



Planning Commission Meeting Agenda
Regular Scheduled Meeting Thursday, March 21, 2019– 6:30PM
CITY HALL COUNCIL CHAMBERS 300 CHIEF EDDIE HOFFMAN HIGHWAY

MEMBERS

Kathy Hanson
Chair
Term Expires 12/2021

Lorin Bradbury
Vice-Chair
Term Expires 12/2020

John Guinn
Commission Member
Term Expires 12/2019

Alex Wasierski
Commission Member
Term Expires 12/2021

Shadi Rabi
Commission Member
Term Expires 12/2019

Scott Campbell
Commission Member
Term Expires 1/2020

Tracy Beans
Alternate Member
Term Expires 12/2021

Thor Williams
Council Representative
Term Expires 10/2019

Betsy Jumper
Ex-Officio Member

Pauline Boratko
Recorder

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (5 Minute Limit)
- IV. APPROVAL OF THE AGENDA:
- V. APPROVAL OF THE MINUTES:
 - A. Regular Scheduled Meeting- February 14, 2019
 - B. Special Meeting- March 7, 2018
- VI. NEW BUSINESS
 - A. Blue Sky Amended Resolution
 - B. Beginning Procedures change Bethel Municipal Code (BMC)
- VII. UNFINISHED BUSINESS:
- VIII. PLANNER'S REPORT
- IX. SPECIAL ORDER OF BUSINESS
- X. COMMISSIONER'S COMMENTS
- XI. ADJOURNMENT

City of Bethel, Alaska

Planning Commission

February 14, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held on February 14, 2019 at the Bethel City Hall, Council Chambers in Bethel, Alaska. The Chair of the Commission Kathy Hanson called the meeting to order at 6:32 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, John Guinn, Alex Wasierski, Shadi Rabi, and Scott Campbell arrived late at 6:40pm

Unexcused Absence: Thor Williams

Excused Absence: Lorin Bradbury

Also Present: Betsy Jumper, City Planner; Pauline Boratko, Recorder; and Patty Burley, City Attorney

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF THE AGENDA:

MOVED:	John Guinn	Motion the approve the agenda
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	John Guinn	Motion to approve the January 10, 2019 regular meeting minutes.
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

VI. UNFISNISHED BUSINESS:

- A. Small Wind Towers and Subdivision Agreements Follow up with City Attorney: Commissioners conversed with City Attorney on Subdivision agreements and small wind tower information.

VII. NEW BUSINESS:

- A. Updates on previously approved Planning Commission Items: City planner went over the statuses of previously approved items.

VIII. PLANNER'S REPORT: Betsy Jumper gave her monthly report.

IX. SPECIAL ORDER OF BUSINESS:

X. COMMISSIONER'S COMMENTS:

- A. Wasierski- no comment.

- K. Hanson- no comment.
- J. Guinn- no comment.
- C. Campbell-Review reports for grammar errors.
- S. Rabi-no comment.

X. ADJOURNMENT:

MOVED:	John Guinn	Motion to adjourn the meeting.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned at 7:13 pm

APPROVED THIS ____ DAY OF _____, 2019

 ATTEST: Pauline Boratko, Recorder

 Kathy Hanson, Chair

City of Bethel, Alaska

Planning Commission

March 7, 2019

SPECIAL Meeting

Bethel, Alaska

I. CALL TO ORDER:

A special meeting of the Planning Commission was held on March 7, 2019 at the Bethel City Hall, Council Chambers in Bethel, Alaska. The Chair of the Commission Kathy Hanson called the meeting to order at 6:30 PM.

II. ROLL CALL:

Comprising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Alex Wasierski, Shadi Rabi, Tracy Beans, and Council Representative Thor Williams.

Unexcused Absence: Scott Campbell

Excused Absence: John Guinn

Also Present: Betsy Jumper, City Planner; Pauline Boratko, Recorder; and Patty Burley, City Attorney; Michael Gatti, City Attorney.

III. PEOPLE TO BE HEARD: no one wish to be heard

IV. SPECIAL ORDER OF BUSINESS:

A. Planning Commission Training: Michael Gatti gave his presentation and conversed with commission members.

MOVED:	Alex Wasierski	Motion to reschedule regular March 14 th , 2019 meeting to March 21 st , 2019.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

X. ADJOURNMENT:

MOVED:	Lorin Bradbury	Motion to adjourn the meeting.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned at 8:08 pm

APPROVED THIS _____ DAY OF _____, 2019

ATTEST: Pauline Boratko, Recorder

Kathy Hanson, Chair

By: Planning Commission
Public Hearing: May 11, 2017
Public Hearing: December 13, 2018
Public Hearing: March 21, 2019
Adopted: March 21, 2019

**CITY OF BETHEL PLANNING COMMISSION
SUPPLEMENTAL RESOLUTION SERIAL NO. 2019-02**

A RESOLUTION OF THE BETHEL PLANNING COMMISSION CONDITIONALLY APPROVING THE PRELIMINARY PLAT REQUEST FROM LYMAN HOFFMAN FOR SUBDIVISION OF TRACT 41, TO CREATE BLUE SKY ESTATES TRACTS A, B, C, D, E, F, AND BLOCK 1: LOTS 1-33; BLOCK 2: LOTS 1-10; BLOCK 3: LOT 1, BLOCK 4, LOTS 1-16; BLOCK 5: LOTS 1-8; BLOCK 6: LOTS 1-7; BLOCK 7: LOTS 1-3, SECTION 11 AND 12, TOWNSHIP 8 NORTH, RANGE 72 WEST, SEWARD MERIDIAN, BETHEL, ALASKA

WHEREAS, Lyman Hoffman, owner of Blue Sky Estates, requested a review of a Preliminary Plat; and

WHEREAS, notice of the application was mailed to all property owners within 600 feet of the exterior boundary of the proposed Subdivision on May 2, 2017; and

WHEREAS, a notice of the Planning Commission public hearing and review of the Preliminary Plat was published in the Delta Discovery on May 3, 2017; and

WHEREAS, the Planning Commission held a public hearing on the Preliminary Plat request on May 11, 2017; and

WHEREAS, at the May 11, 2017 the Planning Commission approved the Preliminary Plat request with conditions; and

WHEREAS, one of the Preliminary Plat conditions requires the Developer to enter into a Subdivision Agreement; and

WHEREAS, the Planning Commission met on July 13, 2017 to review the proposed Subdivision Agreement but had to postpone any decision because the Agreement was still being developed; and

WHEREAS, the Planning Commission met again on August 9, 2018 to review the proposed Subdivision Agreement but voted to postpone any decision for one month in order to have time to more thoroughly review the areas of disagreement between the Developer and the City; and

WHEREAS, between the time the Preliminary Plat was approved for Blue Sky Estates and the time the Subdivision Agreement was approved, the Developer began to refer to the development as Blue Sky MKE, LLC; and

WHEREAS, at the scheduled review date of September 13, 2018 for the Subdivision Agreement, the Developer was not present so after hearing from the City's Engineer about the potential impact to the City's water and sewer costs which the subdivision might impose, the Planning Commission ordered Administration to meet with the Developer to attempt to work out the areas of disagreement; and

WHEREAS, the Developer and City met in late November and were able to come to a tentative agreement on all areas of the Subdivision Agreement previously in dispute; and

WHEREAS, on December 13, 2018, after reviewing the Subdivision Agreement proposed by the Developer and the City, the Planning Commission adopted it as written with the additional condition that the open spaces in the Development be on useable land; and

WHEREAS, the Planning Commission held a supplemental hearing on the Blue Sky Estates Preliminary Plat and Subdivision Agreement on March 21, 2019; and

WHEREAS, the Bethel Planning Commission deliberated on the Blue Sky Estates Application for a Preliminary Plat, taking into account the information submitted by the Applicant, the evaluation and recommendation by Staff contained in the Planner's Report, Public Testimony, the applicable provisions of the Bethel Municipal Code and Comprehensive Plan, and other pertinent information brought before them; and

WHEREAS, the Bethel Planning Commission adopted the following Findings of Fact; and

NOW THEREFORE BE IT RESOLVED, the Bethel Planning Commission hereby initially approved the Blue Sky Estates application and the on May 11, 2017 as restated herein:

1. All platting, permitting, and construction processes must conform to the City of Bethel Municipal Code.
2. The Subdivider is responsible for obtaining and conforming to all required local, state and federal permits.
3. Site Plan Permits must be obtained from the Bethel Planning Department for all components of Subdivision Development.

4. As required by AVEC, the Subdivider shall acquire an additional easement outside the Blue Sky Subdivision on the south side of BIA Road for a required utility pole and anchor. Any other requests from AVEC for preparing the subdivision for power distribution must be met by the Subdivider.
5. A note must be placed on the Final Plat identifying the function of each Open Space Tract lot.
6. Eighty (80%) percent of the required Open Space acreage must be designated for recreational purposes.
7. The subdivision must provide and show dedicated areas/easements for locations of neighborhood dumpsters.
8. The Subdivider is required to submit a zoning application for proposed zoning designation(s) of the subdivision.
9. All surface drainage within the subdivision shall be directed away from adjacent properties. The Subdivider must comply with the Army Corps. of Engineers condition for approval of the Wetlands Permit which states the subdivider shall provide remediation of three (3) problematic culverts located inside neighboring Tsikoyak Subdivision to ensure good drainage between and beyond the two (2) subdivisions. Any and all culverts to be repaired, replaced, or installed as requested by the City or the Corps. are to be completed as requested.
10. Subdivision Agreement. The Subdivider shall enter into a Subdivision Agreement with the City of Bethel which meets, at a minimum, the requirements set out in this report. All of the conditions and expectations necessary for Final Plat approval to be clearly spelled out by both the City and the Subdivider in the Subdivision Agreement. Both the City and the Subdivider to work cooperatively to complete the Subdivision Agreement within no more than sixty (60) days from the date of the Preliminary Plat approval. No work to commence until the Subdivision Agreement is completed.

The Subdivision Agreement shall include, but not be limited to, the following:

- a. A designation of the public improvements required to be constructed.
- b. The construction and inspection requirements of the City or utility for which the improvements are constructed.
- c. The time schedule for completing the improvements.
- d. A performance guarantee.
- e. The allocation of costs between the City and the subdivider for required public improvements.
- f. A reasonable warranty on public improvements.
- g. The consent of the subdivider for the ownership of specified public improvements to vest with the City upon final acceptance by the City.

- h. A warranty that the Subdivider has title to the subdivision property and the authority to execute the Subdivision Agreement.
- i. A provision requiring the Subdivider to submit plans, specifications, descriptions of work, the limits of the work area, the methods to be employed, a traffic control plan, and any other pertinent data and information necessary for City officials to evaluate the proposed installation.
- j. A provision that work shall not commence until plans have been approved by the Planning Department and the Public Works Department and the notice to proceed is given.
- k. Final Plat not to be approved until the City accepts all improvements.

NOW THEREFORE BE IT FURTHER RESOLVED the Planning Commission hereby adopts the following additional findings and conditions:

BMC § 17.12 Before a Preliminary Plat can be approved, with or without conditions, the following BMC platting requirements must be met:

17.12.030(A) An original reproducible copy of the Preliminary Plat and all information, certifications and material required under this section shall be submitted to the Platting officer at least thirty (30) calendar days prior to the Planning Commission meeting at which consideration of the Preliminary Plat is desired.

Finding: The Preliminary Plat was timely filed having been filed on November 23, 2016. More than thirty (30) calendar days passed from the time of the filing of the Preliminary Plat request to the time of the Planning Commission meeting on May 11, 2017.

17.12.030(A)(1) The Preliminary Plat submission shall include the Preliminary Plat Fee:

Finding: The Preliminary Plat fee of Three Hundred (\$300) Dollars was paid on November 23, 2016.

17.12.030(A)(2) A certificate of ownership indicating the date the land proposed to be subdivide was acquired, together with the book and page of each conveyance to the present owner or owners as recorded in the Bethel District Recorder's Office.

Finding: Proof of ownership was filed indicating the land was conveyed to Lyman Hoffman as a Native Allotment by the Bureau of Indian Affairs. The documents were filed on July 21, 2005 as 157.54 acres filed at the Bethel District Recorder's Office under document number 2005-00996-0.

17.12.030(A)(3) A statement that all taxes and special assessments pertaining to the property have been paid or that a payment schedule satisfactory to the City has been arranged.

Finding: The Finance Department has certified that no taxes or other bills are currently due and/or owing by the Developer.

17.12.030(A)(4) A list of the names and addresses of the owners of record of all property contiguous to and across a public right-of-way from the proposed subdivision

Finding: This list was developed by the City of Bethel's Planning Department pursuant to BMC 17.04.025(D) with notices being sent by the City's Planning Department on May 2, 2017.

17.12.030(A)(5) Completed applications for all waivers, variances or other special permissions required under the BMC.

Finding: There are no variances, waivers or other permissions needed that are not addressed elsewhere in this Resolution.

17.12.030(B) The Preliminary Plat shall show the land to be subdivided and the entire tract, plat, parcel or survey in which the land proposed to be subdivided is located, including all subdivided land within the tract, plat, parcel or survey.

Finding: A review of the Preliminary Plat confirms it does show the land to be subdivided and the entire tract, plat, parcel or survey in which the land proposed to be subdivided is located, including all subdivided land within the tract, plat, parcel or survey.

17.12.030(B)(1) The plat shall contain a notation that the Plat is Preliminary

Finding: A review of the Plat shows the notation is contained as required.

17.12.030(B)(2) The Plat shall contain information regarding the date, scale and Northpoint.

Finding: A review of the Plat shows the required information is provided as required.

17.12.030(B)(3) The Plat shall contain the name of the proposed subdivision.

Finding: The Preliminary Plat contains the name Blue Sky Estate.

17.12.030(B)(4) The Plat shall show the location of the property by U.S. Survey, section, township and range.

Finding: This information is shown on the Preliminary Plat.

17.12.030(B)(5) The Plat shall contain the names and addresses of the subdivider(s) and the surveyor preparing the plat.

Finding: This information is shown on the Preliminary Plat.

17.12.030(B)(6) The Plat shall contain a citation of existing covenants, reservations, deed restrictions, trails and easements on the property, if any.

Finding: This requirement is not applicable – the proposed subdivision contains no covenants, reservations or deed restrictions.

17.12.030(B)(7) The Plat shall indicate zoning on and adjacent to the proposed subdivision and any other land use designation of this area as established under BMC Title 18.

Finding: This section was not complied with. As a result, a condition of the Final Plat shall be that zoning will be clearly indicated on the Final Plat as will Open Spaces and any other land use designations.

17.12.030(B)(8) The Plat shall indicate the approximate acreage, dimensions and size of each lot of the proposed subdivision, including rights-of-way and easements, and the number of lots contained therein;

Finding: This requirement was fully complied with on the Preliminary Plat.

17.12.030(B)(9) The Plat shall indicate the location and size of existing and proposed utility systems or other improvements including, but not limited to, water, sewer, telephone, cable and electrical in and within two hundred (200) feet of the proposed subdivision.

Finding: This section was not complied with. Before the Final Plat can be approved, the Subdivider shall submit a draft Final Plat which complies fully with the requirements of this section.

17.12.030(B)(10) The Plat shall indicate the general location of streams, lakes, other bodies of water, and waterways, swamps, muskeg or marshy areas, drainage and erosion patterns including culverts and other drainage facilities in and within two hundred (200) feet of the proposed subdivision including

proposed drainage ways and drainage way modifications both within and outside the subdivision.

Finding: Drainageways and culverts and shown on the culvert and drainage map but the drainageways are not named or identified therefore it is unknown if any of the drainageways are streams. The maps provided do not indicate whether there are any other waterways, swamps, muskeg or marshy areas within two hundred (200') feet of the proposed subdivision. The Developer is to file this information with the City before any site plan permits may be issued.

17.12.030(B)(11) The Plat shall indicate if any portion of the proposed subdivision is located in an area identified as a flood hazard area, a delineation of the one-hundred (100) year floodplain, every floodway and drainage way that is delineated within the floodplain, and the information required under BMC 15.08.170.

Finding: This section was not complied with. Before any site plan permit is issued allowing for construction to begin, the Subdivider shall file an amended Preliminary Plat which complies with this section and all other with portions of Section 17.12 the Bethel Municipal Code identified in this Resolution as non-compliant.

17.12.030(B)(12) The Plat shall include a statement concerning responsibility for construction, operation and maintenance of water supply and sewage collection, treatment and disposal facilities in the proposed subdivision.

Finding: This section was not complied with. Before the Final Plat can be approved, this information shall be placed on the Final Plat.

17.12.030(B)(13) The Plat shall include recommended or proposed type and location of water sources and sewage treatment or disposal systems on a typical lot diagram in relation to water sources and sewage collection, treatment and disposal systems on adjacent lots or in relation to present or future City and community systems.

Finding: This section is not applicable.

17.12.030(B)(14) The Plat shall include a statement concerning future community water and sewage systems derived from the Bethel Water and Sewer Master Plan including an appropriate timetable for their development and the proposed layout of service lines.

Finding: This section is not applicable.

17.12.030(B)(15) **The Plat application shall include representative soil testing, logs and borings prepared by a professional engineer registered in the State of Alaska.**

Finding: Soil testing was conducted by Developer's Engineer with a report provided to the Planner on February 2, 2015.

17.12.030(B)(16) **The Plat shall indicate contours sufficient to show topography in no greater than five foot intervals.**

Finding: This section of the BMC was complied with.

17.12.030(B)(17) **The Plat shall include a surveyor's certificate.**

Finding: A review of the Preliminary Plat indicates this section of the BMC was complied with.

17.12.030(C) **The Plat shall indicate the names of proposed and existing streets in and adjacent to the proposed subdivision.**

Finding: A review of the Preliminary Plat indicates this section of the BMC was complied with.

17.12.030(D) **The Plat shall include a vicinity map showing streets and other general development of the surrounding area at a scale of no less than one (1") inch equals one thousand five hundred (1,500') feet.**

Finding: A review of the Preliminary Plat indicates this section of the BMC was complied with.

17.12.030(E) **The Applicant shall include a copy of the current plat or U.S. Survey that creates the parcels subject to the proposed subdivision.**

Finding: A Title Report was provided by the Subdivider showing chain of title and indicating compliance with this section of the BMC.

17.12.030(F) **The Applicant shall submit a copy of the current plats and U.S. Surveys of the land that abuts the boundaries of the proposed subdivision.**

Finding: A review of the Preliminary Plat indicates this section of the BMC was complied with.

BMC §17.24 *Subdivisions shall comply with the requirements of BMC 17.24. Prior to construction, the Planning Commission shall review the following:*

17.24.010 **The Subdivision shall be designed to accommodate the type of land use designated by the zoning code for the area of the proposed subdivision.**

Finding: This section is not applicable as the Subdivision is currently outside the zoned areas of the City of Bethel.

17.24.030 **The public streets within the Subdivision are considered: (arterial, collector, local).**

Finding: This section is not complied with. Before any site plan permit is issued allowing for construction to begin, the Developer's engineer shall provide this information which shall be supported by a traffic count.

17.24.040 **The Subdivision complies with 17.24.040 by providing access via dedicated right-of-way to all lots, tracts and parcels within the subdivision.**

Finding: A review of the Preliminary Plat indicates this section of the BMC was complied with.

17.24.050 **The circulation system within the Subdivision is designed in accordance with BMC 17.24.050.**

Finding: A review by the City's Engineers of the circulation system within the Subdivision indicates compliance with the intent of this section of the BMC.

17.24.210 **Utility Easement are provided and dedicated.**

Finding: Drainage and Utility Easements are shown on the second sheet of the Preliminary Plat.

17.24.220 **Adequate provisions for Storm water and Floodwater drainage have been made by the Subdivider.**

Finding: Drainageways, culverts, and easements are shown on the plans. Based on the layout it does appear that provision has been made to direct storm water runoff to low areas within the Subdivision. Culvert sizing and drainage calculations were not provided, however. Additional information is needed from the Subdivider's Engineer to determine if this requirement of the BMC has been met. Before any site plan is issued allowing for construction to begin, the Subdivider shall file an amended Preliminary

Plat which complies with this section and all other relevant portions of Section 17.24 of the Bethel Municipal Code identified in this Resolution as non-compliant.

17.24.290 Open Space Dedications have been provided by the Subdivider.

Finding: A review of the Preliminary Plat indicates this section of the BMC was complied with.

PASSED AND APPROVED BY THE BETHEL PLANNING COMMISSION by a duly constituted quorum on this 21st day of March, 2019.

City of Bethel Planning Commission Action: _____ In Favor _____ Opposed _____ Abstained

ATTEST:

City of Bethel Planning Commission

Pauline Boratko, Recorder
City of Bethel Planning Commission

Memo

To the Planning Commission

Date: March 21, 2019

From: Betsy Jumper, Planning Director

RE: Adding an item/subject to the Bethel Municipal Code—Beginning Procedures

Per the City Clerk, in order to draft an ordinance to add language to the code, the steps to take are:

1. Establish the language wanted.
2. Find a place in the Code where it would fit best.
3. Draft an Ordinance with the chapter listed in it and underline the new language.
4. Have the Planning Commission consider the ordinance and finalize it for the City Council's consideration.
5. Send it to the City Clerk for the City Council.

Attached is BMC Chapter 18.48, Supplemental Regulations, sample Code from another Alaska City, and an example of an ordinance that the draft should resemble.

Things to remember upon doing the draft ordinance when the time comes, be sure to identify why the Planning Commission wants to make the changes in the whereas statements AND that the Ordinance is written on behalf of the Council, not the Commission.

Chapter 18.48 SUPPLEMENTAL REGULATIONS

Sections:

Article I. Zero Lot Line Development

[18.48.030](#) Zero lot line development.

Article II. Off-Street Parking and Loading

[18.48.150](#) Purpose of off-street parking, loading and driveway requirements.

[18.48.160](#) Off-street parking requirements.

[18.48.170](#) Parking area location.

[18.48.180](#) Off-street parking design standards.

[18.48.190](#) Disabled parking standards.

[18.48.200](#) Driveway standards.

[18.48.210](#) Loading standards.

Article III. Height Restrictions

[18.48.250](#) Air navigation hazards – Purpose.

[18.48.260](#) Height restrictions.

[18.48.270](#) Airport height map.

Article I. Zero Lot Line Development

18.48.030 Zero lot line development.

A. The purpose of this section is to allow more flexibility in site design and to provide for increased open or yard space.

B. The planning commission may approve a residential zero lot line development following the conditional use procedures pursuant to Chapter [18.60](#) BMC. Except as provided in subsection C of this section, the development requirements shall be in conformance with all other requirements of the district. The required yard on the side of the lot opposite the property line on which the party wall rests shall be increased by the amount of yard otherwise required adjacent to the party wall property line. A site plan permit is required prior to construction of a structure exempted from a yard requirement under this section.

C. Single-family, duplex and triplex residential structures may be exempted from a side or the rear yard requirements by the planning commission if:

1. The party wall of the separate residential units rests on the lot line;
2. A signed party wall agreement is submitted to the planning commission and approved by the commission; and

3. The planning commission determines that the yard adjacent to the party wall lot line is not necessary for drainage, access, circulation, parking or for use as a buffer area from adjacent uses. [Ord. 01-05 § 8.]

Article II. Off-Street Parking and Loading

18.48.150 Purpose of off-street parking, loading and driveway requirements.

The purpose of off-street parking, loading and driveway requirements is to establish and maintain areas for efficient and convenient driveway access and parking for residential, civic, commercial and industrial uses, and to provide a safe means for discharging people and products from ground transportation. BMC 18.48.150 through 18.48.210 may be referred to as the off-street parking and loading code. [Ord. 01-05 § 8.]

18.48.160 Off-street parking requirements.

A. No parking area provided for the purpose of complying with the provisions of this code shall be eliminated, reduced, or converted to another use unless equivalent facilities are provided in conformance with this chapter and approved by the planning department on a site plan permit. New structures or uses on a lot must provide parking space as required by this chapter. Additions or expansions to any structure or a change in use on a property shall be accompanied by parking facilities to replace parking lost or to achieve conformance with this chapter.

B. Space computations for any parking requirements that result in fractional requirements shall be increased to the next higher whole number.

C. Parking requirements for types of structures or uses not specifically listed in this section shall be determined by the land use administrator based on comparable uses listed in this chapter or on standards recommended by a professional planning or engineering organization.

D. Off-street parking space shall be provided as set out in this subsection:

1.	Single-family and duplex	2 spaces per dwelling unit
2.	Multifamily, including triplex	1.5 spaces per dwelling unit
3.	Religious assembly	1 space per 4 seats or 8 feet of bench in the main assembly
4.	Library, cultural exhibits	1 space per 400 square feet gross floor area

B. The aisle width between parking spaces shall be no less than:

1. Sixteen (16) feet between rows of parking spaces angled thirty (30) degrees or less;
2. Eighteen (18) feet between rows of parking spaces angled at greater than thirty (30) degrees but not greater than sixty (60) degrees;
3. Twenty-five (25) feet between rows of parking spaces angled at greater than sixty (60) degrees;
4. Twelve (12) feet for one-way aisles and twenty-four (24) feet for two-way aisles between parallel parking spaces.

C. Each parking space shall have access to a circulation isle which shall access a street or alley.

D. Maneuvering and access aisle area shall be sufficient to permit vehicles to enter the space in a forward motion except that residential and employee parkers may back in from alleys.

E. Parking lots with four (4) or more stalls shall have an improved surface approved by the city engineer; provided, the overall finished grade of a parking lot shall not exceed a five (5) percent slope.

F. The lot shall be graded so that it will drain as required by the city engineer.

G. All boundaries of the lot directly abutting public or private property shall have a landscaped setback of at least eight (8) feet or shall have a suitable barrier to prevent vehicle encroachment beyond the property line.

H. Neither the landscaped setback required in subsection G of this section nor any landscaping or sign shall block the visibility of drivers exiting across a public sidewalk or entering a public street. If located closer than eight (8) feet to the nearest sidewalk or twenty (20) feet from the nearest improved edge of the street, any closed fence, wall, ground-mounted sign, bush, or hedge line shall not exceed twenty-four (24) inches in height along any side having a driveway exit across a sidewalk or to a street.

I. Parking facilities available for night use by employees or patrons shall be lighted during the night hours of use.

J. Covered parking spaces shall have a vertical clearance of at least seven (7) feet six (6) inches above the parking lot surface for all uses except residential. [Ord. 01-05 § 8.]

18.48.190 Disabled parking standards.

A. Parking lots which contain six (6) to twenty-five (25) required spaces shall provide one (1) space for restricted use of disabled persons. Parking lots that contain twenty-six (26) to fifty (50) required spaces shall contain two (2) spaces for restricted use of disabled persons. Parking lots which contain more than fifty (50) required spaces shall contain one (1) additional space for restricted use of disabled persons for each additional one hundred (100) parking spaces or fraction thereof that are required.

B. Parking spaces required by this section shall be at least nine (9) feet wide and shall have an adjacent aisle that is at least six (6) feet wide. Two (2) adjacent parking spaces that meet the requirement of this section may share an aisle.

C. A sign shall be posted for each disabled person parking space. The sign shall be clearly visible, and be marked with the international symbol of handicap access.

D. All other design considerations must comply with the Americans With Disabilities Act. [Ord. 01-05 § 8.]

18.48.200 Driveway standards.

A. Driveways serving residential uses on lots served by piped sewer and water shall have a minimum width of not less than nine (9) feet when serving four (4) or fewer dwelling units and a driveway width of not less than sixteen (16) feet when serving five (5) or more dwelling units or in lieu thereof, two (2) separate driveways not less than nine (9) feet in width.

B. Driveways serving other than residential uses on lots served by piped sewer and water shall have a minimum width of fifteen (15) feet to accommodate one-way traffic and a minimum width of twenty-five (25) feet to accommodate two-way traffic.

C. Driveways serving any use on a lot that is not served by both piped water and piped sewer shall have a minimum width of not less than twenty-five (25) feet unless the land use administrator determines that practical considerations such as lot frontage, proximity to a street intersection, lot size, lot topography, drainage patterns, the location of preexisting structures or the proposed principal structure and other considerations require a lesser width be provided. Before authorizing a lesser width, the land use administrator shall obtain and consider the recommendations of the director of public works.

D. Parking areas for two (2) or more vehicles shall be designed to prevent or discourage cars from backing out into a public street, public or private pedestrian walk, or public alley, in order to leave the area or to maneuver out of the parking space. Parking lots shall be designed and improved so as to prevent ingress and egress at any point other than designated entrance or exit drives.

E. Access driveways to parking areas containing four (4) or more spaces shall be located and designed as follows:

1. Parking area entrance and exit driveways shall be located a minimum of fifty (50) feet from the nearest street intersection, as measured from the centerline of the driveway to the nearest line of the nearest travel lane of the intersecting street.

2. Driveways crossing the street property line of a single lot shall be limited to one (1) entrance and one (1) exit driveway along the frontage of a single street. The centerline of the driveways on the same lot shall be separated by a minimum of thirty (30) feet.

3. A combined entrance and exit driveway shall be perpendicular to the street centerline for a distance of twenty-five (25) feet from the street property line.

5.	Primary and secondary schools	1 space per classroom plus 1 space per administrative employee, and 1 space per 6 students design capacity or 1 space per 4 seats/8 feet of bench in the main auditorium, whichever is greater
6.	College/trade school	1 space per 1 faculty FTE plus 1 space per 5 student FTE design capacity
7.	Stadium/fairground	1 space per 4 seats or 1 space per 8 feet of bench, whichever is greater
8.	Other public assembly, recreation, or entertainment	1 space per 4 seats or 1 space per 8 feet of bench, or 1 space per 100 square feet of gross floor area, whichever is greater
9.	Hospital	1 space per two beds
10.	Professional/administrative offices	1 space per employee plus 1 space per 400 square feet gross floor area
11.	Medical offices and clinics	1 space per employee plus 1 space per 200 square feet gross floor area
12.	Retail sales and service	1 space per 300 square feet gross floor area
13.	Retail sales and service of large items such as furniture and appliances	1 space per 750 square feet gross floor area
14.	Personal service	1 space per 300 square feet gross floor area

15.	Shopping center/department store	5 spaces per 1,000 square feet gross floor area, except restaurant space shall be provided as set out in subsection (D)(16) of this section
16.	Restaurant	1 space per 100 square feet gross floor area
17.	Motel, hotel, bed and breakfast, boarding and lodging facilities	1 space per guestroom
18.	Warehouse, wholesale, distribution, manufacturing	1 space per employee plus 1 space per commercial vehicle plus 1 space per 700 square feet of patron service area
19.	Heavy industrial	1 space per each 1.5 employees

[Ord. 01-05 § 8.]

18.48.170 Parking area location.

A. Required parking facilities for long-term residential uses shall be located on the same lot as the use the parking facilities are intended to serve.

B. Required parking facilities shall be located on the same lot as the use such parking facilities are intended to serve or, except for uses other than long-term residential use on a lot under the same ownership if such parking is located adjoining or in close proximity to the actual use or uses served, and there is a safe, convenient pedestrian connection between the lots.

C. Except for long-term residential uses, required parking facilities of two (2) or more uses, structures or contiguous lots or parcels may be satisfied by the same parking facilities used jointly if the parking facility meets the total requirement for all uses and situations; provided, an overlap of up to twenty (20) percent of the highest overlapping single user's requirement may be permitted if, but only for so long as, the hours of operation of the overlapping users do not overlap and the right of joint use is evidenced by a deed, lease, contract, or similar written instrument establishing the joint use which remains effective for so long as the users' requirements must be met by overlapping use. [Ord. 01-05 § 8.]

18.48.180 Off-street parking design standards.

A. All off-street parking spaces shall be no less than nine (9) feet by twenty (20) feet in size, except that all parallel parking spaces shall be no less than nine (9) feet by twenty-two (22) feet in size.

F. Driveways that cross drainageways are subject to the requirements of BMC [15.12.040](#)(B)(3) and [15.12.050](#)(A)(11). [Ord. 01-05 § 8.]

18.48.210 Loading standards.

A. Structures that are constructed, altered or used which receive or distribute materials or merchandise by truck shall provide off-street loading berths as follows:

Gross Floor Area of Structure in Square Feet	Number of Required Berths
1 – 4,999	0
5,000 – 19,999	1
20,000 – 50,000	2
Greater than 50,000	Two plus one for each additional 50,000 square feet

B. A loading berth shall contain a space not less than ten (10) feet wide and fifty (50) feet long, and have an overhead clearance of not less than fourteen (14) feet. In no case shall a loading berth be designed such that any truck using the berth would interfere with a public street or occupy any area designated to meet off-street parking requirements. [Ord. 01-05 § 8.]

Article III. Height Restrictions

18.48.250 Air navigation hazards – Purpose.

BMC [18.48.250](#) through [18.48.270](#) may be referred to as the air navigation hazards regulations or the airport height restrictions. It is the purpose of these sections to promote the safety of aircraft using public airports for landing and departures by providing a mechanism whereby the city's regulation of land use within the vicinity of a public airport may complement the height restrictions established by the Federal Aviation Administration. [Ord. 01-05 § 8.]

18.48.260 Height restrictions.

A. No structure may exceed the lower of the height or elevation limits provided in other parts of this code or the height or elevation limits as determined from the applicable airport height map that meets the requirements of BMC [18.48.270](#).

B. A development proposed for a site within the boundaries of any approach surface or approach zone shown on an approved airport height map may not be approved if any structure in the proposed development exceeds the height or elevation restriction shown on the airport height map for that location; provided, if the Federal Aviation Administration or the airport operator provides a certification or other statement that the proposed development does not exceed the federal height limitations applicable to that location or provides a waiver, variance or other form of a permit authorizing the

intrusion of the structure into the prohibited air space, the structure may be approved with respect to the limitations on height or elevation set out in this article. [Ord. 01-05 § 8.]

18.48.270 Airport height map.

A. The owner or manager of a public airport may prepare for filing with the planning department and approval of the land use administrator a proposed airport height map. A proposed airport height map becomes an approved airport height map upon the written approval of the map as meeting the requirements of this section by the land use administrator set out upon or appended to the map.

B. The map shall be prepared in a manner that shows the airspace zones as defined and set forth in Federal Aviation Regulations, Part 77, subpart C, that are applicable to the airport. The map may consist of more than one (1) sheet, shall be to scale and shall accurately show the following:

1. The exterior boundaries of the applicable air space zones;
2. The name or other identification of each of the airspace zones;
3. A legend that provides a description of the location of each zone or surface, including a reference to the paragraph in the Federal Aviation Regulations that describes the zone or surface;
4. The reference points within or outside the airport from which distance, elevation, height, bearing, vertical angle or other measurements are made in describing the airspace zones or surfaces;
5. Existing topography, if available;
6. Existing subdivisions, streets, roads and other rights of way, U.S. Surveys, section lines and similar features of land that will be useful in determining the location of a proposed development with respect to the boundaries of any airspace zone.

C. The map required by subsection A of this section shall accurately show the airspace zones. Airspace zones that have a sloping surface shall be shown in ten- (10-) foot increments unless the land use administrator requires more frequent contour lines close to the airport or permits larger increments in areas farther from the airport. Separate maps may be submitted for the different airspace zones. Before submission to the land use administrator for final approval, the map must have been certified by the Federal Aviation Administration as accurately depicting the requirements of the relevant Federal Aviation Regulations, Part 77, subpart C. Upon reasonable intervals, and upon learning of a change in the airport or applicable regulations, the land use administrator may request Federal Aviation Administration review and recertification of the airport height map. [Ord. 01-05 § 8.]

The Bethel Municipal Code is current through Ordinance 18-26, passed November 27, 2018.

Disclaimer: The City Clerk's Office has the official version of the Bethel Municipal Code. Users should contact the City Clerk's

Chapter 17.64 PARKING AND LOADING

Sections:

- 17.64.005 Intent.
- 17.64.010 *Repealed.*
- 17.64.015 General provisions.
- 17.64.020 *Repealed.*
- 17.64.021 Parking lot design standards.
- 17.64.030 *Repealed.*
- 17.64.031 Parking spaces required.
- 17.64.035 Off-site parking.
- 17.64.040 *Repealed.*
- 17.64.041 Shared use parking.
- 17.64.050 Central business district.
- 17.64.055 Fee-in-lieu parking program.
- 17.64.060 Off-street loading.
- 17.64.070 Development plan requirements.
- 17.64.080 Landscaping requirements.

17.64.005 Intent.

The intent of this chapter is to promote the safety, convenience, comfort and common welfare of the public by providing minimum standards to regulate vehicle parking in a safe and efficient manner, to avoid the unnecessary congestion and interference with public rights-of-way, to reduce traffic hazards, and to provide safe operation of traffic circulation. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 4, 2005)

17.64.010 Space required.

Repealed by Ord. 05-036. (Ord. 454 § 4, 1992)

17.64.015 General provisions.

A. Permanently maintained, free parking facilities for the use of occupants, employees and patrons of buildings shall be provided for all new buildings at the time of construction.

B. Outside the central business district, free parking shall be required for any addition or enlargement of an existing building and for any change in the use of any building that would result in additional parking space being required. The number of parking spaces shall be that specified in this chapter unless it is demonstrated to the zoning administrator that the addition or enlargement of the existing building or the change in the use of any proposed building will not increase parking demand or reduce the total number of pre-existing required parking spaces and that the amount of proposed off-street parking is within 90 percent of the total requirement for all proposed uses and structures, including the enlargement of the existing building.

C. The intended use of all parking spaces required in this chapter is the temporary use by operable vehicles. Parking spaces shall not be used for the storage of delivery vehicles or trailers, motor homes, campers, dumpsters or other objects.

D. No existing parking area and no parking area provided for the purpose of complying with the provisions of this title shall, after January 17, 1978, be relinquished or reduced in any manner below the requirements established in this title. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 6, 2005)

17.64.020 Development requirements.

Repealed by Ord. 05-036. (Ord. 05-017 § 3, 2005; Ord. 454 § 4, 1992)

17.64.021 Parking lot design standards.

A. Standard parking stalls shall be a minimum of nine feet in width and 20 feet in length.

B. Parking lots with 90-degree parking stalls shall have a minimum aisle width of 25 feet.

C. All parking areas, except for single- and two-family dwellings, shall be designed so no parking space requires the backing of a vehicle into public rights-of-way, except for alleys in the central business district, or across a sidewalk.

D. Turning and maneuvering space shall be located entirely on private property. Vehicles backing into central business district alleys or departing single- and two-family dwellings are exempt from this requirement.

E. Ingress and egress to parking facilities shall be designed to maintain adequate sight distance and safety.

F. A secured wheel bumper to prevent encroachment of vehicles on pedestrian, bicycle or traffic routes shall be provided in parking stalls which are perpendicular to building fronts or abut property lines. This requirement does not apply when a fence or sight-obscuring landscaping occupies the same property line of the parking area or to single-family and two-family residences. The bumper shall not be less than six inches high.

G. No wall, post, guardrail or other obstruction that will restrict car door opening shall be permitted within five feet of the centerline of a parking space.

H. Parking lots shall be designed to avoid erosion damage to grading and surrounding landscaping.

I. Accessible parking for persons with disabilities shall be designed in accordance with the Accessibility Guidelines for Buildings and Facilities for Americans with Disabilities Act.

1. An access aisle shall be provided of not less than five feet in width for each space, except accessible parking spaces may share a common access aisle.

2. Accessible space shall be designated by the international symbol of accessibility.

3. Accessible spaces shall be located near building entrances and have an unobstructed route to accessible entrances and along a path at least 36 inches in width without going behind parked cars.

4. One in every eight accessible spaces, but not less than one, shall be served by an access aisle with a width of at least eight feet and shall be designated "van accessible."

Total Parking Spaces in Lot	Minimum Required Accessible Spaces
1 – 25	1
26 – 50	2

Total Parking Spaces in Lot	Minimum Required Accessible Spaces
51 – 75	3
76 – 100	4
101 – 150	5
151 – 200	6
201 – 300	7
301 – 400	8
401 – 500	9
501 – 1,000	2 percent of total spaces

J. Prior to approval by the city for use, all parking facilities within the city shall be permanently surfaced with a suitable gravel base or paved with concrete or asphalt compound.

K. Parking facilities which adjoin the side of a lot in residential districts shall be separated from the residential district by a fence or sight-obscuring landscaping. Fences shall be six feet in height; landscaping shall not be less than four feet. The fence or landscaping shall be maintained in good condition and shall comply with the requirements of PMC 17.60.070.

L. All parking areas in nonresidential use districts and parking areas which serve nonresidential uses shall have lighting which meets the level of illumination, uniformity ratios and minimum lumen intensities specified in the illumination guidelines set by the Illuminating Engineering Society of North America. The lighting system shall be designed to prevent glare to motorists on public rights-of-way and shall be arranged to reflect the light away from adjoining premises and streets.

M. Signage or other provisions designating parking lot layout shall be required if the city determines that the layout is not apparent to the general public. (Ord. 17-014 § 3, 2017; Ord. 07-032 § 3, 2007; Ord. 06-017 § 3, 2006; Ord. 05-036 § 8, 2005)

17.64.030 General conditions.

Repealed by Ord. 05-036. (Ord. 566 § 3, 2001; Ord. 454 § 4, 1992)

17.64.031 Parking spaces required.

A. The following minimum number of free parking spaces shall be provided for all structures and uses. For uses not specifically identified in this section, the requirement for free off-street parking shall be the same as for the use duly determined by the zoning administrator to be the most similar.

Use	Parking Requirement
Automobile service stations, repair garages	Four parking spaces for each vehicle repair bay, plus three parking spaces
Churches, auditoriums, theaters and other similar places of assembly	One parking space for every four seats in the principal auditorium or assembly room

Use	Parking Requirement
Dance hall, bowling alley or skating rink	One parking space for each 400 square feet of gross floor area
Hospitals, nursing, convalescent homes	One parking space for each three beds based on maximum capacity
Hotel	One parking space for each two guest rooms
Laundromat	One parking space for each 250 square feet of gross floor area
Manufacturing uses; industrial, research, testing, processing, assembling, all industries	One parking space for each 500 square feet of gross floor area, plus one parking space for each 300 square feet of office gross floor area
Medical offices and clinic	One parking space for each 300 square feet of gross floor area
Mortuary	One parking space for each four seats in the principal seating area
Motel	One parking space for each guest room
Post office	One parking space for each 100 square feet of gross floor area
Professional, offices, financial institutions	One parking space for each 300 square feet of gross floor area
Residences, multifamily	One and one-half parking spaces for each one-bedroom unit; two parking spaces for two-bedroom units; two and one-half parking spaces for each three-bedroom unit, plus one guest parking space for each five units

Use	Parking Requirement
Residences, single-family and two-family	Two parking spaces per dwelling unit up to 1,800 square feet and three parking spaces for each dwelling unit over 1,800 square feet
Restaurants and bars	One parking space for each four seats based on maximum seating capacity
Retail space, under 1,000 square feet	One parking space for each 500 square feet of gross floor area
Retail space, over 1,001 square feet	One parking space for each 350 square feet of gross floor area
Retail space, for furniture, large appliances, carpets or similar use	One parking space for each 500 square feet of gross floor area
Retail, shopping center	One parking space for each 350 square feet of gross leasable space
Rooming houses or boardinghouses	One parking space for every two guestrooms
Schools – Elementary	Two parking spaces for each classroom
Schools – Middle	Three parking spaces for each classroom
Schools – Senior high	One parking space for every three students based on the proposed building capacity at the time of initial construction
Self-storage facilities	One parking space for each 2,000 square feet of gross floor area, plus one parking space for each 300 square feet of gross floor area used for offices
Swimming pools	One parking space for every four persons based on pool capacity

Use	Parking Requirement
Warehouses, storage and wholesale businesses	One parking space for each 2,000 square feet of gross floor area, plus one parking space for each 300 square feet of gross floor area used for offices, or a minimum of three, whichever is greater

B. Calculation of Amounts of Required Parking.

1. Unless a specific use is listed above, the required number of parking spaces shall be the sum of the combination of uses on the lot.
2. If the calculation of required spaces results in a fraction of a parking space, the number shall be rounded up to the nearest whole number. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 10, 2005)

17.64.035 Off-site parking.

A. All parking spaces provided shall be on the subject lot with the main building they serve, except that the commission, by conditional use, may permit the parking spaces to be on an abutting lot or any lot within 300 feet of the building if it determines that it is impracticable to provide parking on the subject lot.

1. Effective March 27, 2001, if the commission permits parking spaces to be on a lot other than the subject lot, then the commission, as a matter of law, shall require at a minimum the following conditions: that the off-site lot be made subject to duly recorded enforceable covenants running with the land reasonably acceptable to the city, which covenants:
 - a. Burden the off-site lot to the extent necessary to provide adequate incremental parking for the benefit of the subject lot;
 - b. Make the city a third-party beneficiary of the covenants;
 - c. Prohibit the termination, amendment, or subordination of the covenants without council approval; and
 - d. Have a priority position prior to any deed of trust, mortgage or other encumbrance that can foreclose out the covenants.
2. The required priority position of the covenants may be obtained by due subordination of any existing encumbrance.
3. Upon the recording of the covenants, the owner of the subject lot must reimburse the city for obtaining a title policy on the off-site lot showing the covenants have the required priority position.
4. The owner of the subject lot shall post and maintain signs on the subject lot and on the off-site lot informing the public of the off-site parking relationship between the off-site lot and the subject lot.
5. If through change of use of the subject lot or otherwise the off-site parking is no longer required or if the extent of such requirement is significantly reduced, then the city, upon the written request duly signed by both the owner of the subject lot and the owner of the off-site lot and delivered to the city manager, shall in due course and after council action allow the termination or amendment of the

covenants to meet the then-current requirements for parking for the subject property. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 11, 2005)

17.64.040 Off-street loading.

Repealed by Ord. 05-036. (Ord. 454 § 4, 1992)

17.64.041 Shared use parking.

Joint use of off-street parking facilities within 600 feet may be permitted by the commission subject to the following conditions:

A. The off-street parking requirements for buildings of limited uses, for example churches, auditoriums, clubs, or lodges, may be supplied through the use of off-street parking facilities provided for other uses, for example, business offices, retail stores, and manufacturing or wholesale buildings whose operations are not normally conducted during the same hours.

B. Off-street parking space designated for joint use shall meet all other requirements as set out in this chapter.

C. Sufficient evidence shall be presented to the commission to demonstrate that there will be no substantial conflict in the principal operating hours of the use or structures for which the joint use is proposed.

D. The owner of the parcel seeking a shared parking agreement has adequate area on the lot or within 300 feet of the lot which could be used for parking in the event it is no longer possible to obtain shared parking.

E. The use of off-street parking space for joint use shall be subject to the prior approval of the commission. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 13, 2005)

17.64.050 Central business district.

In order to encourage economic growth in the downtown core and permit the redevelopment of property to its highest commercial use, parking requirements may be waived after review by the city council. It is the intent of this clause to provide as much off-street parking as practical while allowing commercial development in the core area. The central business district is described as follows:

Beginning at the intersection of the Palmer/Wasilla Highway and the Glenn Highway centerlines, then north along the centerline of the Glenn Highway to the centerline of W. Auklet Avenue, then east along the centerline of W. Auklet to the east side of parcel 18N02E33 Tract 1-A, then south along the east side of said parcel until the centerline of the alleyway, then east along the centerline of the alleyway to the centerline of N. Bonanza Street, then south along centerline of N. Bonanza Street to the centerline of E. Arctic Avenue, then east along the centerline of E. Arctic Avenue to the centerline of S. Denali Street, then south along the centerline of S. Denali Street to the centerline of E. Cottonwood, then east to the centerline of S. Gulkana Street, then south along the centerline of S. Gulkana to the southeast corner of Tract A, Arbor Estates, then west along the south property line of Tract A to Lot 4, Block 2, Arbor Estates, then south to the southeast corner of Lot 4, Block 2, Arbor Estates, then west along the south property lines of Lots 4, 3, 2, and 1, Block 2, Arbor Estates to the centerline of S. Eklutna Street, then north along the centerline of S. Eklutna Street to the centerline of E. Fireweed Avenue, then west along the centerline of E. Fireweed to the centerline of S. Colony Way, then south along the centerline of S. Colony Way to the junction of S. Colony Way and the Glenn Highway centerlines, then north along the centerline of the Glenn Highway to the point of beginning.

A. The following minimum number of parking spaces shall be provided for all structures and uses in the central business district only. For uses not specifically identified in this section, the requirement for parking shall be the same as for the use duly determined by the zoning administrator to be the most similar.

Use	Parking Requirement
Churches, auditoriums, theaters and other similar places of assembly	One parking space for every five seats in the principal auditorium or assembly room
Dance hall, bowling alley or skating rink	One parking space for each 500 square feet of gross floor area
Hospitals, nursing, convalescent homes	One parking space for each four beds based on maximum capacity
Hotel	One parking space for each three guest rooms
Laundromat	One parking space for each 350 square feet of gross floor area
Medical offices and clinics	One parking space for each 400 square feet of gross floor area
Mortuary	One parking space for each five seats in the principal seating area
Professional, offices, financial institutions	One parking space for each 400 square feet of gross floor area
Residences, multifamily	One parking space per dwelling unit.
Residences, single-family and two-family	Two parking spaces per dwelling unit.
Restaurants and bars	One parking space for each five seats based on maximum seating capacity
Retail space, all types	One parking space for each 500 square feet of gross floor area

B. No required existing parking spaces in the downtown district shall be relinquished as a result of this section.

C. In areas with designated public on-street parking, each 25 feet in front of a lot will be counted towards the parking requirement for the lot.

D. Developers may provide the parking spaces required in this chapter or may apply for a waiver from meeting those requirements and make payment to the city in lieu of parking spaces.

E. Waivers may be granted if the city council determines and cites evidence in its decision that:

1. The property is within the central business district;
2. No parking spaces have been lost due to redevelopment or change of use;
3. There is a city-owned, fee-in-lieu designated public parking area (excluding the parking lots at City Hall and the fire station located on W. Evergreen Avenue and S. Cobb Street) within 600 feet of the building as measured along public rights-of-way;
4. The waiver is for less than 30 percent of the required parking spaces for buildings constructed after December 13, 2005;
5. To the extent practicable, the waiver is for less than 70 percent of the required parking spaces for buildings in existence on December 13, 2005;
6. The waiver furthers the goals of the comprehensive plan.

F. To promote growth in the central business district, the city council may waive the fee-in-lieu fees. (Ord. 16-015 § 4, 2016; Ord. 06-017 § 3, 2006; Ord. 05-036 § 14, 2005)

17.64.055 Fee-in-lieu parking program.

For property located in the central business district, an in-lieu parking fee shall be submitted to the city for each required free off-street parking space that is not provided and for which a waiver has been granted. The in-lieu parking fee shall be determined annually based on the costs for planning, acquisition, design, development, construction, financing (including interest on city self-financing), maintenance and operation of off-street parking facilities within 600 feet of the subject building as measured along public rights-of-way.

A. There is created in the city treasury a special fund designated the "parking improvement fund" into which in-lieu parking fees shall be deposited to be expended only for public improvements. The city council may from time to time direct that other monies be transferred into the fund.

B. The fund shall be used exclusively for planning, acquisition, design, development, construction, financing, maintenance and operation of off-street parking facilities within the downtown parking district. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 15, 2005)

17.64.060 Off-street loading.

A. All uses involving the receipt of or distribution of materials or merchandise by vehicles shall provide and maintain sufficient off-street loading space on the premises so as not to obstruct the freedom of traffic movement on public rights-of-way.

B. On the same lot or premises with every building structure or part thereof erected and occupied for commercial, manufacturing or industrial use, or other uses similarly involving the receipt of or distribution of materials or merchandise by vehicles, there shall be provided and permanently maintained adequate space for standing of vehicles and unloading services in such manner as not to obstruct the freedom of traffic movement upon public rights-of-way. The space shall not be less than 15 feet wide by 25 feet long with a 14-foot height clearance and shall have access to an alley or street. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 16, 2005)

17.64.070 Development plan requirements.

Plans for all parking and loading areas shall accompany the building plans when the application for a building permit is made. Such plans shall show the following:

- A. Area of the lot involved;
- B. Layout and dimensions of each parking space;
- C. Entrance and exit to the parking area and the direction of traffic;
- D. Widths of all curb cuts, entrances, exits and driveways serving each parking or loading area;
- E. Lighting plan (see item in parking lot standards);
- F. Landscaping (see PMC 17.64.080). (Ord. 06-017 § 3, 2006; Ord. 05-036 § 17, 2005)

17.64.080 Landscaping requirements.

- A. All parking lots shall have landscaping as required by this section, except those parking lots for single-family and two-family dwellings.
- B. All required parking lots of five spaces or more shall provide a landscape buffer at least five feet in width along any property line adjacent to a street, except for those in the airport commercial, airport industrial, and industrial districts where they do not border a residential district.
- C. For parking lots containing less than five spaces, an area equal to at least five percent of the parking lot shall be in landscaping which is visible to the street.
- D. For parking lots containing five or more spaces, an area equal to at least 10 percent of the parking area shall be in landscaping which is visible to the street.
 - 1. Any interior landscaping planter counted towards the percentage requirement must have a minimum five-foot-wide area exclusive of any vehicle overhang. Only low-level shrubs, ground cover and grass shall be used in vehicle overhang areas.
 - 2. Any landscaping between the building and the parking lot counted towards the percentage requirement must have a minimum five-foot-wide area exclusive of any vehicle overhang. Only low-level shrubs, ground cover, and grass shall be used in vehicle overhang areas.
- E. No parking lot shall contain 45 or more contiguous parking spaces without a curbed planting area. Interior landscaping planters shall be dispersed throughout the entire parking lot area. Parking lots in the industrial and business park zoning districts may be exempt from interior landscaping requirements. Applications may be submitted to the commission requesting substitution of interior landscaping in exchange for common use area(s) for employees, such as a picnic or exercise area. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 18, 2005)

Mobile Version

16.24.040 Parking.

A. Off-street parking facilities for residential and nonresidential uses are established as follows:

1. *Residential.* Off-street parking facilities for residential uses must be on the same lot with the building that they are required to serve.
2. *Nonresidential.* Off-street parking facilities for nonresidential uses must be within 300 feet of the boundary of the property.

Exception: The city planner is allowed discretion to use on-street parking, or a portion, to count toward the overall parking requirement for a development or temporary use at the following locations:

- a. S. Boundary Street between E. Railroad Avenue and E. Park Avenue;
- b. S. Denali Street;
- c. E. Herning Avenue between N. Lucille Street and N. Main Street;
- d. S. Illiamna Street between E. Park Avenue and E. Susitna Avenue;
- e. S. Knik Street;
- f. S. McKinley Street between E. Park Avenue and E. Susitna Avenue;
- g. E. Swanson Avenue, east of Main;
- h. S. Talkeetna Street; and
- i. S. Wasilla Street between E. Park Avenue and E. Susitna Avenue.

B. Should the applicant rely on on-street parking and the parking is subsequently removed, the applicant is required to defend and hold the city harmless. The on-street parking shall be common use parking and shall be parallel. On-street parking shall be created in either a public use easement or a designated right-of-way and will require an encroachment permit per WMC Chapter 12.16.

C. All parking, except that which serves residences, and those spaces as allowed under the preceding subsection, shall be arranged so that ingress and egress are possible without backing over a sidewalk area or onto a collector or larger street designation. Except where on-street parking is used, turning and maneuvering space shall be located entirely on private property; provided, that the usable portion of an alley may be credited as turning and maneuvering space. In the case of two or more uses on the same lot, the total requirements for off-street parking facilities is the sum of the requirements for the several uses computed separately. Changes of use with an increase in gross floor area must provide parking, loading and storage area in conformance with this section. The parking, loading and storage space requirements for any listed use or use not listed may be established under the provisions of a use permit under WMC 16.12.020.

D. *Minimum Standards.* Parking required for a use must conform to the following:

1. All parking spaces shall be located far enough within the lot to prevent any portion of a car from extending over an adjoining lot or over a public right-of-way or sidewalk, except where an encroachment permit has been obtained.
2. All required off-street parking and aisles other than residential uses less than five dwelling units and temporary uses shall be surfaced with at least two inches of hot bituminous pavement or a durable surface that is designated to control dust and able to bear the weight of the traffic as approved by the public works director. Developments located on property not zoned commercial, under 5,000 square feet and with no access to a paved road are exempt from this minimum standard. After a roadway is paved, required parking, aisles and driveways shall be paved, or have an approved durable surface applied within 12 months after the roadway is paved.
3. Multifamily uses of more than four dwelling units may be required to provide an additional storage area for boats, recreational vehicles, off-road vehicles and trailers. The storage area is equal to 200 square feet for each three parking spaces. The storage area may be located on another lot of common ownership if the lot is located within 300 feet (walking distance).
4. *Landscaping.*
 - a. A parking or storage area in a residentially zoned lot or adjacent to a residentially zoned lot shall be screened by a wall, fence or landscaping designed to screen the view of the parking or storage area from the residential area. The screen shall have a minimum height of three and one-half feet and shall be maintained in good condition.
 - b. Each parking lot containing 10 or more parking spaces shall include around its perimeter a planting bed having a minimum width of 10 feet. A planting bed located adjacent to a street shall contain trees, shrubs, flowers, boulders, mulch and fences. Any fence in a planting bed located adjacent to a street shall be set back at least three feet from the lot line to allow room for plantings on the street side of the fence. A planting bed that is not adjacent to a street shall contain plantings that will attain an average height of two feet within two years of planting, and that are grouped to allow for seeded snow storage areas.
 - c. Each parking lot containing more than 40 parking spaces also shall include landscaped islands covering not less than 15 percent of the total area of the parking lot. A landscaped island shall contain trees, shrubs, flowers and mulch and shall be protected with mounding and boulders or curbs.
5. Excluding temporary uses, one flood light per 25 spaces is required to illuminate off-street parking spaces. The lighting must be arranged as to reflect the light away from adjoining residential uses and to prevent glare to traffic. The lighting may be combined with access lighting required under WMC 16.16.050.
6. The parking requirement for mixed uses is the total sum of the requirement for spaces for the various uses computed separately.
7. Handicapped spaces shall be 13 feet wide. (See Table of Parking Requirements set out in subsection (E) of this section.)

8. A single parking area may be used to service more than one use if the normal hours of operation of the uses do not overlap. If a single parking area is so used, additional parking may be required by the planner as a condition of continued occupancy at any time the hours of operation of the establishments are altered to run concurrently. Before joint use is allowed, a contractual agreement setting out the terms of the use must be created by the joint users and approved as a use permit by the planner.

9. The provision and maintenance of off-street loading, snow storage and other storage areas is a continuing obligation and joint responsibility of the owner and occupants. Each off-street loading space must be not less than 30 feet by 12 feet, have an unobstructed height of at least 14 feet six inches and be made permanently available for such purposes. These areas are required as follows.

a. Nonresidential development over 5,000 square feet GFA must provide one loading space for each 20,000 square feet or less GFA.

b. A snow storage area of 25 square feet for each parking space shall be provided for any use except single-family and duplex. Snow storage areas must be designed to minimize drainage and runoff problems and not overload or impair the city storm drainage system. The required snow storage area may be reduced by the planner in consultation with the engineer.

10. Pick up areas for taxi, bus and other vehicles may be required for uses that customarily need such services, including auditoriums, theaters, and other places of public gathering.

11. Fences and landscaping at the intersection of a parking lot driveway with a street shall not obscure a sight triangle.

E. The minimum number of off-street parking spaces required and their dimensions are set out in the following tables:

TABLE OF PARKING REQUIREMENTS

Uses	Minimum spaces required, including employee parking, where applicable (rounded to nearest whole number)
Adult retirement housing	1.5 spaces per dwelling unit
Single-family duplex or multifamily uses	2 spaces per dwelling unit
Motels, hotels	1 per guest room + a minimum of 3 additional
Bed and breakfast	1 per guest room
Hospitals, group homes, and other health care facilities	1 per 3 beds based on maximum capacity

TABLE OF PARKING REQUIREMENTS

Uses	Minimum spaces required, including employee parking, where applicable (rounded to nearest whole number)
Churches, auditoriums, theaters, mortuary, dance floors, auctions rooms, and similar places of assembly of concentrated use	1 per 150 sq. ft. GFA or 1 per 4 seats, whichever is greater
Warehouses, aircraft hangers, storage and wholesale business	1 per each 1,000 sq. ft. GFA
Self storage mini-warehouses	1 per each 25 storage units
Industrial uses	1 per each employee
Restaurants, bars, exhibit rooms, gymnasiums, conference rooms and similar places of assembly of less concentrated use	1 per 150 sq. ft. GFA or 1 for every 3 seats, whichever is greater
Offices	1 per 300 sq. ft. GFA
Classrooms, school shops and vocational rooms for tenth grade and above	1 per 300 sq. ft. GFA or 1 per 4 seats, whichever is greater
Classrooms and school shops and vocational rooms for ninth grade and below	1 per 400 sq. ft. GFA or 1 per 5 seats, whichever is greater
Commercial uses (other than shopping centers)	1 per 300 sq. ft. GFA
Shopping centers	4 per 1,000 sq. ft. GLA up to 400,000 sq. ft.
	4.5 per 1,000 sq. ft. GLA from 400,001 to 600,000 sq. ft.
	5 per 1,000 sq. ft. GLA over 600,000 sq. ft.
All others	1 per 200 sq. ft. GFA or decision by commission

Handicapped parking

Total parking spaces in lot	Accessible spaces required
1 to 25	1

Handicapped parking

Total parking spaces in lot	Accessible spaces required
26 to 50	2
51 to 75	3
76 to 100	4
Each additional 100 spaces or fraction thereof	1

Table of Minimum Dimensions

Angle	30 degrees	45 degrees	60 degrees	90 degrees
Aisle width	11 feet	13 feet	18 feet	25 feet
Stall length	18 feet	20 feet	21 feet	20 feet
Stall width	10 feet	10 feet	10 feet	10 feet

(Ord. 06-47(AM) §§ 6, 7, 2006; Ord. 03-56 § 2; prior code § 16.43.706)

The Wasilla Municipal Code is current through Ordinance 19-02, passed January 28, 2019.

Disclaimer: The Office of the City Clerk has the official version of the Wasilla Municipal Code. Users should contact the clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: www.cityofwasilla.com

City Telephone: (907) 373-9090

Code Publishing Company

Chapter 18.48 - OFF-STREET PARKING, LOADING AND UNLOADING

18.48.010 - General regulations.

- A. Off-street parking, loading and unloading facilities shall be provided to lessen congestion in the streets. The facilities required herein shall be available throughout the hours of operation of the particular business for which the facility is provided. As used herein, the term "parking space" includes parking lot spaces located off the public right-of-way.
- B. Each parking space shall constitute a net land area of at least one hundred and eighty square feet. The total parking lot space, including access lanes, shall constitute at least three hundred square feet of land area per parking space.
- C. Surfacing: Any off-street parking area shall be graded for proper drainage and shall be surfaced so as to provide a durable and dustless surface, and shall be so arranged as to provide for orderly and safe parking and storage of vehicles.
- D. Parking spaces may be located on a lot other than containing the principal use with the approval of the planning commission.
- E. Detailed plans for all off-street parking shall be submitted with the building plans when the application for a building permit is made. Such plans shall show the following:
 - 1. Dimension of the parcel involved;
 - 2. Dimension and layout of each parking space;
 - 3. Entrance and exits to the parking area and direction of traffic; and
 - 4. Detailed dimensions of all curb cuts, entrances and exits.
- F. Plans for the layout of off-street parking facilities shall be in accordance with the following minimum requirements:

Parking Pattern	Maneuvering Lane Width	Parking Space Width	Parking Space Length	Total Width of One Tier of Spaces Plus Maneuvering Lane	Total Width of Two Tiers of Spaces Plus Maneuvering Lane
0° (parallel parking)	12 ft.	8 ft.	23 ft.	20 ft.	28 ft.
30° to 53°	13 ft.	9 ft.	20 ft.	33 ft.	53 ft.

54° to 74°	18 ft.	9 ft.	21 ft.	39 ft.	60 ft.
75° to 90°	25 ft.	9 ft.	19 ft.	44 ft.	63 ft.

Note: Detailed drawings of layout are on file at City Hall.

(Ord. 598 (part), 1985).

18.48.020 - Parking area—Development.

Every lot or parcel of land used as a public parking area shall be developed as follows, subject to the approval of the plans by the planning commission:

- A. Such area shall be paved or otherwise adequately and satisfactorily surfaced and shall have appropriate bumper guards where needed.
- B. Where such area adjoins the side of a lot in a residential district, it shall be separated from such a lot by a fence or hedge not less than four feet nor more than six feet in height. Such fence or hedge shall be maintained in good condition and shall not exceed beyond the front yard line required in such residential district.
- C. Any lights provided to illuminate such parking area shall be so arranged as to reflect the light away from adjoining premises and streets.

(Ord. 598 (part), 1985).

18.48.030 - Parking area—Entrance and exit provisions.

Any land or premises used for public or semipublic automobile parking, storage, sales or service, public garage or any type of drive-in business or service or similar use where vehicles regularly and customarily require access to such premises from any public street or alley shall be so designed that entrance and exit drives, openings or approaches for such vehicles will provide the safest and most desirable ingress and egress with relation to vehicular and pedestrian traffic in the streets upon which such use abuts.

Such entrance and exit openings and driveways shall not exceed thirty-two feet in width, and in no case shall any such driveway service be permitted to use the entire street frontage upon which such use abuts for entrance or exit facilities.

(Ord. 598 (part), 1985).

18.48.040 - Parking area—Driveways and curb cuts.

Detailed plans for driveways, openings or curb cuts shall be submitted to the planning commission for approval with regard to the location and relation of same to the public street or highway. All such lands or premises devoted to the uses described in this title, and existing at the effective date of the ordinance codified in this title, shall comply with these requirements within two years.

(Ord. 598 (part), 1985).

18.48.050 - Driveway construction.

- A. Any driveway constructed so as to cross an existing sidewalk shall be constructed of a minimum six-inch concrete or compacted rock base with a minimum covering of two-inch asphaltic concrete from the edge of pavement or curblineline to the property line.
- B. Any driveway exiting a paved street without a sidewalk shall have an apron extending from the edge of the pavement a minimum distance of three feet towards the property line. Such aprons shall be constructed in accordance with subsection A of this section.
- C. All driveways constructed after the effective date of the ordinance codified in this section will be a minimum of twelve feet in width, but in no case, will driveways be wider than one-half the lot the driveway serves.

(Ord. 598 (part), 1985).

18.48.060 - Off-street parking requirements.

Any structure or building hereafter erected, converted or enlarged for any of the following uses shall be provided with not less than the minimum spaces as set forth below unless otherwise permitted under this code. Fractional numbers of required parking spaces shall be increased to the next whole number.

Dwellings and Lodgings	Minimum Number of Parking Spaces Required
1. Hotels, rooming houses and other structures containing sleeping rooms other than or in addition to dwelling units.	One parking space for each unit and one parking space for five guest rooms.
2. Single-family dwellings, two-family dwellings, trailers, multifamily dwellings and other places containing dwelling units.	Two parking spaces for each unit.
Public and Semipublic	

3. Churches, theaters, and other places of public assembly.	One parking space for each ten seats in the principal place of assembly.
4. Nursery and elementary schools.	One parking space for each teacher or other employee.
5. Municipal buildings.	One parking space for each employee, plus one space for each official vehicle, plus two spaces for visitor parking.
6. Other semipublic and government building.	One space for each six hundred square feet of gross floor space.
7. Hospitals.	One space for every three beds, plus one space for each employee of largest shift.
Commercial	
8. General stores.	One space for each six hundred square feet of gross floor space.
9. Eating and drinking establishment.	One space for each employee of largest shift, plus one space for each ten seats.
10. Private clubs.	One space for every two hundred square feet of gross floor space.
11. Home occupations.	One and one-half space per dwelling unit, plus one for each employee, plus two for visitor parking.
Industrial	
12. Manufacturing uses.	One space for every two employees, plus as required if retail or warehouse uses on premises.

13. Warehouse and storage uses.	One parking space for every one thousand square feet of gross building area.
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(Ord. 806 § 1, 1998; Ord. 598 (part), 1985).

(Ord. No. 1125, § 1, 5-6-2015)

18.48.070 - Off-street loading.

Every building or structure used for business, trade or industry and normally requiring truck loading or unloading with respect to the use shall provide space as indicated in this section for the loading and unloading of vehicles off the street or public alley or, if there is no alley, to a street.

Off-street loading and unloading space shall be in addition to and not considered as meeting part of the requirement for off-street parking. Off-street loading and unloading space shall not be used or designed, intended or constructed to be used in a manner to obstruct or interfere with the free use of any street or adjoining property. The minimum off-street loading and unloading space required for specific uses shall be as follows:

- A. Retail business and service establishments shall provide one off-street loading and unloading space at least ten feet wide and thirty-eight feet long with a fourteen foot height clearance per building.
 1. Businesses within the Central Business District shall be exempt from this requirement.
- B. Industrial plants shall provide one off-street loading space for each twenty thousand square feet of gross floor area. Each loading and unloading space shall be a minimum of twelve feet wide and fifty feet long with a fourteen-foot height clearance.
- C. Trucking terminals and ship terminals shall provide one off-street loading and unloading space for every five thousand square feet of gross floor area for storage, warehousing and shipping. Each loading space shall be a minimum of fourteen feet wide and sixty-five feet long with a fourteen-foot height clearance.

(Ord. 598 (part), 1985).

18.48.080 - Commission reduction of parking spaces.

The planning commission may reduce the required number of parking spaces if the commission determines that an unreasonable amount parking spaces is required or that the required number of spaces does not meet the city's development goals or its land use needs.

(Ord. No. 1125, § 2, 5-6-2015)

Chapter 18.36 OFF-STREET PARKING REQUIREMENTS

Sections:

- 18.36.010 General provisions.**
- 18.36.020 Computation of parking spaces.**
- 18.36.030 Minimum standards for off-street loading facilities.**
- 18.36.040 Location of parking spaces.**
- 18.36.050 Shared parking spaces.**
- 18.36.060 Design.**
- 18.36.070 Minimum standards for off-street parking spaces.**

18.36.010 General provisions.

A. On all parcels and lots in the city, off-street parking and loading areas shall be provided in the amount and location as set forth herein.

B. Any area once designated for required off-street parking and loading shall not thereafter be used for any other purpose unless and until equal facilities are provided elsewhere in conformance with this title. (Ord. 92-21 § 4 (part), 1992.)

18.36.020 Computation of parking spaces.

A. The number of required off-street parking spaces to be provided for each use shall be determined as follows:

1. Where the computation of required parking spaces results in a fractional number, the determination of required parking spaces shall be made by rounding the fractional number to the nearest whole number.
2. Except as otherwise indicated, the number of parking spaces shall be determined by the net floor area, which for the purpose of this chapter, shall mean that floor area of the building accessible to or primarily for use by the customer or patron of a business establishment. Net floor area shall not include those areas used for storage, cooking, stairwells, restrooms, etc.

B. Areas used for storage, parking of boats or heavy equipment, or any other use that precludes use as a vehicular parking spot shall not be counted when computing required off-street parking spaces. (Ord. 92-21 § 4 (part), 1992.)

18.36.030 Minimum standards for off-street loading facilities.

A. For every use requiring the loading and unloading of merchandise, off-street facilities for loading and unloading within or adjacent to the building shall be provided in a manner as to not obstruct the traffic movement on adjacent streets and alleys. No off-street parking space shall be used as an off-street loading facility.

B. Each loading and unloading area shall have a minimum width of ten feet, a minimum height clearance of fourteen feet, and a minimum length sufficient to provide maneuvering room entirely on the parcel. A suggested minimum for full size freight trucks is forty feet. (Ord. 92-21 § 4 (part), 1992.)

18.36.040 Location of parking spaces.

All required off-street parking spaces shall be located within the property lines of the same lot, or on a lot within three hundred feet of the lot that accommodates the building, structure or use being served. Areas required for building setbacks (required yards) may be used for off-street parking, provided that they are in compliance with the street intersection visibility requirement of this title. (Ord. 92-21 § 4 (part), 1992.)

18.36.050 Shared parking spaces.

Spaces that only meet the requirements of one establishment may serve more than one establishment of the same parking lot; provided, that sufficient evidence is presented which shows that the normal hours of operation of such establishments do not overlap, and that all such establishments conform to the parking standards. A written agreement assuring the retention of the shared parking spaces, shall be included with the land use permit application for the proposed use. (Ord. 92-21 § 4 (part), 1992.)

18.36.060 Design.

- A. All parking (except for one-, two- and three-family residences) shall be arranged so that space for interior access lanes, turning and maneuvering is located entirely on the lot or lots providing the required parking. Alleys may be used for access lanes and maneuvering areas, but road rights-of-way may not be used.
- B. Each parking space shall be accessed by either a road or interior access lane. The minimum width of an interior access lane is twenty feet.
- C. Each parking space shall have a minimum dimension of nine feet in depth and eighteen feet in length.
- D. All off-street parking spaces and loading facilities, including interior access lanes, shall be paved or surfaced with at least two inches of compacted gravel and graded and drained.
- E. 1. A driveway or interior access lane that accesses a parcel across a public right-of-way is by definition considered an encroachment in the right-of-way. A driveway in a state right-of-way requires a driveway permit from the Alaska Department of Transportation and Public Facilities. Encroachments in other public rights-of-way are subject to the provisions of Chapter 12.08 of this code. For the purposes of this code, driveways approved as part of land use permit under the provisions of this title shall be considered an approved encroachment under Chapter 12.08.
 - 2. Driveways or interior access lanes shall be designed to provide for drainage. Drainage may be accommodated by providing culverts or bridges, or by other structures if approved by the public works director. Culverts shall be a minimum of eighteen inches in diameter. (Ord. 92-21 § 4 (part), 1992.)

18.36.070 Minimum standards for off-street parking spaces.

A. On all parcels and lots in the city, the following minimum number of off-street parking spaces are required:

1.	Dwellings, apartment buildings, motels, motor lodges, and tourist courts.	One space per dwelling unit in the building or buildings.
2.	Rooming houses, and boardinghouses.	One space per two guest rooms.
3.	Hotels.	One space per three guest rooms.

4.	Schools, churches, synagogues, auditoriums, dance halls, exhibition halls, restaurants, skating rinks, taverns, theaters and other places of public assembly.	One space per four seats based on maximum seating capacity; or one space per four occupants based on maximum capacity as calculated under the provisions of the Uniform Building Code.
5.	Hospitals, sanitariums, nursing homes, convalescent homes and similar institutions.	One space per three employees, plus one space per four beds, based on maximum capacity, plus one space per three hundred square feet of outpatient clinic space.
6.	Food stores, grocery stores and retail trade shopping centers.	One space per three hundred square feet of sales area.
7.	Other retail establishments, post offices, clinics, professional and business offices.	One space per three hundred square feet.
8.	Wholesale stores, mercantile establishments, warehouses and storage buildings.	One space per two employees, but not less than two parking spaces for any one such use.
9.	Industrial and manufacturing establishments in which there are five or more employees.	One space per five hundred square feet of gross floor area, or one space per five employees.
10.	Repair garages and gasoline service stations.	Four spaces per service stall. All vehicles in the custody of the operator of the business for the purpose of service, repair, or storage shall be stored on the premises or on a separate off-street parking lot or building.

B. In the case of a use not specifically mentioned in this section, the requirements for off-street parking facilities shall be the same as the use which, in the opinion of the planning director, is most similar to the use not specifically mentioned.

C. In the case of mixed uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. (Ord. 92-21 § 4 (part), 1992.)

Mobile Version

Introduced by: Council Member Williams
Date: August 28, 2018
Public Hearing: September 11, 2018
Action: Passed
Vote: 6-0

CITY OF BETHEL, ALASKA

Ordinance #18-21

AN ORDINANCE AMENDING CHAPTER 17.50 OF THE BETHEL MUNICIPAL CODE PROPERTY NUMBERING AND STREET SIGNS

WHEREAS Uniform, legible and visible address numbering is critical to the health, safety and welfare of a community;

WHEREAS Many Bethel homes have no address numbers or have numbers that are not visible from the street;

WHEREAS Bethel homes and businesses often display a multitude of non-standard address numbering;

WHEREAS Bethel Municipal Code sets no standard for size, type, color, reflectivity or location of address numbering;

WHEREAS Bethel Police, Firefighters and Emergency Medical Technicians routinely have difficulty locating a given address during emergencies, especially at night when address numbers are extremely difficult to see;

WHEREAS Bethel residents and visitors also report difficulty, locating addresses, especially at night;

Whereas the Bethel City Council excises the term and reference of Lousetown from the Bethel Municipal Code.

NOW BE IT ORDAINED, the City Council amends Bethel Municipal Code Chapter 17.50 to establish uniform address signage requirements, new penalties and direct the administration to develop a process to provide signs to property owners.

SECTION 1. Classification. This is a Codified Ordinance and shall become part of the Bethel Municipal Code.

SECTION 2. Amendment. Bethel Municipal Code Section 17.50 is amended as follows (new language is underlined and old language is stricken):

Chapter 17.50 PROPERTY NUMBERING AND STREET NAMES

Introduced by: Council Member Williams
Date: August 28, 2018
Public Hearing: September 11, 2018
Action: Passed
Vote: 6-0

17.50.010 ~~Number map~~ City of Bethel Address Map.

The ~~property numbering~~ map entitled "~~Property Number Map~~ City of Bethel Address Map" is adopted as the official property numbering map of the city. All property numbers assigned shall be assigned in accordance with the ~~numbering~~ official address map and no other property numbers shall be used or displayed in the city unless in accordance with the ~~official numbering~~ address map. The ~~property numbering~~ City of Bethel Address Map shall be kept on file in the office of the city clerk.

17.50.020 Street names.

Street names shall be determined by planning commission resolution. The planning commission shall review the proposed street names for duplication of names, appropriateness of names, and for overall compliance with the street naming and numbering policy. The planning commission may modify or amend the street name proposed on a plat as it deems necessary in order to bring it into compliance with the street naming and numbering system. The decision of the commission may be appealed to the board of adjustment under the procedures set out in Chapter 18.68 BMC within fifteen (15) days after action by the planning commission.

17.50.030 Final subdivision plats.

The approved street names and property numbers shall be included in all final maps and plats.

17.50.040 Street name signs.

Street name signs will be uniform in appearance.

17.50.050 Numbering blocks.

A. On the official ~~property numbering map~~ City of Bethel Address Map, Ridgecrest Drive, from Ptarmigan Street to Sixth Avenue, is designated the north-south axis. The east-west axis is designated as follows: First Avenue to the east of the State Highway intersection and the State Highway west of the First Avenue intersection.

B. All avenues, streets, and alleys running generally north and south shall be numbered from east-west axis consecutively to the corporate limits of the extremities of such avenues, streets, or alleys. Avenues, streets, or alleys running generally east and west shall be numbered from the north-south axis in the same manner.

C. Whenever possible, one hundred (100) numbers shall be allowed to each block. New blocks shall be numbered each five hundred (500) feet of ground or existing streets shall be assigned the number nearest the five-hundred (500) foot interval.

17.50.060 Numbering individual property.

A. One whole number shall be assigned for every thirty-three (33) feet of ground whether improved property or vacant lot on every street within the corporate limits, excluding U.S.S.

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3790 from south of the bridge (East Avenue) (Lousetown) and U.S.S. 870 (Mission Lake), which will be assigned whole numbers every twenty-five (25) feet.

B. Odd numbers shall be assigned to the west side of all north-south streets and even numbers on the east side. On east-west streets, odd numbers shall be assigned on the south side and even numbers on the north side. In the case that a street does not run north-south or east-west, the direction to which a street is closest shall be used for the pure of odd/even numbering.

17.50.070 Exceptions.

Block 9, Northwest Addition of U.S. 3770 (City Subdivision) and the Tundra Ridge Subdivision shall retain their present numbers.

17.50.0890 Maintenance of numbers.

Every owner of improved property shall be responsible for displaying in a conspicuous place on said property the number assigned. The owner, occupant or person in charge of a house or building shall affix the number assigned within sixty (60) days of the date of written notice from the city to do so. Within sixty (60) days of the date of written notice from the city to do so, such person shall remove any numbers affixed to the house or building which may be confused with the number assigned.

17.50.090 Address sign requirements

A. New and existing buildings shall have *approved* address numbers, building numbers or *approved* building identification placed in a position that is plainly legible and visible from the street or road fronting the property. ~~These numbers shall be a minimum of 4-inches (101.6 mm) in height, high intensity engineer grade, white retro-reflective affixed to a minimum of a 6-inches in height, high intensity, engineer grade, green retro-reflective background plaque. Background plaques shall provide a minimum 1-inch border around all characters.~~ These numbers shall be reflective with a minimum of 4" height and contrast with their background. Numbers and letters shall be shall be Arabic or alphabetic, upper case, plain block font, minimum of 1/2 (12.7 mm) inch stroke. ~~Signs and numbers shall be placed horizontally on buildings.~~

B. Where access is by means of a private road or driveway and the building (numbers) cannot be viewed from the public way, address numbers meeting the requirements of this section shall be placed on a monument, pole, sign or other means, at the nearest intersection with the public way in addition to the numbers on the building.

~~Address Numbers shall not be installed on the handrails or guardrails of exterior decks or landings.~~ Address numbers shall be maintained in good condition and replaced when faded, deteriorated or otherwise unreadable

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C. Said numbers shall be a minimum of four (4") inches (101.6 mm) in height with retro-reflective capability to a minimum of six (6") inches in height and shall contrast with the background in such a manner and location as to be plainly visible from the street.

D. On a corner lot, the business or dwelling number shall face the street named in the address.

E. If necessary to avoid confusion, additional street address signs may be placed along access road and near the entrance to a structure.

17.50.100 Numbers for future buildings.

Each building in which the principal use of a lot takes place shall be assigned a number in accordance with the property numbering map and the owner of said building or structure shall be responsible for the purchase and display of such numbers as set forth in BMC 17.50.0890.

17.50.110 Unlawful to deface number.

It is unlawful for any person to alter, deface, or take down any number placed on any property in accordance with this chapter, except for repair or replacement of such number.

17.50.120 Penalties.

~~In the event that If the owner or occupant or person in charge of any house or building fails to comply with the terms of this chapter by failing to affix the number assigned or to remove any numbers affixed to such house or building which may be confused with other numbers assigned thereto, within sixty (60) days after notification or by failing within said period of sixty (60) days to remove any numbers affixed to such house or building which may be confused with the number assigned thereto, the owner shall be fined subject to denial of utilities \$30 dollars per infraction in addition to any other penalty that may be imposed for violation of this chapter. for failure to comply with the numbering Ordinance.~~

- A. Any person who violates any of the provisions of this chapter or who fails to comply with any of the requirements of this chapter, may be guilty of an infraction and may be issued a citation.
- B. Citations issued under this section shall be correctable within thirty (30) days.
- C. The penalty for these infractions is thirty (\$30) dollars.

~~17.50.130 — Use of Address Fines~~

~~The Planning Director shall use fines collected from numbering ordinance violations to purchase and provide compliant address signage for the owner, occupant or person in charge of the house or building.~~

17.50.140 Notification of number change.

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~~Official notification of any change in property number shall be sent to property owners thirty (30) days before the effective date of the change.~~

~~The City Planner shall send official notifications of any change in property number to property owner and occupants at least thirty (30) days before the effective date of a change~~

17.50.150 Address Numbering for Large Developments

Educational, Healthcare and other large campus type developments bearing multiple buildings shall submit an address and signage plan to the Planning Director and Fire Chief for review and approval. Each building shall display numbers or other approved signage meeting the requirements of this chapter.

17.50.160 Verification of Numbering

The Planning Director and Police Chief or their designees shall verify that all address numbers issued concur with the Bethel E-911 database and the City of Bethel address map.

~~17.50.170 Existing or decorative signage~~

~~Existing or decorative address signs may be left in place or added as long as they do not conflict with or obscure address numbering required in this chapter.~~

~~17.50.180 Deficiency reporting~~

~~The Planning Director shall provide a means for City employees and the Public to report missing, incorrect or non-compliant address numbers to the Planning Department. The Planning Director or their designee shall investigate and seek remedy on reported deficiencies within ten business days.~~

~~17.50.190 City provided address numbers~~

~~The City Manager or their designee shall develop a process whereby the City manages ordering and delivery of address numbers and bills the customer for actual costs.~~

17.50.200 Address number installation

Installation of numbers are the responsibility of the property or building owner. The City Manager or Planning Director may authorize City Employees or an approved contractor or volunteer to install an address sign(s) on the private residence of a disabled person or elder.

Introduced by: Council Member Williams
Date: August 28, 2018
Public Hearing: September 11, 2018
Action: Passed
Vote: 6-0

SECTION 3. Effective Date. This ordinance shall become effective ninety (90) days after passage by the Bethel City Council.

ENACTED THIS 11 DAY OF SEPTEMBER 2018, BY A VOTE OF 6 IN FAVOR AND 0 OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk



CITY OF BETHEL
P.O. Box 388
Bethel, Alaska 99559
Ph. (907) 543-4150
Fax (907) 543-3817

MEMORANDUM

DATE: Feb 19- March 5

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

Finance Dept.- I'm still concerned about the decision not to provide funds for an interim Finance Director and staff support. The personnel in the finance department needs someone with a level of expertise to ensure that their work is completed correctly. Without this oversight, the current general ledger entries are being entered with proper supervision and approval. I suspect that when the FY-19 audit is begun, in November of 2019, the first work that will have to be completed will be to reconcile the general ledger and the fund balances. The odds are that the finance department will not be able to achieve this task on there own. In the past, the auditors or contracted CPA's performed this task at a significant expense.

– All the depts have submitted there budgets and the finance dept. will start creating the FY20 Budget.

- Will interview a candidate for the Finance Directors position on March 7th
- The FY 18 audit is underway.
- Ambulance fees are being collected and forwarded to us. Claim Pay of Alaska collected about \$105,000 from billings due to us for a while.
- Amazon .com remitted an estimated \$13,500 from on-line sales tax.

PROJECTS

Institutional Corridor – There are still a few customers that need to be hooked up to the system. There is about \$170,000 left for contingencies. For all practical purposes, this project at the moment will not need the funds. We still are waiting for the Final Drawings. The final walk around will be performed when the snow is gone and the water has drained off of the low spots.

Jetty/Sewer Lagoon-The sewer trucks will be the last item to be completed for this project. They should arrive on the first barge in the springtime.

Long Range Transportation Plan 2020- Next meeting is on March 8th.
The State Transportation Improvement Plan for 2020-23

The Avenues- Discussed the loan needed for this project with our Bond Counsel and at the moment we are leaning towards First National Bank of Alaska to provide the bridge loan needed for this project.

Bethel Heights Water and Sewer System- Engineers are exploring alternative methods to resolve the water services in Bethel Heights. The alternates are to replace the Water Main, Main and Service Replacement. Another method is slip lining water and sewer mains and installing a heat trace between the slip line and the existing pipe.

Tundra Ridge Road Realignment- Tried to get an update but was told nothing had changed since January.

PW Building Boilers- Materials to install the boilers should be on the first barge. PW has installed the beam needed to support the floor in the boiler room at the shop.

Police Console- Pro-Com still needs to forward to us the Service Agreement for review and approval.

Geographic Information System (GIS) – DOWL has one more trip to Bethel to double check their work.

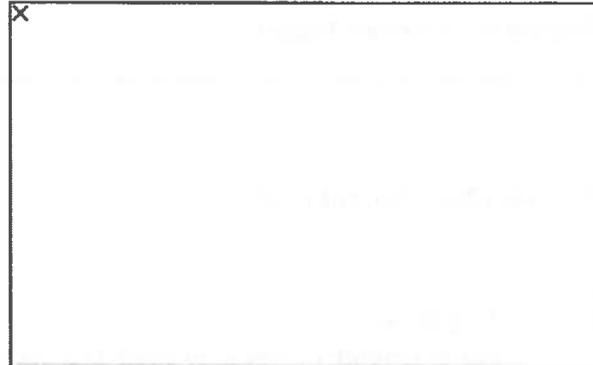
Asbestos Abatement- assessment for the old police annex and laundry mat is scheduled for March 18th and 19th.

Please review the department's managers reports.

Peter Williams
Bethel City Manager

**2018-2021 Alaska Statewide Transportation Improvement Program
Amendment 2; Approved January 30, 2019**

Need ID: 31489
Title: Tundra Ridge Road Realignment
Region: Central
Place Name: Bethel
Highway: N/A



Project Description:
 Construct Tundra Ridge Road on new alignment that provides a public road connection.

Phase	Funding	FFY19	FFY20	FFY21	After 2021
Design	SM	49,665	36,120	0	
Design	STP	500,335	363,880	0	
Right of Way	SM	0	0	9,030	
Right of Way	STP	0	0	90,970	
Totals:		550,000	400,000	100,000	8,300,000

Program: Alaska Highway System	Sponsor:
Primary Work: New Construction	PEB Score:
2012 Election District:	Criteria:
Borough/Census Area: Bethel	Functional Class: MINOR COLLECTOR
Municipal Planning Org. (MPO): non-MPO	
Performance Measures: Travel Time	



Memorandum

Date: February 25, 2019
To: Pete Williams, City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report



February 2019 Current Events

- **Jury Duty:**
For the month of February 2019, I have been on Jury Duty so a portion of the month's time was spent at the courthouse.
- **Janitorial Services ITB:**
Early this month, the janitorial services ITB ended with two companies having submitted bid proposals. One company was disqualified as their proposal was lacking in information that was explicitly requested in the ITB.
- **Policies and Procedures:**
Recently the Police Dept. went through an FBI Criminal Justice Information System (CJIS) audit and was found wanting in documentation for certain areas including IT. While we've been implementing best practices, to be compliant with the FBI CJIS Security Policy, there needs to be documentation that can be produced upon request. Chief Burke has been working to recreate these documents (as for some reason copies of the documents were missing, both electronically and physically). He has been collaborating with legal to make sure the new documents make sense and can be legally enforced and any of these policies and procedures that deal with the network have been forwarded to me for review. We should be in full compliance with the security policy very soon. Additionally, some of the policies and procedures may be adopted on a city-wide scale.
- **Preliminary Budget Prep:**
During the month of February, I came up with my preliminary budget numbers for the city manager. He and I met to discuss various items especially in regards to any capital expenditure projects coming up to which there are several. We may be moving these projects to a different fund which will result in the operational costs of my department remaining more or less the same from last year.
- **Police Dept. File Recovery:**
The new evidence custodian contacted me during the month to inform of missing files on the Police Dept. server. Upon looking into the matter, I found that the files were definitely gone instead of moved or misplaced (possibly deleted). Thanks to our nightly backup system, I was able to retrieve the missing files and restore them. This lends credence to how powerful a tool our backup system can be. All file servers controlled by the City are under this same backup protection for peace-of-mind.

Memorandum

Date: February 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Business-As-Usual:**

Beyond the above-mentioned items, the short month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, Caselle access, and login problems to name a few.

Future Plans

- **FY20 Budget Prep:**

I will continue working with my vendors and with the other departments to fine tune my budget preparation as we get closer to the end of FY19.

- **Security+ Certification Training:**

Though it is down the road, our grant manager has secured funding to send me out to a technical class dealing with cyber security. This class, CompTIA's Security+ course, will give me a further in-depth look at places where networks might be vulnerable and how to implement equipment and practices to help shore those vulnerabilities up. The grant funding should take care of all expenses associated with the training. It will last about a week and will fall at the end of April unless the date is changed by the company (if the class doesn't have enough students slated to attend).



Memorandum

DATE: March 4, 2019
TO: Pete Williams, City Manager
FROM: Cynthia Sharp-Assistant Finance Director
SUBJECT: Manager's Report – February 2019

Finance Committee

The Finance Committee met on Monday, February 25, 2019 but did not achieve a quorum. Its next regularly scheduled meeting is set for Monday, March 25th at 6:30 pm.

Staffing Issues/Concerns/Training

The Finance Department currently has three vacancies including the Finance Director position, Accounting Clerk and Accounting Specialist. The positions have been posted and recruitment is underway. The General ledger position is literally the one that produces the journal entries, reconciles all bank accounts makes adjustments to account balances, reconciles employee utility accounts, etc. I have been trying to keep this as up to date as possible as well as all the other duties where needed. The General Ledger position has been filled and training is currently underway by Carmen Jackson staff. The shortage of qualified staff continues to be a problem. If any of the staff need the day off it creates hardship on the rest of the staff.

Project Updates

- FY18 Audit
Work is continuing on the Audit pending list.
- FY 2020 Annual Budget Preparation
We are busy preparing the upcoming FY 2020 Proposed Annual Budget. The budget will be submitted to City Council by no later than April 1, 2019.
- Ambulance billing is current and is finally producing revenue for the city.

MEMORANDUM

DATE: 02.28.2019
TO: Peter Williams, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director: is on vacation and Andy Wakeman is Acting PW Director till he returns in March.

Hauled Utilities: The Hauled Utility Dept hasn't had a great month this February 2019. We had three water trucks on the road at times until we got the trucks back from maintenance. We are still having a shortage of water trucks pending maintenance.

We have one driver planning on retiring and we had a few that we lost. We do need more drivers for our Dept.

The Hauled Utility needs a new truck since the foreman truck is old and uses a lot of fuel. When the truck is on the road for inspections or incidents a few times, it needs more fuel in just a week or two.

The drivers are working on their licenses for renewal and some already had them changed. So they are being updated before the dead line for renewal notice.

I have been trying to get clothing for our new drivers that they still never get. Our supply is getting low without the proper sizes for the driver. Some of the drivers are using what they bought personally and they also need rain gear for the summer season. I have turned in a few purchase requisitions for clothing that we still never head of since. We need to know if the drivers are required to buy their own clothing.

The files are slowly catching up from the driving I had to do for the shortage of drivers and we still get by without a driver when they are not here for duty. The drivers are doing a great job providing services as needed but still need more drivers.

Utility Maintenance:

- Lagoon discharge operations are shut-down until spring. Normal operation for winter is ongoing.
- Additional Fire hydrant valves en route for inventory and use if needed.

- 18 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.
- Monthly meter reading and service connections were completed
- Main Lift Station pump work –Pump #1 still in Anchorage for major repair. Pump will be in Anchorage 12-16 weeks (minimum) for repairs before we receive it back. Lift Station is running on 2 pumps for now.
- Multiple service line freeze up calls on customers lines.
- Clean up and organization of shops.
- 18 residential lift station repairs
- Line flushing and leveling activities on low-flow and frozen sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting.
- All 3 Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to 2 of the vehicles are more than 10 years old.
- Utility Maint. Crew is assisting BHWTP with repairs from sanitary survey as per DEC requirements. Awaiting Electricians to complete action item list for sanitary survey.
- Issues with FAA lift station freezing up. Heat trace is on and thawing line out slowly.

Property Maintenance:

- City Hall
 - All building Boiler and pressure vessel inspections completed
 - Roof Replace/Rebuild
 - Plans to replace the failing rubber lined roof of the City Hall building has begun. COB's engineering firm DOWL has completed and submitted the "As built" and "current condition" survey. Recommendations have been made for a permanent fix to rebuild a metal flashed, sloped roof versus replacing the existing style roof with same/same build.
- Court House
 - All building Boiler and pressure vessel inspections completed
 - **Dry Sprinkler System:**
 - **System Status is same as last report. However action is being made to produce a solution to survey and replace weak, failed or near failure portions of the system. COB will be utilizing a contractor for this scope work.**
 - **Holding Cell Area Door:**
 - **Issue still remains as reported on previous report, however, the current door has been fixed with a temporary solution until the ordered door arrives and**

can be installed. The temporary fix has allowed the door to operate in a normal condition as before. Instructions to use the door carefully have been provided to the court house staff.

- **Bathroom water line near Court Room #4:**
 - Company “Advance Look” is scheduled to send an Industrial Hygienist to Bethel for a deep look into water intrusion and hidden damages from the water leak. The hygienist is expected to arrive March 7th and complete a water damage survey of the building by March 9th.
- **Cracks in Dry Wall near holding cell entry door:**
 - Update to previous report. COB building maintenance staff made an evaluation of the damage and have completed repairing and painting the areas inside the holding cell area. Cracks are still present near the entry door area, where the door will be replaced upon arrival.
- **Dusty sprinkler heads and escutcheon plates:**
 - **Current Status:** Dusty, dirty in various locations
 - **Summary of Issue:** We have made note of this discrepancy and truthfully it simply is a task that fails to get done. I am not confident that this duty is assigned to a Janitor. I would rather have my staff deal with the issue than an untrained janitorial service.
 - **Solution to Issue:** I can assign the work to be completed this coming week. Plain and simple, I hold ourselves accountable for this issue. It needs to get done and we will see how it goes.
- **Public Works Building**
 - All building Boiler and pressure vessel inspections completed
 - The Replacement of the structural support laminate beam underneath the building boiler room is approaching fast. Preparations to remove the beam and replace with the engineered steel I-beam is in the works. This will be a project completed by the COB building maintenance staff. Expect to complete removal and install by mid-March.
 - **South Side**
 - Pioneer Door inspected the cause of the door intermittent failure. It was determined the spring tension clamp was slipping and would need to be replaced. As a solution a shaft has been installed through the spring/shaft coupler. Anticipate completing a door spring shaft rebuild during the summer months. All safety stops and limiting switches are now in normal operation. Door operates normally for now.
 - Fire sprinkler system deep look, awaiting contact with engineering firm DOWL for further data needed ad direction.
- **Dog Pound**
 - All building Boiler and pressure vessel inspections completed
 - Bethel Friends of Canines have transitioned into the dog pound building. Minor

- issues with building maintaining heat have been discovered. Newly installed boiler needed minor adjustment to allow for continued operation.
- BFK9 is planning to relocate their current kennel building from Tundra Ridge area to the Dog pound lot. Site pad work will be happening soon. COB building maintenance will assist in ensuring site is prepped correctly and building is placed with in staked region.
- Log Cabin
 - All building Boiler and pressure vessel inspections completed
 - Temporarily closed.
 - YKFC - Pool
 - All building Boiler and pressure vessel inspections completed
 - Boiler #1 over pressure relief pop off valve started showing signs of fatigue. Boiler #1 shut down and a full service and flush conducted. Parts ordered to replace pressure relief valve.
 - Water leaks near the windows in the pool deck area were discovered again. This will be addressed again to determine problem and new solution.
 - Fire Department
 - Boiler and pressure vessel inspection by State of Alaska complete.
 - Police Department
 - All building Boiler and pressure vessel inspections completed
 - Low fuel alarms on the onsite power generator have occurred several times. Each time a full inspection of the Onsite generator fuel system is completed and no issues have been found. Each time the low fuel alarm has activated, the actual fuel levels have been above 75% capacity.
 - Bethel Heights Water Treatment Plant
 - All building Boiler and pressure vessel inspections completed
 - Inline circulating fan that provides air to the piping room is repaired and operational.
 - City Subdivision Water Treatment Plant
 - All building Boiler and pressure vessel inspections completed
 - Boiler pump line A has been showing signs of declining pressure. Glycol is occasionally added and pressure returns to normal for several days. Leak inspection throughout entire line has been conducted with no leaks found. Suspect air trapped in line as it is part of the new corridor.
 - Teen Center
 - All building Boiler and pressure vessel inspections completed
 - Vandalism and theft was reported by program director. Back door latching

mechanism was not latching perfectly due to building shift. Alteration to the door alignment was made to prevent intruders from entering the building again.

Parks and Recreation:

No tasks at this time.

Outlook and preparation for upcoming Summer projects have begun. PRAHSC committee is involved with communication. Proposals for field ad parks grass and sod maintenance has been provided by Codman services.

Images of the damaged floor at the fitness center have been reviewed by the committee and options are being weighed whether to refinish or refurbish the existing floor.

Road Maintenance:

Streets and Roads put in a culvert with the 324E excavator that crosses Akakeek Street at 136 Akakeek. We had to put it in, due to the big thaw, and all the water on the upper side of Akakeek Street flooding at the driveways. It took over two days to get the steamer working due to the steamer being over 36 years old.

Streets and Roads did spend the next three days during the thaw steaming culverts, until it froze back up. We thaw out culverts in City subdivision, Akakeet Street, Ptarmigan Street, Larson Subdivision and in Tundra Ridge.

Streets and Roads did lay gravel down on the roads during the thaw being the frost on the roads were thawed out it turn to mud and would not hold up to grading. We lay gravel in Boat Harbor Road, Avernus, City Sub, BIA Road, Akakeek Street, Ridgecrest Drive, Ptarmigan Street, and Tundra Ridge.

Streets and Roads had to fix some small wash out all culverts crosses due to the thaw, by back blading some gravel in those areas with the loader. Those culverts were in City Sub., Akakeek Street, Ptarmigan Street, H-Marker Road, and Tundra Ridge.

Vehicles and Equipment: February was a very productive month. The team has done an excellent job. We got 3 large jobs completed along with over 50 work orders. We had the 160M grader, D8 dozer, and the 324 Excavator all down and in the shop at once. Everything is out the door and back up and running. Again water trucks are our biggest challenge. We finally just got parts in last night 2/27. We should have 2 more water trucks up and running by days end.

Transit System: The month of February continued to be a busy month. This past week the full time driver was on leave and it kept us busy filling in. It made for longer days but it was important to keep the bus schedule running to serve our passengers. We sold eight adult monthly passes, 2 senior monthly passes and 2 youth monthly passes. ONC purchase, through the Community Action Grant, 42 senior monthly passes. The total ridership was 1985; 358 seniors, who paid the trip fare, 67 youth, 1560 general, and within that number, there were 179 Disabled Handicapped.

The February weather seems warmer than usual. Which has turned the roads into mud and potholes. Streets and Roads has been busy trying to keep them pass able, however that is almost impossible. The drivers have had a difficult time keeping the time schedule. In addition, do so has taken a toll on the buses.

The condition of our buses are maxing out, the State DOT, recommends that buses be phased out when they are five years old and/or 100,000 miles. Our newest bus was purchased in October of 2014, three years old, but has 146,500+ miles, Bus 438 our oldest and smallest bus was purchased in 2008, nine years old, and has 130,000+ miles. Bus 436, the diesel, was purchased in 2008, nine years old, and has 146,000+ miles. Bus 437, diesel, was purchased in 2008, and has a bad motor and is not being used.

The July, August, September, November and December Budget Summaries have been submitted, accepted and paid by the State. We are working on the January one and as soon as the Finance Department closes out January, we will be able to finish it.

Last spring the State, DOT, was here and did a Compliance and Review we worked on the findings and submitted them last fall. They, DOT, is now review what we have submitted and helping us to meet their requirements. The State Compliance and Review “team” will be coming back out later this spring and going over what was recommended last spring and making “more” recommendations for us to work on.

Landfill / Recycle Center:

The Landfill has been trying to suck up as much water as possible while we have this warm weather to keep the mud down and attempt to make the DEC happy so that the water is not in contact with the trash. We have spent a lot of time working on the budget and attempting to get ready for spring time and all the problems that

time of year brings. Our new road up on top should take care of a lot of problems.

Water Plant Operations:

For the month of February both water plants are in normal operation for winter mode. Monthly water logs to ADEC from BHWTP and CSWTP. Sewage Lagoon DMR report for December. We also hold a safety meeting at CSWTP daily.

Institutional Corridor Update:

- Line construction has been completed.
- DEC has issued a letter (11/20/18) with Interim Approval to Operate the line. This is valid until February 22, 2019. Request for final approval must be submitted prior to expiration.
- U.S. Fish & Wildlife was the first customer to apply for and receive services following the receipt of approval to operate.
- To date (2/28/19) only 5 service connections have been turned on. U.S. Fish & Wildlife, Bethel Youth Facility, Correctional Facility and YKHC (hospital and housing units).
- Still waiting on other customers to complete work and apply for services soon.
- Issues with circulation pumps and high demand pump alarms and tripping has been resolved.

Staffing Issues/Concerns/Training:

- HazWoper training is scheduled for April.
- There are six driver positions open in the Hauled Water and Sewer dept.



CITY OF BETHEL
Fire Department

William F. Howell III, Fire Chief
P.O. Box 1388, Bethel, Alaska 99559
Phone: (907)-543-2131
Fax: (907)-543-2702
bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: March 05, 2019
TO: Pete Williams, City Manager
FROM: Bill Howell, Fire Chief
SUBJECT: Management Report, February 2019

Current Events

- During February a total of 123 address plaques were ordered for residents and businesses. The department has ordered 690 address signs since inception of the program. For those needing assistance, the department has installed approximately 55 of these signs at the request of the property owners. Overall, reaction to the updated ordinance has been overwhelmingly positive.
- The department's December 13th address order was lost in transit and had to be reordered.
- Initial budget preparation discussions with administration were conducted for the FY 20 budget. The department is preparing it's 2020 budget.
- The Fire Chief was unable to attend the Annual leadership summit due to multiple flight cancellations. Both weather and mechanical issues precipitated the cancellation.

Community Planning/Preparedness

- The Department is working with the administration to update the City of Bethel Emergency operations plan.
- The Department is assisting administration with the cleanup and disposal of a release of Muriatic Acid inside a storage container at the pool. The storage container was secured by BFD personnel with a Knox padlock until City personnel receive the proper training to neutralize and dispose of the materials.
- Bethel Fire Department has been selected as a test site for the new Medicaid supplemental reimbursement program (GEMT). Being part of this pilot will allow

Bethel to shape the program to meet Bethel's needs. GEMT legislation (HB 176) was signed into law in June of this year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance service.

Bethel's ambulance service costs the City around \$1500 per transport. The City receives about \$400 from Medicaid per transport. The City would be able to receive reimbursement for at least half of the UCC, \$1100. Current estimates suggest as much as 150K-200K in revenue from this program. These funds must be used for EMS purposes. The Department is waiting for further information on steps needed to participate

Training

- On 02/05/19, at 7:00 p.m. EMT Meeting was held at the fire station. Responders conducted several skill drill in various Vehicle Extrication scenarios..
- On 02/14/19 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders practiced C.A.F.S/Foam Training. Responders deployed hose lines, and took turns in operating the C.A.F.S/Foam System at the pump panel.
- On 02/16/19 at 8:00 a.m. Fire Fighter 1 class begin cadets conducted the Fire Department Physical Agility Test. All cadets passed their physical agility test.
- The department is in the process of scheduling an EMT 2 class and HAZWOPR 40 hour.

Responses

- Between 01/30/19 and 02/28/19 the Bethel Fire Department responded to 99 EMS and 10 Fire incidents.
- On 2/1/19 at 7:44 p.m. medics responded to Ptarmigan for the report of an unresponsive person. Patient was assessed and transported to the hospital.
- On 2/3/19 at 12:46 p.m. medics responded to Schwalbe Street for the report of a person who had fainted. Patient was assessed and transported to the hospital.
- On 2/3/19 at 2:02 p.m. Firefighters responded to the area of Chief Eddie Hoffman Hwy. and Alex Hatley for the report of a snow machine fire. Upon Arrival firefighters found no snow machine or fire.
- On 2/4/2019 at 12:21 p.m. medics responded to 6th and willow for the report of an motor vehicle accident. The patient was assessed and transported to the hospital
- On 2/13/19 at 2:32 p.m. Firefighters responded to 9228 Tundra Ridge Sub division for the report of smoke plum coming from the building. Firefighters observed no smoke or fire when on scene. Firefighters determined the cause of the smoke was from an unmaintained boiler

- On 2/13/19 at 6:25 p.m. Medics/Firefighters responded behind AC Quick for the report of children falling into the ice. Both children were assessed and released to their parents.
- 2/14/19 at 3:30 p.m. Medics responded to the playground for a report of a person who fell off the play set. Patient was treated and transported to YKER.
- On 2/15/19 at 8:32 p.m. Firefighters responded to BNC apartments for the report of smoke that was smelt on the second floor of the apartments. Firefighters observed initially no smoke or flames and fire alarms were sounding with some residents outside. When firefighters entered the second floor they noticed an excessive amount of marijuana smoke. Firefighters determined that the smoke alarms were set off due to the marijuana smoke. Firefighters reset fire alarms and went back into service.
- On 2/16/19 at 11 a.m. medics responded to Akakeek for a person that took painkillers. Patient assessed and transported to the hospital.
- On 2/18/19 at 3:56 p.m. firefighters responded to Quivik Sub for a baby that was locked inside alone. Firefighters opened the door and returned to the station.
- On 2/19/19 at 3:14 a.m. firefighters responded to behind the Liquor store for a vehicle on fire. On arrival, firefighters found a vehicle fully involved in flames. Firefighters extinguished the fire
- On 2/26/19 at 11:16 p.m. medics responded to second Road Housing for a kid that fell and not breathing. On arrival patient was breathing and transported to the hospital.

Budget/Financial

- The department is operating within budget.

Grants

- The Department received funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. This grant has a 10% match. The project total is \$8,300. This project is completed and we are closing out the grant.
- The Department applied for and passed the first round of approval the Phase 18 Code blue Grant for \$45,000 for the remount of Medic-5 to a new chassis. Funds have been awarded and will be reimbursed once expenditures are made.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for Medic-6. The YKHC EMS Department administers this grant and BVESA has committed matching funds. The stretcher is in service in the new ambulance. We are waiting for invoice to make final payment and close the grant.

Staffing/recruitment

- The Department is fully staffed effective November 1, 2018.
- All past due employee evaluations are complete.

Vehicles & Equipment

- A bill of sale and title was provided to administration to dispose of E-28. Once signed the surplus fire vehicle will be property of the Native village of Napaimute.
- The new ladder truck is receiving warranty repair for a problem with the nozzle-nesting feature and repairs to the Compressed Air Foam (CAFS) compressor. We are outfitting the new ladder truck with firefighting and rescue equipment.
- The Code Blue committee has approved \$45,000 to remount our 2003 Ford ambulance M-5.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	In service. Frequent no starts/dead batteries. (Plan to remount to new Dodge chassis in 2018/2019)
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i>
Engine 4	Pumper	2013	<i>(Frontline pumper) In service, Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH. (Poor overall condition needs replacement)</i>
Truck 1	Ladder Truck	2017	Outfitting, in service
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service

Streets and Roads daily dialog

1/30/19

We scarified roads and graded roads starting at 5:30 AM in the morning for 9 hours.

A sander truck been out all day sanding roads for 6 hours.

Dug out the ice at the water pump house in City Sub. , with the 420D backhoe and hauled away with loader.

1/31/19

The grader has been scarifying and grading the Bethel roads 6 hours.

We took the 420D backhoe out to the graveyard at the airport to dig out the left over sand pile from the last grave and level it off.

We took the dump truck with trailer and loader with forks out to Kasayuli Subdivision to load up the old SUV that was, left on the road, to bring back to the shop.

2/1/19

The grader has been scarifying roads throughout Bethel for 6 hours.

The sander has also been out sanding Bethel roads for 7 hours.

We and parked the dump truck of snow with oil in it in the city shop to thaw out into the loader bucket so we could put it in drums.

2/4/19

The grader was out at 6:30 AM scarifying and grading roads for 7 hours

The loader was out pushing the snow berm left Saturday for 5 hours.

The sander been sanding roads for 5 hours.

2/5/19

The grader was out at 5:00 AM scarifying and grading roads for 8 hours.

Both sander was out at 6:00 AM sanding roads for 7 hours.

The Hitachi excavator has been losing up gravel for the roads that we will need being that we will have rain for the next two days.

2/6/19

The grader was out scarifying and grading roads for 8 hours.

Both sander been out sanding roads for 8 hours each.

4 water pumps, pumped water across Akakeek Street due to flooding 12 hours each.

2/7/19

Four water pumps, pumped water across Akakeek Street due to flooding 14 hours each.
A sander was out sanding roads for 4 hours.
The grader was out grading roads for 9 hours.

2/8/19

Dug and added a culvert across Akakeek Street due to flooding 4 hours.
Haul gravel to fix Akakeek Street Ptarmigan Street and Ridgecrest Drive 5 hours.
The grader was out graded roads for 6 hours.
The sander did some sanding on slippery roads.
The steamer was fix and it was steaming culverts for 10 hours.

2/ 9/10

The grader been out grading roads for 7 hours.
The sander was out sanding roads for 7hours.
The steamer been out steaming culverts for 10 hours.

2/10/10

When it started to thaw, the grader was out grading for 6 hours.
When it started to thaw, the steamer was out for 7 hours.

2/11/19

We had to go to training for 2 to 3 hours.
The grader was out start at 5:30 am in the morning grading roads for 6 hours.
Sander was out sanding roads for 6 hours.

2/12/19

The grader was out grading at 5:30 in the morning grading and scarifying roads for 8 hours.
The sander out sanding has been sanding roads for 7 hours.
Hauled 5 dump trucks load of gravel to fill in pot holes with grader on Ptarmigan Street and Akakeek Street.

1/22/19

Both graders been out grading and scarifying roads in Bethel Roads 7 hours each.
Sander was out all day sanding roads 8 hours.
Pull out a water truck in Blue Berry Sub. at 240 Black Berry Street.

2/23/19

Saturday

Grader was out all day grading and scarifying roads 8 hours.

The sander was out sanding roads throughout Bethel 8 hours.

2/24/19

Sunday to grader was out grading for 3 hours on Ridgecrest Street, Akakeek Road, and Ptarmigan Street.

2/25/19

The grader was out at 5AM, grader Ridgecrest Drive, Akakeeke Street and Ptarmigan Street before the school buses run.

The steamer was out steaming culverts in H-Marker Lake Road, Ptarmigan Street, and Mallard Line.

Pull out a water truck on 4th Ave...

2/26/19

Grader was out grading roads at 5AM starting on Ridgecrest Drive, Akakeek Street, and Ptarmigan Street

In addition, Hauled in 8 dump truck loads of gravel to pot holes on Akakeek Street, Ptarmigan Street and the grader, graded it.

Steamer been out seaming culverts in City Sub. 6 hours.

2/27/19

The grader was out grading roads 12 AM for 3hours during the freezes on Akakeek Street, Ridgecrest Drive, and Ptarmigan Street, so the roads would be smooth for the school buses.

The grader is out today grading and spreading gravel on BIA Road, Akiak Drive, Akakeek Street, and Ptarmigan Street.

The dump truck hauled 8 load for the grader.

The steamer is out in Larson Sub., and Ptarmigan Street steaming culverts.

2/28/19

Grader has out grading at 5 am on Akakeek Road, Ridgecrest Drive, and Ptarmigan Street.

Hauled gravel to Akakeek Street, and Ptarmigan spread it out with loader.

The steamer was out steaming culvert on Ptarmigan Street, Owl Street, Mission Lake road, and Main Street.

3/1/19

Grader was out, 6 am grading Akakeek Street, Ridgecrest Drive, and Ptarmigan. The other was out grading roads throughout Bethel roads, 7 hours. The steamer was out steaming culverts in Ptarmigan street, and over the YE center. We took the D-8 out to the city sand pit so we can start pushing up sand for the landfill.

3/2/19

Saturday

Grader was out for 7 hours grading roads throughout Bethel roads. The D-8 dozer was out pushing up a pile of sand out at the city sand pit for 8 hours.

3/3/19

Sunday

The grader was out for 3 hours after it started to thaw on Ptarmigan Street, Ridgecrest Drive, and Akakeek Street.

3/4/19

The grader was out for 7 hours grading Akakeek Street, Ptarmigan Street, Ridgecrest Drive, and Tundra Ridgecrest. We laid gravel on the potholes on Akakeek Street, Ptarmigan Street, and some in Blue Berry Subdivision.

3/5/19

Grader was out, 6 am grading Akakeek Street, Ptarmigan Street, and Ridgecrest Drive, BIA Road, and Tundra Ridgecrest. These roads were graded two to three times today, 9 hours, and when it start freezes at 8 PM tonight, the grader will go out to grade those roads again so it freezes up smoother.

Took the 950G out to the city sand pit to load dump trucks for the landfill, 8 hours
Push the loads that was hauled to the landfill, with D-5, for 8 hours

City of Bethel

Street and Roads Foreman

James Flemings



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

TO: City Manager
FROM: Human Resources
SUBJECT: February Managers Report
DATE: 28 February 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Finance Director	1	1	0	1	1
Driver Hauled	5	1	0	5	1
Account Clerk	1	5	0	1	2
Account Spec I	1	0	0	1	0
Util Maint Wkr	1	1	0	1	1
Police Officer III	2	0	0	2	0
TOTALS	11	8	0	11	5

Applications and Hiring:

Interview panel being assembled to interview one candidate for the position of Finance Director. Date TBD.

In the interim, the vacancy announcement has been placed to the following:

Indeed.com

(<https://www.indeed.com/viewjob?t=finance+director&jk=b73f8e3f1d6d4dc4&qa=2.184662569.101396549.1551461086-950838049.1550081478>)

Alaska Municipal League

<http://www.akml.org/wp-content/uploads/2019/02/Bethel-Finance-Director-2.5.2019.pdf>

Government Finance Officers Association (GFOA, a national organization)

<http://www.gfoa.org/employment-ad/34676>.

The following cities/municipalities have been provided the vacancy announcement:

**Anchorage
Cordova
Fairbanks
Galena
Homer
Juneau
Kodiak
Kotzebue
Nome
Palmer
Soldotna
Seward
Valdez
Wrangell
Wasilla**

Points of Contact within the State of Alaska Human Resources workforce have also been provided the vacancy announcement.

HR received a total of 11 **Applications** in February

From those 11 Applicants:

One General Ledger Accountant was hired, start date 2 February 2019

One Internal lateral was hired from Hauled Utility to Landfill Technician 15 February

Interview panels were conducted to fill the Accounting Clerk on 22 Feb 2019. Three applicants were interviewed and determined to be non-select. Two more candidates. Two more applications were received 27/28 February and are under review for interview.

One application for hauled utility driver was received 28 Feb and is under review for hire.

One application for Util Maint Wkr was received 27 February and is pending interview for 1 March.

We currently have 6 job positions with a total of 11 openings, with 5 applications under review as follows:

Finance Director: Applicant pending interview by panel for week of 11-15 Feb 2019. This applicant was determined to be unqualified prior to interview. A new applicant is currently pending interview panel.

Driver Hauled Utility (5 positions): Currently announced

Utility Maint Wkr: Pending 1 March interview

Account Clerk: Interviews pending on 2 applicants

Account Spec I: Currently Announced

Police Officer III: Currently announced

Firefighter positions remain as open-continuous regardless of percentage of fill.

BEACON Programs:

2 Post-accident Non-DOT test were conducted due to accidents involving city vehicles.

Results were returned as "Negative."

Reports of Injury:

2 reports of falling

Administrative Actions:

Multiple terminations and resignations occurred simultaneously in both Hauled Utility and Water/Sewer creating an abundance of vacancies in conjunction to already existing vacancies.

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

Premera:

Starting January 1, 2019 as fully insured and OptiFlex groups renew or start a new medical plan. Available as a buy-up option for self-funded groups.

We've added new features to our Medical Transportation Benefits program to help make healthcare more affordable and accessible for our Blue Cross Blue Shield of Alaska members in Alaska. This program covers certain travel expenses employees with a Premera medical plan may incur in these instances:

- When they are facing a serious medical condition that can't be treated locally.
- If they need to travel to the lower 48 to get elective, non-emergent care at lower prices than they'll find in Alaska. Travel for emergency related conditions are covered according to plan benefits.

Training, Conferences and Seminars:

AEPI instructed the workforce on Prevention of Sexual Harassment and Equal Employment Opportunity practices 11-12 February. All workforce members with the exception of a small handful of emergency services personnel were trained. Emergency service personnel will receive training from HR tentively scheduled for 18 Feb 2019.

James P. Harris
Human Resources Manager



To: Pete Williams, City Manager
From: Betsy Jumper, Planner
Subject: Jan. Manager's Report
Date: February 28, 2019

- Research City of Bethel properties-- citywide, on-going.
- Answer public's questions on miscellaneous planning topics/items.
- Removal of junk/abandoned cars in conjunction with Streets and Roads on City rights of way—on-going.
- Had a Planning Commission meeting Feb. 14th.
- Staff attended a sexual harassment training.
- Had a meeting with LSKD Staff and City Staff regarding the Ayuprun School project.
- Begin planning budget cycle for FY' 20.
-



BETHEL

Box 1388

Bethel, Alaska 99559

Voice: 907-543-2310

Fax: 907-543-2311

TO: Peter Williams, City Manager
FROM: Allen Wold, Port Director
SUBJECT: February 2019 Managers Report

- **Small Boat Harbor**
 - Sanded around SBH and the East Addition.
 - Plowed around the Harbor using loader.

 - **City Dock/Beach 1**
 - Customers are still in and out of the Dock.
 - Plowing access for the customer's containers.
 - AML in and out of the Dock

 - **Port Office**
 - Property Maintenance checking on building daily.
 - Ordered office furniture.
 - Working on surveillance system.
 - TC Construction sent out a subcontractor to check on the air conditioner.

 - **Admin**
 - Monthly Storage billing for customers.
 - No quorum for the Port Commission meeting.
 - Worked on FY 20 Budget

 - **Seawall**
 - Consistent clean up.
 - Sanded along the seawall.
 - Tightened cable fence.
 - Repairing damaged fencing.
 - Using loader to vehicles stuck in the overflow

 - **Misc./Vehicles**
 - Safety checks along the seawall.
 - Safety Meetings.
 - V&E working on our trucks.
 - 2 of us are working on our Class A CDL.
 - Getting a quote on a work truck.
-

RFPs and RFBs in Process

Updated February 19, 2019

Step 1 – Before RRP Written		
Step 2 – Approved to Write <ul style="list-style-type: none"> • Electrician (#1 priority) • Controls-building technologies • Audit services for yearly audits • Audit services for City sales taxes • Monitor fire alarms/lift stations • Calcium Chloride/Sodium Chloride/Chemicals Step 2 – Sent for Feedback <ul style="list-style-type: none"> • Surveying City Property 	Step 2 – Sent to Legal <ul style="list-style-type: none"> • Surveying City Property 	
Step 3 – RFP/RFBs Issued	Issued	Due
<ul style="list-style-type: none"> • RFB-Vacant Land (Between Sammy's & Longhouse) 	1/28/19	3/5/19
Step 4 – Scoring Proposals/Bids Received	Date	# Received
<ul style="list-style-type: none"> • RFB-Janitorial Services-Courthouse (AK Court System) 	2/1/19	2
Step 5 – Council Approval	Date	Status
Contract or RFP/RFB List	Notes	Expiration
Bulk Fuel (Delta Western)		6/30/20
Gravel (KNIK)		6/30/24
Engineer Services (DOWL)		6/30/22
Barge Transportation (AML)	2/1 renewal notice due	10/31/20
Calcium Chloride & Sodium Chloride (Span Alaska)	Annual	
Water Treatment Plant Chemicals (Span Alaska)	Annual	
Auditing Services (Altman Rogers)		3/31/20
Accounting Services (Carmen Jackson, CPA)		6/30/20
Computer/IT Services		6/30/19
YK Fitness Center Mgmt.	Contract renewable	6/30/20
Website Hosting (GovOffice)		4/17/20
Background Checks (Accusource)	Annual – no contract now	
Dog Pound Operation (Bethel Friends of Canines)		12/31/20
Insurance Broker-Gen. Liability (Coombs Ins.)		6/30/22
Insurance Broker-Health (Wilson Agency)	3 yr. renewal option notice due July-not given 2018.	6/30/21
Custodian-City Hall & DMV (Midnight Sun)		6/30/19
Custodian-Dept. of Law (Midnight Sun)		6/30/22
Custodian-Courthouse (Kagista)	Monthly after expiration	
Dumpsters	Annual-check budget	
Bus Barn Repairs		
Senior Center Repairs		
Pinky's Park Lighting Project	DOWL doing design now.	
Public Works Building Assessment	DOWL to do?	

PD Dispatch Center Console	ProComm Alaska, LLC	
City Hall Roof	Architects Alaska did assessment	
Courthouse remove water tank (\$290,000 est.)		



February, 2019 Monthly Report

Personnel:

BPD and the City Manager has signed the Letter of Agreement to facilitate the assignment of a BPD officer to the WAANT unit. The agreement is in the process of being signed at DPS.

Currently all Patrol Officer positions are filled but both the major crimes investigator and the WAANT Unit investigator positions are vacant. An officer has been chosen to fill the WAANT Unit position once the LOA is signed. We are currently in the background investigation process with two applicants to fill the patrol position that will be vacated by the WAANT investigator. One applicant is currently a CSP and the other applicant is a VPSO in a nearby Kuskokwim village. There is no one currently in patrol interested in filling the major crimes investigator position.

All Dispatch, administrative, CSP and CSO positions remain fully staffed.

Operations:

There were approximately 1,372 calls for service the month of February, a rise of 50 cases from January and down approximately 30 cases from the same period in 2018. The number of calls requiring investigative reports was up one from January to 76 but down 19 from February, 2018. The number of intoxicated pedestrian calls went down 120 from the same period last year and was 10 higher than last month. The number of domestic violence investigations was 31 this month compared to 28 for the same period in 2018 and 19 in January. There were 6 DUI arrests compared to 15 for the same period last year and 3 arrests in December. There were no unattended deaths in February compared to two in January and two in February, 2018.

There remains a missing person case that has been open since December. That individual has not been seen by friends or family since early November. The victim from a domestic assault case in January was released from the hospital and the perpetrator, the victim's son, was indicted for First Degree Assault and other lesser included offenses. The perpetrator remains incarcerated.

Chief Waldron has appeared telephonically at Committee hearings for APSC confirmation but is still awaiting his final confirmation.

Animal Control:

There were 45 animal control calls for service for the month with two reported dog bites.



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From: Betsy Jumper, Planner
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