

CITY OF KOTZEBUE NOTICE

Planning Commission Meeting Agenda

August 13, 2026 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

THE PUBLIC IS ENCOURAGED TO ATTEND.

For residents who want to participate telephonically call: **1-800-315-6338**; access code:
49401#

II. Call to Order/Roll Call

III. Invocation/Pledge of Allegiance

IV. Introduction of Guests

V. Adoption of The Agenda

VI. Adoption of Minutes

[a\)](#) July 9th, 2026

VII. Correspondence/Reports

[a\)](#) Planning Director Report

VIII. Public Comments

IX. Unfinished Business

[a\)](#) North Tent City Disposal - Discussion

X. New Business

[a\)](#) Variance Application - G. Conwell - Resolution 26-10

[b\)](#) DOWL Presentation

[c\)](#) Cape Blossom Regional Strategy Steering Session - Discussion

XI. Set Time and Date for Next Meeting

September 10th, 2026, 5:15 PM, City Hall Chambers

XII. Commissioner's Comments

Christopher Cook

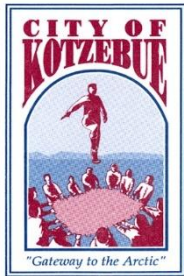
Hans Nelson

Carl Weisner

Clay Nordlum

Ernest Norton, Chairman

XIII. Adjournment



CITY OF KOTZEBUE NOTICE

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July 09, 2026 at 5:15 PM

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49401#

II. Call to Order/Roll Call

The meeting was called to order at 5:20 PM.

Chairman Ernest Norton, Commissioner Cook, and Commissioner Nelson were all present in chambers. Quorum was established.

III. Invocation/Pledge of Allegiance

A moment of silence and Pledge of Allegiance.

IV. Introduction of Guests

Ron Johnson – City Manager, Fred Smith – City Planner, Randy Walker – Planning Director, Paeton Schaeffer – Projects Coordinator, Jason Avery – Public Works Director, Joe Evans – City Attorney.

V. Adoption of The Agenda

Agenda was amended to strike “Arctic Circle Wild Salmon Tidelands Permit” from New Business.

Commissioner Cook moved to approve the agenda as *amended*, seconded by Commissioner Nelson. Motion passed unanimously.

VI. Adoption of Minutes

a) June 11th, 2026

Commissioner Cook moved to approve the minutes as presented, seconded by Commissioner Nelson. Motion approved unanimously.

VII. Correspondence/Reports

a) Planning Director Report

Planning Director, Randy Walker, presented his report. Commissioners had questions, Randy and Fred answered.

VIII. Unfinished Business

a) North Tent City Disposal – Discussion

Topic was discussed, City Planner, Fred Smith, added further explanation regarding damages, debris, land ownership and requests. Commissioners had questions regarding next steps, questions were answered by Fred Smith.

b) Tidelands Rate Change – Discussion

New fee schedule to be determined at next City Council meeting, new rates are set and active now.

IX. New Business

~~a) Arctic Circle Wild Salmon Tidelands Permit~~

X. Set Time and Date for Next Meeting

a) August 13th, 2026, 5:15 PM, City Hall Chambers

XI. Public Comments

Randy let Commissioners know that he and Fred will be traveling and out of the office next week.

XII. Commissioner's Comments

A. Ernest Norton, Chairman – Thanked staff for all their hard work and festivities for the 4th of July.

B. Clay Nordlum

C. Carl Weisner

D. Christopher Cook – Keep up the good work, safe travels.

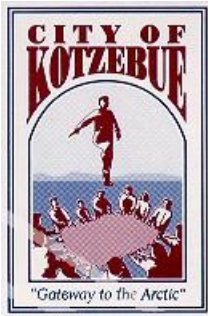
E. Hans Nelson – Thanks everyone, looks forward to the next meeting.

XIII. Adjournment

Commissioner Nelson moved to adjourn the meeting, seconded by Commissioner Cook. Motion approved unanimously.

The Regular Planning Commission Meeting adjourned at 6:24 PM.

If you have any questions or comments, please contact the Planning Department at (907)442-5203, or email customerservice@kotzebue.org.



8/13/26

Planning Director: July 2026 RPCM Report

I. Permits for month of July

- a. Building permits
 - i. 1 pending
 - ii. 6 issued
- b. Moving permits
- c. Excavation permits
 - i. 0 pending
 - ii. 0 issued
- d. Variance Request
 - 1 pending(G Conwell))
 - 1 issued(D Kelsey)
- e. Tidelands permits
 - 1. CRS
- f. Subdivisions

II. 2024 & 2025 FEMA Disaster Recovery

- a. The federal Department of Homeland Security, conducted their site investigation related to the damaged sites from the October 2025 disaster
- b. The State of Alaska Division of Homeland Security and Emergency Management Services continues to meet weekly with the City of Kotzebue working on the projects declared in the disaster. **We recently requested and received materials on how the COK can receive funding advances for the different FEMA projects. We will pursue advanced funding for projects as the City continues to experience financial challenges**

III. Western Alaska Flood Disaster-Alaska Community Foundation

- a. The Public Works Director and City Planner met with representatives of the Western Alaska Flood Disaster Steering Committee. The group is tasked with working with impacted communities and providing funding assistance decisions to ACF. **The City Council has accepted those grant funds in their July COK.. ACF did approve our requested use of \$222k on communications equipment, fire dept truck, the three sewer damaged homes.**

IV. Insurance claims of infrastructure impacted by the flood

- a. The City maintains insurance of city infrastructure under the former AMLJIA, now ARBOR
- b. The City is working to process claims on the three lift stations damaged by the flood, currently about \$100k in claims have been filed for those repairs.

V

Maniilaq Employee and Patient Housing Projects

- a. The Maniilaq projects have variances related that are triggering additional building permits, i.e. Lift Station 9 and Caribou Drive Sewer main improvements. To date the Employee housing project, Lift Station 9, and the Patient Housing project have all been permitted. We expect a permit application will be submitted to expand an area around their emergency room.

VII

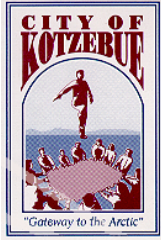
Cape Blossom Road Phase 2, Port Infrastructure and Port Authority

- a) cape Blossom Road Phase 2. The City Council requested a public meeting be held regarding Phase 2 of the project. There is concern the existing design is not adequate for the interests of local stakeholders. A meeting is scheduled for August 21, 2026.
- b) The Planning Department continues work with PND Engineers on the Port Infrastructure Development Program. PND is nearing identifying a proposed Port location. The department was delinquent in its' grant reporting. We are now current with the PIDP grant reporting. The next phase of contract work will be the public and stakeholder outreach which is planned to begin September 2026.
- c) Related to Cape Blossom Port Development, the City accepted a State Legislative grant to explore development of a Port and establishment of a Port Authority to support the construction of one.

VIII.

Capital Projects

- a) The Planning department is more actively engaged in the capital projects of the City. The addition of a Planning Director and Projects Coordinator has expanded the capabilities of the department.
- b) Moving forward, the intent is to restore Planning/Capital projects back within the City. In recent years that work has been contracted out. Currently the Planning Director and Public Works Director are actively engaged in the design, administration and flow of the projects.



**KOTZEBUE PLANNING COMMISSION
RESOLUTION 2026-10**

**A RESOLUTION OF THE KOTZEBUE PLANNING COMMISSION APPROVING A
VARIANCE FOR LOT 5, BLOCK 9, PLAT 75-40**

WHEREAS, the Kotzebue Municipal Code sets forth minimum lot area requirements and setback regulations for building requirements; and

WHEREAS, Glenn Conwell, current owner of Lot 5, Block 9, Plat 75-40, submitted an application for a zoning variance; and

WHEREAS, the applicant proposes to build an addition to his house by another 16' in length by 20' in width; and

WHEREAS, the existing home does not meet setback requirements on the southwest boundaries of the property; and

WHEREAS, the City of Kotzebue Planning Department confirms that this variance would have no significant negative effect on traffic or utilities; and

WHEREAS, it is the intent of the City of Kotzebue to assert its rights and interests of all such actions, both private and public.

NOW THEREFORE BE IT RESOLVED: The Kotzebue Planning Commission approves the variance request for Lot 5, Block 9, Plat 75-40,

Variance from the minimum lot area requirements and setback regulations, as detailed in the Kotzebue Municipal Code, is hereby granted to facilitate the variance as proposed.

PASSED AND APPROVED by the Kotzebue Planning Commission on this 13th day of August, 2026.

**CITY OF KOTZEBUE
Planning Commission**

Ernest Norton, Chairman

ATTEST:

Lloyd Walker, Planning Director



CITY OF KOTZEBUE APPLICATION FOR ZONING VARIANCE
[See, Kotzebue City Code Sections 17.40.010-130]

Name of Applicant: Glenn Conwell

Applicant's Mailing Address: Po Box 465 Kotzebue, AK 99752

Applicant's E-Mail Address: glenn.conwell@hotmail.com

Telephone: Home: _____

Work: _____

Cell: (907) 412-3087

Legal Description of property for which variance is sought:

Lot 5 Block 9 U.S. Survey _____

House Number 519 Street Name Shore Avenue

This is a request for a Variance of Section _____ of the Zoning Code (Title 17) of the City of Kotzebue.

This Variance is for: addition to house

(a) The existing situation is: the current southside of house does not meet the setback

(b) The granting of this petition would permit: allow me to extend the addition of the house to make it bigger

Before a variance may be granted, the Applicant must prove that each of the six conditions exists. Answer each of the conditions in detail using additional sheets if necessary.

(1) Explain how there are unusual physical features of the subject property that do not apply generally to other properties in the vicinity.

The existing house was already granted a variance



Permit No.: _____

Fee Paid: yesReceipt No.: 42-000001294Date Received: 8-4-26

CITY OF KOTZEBUE BUILDING PERMIT APPLICATION

The City of Kotzebue does not currently have a building inspection program. However, the City would recommend that the Applicant review the current versions of the following Codes before any design and construction is started:

- Uniform Building Code
- Uniform Mechanical Code
- Uniform Fire Code
- American Standard National Plumbing Code
- National Electric Code

INSTRUCTIONS:

A. ALL APPLICATION QUESTIONS MUST BE ANSWERED COMPLETELY. WRITE N/A IF NO ANSWER IS NEEDED.

B. Kotzebue Municipal Code 17.48.010 states: Required- Except as otherwise provided by law, no person may construct, erect, structurally alter, or move a structure unless the administrative official has issued a building permit thereof. Before issuing a building permit, the administrative official shall certify in writing on the permit that the work permitted conforms to this chapter, subject to any variances granted under Chapter 17.40 and other City Ordinances governing the use of land and structures.

C. State law requires a Plan Review by the State Fire Marshal for construction, repair, remodel, additions, or installation or change of fuel tanks and must be approved by the State Fire Marshal's Office before ANY work is started. Residential housing that is a tri-plex or smaller is exempt from this requirement, but not the City's building permit requirements.

The Alaska Statutes require the State Fire Marshal to adopt regulations for plan reviews. See, AS 18.70.080(a)(2).

As stated on the Plan Review Bureau site:

Construction, repair, remodel, addition, or change of occupancy of any building/structure, or installation or change of fuel tanks must be approved by the Division of Fire and Life Safety before ANY work is started.

Residential housing that is three-plex or smaller is exempt from this requirement.

[Taken from: <https://dps.alaska.gov/Fire/PRB/Home>]

The focus of this State of Alaska exemption is on residential housing/residential purposes, not "personal" use. So, a storage building/warehouse-type structure is not a residential housing unit nor is it a structure for residential purposes regardless of a claim by the owner that it is for "personal" use.

Therefore, in order to comply with State law, the City's building permit procedure must comply with the requirements of state law. Namely, if the permit is for construction, repair, remodeling, addition(s) to or change of occupancy of any building/structure that is used for residential housing/residential purposes that is a three-plex or smaller such is exempt from the Plan Review Bureau/State Fire Marshal requirements. However, if the permit is for construction, repair, remodeling, addition(s) to any building/structure that is NOT used for residential housing/residential purposes [or a building used for residential purposes containing four or more dwelling units] such a building permit is required to follow the Plan Review Bureau/State Fire Marshal submission requirements.

GENERAL INFORMATION:

Date: 8/04/2026

Applicant's Name: Glenn Conwell Owner's Name: : _____

Address: 519 Shore Avenue Address: _____

Phone: (907) 412-3087 Phone: _____

Cell: _____ Cell: _____

PROPERTY DESCRIPTION:

Lot 5 Block 9 U.S.S. 752 90 House #: 519

WORK TO BE PERFORMED UNDER THIS PERMIT:

See, INSTRUCTIONS, PARAGRAPH "C" ABOVE
REGARDING RESIDENTIAL versus COMMERCIAL

Residential

New Construction _____

Remodel _____

Addition X _____

Mobile Home _____

Move _____

Change Use of Site _____

Other _____

Commercial

New Construction _____

Remodel _____

Addition _____

Change Use of Site _____

Other _____

Type of Construction

Frame X
 Block _____
 Concrete _____
 Log _____
 Other _____

Size of Building 20' x 40'
 Number of Stories 1
 Basement (Yes or No) No

Are there other buildings on the property? (Yes or No) No
 If yes, show on the Site Plan. Show access on the Site Plan

Complete a Site Plan as per the instructions on the next page, including all structures on the lot. Show buildings to scale.

Is water/sewer service desired? (Yes or No) No
 If yes, please sketch service routing on the Site Plan and fill out a Water/Sewer Agreement.

Are there FEMA/flood plain requirements? No
 If yes, please describe what has been done to check those requirements and comply with them.

CITY OF KOTZEBUE BUILDING PERMIT APPLICATION SITE PLAN REQUIREMENTS

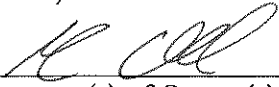
A Site Plan must indicate the following:

1. All set-backs and lot dimensions
2. Proposed utility routing
3. Other structures on the lot
4. Show the areas of each structure
5. Show proposed building with areas
6. Parking
7. Show access if multiple dwellings share a lot
8. Height of all proposed structures
9. Elevation of first floor of proposed structures
10. Label street(s) bordering property

If the drawing is incomplete, this Application cannot be processed. An official "As Built Survey" of the property will be required after the foundation of the building is complete.

Permits are issued on the basis of Applicant's representation that he/she is the legal owner of the premises. The City makes no representations and assumes no responsibility for the actual state of the Title to the premises.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE READ THIS APPLICATION AND THAT I AM THE OWNER OF THE PROPERTY REPRESENTED IN THIS APPLICATION AND THAT THE INFORMATION INCLUDED HEREIN IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. (FALSE, INCORRECT AND/OR INCOMPLETE INFORMATION IS GROUNDS FOR DENYING THIS APPLICATION AND/OR REVOKING A BUILDING PERMIT BASED UPON SUCH FALSE, INCORRECT AND/OR INCOMPLETE INFORMATION.) I AGREE TO COMPLY WITH ALL APPLICABLE STATE LAWS AND THE LAWS, RULES AND REGULATIONS OF THE CITY OF KOTZEBUE.

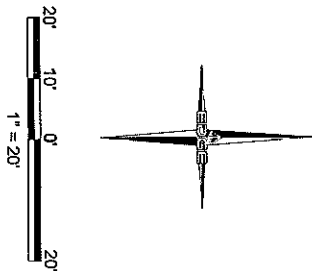
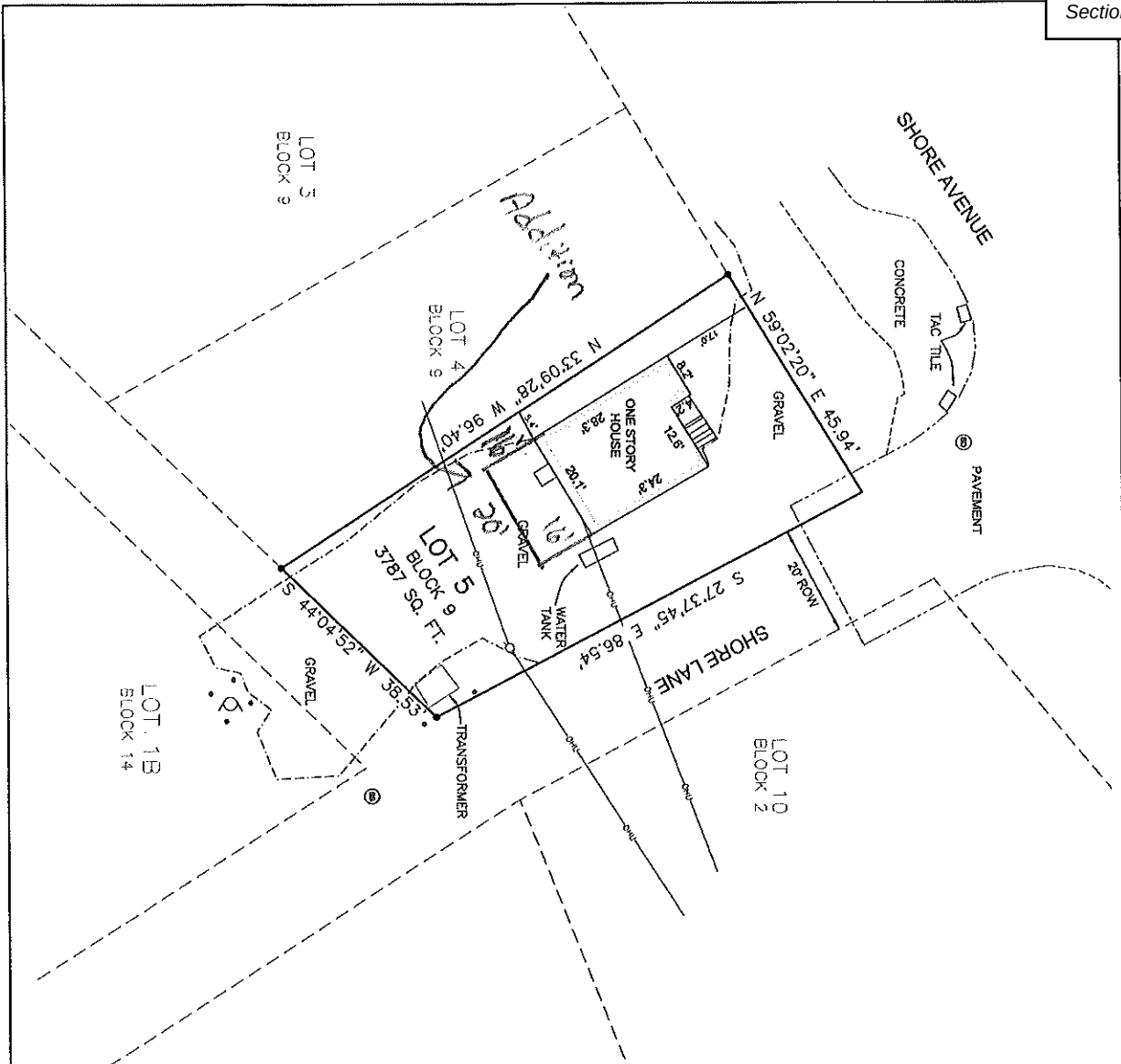


Signature(s) of Owner(s)

Date: 8/04/2026

Signature(s) of Owner(s)

Date: _____



SURVEYOR CERTIFICATE

I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLOT PLAN AND THAT THE RECORD DATA SHOWN HEREON IS ACCURATE, PER PLAT OF LOT 5, BLOCK 9 FRIENDS MISSION SUBDIVISION, RECORDED AS PLAT 75-40, FAIRBANKS RECORDING DISTRICT.

Kyle E. Sorensen
KYLE E. SORENSEN PLS 82112324

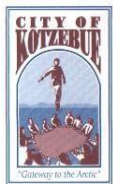
LEGEND

- PROPERTY LINE
- - - ADJACENT PROPERTY LINE
- ▬ BUILDING
- ▬ EDGE GRAVEL
- ▬ EDGE PAVEMENT
- ▬ EDGE CONCRETE
- POWER POLE
- OH— OVERHEAD UTILITY
- ⊗ SANITARY SEWER MANHOLE
- ⊗ STORM DRAIN MANHOLE
- BOLLARD
- FOUND MONUMENT

NOTES

1. THIS DRAWING IS BASED ON A FIELD SURVEY PERFORMED BY EDGE SURVEY AND DESIGN, LLC ON 8/12/2024.
2. DIMENSIONS SHOWN HEREON ARE RECORDED BEARINGS AND DISTANCES PER PLAT 75-40 NOTZEBUE RECORDING DISTRICT.
3. THIS IS NOT A BOUNDARY SURVEY. UNDER NO CIRCUMSTANCES SHOULD ANY DATA HEREON BE USED FOR CONSTRUCTION OR FOR ESTABLISHING BOUNDARY OR FENCE LINES.
4. NO TITLE REPORT WAS PROVIDED AS A PART OF THIS AS-BUILT. ADDITIONAL EASEMENTS MAY EXIST WHICH ARE NOT SHOWN HEREON.

		
8000 KING STREET ANCHORAGE, AK 99516 Phone (907) 344-5290 Fax (907) 761-3502		
LOT 5 BLOCK 9 FRIENDS MISSION SUBDIVISION		
DRAWN BY:	DATE:	FIELD BOOK:
CA	8/20/2024	N/A
CHECKED BY:	SCALE:	SHEET:
RS	1"=20'	1 OF 1



Cape Blossom Regional Steering Session **Location: Northwest Arctic Borough**

GCI conference number: +1 (800) 315-6338 Access
Code: 49401#

AUGUST 21, 2026
11:00AM to 5:00PM

	Opening Prayer
11:00AM–11:30AM	Introduction of Partner representatives
	Introduction of Guests
11:35AM – 1:00PM	Status of Cape Blossom Road Project Phase 2 <i>Alaska Department of Transportation Presentation(to be invited)</i> <i>Project Schedule</i> <i>Project Design</i> <i>Project Budget</i>
1:00PM – 3:00PM	- Steering Committee Partners- Input/recommendations - Northwest Arctic Borough - Native Village of Kotzebue - Kikiktagruk Inupiat Corporation - NANA Regional Corporation - City of Kotzebue
3:15PM – 4:45PM	Cape Blossom Port <i>Development grants-Alaska legislative & Port Infrastructure Development</i> Closing Remarks