



Municipality of Anchorage

Watershed & Natural Resources Advisory Commission

AGENDA

Wednesday, February 7, 2024

12:00 Noon – 1:30 p.m.

Regular Meeting

(Hybrid format)

In-Person Physical Location

or

Via Microsoft Teams

Planning Conference Room 170
Planning and Development Center
4700 Elmore Road
Anchorage, Alaska

[Click here to join the meeting](#)

Or [Download Teams](#) | [Join on the web](#):
Meeting ID: 234 605 547 095, Passcode: enH7Sk

Or call in (audio only): +1 907-519-0237
Phone Conference ID: 592 116 172#

I. CALL TO ORDER

- A. Establishment of Quorum
- B. Disclosures

II. MINUTES

- A. December 20, 2023 Summary

III. UNFINISHED BUSINESS

- A. Rules of Procedure for the Watershed & Natural Resources Advisory Commission
- B. MOA Wetland Permitting Program

IV. NEW BUSINESS

- A. None

V. PERSONS TO BE HEARD (3-minute limit)

VI. OTHER BUSINESS/STAFF REPORT

VII. ADJOURNMENT

Next Meeting: Wednesday, April 24, 2024



Municipality of Anchorage

Watershed & Natural Resources Advisory Commission

Action Summary

Wednesday, December 20, 2023

12:00 Noon – 12:59 p.m.

Regular Meeting (Hybrid format)

Commissioners Present	Staff	Guests
<ul style="list-style-type: none"> • Emily Creely, Chair • Tamás Deák, Vice Chair • Kevin Jackson • Holly Kent • Matt Nemeth (online) 	<ul style="list-style-type: none"> • Daniel Mckenna-Foster, Long-Range Planning • Ryan Yelle, Long-Range Planning Manager • Mike Braniff, Parks & Rec (online) • Kyle Cunningham, PME Watershed Management • Emma Giboney, HLB • Kenna Billups, PME Watershed Management (online) 	<ul style="list-style-type: none"> • Mélisa Babb, Great Land Trust

I. CALL TO ORDER

- A. Establishment of Quorum
- B. Disclosures. None.

II. MINUTES

- A. September 27, 2023. **Commissioner Deák** moves to approve, **Commissioner Jackson** seconds. Unanimous approval with amendments.

III. UNFINISHED BUSINESS

IV. NEW BUSINESS

- A. The Potter Marsh Wetlands Park Presentation by **Emma Giboney** from Heritage Land Bank (HLB) on HLB’s duties and the project. Additional information provided by **Mélisa Babb** of Great Land Trust. (GLT) Discussion by the commission.
 - Clarification of how HLB would manage the process.

- Great Land Trust explanation of accepting the GCI parcel; then approve transfer to Parks & Recreation.
- Discussion of creeks inventory, outreach, boundaries.
- Discussion of opposition to the project, or alternative uses of the property: HLB staff explained that a previous feasibility study determined that housing was not a viable option on the parcel.

Commissioner Deak moves to approve Resolution 2023-01.

Commissioner Kent seconds, discussion, Commission approved unanimously.

- B. Rules of Procedure Draft: **Ryan Yelle** proposes to talk about this in January. One change to include would be to have the language reference the first meeting in April instead of March. General agreement that this topic would be discussed at the next meeting.
- C. Girdwood Land Use Plan Discussion: **Daniel Mckenna-Foster** provided an overview of draft land use maps and the process so far for the Girdwood Area Plan Update.

V. PERSONS TO BE HEARD (3-minute limit)

None.

VI. OTHER BUSINESS/STAFF REPORT

- A. Wetland Program Status. **Ryan Yelle** provided an overview of the creation of an application form and updates to land use permit. Questions about process, authority, staffing.

VII. ADJOURNMENT

Commissioner Deák moved to Adjourn; **Commissioner Jackson** seconded. All vote in favor; meeting adjourned at 12:59 p.m.

Next Meeting: January 24, 2024

MUNICIPALITY OF ANCHORAGE
WATERSHED AND NATURAL RESOURCES ADVISORY COMMISSION
RULES OF PROCEDURE

III.A.

ARTICLE I – OFFICERS

1. The commission shall annually organize and elect a Chair and Vice-Chair at its first meeting in April.
2. The Chair shall preside over the meetings of the Commission and shall exercise all the powers usually incident to the office and shall be a voting member with full right to have their vote recorded in all deliberations of the Commission. The Chair or a designated appointee shall attend Anchorage Assembly and other Municipal Board or Commission meetings at which important Commission recommendations are presented and shall speak on behalf of the Commission.
3. The Vice-Chair shall assume the duties of the Chair in their absence. In case of the absence of the Chair and Vice-Chair, the members present may elect for the meeting a Temporary Chair, who shall during such meeting have full powers of the Chair.
4. The Planning Director shall be the Secretary. In the Planning Director’s absence, another member of the planning staff shall act as Secretary. The Secretary shall keep a record of all meetings of the Commission and shall keep such files as may be required.

ARTICLE II - MEETINGS

11. Regular meetings of the Commission shall be held on the fourth Wednesday of the month at 12:00 noon, unless notice of postponement is given each member at least twenty-four hours prior to that time. If the regular meeting shall occur on a holiday observed by the Municipality, the meeting shall be rescheduled at the discretion of the Chair or Secretary to a date that is not a Saturday, Sunday, or holiday observed by the Municipality. Should

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RULES OF PROCEDURE

- the Commission be unable to complete all the required business at a regular meeting, the Commission shall continue the meeting to a designated date not later than four weeks from the scheduled date.
12. Special meetings may be called by the Chair or Secretary, provided that at least twenty-four hours' notice of special meeting is given each member at their established business or residence.
 13. Meeting of the Commission shall be held at a designated place unless notice of another meeting place is given to each member at least twenty-four hours prior to the meeting and a public posting is made at the regular meeting place informing the public of the change of meeting location.
 14. All meetings of the Commission shall be open to the public, except that any question permitted by law may be discussed in an executive session, which is closed to the public, provided that no final action is taken on any question in that session.
 15. A majority of the membership of the Commission shall constitute a quorum for the transaction of business. Action by the Commission shall require the favorable vote of a majority of the full membership of the Commission. Full membership means a majority of nine, less the number of Commissioners excused for conflicts of interest.
 16. Any member who has a substantial direct or indirect financial interest in any question being voted shall identify their interest but shall not be excused from voting hereon except with the concurrence of the majority of the other members present.

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17. Any member of the Commission anticipating an extended period of absence from Commission meetings shall so advise the Commission at a prior meeting. A member who misses three consecutive regular meetings without prior excuse shall automatically be recommended to the Mayor and Assembly for replacement.
18. In all matters not covered by these rules, Roberts Rules of Order, Revised, shall govern.
19. All recommendations by the Commission to the Anchorage Assembly, or other Municipal Board or Commission shall be made by resolution. Resolutions shall be numbered consecutively within each year, according to the sequence of approval, and shall be signed by the Chair and the Secretary. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.
20. The agenda for each regular meeting of the Commission shall be prepared by the Secretary and shall be distributed to each member at least twenty-four hours prior to the meetings.

The order of business at all meetings of the Commission shall be as follows:

1. Roll Call
2. Minutes
3. Special Order of Business
4. Consent Agenda
5. Unfinished Business
6. New Business
7. Persons to Be Heard
8. Committee Reports
9. Staff Report
10. Adjournment

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21. The deadline for adjournment of all meetings shall be as designated by a majority vote of the members present.

ARTICLE III - CHANGE OF RULES

1. The Rules of Procedure may be amended at any regular or special meeting of the Commission by a majority vote of the membership of the Commission.

Approved: **DATE**

Craig H. Lyon
Secretary

Emily Creely
Chair

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RULES OF PROCEDURE

Anchorage Municipal Code
Title 4 (current 2023)

4.90. Watershed and Natural Resources Advisory Commission

4.90.10 - Purpose and goal.

- A. There is established a watershed and natural resources advisory commission.
- B. The commission serves as a technical liaison between municipal departments, the community and state and federal agencies having water quality, watershed and natural resources management responsibilities, programs to restore and improve fish and wildlife habitat and other activities to increase community stewardship of aquatic and other natural resources within the Municipality of Anchorage.
- A. The goal of the commission is to sustain the economic and community benefits of healthy creeks, watersheds and natural resource lands within the Municipality of Anchorage by providing technical advice and guidance to help facilitate coordinated and collaborative local, state, federal and private sector watershed and natural resources stewardship, restoration and protection actions.
- B. This commission is affirmatively continued by assembly reauthorization until October 14, 2023 in accordance with section 4.05.150.

(AO No. 2008-89, § 2, 7-29-08; AO 2011-64(S-1), § 8, 6-28-2011; AO No. 2011-79, § 1, 10-11-11; AO No. 2014-70, § 3, 9-23-14; AO No. 2017-61, § 2, 10-10-17; AO No. 2020-54, § 2, 10-1-20)

4.90.020 - Composition of commission.

- A. The watershed and natural resources advisory commission shall be composed of nine members.
- B. When making commission appointments, due consideration shall be given to technical qualifications in the fields of aquatic resources, creek restoration, fish passage, hydrology, land management, engineering, project management and permitting, watershed management, education/outreach and fish and wildlife.

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RULES OF PROCEDURE

- C. The director of the municipal planning department, or designee, shall serve as the secretary to the commission. Other municipal departments may provide staff support to the commission for issues pertinent to individual departments.

(AO No. 2008-89, § 2, 7-29-08)

4.90.030 - Powers and duties.

A. The commission has the following powers and duties:

1. Make recommendations, provide advice, and submit reports to the Assembly, the mayor, and municipal departments on watershed, creek and natural resource stewardship, restoration, and protection matters.
2. Serve as a technical liaison and a point of contact between the Municipality and state and federal natural resource, fish and wildlife management agencies, and other interests involved in the stewardship, restoration, management and protection of aquatic habitat, watersheds and natural resource.
3. Review and make recommendations for such special studies on watershed, creek and natural resource matters as may be requested or designated by municipal departments or boards, commissions, or the assembly.
5. Act in a technical advisory capacity to the parks and recreation commission, Heritage Land Bank Advisory Commission, community councils and other municipal boards and commissions on matters related to creeks, watersheds, and natural resource lands.
6. Provide recommendations to the mayor and the assembly on annual capital improvement plans and budgets for natural resource, creek restoration and watershed related activities and projects.
7. Function as the permanent advisory entity for the Municipality's Sustainable Salmon Program and National Fish Habitat Partnership activities.
8. Assist with public outreach and education on topics and issues of interest to the commission.

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RULES OF PROCEDURE

8. Provide technical advice, as requested, to the Anchorage School District on curricula and other school programs addressing watersheds, stream ecology, wildlife management and creek restoration.
9. Perform other duties, as requested by the mayor and the assembly.
10. Prepare an annual report of commission activities.

(AO No. 2008-89, § 2, 7-29-08)

DRAFT

Application for Wetland Permit or Amendment to AWMP

Municipality of Anchorage
Planning Department
PO Box 196650
Anchorage, AK 99519-6650



PETITIONER*	PETITIONER REPRESENTATIVE (if any)
Name (last, first)	Name (last, first)
Mailing Address	Mailing Address
City State Zip	City State Zip
Contact Phone – Day Evening	Contact Phone – Day Evening
E-mail	E-mail

*Report additional petitioners or disclose other co-owners on supplemental form. Failure to divulge other beneficial interest owners may delay processing of this application.

PROPERTY INFORMATION			
Property Tax # (000-000-00-000):			
Site Street Address:			
Current Legal Description: (use additional sheet if necessary)			
Zoning:	Acreage:	Grid #:	Underlying Plat #:

WETLAND PERMITTING AND SITE INFORMATION		
<input type="checkbox"/> New Permit	<input type="checkbox"/> Amendment to a Wetland Permit - Original Case #	<input type="checkbox"/> Amendment to Anchorage Wetlands Management Plan
Type of Disturbance and/or Amendment Requested:		
Wetland Classification: <input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C" <input type="checkbox"/> "D - Undesignated" <input type="checkbox"/> "P - Potential" <input type="checkbox"/> "U - Not Classified"		
Wetland Site # _____ or <input type="checkbox"/> Site is not identified within the Anchorage Wetlands Management Plan		

I hereby certify that (I am)(I have been authorized to act for) owner of the property described above and that I petition for a wetland permit review in conformance with Title 21 of the Anchorage Municipal Code of Ordinances. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the permit.

Signature <input type="checkbox"/> Owner <input type="checkbox"/> Representative <small>(Representatives must provide written proof of authorization)</small>	Date
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Print Name			
Accepted by:	Fee:	Case Number:	Decision Date

SUBMITTAL REQUIREMENTS (Only one copy of applicable items is required for initial submittal)

- 1 copy required:
- Signed application (original)
 - Watershed sign off form, completed
 - Jurisdictional Determination from the U.S. Army Corps of Engineers
 - Wetland Delineation approved by the U.S. Army Corps of Engineers (if applicable)
 - Anchorage Wetlands Assessment Methodology Form (if applicable)
 - Project narrative explaining:
 - Justification for the disturbance
 - Amount and type of material taken from and/or placed on site
 - Project Timeline
 - Revegetation Plan
 - Site plan to scale depicting, with dimensions:
 - area of disturbance
 - delineated wetland boundary
 - Photographs of the project area
 - Final drainage plan
- (Additional information may be required.)

MUNICIPAL WETLAND POLICY

In considering any disturbance to wetlands identified within the *Anchorage Wetlands Management Plan*, the Municipality uses the following criteria to guide its decision:

1. The applicant has demonstrated minimized individual and cumulative impacts to the wetland unit through the implementation of best management practices; and
2. Disturbance of the wetland cannot be avoided to make reasonable use of the land; and
3. The wetland unit is subject to specific protections such as special limitations, easements, or has been designated for future public use for recreation, wildlife viewing, ecological function, and/or flood mitigation; and
4. Adverse impacts to adjacent or downstream wetlands, streams, aquatic resources, and drainage facilities will be mitigated to the best extent possible; and
5. The disturbance activity and/or development is consistent with the purpose and goals of the *Anchorage Wetlands Management Plan*, as well as the goals, objectives, and policies of the comprehensive plan.