
City of Bethel, Alaska

--- Planning Commission Minutes

March 9, 2006

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Bethel Planning Commission was held on March 9, 2006 at 6:30 p.m. in the City Council Chambers, 1st Floor City Hall, Bethel, Alaska.

Joy Shantz called the meeting to order at time 6:30 p.m.

ROLL CALL

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

Tundy Rodgers
Joy Shantz

Sharon Lindley
Pat Jennings

Excused absence(s): Steve Bush, John Guinn
Unexcused absence(s): none

Also in attendance were the following:
City Planner Richard Abboud
Code Enforcement Officer Jeff Lee

APPROVAL OF MINUTES

MOVED BY:	Tundy Rodgers	To approve the minutes from the Feb 9, 2006 Planning Commission meeting.
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	Carried
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APPROVAL OF AGENDA

MOVED BY:	Tundy Rodgers	To approve the agenda for the Mar 9, 2006 Planning Commission Agenda.
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	Carried
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COMMUNICATIONS none

PLANNERS REPORT Alaska Coastal Management Program: The final draft of the Bethel Coastal Districts' plan has been received by the State of Alaska DNR for review. Confirmation was received March 1st by Dave Easter of Alaska DNR. He will be conducting a 30 day review process. I have also received the application for the Required Tasks Grant for FY 07. We will be applying for another Special Tasks Grant to finish and distribute the revision we just submitted. I have also learned of additional funds that will be available for grant enhancement activities. I am hoping to apply for and then leverage additional funds to further enhance our GIS data and/or capabilities.

Code Enforcement Activity: The Code Enforcement Officer has been busy helping to clear right-of-ways to allow for more efficient snow removal. Several vehicles that have been tagged and not removed due to issues with snow surrounding the vehicle will be moved shortly with the assistance of the Public Works Department. Due to some rather unpleasant events regarding the use and disposal of honey buckets, we have been working with the Public Works Department to identify residences that are not signed up to receive sewer service and notify them that they are in violation of Municipal Code, are required to sign up for service, faces possible fines for not complying, and the use of honey buckets are unacceptable.

Code Enforcement Plans: When I was hired for this position a great deal of emphasize was placed on my role relating to code enforcement. While as best I can surmise, enforcement activities have been stepped up from past levels. I envision this to be just a start. I have been working on plans to address code enforcement on a greater scale. I am working on cleaning up City property and moving on to the property of City employees to provide a type of benchmark for the rest of the community. This spring, I will methodically go about the process of addressing code violations community wide. I am still seeking input from other city department that will be playing a role in this endeavor. As the city is celebrating a fiftieth anniversary, this is a great opportunity to instill a renewed sense of pride in our community.

Continuing Education: Jeff and I have just completed our courses in AutoCAD. We have already begun to use our new skills. Our instructor was very helpful and provided training geared toward our use of the program, which included an on-sight evening of instruction. I will continue to self-teach myself in regards to our GIS system and look for further learning opportunities.

Electronic Mapping: Christy Miller has informed me that the FEMA Flood Insurance Rating Maps will be updated and made available in electronic format that will be able to be integrated into our GIS system. This will help to steam line the site plan review process.

Hazard Mitigation: I have been noticed that Bethel has been awarded funds to develop a Hazard Mitigation plan. The contractor will be selected in April. I have also been in contact with Carrie Godden, a Source Water Protection Specialist with Alaska Rural Water Association who has funds to assist us with water protection. I will get her in contact with whoever is awarded the hazard mitigation contract to work together on mutual concerns.

Joy Kim's Hotel: Referred encroachment issue to City Attorney who is working to eliminate encroachment. The Planning Office will not allow non-conformity to be increased or allow fuel and/or septic tank on city right-of-way. I am continuing to research the city's policy. By definition, a variance is an extraordinary remedy for an extraordinary situation. Requiring approval of variance for each property that changes ownership and does not conform to set-backs does not meet my threshold of an extraordinary event in our community. I have found reference to a non-compiled ordinance that may address this issue. I continue to wait for an updated and codified BMC and will suggest changes if necessary.

LKSD Facility: After providing information and attending planning sessions regarding the placement of a new facility, it has been announced that LKSD plans to build another building on the site of the current high school. We will continue to offer assistance providing insight and information as needed.

Web Site: I have begun to make improvements in regards to the Planning Departments' section of the Web Site. I am attempting to provide a type of 'one-stop' place of reference in regards to planning activities and permitting.

PEOPLE TO BE HEARD none

COMMISSIONERS COMMENTS Tundy Rodgers comments that the Special Meeting of the City Council was a long meeting, yet a short one. He comments that the ice road is clear from Bethel to Kwethluk and Akiak, but not sure about Akiachak and Tuluksak.

UNFINISHED BUSINESS none

New Business

Item A – Proposal by Planning Department for recommendation to City Council to expand front yard setback requirement to 25 feet.

City Planner Richard Abboud states that the reason for the recommendation is to allow for better parking on the road side of a structure and to provide better access for water and sewer delivery trucks. Tundy Rodgers states that it would limit even further the size of building that could be built on a lot. A discussion of the commission ensued. After further discussion it is agreed upon to change the recommendation to exclude current subdivision plans that are already in the process of platting.

MOVED BY:	Tundy Rodgers	To recommend 25 foot front yard setback requirements for all new subdivision plats, after the effective date of the resolution by City Council.
SECONDED BY:	Pat Jennings	

VOTE ON MOTION	Unanimous
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Item B – Recommendation to City Council in support of FY 07 ACMP Grant

A discussion of the Planning Commission ensued.

MOVED BY:	Tundy Rodgers	To recommend to City Council to draft a letter of support for the FY 07 ACMP Grant.
SECONDED BY:	Pat Jennings	

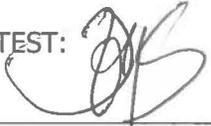
VOTE ON MOTION	Unanimous
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ADJOURNMENT

MOVED BY:	Tundy Rodgers	To adjourn the meeting at 7:29 p.m. Mar 9, 2006.
SECONDED BY:	Sharon Lindley	

VOTE ON MOTION	Unanimous
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APPROVED THIS 20 **day of** March **2006.**

ATTEST: 

Joy Shantz, Chair

City of Bethel, Alaska

--- Planning Commission Minutes

November 9, 2006

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Bethel Planning Commission was held on November 9, 2006 at 6:30 p.m. in the City Council Chambers, 1st Floor City Hall, Bethel, Alaska.

John Guinn called the meeting to order at time 6:30 p.m.

ROLL CALL

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

John Guinn	Tundy Rodgers
Sharon Lindley	Joy Shantz
Pat Jennings	

Excused absence(s): Corey LaPore
Unexcused absence(s):

Also in attendance were the following:
City Planner Richard Abboud
Code Enforcement Officer Jeff Lee

APPROVAL OF MINUTES

MOVED BY:	Pat Jennings	To approve the minutes from the October 12, 2006 Planning Commission meeting.
SECONDED BY:	Joy Shantz	

VOTE ON MOTION	Carried
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APPROVAL OF AGENDA

MOVED BY:	Joy Shantz	To approve the agenda for the November 9, 2006 Planning Commission Agenda.
SECONDED BY:	Sharon Lindley	

VOTE ON MOTION	Carried
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COMMUNICATIONS none

PLANNERS REPORT

Alaska Coastal Management Program: Still waiting on final approval of the amended plan. I attended training on Introduction to ArcGIS I. It was a two day session that covered the fundamentals of the program and included exercises to become familiar with many functions. It was very useful to begin to manipulate the program and to assess our future needs.

Code Enforcement Activity:

The AC store has been found expanding the footprint of their store without a site plan permit. We now are waiting for Fire Marshal approval of the redesigned structure.

253 Akakeek was issued stop work order for fence (over 6ft. tall) in right-of-way. We are working with owner in remedies.

81 7th Avenue was issued a stop work order for a site plan violation relating to an order that an abandoned trailer on the site was required to go to the City Landfill. The owner has since removed the trailer to the landfill.

116 Alex Hatley has been noticed that it is illegal to construct in the right-of-way. After contact with the owner, he claimed to gain authorization from the Planning Commission for such activity. The accuracy of this statement is in question as he claimed to have obtained the authorization recently from John, Emily and the Planning Commission. He was unaware that John and Emily have not been with the City for approximately 18 months.

Trooper Housing Project is still required to obtain flood proofing certified by an engineer for the accessory storage building on the site. Initial plans have been approved by an engineer and I am awaiting confirmation that the improvements have been installed with an engineer approval. A letter of compliance has been issued to RCD regarding the large gravel pile on the site, which was in violation of zoning requirements. The gravel has since been moved off site.

After an interruption of water and sewer service for 545, 547 & 549 Akula Court, AVCP met with representatives of Planning, Public Works, and ONC. AVCP has requested that the City attend a meeting November 8th to review engineering plans for their proposed solution.

AVCP is working with the Planning Department regarding the encroachments of their properties on J. B. Crow Road and will have a proposed solution to the Planning Commission. I have had initial conversations with representatives of YKHC regarding their support of the proposed solution. It is a requirement to have their input regarding the solution as they are actively developing a site that will be directly affected.

Cars found in the right-of-way have been minimized. We will have new challenges as the Planning Department has been informed that the Code Enforcement Officer is not eligible to run plates through the Police Department. This will require the request of a Police Officer. We will be working with the Police Department to seek a viable solution.

Code Enforcement Plans: We are attempting to work with Public Works to accomplish the cleanup goals according to the City Councils' past nuisance declarations. We have also begun

documentation on a few properties that have been in a state of code violation for the last few years. We will continue to document new sites and work on enforcement at a pace that will not overwhelm the Public Works Department.

Comprehensive Plan: It has come to my attention that the time to review the comprehensive plan is coming upon us. My first concern in this area is the transportation element. Since it was suggested by a DOT representative that the element may not meet the current STIP requirements, it is important that we ensure it does prior to the STIP submission next year. I am investigating means of funding and have identified a few possibilities. Similarly, we need to revisit the Comprehensive Plan also. I have done some initial consultation with ASCG in Anchorage about developing a proposal and identifying funding sources.

Hazard Mitigation: I have received an initial draft of a hazard mitigation plan. The plan will be out for review and revision in the next couple of months or so.

Indian Reservation Roads: ONC has met with the City Manager and the Planning Department about designating non-State maintained roads as Indian Reservation Roads. This would enable additional funds to be available for maintenance of the designated roadways. We have issued an initial MOA of a willingness to assist. We are excited to form a partnership in regards to the designation and future activities as it would be a great benefit to both ONC and the City of Bethel.

Major Site Plans: Tim Mearig will be presenting the 65% Kilbuck Elementary Replacement School Plan to the Planning Commission.

Nuisance: The property at 621 Setter Drive has been partially cleaned up and we are trying to work with the owner to help in the disposal of the accumulated human waste found on the site. The owner has commenced with assistance regarding some of the most unpleasant aspects of final clean up. We are very concerned that the violator is continuing in his past nuisance practices and has still to obtain sewer service. We are working with the City Attorney to initiate more forceful compliance measures. We have begun to clean-up the property at 226 Akiak Drive and have removed the debris from the right-of-way and towed cars from the site. Plans are being made to remove structures from the property.

Trailers: The Planning Department is in the process of reviewing Alaskan community codes regarding trailers. There is not an existing reference to attach regulations regarding trailers in the existing Bethel Municipal Code (BMC). It seems that communities have a wide variety of ways to deal with trailers. It was my thought to suggest a change to the BMC that would require all trailers that become a part of a new site plan to have certification that they meet the Manufactured Home Construction and Safety Standards authorized under the National Manufactured Housing Construction and Safety Standards Act of 1974. This legislation has been a requirement of manufactured homes since the 70's. It ensures that construction guidelines meet safety guidelines that have reduce fatalities due to fire more than 50% since inception. Another concern in regards to trailers is whether or not to introduce specific guidelines regarding the creation of trailer parks. Currently little code exists regarding this subject.

Training: Jeff, Sharon Sigmon, and I have completed a seminar on Plat, Subdivision, and Land Use Law. Several Alaska City Attorneys and land use experts presented in regards to land use in Alaska. This was very beneficial to the Planning Office as it confirmed many of our thoughts and actions.

Vacancy: The Planning Commission now has one vacancy due to the resignation of Commissioner Bush.

Water Source Protection: Water Source Protection Specialist, Carrie Godden has tentatively planned to work with the Planning Commission in the scheduled December meeting.

PEOPLE TO BE HEARD none

COMMISSIONERS COMMENTS Joy Shantz states "I think that we need to work on something that's been brought up many times and I guess with a lack of a solution, and not being able to remedy it, it has been dropped many times. I think with the new ordinance that allows off-road vehicles onto the roads, we need to up the efforts to establish designated trails within City limits. We need to work with BNC, ONC, and have public meetings for easement areas and to really get this established. Off road trails for snow machines and 4-wheelers."

UNFINISHED BUSINESS none

New Business

Item A –Preliminary Plat Review for AVCP Lost 5A, Block 2, P91-11, 411 Ptarmigan.

Discussion Item

AVCP Representative Abe Palacios informs the Planning Commission of the proposed plan and proposed changes with the property lines and vacation of J.B. Crow Road. YKHC Representatives Greg McIntyre and Dave Murray are present to inform the Planning Commission and AVCP of their requirements for access to adjoining property.

MOVED BY:		No Action Required
SECONDED BY:		

Item B – LKSD consultation with Planning Commission for Kilbuck Elementary Replacement School.

Discussion Item

LKSD Representative Tim Mearig presents the preliminary plans to the Planning Commission for the Replacement School. He outlines their requirements and presents drawings of the site for the members review. The discussion centers on gaining access from Ridgecrest Drive. Commission Member Pat Jennings comments that on Tuesday between 8:30 A.M. and 9:00 A.M. there were 119 automobiles passing through the stop sign at the Q1. City Planner Richard Abboud comments that a traffic study may need to be conducted. Council Member Tundy Rodgers comments on several options for routing of traffic through the proposed site.

MOVED BY:		No Action Required
SECONDED BY:		

VOTE ON MOTION	
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Item C – Zoning Map reproduction, interpretation, and amendments.

Discussion Item

City Planner Richard Abboud informs the Planning Commission of the need for a new Official Zoning Map. He states that the Planning Commission will need to be involved in the interpretation of the existing map and states that it will be an ongoing project. Code Enforcement Officer Jeff Lee states that Zoning is one of the largest responsibilities of the Commission and is one of the best tools to utilize in code enforcement activities.

MOVED BY:		No Action Required
SECONDED BY:		

VOTE ON MOTION	
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ADJOURNMENT

MOVED BY:	Joy Shantz	To adjourn the meeting at 7:50 p.m. November 9, 2006.
SECONDED BY:	Tundy Rodgers	

VOTE ON MOTION	Unanimous 5-0
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APPROVED THIS 14 day of December 2006.

ATTEST:



John Guinn, Chair