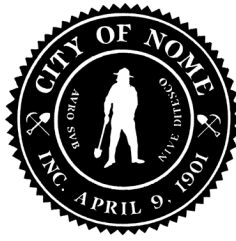


Mayor
Kenny Hughes

City Manager
Lee Smith

Deputy City Clerk
Brad Soske



Nome Planning Commission

John Odden
Gregory Smith
Melissa Ford
Ryan Breuker
Drew McCann
Vacant
Vacant

**NOME PLANNING COMMISSION
REGULAR MEETING AGENDA
TUESDAY DECEMBER 2, 2025 at 7:00 PM
COUNCIL CHAMBERS IN CITY HALL**

102 Division St. ■ P.O. Box 281 • Nome, Alaska 99762 • Phone (907) 443-6663 • Fax (907) 443-5345

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- A.** November 4, 2025 Meeting Minutes,

HISTORIC PRESERVATION COMMISSION ACTIVITIES

COMMUNICATIONS

TRAINING

- A.** Commissioner Monthly Training Schedule
- B.** December Commissioner Training
- a. Roles & Responsibilities <https://vimeo.com/637238913/a1f2f30e11>
- b. Procedural Requirements <https://vimeo.com/646235769/16c701eb8e>

CITIZENS' COMMENTS

UNFINISHED BUSINESS

NEW BUSINESS

STAFF REPORTS

- A.** November Building Permits,

COMMISSIONERS' COMMENTS

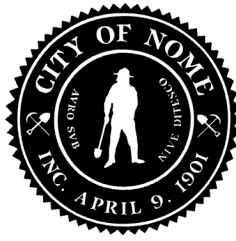
SCHEDULE OF NEXT MEETING

ADJOURNMENT

Mayor
Kenny Hughes

City Manager
Lee Smith

Deputy City Clerk
Brad Soske



Nome Planning Commission
John Odden
Gregory Smith
Melissa Ford
Ryan Breuker
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**NOME PLANNING COMMISSION
REGULAR MEETING MINUTES
TUESDAY NOVEMBER 4, 2025 at 7:00 PM
COUNCIL CHAMBERS IN CITY HALL**

102 Division St. ■ P.O. Box 281 • Nome, Alaska 99762 • Phone (907) 443-6663 • Fax (907) 443-5345

ROLL CALL@ 7:13PM

Members Present: C. Smith, C.Ford, C.Breuker, C.McCann,
Members Absent: C.Odden (excused)
Also Present: Dan Grimmer, City Clerk; Brad Soske, Deputy Clerk, Diana Haecker, Nome
Nugget Newspaper; Wali Rana, KNOM;

APPROVAL OF AGENDA

A motion to approve the agenda was made by C.McCann and seconded by C.Breuker.

At Roll Call:

Aye: C. Smith, C.Ford, C.Breuker, C.McCann,

Nay:

THE MOTION CARRIED

APPROVAL OF MINUTES

- A. September 2, 2025 Meeting Minutes,
- B. September 9, 2025 Special Meeting Minutes,

A motion to approve both meeting minutes was made by C.Ford and seconded by C.McCann.

At Roll Call:

Aye: C. Smith, C.Ford, C.Breuker, C.McCann,

Nay:

THE MOTION CARRIED

HISTORIC PRESERVATION COMMISSION ACTIVITIES-NONE

COMMUNICATIONS-NONE

CITIZENS' COMMENTS-NONE

UNFINISHED BUSINESS-NONE

NEW BUSINESS

- A. Appointment of a Planning Commission Chairperson,

A motion to appoint Greg Smith as the Planning Commission Chairperson was made by C.McCann and seconded by C.Ford.

At Roll Call:

Aye: C. Smith, C.Ford, C.Breuker, C.McCann,

Nay:

THE MOTION CARRIED

B. Appointment of a Planning Commission Vice Chairperson,

A motion to appoint C.Ford as the Planning Commission Vice Chairperson was made by C.McCann and seconded by C.Smith.

At Roll Call:

Aye: C. Smith, C.Ford, C.Breuker, C.McCann,

Nay:

THE MOTION CARRIED

C. Appointment of a Planning Commission Secretary,

A motion to appoint Drew McCann as the Planning Commission Secretary was made by C.Ford and seconded by C.Breuker.

At Roll Call:

Aye: C. Smith, C.Ford, C.Breuker, C.McCann,

Nay:

THE MOTION CARRIED

STAFF REPORTS

A. September and October Building Permits,

Mr.McHenry, Building Inspector gave a short verbal report on the status of ongoing projects.

Mrs. Reinders welcomed the new planning commissioners. She mentioned that there is upcoming training to be anticipated in the future.

COMMISSIONERS' COMMENTS

- C.Smith- Welcome to the new commissioners and thanks to Erin and The City Guys. Looking forward to meeting regularly.
- C.Breuker- Pretty new and looking forward to learning and what the best next steps are for Nome.
- C.Ford- It's been interesting to see what happened with the permitting for Mr. Burnham's properties. She is excited to have a quorum again and for upcoming training. Thanks to Brad and Dan for everything they do.
- C.McCann- First meeting, looking forward to learning more and being able to make recommendations. He said he looked through the past development plan and was also looking at a dust mitigation plan. He would like to see how the Planning Commission falls into that planning process.

SCHEDULE OF NEXT MEETING

The next scheduled meeting will be Tuesday December 2, 2025 at 7:00PM

ADJOURNMENT @7:26PM

APPROVED and SIGNED this 2nd day of December, 2025.

Greg Smith
Chairperson

ATTEST:

BRAD SOSKE
Deputy City Clerk

PLANNING MEMO

TO: City of Nome Planning Commissioners
FROM: Erin Reinders, AICP, CPM
RE: Planning Commission Training
DATE: December 2, 2025

New Planning Commissioners have recently joined, and it has been almost two years since the current Planning Commissioners went through training themselves. Training provides a great opportunity for us to learn and grow together.

We will be using a training video series to assist you in your role as Planning Commissioner, developed by the American Planning Association (www.planning.org). To foster engagement and a collaborative learning space, we will view videos together, over the course of the next several meetings. Collectively, we may go over the video concepts and discuss effective practices for planning officials. I have grouped the video modules into sessions that total between 29 to 41 minutes of video time, not including transition and discussion.

This program provides fundamental on-boarding and training materials for those who serve as planning commissioners, such as yourselves. The program provides information, insights, and sound practices applicable to zoning entitlement for most every community. However, it is important to know that each state has unique and specific requirements for planning and zoning.

There is no “one size fits all” training for planning officials, so it's also important to understand our local state codes or state enabling legislation for relevancy. To this end, I encourage you to review the Planning [Commission Handbook](#), produced by DCRA. Additionally, the American Planning Association's Alaska Chapter (APA AK) may be offering Planning Commissioner Training online in 2026. More to come on that as information is released.

Finally, you will hear references to local code of ordinances and zoning ordinances. I want to be sure the following information is easily accessible, so I have embedded links in this memo. Nome's [Code of Ordinances](#), including the zoning code in Title 18, can be found online. [Maps and other zoning information](#) is also found on the City's website. The [Planning Commission](#) page on the City's website provides access to Comprehensive Plan, Subdivision Regulations and other key planning documents that will be helpful in your roles. Several of these documents are also referenced in the following video sessions.

Session overview is as follows:

Session 1 (39 min):

- **Essential Skills Training Topics** - Roles & Responsibilities (22 Minutes) Gain a deeper understanding of your role and responsibility as a planning official. Listen as our presenter describes the activities of the planning commission and expectations of planning officials.
- **Keys To Sound Actions Training Topics** - Procedural Requirements (17 Minutes) Hear from a seasoned lawyer and a planning professional as they present Open Meetings Act, Conflicts

of Interest and Ex Parte Communications to provide you with information that can help you in your role.

Session 2 (30 min):

- **Essential Skills Training Topics - Managing the Meeting (30 Minutes)** Watch as seasoned veterans share best practices for managing commission public meetings and hearings. Learn tips to establish a welcoming, civil, and ethical process while allowing robust citizen engagement.

Session 3 (41 min):

- **Essential Skills Training Topics - Staff Reports (30 Minutes)** Learn how to use staff reports and understand the use of the information in these communications. Understand how they are prepared and what detailed and graphic information they contain.
- **Keys To Sound Actions Training Topics - Findings of Fact (11 Minutes)** Gain a deeper understanding of the importance of making findings of fact during a hearing process, including what they are, how they are used, and the reason you need to make sure your findings of fact align with the standards set forth in your state laws and in the zoning code.

Session 4 (29 min):

- **Essential Skills Training Topics - Comprehensive Plans (8 Minutes)** A comprehensive plan sets forth a vision, goals for a city's future, and provides the overall foundation for all land use regulation in the city. State law encourages all cities to prepare and implement a comprehensive municipal plan. Learn more about the development and use of comprehensive plans and why they are a valuable resource to planning officials.
- **Essential Skills Training Topics - Zoning/ Ordinances (10 Minutes)** Zoning ordinance is a formal categorization of land-use policies applicable to land within a municipality. The zoning ordinance establishes permitted land uses and distinguishes between different land use types. Learn what zoning ordinances are and understand their role in implementing the comprehensive plan as well as ensuring there is adequate space & resources throughout your community.
- **Keys To Sound Actions Training Topics - Equity in Planning (4 Minutes)** Learn the importance of using equity as a guiding principle throughout the planning process and as a community representative. Review APA's valuable resources and tools available to support planning officials.
- **Keys To Sound Actions Training Topics - Ethics in Decision-Making (7 Minutes)** Learn how APA's Ethical Principles in Planning can guide you in your service to the community.

Session 5 (33 min):

- **Keys To Sound Actions Training Topics - Legal Decision-Making (33 Minutes)** Legal, defensible decision making is central to planning official meetings. Listen as legal experts discuss findings of fact, making the record, and the legal context for planning.

PLANNING MEMO

TO: City of Nome Planning Commissioners
FROM: Erin Reinders, AICP, CPM
RE: Planning Commission Training
DATE: December 2, 2025

This month's training topics will include *Roles and Responsibilities* and *Procedural Requirements*, and their associated videos. We will be watching the videos together, and discussing our key takeaways. Details are outlined below. PDFs of each of the presentations reviewed in the videos are included in your packet.

- **Essential Skills Training Topics - [Roles and Responsibilities](#) (22 Minutes).** Gain a deeper understanding of your role and responsibility as a planning official. Listen as the presenter describes the activities of the planning commission and expectations of planning officials.
- **Keys To Sound Actions Training Topics - [Procedural Requirements](#) (17 Minutes).** Hear from a seasoned lawyer and a planning professional as they present on the Open Meetings Act, Conflicts of Interest and Ex Parte Communications to provide information that can help you in your role.

What is APA?

The American Planning Association (APA) elevates and unites a diverse planning profession as it helps communities, their leaders and residents anticipate and meet the needs of a changing world.

APA's Vision is to lead the way to equitable, thriving communities by creating unique insights, as well as innovative and practical approaches that enable the planning community to anticipate and successfully adapt to the needs of a rapidly changing world.

APA's 40,000+ members are planners, commissioners, public officials, educators, students, and engaged citizens who are committed to creating vital communities. Four in 10 APA members have obtained required education, professional experience and passed a rigorous exam to become certified by the American Institute of Certified Planners (AICP).

The Planning Officials Program provides fundamental onboarding and training materials for those who serve as appointed planning and zoning officials for their communities.

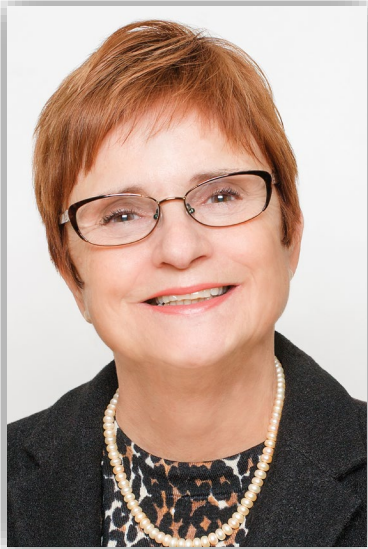
The program provides essential information, insights, and sound practices applicable to zoning entitlement for most every community. However, it is essential to know that each state has unique and specific requirements for planning and zoning.

Throughout the videos we use terms to describe these officials and their actions that differ from what is used in your state. Though the terms may differ, the lessons are universal.

There is no “one size fits all” training for planning officials, check local state codes or state enabling legislation for relevancy to your community.

If there are any questions about what is appropriate or legal in your community or state, please contact your local staff or municipal officials.

Commissioner Roles & Responsibilities



Ann C. Bagley, FAICP

Principal, Bagley Associates

Dallas, Texas

Professional planner with over 35 years of experience with small and medium sized cities

Planning Official Development Officer for APA Texas

Member of APA Planning Officials Committee

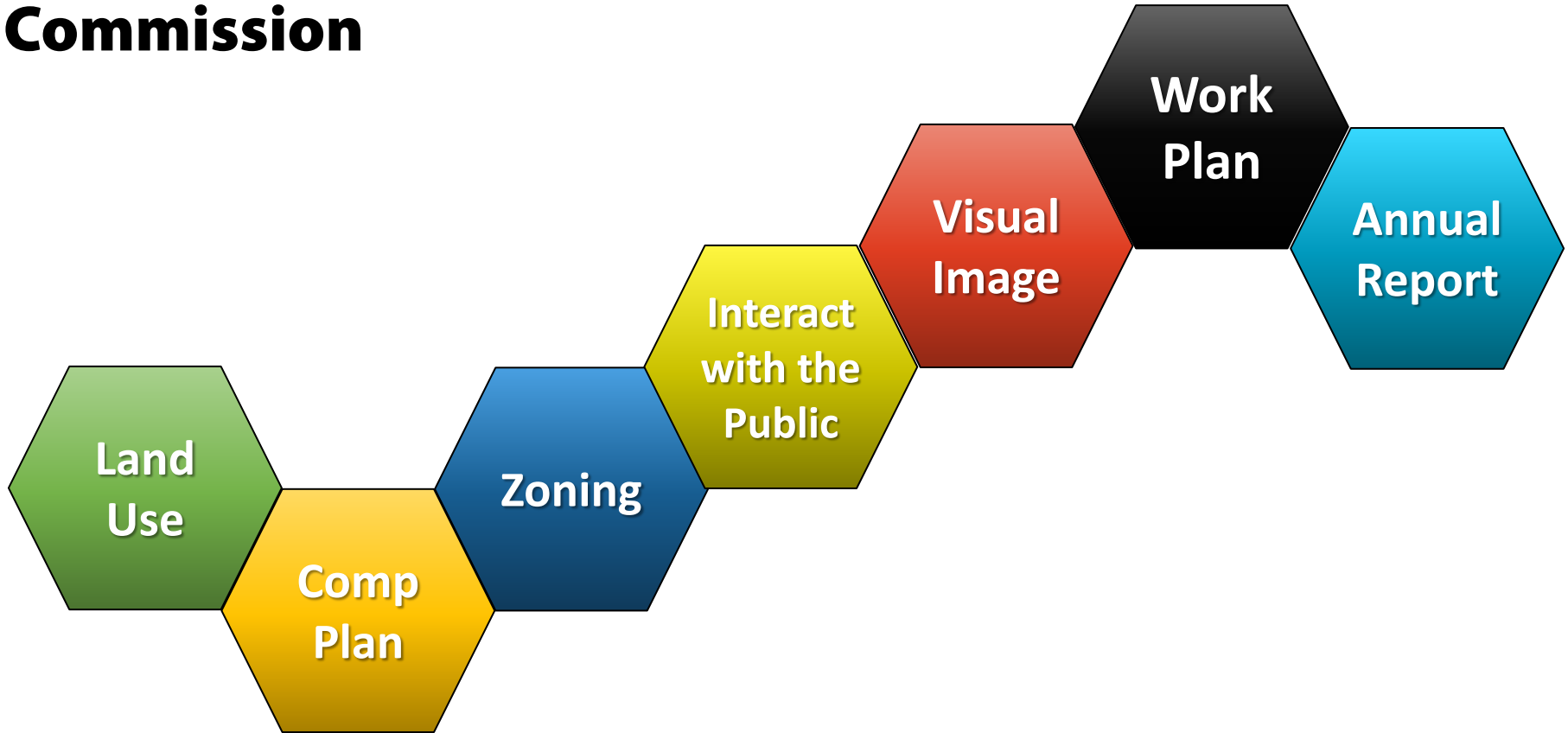


American Planning Association
Creating Great Communities for All

A group of citizens appointed by the legislative body that performs both required and discretionary functions in land use matters.

What's a Planning and Zoning Commission?

Responsibilities & Activities of the Planning Commission



Orientation for the Commission

- Open Meetings Act
- Basic Elements of Planning
 - Comprehensive Plan
 - Zoning Ordinance
 - Subdivision Regulations
- Enabling Statutes for Planning/Zoning
- Duties Identified in Charter
- Code of Ordinances
- By-laws or Rules of Procedure



**Become familiar with your
responsibilities & expectations both
on and off the Commission**

Traits of a Commissioner

- Visionary – Sees Big Picture
- Aware of Problems and Potential
- Impartial and Objective
- Community Interest First
- Comes Prepared
- Practical and Creative
- Consistent





American Planning Association

Creating Great Communities for All

Importance of Commission Meetings

Planning Commission Meetings/Hearings are public meetings expressly intended to serve the public interest:

- **Open to Everybody**
- **Affected Parties Notified**
- **Public Notices**
 - **Newspaper**
 - **Online**
 - **City Hall**

Preparing for the Meeting

Be Prepared for the Meeting

- Read the materials
- Understand codes, ordinances & Comp Plan
- Visit site, unless not allowed
- Contact staff with questions (before the meeting)
- Play active part: Ask Questions!
- Be there on time
- Listen to everybody
- Consider relation to Comprehensive Plan



Commissioners' Responsibilities

If you're contacted prior to a meeting:

- Suggest attending the hearing
- Recommend sending comments to staff
- Avoid contact that might invalidate determination
- Disclose any Ex Parte at the hearing
- Never discuss cases outside of the meeting



Conduct During the Meeting

Professional Duties

- Remain calm, model appropriate behavior
- Leave your personal bias at the door
- Be patient, courteous and respectful
- Use terms understandable to public
- Don't just repeat others' comments
- All comments on the record
- Do not text during the meeting
- Be consistent, fair, and impartial

All of the above will help your Planning and Zoning Commission function properly while providing an important service to your community.



A Good Hearing

Meetings should be structured

- *Local Procedures*
- *Robert's Rules of Order*

The Chair of the Commission:

- *Controls meeting/Sets Tone*
- *Ensures all parties have input*
- *Focuses discussion on the topic*
- *Expedites action*
- *Votes*



Hearing Procedures

- Follow local process or Robert's Rules for structure
- Avoid parliamentary procedure
- Mitigate impacts raised by public
- Avoid starting debates
- Obtain all information
- If necessary, continue the meeting

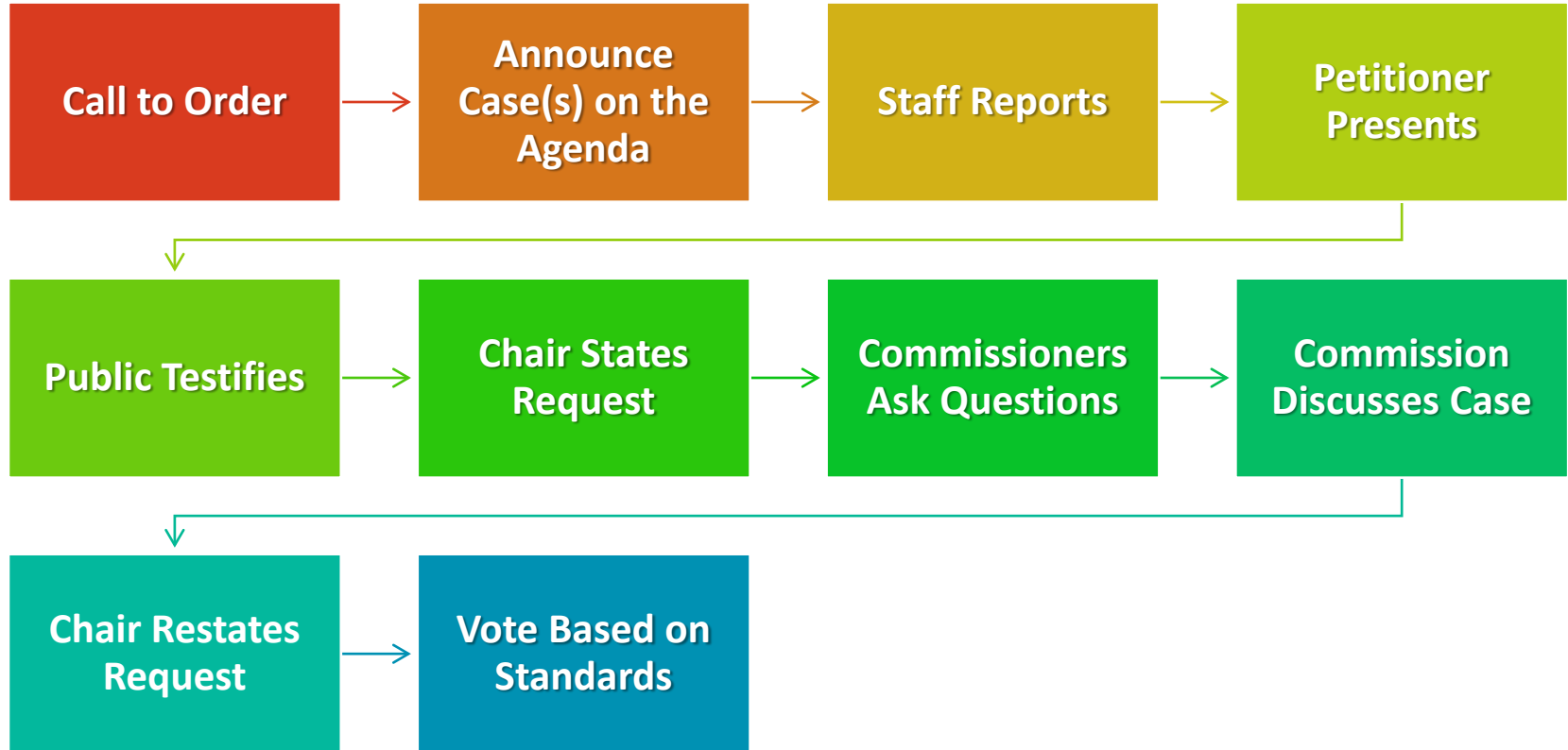


Fair Hearing

- Everyone has opportunity to be heard
- Relevance weighed by standards of review
- All testimony considered when voting
- Number of people is not criteria for decision



Meeting Procedure



Vote Based on Standards

- Standards of review
- Staff recommendations
- Don't always have to agree
- Keep an open mind
- Audience may not represent all views
- Do not exceed authority granted





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The AICP Code of Ethics and Professional Conduct guides and inspires ethical decision-making and protects AICP-certified planners when faced with controversial or difficult choices.

If you'd like to know more about APA, visit www.planning.org.

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Procedural Requirements



David Silverman, AICP

Partner, Ancel Glink

Chicago, Illinois

Attorney specializing in Local Government and Land Use Matters

Member of the IL-APA Executive Board

Education Chair of APA Planning and Law Division



American Planning Association

Creating Great Communities for All

Open Meetings Act **a.k.a. Sunshine Laws**

Make sure you know what your state requirements are.

Purpose of Open Meetings Act

- Government operates publicly
- Hold government accountable
- Public access to information/hearings
- Opportunity to participate in the process
- Must be aware of the open meeting requirements for your state



What is a Meeting?

- Quorum– check what that number is for your state
- Discussing public business
- Examples include:
 - Dinner/Show
 - Sporting Event
 - Emails/Reply to All
 - Texting/Chatting



Conflict of Interest

What is a Conflict of Interest?

- You have a financial stake in the property or project
- When the applicant is a corporation, you own a stake in that company
- Ask staff or local attorney



How to Handle Conflicts

- Explain reason for recusal
- Leave the room during discussion on that topic
- If you have questions - ask Staff



Ex Parte Communications

What is Ex Parte Communications?

Contact between
Commissioners and
applicant, opponents
or supporters outside
public hearings

Ex Parte Communications

- In-person contact
- Phone calls
- Emails
- Social media
- Text messages
- Written materials



Steps to Avoid Ex Parte

- Avoid any long conversations
- Encourage participation in the process
 - Attend in-person
 - Submit written comments
 - Refer them to Staff
- It's OK to be direct
- Be aware of how it looks
- Always consult staff or local attorney with questions





American Planning Association

Creating Great Communities for All



Planning Commission Generic Permit Report

Permit Issued Date from Projects feed: 11/01/2025 - 11/26/2025

TEMPLATE NAME	PERMIT NUMBER	PROJECT ADDRESS	PROPERTY CONTACTS	PERMIT ISSUED DATE	PROJECT FEES CHARGED	PROJECT VALUATION	
	Excavation/Fill Permit	25-000168	100 LANES WAY	Inc. Nanuaq (owner)	11/05/2025	\$ 1,025.00	\$ 0
	Remodel Permit	25-000182	1006 E 5th Ave	Benjamin Froehle (owner)	11/06/2025	\$ 0	\$ 0
	Electrical / Mechanical Permit	25-000188	206 W 1st Ave	Joe Jolley (owner)	11/06/2025	\$ 0	\$ 0
	Remodel Permit	25-000189	903 E 4th Apts A & B Ave	M James Johnston (owner)	11/06/2025	\$ 0	\$ 0
	Electrical / Mechanical Permit	25-000190	407 W 5th & 404 Tobuk Aly Ave	J Kirsten Bey (owner)	11/06/2025	\$ 0	\$ 0
	Excavation/Fill Permit	25-000107	905 E 5th Ave	Pamela Cushman (owner)	11/07/2025	\$ 25.00	\$ 0
	Electrical / Mechanical Permit	25-000187	404 Warren Pl	Pizzeria Milano's (owner)	11/12/2025	\$ 0	\$ 0
	Excavation/Fill Permit	25-000077	Missing Address	Charles Cross (owner)	11/13/2025	\$ 25.00	\$ 0
	Building Permit	25-000158		Gold Co Alaska (owner)	11/14/2025	\$ 7,498.75	\$ 0
	Building Permit	25-000010	602 W Warren Pl & 603 4th Ave	Fred Sr Larsen (owner)	11/24/2025	\$ 0	\$ 0
AVERAGE						\$ 857.38	\$ 0.00
TOTAL					10	\$ 8,573.75	\$ 0.00