



CITY OF KOTZEBUE NOTICE

Regular Planning Commission Meeting Agenda

September 24, 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#

I. Call to Order/Roll Call

II. Invocation/Pledge of Allegiance

III. Introduction of Guests

IV. Adoption of The Agenda

V. Adoption of Minutes

[a\)](#) August 13th, 2026

[b\)](#) August 19th, 2026

VI. Correspondence/Reports

[a\)](#) Planning Director Report

VII. Public Comments

VIII. Unfinished Business

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

IX. New Business

[a\)](#) **Resolution 26-12**, Maniilaq Temporary Use Permit

[b\)](#) 2027 Fee Schedule

X. Set Time and Date for Next Meeting

[a\)](#) October 8th, 2026, 5:15 PM, City Hall Chambers

XI. Commissioner's Comments

Christopher Cook

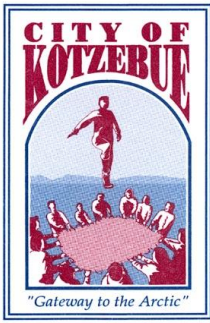
Hans Nelson

Clay Nordlum

Carl Weisner

Ernest Norton, Chairman

XII. Adjournment



258A Third Avenue
P.O. Box 46
Kotzebue, Alaska 99752

City Hall 907-442-3401
Police Dept 907-442-3351
Fire Dept 907-442-3404
Public Works 907-442-5200
Parks & Rec 907-442-3106

Section I, Item a)

PLANNING COMMISSION

PUBLIC NOTICE

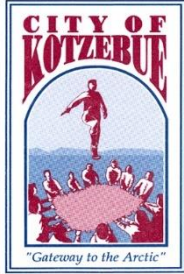
Chairman Norton
has scheduled the next
Regular Planning Commission
for
Thursday, September 24th, 2026, at
5:15pm
City Council Chambers
258A Third Avenue

THE PUBLIC IS ENCOURAGED TO ATTEND
FOR CITIZENS WHO WANT TO PARTICIPATE TELEPHONICALLY CALL
1-800-315-6338 access code 49401#

Posted: SEPT-23-2026

City Hall Bulletin Board
City of Kotzebue Website
City of Kotzebue Facebook Page
City of Kotzebue Attorney
City of Kotzebue Department Heads

Alaska Commercial, Co. Bulletin Board
KOTZ Radio
Post Office Bulletin Board
Vitus Terminals Kotzebue



CITY OF KOTZEBUE NOTICE

Planning Commission Meeting Minutes

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

Meeting was called to order at 5:15 PM.

Commissioners Present: Chairman Ernest Norton, Clay Nordlum, Hans Nelson,
Christopher Cook.

Commissioner Weisner called in telephonically.

III. Invocation/Pledge of Allegiance

Moment of Silence/Pledge of Allegiance.

IV. Introduction of Guests

Jason Avery, Randy Walker, and Fred Smith were present in Chambers.

Chase Nelson - DOWL, Joe Evans, and Paeton Schaeffer present telephonically.

V. Adoption of The Agenda

Commissioners moved to approve the agenda as presented, motion carried, agenda was
approved as presented.

VI. Adoption of Minutes

a) July 9th, 2026

Commissioners moved to approve the meeting minutes from July 9th, 2026, motion
carried, minutes were approved as presented.

VII. Correspondence/Reports

a) Planning Director Report

Planning Director, Randy Walker, read and explained his report to the Commissioners
and answered any questions that were asked.

VIII. Public Comments

IX. Unfinished Business

a) North Tent City Disposal – Discussion

Commissioners and Planning dept. had a discussion regarding the North Tent City Tents and their plans to proceed with having them picked up and/or given away.

X. New Business

a) Variance Application - G. Conwell - Resolution 26-10

City Planner, Fred Smith, explained the Variance Application and process if the request were to be approved.

Commissioners moved to approve Resolution 26-10, motion carried, Resolution 26-10 approved.

b) DOWL Presentation

Chase Nelson with DOWL did his presentation during this time and answered questions.

c) Cape Blossom Regional Strategy Steering Session – Discussion

City Planner, Fred Smith, informed the Commissioners that the City Council requested to hold a steering session for Phase II of the Cape Blossom project, he also presented Commissioners with the agenda for the upcoming meeting.

XI. Set Time and Date for Next Meeting

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

XII. Commissioner's Comments

Commissioners made their comments during this time.

XIII. Adjournment

Commissioners made a motion to adjourn, motion carried, meeting adjourned at 6:45 PM.

CITY OF KOTZEBUE
SPECIAL PLANNING COMMISSION MEETING MINUTES
CITY COUNCIL CHAMBERS
August 19th, 2026, 5:15 P.M.

I. CALL TO ORDER/ROLL CALL

The Regular Planning Commission Meeting was called to order at 5:17 PM.

Commissioner	Present	Absent	Notes
Ernest Norton, Chairman	X		
Clay Nordlum	X		
Carl Weisner		X	
Christopher Cook	X		
Hans Nelson		X	
VACANT			
VACANT			

II. INVOCATION/PLEDGE OF ALLEGIANCE

A moment of silence and the pledge of allegiance.

II. INTRODUCTION OF GUESTS

Randy Walker, Jason Avery, Fred Smith, Joe Evans, Paeton Schaeffer, Mike Scott.

III. APROVAL/AMENDMENTS TO AGENDA

Commissioner Clay Nordlum moved to approve the agenda as is, seconded by Commissioner Christopher Cook. Motion carried, agenda approved.

IV. NEW BUSINESS

A. ARCTIC CIRCLE WILD SEAFOODS TIDELANDS AND
TEMPORARY USE PERMIT – RESOLUTION 26-11

City Planner, Fred Smith, read Resolution 26-11 and explained to Commissioners the process and what is expected to be done if approved.
Mike Scott spoke to the Commissioners regarding the process and answered Commissioners’ questions.

Commissioner Nordlum made a motion to approve Resolution 26-11, seconded by Commissioner Cook. Motion passed.

V. CITIZEN'S COMMENTS

Mike Scott thanks Public Works for processing this permit quickly and the Planning Commission for their approval.

VI. COMMISSIONER'S COMMENTS

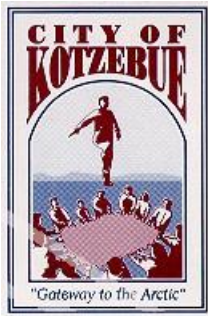
Commissioner Cook thanks everyone for being at the meeting on short notice, good job to employees for putting this together at the last minute.

Chairman Norton thanks staff and Planning Commission for being there on short notice.

VII. ADJOURNMENT

Commissioner Nordlum moved to adjourn, seconded by Commissioner Cook.

The Planning Commission Meeting adjourned @ 6:18 PM.



9/14/26

Planning Director: August 2026 RPCM Report

I. Permits for month of July

- a. Building permits
 - i. 1 pending
 - ii. 2 issued
- b. Moving permits
- c. Excavation permits
 - i. 0 pending
 - ii. 3 issued
- d. Variance Request
 - 0 pending
 - 1 issued(G Conwell)
- e. Tidelands permits
 - 1. ACWS
- 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, to date a number of 2025 Storm projects have been entered into the FEMA Grants Portal. The mitigation design for Sewer Cell 3 is near complete. A gabion basket and rip rap design is the proposed mitigation measure to protect the sewer cell.
- 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. Recently, FEMA replaced our primary contact, Sharon King, with Michael Pirro. The had its' first meeting with the new FEMA representatives.

III. Insurance claims of infrastructure impacted by the flood

- a. The City maintains insurance of city infrastructure under the former AMLJIA, now ARBOR

VII

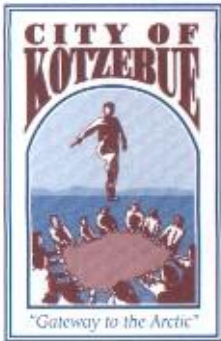
Cape Blossom Road Phase 2, Port Infrastructure and Port Authority

- 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 public meeting August 21, 2026, all local stakeholders, AK-DOT Northern region, Brice Construction, and PND Engineers attended. Stakeholders were able to communicate their concerns. The City had two additional items on the agenda, one, Cape Blossom Port grant and, two, Port Authority Development.
- b) The Planning Department continues work with PND Engineers on the Port Infrastructure Development Program. PND is nearing identifying a proposed Port location. The City is working with the QIRA Realty and Native Allotment property owners 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 November 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. The City will continue to work those grant p[rojects].

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 26-12

A RESOLUTION OF THE KOTZEBUE PLANNING COMMISSION RECOMMENDING TO THE CITY OF KOTZEBUE CITY COUNCIL THE APPROVAL OF A TEMPORARY USE PERMIT FOR MANIILAQ ASSOCIATION TO STORE CONSTRUCTION MATERIAL ON CITY OF KOTZEBUE PROPERTY.

WHEREAS, Kotzebue Municipal Code (“KMC”) 3.12.120, Use permits and licenses, provides that *“The city may, by city council resolution, issue use permits or licenses for the use of city land, not to exceed one hundred eighty days. Such use permits or license may or may not be for consideration, but such use permits or permits may be terminated at will by the city. Use permits and licenses may be issued without conforming to the requirements of [KMC Chapter 3.12] for disposal of land, unless otherwise directed by the council.”*

WHEREAS, Maniilaq has committed and agreed that the use of the City properties identified in this Temporary Use Permit (“TUP”) will be operated in such a manner so as to not interfere with any City and public, non-commercial uses in, on or around the properties requested for use, said properties as identified in Maniilaq’s one-page September 1, 2026 request attached hereto as Exhibit “A.”

WHEREAS, Maniilaq shall indemnify, defend and hold harmless the City, its employees, officials and/or agents from any and all claims, actions, fees, expenses, costs and demands of whatever nature or type caused by, related to or in any way associated with the granting of this Temporary Use Permit, Maniilaq’s use of and/or Maniilaq’s activities on or about the City properties identified herein.

WHEREAS, Maniilaq at the end of its use of the City’s properties in March 2027 shall leave the City’s properties in a safe and properly cleaned condition, restoring them to the condition in which the properties were found at the start of the use permit granted herein.

WHEREAS, Maniilaq acknowledges and understands that this use permit may be terminated at will by the City pursuant to KMC 3.12.120 and may under no circumstances exceed one hundred and eighty (180) days.

September 24, 2026

WHEREAS, Maniilaq shall pay the City \$17,000 per month (calculated at 34 connexes per month x \$500 per month from the City's fee schedule) compensation for this TUP. September's payment shall be due within ten (10) days of the execution of this Temporary Use Permit. Thereafter, the \$17,000 monthly compensation shall be due by the 15th of each month

WHEREAS, Maniilaq shall be granted an exclusive, temporary use permit for its storage of its connexes next to the Family Entertainment Center – an area of approximately 5,200 square feet. See, Exhibit "A" attached hereto. All Maniilaq property shall be removed no later than March 14, 2027.

WHEREAS, Maniilaq warrants that the individual signing below on behalf of Maniilaq has the authority and permission of Maniilaq to sign this Temporary Use Permit and in so doing to bind Maniilaq the terms of this Temporary Use Permit.

WHEREAS, This Temporary Use Permit shall be subject to all applicable provisions of Title 29 of the Alaska Statutes and the Kotzebue Municipal Code ("KMC"), and all amendments thereto, judicial determinations thereof and case law thereunder including but not limited to KMC 17.28.025 - Business hours and KMC 17.28.020 - Nuisance effects and hazards.

WHEREAS, This written Temporary Use Permit embodies the whole agreement between the City and Maniilaq and there are no inducements, promises, terms, conditions or other obligations that are entered into herein other than those contained herein.

NOW THEREFORE BE IT RESOLVED:

1. Any dispute concerning this Temporary Use Permit shall be resolved by good faith, non-binding mediation between the City and Maniilaq. If such non-binding mediation shall not resolve all disputed matters, the City and Maniilaq agree to submit any unresolved disputes to binding arbitration (with a single arbitrator). This arbitration shall be the sole remedy for any and all disputes arising under this Temporary Use Permit and the decision of the arbitrator shall be the complete, final adjudication of any and all such disputes under this Temporary Use Permit. The site of any such arbitration shall be in Kotzebue, Alaska, at a location agreed upon by the City and Maniilaq. Any arbitration shall be governed by Alaska's Revised Uniform Arbitration Act as set forth in A.S. 09.43.300 to A.S. 09.43.595. Damages, if any, awarded by an arbitrator shall be limited to non-tort, contract damages allowed by Alaska law, with full, reasonable fees and costs awarded to the prevailing party by the arbitrator, with the determination of prevailing party status governed by the Alaska Rule of Civil Procedure 82 and the Alaska case law developed under Alaska Rule of Civil Procedure

September 24, 2026

PASSED AND APPROVED by the Kotzebue Planning Commission on this 24th day of September 2026.

**CITY OF KOTZEBUE
Planning Commission**

Ernest Norton, Chairman

ATTEST:

Lloyd Walker, Planning Director

Attachments

Exhibit A- Maniilaq Association Temporary Use Permit

Exhibit B- City Lands Temporary Use Letter



**CITY OF KOTZEBUE
TEMPORARY USE PERMIT
FOR MANIILAQ ASSOCIATION (“MANIILAQ”)
[September 15, 2026 – March 14, 2027]
PURSUANT TO KMC 3.12.120
AND
CITY COUNCIL RESOLUTION NO. 26-__
PASSED AND APPROVED OCTOBER 1, 2026
AND
PLANNING COMMISSION RESOLUTION NO. 26-12
PASSED AND APPROVED SEPTEMBER 24, 2026**

1. Kotzebue Municipal Code (“KMC”) 3.12.120, Use permits and licenses, provides that *“The city may, by city council resolution, issue use permits or licenses for the use of city land, not to exceed one hundred eighty days. Such use permits or license may or may not be for consideration, but such use permits or permits may be terminated at will by the city. Use permits and licenses may be issued without conforming to the requirements of [KMC Chapter 3.12] for disposal of land, unless otherwise directed by the council.”*
2. Maniilaq has committed and agreed that the use of the City properties identified in this Temporary Use Permit (“TUP”) will be operated in such a manner so as to not interfere with any City and public, non-commercial uses in, on or around the properties requested for use, said properties as identified in Maniilaq’s one-page September 1, 2026 request attached hereto as Exhibit “A.”
3. Maniilaq shall indemnify, defend and hold harmless the City, its employees, officials and/or agents from any and all claims, actions, fees, expenses, costs and demands of whatever nature or type caused by, related to or in any way associated with the granting of this Temporary Use Permit, Maniilaq’s use of and/or Maniilaq’s activities on or about the City properties identified herein.
4. Maniilaq at the end of its use of the City’s properties in March 2027 shall leave the City’s properties in a safe and properly cleaned condition, restoring them to the condition in which the properties were found at the start of the use permit granted herein.
5. Maniilaq acknowledges and understands that this use permit may be terminated at will by the City pursuant to KMC 3.12.120 and may under no circumstances exceed one hundred and eighty (180) days.

**TEMPORARY USE PERMIT – MANIILAQ – SEPTEMBER 15, 2026 TO
MARCH 14, 2027**

Page 1 of 3

6. Maniilaq shall pay the City \$17,000 per month (calculated at 34 connexes per month x \$500 per month from the City’s fee schedule) compensasation for this TUP. September’s payment shall be due within ten (10) days of the execution of this Temporary Use Permit. Thereafter, the \$17,000 monthly compensation shall be due by the 15th of each month
7. Maniilaq shall be granted an exclusive, temporary use permit for its storage of its connexes next to the Family Entertainment Center – an area of approximately 5,200 square feet. See, Exhibit “A” attached hereto. All Maniilaq property shall be removed no later than March 14, 2027.
8. Maniilaq warrants that the individual signing below on behalf of Maniilaq has the authority and permission of Maniilaq to sign this Temporary Use Permit and in so doing to bind Maniilaq the terms of this Temporary Use Permit.
9. This Temporary Use Permit shall be subject to all applicable provisions of Title 29 of the Alaska Statutes and the Kotzebue Municipal Code (“KMC”), and all amendments thereto, judicial determinations thereof and case law thereunder including but not limited to KMC 17.28.025 - Business hours and KMC 17.28.020 - Nuisance effects and hazards.
10. This written Temporary Use Permit embodies the whole agreement between the City and Maniilaq and there are no inducements, promises, terms, conditions or other obligations that are entered into herein other than those contained herein.
11. Any dispute concerning this Temporary Use Permit shall be resolved by good faith, non-binding mediation between the City and Maniilaq. If such non-binding mediation shall not resolve all disputed matters, the City and Maniilaq agree to submit any unresolved disputes to binding arbitration (with a single arbitrator). This arbitration shall be the sole remedy for any and all disputes arising under this Temporary Use Permit and the decision of the arbitrator shall be the complete, final adjudication of any and all such disputes under this Temporary Use Permit. The site of any such arbitration shall be in Kotzebue, Alaska, at a location agreed upon by the City and Maniilaq. Any arbitration shall be governed by Alaska’s Revised Uniform Arbitration Act as set forth in A.S. 09.43.300 to A.S. 09.43.595. Damages, if any, awarded by an arbitrator shall be limited to non-tort, contract damages allowed by Alaska law, with full, reasonable fees and costs awarded to the prevailing party by the arbitrator, with the determination of prevailing party status governed by the Alaska Rule of Civil Procedure 82 and the Alaska case law developed under Alaska Rule of Civil Procedure 82.

[SIGNATURES NEXT PAGE]

CITY OF KOTZEBUE

MANILAQ ASSOCIATION

Ron Johnson, City Manager

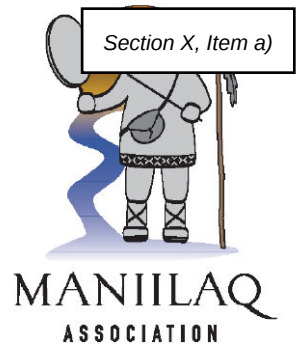
By: _____ [Print Name]
Its: _____ [Print Title]

DATED: _____

DATED: _____

Attachment:

Exhibit “A” – Maniilaq Request of September 1, 2026 [1 page]



September 1, 2026

Mr. Ron Johnson
City Manager
City of Kotzebue
258A 3rd Avenue
Kotzebue, AK 99752

Re: City of Kotzebue Land Temporary Use Permits

Dear Mr. Johnson:

Following up on email request on August 24th, Maniilaq Association is seeking land in Kotzebue for temporary use for construction material staging and also potentially long-term use for new facilities including, but not limited to, housing.

Storage is available at the Crowley Marine terminal however the City of Kotzebue could also benefit from providing materials storage space for several new construction projects.

One specific, short-term land location that has been discussed with Public Works and City management and preliminarily approved is the open space between the Rec Center and the Youth Softball field. This ~6,000 sqft space would provide adequate storage for Maniilaq construction materials that will be used in spring 2027. *Please advise on a monthly per sqft lease rate for this location.*

Additional locations that Maniilaq is interested in discussing with the City for leasing are:

- The “unsubdivided portion of USS 2082” at intersection of Mission and 4th Ave..
- Between the KFD Fire Hall and new AC Store.
- 289 5th Avenue.
- 1003 Turf Street
- FEC (aka Rec Center)
- FAA Towers parcel in coordination with the City.
- City lands near Vortac Lake and the Hillside area.

Please reach out with any questions and thank you for your consideration of this important regional infrastructure project.

Respectfully,

Matthew Bergan, PE
Capital Projects Director
matthew.bergan@maniilaq.org
(907) 412-1591

MANIILAQ ASSOCIATION | P.O. BOX 256 | KOTZEBUE, AK 99752 | 1.800.478.3312

PLANNING DEPARTMENT FEES

ITEM	ACTIVITY	VALID PERIOD	COST	INFORMATION
BUILDING PERMITS				
1	Application Fee	Each Occurrence	\$10.00	
2	\$0-\$100,000	Each Occurrence	\$0.0150	X Price of Valuation
3	\$100,001-\$500,000	Each Occurrence	\$0.0100	X Price of Valuation
4	\$500,001-\$1,000,000	Each Occurrence	\$0.0080	X Price of Valuation
5	\$1,000,001-\$10,000,000	Each Occurrence	\$0.0060	X Price of Valuation
6	Application Permit Late Fees	Per Day	\$15.00	
7	Flood Hazard Permit	Each Occurrence	\$30.00	
8	Moving Permit	Each Occurrence	\$55.00	\$500 Refundable Deposit
9	Permit to Excavate/Locate	Each Occurrence	\$55.00	
10	Application Fee		\$15.00	
11	Excavation Deposit	Bond for Contract Value plus 15%		Deposit returned upon Satisfactory Completion
12	Variance Application Regular Meeting	Per Application	\$200.00	Non-Refundable
13	Variance Application Special Meeting		\$300.00	
14	Major Subdivision Preliminary Plat		\$250.00	
15	Major Subdivision Final Plat		\$100.00	
16	Minor Subdivision Preliminary Plat		\$150.00	
17	Minor Subdivision Final Plat		\$100.00	
18	Alteration or Replat, including Vacation of Right-of-Way		\$150.00	
19	Minor Lot Consolidation and Exempted Replats		\$150.00	
20	Abbreviated Plats and Waivers		\$150.00	
21	Vacations of Property		\$200.00	
22	Special Use Permit Application Fee	Per Application	\$270.00	
23	Tideland Permit Application Fee	Per Application	\$320.00	
24	Tideland Fee	Per Use	\$1,605.00	
25	Connex Storage Fee	Per Connex/Per Month		
FINES				
26	Encroachment	1 st Offense	\$160.50	
27		2 nd Offense	\$321.00	
28		3 rd Offense	\$481.50	
29	ROW Infraction	1 st Offense	\$160.50	
30		2 nd Offense	\$321.00	
31		3 rd Offense	\$481.50	
32	Public Nuisance	Each Offense		
33	Abatement	Each Offense		
34	Litter Violation	Each Offense	\$320.00	Plus cost of abatement
35	Hazardous/loathsome Materials	Each Offense	\$320.00	Plus cost of abatement