



PLANNING COMMISSION

Wednesday, February 08, 2023 at 5:30 PM

AGENDA

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

MEETING INFORMATION

PLANNING COMMISSION REGULAR MEETING CITY HALL COUNCIL CHAMBERS / 5:30 p.m.

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

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

<https://us02web.zoom.us/j/81488355547?pwd=bk1MRkI4T2RlVWxsUTM0WXM5TUM0UT09>

Meeting ID:814 8835 5547; participant #, passcode: 867794

Or dial (346) 248-7799, or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) January 17, 2023 Regular Planning Commission Meeting Minutes

APPROVAL OF AGENDA

COMMUNICATIONS

Communications to the planning commission

Planner's report

- [2.](#) Planning Department Monthly Report, January 2023

Citizen's comments on items not on the agenda

PUBLIC HEARINGS

UNFINISHED BUSINESS

- [3.](#) Postponed Item from January 2023 Planning Commission Meeting; Officer Elections

COMMISSIONER COMMENTS

ADJOURNMENT



PLANNING COMMISSION
Tuesday January 17, 2023, at 5:30 PM

MINUTES

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

MEETING INFORMATION

**PLANNING COMMISSION REGULAR MEETING
CITY HALL COUNCIL CHAMBERS / 5:30 p.m.**

CALL TO ORDER

A regular meeting of the Planning Commission was held on Wednesday January 17, 2023, at the Dillingham City Council Chambers in Dillingham, Alaska

Council members present and establishing a quorum (a quorum being four): Kaleb Westfall, Gregg Marxmiller, Susan Isaacs, Michael Bennett

Council members excused: Elizabeth Clark, Jennifer Evridge, Burt Luckhurst

APPROVAL OF MINUTE

- 1. Approval of December 14,2023, Planning Commission Meeting Minutes.

Motion: Michael Bennett moved, and Susan Isaacs seconded the motion to approve the December 14, 2023, commission meeting minutes.

Voting Yea: Kaleb Westfall, Michael Bennett, Gregg Marxmiller, Susan Isaacs,

APPROVAL OF AGENDA

MOTION to approve the agenda made by Gregg Marxmiller, seconded by Michael Bennett with a motion to amend with postponing Item 5 and 6 until the February Planning Commission meeting.

VOTING Yea: Kaleb Westfall, Gregg Marxmiller, Susan Isaacs, Michael Bennett

COMMUNICATIONS

Communication to the planning commission

- 2. Presentations by Doug Huntman, Delta Backhaul Owner / Green Star Program Support Staff Joy Britt, Director Environmental Programs, Alaska Forum

Paul Liedberg, Friends of the Landfill Chair encourage the Planning Commission to participate with the Green Star program due to the high amount of needs at the Landfill. With the assistance of the Green Star Program, it will keep the items on track.

MOTION for a break was made by Gregg Marxmiller, seconded by Kaleb Westfall.

VOTING Yea: Kaleb Westfall, Gregg Marxmiller, Susan Isaacs, Michael Bennett

Planner’s report

3. December Monthly Report

A brief verbal overview of the December Planning Department was given by Patty Buholm.

Susan Isaacs asked the status of the Alaska Housing Community Assessment. Patty stated the assessments goal is to get an accurate account of homes/structures used for housing in the community to get a clear picture of the housing available. The assessment will include the status of water and wastewater and how many of the homes are occupied by Alaska Native or American Indian individuals as ANTHC can provide funding based on Alaska Native or American Indian occupied homes. Other funding options will also be available to Dillingham once the Assessment is completed and loaded onto the ANTHC participating communities website that is visible by USDA, EPA, and others. The electronic portion is approximately 80%-85% complete with the electronic portion of the Assessment.

Susan Isaacs asked if the deadline still stands as the end of January 2023 to be completed, Patty relayed that the electronic portion is scheduled to be completed, however the verification process with the door-to-door visits will be completed when a staff member from ANTHC can come to Dillingham to assist.

Citizen’s comments on items not on the agenda

No comments

PUBLIC HEARINGS

None scheduled

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

- 4. Welcome Newly Appointed Planning Commissioners:
 Michael Bennett, Seat F Term dates through December 2025
 Gregg Marxmiller, Seat C Term dates through December 2025

Kaleb Westfall formally welcomed Gregg Marxmiller back to the Planning Commission and Welcomed Michael Bennett as a new member to the Planning Commission.

COMMISSIONER COMMENTS

Gregg Marxmiller thanked Kaleb for the welcome. Greg recently heard that the AA Building would have to move and was concerned that he had not heard anything about this previously and it did not need to be responded to now, but wanted to bring this up that is a concern that he had heard in the community.

Susan Isaacs stated it was a very good meeting and looking forward to working with the Green Star Program as it sounds like it is a Program that the City could benefit working with. Susan thanked staff for their work. Susan is looking forward to the results of the Housing Assessment and working with ANTHC. Welcomed Michael to the Planning Commission and welcomed Gregg back to the Planning Commission for an additional term as she appreciates their volunteering to this commission.

Michael Bennett thanked Alaska Backhaul and Green Star for the presentation and looks forward to working with the Planning Commission.

Kaleb Westfall stated he was excited to have both Green Star and Delta Backhaul to be in Dillingham. As their interest is for the betterment of the community and moving forward in a positive manner. Kaleb thanked staff for her efforts. Kaleb thanked Gregg for reapplying as a Planning Commissioner and for Michaels new interest of being on the Planning Commission. Kaleb reminded all that the Officers Elections will be held next month.

ADJOURNMENT

Commission Chair Kaleb Westfall adjourned the meeting at 7:14pm.

Commissioner Kaleb Westfall

ATTEST:

Patty Buholm, Planning Director

Approval Date: _____

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City C

Section . Item #2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 1/29/2023
To: Robert Mawson, City Manager
From: Patty Buholm, Planning Department
Subject: Monthly Report

Acknowledgements and Recognitions:

Thanks to all City employees and partnered agencies and contractors that have worked with the Planning Department in January to achieve the below positive report. Special thanks to Paul Liedberg, Chair for Friends of the Landfill, for his assistance during the recent visit of the Green Star Program.

Department Accomplishment and Opportunities:

- Patty continues to complete the required employee on-line classes provided by the HR/Administrative Department
- Megan Green returned to temporary duty for a week to assist with the continued efforts in Records Retention and Management. This project is not completed, however she made great progress in this paperwork project. She will be available to assist in the future with the continued efforts of this project. The electronic files are still being sorted as time allows by the Planning Department.
- Continue to assist individuals with property addresses and Planning needs as appropriate.

Projects – Progress and Public Impacts:

- Joy Britt and Doug Huntman from the Green Star Program were able to complete a site-visit to the Dillingham Landfill. They both presented at the Planning Commission Meeting on 1/14/23 with a presentation of the Green Star Program and a brief recap of the assessment completed that day. A report with their findings and potential ideas to extend the Landfill life through recycling efforts will be provided upon submission to the Planning Department.
- Was able to meet with Maria Lewis, Architectural Historian from the State of Alaska Historic Preservation Office. The City of Dillingham is part of the Certified Local Government (CLG) Program for Historic Preservation. The City of Dillingham is eligible to apply for up to \$500,000 dollars with a 60/40 match if the project is listed on the CLG. Dillingham became a CLG participant in 1990 with heavy involvement until 1994, when the activity halted and has been rolling as a participant with

minimal involvement. The City of Dillingham will continue to be participant until the fall of 2023. To continue with this participation in the CGL, the City of Dillingham and will need to complete the annual report. A possible updated building inventory list to the historical preservation, further assessment is being completed by the Planning Department. This is written into code 2.70, Historic Preservation Commission, which appears not to be an active Commission.

- Update on the Alaska Community Housing Assessment (ACHA) in partnership with Alaska Native Tribal Health Consortium (ANTHC). Maicel Fuhriman, with ANTHC will be in Dillingham to help with the verification process of housing, water and wastewater from Saturday February 11, 2023 until Wednesday February 15, 2023. During this process I will be assisting and verifying address, addressing needs and housing structures for the City of Dillingham. The two (2) local tribal offices located in Dillingham, Curyung Tribal Council and Ekuk Village Council, are in full support of this project and both have agreed to be Project Supporters in the effort to identify accurate housing availability within Dillingham. An updated flyer will be posted with this information. This project is approximately 90% complete for the on-line section of City Services (water, sewer, potential well or sewer issues, and determining if additional Planning Department verification is needed). This will be a fantastic opportunity for the Planning Department to ensure proper address are assigned, ask if additional addresses are needed, identify driveways that may need to be named, and ask if additional changes to the property have occurred.
- Parcels of land are continuing to be identified with proper ownership with great teamwork by the Planning Department and the Finance Department.
- Findings on the ACHA were given to the Finance Department, Taxes and Collection, the City of Dillingham Assessors, and the GIS software developers in hopes to close any gaps and open communication on how to resolve issues upon completing the door-to-door verification process.
- The GIS City Map update has been postponed until more information on property owners can be identified.
- Follow up from Raven Electric on the overhead power lines and meter boxes to complete the Downtown Streets Project. A purchase requisition has been submitted for \$13,145.00 which includes all service parts, labor, travel, and housing to be able to complete the switch over and elimination of the overhead power and the poles in the City Dock area.
- Raven will be submitting a separate estimate for the installation of the back up generator as well as the conversion from Delta to Y power. Raven Electric has been excellent with communication with the Planning Department and Nushagak Cooperative in the complete project understanding.
- It is time to update the Comprehensive Plan. I recommend engaging a knowledgeable professional company for this project. The current Comprehensive Plan was adopted in 2010 and does not include projects that have been completed or since been identified.
- The Multi-Jurisdictional Hazard Mitigation Plan has not yet accepted by FEMA as they are waiting for the acceptance by Curyung Tribe. They are set to review the Plan in their February Tribal meeting which has not been set at this time. Patty has accepted an invitation to the Tribal meeting for some time in the 3rd week of February to speak about the City's Involvement in this process.

- Outreach was made to the State of Alaska DOT as it was noted that Yako belonged to them. Awaiting response from DOT in Dillingham as this was forwarded to the Anchorage Office for response.

Upcoming Calendar Items:

- Planning Commission Officers Elections, February Meeting (Currently not scheduled-pending additional information for presentation)
- ANTHC Intern to Dillingham to assist with the ACHA 2/11/23 – 2/15/23
- Patty to Anchorage to attend the FEMA Region 10, National Flood Insurance Program Training 2/26/23 – 3/3/23
- Bristol Engineering to put out the Nerka Road Improvement RFP, unknown date (wanted by end of January) waiting for City of Dillingham approval to proceed

Public Feedback:

- Positive feedback for the Public Works Road Crew in keeping the side streets clear of snow. The gratitude was passed along to the Public Works Department.
- Additional positive feedback was given to the Planning Department for both Public Works and Nushagak Cooperative for their assistance with digging graves. This gratitude was passed along to the appropriate crews for their community and volunteer services during challenging times for community members.

Permits/Registrations Issued:

Land Use Permits: two pending

Special Event Permits: three pending

Burial Permits Issued: four issued (one from November)

Burial Registry Issued: one issued

List of Attachments:

- Nerka Road Update Memo, needs letter of support from the City of Dillingham
- Submitted Community Sanitation Prioritization for Dillingham for ANTHC’s Department of Environmental Health & Engineering Program.
- Dillingham Municipal Code 2.70, entirety
- State Historic Preservation Office letter
- Certificates of completion for Patty’s training

CERTIFICATE OF COMPLETION

AWARDED TO

PATTY BUHOLM

OF CITY OF DILLINGHAM - APEI
IN RECOGNITION OF YOUR SUCCESSFUL COMPLETION OF
DEFENSIVE DRIVING BASICS
1 HOUR OF TRAINING
CERTIFICATE ISSUED JAN 25, 2023



Anne Margaret Perry, BSN, RN, CEN,
CLNC, NRP, CP-C, DICO-C
Director of Training



Community Sanitation Prioritization for Dillingham, Alaska

Funded/active water and sanitation projects

- *Community's prioritization will be incorporated into DEHE portfolio & taken into account for resource planning*

Priority	Project Name
1	Sewage Lagoon Erosion (funded through congressional directed spending)
<p>Notes: PM note: No current funded or active water and sewer projects in SDS, although the above project is funded outside of this system.</p>	

Deficiencies that are listed on IHS Sanitation Deficiency System (SDS) and identified water, sewer, and solid waste deficiencies that should be on SDS

- *PM briefly explain process/timeline for getting projects to Tier 1 and funding in place*
- *Community's prioritization will be incorporated into SDS and taken into account for resource planning*

Community Priority	Project Name	Tier
1	Dillingham Water and Sewer Comprehensive Project (to include a planning document to address all community water, sewer, and solid waste deficiencies) AK15425-5001	
5	Dillingham Gauthier Way Lift Station AK15425-2001	
2	PFAS contamination of residential water wells	
4	Landfill, comprehensive deficiencies	
3	Sewage Lagoon upgrades	

Please identify other water, sewer, and solid waste deficiencies the community would like to see added to list for purposes of prioritization. Add additional sheets, as needed.

If appropriate to add these items to the IHS Sanitation Deficiency System, they should be added:

- Waterfront Wastewater System Upgrade (Design) - Complete design for the extension and rehabilitation of the existing wastewater collection system in the Dillingham waterfront area. (City of Dillingham submitted questionnaire for eligibility under **Clean Water** State Revolving Fund and a questionnaire for the **Drinking Water** State Revolving Fund)
- Water System Improvements Phase II - Upgrade and rehabilitate the water distribution system including replacement of asbestos cement pipe with ductile iron pipe, elimination of dead ends, installation of additional hydrants, and rehabilitation or replacement of main valve boxes. (Dillingham submitted questionnaire for eligibility under **Drinking Water** State Revolving Fund)
- Water System Improvements Phase III - Upgrade and rehabilitate the water distribution system including replacement of asbestos cement pipe with ductile iron pipe, elimination of dead ends, installation of additional hydrants, and rehabilitation or replacement of main valve boxes. (Dillingham submitted questionnaire for eligibility under **Drinking Water** State Revolving Fund)

Other funded/active/upcoming projects

- *Community reported – e.g., runway, school, clinic, housing subdivision, etc. (no priority ranking required)*

Managing entity	Project name
Curyung Tribal Council/Bristol Engineering	Nerka Subdivision Roadway Improvements

<p>Meeting/conversation type (sanitation planning document; joint council meeting; City council meeting; etc.): <i>Please note that joint council meeting is preferred and tribal concurrence is important for communities in which the utility is operated by the City.</i></p>	
<p>Date: 10/26/2022</p>	<p>Date updated: 1/29/2023</p>
<p>Attendees (titles): Patricia Buholm, Director of Planning and Grants Management Greta Hayden-Pless, Administrative Services Assistant</p>	
<p>Changes since last update/concerns/other notes:</p>	

MEMORANDUM

DATE: February 3, 2023
TO: City of Dillingham
FROM: Isaac Pearson, PE
RE: Nerka Subdivision Roadway Improvements – Public Notice for Construction -
Revision 2

The purpose of this memorandum is to provide an update on the Nerka Subdivision Roadway Improvements Project (Project) and provide information for the Dillingham City Council to approve advancing the construction of the Project, and other matters.

Bristol Engineering Services Company, LLC (Bristol), under contract with the Curyung Tribe (Tribe), has developed construction documents for the Project. The Project is funded under the BIA / FHWA Tribal Transportation Program, in which the Tribe participates.

The Project will upgrade all existing public roadways within the Nerka Subdivision, please see Figure 1. The proposed project will address drainage issues, utility conflicts, pedestrian / vehicular safety, and upgrade the road to an asphalt pavement surface. A new pedestrian pathway will be provided along Nerka Drive and Nerka Loop. Please note that the Teal Lane Extension is not included in this request.

The project is ready and forecasted for construction in the 2023 season. Unfortunately, the Tribe does not have the funding to construct the entire project at this time. However, the Tribal Council has authorized a phased construction approach using the funds available. With the available funding we are confident that Nerka Drive can be completed in its entirety (Phase I) and the remainder of the project will be constructed as part of additive bid items or separate contracts as funding allows (Phase II).

Prior to authorization of a construction contract, approval from the City of Dillingham is required for the following items:

1. Approval for construction within City right of way;
2. Approval for installation of streetlights; and
3. Approval for the temporary use of City property.

Approval for construction within City right of way.

We are requesting approval to construct the project in the City right of way using a phased approach as outlined.

Phase I: Upgrade Nerka Drive from Aleknagik Lake Road to Nerka Loop Road and perform required telecommunication upgrades throughout the entire project area to support the Nerka Drive upgrades and future Phase II work. All work will be done in accordance with the Nerka Subdivision Roadway

Improvements plans and specifications, developed by Bristol Engineering Services Company, LLC. Plans are available from the engineer upon request. Contact information is provided at the end of the memorandum.

Phase II: Upgrade remaining roads within the Project scope as funding becomes available. We anticipate the order of upgrades to be as follows for the Phase II work.

1. Nerka Loop
2. Widgeon Lane
3. Mallard Lane
4. Kingfisher Lane
5. Sandhill Lane
6. Teal Lane

This order is a recommendation only. The order can be adjusted based on the City's preference.

Approval for installation of streetlights.

We request approval to install 9 new LED lights in the subdivision, as shown on Figure 1. The new lights will add a fiscal burden to the City's yearly operating budget for light tariffs under an agreement with Nushagak Electric & Telephone Cooperative, Inc. (Nushagak). Nushagak's current tariff does not provide a rate for LED lights. Nushagak indicated they will need to update the tariff to provide this rate. For planning purposes we'd suggest an estimate of \$20/light/month. Estimated annual cost for 9 new LED lights is \$2,160.

Approval for the use of City property.

We request approval for the temporary use of two City properties to support the construction effort. The construction contractor would have temporary access to the lot(s) as part of the road construction project for the following.

1. Temporary staging yard for equipment and materials to support the road project.
2. Waste area for unusable excavation materials removed from the road prism, soil and grubbing materials only, no trash or contaminated materials.

Upon completion of the project the contractor will be required to stabilize the disturbed area by establishing a grass. At the City's direction the lot could be closed off by removing access roads or mounding soil at the entrance. Alternatively, the lot can remain accessible. We will work with City staff to address and implement details of the land use, if approved.

The lots in question are shown as Figure 2 and 3. Please note that City staff indicated that 13S 56W Block 1 Lot SW (Figure 3) is a City property and not BBNC / Choggiung Limited as noted in the GIS record.

Figure 2 - 13S 56W Block 13 Lot 7

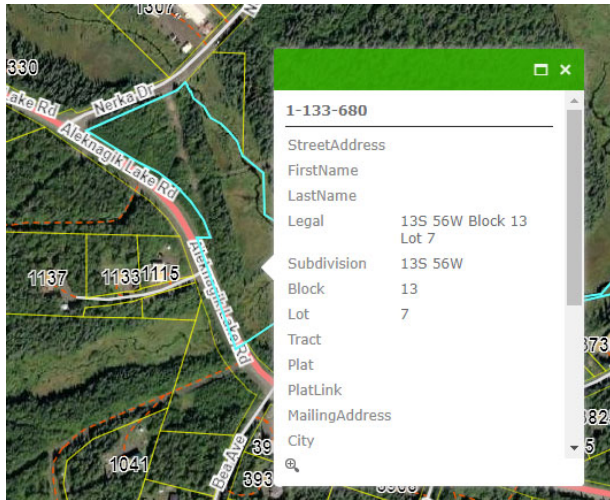
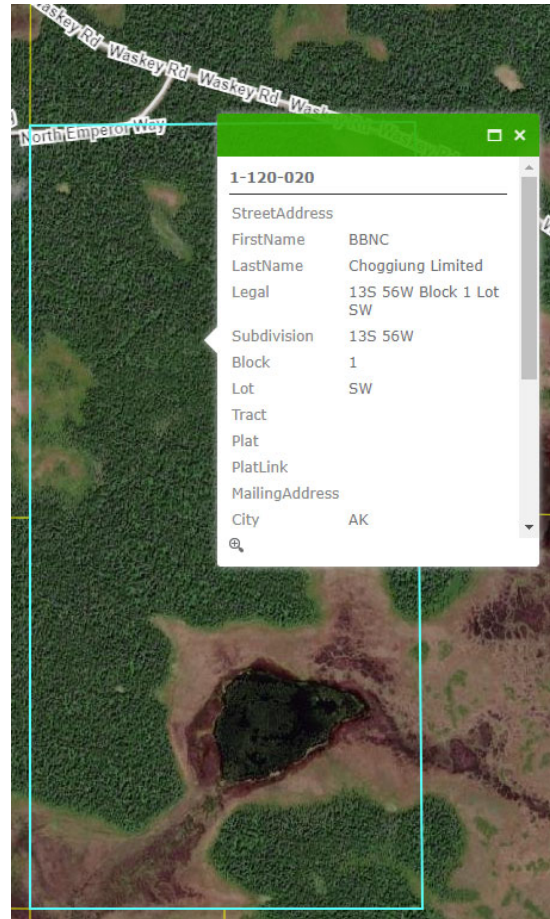


Figure 3 - 13S 56W Block 1 Lot SW



If the City or the public have any questions regarding the project, please contact Isaac.

Isaac Pearson, P.E.
Senior Civil Engineer
Bristol Engineering Services Company LLC
111 W. 16th Avenue, Third Floor
Anchorage, AK 99501-5109
Phone : (907) 743-9313
Mobile : (907) 351-1545
FAX : (907) 563-6713
ipearson@bristol-companies.com
<http://www.bristol-companies.com/>

Attachment(s):

- Figure 1 (1-page)

Cc: File

[End]



LEGEND:

- PHASE 1
- PHASE 2
- NEW STREETLIGHT

NOTES:

1. MAP SOURCE: GOOGLE EARTH 2023
2. CREEK SOUTH OF NERKA SUBDIVISION WAS RENAMED TO AMAU CREEK IN 2022.

NERKA SUBDIVISION ROADWAY IMPROVEMENTS
 DILLINGHAM, ALASKA

PUBLIC NOTICE

Section . Item #2.

DATUM:	NONE
PROJECTION:	NONE
DATE:	01/27/23
DWN:	01/27/23
SCALE:	SHOW/N
APPRVD.:	IPP
PROJECT No.:	211056

Bristol
 ENGINEERING
 SERVICES COMPANY, LLC

Chapter 2.70

HISTORIC PRESERVATION COMMISSION

Sections:

- 2.70.010 Membership.
- 2.70.020 Appointment.
- 2.70.030 Term.
- 2.70.040 Officers.
- 2.70.050 Vacancies.
- 2.70.060 Quorum.
- 2.70.070 Meetings.
- 2.70.080 Duties.

2.70.010 Membership.

The historic preservation commission shall consist of seven members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology. (Ord. 92-03 § 1 (part), 1992.)

2.70.020 Appointment.

Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only. (Ord. 92-03 § 1 (part), 1992.)

2.70.030 Term.

Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for three years, two for two years, and two for one year. (Ord. 92-03 § 1 (part), 1992.)

2.70.040 Officers.

The commission shall designate a member as its presiding officer to conduct the business of the commission, a deputy presiding officer to serve in the absence of the presiding officer, and a clerk. The clerk shall prepare, or cause to be prepared, the journal of the commission's proceedings. (Ord. 92-03 § 1 (part), 1992.)

2.70.050 Vacancies.

A vacancy shall be declared, and filled as provided in Section 2.70.020 when a member:

1. Submits his or her resignation and the resignation is accepted by the mayor; or
2. Misses two or more consecutive meetings unless excused by the commission; or
3. Is physically or mentally unable to attend commission meetings for a period of more than one hundred eighty days; or
4. Is convicted of a felony. (Ord. 92-03 § 1 (part), 1992.)

2.70.060 Quorum.

Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.03.020, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum. (Ord. 92-03 § 1 (part), 1992.)

2.70.070 Meetings.

The commission shall meet at least twice each year and conduct business in accordance with the open public meeting laws of Alaska. This includes public notification of meeting place, time and agenda items. Written minutes

of each commission meeting will be prepared and made available for public inspection and filed with the city clerk. (Ord. 92-03 § 1 (part), 1992.)

2.70.080 Duties.

The duties of the historic preservation commission shall be as follows:

- A. Survey and Inventory Community Historic Resources.
 - 1. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect the site location from possible vandalism. The survey will be updated at least every ten years.
 - 2. The commission shall prepare an historic preservation plan for the surveyed resources.
 - 3. The commission shall prepare an ordinance measure to implement the preservation plan if necessary.
- B. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the historic preservation commission considers a National Register nomination which is not represented on the commission, the commission will seek expertise in this area before rendering its decision.
- C. Provide Advice and Information.
 - 1. The commission shall act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources.
 - 2. The commission shall work toward the continuing education of citizens regarding historic preservation and the community's history.
- D. Enforcement of State Historic Preservation Laws. The commission shall support the enforcement of the Alaska Historic Preservation Act. (Ord. 92-03 § 1 (part), 1992.)

2.68.040 Officers.

The planning commission shall annually, in January, designate a member as its chairperson and a deputy chair. The deputy chair shall act in the absence of the chairperson or in the inability of the chairperson to act. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992; Ord. 10-13 § 1, 2010.)

Nominations From The Floor

Sometimes called *open nominations*, this method is probably the most familiar. It's used in the vast majority of situations in which members elect their officers at a meeting. Your group's rules and customs determine when floor nominations are accepted. Sometimes nominations aren't taken until the election is pending, and sometimes they're taken at other times, such as at a meeting before the election meeting.

The process of making floor nominations is subject to the following rules:

- Recognition by the chair is not required to make a nomination. However, calling nominations from your seat is often impractical, so you may want to adopt a more formal nomination process.
- Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signal their endorsement.
- A person can nominate himself or herself.
- A member shouldn't offer more than one nomination to a position if there are several seats for the same office — such as for nominees to a board or a committee — until all other members have had the opportunity to make nominations.
- If the bylaws don't prohibit it, a person can be nominated for more than one office and can even serve in more than one office if elected.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the assembly.
- Nominations are taken for successive offices in the order they're listed in the bylaws.

Motions to close nominations are usually unnecessary because the nomination process simply continues until no one wishes to make further nominations. When the nominations stop, the chair just declares nominations closed after making sure that no more nominations are forthcoming. Customarily (although it's not required), the chair accomplishes this by calling three times for more nominations.

According to Robert's Rules, a motion to close nominations is out of order *as long as any member wishes to make a nomination*.

- A motion to close nominations is usually not necessary unless it is apparent that members are nominating people just to honor them, and that the nominees have no intention of serving.
- Usually the president closes nominations when no further nominations come forward from the assembly.



Planning Commission Meeting
Meeting Date: February 8, 2023

TITLE
Officers Elections

RECOMMENDED ACTION

Nominate yourself or a fellow Planning Commissioner for either of the Planning Commission Officers, Chair or Deputy Chair. This will be a one-year term for each officer.

- “I would like to nominate insert person’s name OR myself for the Chair of the Planning Commission.”
- “I would like to nominate insert person’s name OR myself for the Deputy Chair of the Planning Commission.”

Any nominated person for either seat can decline the nomination without giving reason after the nomination has occurred.

After all nomination have occurred the Chair will close the nominations and each seat will be voted upon as an individual motion.

SUMMARY OF ISSUE

This was postponed from the January 2023 Meeting due to absent Commissioners.
Dillingham Municipal Code 2.68.040, the Planning Commission must elect a chairperson and a deputy chair annually in January.

2.68.040 Officers.

The planning commission shall annually, in January, designate a member as its chairperson and a deputy chair. The deputy chair shall act in the absence of the chairperson or in the inability of the chairperson to act. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992; Ord. 10-13 § 1, 2010.)