**GIRDWOOD LAND USE COMMITTEE**

**OPERATING PRINCIPLES**

Adopted by the Land Use Committee ‑ 10/12/98

Approved by the GBOS ‑ 10/19/98

Minor revisions ‑ 4/12/99, 2/25/02, 12/07/03

Adopted by Land Use Committee January, 2005  
Revision to remove attendance requirement for voting – 8/11/14  
Addition to meeting frequency – 3/9/15  
Revision TBA 2016

**Statement of Purpose** ‑ To advise the Girdwood Board of Supervisors (GBOS) on land use issues based on research and community input.  We encourage all those in Girdwood to take part in discussing land issues facing the community by attending the meetings.  It is hoped that in this way, we will reach the goal of representing the community on routine and controversial land use issues in a broader way.

**Collaborative Process** ‑ The Land Use Committee (LUC) aims to apply the principles of the Collaborative Process, which is becoming common across the country for successfully solving community concerns.  The Collaborative Premise states, “If you bring the appropriate people together in constructive ways with good information, they will create authentic visions and strategies for addressing the shared concerns of the organization or community.”  Necessary conditions for successful collaboration include a group of participants who are broadly representative of the community, and a credible, open process that is not dominated by any one group or sector.

**Members** – A Qualified Member is any person eighteen (18) years of age or older who has been a resident and/or property owner, business owner or designated representative of a non-profit association who has resided in, owned property in, owned a business located in, or operated as a non-profit association for ninety (90) days or longer in Girdwood Valley.  Girdwood Valley is the area defined as “the Girdwood Community Association/Land Use Committee boundary area depicted on Map 10 located in AMC Section 2.40.090”.

Businesses and nonprofit entities not otherwise represented at the Girdwood Land Use Committee and who meet one of the following criteria may designate one (1) representative to be a voting member of the Girdwood Land Use Committee:

a) The business is a corporation operating in Girdwood but without the representation of a director or corporate officer who otherwise meets the membership criteria.

b) The business is a partnership with all partners residing outside the Girdwood area but operating in Girdwood.

c) The business is a limited liability company with all member(s) residing outside the Girdwood area but operating in Girdwood.

d) The business is a sole proprietorship with the proprietor residing outside the Girdwood area but the business operates in Girdwood.

e) The nonprofit entity is a corporation duly qualified under a subsection of IRC 501 and registered in the State of Alaska with all officers, directors and members residing outside the Girdwood area but operating in Girdwood.

f) The nonprofit entity is an association duly organized under Internal Revenue Code and registered in the State of Alaska with all officers, directors and members residing outside the Girdwood area but operating in Girdwood.

Businesses and nonprofit organizations that qualify as described above may designate one (1) representative for the calendar year.  The written request must be made January 1 thru 31 of each year or when commencing operations in the Girdwood area.  The written request must be delivered to the Land Use Committee Chair and duly recorded by the Land Use Secretary.  Designated representatives have one (1) vote on any issue regardless of whether they qualify for Land Use Committee membership under other categories.

Anyone may inquire of any person who purports to meet the membership requirements in order to determine their eligibility to be a member of the Girdwood Land Use Committee.

**Officers** ‑ Officers must meet the Membership requirement.  Officers are comprised of three members in the positions of Chair, Vice‑chair, and Secretary.  Duties include:

Chair: set and post an agenda 7 days prior to meetings in coordination with GBOS Chair, arrange and publicize meeting time and place, facilitate meetings, present a summary of the meeting at the next GBOS meeting; uphold these Operating Principles.

Vice Chair: Assist and/or fill in for Chair as necessary.

Secretary: take minutes and publicly post them before the next GBOS meeting, keep a running list of Qualified Members throughout the year(s), set out and retain (for historical records) a sign-in sheet for each LUC meeting.

Agenda and minutes are to be posted at the Post Office, the Library, and Little Bears Playhouse and the Girdwood Community Center bulletin boards. Agenda and minutes are also posted on line at www.muni.org/gbos. PSAs on KEUL and/or Girdwood/MOA website shall be utilized to disseminate information whenever possible.

**Election of Officers** ‑ Each year at the January meeting, nominations will be taken from the floor and all three officers elected for the following year.

**Meetings –** Land Use Committee Meetings are scheduled for the 2nd Monday of each month at 7PM in the Girdwood Community Room. Meetings must be held at least every other month.

**Relationship Between Girdwood Community Association, Land Use Committee and Girdwood Board of Supervisors -** The Girdwood Board of Supervisors is designated as the Girdwood Community Council 'ex-officio' by the Anchorage Municipal Assembly. Because of this, Girdwood is not recognized as a Community Council District in Municipal Code 2.40.040.D – Establishment of community council districts.

Municipal Code [2.40.035](https://www.municode.com/library/ak/anchorage/codes/code_of_ordinances?nodeId=TIT2LEBR_CH2.40COCO).B states:

“Girdwood recognized; special provision. The municipality recognizes the Girdwood Board of Supervisors as the community council, ex-officio, which serves the Girdwood Community Association/Land Use Committee boundary area depicted on Map 10 located in [section 2.40.090](https://www.municode.com/library/ak/anchorage/codes/code_of_ordinances?nodeId=TIT2LEBR_CH2.40COCO_2.40.090COCOMA).”

The GCC/LUC is a one-person one-vote organization, whereas GBOS business is voted upon by only the 5 board members. In consort with the ideals of community councils being the voice of the people with one-person one-vote, the LUC is designated by the GBOS to be the public hearing process for the GCC. Whenever the LUC is in session, it also serves as the GCC. The LUC/GCC will forward its findings on to the GBOS.

**Discussion** ‑ All viewpoints are valid and welcome.  Discussion is to be held in a respectful manner. It is the aim of the LUC to have broad citizen participation, therefore discussions can not be monopolized by a few individuals. Comments should be limited to two minutes. The facilitator is generally the Committee Chairperson, however, another officer or individual may be designated in his/her place. If discussion becomes contentious or out of hand the facilitator will choose who speaks next by “going around the room” – or via a sign up sheet, giving every person present the opportunity to speak.  Additionally, prior to voting on major issues, it is recommended the facilitator close the discussion by going around the room for final comments.  The facilitator will work cooperatively with all present to decide when thorough discussion is complete and/or when it is time to move on.  In November 2001, it was decided that the Federation of Community Councils’ sheet titled “Parliamentary Procedure, A Reference Guide to Moving the Meeting Along” would be used as a facilitating guide.

**Issues Needing A Vote** – Issues needing a vote (action items) require a minimum of two presentations at two different meetings at least a month apart. At the first meeting the issue will be introduced with as much information as possible and requested. This provides the community with enough time to digest the information and come to the next meeting with an informed opinion prepared for a vote. The second meeting presentation will provide all information necessary to visualize and comprehend the entire nature and scope of the project and any other special requirements. An exception will be an issue of extreme importance of a timely nature beyond the control of the owner/project manager, in which case the rules for second presentation apply.

**Voting** - Every eligible member (described under “Members” above) is qualified to vote (“one person, one vote”).  There shall be a sign in sheet displayed at each meeting (and maintained by the LUC Secretary). Votes are taken by a show of hands. Absentee voting by proxy is not allowed, but absent members are encouraged to submit written comments which will be read at the LUC and passed on to the GBOS.  Discussion of major land use issues may require more than one meeting and every attempt must be made to ensure that the broad community has had ample opportunity to review and comment on issues before a vote is taken. The exact number of yeas and nays will be presented at the GBOS meeting. The community’s stated objective is to provide unified statements and recommendations from the Girdwood community.  However, three possibilities exist regarding agreement between the Girdwood Board of Supervisors and the Land Use Committee:

A. The Girdwood Board of Supervisors votes in accordance with the Land Use Committee recommendations.  In this case, all recommendations of the Girdwood Board of Supervisors shall include the official actions of the Land Use Committee without changes.  The Girdwood Board of Supervisors may include additional supporting information and comments when sending forth the actions of both groups.

B. The Girdwood Board of Supervisors does not vote in accordance with the Land Use Committee recommendations and the requirement to report forth on the issue is not time restricted.  In this case, the Girdwood Board of Supervisors will provide a written explanation of the dissenting GBOS action to the Land Use Committee, and will provide any and all additional and/or new information pertinent to the issue being considered, and request that the Land Use Committee reconsider their action in view of the additional and/or new information.  An issue can be sent back to the Land Use Committee one (1) time for reconsideration by the LUC, and the issue in question must appear on the following month’s Land Use Committee agenda.

C. The Girdwood Board of Supervisors does not vote in accordance with the Land Use Committee recommendations and the requirement to report forth on the issue is time restricted.  In this case, the Girdwood Board of Supervisors will provide a written explanation of the dissenting GBOS action to the Land Use Committee, and in sending the recommendations forward, will include the official actions of the Land Use Committee without changes, along with the official actions of the Girdwood Board of Supervisors and any relevant comments.

The Girdwood Board of Supervisors may also request an extension for advisory comments to be made, in which case the issue of dissent may be referred back to the Land Use Committee as described in “B” above.

**The community has another avenue to deal with special situations where contentious issues have not been dealt with in a satisfactory manner.** There may be a special meeting of the Girdwood Community Association (See Girdwood Community Association Rules and Bylaws) with a quorum present held within thirty (30) days of the date of any Girdwood Board of Supervisors vote contrary to the recommendation of the Land Use Committee, at which the Girdwood Community Association (GCA) may override the Girdwood Board of Supervisors vote by an affirmative vote of at least **two-thirds (2/3)** of those present at the GCA Special Meeting.

**Education** ‑ It is the goal of the LUC that members become well educated on regulations, agencies, and other topics of  importance to understanding land use issues.  Community members are encouraged to give brief educational presentations to the LUC in their area of expertise.

**Presentations** – Petitioners seeking variances, etc., municipal representatives or others who are seeking public input on a land use issue are requested to present their case at the LUC meeting.

**Coordinating with the GBOS** ‑ To avoid redundancy, conduct efficient meetings, and to help insure that the work of the LUC and GBOS complement one another, the GBOS chair and LUC chair will coordinate which land use topics are best discussed at which meetings.  Generally, all land use issues within Girdwood Valley proper will be discussed at LUC meetings and land use issues outside of Girdwood Valley but that may be of interest to residents as members of the municipality will be discussed at the GBOS meetings.  Additionally, the GBOS Supervisor assigned to Land Use as an area of responsibility is encouraged to attend LUC meetings to assist coordination and communication between the two groups.

The Girdwood LUC is a voluntary citizen’s committee.  These principles are meant to guide the process, but may also require flexibility.  Success depends on broad participation from the community and the continual review and refinement of these principles.

J. Pascale ‑ 4/12/99

J. Jonas – 2/25/02, 12/07/03