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1 **CHAPTER 21.02: BOARDS, COMMISSIONS, AND MUNICIPAL**
2 **ADMINISTRATION**

3 **21.02.010 PURPOSE**

4 This chapter identifies the roles and responsibilities of appointed and elected boards and
5 commissions and the duties of the municipal staff in the administration of this title.

6 **21.02.020 BOARDS AND COMMISSIONS GENERALLY**

7 **A. Summary Table of Major Decision-Making and Review Responsibilities**

- 8 1. Table 21.02-1 summarizes the major review and decision-making responsibilities
9 of the assembly, the municipal staff, and the other entities that have roles in the
10 procedures set forth in chapter 21.03, *Review and Approval Procedures*. Such
11 other entities are referred to in this chapter as the “boards and commissions
12 within the scope of this chapter” and include: the planning and zoning
13 commission; the platting board; the zoning board of examiners and appeals; the
14 board of adjustment; the urban design commission; and the geotechnical
15 advisory commission.
- 16 2. Table 21.02-1 is a summary tool and includes many, but not all, duties of these
17 entities. Other duties and responsibilities are set forth in subsequent sections of
18 this chapter and this title and other parts of the municipal code. Some other
19 duties and responsibilities not listed in the table may require public hearings.
- 20 3. The referenced notes are set forth immediately below the table.
- 21 4. Even though not referenced in this chapter, other boards, commissions,
22 government agencies, and non-governmental agencies may be asked to review
23 some applications, including, but not limited to, rezonings, site plans, and
24 subdivisions. Title 21 matters referred to other agencies will follow the
25 procedures established in chapter 21.03, *Review and Approval Procedures*.

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TABLE 21.02-1: SUMMARY OF MAJOR TITLE 21 DECISION-MAKING AND REVIEW RESPONSIBILITIES								
<p>NOTE: This table summarizes the major review and decision-making responsibilities for the procedures contained in Chapter 21.03. Exceptions to general rules apply; see Chapter 21.03 for details on each procedure.</p> <p>A = APPEAL = Authority to Hear and Decide Appeals D = DECISION = Responsible for Review and Final Decision H = HEARING = Public Hearing Required R = REVIEW = Responsible for Review and/or Recommendation Only</p>								
Section	ASBLY	PZC	PB	ZBEA	BOA	UDC	MS	
Amendments to Comprehensive Plan, Substantive	21.03.030C.	D-H	R-H			R [4]	R	
Amendments to Comprehensive Plan, Cosmetic	21.03.030D.	D	R				R	
Amendments to Text of Title 21	21.03.040	D-H	R-H [1]	R-H [1]		R [4]	R	
Rezoning (Map Amendments)	21.03.050	D-H	R-H			R [5]	R	
Preliminary Plat	21.03.060C.5.		D-H [4]	D-H		A	R [5]	R
Final Plat	21.03.060C.6.			D-H [2]			D [2]	
Abbreviated Plat	21.03.060D.		A [3]	A-H [6]		A-H [6]	D	
Right-of-Way Acquisition Plat	21.03.060F.			A			D	
Conditional Uses	21.03.070		D-H		A-H	R [5]	R	
Site Plan Review, Administrative	21.03.080B.		A			A-H	D	
Site Plan Review, Major	21.03.080C.		A-H			D-H	R	
Public Facility Site Selection (except schools)	21.03.090	A-H	D-H				R	
School Site Selection	25.25	D-H	R-H				R	
<u>Road and Trail Review</u>	<u>21.03.100</u>		<u>R [7]</u>			<u>D [7]</u>	<u>R</u>	
Special Flood Hazard Permits	21.03.110				A-H		D	
Land Use Permits	21.03.120				A-H		D	
Certificates of Zoning Compliance	21.03.130				A-H		D	
Sign Permits	21.03.140				A-H		D	
Temporary Use Permits	21.03.140				A-H		D	
Record of Survey Maps	21.03.150			A			D	

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 H = HEARING = Public Hearing Required
 R = REVIEW = Responsible for Review and/or Recommendation Only**

	Section	ASBLY	PZC	PB	ZBEA	BOA	UDC	MS
Vacation of Public Property Other Than Utilities	21.03.160	A-H		D				R
Vacation of Public Utility Easements	21.03.160	A-H						D
Verification of Nonconforming <u>Status Use</u>	21.03.170				A-H			D
Minor Modifications	21.03.180				A-H			D
Variances [from all other provisions of this title except chapter 21.08, <u>Subdivision Standards, and chapter 21.10, Signs</u>]	21.03.190				D-H	<u>A</u>	<u>R /S/</u>	R
Variances [from the provisions of chapter 21.08, <u>Subdivision Standards</u>]	21.03.190			D-H		A		R
<u>Variances [from the provisions of chapter 21.10, Signs]</u>	<u>21.10.110</u>					<u>A</u>	<u>D-H</u>	<u>R</u>
Variances [from bulk regulations In CBD Districts]	21.04.030 D.2.b.		<u>D-H</u>			<u>A</u>	<u>D-H</u>	R
<u>Assembly Alcohol Approval</u>	<u>21.03.220</u>	<u>D-H</u>						<u>R</u>
<u>Neighborhood or District Plans</u>	<u>21.03.240</u>	<u>D-H</u>	<u>R-H</u>					<u>R</u>
<u>Area Master Planning</u>	<u>21.03.250A.</u>	<u>D-H</u>	<u>R-H</u>					<u>R</u>
<u>Development Master Planning</u>	<u>21.03.250B.</u>		<u>D-H</u>			<u>A</u>	<u>R /S/</u>	<u>R</u>
<u>Institutional Master Plan Review</u>	<u>21.03.250C.</u>	<u>D-H</u>	<u>R-H</u>				<u>R /S/</u>	<u>R</u>
Other Administrative Decisions					A-H			D
Interpretation Of Zoning District Boundaries	21.01.050C.				A-H			D
NOTES: [1] Code amendments relating to chapter 21.08, <u>Subdivision Standards</u> , originate with and require a hearing								

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Section	ASBLY	PZC	PB	ZBEA	BOA	UDC	MS
by the platting board. All other code amendments originate with and require a hearing by the planning and zoning commission.							
[2] A hearing is required for final plats differing from preliminary plats. Otherwise a final plat may be granted administrative approval.							
[3] See 21.03.060D.4.f., <i>Appeals</i> .							
[4] The entity has review responsibility only when appropriate, as specifically provided in this title.							
[5] The urban design commission may review and make recommendations on rezonings, conditional uses, and platting cases for sites within the CBD districts and sites within any mixed-use district, if delegated such responsibility by the entity with final decision-making authority for the application.							
[6] The appeal body for decisions on abbreviated plats depends on the body making the initial decision. See section 21.03.060D., <i>Abbreviated Plat Procedure</i> .							
[7] See section 21.03.100C.1.							
KEY TO ABBREVIATIONS:							
ASBLY = Anchorage Assembly							
PZC = Planning and Zoning Commission							
PB = Platting Board							
ZBEA = Zoning Board of Examiners and Appeals							
BOA = Board of Adjustment							
UDC = Urban Design Commission							
GAC = Geotechnical Advisory Commission							
MS = Municipal Staff							

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B. Composition of Boards and Commissions

1. Size of Appointed Bodies

The planning and zoning commission, platting board, zoning board of examiners and appeals, urban design commission, and geotechnical advisory commission shall each consist of nine members. The board of adjustment shall consist of three members.

2. Qualifications for Appointive Office

Members of appointed boards and commissions shall be qualified in accordance with AMC section 4.05.035 and shall also meet any other qualifications for membership to specific boards and commissions set forth in this chapter.

3. Board and Commission Appointment and Confirmation

a. Appointments to boards and commissions within the scope of this chapter shall be made by the mayor and confirmed by the assembly in accordance with the rules set forth in section 5.07(b) of the *Anchorage Municipal Home Rule Charter* and AMC section 4.05.030.

b. When transmitting to the assembly for confirmation the name of appointees to the boards or commissions within the scope of this chapter, the mayor shall cause a notice of a ten-day comment period inviting public comment on the qualifications of such appointees to be published in a newspaper of general circulation in the municipality. The

1 notice shall advise that comments shall be in writing and filed with the
2 municipal clerk. Upon receipt, the municipal clerk shall forward
3 comments received to the mayor and the assembly. The assembly shall
4 not take action on any appointment to the named boards or commissions
5 until after the close of the public comment periods.

6 **C. Conduct of Boards and Commissions**

7 This subsection sets forth procedures that apply, unless otherwise indicated, to all boards
8 and commissions within the scope of this chapter.

9 **1. Absence of Member**

10 Any member of an appointed board or commission anticipating an absence from
11 a meeting of their board of commission shall so advise the chair or secretary
12 prior to the meeting.

13 **2. Agenda**

14 Each board and commission shall adopt a general agenda order for all meetings.
15 The specific agenda for each regular meeting of a board or commission shall be
16 prepared by the secretary and shall be distributed to each member at least seven
17 days prior to the meeting, except for special meetings, the procedure for which is
18 set forth in AMC section 1.25.015.

19 **3. Meeting Time and Location**

20 Each board and commission shall establish a regular meeting time and location
21 for regularly scheduled meetings, and shall adopt procedures for publicizing
22 changes to such time and location when necessary, pursuant to AMC section
23 4.05.090.

24 **4. Officers**

25 Each board and commission shall have a chair and a vice-chair, pursuant to
26 AMC section 4.05.070; shall establish procedures for the selection of such
27 officers; and shall adopt rules assigning the duties of such officers.

28 **5. Code of Ethics**

29 In addition to and amplifying the provisions of AMC chapter 1.15, the planning
30 and zoning commission, the platting board, the urban design commission, and
31 the zoning board of examiners and appeals and their members, in the
32 performance of their quasi-judicial, adjudicatory responsibilities in all matters
33 before them, including all matters which their members should reasonably know
34 or expect to come before them, shall:

35 **a.** Make their decisions solely on the applicable law and the evidence in the
36 record presented to the panel through the clerk or secretary of the board
37 or commission or, when permitted, submitted to the panel in an open
38 hearing on the record;

39 **b.** Be impartial in fact and in appearance in the performance of their
40 functions, which means that the panel and its members shall make their
41 decisions without any ~~actual or seemingly apparent~~ personal or financial
42 bias, prejudice, ~~prejudgment~~ or partiality with respect to any person,
43 party, or principle of law; and

- 1 c. Conduct their proceedings according to the applicable procedures
2 provided by law.
- 3 **6. Conflict of Interest**
- 4 a. No member of an appointed board or commission under this chapter
5 shall participate in any decision in which the board or commission
6 determines either that such member has a conflict of interest, as defined
7 in AMC section 3.60.070; or that such member has a personal interest or
8 involvement in the case that would prevent that member from fairly
9 evaluating the case; or that, based on all surrounding circumstances,
10 participation by such member would create the appearance of
11 impropriety in the proceedings. **All members shall abide by the code of**
12 **ethics at AMC chapter 1.15.**
- 13 b. The determination shall take into consideration the interest of the public
14 in boards and commissions that have familiarity with the community and
15 its past and future development. No member shall be excused from
16 participation solely on the basis of personal familiarity with the case or
17 the parties involved.
- 18 c. Any member who has a possible conflict of interest in a pending matter
19 shall bring this information to the attention of the chair before the staff
20 begins its presentation or as soon thereafter as the member recognizes
21 his or her possible conflict. It shall be the responsibility of each member
22 to fully disclose facts showing any known conflict of interest or other
23 personal interest or involvement. ~~Where appropriate, the conflict may be~~
24 ~~discussed in executive session.~~
- 25 d. Immediately upon discovering the existence of any conflict of interest
26 prohibited by this subsection 6., the municipal code, or any state law
27 applicable to local government officials, the board or commission
28 member shall fully disclose on the record in open session of the board or
29 commission the nature of and the facts creating the conflict and shall be
30 disqualified from any participation in or communications with other
31 members of the board or commission on the matter with which a conflict
32 exists.
- 33 e. **Upon the affirmative vote of a majority of all remaining board or**
34 **commission members present, a** A member who has a possible conflict
35 of interest in a matter for decision may participate in the discussion of
36 that matter and the decision upon that matter ~~only upon the affirmative~~
37 ~~vote of a majority of all remaining Commission members present.~~ Such
38 vote shall be recorded on the public record.
- 39 f. Any member found by the board **or commission** to have a conflict of
40 interest with regard to a particular matter shall not participate in any
41 manner in that matter.
- 42 **7. Ex Parte Contacts Prohibited**
- 43 a. The intent of this subsection is to ensure that applicants in quasi-judicial
44 proceedings required under this title receive fair and impartial hearings.
45 For purposes of this subsection, the term “quasi-judicial” applies to any
46 proceeding in which the assembly or a board or commission is required

- 1 to investigate facts, ascertain the existence of facts, hold hearings, weigh
2 evidence and draw conclusions, and exercise discretion of a judicial
3 nature.
- 4 **b.** As established by AMC section 3.60.065, members of boards and
5 commissions acting in a quasi-judicial capacity shall refrain from
6 permitting ex parte contacts or communications with any person
7 regarding any matter pending before or which may be reasonably
8 expected to be pending before them.
- 9 **c.** If a member of a board or commission, acting in their quasi-judicial
10 capacity, obtains information outside of the public hearing process,
11 whether through inadvertent ex parte communications with interested
12 parties or through specific personal knowledge of a case, they shall fully
13 disclose the information or knowledge to the board or commission during
14 the public hearing, along with the source of that information.
- 15 **d.** Such ex parte communications or personal knowledge of a case shall not
16 constitute a conflict of interest or other basis for excuse from participation
17 in any case. Ex parte contacts shall be also prohibited for matters under
18 reconsideration by the board.
- 19 **e.** The prohibition against ex parte contacts remains in effect as long as a
20 matter may reasonably be expected to come before the board or
21 commission, until after all appeals and remands for further consideration
22 and reconsideration have concluded, or the time for such proceedings
23 has expired.
- 24 **f.** As part of the gathering of evidence to make a quasi-judicial decision
25 under this title, a board or commission may visit the site of a
26 development application.
- 27 **i.** Such a site visit shall not constitute a formal hearing, and
28 members shall not discuss the case during the visit, unless a
29 quorum of the board or commission is present and a duly noticed
30 hearing is opened pursuant to the rules of the board or
31 commission.
- 32 **ii.** A member may visit a development site individually, or a group
33 of members that does not constitute a quorum may visit the site.
34 In such cases, such member(s) shall ~~write a report~~ documenting
35 the visit ~~to for~~ the other members of the board or commission
36 **prior to the case hearing.** ~~and shall provide such report to the~~
37 ~~director prior to the hearing for addition to the case record.~~ Such
38 a report is not necessary if a quorum of the members of a board
39 or commission attend the site visit.
- 40 **8. Consent Agenda**
41 Any appointed board or commission within the scope of this chapter may
42 establish a consent agenda. The consent agenda shall consist of all matters
43 brought before the board or commission for action that do not require a public
44 hearing. All items on the consent agenda shall be approved by motion without
45 debate. An item may be removed from the consent agenda prior to the approval

1 at the request of any member of the board or commission present at the meeting.
2 Items removed from the consent agenda shall be **taken up after voting on the**
3 **consent agenda, as appropriate** ~~considered on the regular agenda.~~

4 **9. Meetings Open to Public**

5 All meetings of the appointed boards and commissions under this chapter shall
6 be open to the public except when executive session is authorized as provided in
7 AMC section 4.05.100. ~~Except when voice votes are authorized, the~~ **Except for**
8 **votes required to be taken to organize a board or commission, all** votes shall be
9 conducted in such a manner that the public may know the vote of each person
10 entitled to vote. ~~This section does not apply to any votes required to be taken to~~
11 ~~organize a board or commission.~~

12 **10. Quorum – Official Action**

13 a. A majority of the full membership of the board or commission shall
14 constitute a quorum for the transaction of business, as provided in AMC
15 section 4.05.080.

16 b. Action by the board or commission shall require the favorable vote of a
17 majority of the **full membership of the** ~~fully constituted~~ board or
18 commission, **less those members excused for conflict of interest.** ~~The~~
19 ~~fully constituted board or commission shall include all appointed~~
20 ~~members not excused for conflict of interest in the board or commission~~
21 ~~action.~~

22 **11. Removal of Member**

23 A member of a board or commission within the scope of this chapter may be
24 removed from office in the following circumstances:

25 a. If the member is found by the board of ethics to have participated in any
26 matter with a conflict of interest therein; or

27 b. If the member fails to meet the attendance requirements set forth in AMC
28 section 4.05.060; or

29 c. If the office becomes vacant pursuant to section 7.01 of the municipal
30 charter, *Determining Vacancies*.

31 In such cases, the member shall automatically cease to be a member of his or
32 her board or commission and a vacancy shall exist.

33 **12. Public Hearings**

34 a. ***Record of Proceedings***

35 A tape recording shall be made of each public hearing. The secretary
36 shall record the minutes. The minutes shall include each decision of the
37 board or commission, with findings made and the vote of each member
38 for the respective decision. A copy of the minutes shall be signed by the
39 secretary and submitted to the board or commission for approval.

40 b. ***Testimony and Cross Examination***

41 i. Testimony of persons appearing before the board or commission
42 shall be limited as follows: applicant (including all his/her
43 representatives), ten minutes; representatives of groups, five

1 minutes; individuals, three minutes. The applicant may reserve
2 part of his or her time for rebuttal at the end of the public hearing.
3 The board or commission may extend the time period for any
4 person where it deems the additional testimony to be new and
5 necessary to its decision on the case. The chair may exclude or
6 terminate testimony not deemed to be relevant to the case
7 before the board or commission.

8 ii. Cross examination shall be permitted only through the chair.
9 Municipal staff and members of the board or commission may,
10 through the chair, question the applicant and other persons who
11 have testified. Any interested party may direct questions to the
12 staff or any person testifying by submitting the question to the
13 chair. The chair shall redirect the question to the appropriate
14 person unless he/she determines it to be irrelevant or that
15 presenting the question will unreasonably disrupt or delay the
16 proceeding. The chair may modify or restrict the scope, extent or
17 method of cross examination in order to assure the fundamental
18 fairness of the proceedings before the board or commission, to
19 prevent undue delay, irrelevant cross examination or harassment
20 of persons offering testimony to the board or commission.

21 c. **Subpoenas**

22 All parties shall have the right to subpoena witnesses and documents
23 using a form provided by the municipal clerk and submitted to the clerk
24 for issuance at least five working days before the date of the hearing.

25 ~~d. Public hearings shall be conducted according to the rules adopted by~~
26 ~~each board or commission.~~

27 e. **Representatives**

28 Persons appearing before a board or commission may appear in person
29 or through a personal representative or attorney. The representative
30 shall provide satisfactory proof of his or her authority upon the request of
31 the board or commission. (moved from 13)

32 ~~13. Representatives~~

33
34 14. **Reconsideration or Rehearing of Decisions**

35 a. **Immediate Reconsideration at a Board or Commission Meeting**
36 **Motion by Board or Commission Member**

37 A member of a board or commission within the scope of this chapter may
38 move to reconsider or rehear a decision made pursuant to this title by
39 that board or commission, at the meeting during which such a decision
40 was made, so long as such member voted on the prevailing side in the
41 original decision, and so long as such motion is made within 24 hours of
42 the initial vote.

43 b. **Notice of Reconsideration within 24 Hours Filing of Request by Any**
44 **Party of Interest**

45 A member of a board or commission within the scope of this chapter may
46 file notice of reconsideration with the secretary within 24 hours of the
47 original vote, not counting Saturdays, Sundays, or municipal holidays.

1 ~~The notice of consideration shall be considered as a special order of~~
2 ~~business at the next regular meeting. If the member who filed notice of~~
3 ~~reconsideration is not in attendance at the next regular meeting, there~~
4 ~~shall be no reconsideration of the decision.~~

5 ~~A party of interest may request that a decision of an appointed board or~~
6 ~~commission under this chapter be brought up for reconsideration or~~
7 ~~rehearing only if:~~

8 ~~i. There was substantial procedural error in the original~~
9 ~~proceeding;~~

10 ~~ii. The board or commission acted without jurisdiction in the original~~
11 ~~proceeding; or~~

12 ~~iii. The original decision was based upon fraud or~~
13 ~~misrepresentation.~~

14 ~~For purposes of this subsection, a "party of interest" for a particular~~
15 ~~application shall include the applicant, the owner of the subject property,~~
16 ~~an owner of property within the notification area for the subject~~
17 ~~application, or anyone that presented oral or written testimony at a public~~
18 ~~hearing on the application. A party of interest seeking reconsideration or~~
19 ~~a rehearing must file a request with the municipal clerk, together with~~
20 ~~materials supporting one or more of the grounds stated in this~~
21 ~~subsection, within 15 days of the original decision. The board or~~
22 ~~commission, by majority vote, may schedule a rehearing only if it finds~~
23 ~~the allegations to be correct. A rehearing shall be conducted in the same~~
24 ~~manner as the original proceedings before the board or commission.~~

25 **15. Resolutions**

26 All recommendations and decisions made by boards and commissions under this
27 title shall be made by written resolution and shall include precise findings made,
28 per subsection 21.03.020L. Resolutions shall be numbered consecutively within
29 each year, according to sequence of approval and shall be signed by the chair
30 and the secretary. The motion adopting the resolution shall show the vote of
31 each member.

32 **16. Secretary**

33 The director shall be the secretary of each appointed board and commission in
34 this chapter. In the director's absence, another member of the planning staff
35 shall act as secretary. The secretary shall keep a record of all meetings of each
36 board or commission and shall keep such files as may be required.

37 **17. Applicability of Other Provisions**

38 The provisions of this section 21.02.020 shall not be a limitation on more
39 restrictive rules regarding the conduct of boards and commissions set forth
40 elsewhere in the Anchorage municipal code or within this chapter specifically.

1 **21.02.030 ASSEMBLY**

2 **A. Review and Decision-Making Responsibilities**

3 The assembly of the municipality of Anchorage, constituted in accordance with the
4 provisions of Article IV of the *Anchorage Municipal Home Rule Charter* and other
5 applicable laws, shall have the review and decision-making responsibilities set forth in
6 table 21.02-1, to be carried out in accordance with the terms of this title.

7 **B. Other Powers and Duties**

8 In addition, the assembly shall have the following powers and duties, to be carried out in
9 accordance with the terms of this title.

- 10 1. Adopt policies, plans, design guidelines, and ordinances to implement the
11 municipal function of planning for the economic, social, and land use needs of
12 the community;
- 13 2. Take any other action not delegated to the planning and zoning commission,
14 platting board, zoning board of examiners and appeals, board of adjustment,
15 urban design commission, or municipal staff, as the assembly may deem
16 desirable and necessary to implement the provisions of this title.

17 **C. Rules of Procedure**

- 18 1. In its exercise of authority over title 21 cases, the assembly shall adhere to any
19 applicable procedures specified in chapter 21.03, *Review and Approval*
20 *Procedures*.
- 21 2. The rules of the assembly and conduct of hearings shall be as established under
22 title 2 of the Anchorage municipal code.
- 23 3. Where the procedures of this title grant authority to review and/or make
24 recommendations on a land use matter to a board or commission subordinate to
25 the assembly, the assembly shall not take final action until it has received and
26 taken notice of the review comments and recommendations of such subordinate
27 body or bodies, except that the assembly may take final action before receiving
28 review comments and recommendations of subordinate bodies if a motion to do
29 so is approved by a super-majority of assemblymembers.

30 **21.02.040 PLANNING AND ZONING COMMISSION**

31 **A. Review and Decision-Making Responsibilities**

32 As authorized by section 12.02 of the *Anchorage Municipal Home Rule Charter* and AMC
33 section 4.40.100, there shall be a planning and zoning commission, which shall have the
34 powers and duties set forth in table 21.02-1, to be carried out in accordance with the
35 terms of this title.

36 **B. Other Powers and Duties**

37 In addition, the planning and zoning commission shall have the following powers and
38 duties, to be carried out in accordance with the terms of this title:

- 1 1. Develop, review, and make recommendations to the assembly regarding policies,
2 plans, and ordinances to implement the municipal function of planning for the
3 economic, social, and land use needs of the community;
- 4 2. Review and make recommendations to the assembly and school board regarding
5 the annual capital improvement program of the municipality and school district;
- 6 3. Review and make recommendations to the mayor regarding the annual work
7 program of the department. The director shall submit the annual work program
8 to the commission for review before preparing the annual budget;
- 9 4. Promulgate regulations to implement or make specific the provisions of this title,
10 except provisions of chapter 21.08, *Subdivision Standards*; and
- 11 5. Exercise such other powers, and perform such other duties, as are provided by
12 law.

13 **C. Delegation of Authority**

14 The planning and zoning commission may delegate to other bodies the authority to
15 review and comment upon applications, but the commission shall retain final decision-
16 making authority over such applications.

17 **D. Recommended Qualifications**

18 At least four members of the ~~Planning~~ commission should **have professional experience**
19 ~~possess degrees~~ in architecture, planning, landscape architecture, or law, as well as
20 practical experience and knowledge of planning **and/or real estate** issues in the
21 municipality.

22 **21.02.050 PLATTING BOARD**

23 **A. Review and Decision-Making Responsibilities**

24 As authorized by AMC section 4.40.110, there shall be a platting board, which shall have
25 the powers and duties set forth in table 21.02-1, to be carried out in accordance with the
26 terms of this title.

27 **B. Other Powers and Duties**

28 In addition, the platting board shall have the following powers and duties, to be carried
29 out in accordance with the terms of this title:

- 30 1. Review and make recommendations to the assembly regarding all proposed
31 amendments to chapter 21.08, *Subdivision Standards*, and all proposed
32 regulations to implement, interpret, or make specific chapter 21.08, *Subdivision*
33 *Standards*. The assembly shall not adopt such an amendment or regulation until
34 it has been reviewed by the platting board;
- 35 2. Authorize extensions of subdivision agreements as provided in section
36 21.08.060C., *Time Limit for Completion of Improvements*;
- 37 3. Hear and decide appeals under section 21.03.120E., *Improvements Associated*
38 *with Land Use Permits*; and

1 4. Exercise such other powers, and perform such other duties, as are provided by
2 law.

3 **C. Delegation of Authority**

4 The platting board may delegate to the urban design commission the authority to review
5 and comment upon a preliminary or final plat, or a site plan subject to review by the
6 platting board. However, such delegation shall be limited to issues of site design,
7 landscaping, and structure design, and the board shall retain final decision-making
8 authority over such applications.

9 **D. Recommended Qualifications**

10 ~~At least four members of the platting board should have professional experience in~~
11 ~~engineering, surveying, law, real estate, and/or construction. No formal qualifications are~~
12 ~~required for members of the Platting Board. Members shall be provided with training by~~
13 ~~the Municipality to exercise their responsibilities.~~

14 **21.02.060 ZONING BOARD OF EXAMINERS AND APPEALS**

15 **A. Review and Decision-Making Responsibilities**

16 As authorized by AMC section 4.40.130, there shall be a zoning board of examiners and
17 appeals, which shall have the powers and duties set forth in table 21.02-1, to be carried
18 out in accordance with the terms of this title.

19 **B. Other Powers and Duties**

20 In addition, the zoning board of examiners and appeals shall have the following powers
21 and duties, to be carried out in accordance with the terms of this title:

- 22 1. Hear and decide appeals from enforcement orders pursuant to section
23 21.03.200B., *Appeals to Zoning Board of Examiners and Appeals*;
- 24 2. Adopt general rules or make findings in specific cases regarding proposed
25 changes of nonconforming uses, pursuant to section 21.11.030B., *Change of*
26 *Use*;
- 27 3. Interpret or make specific the provisions of this title, except provisions of chapter
28 21.08, *Subdivision Standards*;
- 29 4. Hear and decide appeals relating to section 21.11.040E., *Legalization of*
30 *Nonconforming Dimensional ~~Yard~~ Setback Encroachments*;
- 31 5. ~~Hear and decide appeals from~~ ~~Review and ratify~~ decisions of the director
32 regarding unlisted uses, pursuant to section 21.03.210, *Use Classification*
33 *Requests*; and
- 34 6. Exercise such other powers, and perform such other duties, as are provided by
35 law.

1 **C. Qualifications**

2 The zoning board of examiners and appeals shall include at least one attorney
3 (preferably with land use experience), at least one surveyor, at least one civil engineer,
4 and at least one planner.

5 **21.02.070 BOARD OF ADJUSTMENT**

6 **A. Review and Decision-Making Responsibilities**

7 As authorized by section 5.07 of the *Anchorage Municipal Home Rule Charter* and AMC
8 section 4.05.020, there shall be a board of adjustment, which shall have the powers
9 and duties set forth in table 21.02-1, to be carried out in accordance with the terms of this
10 title. ~~decide appeals in accordance with chapter 21.03.210, Appeals, from:~~

11 ~~1. Decisions regarding the approval or denial of a plat or variance from the~~
12 ~~provisions of chapter 21.08, Subdivision Standards; and~~

13 ~~2. Decisions regarding the approval or denial of applications for approval of~~
14 ~~conditional uses.~~

15 **B. Composition**

16 There shall be a three-member board of adjustment with two alternates, whose members
17 are nominated by the mayor and confirmed by the assembly for three-year staggered
18 terms. The board's seats shall be designated seats 1, 2, and 3.

19 **C. Qualifications**

20 The board of adjustment shall include at least one attorney and at least one planner.

21 **21.02.080 URBAN DESIGN COMMISSION**

22 **A. Review and Decision-Making Responsibilities**

23 There shall be an urban design commission, which shall have the powers and duties set
24 forth in table 21.02-1, to be carried out in accordance with the terms of this title.

25 **B. Other Powers and Duties**

26 In addition, the urban design commission shall have the following powers and duties, to
27 be carried out in accordance with the terms of this title:

28 1. Advise the mayor, ~~and assembly,~~ and planning and zoning commission regarding
29 urban design, northern setting design, and winter city design matters, including
30 design-related amendments to the comprehensive plan and title 21;

31 2. Review and make recommendations regarding any entitlement requests, ~~special~~
32 ~~limitations of zoning map amendments, conditional uses, and plats~~ in accordance
33 with authority delegated by the planning and zoning commission or platting board
34 under this title;

3. Determine eligibility for a proposed neighborhood conservation overlay district and assist in the preparation of a neighborhood conservation plan pursuant to section 21.04.080D.
- ~~4. Review and make recommendations to the mayor and assembly regarding any state or municipal plan or program affecting urban design or aesthetics in the municipality. The planning and zoning commission shall review these plans prior to transmittal to the mayor and assembly.~~
- ~~5. Review and make recommendations on design standards and guidelines, ordinances affecting urban design, and urban design studies and plans to the mayor and assembly. These standards, ordinances, and plans shall be reviewed by the planning and zoning commission prior to submittal to the mayor or assembly.~~
- ~~6. Review, adopt, and recommend to the mayor and assembly any updates and amendments to the street and highway landscape plan and the capital improvements plan, and recommend measures to implement these plans. This plan shall be reviewed by the planning and zoning commission prior to submittal to the mayor and assembly.~~
7. **Implement the art funding requirements for public buildings and facilities, as stated in title 7.**
8. Exercise such other powers, and perform such other duties, as are provided by law.

C. Recommended Qualifications

At least four members of the urban design commission should **have professional experience** ~~possess degrees~~ in architecture, planning, landscape architecture, horticulture, engineering ~~or law~~, or practical experience and knowledge of design issues in the municipality.

21.02.090 GEOTECHNICAL ADVISORY COMMISSION

A. Authority

1. The geotechnical advisory commission shall serve as a technical advisory board in the municipality as established in AMC section 4.50.050.
2. The commission shall act in an advisory capacity to the assembly, the mayor, boards, commissions, and heads of municipal departments and agencies, and shall have the following powers and duties:
 - a. To make recommendations and give advice on geotechnical engineering issues and natural hazards risk mitigation.
 - b. To recommend and review special studies ~~be performed~~ relating to geotechnical engineering and natural hazards risk mitigation issues.
 - c. To act in an advisory capacity regarding proposed development located in high or moderate snow avalanche hazard zones, in areas designated

1 with high or very high susceptibility to seismically induced ground failure,
2 and in areas susceptible to other natural hazards.

3 **B. Qualifications**

4 At least four members of the geotechnical advisory commission shall possess
5 professional civil engineering registration in the state of Alaska and have knowledge of
6 past studies of the natural hazards affecting the municipality. The remaining members
7 shall have skills and experience that complement the overall mission of the commission
8 (e.g., structural engineering, geology, hydrology, seismology, planning).

9 **21.02.100 MUNICIPAL STAFF**

10 Municipal departments shall have the review and decision-making responsibilities set forth in
11 table 21.02-1, to be carried out in accordance with the terms of this title. The departments also
12 shall have such additional powers and duties as may be set forth elsewhere in this title and other
13 ordinances, rules, and operating procedures of the municipality.

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