

# Northwest Arctic Borough

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www.nwabor.org

April 9, 2019

TO: City and Tribal Council Members for the villages of:  
Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk,  
Noatak, Noorvik, Selawik & Shungnak

RE: Funding available for Village Planning Committees

Dear Council Members;

The Planning Department is glad to announce the availability of \$7,500 per community to fund Village Planning Committees (VPCs). This VPC funding could be used to support any planning activities within your community.

VPC grants are awarded every fiscal year to those communities who complete the following:

- Proper appointment of VPC members;
- Submit an annual budget for expenditure of grant funds; and
- Demonstrate existence of a system for proper accounting;

The Planning Department promotes responsible development for economic and community growth by funding Village Planning Committees.

## **ELIGIBILITY**

Each community will have seven (7) VPC members:

- Two (2) of whom shall be City Council members selected by the City Council
- Two (2) of whom shall be Tribal Council members selected by the IRA Council
- Three (3) of whom shall be At-large members not concurrently seated on the City nor Tribal councils and appointed by the Borough Mayor.

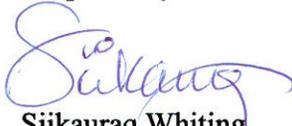
The at-large membership shall be advertised through a **public notice**. Please submit a letter of interest to the Borough Mayor. Contact the Planning Department if you're interested in serving your community.

To date, the following communities have received the \$7,500.00 to carry out their planning activities:

Community		Received
1	Ambler	
2	Buckland	August 2018
3	Deering	
4	Kiana	
5	Kivalina	
6	Kobuk	
7	Noatak	July 2018
8	Noorvik	August 2018
9	Selawik	July 2018
10	Shungnak	

You can download a VPC application at [www.nwabor.org](http://www.nwabor.org). Please submit a completed application to John Chase, Community Planner via email at [jchase@nwabor.org](mailto:jchase@nwabor.org). If you have any questions, please contact John at 1-800-478-1110 ext. 8212. We look forward to funding a VPC in your community.

Respectfully,



Siikauraq Whiting  
Planning Director

Cc: Mayor Lucy S. Nelson

**8.12.040 Village Planning Committee Code**

A. Municipalities and unincorporated communities within the borough that have not been delegated planning, platting and land use regulatory authority under NABC [8.12.030](#) may form a village planning committee (VPC) under the provisions of this section.

B. Each VPC shall consist of seven members, two of whom shall be city council members and two of whom shall be tribal council members and three of whom shall be at large members not concurrently seated on any village council. The respective councils choosing to participate shall appoint the tribal and or city council members of each VPC. The Northwest Arctic Borough mayor shall appoint the at-large members after soliciting letters of interest from each community. In the event that a village has only one participating council, the VPC shall consist of three members from that council and four members at large. Alternate

members may be appointed as determined necessary by the appointing authority to serve in the absence of any member. Alternate members shall have the same qualifications, rights and responsibilities as a member.

C. VPC members and alternates serve on the VPC at the pleasure of the appointing authority and shall be appointed or reappointed every three years as nearly as practicable for staggered terms during the normal reorganization process of each appointing authority. In no case shall a VPC member or alternate appointed from a city or tribal council serve on the VPC longer than their term on the council that appointed them. In case of any conflict over the term of service of any VPC member or alternate, the mayor of the Northwest Arctic Borough shall have the authority, upon the request of the appointing authority, to terminate or otherwise determine their term of service.

In the event a VPC member or alternate resigns or their term otherwise ends early, the appointing authority shall appoint a replacement for the remainder of their term. VPC members and alternates shall have no contract, employment or other rights to VPC membership.

D. Each VPC may develop its own bylaws or other internal rules of procedure, but a quorum of each VPC shall consist of not less than a majority of the members actually seated on the VPC.

E. Village planning committees are advisory committees to the borough for platting, planning and zoning purposes. They shall also serve as advisory committees to local village councils regarding community planning issues, including but not limited to, village comprehensive plans.

F. Village planning committees may not sue, approve permits or take any other official action unless specifically authorized by the Northwest Arctic Borough Code.

G. Each VPC shall keep minutes and may otherwise report on their activities. Copies of all VPC minutes and reports shall be forwarded monthly to the Northwest Arctic Borough planning director.

H. Village planning committees shall, subject to borough appropriations, be eligible for annual borough planning grants to defray the cost of VPC participation in borough planning activities. To be eligible for an annual planning grant a VPC must meet the following minimum criteria:

1. Demonstrate proper appointment of VPC members;
2. Submit an annual budget for expenditure of grant funds; and
3. Demonstrate existence of a system for proper accounting of grant funds. (Ord. 09-05 § 1, 2009; Ord. 04-05 § 1, 2005)

**Northwest Arctic Borough Village Planning Committee Grant Application**

Community: \_\_\_\_\_

Name	Seat	Mailing Address	Phone Number	Email Address
	City			
	City			
	Tribe			
	Tribe			
	At-Large			
	At-Large			
	At-Large			

**The VPC check will be mailed to the following:**

Contact Person \_\_\_\_\_  
 City or Tribal Council \_\_\_\_\_  
 Address \_\_\_\_\_

**Authorized Signatures:**

City Council Representative \_\_\_\_\_ Date \_\_\_\_\_  
 Printed name \_\_\_\_\_  
 Tribal Council Representative \_\_\_\_\_ Date \_\_\_\_\_  
 Printed name \_\_\_\_\_

**Narrative/Budget:**

The VPC grant is intended for planning purposes only. The following expenditures are anticipated for the planning year:

\_\_\_\_\_ AMOUNT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL AMOUNT: \_\_\_\_\_ \$7,500.00

ACCOUNTING SYSTEM USED: \_\_\_\_\_