Clintock Land Associates for the right-of-way between City Subdivision and Blueberry Fields Subdivision has not been received in the Planning Office yet. Lenny Welsh of Bethel Utilities Corp reports that Mc Clintock has completed the field monumentation for this in March. Field monumentation is the final condition that needed to be completed before submittal for final plat approval. Bethel Native Corp has conveyed to the city their portion of this right-of-way and this conveyance deed has been recorded.

The property owner of Lt 16, Blk 4, Reich Subdv, that has been the subject of an enforcement action personally appeared at the Planning Office last week and reported that he will be filing a plan of correction, and a Site Plan Application, for the building that was unlawfully relocated last summer, and as presently situated, violates a side-yard setback on the subject lot.

By request of the Council, the city manager has established the development of a Computer Technology Plan 2000 project to be administered from Planning Office. Several communities and local entities have been contacted for copies of example technology plans. A voluntary working group has been assembled of interested professionals from around the community. The first meeting was held on April 7th . The first agreed to tasks will be assembling an inventory of computer and computer related equipment currently in service, and developing a survey instrument for all city employees that will help determine employee skill levels, job related needs and training needs. The next scheduled meeting of the working group is scheduled for the second week of May.

**VII. PEOPLE TO BE HEARD**

None

**VIII. OLD BUSINESS**

ITEM A. FINAL PLAT AND PUBLIC IMPROVEMENTS SURETY AGREEMENT, POST OFFICE SUBDV. A SUBDIVISION OF LOTS 10A AND 10B, USS 4117. PROPOSED SITE OF NEW POST OFFICE ON CHIEF EDDIE HOFFMAN HWY.

(PUBLIC HEARING)

Chair Guinn asked Mr. Malone to introduce this item. Mr. Malone reported that the copies of the final plat before the Commission had been received today. Enclosed in the Commission meeting packet was also a letter and cost estimate from the US Postal Service that addressed the financial surety for developing the public improvements of the subdivision, particularly the construction of Calista Dr.

Public hearing was opened at 7:55PM

Mr. Malone commented on the final plat conditions that the Commission had imposed at its meeting of February 10<sup>th</sup> when the preliminary plat was introduced. These staff comments had been communicated via letter on February 16, 2000 to the Postal Service and Cliff Baker, the surveyor who prepared the plat. They were:

1. The indicated vacated portion of the right-of-way on Chief Eddie Hoffman Hwy would have to first be addressed by the state, as this is a state owned right-of-way.

The final plat has left the proposed portion of the right-of-way vacation intact.

2. In the Title Block, the name "Post Office Subdivision" needs be spelled out, not abbreviated.

This has been corrected on the final plat.

3. Remove contour lines for final plat submission.

This has been corrected on the final plat.

4. Insert in the Title Block, following the first sentence. A subdivision of ---", a second sentence that states," A subdivision creating Lots 1 & 2. and a public right-of-way designated as Calista Dr."

This sentence has been added to the title block of the final plat.

5. Plat Approval signature block needs to be amended to conform to City of Bethel ordinance requirements.

This has been corrected on the final plat.

6. Cost estimate needs be submitted for public improvements portion of this subdivision (Calista Dr, etc.). A surety instrument needs be in place before final plat approval that insures a scheduled completion of the public improvements.

The February 29, 2000 Letter of Intent and Cost Estimate from the Postal Service addresses this.

No other testimony was offered.

Public hearing was closed at 8:05PM

M/M Blake/Notti: Accept final plat as presented.

**IX. NEW BUSINESS**

ITEM A. INTRODUCTION OF PRELIMINARY PLAT, WAVE CENTER SUBDV. A SUBDIVISION OF LOT 12, USS 4117 AND LOT 2, POST OFFICE SUBDIVISION, CHIEF EDDIE HOFFMAN HWY.

(PUBLIC HEARING)

Chair Guinn asked Mr. Malone to introduce this item. Mr. Malone reported that this was the plat of the intended future site of the W.A.V. E complex. Copies of the plat had been included in the meeting packets.

Public hearing was opened at 8:07PM

No testimony was offered

Public hearing was closed at 8:10PM

M/M Notti/Hamilton: Accept the preliminary plat as presented.

ITEM B. INTRODUCTION OF PRELIMINARY PLAT, KASAYULI SUBDV. A VACATION OF LOTS 2,3,4, BLK 5, CREATING A SINGLE LOT 2A, BLK 5 AND RELOCATING A PUBLIC UTILITY EASEMENT. CORNER OF NOEL POLTY BLVD AND NEQLERNAQ LOOP.

(PUBLIC HEARING)

Chair John Guinn stated he had a conflicted of interest with this item and announced that he was stepping down so he could introduce this item and respond to questions.

M/M Hamilton/Notti: Nominate Mark Charlie as acting chair for this agenda item.

Planning Commission Minutes, April 13, 2000 (Cont)

Unanimous

Public Hearing was opened at 8:12PM

Mr. Guinn stated that Yukon-Kuskokwim Health Corp wished to vacate three smaller lots in Block 5, Kasayuli Subdivision and create one large lot, Lot 2A, to accommodate a proposed new residential Inhalant Treatment Center facility. Further, YKHC is the owner of the lots in Block 5. This will also require the relocating of a portion of utility easement currently located on the boundaries of Lots 2,3, and 4, to be relocated to the boundary of the new Lot 2A and Lot 5.

Mr. Guinn introduced a resolution passed by the board of directors of YKHC on April 13, 2000 (Res No 00-04-04) donating Lots 2,3, and 4 of Block 5 for the purpose of "...constructing and operating a Statewide Inhalant Treatment Center."

Mr. Guinn distributed copies of the recorded covenants of Kasayuli Subdivision that reflected that the lots within Block 5 were reserved for both commercial and rental housing use.

No other testimony was offered.

Public hearing was closed at 8:20PM

Mr. Malone commented that he saw no technical problems with the plat as presented.

M/M Notti/Hamilton: Approve the subdivision plat as presented.

Unanimous

Mark Charlie stepped down as acting chair. Mr. Guinn resumed the chair.

ITEM C. INTRODUCTION OF PRELIMINARY PLAT FOR A SUBDIVISION OF TRACT A AND OPEN SPACE OF TSIKOYAK SUBDIVISION.  
(PUBLIC HEARING)

Walter Larsen introduced a subdivision plat of Tract A and Open Space of Tsikoyak Subdivision. This portion of Tsikoyak Subdivision lies on the south side of the BIA Road and is undeveloped. Tsikoyak Subdivision is a native allotment owned by Martha Larson. The proposed subdivision creates Tracts A1,A2,A3, Open Space and a proposed public road right-of-way designated on the plat as Larson Loop.



DRAFT



# CITY OF BETHEL

P.O. Box 388 Bethel, Alaska 99559  
907-543-2297  
FAX # 543-4171

## Planning Commission Minutes

Rescheduled Regular Meeting June 15, 2000

PUBLIC WORKS BLDG., SECOND FLOOR CONFERENCE ROOM

7:30 PM

### I. CALL TO ORDER

Called to order at 7:55pm by Chair J. Guinn

### II. ROLL CALL

Present: J. Guinn, J. Hamilton, D. Notti, W. Keppel

Excused: M. Trailov

Absent: L. Andrew, M. Charlie

Others Present: John Malone, Planner

Sandra Moseley, Admin. Assistant

Brian & Becky Middles

Cliff Baker, Surveyor, W.A.V.E. Subdv Plat

Bob Gross, Project Manager, W.A.V.E.

Thomas Faulkenberry, Architect W.A.V.E.

Russell Schwartz, Osbourne Construction Rep.

### III. APPROVAL OF MINUTES

The minutes of the April 13<sup>th</sup> meeting were not approved due to objection by W. Keppel with regards to the statement that M. Trailov was excused for that meeting. M. Trailov is not present at this meeting as she is presently in the YK Regional Hospital expecting a baby. Mr. Malone reported that he recalled M. Trailov requesting to be excused from the April 13<sup>th</sup> meeting because she would not be in town on that date. Mr. Malone stated that he would contact M. Trailov to verify this and report back to the Commission.

M/M Hamilton/Notti

Approve the minutes of the May 25<sup>th</sup> Special Meeting.

Unanimous

### IV. APPROVAL OF AGENDA

Brian and Becky Middles wished to be added to the agenda in regards to a letter sent to J. Malone in March of this year. The letter pertained to the riverbank portion of their lot on First Ave. J. Malone reported that he had forwarded this to the City

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

Planning Commission Minutes, June 15, 2000 (Cont)

Manager B.Herron for consideration and direction. He has not heard back yet from the City Manager.

Mr. Middles stated that his purpose of appearing before the Commission tonight was to have his letter placed in the Commission record.

M/M Hamilton/Keppel Approved agenda as amended.

Unanimous

**V. COMMUNICATIONS**

No additional to those provided in meeting packets .

**VI. PLANNERS REPORT**

J. Malone reported that the easements and owner access agreements for Phase I (City Subdivision) of the sewer and water project were going to be handled out of the planning office in conjunction with the city attorneys office in Anchorage. There are approximately 71 main line easement acquisitions and 160 landowner access agreements to be acquired for this phase of the project. It had originally been planned that this portion of the project would be handled by a contractor. However, the bids for this far exceeded the budget allocation set aside by Village Safe Water. We are presently at the juncture between city attorneys office and planning office of completing the design of the tracking database for these transactions. The city attorney has contracted with a title company to acquire all the necessary title information for the preparation of the easements. The city attorney in conjunction with the planning office has developed an RFP for the needed appraisal services for the easement acquisition portion of the project. The individual land owner contact phase of the project is anticipated to start shortly. This will be conducted out of the planning office. The city manager will be assigning one additional staff to the planning office for the individual land owner contact and processing phase of the project.

The Computer Coordinator position has now been placed in the Planning Office. The position had been previously funded through an Internal Services Fund (IS) that was contributed to by all departments. The City Council has abolished all IS funds starting with the new FY 01 budget in favor of direct department budget appropriations.

There is a new web site for the City of Bethel, the address is [www.ci.bethel.ak.us](http://www.ci.bethel.ak.us). The City Council approved it on 6/14/00, and everyone is invited to view and comment.

One of our new policies started this spring with the Code Enforcement Officer in the Dept. of Public Safety is to provide Mike Burley a copy of all Site Plan Permits when they are issued. This has helped a great deal with compliance matters.

One of the conditions that the Commission had placed in the final approval of the U.S. Postal Service Subdivision was a surety agreement in the amount of \$204,000. for the public improvements portion of this subdivision. That has been completed through a cash escrow agreement now in place through an Anchorage title company.

Our city attorney Lee Sharp has been contracted to carry out the land use, platting and planning code review project. He has so far sent two memos to me for comment. These mostly pertain to technical amendments/concerns within the existing code. We have also had two lengthy teleconferences on HDR's Code Review document. This was the final contracted document for our Comprehensive Plan update project.

Rex Young, our DOT area planner has been transferred to Kenai. We have a new area planner, Katrina Moss. She would like to schedule a meeting for July 12th on the Chief Eddie Hoffman Rehab, and other STIP issues. The city has presented several additional issues to DOT on the next Chief Eddie Hoffman Rehab. These are: scheduling planning and construction of the Rehab and the Anton Anvil Bike/Pedestrian Pathway together, a third lane corridor turnout from Watson's Corner to the area of the Bethel Trailer Court, traffic signaling devices and pedestrian safety at the hospital intersection.

## **VII. PEOPLE TO BE HEARD**

The Chair asked if there were any people to be heard who were not hear for an agenda item.

The W.A.V.E. representatives wished to present to the Commission. However, since they were not on the agenda the chair ruled that the commission could not take any action. W.Keppel stated that he wants the plats for Post Office and W.A.V.E. Center subdivisions to be resubmitted.

Chair Guinn suggested suspending the rules for the W.A.V.E. people and put them on the Agenda.

M/M Keppel To allow the W.A.V.E. people to present. Failed for lack of second.

## **VIII. OLD BUSINESS**

Action on plats for Kasayuli, Tsikoyak (Walter Larson) and the W.A.V.E. Center subdivisions. Agenda items requested by Commissioner Keppel. W. Keppel, said on the 13th of April these plats were presented to the Commission, further stated that the postings were posted on the tenth and the meeting was on the thirteenth. There was not enough time allowed. W.Keppel also stated that one person voted on these plats when he should not have because his term had expired. D.Notti stated that the ordinance provided for an appointed member to serve until replaced by another appointee. J.Guinn said that J.Blake, the member that was being replaced, was not aware that he had been replaced and that his replacement W.Keppel had not been sworn in by the City Clerk, so could not sit as a member.

W.Keppel requested all three of the plats be again formally place in the newspaper and run the way they are supposed to by City Ordinance and by State law.

M/M Keppel to re-advertise the plats in the newspapers. Failed for lack of second.

(NOTE: I, Sandra Moseley, personally posted all Agendas one full week before the Commission meeting as indicated on the attached Notice for the April 13th meeting.)

## **IX. NEW BUSINESS**

Site plan duplication and distribution. Item requested by Commissioner Keppel. W. Keppel believes there should be two copies to go to the homeowner, and a copy for the contractor that places fill on the lot. D. Notti stated that all permit applications should be placed in a place where it is readily readable by the public. D. Notti noted that if construction had begun on a site prior to receiving a permit, then the site plan fee is \$200.00. D. Notti also reported the the Council will be addressing all city fee schedules at the next City Council meeting.

The Chair allowed Brian Middles to address the Commission on the subject of his letter to the City Planner that reflected concerns about the riverbank portion of their property and the problem they were experiencing with their driveway culverting that was causing flooding of their lot at breakup. Mr. Middles further offered that they would be interested in offering the city a maintenance easement for the riverbank portion of their lot in exchange for a parcel of adjoining land owned by the city. Mr. Middles further reported that it was his understanding that the city had purchased such easements in the past. Mr. Malone responded by saying that the city had purchased such easements from upland land owners for those areas contained in the most recent US Army Corps of Engineers project. The area of First Ave. where the Middles's are located was not part of that project. Mr. Malone further commented

Planning Commission Minutes, June 15, 2000 (Cont)

that he felt that it was in the best interest of both the city and the land owner to have such a maintenance easement in place.

**X. ADJOURNMENT**

M/M Hamilton/Notti to adjourn meeting.

Unanimous

Meeting was adjourned at 9:12pm.

**Minutes prepared by: Sandra Moseley, Admin. Assistant**

**ATTEST:**

\_\_\_\_\_  
**John Guinn, Chair**

**DATE:** \_\_\_\_\_



# CITY OF BETHEL

P.O. Box 388 Bethel, Alaska 99559  
907-543-2297  
FAX # 543-4171

## Planning Commission Minutes

### Regular Meeting July 13, 2000

PUBLIC WORKS BLDG., SECOND FLOOR CONFERENCE ROOM

7:30 PM

#### I. CALL TO ORDER

Called to order at 7:56 PM by acting Chair D. Notti

#### II. ROLL CALL

Present: D. Notti, L. Andrew, J. Hamilton, W. Keppel, M. Trailov Kenick, M. Charlie

Excused: J. Guinn

Absent: None

Others Present: John Malone, Planner

Sandra Moseley, Admin. Assistant

Frank Torres, Citizen

Cliff Baker, Surveyor, W.A.V.E. Subdivision

Steve Burke, Variance Applicant

Russell Schwartz, Osbourne Construction

Bob Gross, Project Manager, W.A.V.E.

Hugh Snyder, Variance Applicant

Daniel Smith, Applicant for a preliminary plat

#### III. APPROVAL OF MINUTES

M/M Keppel/Charlie Approve minutes for both the April 13<sup>th</sup> and June 15<sup>th</sup> meetings.

Unanimous

#### III. APPROVAL OF AGENDA

M/M Andrew/Hamilton Approval of Agenda.

Unanimous

#### V. COMMUNICATIONS

Copies were distributed of the State DOT&PF - HDR Engineering, Draft, "Bethel Airport Master Plan"

All other communications were included with the meeting packets.

**VI. PLANNER'S REPORT**

Mr Malone reported:

The enforcement action involving a building moved on to a site without a site plan in Reich Subdv has now been referred to the city attorney.

The city manager advised today that Sen. Stevens office has authorized, in the pending appropriations bill, the use of Corps of Engineers emergency funds for repairs to that portion of the seawall in front of Crow's property on East Ave.

Phase I Sewer and Water Project: The city attorneys office is still resolving one issue involving appraisals for the easement acquisition portion of this project. Whether the states abbreviated appraisal process for small acquisitions (does not require land owner inspection with appraiser) will satisfy federal land acquisition regulation requirements. Both database and manual landowner files are now setup for all 160 + landowners in this phase.

Midles riverbank easement proposal (355 First Ave): The Midles's had submitted a letter for the record at the June 15<sup>th</sup> Commission meeting concerning the conveyance of an maintenance easement to the city of the river bank portion of their lot. The city manager has authorized the planner to offer (through a vacation) one half of the old city public access property that is contiguous to the Midles's east property boundary in exchange for a maintenance easement in perpetuity. This small parcel served as access to the no longer in existence Tract A waterfront tract. Tract A was lost to erosion almost 20 years ago. The city manager wants to retain a 20 foot utility access easement on this proposed vacated tract. The planner is preparing a letter and drawing, exhibiting this proposal for the city managers approval. The other property owner affected (would receive the other one half of the vacated tract) also needs be noticed of the proposal. If acceptable to the Midles's, this disposal/exchange would proceed under the public land vacation ordinance (Title 17 BMC).

Quarterly and Annual Reports: The first Corps of Engineer quarterly report under our new GP was submitted via the new electronic submission arrangement with the Corps. The fourth quarter and annual report have been submitted for the Coastal Zone Management grant.

A reminder that on Tuesday, July 18<sup>th</sup> at 12:00 noon, we have a meeting with the Council and DOT&PF at the city council chambers. The subject is our STIP projects.

**VII. PEOPLE TO BE HEARD**

No one asked to be heard that was not on the agenda.

**VIII. OLD BUSINESS**

ITEM A. INTRODUCTION OF FINAL PLAT, WAVE CENTER SUBDV. A  
SUBDIVISION OF LOT 12, USS 4117 AND LOT 2, POST OFFICE  
SUBDIVISION, CHIEF EDDIE HOFFMAN HWY. (PUBLIC HEARING)

Mr. Malone introduced this item. Present were Cliff Baker of Integrity Surveys, who prepared the plat, Bob Gross, W.A.V.E project manager and Russell Schwartz of Osbourne Construction.

Public hearing was opened at 8:05 PM

Cliff Baker the surveyor for the subdivision asked if there were any questions. Commissioner Kepple asked if they had decided on the entrance and exit patterns. Bob Gross stated that will be included in the next stage of site development. Cliff Baker stated that it is a D.O.T issue, driveway access permits to the highway (Chief Eddie Hoffman Hwy). Mr. Malone commented that the Commission had expressed previously the concern for limiting intersections along the highway, and creating parallel to the highway, traffic circulation within the project to reduce the potential of highway congestion. Mr. Malone further commented that the Commission wished to stay abreast of this project as it progressed. Bob Gross assured the Commission that he fully intended to do this.

Mr. Malone asked Cliff Baker if there had been any resolution to the boundary conflict between Chief Eddie Hoffman right-of-way and this parcel. Mr. Baker said that DOT right-of-way people were researching this. Mr. Malone further inquired that if this were resolved by moving the right-of-way north boundary, would this require a supplemental plat be filed. Mr. Baker replied that he thought it would not, that such a correction would be handled in the form of a deed.

Public hearing was closed at 8:15 PM

M/M Notti/Hamilton: Approve the final plat as presented.

Unanimous

**IX. NEW BUSINESS**

ITEM A. INTRODUCTION OF ABBREVIATED PRELIMINARY PLAT VACATING THE LOT LINE BETWEEN LOTS 4 AND 5, BLK 5, TSIKOYAK SUBDV, CREATING A NEW LOT 4A (4035 TUNRIALIK RD). APPLICANT: DANIEL J. SMITH. (PUBLIC HEARING)

Mr. Malone introduced the applicant, Daniel Smith. Mr. Malone introduced the item and reported that he found no technical problems with the plat and that this could be treated as an abbreviated plat within the platting ordinance as there were no public dedications involved.

Public hearing was opened at 8:16 PM

Daniel Smith stated he intended to make one lot out of two so he could add a garage building to his property.

Public hearing was closed at 8:17 PM

M/M: Kepple/Andrews Approve the abbreviated preliminary plat as presented.

Unanimous

ITEM B. VARIANCE APPLICATION REQUESTING A 10' VARIANCE TO THE ROAD SETBACK OF LOT 17, BLK 2, TURNKEY III SUBDV (150 AKAKEEK ST., BETHEL HEIGHTS). APPLICANT: HUGH SNYDER. (PUBLIC HEARING)

Mr. Malone introduced the applicant, Hugh Snyder. He reported that he had included his Staff Report in the meeting packets. His Staff Report recommended granting the requested variance as indicated on the application.

Public hearing was opened at 8:18 PM

Mr. Snyder explained that he needed this variance because the above ground sewer and water lines occupied approximately 25 feet of the northwest corner of his lot. This required him to locate his new single family home to the extreme front portion of his lot.

Public hearing was closed at 8:20 PM

M/M Andrew/Trailov-Kenick: Approve the variance as requested on the application.

Unanimous

ITEM C. VARIANCE APPLICATION REQUESTING A 4' VARIANCE TO THE ROAD SETBACK OF LOT 2, BLK 4, TUNDRA RIDGE SUBDV (9365 NENQERRALRIA DR.). APPLICANTS: STEVE BURKE AND DARCEY ANDERSON. (PUBLIC HEARING)

Mr. Malone introduced the applicant, Steven Burke. He reported that he had included his Staff Report in the meeting packets. His Staff Report recommended granting the requested variance as indicated on the application.

Public hearing was opened at 8:21 PM

Mr. Burke stated that he had contacted his neighbors concerning this variance and his building addition plans to his home. There were no objection by his neighbors. Commissioner Trailov-Kenick questioned why Mr. Burke was not considering building the proposed addition to the rear of the house as there appeared to be sufficient room to do this on the lot. Mr. Burke replied that the rear of the house was the southern exposure of the residence where the living room and deck were located. Mr. Malone reported that the rear of the lot dropped into a major drainage area that would require significantly more fill to develop. Commissioner Keppel reported that he had viewed the site and agreed that for the intended additions to the house (garage and bedrooms) that a front addition was more practical for this.

Public hearing was closed at 8:28 PM

M/M: Andrew/Trailov-Kenick Approve the variance as requested on the application.

Unanimous

**I. X. ADJOURNMENT**

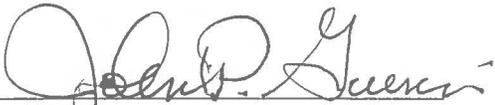
M/M Trailov-Kenick/Hamilton to adjourn meeting.

Unanimous

Meeting was adjourned at 8:30 PM

Planning Commission Minutes, July 13, 2000 (Cont)

**Minutes prepared by: Sandra Moseley, Admin. Assistant**

ATTEST:   
\_\_\_\_\_  
John Guinn, Chair

DATE: 12/19/00



# CITY OF BETHEL

P.O. Box 388 Bethel, Alaska 99559-0388  
907-543-2047  
FAX # 543-4171

## Planning Commission Minutes

**Rescheduled Regular Meeting October 19, 2000**

**PUBLIC WORKS BLDG., SECOND FLOOR CONFERENCE ROOM 7:30PM**

**I. CALL TO ORDER**

Chair Guinn called the meeting to order at 7:30PM

**II. ROLL CALL**

Commissioners Present: Charlie, Keppel, Notti, Andrew Guinn and Hamilton

Absent: Trailov

Others Present: John Malone, City Planner  
Nicole Dahl, Recorder of Minutes  
Ben Dale, Applicant for a new subdivision (New Business Item A)

**III. APPROVAL OF MINUTES**

M/M Charlie/Keppel Approve the minutes of the July 13, 2000 meeting.

Unanomous

**IV. APPROVAL OF AGENDA**

M/M Charlie/Hamilton Approve agenda as published.

Unanimous

**V. COMMUNICATIONS**

None except that included in meeting packets.

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

**VI. PLANNER'S REPORT**

Mr. Malone stated that the September quarterlies for the Coastal Zone Management grant and the Corps of Engineers general permit have been submitted.

The land exchange with Laura Whitman (sea wall properties at 310 Front St) has been completed and the deeds recorded.

The Midles's still remain unresponsive to the proposed land exchange offer concerning the portion of their Front St. (350 Front St) property that is part of the riverbank. The proposal offered to exchange a small portion of city owned property that is contiguous to their lot, for a maintenance easement in perpetuity to the riverbank portion of their lot.

The City Council requested a computer technology working group be organized for the purpose of developing a system wide city computer technology plan. The work group has been a voluntary effort of several citizens who are involved in computer technologies in their various work places. The group has been meeting since last May. The final report from the group has now been approved and will be submitted through the city manger to the Council at their October 24<sup>th</sup> meeting.

Chair John Guinn asked for more information about the working group.

Mr. Malone stated that the work group focused on a strategy for what is needed in hardware and software, purpose of use, and what should be the standards for hardware, training, software, etc. A written survey was used for all of the department heads and employees as to their perceived needs. The employees biggest concern was training.

Chair Guinn asked if the plan for training was to be in-house or use the collage.

Mr. Malone said that the work group looked at many options. One of the options was co-opting several training opportunities within the community; through the collage, YKHC, LKSD and the City. A lot of the training is similar, and we duplicate a lot of effort particularly with the entry-level people that are learning basic skills.

Chairman Guinn stated that YKHC has a good in-house training in place.

Mr. Malone reported on the status of the landowner easement acquisition project for the sewer and water project in City Subdivision. He reported that the city attorney is still waiting for a reply from USDA Rural Development as to the use of abbreviated appraisals for these 71 easement acquisitions. The land owner address portion of the

project is down to two or three that still have not been verified due to their out of area status. Stosh Hoffman is still assigned to the Planning Office part time for this project.

Mr. Keppel asked where the City is on the Code Review project.

Mr. Malone stated that from a recent meeting with the city attorney and the city manager on this, it is his understanding that when the markup drafts are finished, they will be distributed to the Commission and department heads. Mr. Malone further reported that the city attorney had briefed the Council on the timelines for completion of the markup draft at the Council's October 10<sup>th</sup> meeting. The Planning Commission is anticipated to be the lead public forum body in scheduling work sessions on these code updates. There are four titles involved, all interrelate, so there were many structural issues that needed to be addressed. This hopefully will make the amended codes much easier and effective to administer.

Commissioner Keppel asked to have work sessions off to the side with public works committee and public safety to go through the sections that pertain to them.

Mr. Malone said that he is anticipating on getting from the city attorney a sectional analysis memorandum which will go through each of the titles by section, explaining amendments and changes. Mr. Malone stated that this will be the largest and most comprehensive overhaul to the platting and land use codes that we have seen since the inception of the city, and we will have to be cautious in making sure that we provide a lot of public access through work sessions. Mr. Malone stated that he hoped to have a draft in hand by next Commission meeting. The Commission will first need to discuss the scheduling of the review process internally.

Chair John Guinn stated he wants to wait until all documents are in hand before any decisions on process, or any debate on specific parts of the proposed amendments are placed on the agenda.

Chair John Guinn asked for questions of the planner.

Mr. Andrew stated that he was approached by Gabe Kylook, Lucy Jacobs and others who complained that was a lot of noise and drunks around Hammer Manner, a.k.a Yukon Lodge, all night. He asked Mr. Malone if there was anything that could be done about this. Mr. Malone responded that there was no general nuisance ordinance at this time, however, he would contact the Fire Chief, George Young, and see if there was not some state fire marshal issues involved with the premises. He further reported that this had been fairly effective in dealing with other establishments in the past that were the center of similar citizen complaints.

**VII. PEOPLE TO BE HEARD**

NONE

**VIII. OLD BUSINESS**

NONE

**IX. NEW BUSINESS**

ITEM A. DISCUSSION OF PRELIMINARY PLAT FOR VENES SUBDIVISION. A PROPOSED SUBDIVISION OF THE RECORDED ALLOTMENT OF LEONARD VENES, ALLOTMENT NO. 50-92-0345. LOCATION: APPROXIMATELY 4/5 MILE SOUTH OF CHIEF EDDIE HOFFMAN HWY IN THE VICINITY OF THE BETHEL TRAILER COURT AND OLD U.S. FISH AND WILDLIFE HEADQUARTERS SITE. APPLICANT: JOSEPH BEN DALE. (DISCUSSION ITEM)

Chair Guinn asked Mr. Malone to introduce this item. Mr. Malone asked Mr. Dale, the applicant developer, to address the Commission on the proposed subdivision.

Mr. Dale stated that there was one change to the preliminary plat drawing that had been submitted (on August 8, 2000). The FAA has changed the radius of the restricted zone around the VOR from 2000ft. to 1500ft. This now allows him ample room to place the access road ROW from Chief Eddie Hoffman Hwy to the subdivision. This will further enable him to locate this ROW further west than had been originally proposed thereby circumventing the old state sand extractions pits located immediately behind the Crow properties.

Mr. Dale stated that Mc Clintock Lands Associates are BNC's land management consultants, which is the primary reason he has hired them for this project. They are familiar with the municipal code dealing with subdivisions and land matters, as well as other local land issues in Bethel.

Mr. Malone indicated that there are some matters pertaining to the proposed access road that need to be addressed by Bethel Native Corp. (BNC) because this proposed ROW is on their land. The establishment of a public ROW will constitute a subdivision of their parcel. He also pointed out that a drainage plan contour map will need to be submitted for Public Works and the city engineer drainage evaluation, culvert placement, etc. There is a need to discuss the utility easement layouts, both

Planning Commission Minutes, October 19, 2000 (Cont)

with the utility companies, and with the city Public Works Department. He noted that Bethel Utilities and DOT&PF had responded to the previous public hearing notice on this matter in writing, and copies of these had been forwarded to Mr. Dale.

Commissioner Keppel stated that since we have a code review project underway the subdivision should be placed on hold until the amended codes are adopted. He questioned Mr. Dale about the ROW widths. He would not like to see the current ROW specifications in the proposed new subdivision. He listed examples of the proposed new technical school as having ROW's 100ft. wide.

Chair Guinn responded that a 100ft road is not required at this date.

Commissioner Notti responded that the preliminary plat application has been brought before the commission today, not next year, when the code revisions are expected to be adopted. He stated that Mr. Dale should not be held to revisions that may or may not come in the future.

Mr. Malone shared that he had just received a 10 question email form the city attorney working on the code revisions that dealt with this matter of plat filings that may extend into the new code amendment adoptions. The issue is currently being explored and is still open as far as he is aware as to the attorneys recommended method of dealing with this in the proposed amendments to the platting regulations. He wanted to make Mr. Dale aware that he may be subject to these amendments once they are adopted.

Commissioner Keppel stated that there will be no more dirt hauling over the winter, therefore this should be tabled until the spring.

Mr. Dale replied that he thought that he would receive an acceptance or a denial for his application (preliminary plat) tonight.

Mr. Malone said that he was mistaken, as his application had not been accepted by the Planning Office because the application fee had not been paid.

Mr. Dale said he was prepared to do so, he would like to pay the fees tonight and have his application voted on.

Mr. Malone responded that this would not happen as the item is on the agenda as a discussion item not as an action item. He then said that Mr. Dale should look at the timetable prescribed in the ordinance and the items needed before submitting his application and fees. Certain items on the plat need to be added such as the ROW routing change through BNC's land that Mr. Dale detailed earlier in the meeting, a

letter from BNC stating that they intend dedicating a public ROW across their land. The letter will be needed for the application record. He suggested to Mr. Dale he not formally complete the application process until these changes are in place, as the ordinance timetable starts from that point.

Mr. Dale stated he is ready to go forward this evening.

Mr. Malone responded that he cannot recommended to the Commission any action on this because of what he had previously commented on, nor could he recommend at this time acceptance of a preliminary plat filling to the Commission. He again states that Mr. Dale can submit the application fees tonight, but that he should make the changes in the plat before resubmitting to the Commission for preliminary approval. The plat will need an appropriate signature block, a certificate to plat from a title company, or acceptable evidence of ownership interest in the property. He adds that his suggestions are not the same as Commissioner Keppels, his position is that the preliminary plat application process has not been completed.

Mr. Dale states that he needs two full springs to finish the project. He would like his application to go to vote tonight.

Commissioner Notti inquired about the availability and source of sand for road construction, and then suggested that Mr. Dale apply for a site plan to start the roads.

Mr. Malone agrees, Mr. Dale and BNC could apply for a site plan for a private road and begin construction.

Chair Guinn stated that during his subdivision project of similar size ran into a lot of technicalities starting with corrections on the plats signature block.

Mr. Malone said he is bringing this application filing date issue up because after there is preliminary plat approval, then the 18 month timeline begins for final plat approval. It would appear that Mr. Dale does not need preliminary plat approval tonight to begin road construction. This could be accomplished as previously pointed out through the site plan application process.

Mr. Malone suggested that Mr. Dale have Mc Clintock Land Associates contact the planning office so he can go over the items needed for the application.

Mr. Dale asks if he can begin to build the roads with a site plan.

Mr. Malone replies that he can begin with a site plan. He cautions about insuring that these are developed within the proposed ROW's that will be exhibited on the plat.

Mr. Dale replies that he will submit a site plan. As that is what the commission is suggesting.

Commissioner Notti indicated that after Mr. Dale gets the certificates and signature blocks and other items done for preliminary plat approval, he will receive Commissioner Notti's vote for grand fathering in the codes that exist today, so that Mr. Dale will not incur any greater fees than already exist under the currently adopted codes.

Chair Guinn agrees to do the same as long as there are no large changes.

Mr. Malone said that in the previously mentioned email received on the subject of the code revisions from the city attorney, one discussion point was the option for the commission to decide whether a preliminary plat accepted before the amendments would proceed to final plat under the old ordinance or the amended ordinance.

Commissioner Notti again stated that in a case like Mr. Dales, he would like to see it under the old ordinance, as Mr. Dale has been working on this subdivision for a couple years.

Commissioner Keppel said he would do exactly the opposite. He would like to wait until the location of ROW,s and easements, their size, etc., are before the Commission, and the Commission knows what they are dealing with.

Commissioner Hamilton stated when that time comes then they will address it.

Commissioner Charlie stated that he would be in favor of grand fathering in Mr. Dales application. He then suggested the need for a manual for developing native lands (restricted deed lands) from A-Z.

Chair Guinn and Mr. Malone agreed.

Chair Guinn cautioned Mr. Dale against asking for a vote to accept the preliminary plat at this time, but continue the application process and they would schedule the public hearing for the next meeting.

Planning Commission Minutes, October 19, 2000 (Cont)

**X. ADJOURNMENT**

M/M Guinn/Hamilton to adjourn meeting.

Unanimous

Meeting Adjourned 8:37PM

**Prepared by: Nicole Dahl, Acting Admin. Assistant**

**ATTEST:**

  
\_\_\_\_\_  
~~John Guinn~~, Chair  
*ACTING*

DATE: 11/09/00



# CITY OF BETHEL

P.O. Box 388 Bethel, Alaska 99559-0388  
907-543-2047  
FAX # 543-4171

## Planning Commission Minutes

Regular Scheduled Meeting November 9, 2000

PUBLIC WORKS BLDG., SECOND FLOOR CONFERENCE ROOM

7:30 PM

### I. CALL TO ORDER

Acting Chair Mark Charlie called the meeting to order at 7:42PM.

### II. ROLL CALL

Commissioners Present: M. Charlie, W. Keppel, M. Kenick, L. Andrew

Excused: J. Hamilton

Unexcused: J. Guinn, D. Notti

Others Present: John Malone, City Planner

Sandra Moseley, Admin Assistant, Recorder of Minutes

Joseph Ben Dale, Applicant for Preliminary Plat, New Business Item A

Marc Stemp, C.E.O. Bethel Native Corporation

R.A. Dillon, Tundra Drums Newspaper

### III. APPROVAL OF MINUTES

M/M M.Kenick/W. Keppel Approve the minutes of the October 19, 2000 meeting.

Unanimous

### IV. APPROVAL OF AGENDA

Staff requested the addition of ITEM B under New Business, Resolution 00-3. A resolution to the Department of Transportation and Public Facilities concerning the 2001-2003 Major Amendment No.1 to the State Transportation Improvement Plan that affected Bethel roads.

M/M L. Andrew/W. Keppel Accept the agenda as amended.

Unanimous

**V. COMMUNICATIONS**

Nov 6, 2000 letter from USDA-RD authorizing the use of abbreviated appraisals for the utility easement acquisitions in City Subdivision if the cost of these acquisitions were at or below \$2500. All other communications were included in meeting packets.

**VI. PLANNERS REPORT**

Mr. Malone reported that Lee Sharp from the City Attorney Office has completed his draft on the proposed code revisions. The next step should be the preparation of a sectional analysis memorandum to help facilitate an understanding of the changes, and the purpose of the changes, in these proposed code revisions.

The USDA-RD abbreviated appraisal letter was previously handed out. The introduction letters to all the landowners has now been approved. The first mailings will go out to the landowners who do not require easement acquisitions, just service line access agreements. It is anticipated that the letters will start going out within a week or so. Included in these letter packets will be the introductory letter, a lot drawing showing the proposed routing of the service line that connects to the building on each lot, and the access agreement that they will sign. The RFP for the appraisal work for the lots requiring easement acquisitions was completed and approved today and will go out on November 13<sup>th</sup>.

Commissioner W. Keppel asked about the cost of this part of the project (property acquisitions). Mr. Malone said he believed that it was in the neighborhood of \$220,000 to \$230,000. There are about 180 lots now involved of which eighty-two require easement acquisitions. Commissioner W. Keppel asked about how soon this part of the project would be done? Mr. Malone answered by late winter – no later then spring.

**VII. PEOPLE TO BE HEARD**

None

Acting Chair M. Charlie asked if there were any comments or concerns from the commissioners.

No comments were offered.

Acting Chair Charlie suggested adding “Commissioner Comments” to the standing agenda. There was no objection to this.

**VIII. OLD BUSINESS**

None

**IX. NEW BUSINESS**

ITEM A: Introduction of the preliminary plat for Venes subdivision.

Mr. Malone introduced the applicant/developer Joseph Ben Dale.

Acting Chair Charlie opened the Public Hearing at 8:05PM.

Mr. Dale stated that he had contact Stewart Title Company in regards to the certificate to title, but it had not been received yet. He has been in contact with Mc Clintock Land Associates regarding the topographic map and drainage plan. Mr. Dale asked for questions from the commissioners? Commissioner W. Keppel asked what, if anything has happened since the last meeting? Mr. Dale said that he has been asking for records, but has not received them as yet.

Mr. Malone stated that he had sent Mr. Dale a copy of Title 17 (platting ordinances) several weeks ago. He further offered that the Planning Commission had sixty (60) days from the application date (October 19) to act on Mr. Dales application.

Mr. Dale said he will need the approval of the Planning Commission before receiving Bethel Native Corporations approval for the access road.

Marc Stemp stated that Bethel Native Corporation is supporting the plat and the access road. Bethel Native Corporation still has open items on this matter that needs to be approved by the (BNC) Lands Committee. He restated Mr. Dales comment concerning BNC approval in conveying the access road, that this was contingent upon the Planning Commissions approval of the preliminary plat.

Commissioner Keppel said he would like to see more information and plans as far as the roads. Particularly as to how far this road will be, gravel, width etc. before approval. He also recommended that there be cross communication with the Planning Commission and the Public Works Committee on this matter. He also would like to see the culverting plan and see how this was in compliance with the new comp plan code revisions before making any decisions and that this would also be fair to Mr.Dale.

Acting Chair M. Charlie wants to know since the last meeting where do we begin or apply the new code work – when would these requirements apply to this project?

Mr. Malone said that the city attorney had addressed this in the proposed new platting codes. He further reported that he had requested that a new section pertaining to formal contracting between subdivision developers and the city be added to the platting ordinances

Planning Commission Minutes, November 9, 2000 (Cont)

for consideration. That this is a concept being used in many other jurisdictions such as California, and appears to be working well with large time protracted projects.

Public Hearing closed at 8:15PM

M/M W. Keppel That nothing be approved at this time until the new code review for the comp plan is reviewed.

Chair M. Charlie said that it was his understanding that only a motion in favor was in order – not a motion that opposed.

Commissioner W. Keppel withdrew his motion.

Commissioner W. Keppel said he would approve a motion with the consideration that the new codes be reviewed. He further added that Mr. Dale has 60 days from 10/19/00 for the approval or disapproval of the plat – hopefully the new codes would be available for review by then.

M/M M. Kenick/Keppel to approve the Preliminary Plat.

Commissioner W. Keppel asked if any conditions would apply. Commissioner M. Kenick replied negatively. Commissioner W. Keppel stated that he could not support the motion without conditions.

Motion failed 3 to 1.

Mr. Dale requested to be on the next meeting agenda.

ITEM B: RESOLUTION 00-3. A RESOLUTION PERTAINING TO THE OCTOBER'00 AMENDMENT NO. 1 TO THE 2001-2003 STATE TRANSPORTATION IMPROVEMENT PLAN AND BETHEL ROAD CONSTRUCTION PRIORITIES.

Acting Chair Charlie asked Mr. Malone to read the resolution for the record. The resolution was read by Mr. Malone.

M/M M. Kenick/L.Andrew Approve resolution No.00-3 as presented.

Unanimous

**X. ADJOURNMENT**

M/M M. Kenick/L. Andrew

Planning Commission Minutes, November 9, 2000 (Cont)

Unanimous

Adjourned at 8:28PM.

Minutes prepared by: Sandra Moseley, Admin. Assistant

ATTEST:   
\_\_\_\_\_  
John Guinn, Chair

DATE: 12/14/00