



CODE REVIEW COMMITTEE SPECIAL MEETING

Monday, August 03, 2026 at 5:30 PM

AGENDA

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

CODE REVIEW COMMITTEE MEETING

CITY HALL COUNCIL CHAMBERS

141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location: Zoom

Meeting ID: 920 483 0473; passcode: 99576

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [1.](#) Beverage Dispensary License Renewal for #1242 Willow Tree
- [2.](#) Ordinance for Election Modernization: Chapter 3.50 Absentee Voting
- [3.](#) Discussion: Codification of the Deputy Manager position and Deputy Clerk position

PUBLIC COMMENT/COMMITTEE COMMENTS

ADJOURNMENT

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 1.

Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Code Committee and City Council
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: July 22, 2026
Re: Willow Tree Liquor License Renewal—License No. 1242

Purpose

The Code Review Committee will review the Willow Tree liquor license renewal on **August 3, 2026**, and make a recommendation to the City Council.

The City Council will make the final City decision on **August 6, 2026 at the 7:00 meeting the City Hall Council Chambers**.

The City must send its decision to the Alaska Alcohol and Marijuana Control Office, or AMCO, by **August 21, 2026**. AMCO must also receive proof that the licensee was notified and had an opportunity to respond.

License Information

- **License:** Beverage Dispensary License No. 1242
- **Business:** Willow Tree
- **Licensee:** DMV4 Properties LLC
- **Address:** 513 Wood River Road
- **Designated licensee:** Dennis Varner

Department Reviews

Finance

The Finance Department reported:

- \$13,830.92 in sales tax due;
- sales tax reports missing for January through May 2026;
- \$74.98 in delinquent personal property taxes;
- \$11,357.14 in unpaid utility charges; and
- \$4,768.40 in 2026 real property taxes that are not yet due.

The real property taxes should not be used as a basis for protest because they are not current delinquent.

Police

The Police Department reported several incidents involving intoxicated persons, harassment, disturbances, and attempted fighting at the business during the review period.

Planning

The Planning Department found that the property and use comply with Title 18.

Council Options

The Council may choose one of three options:

1. Waive the City's right to protest

This allows the State to proceed with the renewal.

Suggested motion:

I move to waive the City of Dillingham's right to protest the renewal of Beverage Dispensary License No. 1242 issued to DMV4 Properties LLC, doing business as Willow Tree.

2. Protest the renewal

The Council may protest based on documented facts, including delinquent sales taxes, missing sales tax reports, other unpaid City accounts, and public safety concerns.

Suggested motion:

I move to protest the renewal of Beverage Dispensary License No. 1242 issued to DMV4 Properties LLC, doing business as Willow Tree, based on the delinquent sales taxes, missing sales tax reports, unpaid City accounts, and the concerns documented in the City's license review materials.

3. Protest subject to conditions and abeyance

Under **3 AAC 305.085(h)**, the Council may protest but agree to withdraw the protest if the licensee meets stated conditions within a period not exceeding 180 days.

Possible conditions include:

- filing all missing sales tax reports;
- paying delinquent sales taxes, penalties, and interest;
- paying other delinquent City accounts or entering an approved payment agreement; and
- providing proof that DMV4 Properties LLC is in good standing with the State.

Suggested motion:

I move to protest the renewal of Beverage Dispensary License No. 1242 and request that the Alcoholic Beverage Control Board place the renewal in abeyance for a period not to exceed 180 days. The City will withdraw its protest if the licensee files all missing sales tax reports, pays or enters an approved payment agreement for all delinquent City taxes and utility charges, and provides proof that DMV4 Properties LLC is in good standing with the State of Alaska.

If the conditions are met, the City may withdraw the protest. If the protest is not withdrawn before the abeyance period ends, the State may deny the renewal.

Notification

After the Council acts, the City Clerk must send the decision and supporting documents to:

- **Alaska Alcohol and Marijuana Control Office**
- **DMV4 Properties LLC / Dennis Varner**

If the Council protests, the Clerk should include the reasons for the protest, the completed City review form, and proof that the licensee received notice and had an opportunity to respond. DMC 8.18.030 requires the Council's basis for protest and the City review form to be sent to the State.

§ 8.18.010. Definitions.

When used in this chapter, the following words and phrases shall have the meanings set forth in this section:

"Control office" means the State of Alaska Alcohol and Marijuana Control Office.

"License" means both liquor license and marijuana license unless otherwise specified or required by context.

"License location" means the lot or parcel, and structure, where a licensed premises (as defined in AS 04.21.080 and 3 AAC 306.990) would be located pursuant to a license application that is subject to review under this chapter.

"Liquor license" means any of the licenses or permits described in AS 04.11.080.

"Marijuana license" means any license or permit authorized or governed by AS Chapter 17.38.

(Ord. 21-04 § 2, 2021; Ord. 17-02 § 2 (part), 2017)

§ 8.18.020. Review of license applications.

- A. Upon receiving notice from the control office of an application for the issuance, renewal, transfer of location or transfer to another person of a liquor license or marijuana license for a license location in the city, including without limitation an application to transfer a license to a license location in the city under AS 04.11.400(m) or 3 AAC 306.060, the city shall refer the application for review to the planning office, finance office and police department within three working days. Comments will be documented on the city's license application review form.
1. Planning office shall determine whether any structure, or use of land or a structure, including parking requirements, at the license location or proposed in the application conforms to Title 18;
 2. Finance office shall determine whether the business operated under the license is, or persons named on the application are, delinquent in the payment of any of the following:
 - a. Sales tax or penalty and interest on sales tax arising from the operation of the business conducted under the license;
 - b. Property taxes; penalties or interest on real or personal property applied to the business operated under the license;
 - c. Charges for a utility service provided for the benefit of the business conducted under the license;
 - d. Both state and city business license are current; and
 3. Police department shall determine whether, in the opinion of the chief of police, there has been an excessive number of convictions or arrests for unlawful activity at the license location, police reports of unlawful activity at

§ 8.18.020

§ 8.18.040

the license location, or police dispatches to the license location.

B. New and transfer licenses will be scheduled for a public hearing before the city council. The planning office will be responsible for overseeing that the public is notified as follows:

1. The applicant shall post a public notice sign on or at the license location describing the license location owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the license location.
2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the license location owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the license location boundary; and
3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.

C. The license application review form will be reviewed by the code review committee meeting for a recommendation to the city council.

(Ord. 21-04 § 2, 2021; Ord. 17-02 § 2 (part), 2017)

§ 8.18.030. Consideration by council.¹

If the council decides to protest the issuance, renewal or transfer of a license it shall state the basis of the protest and shall deliver the protest to the control office with a copy of the application review form. The protest must be received by the control office within sixty days of the city having received notice of the application.

(Ord. 21-04 § 2, 2021; Ord. 17-02 § 2 (part), 2017)

§ 8.18.040. Local regulatory authority.

The city council is designated as the "local regulatory authority" as that term is used in AS Chapter 17.38 and any implementing legislation or rule-making.

(Ord. 21-04 § 2, 2021)

1. Code reviser's note: Ord. 17-02 adds these provisions as Section 8.18.040. The section has been editorially renumbered at the request of the city.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

June 22, 2026

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: **DMV4 Properties LLC**

DBA: Willow Tree

Via email: thewillowtreebar@yahoo.com

Local Government 1: Dillingham

Via email: cityclerk@dillinghamak.us

Re: Beverage Dispensary License #1242 Combined Renewal Notice for 2026-2027 Renewal Cycle

License Number:	#1242
License Type:	Beverage Dispensary License
Licensee:	DMV4 Properties LLC
Doing Business As:	Willow Tree
Physical Address:	513 Wood River Road Dillingham, AK 99576
Designated Licensee:	Dennis Varner
Phone Number:	907-842-2220
Email Address:	thewillowtreebar@yahoo.com

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **June 23rd, 2026** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to

protest per AS 04.11.480(a). Information about this board meeting can be found on our website closer to the date of the board meeting. [Home, Alcohol & Marijuana Control Office](#)

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,
Kyle Helie, Licensing Examiner II
For
Kevin Richard, Director



Document reference ID : 7239

Renewal Application Summary

Application ID:	7239
License No:	1242
License Type applied for Renewal:	Beverage Dispensary License(BDL)
Licensee Name:	Dmv4 Properties Llc
License Expiration Date:	12/31/2025
Doing Business As:	Willow Tree
Premises Address:	513 Wood River Road, Dillingham, AK, 99576
Application Status:	In Review
Application Submitted On:	12/31/2025 07:32 AM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	10095644
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:

P.O. Box 1326, Dillingham, AK, 99576-1326

Local Government and Community Council Details

City/Municipality:

Dillingham

Borough:

Unorganized Borough

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature

Payment Info

Payment Type : Check

Check Number: 2009

Payment Date: 12/31/2025 07:32 AM AKST

Documents

#	File Name	Type	Added On
1	#1242 AS.pdf	License Paper Form Application Document	06/22/2026 09:35 AM

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	DMV4 Properties L.L.C

Entity Type: Limited Liability Company

Entity #: 10095644

Status: Non-Compliant

AK Formed Date: 12/5/2018

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2026 [File Biennial Report](#)

Entity Mailing Address: PO BOX 1326, DILLINGHAM, AK 99576

Entity Physical Address: 18 ALLEYWAY, PO BOX 1229, DILLINGHAM, AK 99576-1326

Registered Agent

Agent Name: Dennis Varner

Registered Mailing Address: PO BOX 1326, DILLINGHAM, AK 99576

Registered Physical Address: 203 WEST 2ND AVENUE, DILLINGHAM, AK 99576-1326

Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	Dennis Varner	Manager, Member	50.00
	Melissa Varner	Member	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
12/05/2018	Creation Filing	Click to View	Click to View
12/05/2018	Initial Report	Click to View	
5/27/2020	Biennial Report	Click to View	
12/03/2021	Biennial Report	Click to View	
4/02/2024	Biennial Report	Click to View	

Close Details

 Print Friendly Version

Alaska Business License # **2086387**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

Willow Tree Bar

Po box 1229, Dillingham, AK 99576

owned by

DMV4 Properties L.L.C

is licensed by the department to conduct business for the period

December 9, 2024 to December 31, 2026
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Section . Item 1.

Received

6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period FY2026 to FY2027.Route to FINANCE 6/22/2026 Date 6/29/2026 Respond by: 6/29/2026 Date Info. Available as of current Date

ACTIVITY	STATUS
Sales Tax Reports Filed and Payments Submitted	Bal. Due <u>13,830.92</u> Date/Amt. of Last Payment <u>02/06/2026</u> No. late payments <u>6</u> <u>Comment:</u> <i>Balance Due does not reflect missing sales tax reports for 01/2026 to 05/2026.</i>
Real Property Tax Owns the property? YES ☒ NO ☐	Bal. Due <u>4,768.40</u> Date/Amt. of Last Payment <u>07/14/2026</u> <i>(for 2025 taxes)</i> No. late payments <u>1</u> <u>Comment:</u> <i>Taxes due are for 2026 and are due Nov 1, 2026.</i>
Personal Property Tax (Inventory, Supplies, Office Equipment)	Bal. Due <u>74.98</u> <i>2025 Taxes</i> Date/Amt. of Last Payment <u>07/14/2026</u> No. late payments <u>1</u> <u>Comment:</u> <i>\$4,768.40 is due for 2026 taxes that are due Nov 1, 2026</i>
Utility Bill Responsible for utilities? YES ☒ NO ☐	Bal. Due <u>11,357.14</u> Date/Amt. of Last Payment <u>07/02/2026</u> No. late payments <u>All payments have been late</u> <u>Comment:</u> <i>Utilities owed are 12/2024 to current. Prior payment was made 01/2025</i>
Most Current DLG Business License	2026 License Year <u>12/29/2025</u> Date Applied <u>Comment:</u>
Most Current AK State Bus. License	2025-2026 License Year <u>12/9/2024</u> Date Applied <u>Comment:</u>



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period June 2024 to June 2026.

Route to Public Safety 6/22/2026 **Respond by:** 6/29/2026 Info. Available as of 7/13/26
 Date Date Date

Have there been any adverse reports filed in the past two years? YES ☒ NO ☐

If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

- ☐ Serving to minors (under 21 years of age).
- ☒ Intoxicated person on licenses premises.
- ☐ Serving alcoholic beverages after hours.
- ☒ Pattern of disturbances or fights on the licenses premises.
- ☐ Open sale of prohibited drugs on the licenses premises.

Additional comments:

See attached sheet.

On 7/11/24 an intoxicated male was refusing to leave the bar. On 9/14/24 an intoxicated female was harassing other patrons. On 11/30/24 a male was attempting to fight people at the bar. On 5/25/25 a female was harassing other patrons at the bar. On 6/30/26 a female reported needing help at the Willow Tree bar. She was a former employee and claimed that she was assaulted. It was established that she was intoxicated and was not assaulted.



6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period June 2026 to June 2027.

Route to PLANNING 6/22/2026 Respond by: 07/13/2026 Info. Available as of 07/13/2026
Date Date Date

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

Yes, the structure conforms to Title 18 of the City of Dillingham municipal code. This will have to be revisited once the 2036 Comprehensive Plan is adopted.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.

B. New and transfer licenses will be scheduled for a public hearing before the city council. The planning office will be responsible for overseeing that the public is notified as follows:

1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.
2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and
3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rece Section . Item 1.

6/22/2026

License Renewal	License Transfer	New License	Other
☒	☐	☐	☐
Doing Business As	License Type	Licensee	Physical Address
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

Reviewed by: Code Review Committee 8/03/2026

Date

Recommendation:

No Action ☐

Deny ☐

Explain the reason(s) for a denial of the application:

OTHER:

During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.

OTHER Comment:



Outlook

Code and Council meetings for License Renewal

From Abigail Flynn <abigail.flynn@dillinghamak.us>

Date Fri 7/17/2026 4:39 PM

To thewillowtreebar@yahoo.com <thewillowtreebar@yahoo.com>

Dear Dennis,

The City of Dillingham Code Committee will meet on August 3rd at 5:30 PM in the Dillingham City Hall Council Chambers to discuss your Alcohol Licensing Renewal.

On August 6th at 7:00 PM in the Dillingham City Hall Council Chambers the City Council will hear the report of the Code Committee and decide their reply to the State about the renewal.

Abigail Flynn

City Clerk

City of Dillingham

PO Box 889

Dillingham, AK 99576

907-842-5212

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

DMV4 Properties LLC
 r: Dennis Varner, Designated Licensee
 P.O. Box 1326
 Dillingham, AK 99576-1326



9590 9402 7163 1251 4254 18

2. Article Number (Transfer from service label)

7014 1200 0001 3062 6511

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

- ☐ Agent
☒ Addressee

B. Received by (Printed Name)

Melissa Varner

C. Date of Delivery

7-23-26

- Is delivery address different from item 1? ☐ Yes
 If YES, enter delivery address below: ☒ No

JUL 27 2026

City of Dillingham

3. Service Type

- ☐ Adult Signature
☐ Adult Signature Restricted Delivery
☒ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Insured Mail
☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☒ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

ALCOHOL AND MARIJUANA CONTROL OFFICE
Alcohol Population and License Count Chart
Population as of July 2025- Updated March 16, 2026
License Counts- Updated July 27, 2026

DCCED July 2025 pop. Data DOC Inmates Jan. 2026 License counts from AK-ACCIS		Not all communities allow for all license types. Check with the local community				ACTUAL NUMBER OF LICENSES ISSUED* (Not all license types limited by population are listed. Not all communities are listed. Contact AMCO for license types not listed before you apply)									
		1 per/3000	1 per/1500	REPL	1 per/9000	License Types									
Local Governing Body	Net Population Prison Population Removed	Number of licenses allowed that are not REPL	Number of REPL* licenses allowed by pop.	Number of addtl REPL license application spots newly available under AS 04.11.405	Number of Brewery/Winery/Di stillery Retail licenses allowed	Beverage Dispensary (AS 04.09.200)	Package Store (AS 04.09.230)	Club (AS 04.09.220)	Fair (AS 04.09.250)	Golf Course (AS 04.09.300)	Sporting Act. / Event (AS 04.09.270)	Rest./ Eating Place (AS 04.09.210) REPL*	Brewery Retail (AS 04.09.320)	Winery Retail (AS 04.09.330)	Distillery Retail (AS 04.09.340)
Aleutians East Borough	39	1	1		1	1									
Akutan	1,573	1	2		1	1									
Cold Bay	47	1	1		1	1	1								
False Pass - local option (PS only)	398	1	1		1		0								
King Cove	383	1	1		1	1	1								
Sand Point	583	1	1		1	1	1								
Anchorage, Municipality of	288,086	97	193		33	118	96*	18		1	2*	124*	11	5*	2
Bristol Bay Borough	787	1	1		1	4	4					1			
Denali Borough	1,390	1	1		1	5	6			1		3			
Anderson	241	1	1		1	0									
Fairbanks North Star Borough	63,420	22	43		8	23	25	2		2	1*	12*	1	2	2
Fairbanks	30,841	11	21		4	40	15	5				22	2	1	2
North Pole	2,368	1	2		1	2	3	1				1			
Haines Borough	2,447	1	2	0 of 2 available	1	3	4	1	1			4*	1	1	1
Juneau, City and Borough	31,053	11	21	3 of 8 available	4	20	16	4				20*	4	1	3
Kenai Peninsula Borough	39,396	14	27		5	18	29	5		1		16*	2	0*	
Homer	5,585	2	4	3 of 5 available	1	9	8	2				17	2	0*	1

For the most current actual licenses issued count or REPL application spots available count contact the AMCO office. All license count inquiries are subject to public records requests.

ALCOHOL AND MARIJUANA CONTROL OFFICE
Alcohol Population and License Count Chart
Population as of July 2025- Updated March 16, 2026
License Counts- Updated July 27, 2026

DCCED July 2025 pop. Data DOC Inmates Jan. 2026 License counts from AK-ACCIS		Not all communities allow for all license types. Check with the local community				ACTUAL NUMBER OF LICENSES ISSUED*									
		1 per/3000	1 per/1500	REPL	1 per/9000	License Types									
Local Governing Body	Net Population Prison Population Removed	Number of licenses allowed that are <u>not</u> REPL	Number of REPL * licenses allowed by pop.	Number of addtl REPL license application spots newly available under AS 04.11.405	Number of Brewery/Winery/Di stillery Retail licenses allowed	Beverage Dispensary (AS 04.09.200)	Package Store (AS 04.09.230)	Club (AS 04.09.220)	Fair (AS 04.09.290)	Golf Course (AS 04.09.300)	Sporting Act./ Event (AS 04.09.270)	Rest./ Eating Place (AS 04.09.210) REPL *	Brewery Retail (AS 04.09.320)	Winery Retail (AS 04.09.330)	Distillery Retail (AS 04.09.340)
Kachemak	694	1	1		1	1							1		
Kenai	7,220	3	5		1	5	5	3		1	0*	1*			
Seldovia	229	1	1		1	1	2					1			
Seward	2,224	1	2		1	7	4	1				13			0*
Soldotna	4,429	2	3	16 of 20 available	1	5	3	1		1		8	1	1	
Ketchikan Gateway Borough	5,319	2	4		1	4	5					2	0*	0*	0*
Ketchikan	7,578	3	6		1	15	10	4			1*	6	2	1	1
Saxman	372	1	1		1	1	1					1			
Kodiak Island Borough	6,643	3	5		1	2	2	1						0*	
Kodiak	5,238	2	4		1	11	4	2				3	1	1	1
Lake and Peninsula Borough	831	1	1		1	3	2								
Egegik	35	1	1		1										
Matanuska-Susitna Borough	97,605	33	66		11	30*	33	3		0*	1	17*	3	2	1*
Houston	2,222	1	2		1	1	1			0*		1			
Palmer	5,950	2	4		1	5	3	1	1	1		5	3	2	1
Wasilla	9,724	4	7	12 of 20 available	2	8	7	3				17*	2		
North Slope Borough	3,076	2	3		1										
Kaktovik	251	1	1		1										

For the most current actual licenses issued count or REPL application spots available count contact the AMCO office. All license count inquiries are subject to public records requests.

ALCOHOL AND MARIJUANA CONTROL OFFICE
Alcohol Population and License Count Chart
Population as of July 2025- Updated March 16, 2026
License Counts- Updated July 27, 2026

DCCED July 2025 pop. Data DOC Inmates Jan. 2026 License counts from AK-ACCIS		Not all communities allow for all license types. Check with the local community				ACTUAL NUMBER OF LICENSES ISSUED* (Not all license types limited by population are listed. Not all communities are listed. Contact AMCO for license types not listed before you apply)									
		1 per/3000	1 per/1500	REPL	1 per/9000	License Types									
Local Governing Body	Net Population Prison Population Removed	Number of licenses allowed that are <u>not</u> REPL	Number of REPL* licenses allowed by pop.	Number of addtl REPL license application spots newly available under AS 04.11.405	Number of Brewery/Winery/Distillery licenses allowed	Beverage Dispensary (AS 04.09.200)	Package Store (AS 04.09.230)	Club (AS 04.09.220)	Fair (AS 04.09.290)	Golf Course (AS 04.09.300)	Sporting Act./ Event (AS 04.09.270)	Rest./ Eating Place (AS 04.09.210) REPL*	Brewery Retail (AS 04.09.320)	Winery Retail (AS 04.09.330)	Distillery Retail (AS 04.09.340)
Northwest Arctic Borough	751	1	1		1										
Kotzebue (local option community)	2,752	1	2		1		1								
Petersburg Borough	3,395	2	3		1	3	4	2				2			
Sitka, City and Borough	8,032	3	6	0 of 3 available	1	8	5	3				10*	1	1	0*
Skagway, Municipality of	1,134	1	1		1	2	2	2				5	1		1
Wrangell, City and Borough	2,037	1	2		1	3	5	1		1					
Yakutat, City and Borough	633	1	1		1	2	2								
Cities in unorganized boroughs															
Adak	77	1	1		1	1	1					1			
Bethel (local option only allows REPL)	5,827	2	4		1							2			
Bettles	18	1	1		1	1	1								
Coffman Cove	195	1	1		1	1	1								
Cordova	2,416	1	2		1	4	4	1				2	1		
Craig	1,004	1	1		1	2	3	1				1			
Delta Junction	976	1	1		1	2	2	1				1		0*	
Dillingham	2,059	1	2		1	2	1					1			
Galena	434	1	1		1	1	1								

ALCOHOL AND MARIJUANA CONTROL OFFICE
Alcohol Population and License Count Chart
Population as of July 2025- Updated March 16, 2026
License Counts- Updated July 27, 2026

DCCED July 2025 pop. Data DOC Inmates Jan. 2026 License counts from AK-ACCIS		Not all communities allow for all license types. Check with the local community				ACTUAL NUMBER OF LICENSES ISSUED* (Not all license types limited by population are listed. Not all communities are listed. Contact AMCO for license types not listed before you apply)									
		1 per/3000	1 per/1500	REPL	1 per/9000	License Types									
Local Governing Body	Net Population Prison Population Removed	Number of licenses allowed that are not REPL	Number of REPL* licenses allowed by pop.	Number of addtl REPL license application spots newly available under AS 04.11.405	Number of Brewery/ Winery/Di stillery Retail licenses allowed	Beverage Dispensary (AS 04.09.200)	Package Store (AS 04.09.230)	Club (AS 04.09.220)	Fair (AS 04.09.290)	Golf Course (AS 04.09.300)	Sporting Act./ Event (AS 04.09.270)	Rest./ Eating Place (AS 04.09.210) REPL*	Brewery Retail (AS 04.09.320)	Winery Retail (AS 04.09.330)	Distillery Retail (AS 04.09.340)
Gustavus	664	1	1		1	1	1					2			
Hoonah	834	1	1		1	1	1					1	1		
McGrath	262	1	1		1	1	2								
Nenana	392	1	1		1	1	2					1			
Nome	3,286	2	3		1	4	4	2				3			
Pelican	99	1	1		1	1	1					1			
Ruby	119	1	1		1		1								
St. George	49	1	1		1		1								
St. Paul	390	1	1		1	1	1								
Tenakee Springs	130	1	1		1		1								
Thorne Bay	509	1	1		1	1	1								
Unalaska	4,099	2	3		1	2	2					2			
Valdez	3,743	2	3	8 of 10 available	1	2	2	2				7*	2		
Whittier	247	1	1		1	1	1					3			

Note: Since the 2017 population count was published, staff has reviewed the census data for students and military personnel. In accordance with the Census Bureau "Residence Rule" (https://www.census.gov/population/www/cen2010/resid_rules/resid_rules.html), students and military personnel are counted at the residence where they live and sleep most of the time. Thus these populations are counted by the Census in the appropriate population areas and no populations of students or military personnel need be discounted per 3

- * pending application or applications in process
- * REPL is Restaurant or Eating Place License (AS 04.09.210)

Alcohol & Marijuana Control Office

3/16/2026 Population Count Updated

Date

7/27/2026 License Count Updated

Date

CODE ORDINANCE

Introduced: _____
 Public Hearing: _____
 Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-10

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTER 3.50 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

WHEREAS, AS 29.26.010(a) provides that the governing body shall prescribe the rules for conducting municipal elections; and

WHEREAS, Chapter 3.50 of the Dillingham Municipal Code contain municipal election procedures originally adopted in 1986, and certain provisions no longer reflect current election administration practices, terminology, or accessibility standards; and

WHEREAS, the City Council recognizes that municipal election administration practices have evolved since the adoption of Ordinance No. 86-9 and that this ordinance is intended to preserve existing election safeguards while providing flexibility to adapt administrative forms and procedures to future changes in election administration and applicable law; and

WHEREAS, the City currently administers absentee voting through written applications, representative certifications, receipt registers, voter certifications, witness certifications, and other administrative procedures that provide a documented chain of custody for absentee ballots and promote election integrity; and

WHEREAS, certain provisions of Chapter 3.50, including requirements for physician certifications and statements from two qualified voters, are obsolete, create barriers for voters, and are not consistent with current Alaska election administration practices; and

WHEREAS, the City Council finds that authorizing the City Clerk to prescribe administrative election forms and procedures will improve the administration of municipal elections while preserving the City Council's authority to establish election policy pursuant to AS 29.26.010; and

WHEREAS, the City Council further finds that updating outdated terminology, including gender-specific language and references to "handicapped," is intended solely to improve clarity, consistency, accessibility, and readability and is not intended to change the legal effect of any provision of the Dillingham Municipal Code; and

WHEREAS, the City Council finds that these amendments preserve ballot security, voter privacy, election integrity, and reasonable accessibility for voters with disabilities while modernizing the City's absentee voting procedures;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF DILLINGHAM, ALASKA:

Section 1. Classification. This is a code ordinance.

Section 2. Adoption of Exhibit A.

The document entitled "**Exhibit A – Legislative Redline Amending Chapters 3.50 of the Dillingham Municipal Code,**" attached to this ordinance, is hereby adopted and incorporated by reference as though fully set forth herein. The amendments contained in Exhibit A amend Chapter 3.50 of the Dillingham Municipal Code.

Section 3. Nature of Amendments.

Except as specifically identified in Section 4 of this ordinance, the amendments contained in Exhibit A are intended only to modernize terminology, improve readability, improve accessibility, update obsolete references, conform the Code to current legislative drafting practices, and make other non-substantive editorial revisions without changing the legal effect of the Dillingham Municipal Code.

Section 4. Substantive Amendments.

The following provisions contain substantive amendments:

- D. DMC 3.50.040, Absentee Ballot Forms and Materials;
- E. DMC 3.50.060, Absentee Voting Through a Personal Representative;
- F. DMC 3.50.070, Absentee Voting by Mail

Section 5. Editorial Authority.

In codifying this ordinance, the City Clerk is authorized to make non-substantive editorial revisions necessary to implement the amendments adopted by this ordinance, including corrections to grammar, punctuation, capitalization, numbering, cross-references, formatting, terminology, and internal references to election equipment, forms, and procedures, provided such revisions do not alter the substantive meaning or legal effect of any provision.

Section 6. Codification

The amendments adopted by this ordinance shall be codified in Chapter 3.50 of the Dillingham Municipal Code. The City Clerk is authorized to assign section numbers, revise internal references, and make other non-substantive editorial revisions necessary to incorporate the amendments into the Code, provided such revisions do not alter the substantive meaning of any provision.

Section 7. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance shall not be affected.

Section 8. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

Exhibit A

The following pages contain the existing Dillingham Municipal Code for Elections.

Where there are proposed changes in Ordinance 2026-10 you will see **new language underlined and emboldened** and ~~deleted text displayed in strike out font~~

Title 3**ELECTIONS****Chapter 3.50
ABSENTEE VOTING**

- | | | | |
|-------------|--|-------------|---|
| § 3.50.010. | Eligibility. | § 3.50.050. | envelope. Absentee voting in person. |
| § 3.50.020. | Public notice. | § 3.50.060. | Absentee voting by <u>through a</u> personal representative. |
| § 3.50.030. | Preparation of ballots and other materials. | § 3.50.070. | Absentee voting by mail. |
| § 3.50.040. | Form of identification | § 3.50.080. | List of absentee voters. |
| | | § 3.50.090. | Surrender of absentee ballot. |

For statutory provisions concerning municipal elections, see AS 29.26. For provisions concerning elections in general, see AS 15. For provisions concerning initiative, referendum and recall, see AS 29.26.

§ 3.50.010

ELECTIONS
CHAPTER 3.50
ABSENTEE VOTING

§ 3.50.040

§ 3.50.010. Eligibility.

Any qualified voter may vote an absentee ballot ~~for the precinct in which he resides and is registered:~~

~~A. If he believes he will be unavoidably absent from her/his voting precinct on election day. Before delivering a ballot, the city clerk City Clerk will satisfy himself/herself of the applicant's right to an absent voter's ballot shall determine that the applicant is eligible to receive an absentee ballot pursuant to Section 3.10.020; or~~

~~B. If she/he will be unable to be present at the polls because of physical a disability, illness, or language barrier. (Ord. 86-9 § 1, 1986)~~

§ 3.50.020. Public notice.

The ~~city clerk~~ City Clerk shall give public notice of the absentee voting provisions pursuant to Section 3.10.080.
(Ord. 86-9 § 1, 1986)

~~§ 3.50.030. Preparation of ballots and other materials.~~

~~A. The city clerk City Clerk shall provide ballots for use as absentee ballots for all precincts and shall provide a small blank envelope in which the voter shall initially place the marked ballot, and shall provide a larger envelope with the prescribed voter certificate on the back in which the smaller envelope with the ballot enclosed shall be placed. The clerk shall also provide a larger return mail envelope for the voter to use in mailing her/his voted ballot.~~

~~B. The city clerk City Clerk shall provide with each absentee ballot clearly written instructions on proper procedures for the absentee voter to follow in voting and returning his/her the ballot.
(Ord. 86-9 § 1, 1986)~~

~~§ 3.50.040. Form of identification envelope.~~

~~The identification envelope and return pre-addressed envelope provided to the voter will be of such form, size and weight as prescribed by the city clerk. The identification envelope will have printed on its face an affidavit substantially as follows:~~

"I _____, am a resident of and a voter in the City of Dillingham,
(printed name)

~~Alaska, qualified to vote in city elections pursuant to § 3.10.020 of the Dillingham Municipal Code. I am unable to present myself at the polls on election day due to my unavoidable absence or because of a physical disability. I hereby enclose my ballot for the regular/special election to be held on _____, 20_____.~~

(voter signature)

(seal)

~~Residence address within city~~

~~SUBSCRIBED AND SWORN before me, this ____ day of ____, 20____ at ____ m. (note time zone). I hereby certify that in my presence this affiant enclosed said ballot and handed me this envelope sealed; that he signed this affidavit and I acknowledged the same, all in accordance with the law.~~

~~Official's signature
(or witness over 18 yrs.)~~

~~(seal)~~

~~Title of Officer
(or 2nd witness over 18 yrs.)~~

~~NOTICE: After receiving the sealed envelope from the person taking your affidavit when voting outside the office of the city clerk of the City of Dillingham, you must immediately return it by mail, postage prepaid, to the City Clerk, P.O. Box 889.~~

~~MARKED BALLOT ENCLOSED TO BE OPENED ONLY BY CANVASSING COMMITTEE"~~

3.50.040 – Absentee Ballot Forms and Materials.

A. "At any election, a qualified voter may vote an absentee ballot for any reason." The City Clerk shall prescribe the form and content of absentee ballot applications, voter certificates, representative certificates, identification envelopes, secrecy envelopes, return envelopes, instructions, registers, and other administrative forms necessary to administer this chapter.

B. The forms prescribed by the City Clerk shall be consistent with this title, Title 29, and other applicable state and federal law.

C. The City Clerk may revise administrative forms and instructions as necessary to improve election administration, accessibility, security, or compliance with changes in applicable law, provided such revisions do not alter the substantive requirements established by this title.

~~(Ord. 86-9 § 1, 1986)~~

§ 3.50.050. Absentee voting in person.

- A. A qualified voter may apply in person for an absentee ballot at the office of the ~~city clerk~~ **City Clerk** during regular office hours on or after the fifteenth day before an election, up to and including the day before the election.
- B. On receipt of any absentee ballot in person, the voter shall proceed to mark the ballot in secret, to place the ballot in the ~~small envelope~~ **secrecy sleeve**, ~~to place the small envelope~~ **secrecy sleeve** in the ~~larger~~ **ballot** envelope **that bears the name of the voter. The voter must sign and date the voter's certificate** in the presence of the election official who shall sign as attesting official and note the date of **the official's** ~~his/her~~ signature. ~~The election official shall then accept the ballot. The voter shall deposit the ballot envelope in the ballot box in the presence of the election official. Absentee ballots shall remain in the election official's custody and shall be delivered to the City Clerk as directed by the City Clerk. The City Clerk may serve as the election official for Absentee Voting.~~

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- C. The election official may not accept a marked ballot that has been exhibited by an absentee voter with intent to influence other voters. If the absentee voter improperly marks or otherwise damages a ballot, the voter may request, and the election official shall provide, him or her with another ballot up to a maximum of three. Exhibited, improperly marked or damaged ballots shall be destroyed. The numbers of all ballots destroyed shall be noted on the ballot statement. The clerk shall keep a record of the names and the signatures of the voters who cast absentee ballots in person and the dates on which the ballots were cast.
(Ord. 86-9 § 1, 1986)

§ 3.50.060. ~~Absentee voting by personal representative.~~

- A. ~~A qualified voter who has a language barrier or is physically disabled may apply for an absentee ballot through a personal representative, to the city clerk, on or after the fifteenth day before an election, up to and including the day of the election.~~
- B. ~~Upon receipt of a written application by personal representative, the election official authorized to issue the absentee ballot shall provide the ballot and other absentee voting material to the personal representative if the written application is signed by the applicant and is accompanied by a letter from a licensed physician, or a statement signed by two qualified voters stating that the applicant will be unable to go to the polling place because of physical disability.~~
- C. ~~The personal representative shall deliver the absentee ballot to the voter as soon as practicable. Upon receipt of an absentee ballot through a personal representative, the voter shall proceed to mark the ballot in secret, to place the ballot in the small envelope, to place the small envelope in the larger envelope and to sign the voter certificate on the envelope in the presence of the personal representative, who shall witness and date the signature of the voter. The voter must mark the ballot and sign the voter's certification not later than election day. The voter shall then return the absentee ballot to the personal representative who shall deliver the ballot to the clerk. The absentee ballot must be returned to the clerk not later than eight p.m. on election day.~~
- D. ~~The clerk shall keep a record of the name and signature of each personal representative requesting an absentee ballot and the name of the person on whose behalf the ballot is requested. The clerk shall record the date and time the absentee ballot is provided and the time the ballot is returned to the clerk's office.~~
- E. ~~A candidate for office at that election may not act as a personal representative.~~
(Ord. 86-9 § 1, 1986)

3.50.060 Absentee Voting Through a Personal Representative

A. Eligibility.

A qualified voter who is unable to vote in person because of a disability, illness, or language barrier may vote an absentee ballot through a personal representative.

B. Request for Ballot.

The voter, or the voter's designated personal representative acting on behalf of the voter, may request an absentee ballot from the City Clerk or an election official authorized to issue absentee ballots.

The request shall be made on a form prescribed by the City Clerk and shall be signed by the Personal Representative. No person who is a candidate for office at the election, an immediate family member of the candidate, the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union may act as a representative for the voter.

C. Issuance of Ballot.

Upon receipt of an application signed by the personal representative, the City Clerk or election official shall issue the absentee ballot and related voting materials to the personal representative.

Before receiving the absentee ballot and voting materials, the personal representative shall complete and sign the representative certificate and receipt register prescribed by the City Clerk.

D. Delivery to the Voter.

The personal representative shall deliver the absentee ballot and voting materials to the voter as soon as practicable.

E. Completion of Ballot.

The voter shall:

1. mark the ballot in secret;
2. complete the voter certificate;
3. sign the return envelope.

The personal representative shall witness the voter's signature by completing the representative certificate prescribed by the City Clerk.

F. Assistance to Voter.

The personal representative may assist the voter in completing the ballot package, including performing mechanical acts that the voter is physically unable to perform, at the voter's express direction and in accordance with procedures prescribed by the City Clerk.

A personal representative may not:

1. make the voter's decisions;
2. influence or coerce the voter;
3. disclose the voter's ballot; or
4. falsely execute the voter certificate or make any certification not authorized by the voter.

G. Return of Ballot.

The personal representative shall promptly return the sealed ballot envelope to the City Clerk or other election official authorized to receive absentee ballots, not later than 8:00 p.m. Election Day.

An absentee ballot returned by a personal representative may not be counted unless:

1. the voter certificate has been completed and signed by the voter; and
2. the representative certificate has been completed and signed by the personal representative as witness.

H. Administrative Forms.

Applications, certificates, envelopes, registers, instructions, and administrative procedures used under this section shall be prescribed by the City Clerk pursuant to DMC 3.10.015 and DMC 3.50.040.

§ 3.50.070. ~~Absentee voting by mail.~~

~~A. A qualified voter may apply by mail to the city clerk for an absentee ballot. The application shall include the address to which the absentee ballot is to be returned, the applicant's full Alaska residence address and the applicant's signature.~~

~~B. An application for an absentee ballot by mail must be received at least ten days prior to the election for which the absentee ballot is sought.~~

~~C. After receipt of an application by mail, the clerk shall send the absentee ballot and other~~

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~~absentee voting materials to the applicant by certified mail. The materials shall be sent as soon as they are ready for distribution. The return envelope sent with the materials shall be pre-addressed to the city clerk.~~

~~D. Upon receipt of an absentee ballot by mail, the voter, in the presence of a notary public; commissioned officer of the armed forces, including the National Guard; district judge or magistrate; United States postal official; or other person qualified to administer oath, may proceed to mark the ballot in secret, to place the ballot in the small blank envelope, to place the small envelope in the larger envelope in the presence of an official, and shall date his/ her signature. If none of the officials listed in this subsection are reasonably accessible, an absentee voter shall have the ballot witnessed by two persons over the age of eighteen.~~

~~E. An absentee ballot must be marked and attested on or before the date of the election. If the voter returns the ballot by mail, he shall use at least equal to first class mail service and mail the ballot not later than the day of the election to the city clerk. If the ballot is postmarked, it must be postmarked on or before election day.~~

~~F. To be counted in the election, an absentee ballot must be postmarked by midnight of election day and received by the clerk before the date and hour of the canvass. Ballot envelopes received after that time shall not be opened but shall be marked "invalid" with the date and hour of receipt noted thereon and shall be preserved for one year with other ballots of the election.~~

~~G. The clerk may require a voter casting an absentee ballot by mail to provide proof of identification or other information to aid in the establishment of his/her identity.~~

~~H. The clerk shall maintain a record of the name of each voter to whom an absentee ballot is sent by mail. The record must list the date on which the ballot is mailed and the date on which the ballot is received by the clerk.~~

~~(Ord. 2009-08 § 2, 2009; Ord. 86-9 § 1, 1986)~~

3.50.070 Absentee Voting by Mail.

A. Application.

A qualified voter may apply to the City Clerk for an absentee by mail ballot to be mailed to the voter. The application shall include the address to which the absentee ballot is to be sent, the applicant's residence address, and the applicant's signature.

To the extent authorized by applicable law, the City Clerk may accept absentee ballot applications by electronic transmission or other methods prescribed by administrative procedures.

B. Deadline for Application.

An application for an absentee ballot by mail must be requested not earlier than the first of the year in which the election is to be held and not later than ten (10) days before the election.

C. Issuance of Ballot.

Upon timely receipt of a completed by-mail ballot application, the City Clerk shall send the absentee ballot and related voting materials to the applicant by first-class mail. The City Clerk may use another mailing or delivery method determined by the City Clerk that provides reasonable assurance of delivery.

The ballot package shall be mailed or otherwise distributed as soon as practicable after absentee ballots become available.

D. Voting Procedure.

A voter who applies and receives an absentee by-mail ballot may vote the ballot at any time on or before the day of the election. Upon receipt of the absentee by mail ballot, the voter shall:

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1. mark the ballot in secret;
2. place the ballot in the secrecy envelope, if provided;
3. place the secrecy envelope in the return envelope;
4. complete the voter certificate; and
5. execute the voter certificate in accordance with this title and the absentee ballot materials prescribed by the City Clerk.

Where required by this title or by administrative procedures prescribed by the City Clerk, the voter shall obtain any required witness or official certification before returning the ballot.

E. Return of Ballot.

The voter shall return the completed absentee ballot by mail or another delivery method authorized by the City Clerk.

If hand delivered to an election official, the ballot must be received no later than 8:00 p.m. Election Day.

If returned by mail, the ballot shall be mailed not later than Election Day using first-class mail or equivalent service.

If the ballot is mailed, it must be postmarked on or before Election Day.

F. Counting of Ballots.

To be counted, an absentee ballot returned by mail must be postmarked not later than Election Day and received by the City Clerk before the time established for the canvass of the election.

Ballot envelopes received after that time shall not be opened. The City Clerk shall mark the envelope "Invalid," record the date and time received, and preserve the envelope with the election records in accordance with the City's records retention requirements.

G. Identification.

The City Clerk shall require an absentee voter to provide proof of identity or other information reasonably necessary to verify the voter's identity.

H. Record of Ballots.

The City Clerk shall maintain a record of each absentee ballot issued by mail, including:

1. the name of the voter;
2. the date the ballot was issued or mailed;
3. the date the ballot was returned; and
4. any other information reasonably necessary to document the issuance and return of absentee ballots.

I. Administrative Forms.

Applications, certificates, envelopes, instructions, and other administrative forms used under this section shall be prescribed by the City Clerk pursuant to DMC 3.10.015 and DMC 3.50.040.

§ 3.50.080. List of absentee voters.

~~The clerk and election officials shall have available for public inspection the names and addresses of persons who voted absentee.~~ Before opening the polls on Election Day, or as soon as practicable thereafter ~~the election~~, the City Clerk ~~clerk~~ will supply the ~~election Judges~~ Election Officials the precinct register provided by the State of Alaska with the voters who were issued ballots under this section flagged or marked in another way. Should the State no longer issue paper precinct registers, this requirement will no longer apply.

(Ord. 86-9 § 1, 1986)

§ 3.50.090. Surrender of absentee ballot.

~~If an absentee voter returns to his/her voting precinct on Election Day, he will not be allowed~~

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~~to vote until he surrenders the absent voter's ballot and any other related supplies. The election Judges — Election Officials shall return the unused absent voter's ballot with the unused ballots. (Ord. 86-9 § 1, 1986~~

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 2.

Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Code Committee
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: July 20, 2026
Re: Ordinance 2026-10 – Election Code Modernization-Ch 3.50

SUMMARY:

Staff requests that the Code Committee recommend Ordinance No. 2026-10 to the City Council on August 6th.

Time-Sensitive Consideration

Adoption of this ordinance before **September 21, 2026**, is important because absentee voting through a personal representative begins on that date. Under the current code, election officials may not issue a ballot through a personal representative unless the voter provides a physician's letter or a statement signed by two qualified voters. Staff believes this requirement is obsolete, inconsistent with current election administration practices, and creates an unnecessary barrier for voters with disabilities. If the ordinance is not adopted before absentee voting begins, election officials will be required to enforce the existing Code until it is amended.

The proposed ordinance adopts Exhibit A, a legislative redline updating Chapters 3.50 of the Dillingham Municipal Code governing municipal elections.

The proposed amendments modernize election administration, remove obsolete requirements, improve accessibility, update terminology, and align portions of the Code with current election administration practices while preserving existing election integrity and Council authority over municipal elections.

Most amendments are non-substantive editorial revisions. The ordinance also includes several substantive amendments intended to improve administration of municipal elections. Council action is required to amend the Municipal Code.

PREVIOUS COUNCIL ACTION:

Most of the code for this section was adopted in 1986. Some was adopted in 2009.

BACKGROUND:

Much of the City's election code was originally adopted in 1986 and has been amended at various times since then. The City Council has not yet taken formal action on the proposed comprehensive election code modernization ordinance.

During recent municipal elections, staff identified numerous provisions that:

- rely on obsolete election terminology;
- reference outdated voting equipment and administrative practices;
- duplicate procedures that are more appropriately established administratively;
- contain gender-specific or outdated language;
- create unnecessary barriers for absentee voters; or
- do not reflect current Alaska election administration practices.

The proposed ordinance modernizes the Code while preserving ballot security, voter privacy, election integrity, and the Council's policy-making authority under AS 29.26.010.

To simplify review, the ordinance adopts a legislative redline as **Exhibit A**, allowing the Council to review every proposed amendment while keeping the ordinance itself concise.

DISCUSSION:

1. Modernization of Existing Code

Most revisions update terminology, improve readability, modernize references, improve accessibility, and remove obsolete language without changing the legal effect of the Code.

Examples include:

- gender-neutral language;
- person-first disability terminology;
- updated election terminology;
- modernization of references to voting equipment; and
- clarification of administrative responsibilities.

2. Administrative Flexibility

The ordinance authorizes the City Clerk to prescribe election forms, manuals, checklists, and administrative procedures consistent with state law while preserving the Council's authority to establish election policy.

This approach allows administrative documents to evolve with changes in election practices without requiring repeated amendments to the Municipal Code.

3. Absentee Voting Modernization

The ordinance updates absentee voting procedures by:

- removing obsolete physician certification requirements;
- removing outdated witness requirements that no longer reflect current practices;
- modernizing absentee ballot forms and administrative procedures;
- clarifying voting through a personal representative; and
- improving administrative documentation and chain-of-custody procedures.

These changes are intended to improve accessibility while maintaining election security.

4. Election Administration Improvements

The ordinance also:

- modernizes provisions governing election officials;
- clarifies several election administration procedures.

5. Legislative Redline

Rather than reproducing every amended code section within the ordinance itself, the ordinance adopts a legislative redline as Exhibit A.

This allows the Council and the public to review every proposed amendment in con while keeping the adopting ordinance concise and easier to read.

SUBSTANTIVE AMENDMENTS

Section	Summary
§3.50.040	Authorizes administrative absentee voting forms
§3.50.060	Modernizes voting through a personal representative
§3.50.070	Modernizes absentee voting by mail

ALTERNATIVES:

- Recommend approval of Ordinance No. 2026-10.
- Recommend approval with amendments.
- Decline to recommend the ordinance.

FINANCIAL IMPLICATIONS:

There are no anticipated significant financial impacts associated with the proposed resolution unless it ends up helping the City avoid a costly lawsuit.

The amendments primarily modernize existing procedures and improve administrative efficiency. Existing election administration will continue to be conducted using current staff and available resources.

LEGAL:

The ordinance is authorized by AS 29.26.010, which requires the governing body to prescribe the rules governing municipal elections.

The ordinance modernizes the Municipal Code while preserving existing election integrity safeguards and maintaining consistency with applicable Alaska law.

STAFF RECOMMENDATION:

Staff recommends forwarding Ordinance No. 2026-XX to the City Council for introduction. DCRA recommended the section for absentee by personal representative be updated immediately as it is the most problematic section in our code.

PROPOSED MOTION:

"I move to recommend Ordinance No. 2026-XX, adopting Exhibit A amending Chapter 3.50 of the Dillingham Municipal Code relating to municipal elections, to the City Council for introduction and set the public hearing date for the next regular council meeting."

ATTACHMENTS:

- Exhibit A – Legislative Redline Amending Chapter 3.50 of the Dillingham Municipal Code

Attachment B

City of Dillingham

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Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Attachment B
Summary of Substantive Changes
Ordinance No. 2026-XX
Election Code Modernisation (DMC Ch. 3.50)

DMC 3.50.040 – Absentee Ballot Forms and Materials

Removes detailed ballot form requirements from the Municipal Code and authorizes the City Clerk to prescribe absentee voting forms and related administrative materials.

Purpose:

- Allows election forms to be updated without requiring future ordinance amendments.
 - Ensures forms remain consistent with current law and election practices.
-

DMC 3.50.060 – Absentee Voting Through a Personal Representative

Modernizes procedures governing absentee voting through a personal representative.

The amendment:

- removes obsolete physician certification requirements;
- removes the requirement for statements from two qualified voters;
- clarifies responsibilities of the voter and personal representative;
- establishes administrative documentation requirements; and
- strengthens chain-of-custody procedures.

Purpose:

- Improves accessibility for voters.
 - Removes outdated barriers to voting.
 - Preserves ballot security and accountability.
-

DMC 3.50.070 – Absentee Voting by Mail

Updates absentee voting by mail to reflect current election administration practices.

The amendment:

- authorizes electronic absentee ballot applications when permitted by law;
- updates ballot delivery methods;
- modernizes absentee voting procedures;
- updates ballot return provisions; and
- authorizes administrative election forms.

Purpose:

- Improves efficiency.
 - Reflects current mailing and election practices.
 - Maintains existing election security safeguards.
-

Overall Effect

The ordinance modernizes the City's election code while preserving ballot security, voter privacy, election integrity, and the City Council's authority over municipal election policy.

Places in DMC where Deputy Clerk is Already Found

§ 2.12.070 Signature.

 **Code** / Ttl 2: Administration / Ch 2.12: ORDINANCES, RESOLUTIONS AND REGULATIONS

...the absence of the clerk, by the deputy clerk or a member of the council...

deputy clerk (1)

§ 2.01.020 Documents requiring assent of the city.

 **Code** / Ttl 2: Administration / Ch 2.01: CITY RECORDS

...absence of the city clerk, by the deputy clerk. (Ord. 16-02 § 1 (part), 2016)

deputy clerk (1)

3.70.130A{1} "Clerk"

 **Code** / Ttl 3: Elections / Ch 3.70: ELECTION RESULTS / § 3.70.130: Definitions. / § 3.70.130A: Definitions.

...city clerk or any properly authorized assistant, deputy or designee.

deputy (1)