



***KETCHIKAN GATEWAY BOROUGH***  
**DECLARATION OF CANDIDACY**  
**Planning Commission Member – 3 year term**  
**(Residing Outside City Limits)**

**NAME**

**RESIDENCE**

**ADDRESS:**

**MAILING ADDRESS**

**BUSINESS PHONE**

**HOME PHONE**

**E-MAIL**

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I affirm that I have resided within the Ketchikan Gateway Borough at least one (1) year and that I reside outside the corporate limits of the City of Ketchikan. If appointed, I will perform the duties and requirements of Borough Planning Commissioner. I understand that I will be required to complete and submit the Alaska Public Offices Commission (APOC) Financial Disclosure Statement within 30 days of appointment.

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Signature of Candidate

- ✓ PLEASE SEE THE ATTACHED CANDIDATE INFORMATION SHEET
- ✓ PLEASE ATTACH A PERSONAL RESUME AND/OR STATEMENT OF QUALIFICATIONS AND INTEREST

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**Submit Application To:** Borough Clerk's Office  
1900 First Avenue Suite 115  
Ketchikan, AK 99901  
907-228-6605  
[boroclerk@kgbak.us](mailto:boroclerk@kgbak.us)

# CANDIDATE INFORMATION SHEET

## KETCHIKAN GATEWAY BOROUGH PLANNING COMMISSIONER

### GENERAL

The members of the Planning Commission are appointed by the Borough Mayor, subject to confirmation by the Assembly. The Planning Commission consists of 7 members: 4 who reside within the City of Ketchikan limits, and 3 who reside in the Borough outside the city limits. Appointments to City seats on the Commission are recommended by the Ketchikan City Council.

Annual appointments are made the first Assembly meeting in March. Terms of office are staggered and are for three-year terms. Each year two or three seats are up for appointment. At the first Planning Commission meeting following the annual appointments, the Planning Commission appoints a chairperson from the seated Commissioners. Appointments to sub committees are also made at that time.

Planning Commissioners are required by Alaska Statutes to file an annual *Public Official Financial Disclosure Statement* with the Borough Clerk.

### MEETINGS

The Planning Commission meets monthly at regular meetings which are scheduled on the second Tuesday of each month beginning at 6:00 p.m. Regular meetings follow a prescribed agenda and Roberts Rules of Order are followed. If needed, a second meeting may be scheduled on the fourth Tuesday of the month.

### DUTIES

The Planning Commission shall prepare, from time to time, plans for the systematic development and betterment of the entire borough as a place of residence and for business. In addition, the Planning Commission reviews applications for conditional use permits, major subdivisions (creating five or more lots), variance requests, and provides recommendation to the Assembly in regard to zoning requests. The Planning Commission serves as the Platting Authority for review of Major Subdivisions specific to Title 17-Subdivisions.

### COMPENSATION

The compensation of members of the Planning Commission, for each regular, advertised meeting attended, up to but not to exceed two (2) such meetings per calendar month, shall be:

Commission chairman	\$75.00
Other members, each	\$50.00