
City of Bethel, Alaska

--- Planning Commission Minutes - FINAL

January 13, 2005

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Bethel Planning Commission was held on January 13, 2005 at 6:30 p.m. in the Public Works Building, 2nd Floor Conference Room, Bethel, Alaska.

Chair John Guinn called the meeting to order at time 6:35 p.m.

ROLL CALL

Comprising a quorum of the Commission, the following were present:

Mark Charlie Joy Shantz Pat Jennings
Tundy Rodgers John Guinn

Excused absence(s):

Unexcused absence(s): Joan Hamilton, Brian Glasheen

Also in attendance were the following:

John Malone, City Planner via teleconference
Emilee Kutch, Planning Technician

APPROVAL OF MINUTES

MOVED BY:	J. Shantz	To approve the minutes from the December 9, 2004 Planning Commission meeting.
SECONDED BY:	T. Rodgers	

Correction from December 9, 2004 meeting should be Andy McGowan in attendance, not Thor Williams. Communications under item #1, correction should be BNC, not BUC.

VOTE ON MOTION	Unanimous
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APPROVAL OF AGENDA

MOVED BY:	T. Rodgers	To approve the agenda as amended.
SECONDED BY:	J. Shantz	

VOTE ON MOTION	Unanimous
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COMMUNICATIONS

None

PLANNERS REPORT

Report from J. Malone:

Corps of Engineers General Permit (GP) Renewal: As I previously reported Mary Lekyum our Corps representative in the Regulatory Branch was promoted and transferred to southeast. I received a reply email from Leroy Phillips in Regulatory last week in response to my inquiry as to Mary's replacement. Leroy informed that there has not been a replacement for our region assigned yet. As I've previously reported, one of the issues that needs to be addressed with this renewal is a replacement map delineating lands governed by the GP and restricted wetlands. Mary had negotiated through our previous mapping contractor ASCG, placing this in digital form on an overlay of our current city base map. This of course would be extremely helpful to all who need this information.

National Flood Insurance Program (NFIP) Community Rating System (CRS) Application: Included in your meeting packet was the November 8, 2004 Community Assistance Visit report letter from Christy Miller, Certified Floodplain Manager in DNR. As I've previously reported this letter is required before we can proceed with the CRS application process. She asked for additional file materials for review and I provided this by return letter on November 19th. I anticipate her next correspondence will be to the Insurance Services Office indicating our eligibility to participate in the CRS program.

Alaska Coastal Management Program: Included in your packet is a letter from the federal Office of Ocean and Coastal Resource Management (OCRM) in NOAA notifying the state Department of Natural Resources, Alaska Coastal Management Program that preliminary approval of the states amended coastal management program has been denied. As previously reported, this amended program was passed by the legislature in HB 191 two years ago, and further codified in the rewrite of the implementation regulations that were codified in the Alaska Administrative Code this summer. It appears that the majority of concern by the feds arose from the new regulations. Many of these concerns had been long voiced by the coastal districts. The feds also provided some 19 + pages of questions concerning these amendments they want the state to respond to by March 2005 before they will reconsider preliminary approval. If the resubmitted program is granted preliminary approval by OCRM, the next level is National Environmental Policy Act review. This review will determine if the program changes to the states program is significant enough to require a district by district environmental assessment.

The meeting handout letter addressed to state Sen. Gary Stevens is from Marv Smith, the current chair of our Alaska Coastal District Association. He is writing as District Coordinator for the Lake and Peninsular Borough. I think this letter does an excellent job of articulating the concerns that have been raised since the passage of HB 191 two years ago.

In the meantime our contractor Eileen Bechtol, who is developing our new plan, reported last week that she is proceeding with our plan draft. As a reminder, she is scheduled to present this for your review and comment at our February meeting.

AVCP-RHA Variance Application in Abeyance: Several months back you agreed to hold a variance application for a new bunkhouse facility that was encroaching on the ROW adjacent to the Lulu Heron Center pending a realignment plat for this ROW. This proposed realignment would cure the encroachment and also increase the width of this ROW from 50' to 60' (current minimum city standards). This week Larsen Engineering uploaded a draft final of this plat and I have replied with additional ordinance compliance requirements to be inserted. So hopefully you will be seeing this on you agenda shortly.

Cadastral Mapping Project: I received an email update yesterday from our contractor Larry Clamp of ASCG. He informs that hardware and software are on there way to ASCG's offices in Anchorage.

Site Plan Permit Applications and Code Enforcement: It looks like we will close out the calendar year with 143 Site Permits issued – this is a record. Emilee reports that sanitation code violations continue on the rise. Several are previously cited residences. The court has inquired of Emilee about a city resolution to this that will better address a disposition for those households that are apparently destitute and without a means to pay. In the past two weeks another eight vehicles were owner released to the crusher site.

PEOPLE TO BE HEARD

None

COMMISSIONERS COMMENTS

P. Jennings asks why a satellite dish is in the middle of the road at Quinhagak Lane in City Subdivision, also stating this would affect the doughnut hole expansion.

J. Malone responds that there are two issues, the road needs to be re-aligned within the ROW, and the turn-a-round radius will be vacated to the property owner once the road is extended.

M. Charlie would like to know what can be done about the hazardous fumes in the Public Works building.

J. Malone states the smoke stacks need to be corrected; the exhaust stacks do not clear the roof eaves to allow the fumes to clear the building – places exhaust fumes against office windows.

T. Rodgers asks if there is a safety committee for the building, and do they keep minutes?

J. Malone replies that Public Works Director does, we have not attended one of their meetings.

T. Rodgers states he is a qualified OSHA inspector, and could make an inspection.

J. Malone suggests the contact person who would be responsible for this issue is Paul Wold, Building Maintenance Foreman.

M. Charlie concerns of snow drifts being a hazard for children playing on them. Can a lot be designated for snow removal?

T. Rodgers suggests a draft recommendation from Planning Commission Chair to Public Works and Streets/Roads Departments to keep traffic signs clear of obstruction for safety issues.

T. Rodgers mentions in the Planning Commission report to Council regarding code enforcement has, due to lack of support and honey bucket issues needing financial aid for compliance.

T. Rodgers asks about Bentley's corner and icy road conditions and accident concerns.

J. Malone replies that if the footprint is not changed and building was there prior to the ordinance, this will have to be researched under Title 18 non-conforming property.

T. Rodgers asks J. Malone to research. Also, placing of permits on structures, none are being posted; Code Enforcement needs to do her job with stronger support.

T. Rodgers also adds the comprehensive plan recommendation from Dames & Moore that no more expansion until dough nut hole is resolved.

J. Malone asks if T. Rodgers has reviewed the 65% water/sewer plan by CRW; Dames & Moore did the 1996 version which is now in effect. The plan still needs to be addresses, The comprehension plan was done by HDR.

M. Charlie asks if a public meeting notice needs to be done.

J. Guinn replies it is not an agenda item.

T. Rodgers further discusses it is telling them it is up to the planning commission to say no, until the issue is resolved with BNC and City.

J. Shantz would like to see more public input before making a decision.

J. Guinn states it would be considerate to allow at least two other subdivision people to make comments at the meeting before making a decision.

Motion by – T. Rodgers - Recommendation to City Council no more expansion beyond dough nut hole until resolved.

Roll Call Vote:

J. Guinn – no

M. Charlie – no

J. Shantz – no

P. Jennings – yes

T. Rodgers – yes

Motion fails: 3/no – 2/yes

T. Rodgers announces the new City Clerk will attend AML school, and will be keeping track of the committee/commission attendances. In addition the new water/sewer tank size requirements will be addressed to the planning commission for new construction. And the new cemetery issue by American Legion asks for city donation of 1 acre, located by Kasayuli Subdivision.

J. Guinn informs of his absence during February 13 – March 13 for vacation and asks to be excused.

T. Rodgers also states he will be gone February 22 – March 14 for annual training.

UNFINISHED BUSINESS

Item A –

NoneDISCUSSION ITEM

MOVED BY:		
SECONDED BY:		

VOTE ON MOTION	
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NEW BUSINESS

Item A – TO ASSIGN STREET NAMES FOR AVCP-DA PTARMIGAN TUNDRA VIEW SUBDIVISION FOR FINAL PLAT REVIEW UNDER TITLE 17.50.020 STREET NAMES SHALL BE DETERMINED BY PLANNING COMMISSION RESOLUTION.

Chair Guinn opens the floor to M. Charlie
 M. Charlie set forth input from AVCP staff and Senior Center for recommendations; the two voted names were J.B. Crow Rd. and Cakayak Rd. (John Samuelson).
 J. Malone comments with the enactment of the road names will be included in the final plat for the next planning commission meeting.

ACTION ITEM

MOVED BY:	T. Rodgers	Motion to enact a resolution to name the AVCP property roads to J.B. Crow Rd. and Cakayak Rd. (John Samuelson)
SECONDED BY:	J. Shantz	

VOTE ON RESOLUTION	5-yes/0-no
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MOVED BY:	T. Rodgers	Motion to adjourn meeting.
SECONDED BY:	J. Shantz	

VOTE ON MOTION	Unanimous
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Adjourn 7:15 p.m.

APPROVED THIS ___ day of _____ 2004.

ATTEST:

 John Guinn, Chair

City of Bethel, Alaska

--- Planning Commission Minutes - Draft

Date, April 14, 2005

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Bethel Planning Commission was held on Date, 2004 at time p.m. in the Public Works Bldg, 2nd Floor Conference Room, Bethel, Alaska.

Vice Chair J. Shantz called the meeting to order at time 6:43 p.m.

ROLL CALL

Comprising a quorum of the Commission, the following were present:

Tundy Rodgers	Joan Hamilton	Pat Jennings	Tim Albrite
Joy Shantz			

Excused absence(s): John Guinn

Unexcused absence(s): Mark Charlie

Also in attendance were the following:

John Malone, Planning Director
Emilee Kutch, Planning Technician

APPROVAL OF MINUTES

MOVED BY:	T. Rodgers	To approve the minutes from the March 3, 2005
SECONDED BY:	P. Jennings	

VOTE ON MOTION	unanimous
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APPROVAL OF AGENDA

MOVED BY:	J. Hamilton	To approve the agenda for the April 14, 2005 Planning Commission meeting.
SECONDED BY:	T. Rodgers	

Remove Item C from agenda until May 12, 2005 meeting

VOTE ON MOTION	unanimous
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COMMUNICATIONS

Meeting Handouts: 1. Sample Resolution provided by DNR for adopting new Coastal Management Plan.

2. Final Consistency Response letter from DNR, Alaska Coastal Management Program to US Army Corps stating that Bethel's renewed General Permit is consistent with the states Coastal Management Plan and affected coastal districts.

PLANNERS REPORT

J. Malone reported:

Corps of Engineers General Permit (GP) Renewal: Our GP renewal was formerly noticed by the Corps between Feb 18 and March 21. The Corps has not notified of any response requirements on our part pursuant to this noticing. Additionally, State DNR, Alaska Coastal Management Program (ACMP) has noticed this renewal pursuant to the ACMP review regulations effective March 8. The comment period ended April 6. There were no written responses to this. On April 12th DNR issued a final consistency letter stating the permit concurred with the states ACMP and recommending the reissue of the GP as noticed.

National Flood Insurance Program (NFIP) Community Rating System (CRS) Application Process: Emilee will be attending a training course "Managing Floodplain Development through the NFIP" at the NFIP training center in Maryland during the week of April 18. Travel for this is reimbursable and lodging is provided. The course was recommended by our state Floodplain Management Programs Coordinator, Christy Miller as very beneficial to our pending CRS application. Linda Ryan of the Insurance Services Office (ISO) informed last week that she anticipates visiting Bethel this summer for their part (ISO's) in our CRS new rating determination. She further informed that she is waiting for a compliance notice (our program compliance) from the NFIP office at Region X, Seattle. This notice is the result of the letter report submitted earlier by Christy Miller during her Community Assistance program review.

On another related matter, Christy Miller informed last week that she thinks she has sufficient funds to transpose our current Flood Insurance Rating Maps (FIRM) published by the NFIP onto our new city AutoCad maps.

Alaska Coastal Management Program: The governor requested a meeting of all coastal districts on March 30th in Anchorage. As I'm sure most have heard through the news media this was a closed door meeting that also excluded teleconferencing. The Alaska Coastal District Association met just prior to this. I think all in attendance concurred that the meeting with the governor's staff and the commissioner of DNR was very candid and clarified many issues troubling the coastal districts in their required plan rewrites pursuant to the new state statute and regulations. Central to the states concern was the unresolved issues over the program regulations raised by NOAA. The governor had previously written a rather stern letter (which was shared with you at our March meeting) to NOAA asserting that the federal government was overstepping its authority in its program critique

– that this was a states rights issue because the states participation in the program was voluntary. We were given assurance at this meeting that the state was not going to withdraw from the federal program and all effort would be placed on negotiating acceptable standards with NOAA that would gain their approval. The states withdrawal would prevent any local oversight to federal projects or federally authorized projects within the districts.

In the meantime we have publicly noticed our draft amended plan effective April 4th. The comment period ends April 25th. The plan is also on the states coastal management website. The public noticing document also notes this. Our consultant Eileen Bechtol plans to be in attendance at our May 12th meeting to review and discuss any written comments that were submitted.

On April 13 state DNR held a teleconference comment period for agency review for Kodiak, Valdez and Bethel. There were no agency questions of our draft plan.

Cadastral Mapping Project: Our contractor Larry Clamp of ASCG will be coming out again on May 14th for another training on the ArcView GIS 9 software.

New National Guard Readiness Center: Bristol Environmental has been awarded the site development phase of this project.

Site Plan Permit Applications and Code Enforcement: Most activity has been directed at assisting Road Maintenance in clearing rights-of-ways of vehicles. Six more vehicles have been posted. One site plan violation – beginning construction without a permit.

PEOPLE TO BE HEARD

None

COMMISSIONERS COMMENTS

P. Jennings – Asks to pursue other avenues regarding the Bethel Group Home to benefit the City.

J. Hamilton – will be on vacation the month of may

T. Albrite – concurs with P. Jennings.

T. Rodgers – IPP opted out on the Bethel Group Home property, instead went with another year lease at LKSD. A draft recommendation from Planning Commission to Council should be sent regarding the future use of Bethel Group Home property and building.

J. Shantz – A timeline for this letter to be submitted to Council should be first priority.

T. Albrite – will be gone the month of May

UNFINISHED BUSINESS

none

NEW BUSINESS

ITEM A. Preliminary Plat: acquiring the necessary rights-of-way pursuant to City of Bethel Ordinance #05-01, a special platting ordinance adopted for the purpose of acquiring and establishing the necessary rights-of-way in preparation for the alignment and upgrading of Tundra Ridge Road by the State of Alaska Department of Transportation & Public Facilities.

J. Malone states it is staff recommendation to approve the preliminary plat for Tundra Ridge Road by the State of Alaska Department of Transportation & Public Facilities.

MOVED BY:	T. Rodgers	To approve the preliminary plat for Tundra Ridge Road by the State of Alaska Department of Transportation & Public Facilities.
SECONDED BY:	T. Albrite	

VOTE ON MOTION	unanimous
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ITEM B. Request from City Council to review size regulation for water and sewer tanks on new construction.

Recommendation from Planning Commission to forward this to Public Works Department to determine tank size requirements for new construction with the consideration of service frequency, maintenance and fuel.

MOVED BY:	J. Hamilton	Recommendation to forward to Public Works Department to determine tank size requirements on new construction.
SECONDED BY:	T. Rodgers	

VOTE ON MOTION	
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ITEM C. Planning & Development comment and review of the draft plan for Alaska Coastal Management Plan (ACMP).

MOVED BY:	J. Hamilton	Postpone Item C until May 12, 2005 Planning Commission Meeting.
SECONDED BY:	T. Rodgers	

VOTE ON MOTION	unanimous
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ADJOURNMENT

MOVED BY:	J. Hamilton	To adjourn the meeting at 7:40 p.m.
SECONDED BY:	T. Rodgers	

VOTE ON MOTION	unanimous
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APPROVED THIS 9 day of June 2005.

ATTEST:


Joy Shantz, Vice Chair

City of Bethel, Alaska

--- Planning Commission Minutes

Sept 8, 2005

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Bethel Planning Commission was held on Sept 8, 2005 at 6:30 p.m. in the Public Works Bldg, 2nd Floor Conference Room, Bethel, Alaska.

Joy Shantz called the meeting to order at 6:35 p.m.

ROLL CALL

Comprising a quorum of the Commission, the following were present:

Pat Jennings
Steve Bush

Tundy Rodgers
Joy Shantz

Excused absence(s): John Guinn
Unexcused absence(s):

Also in attendance were the following:

Wally Baird, City Manager
Sandra Moseley, Admin. Assistant

Jeff Lee, Planning Tech.
Don Elliot

APPROVAL OF MINUTES

MOVED BY:	Tundy Rodgers	To approve the minutes from the August 11, 2005 meeting
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	unanimous
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APPROVAL OF AGENDA

MOVED BY:	Tundy Rodgers	To approve the agenda for Sept 8, 2005.
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	unanimous
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COMMUNICATIONS None

PLANNERS REPORT Wally Baird, City Manager, Acting City Planner addresses the status of City Planner. Introduces Planning Tech, Jeff Lee to the Commission.

PEOPLE TO BE HEARD None

COMMISSIONERS COMMENTS Pat Jennings addresses lack of attendance with committee members. Steve Bush comments on attendance. Tundy Rodgers welcomes Acting City Planner, City Manager, Wally Baird. Comments on attendance. Joy Shantz comments that contact should be made to committee members when there is a special meeting. States that she talked with the Mayor of Bethel about a possible stipend for Planning Commission members. Tundy Rodgers suggests that it be put on the next agenda for the Planning Commission as a discussion item. Joy Shantz suggests that the Planning Tech insert all the site plan permits into the Planning Commission packet that is sent out every month.

NEW BUSINESS

Item A – Recommendation to City Council for proposed land exchange between Russian Orthodox Church and The City of Bethel.

Joy Shantz opens the floor for discussion.

Action Item

MOVED BY:	Tundy Rodgers	Recommend to City Council to direct Administration to come up with an ordinance that would allow an equal land exchange.
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	unanimous
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Item B – Bethel Group Home.

A discussion of the Commission ensued.

Discussion Item

MOVED BY:	Tundy Rodgers	Tundy Rodgers suggests contacting the FBI. Direct administration to check into the Bethel Group Home.
SECONDED BY:	Steve Bush	

VOTE ON MOTION	Unanimous consent
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Item C – Trooper Housing.

A discussion of the Commission ensued.

Discussion Item

MOVED BY:	Tundy Rodgers	Replat the lots and leave the sand in place.
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	fail
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Item D – Alaska Statute allowing changes to status of city property by City Council without Planning Commission approval.

A discussion of the Commission ensued.

Discussion Item

MOVED BY:	Tundy Rodgers	Recommend Administration look into this as requested.
SECONDED BY:		

VOTE ON MOTION	Unanimous consent
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ADJOURNMENT

MOVED BY:	Joy Shantz	To adjourn the meeting at 7:55 p.m.
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	unanimous
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APPROVED THIS 20 **day of** Sept. **2005.**

ATTEST:



Joy Shantz, Chair