

Anchorage Municipal Code Section 21.03.020C. - Community Meetings

1. Purpose

The community meeting is an informal opportunity for the developer to inform the surrounding area residents and property owners of the details of a proposed development and application, how the developer intends to meet the standards contained in this title, and to receive public comment and encourage dialogue at an early time in the review process.

2. Applicability

a. *Types of Applications*

The applicant shall hold a community meeting for any of the following types of applications.

- i. Rezoning (zoning map amendments);
- ii. Subdivisions, except for abbreviated plats;
- iii. Conditional uses;
- iv. Marijuana—Special Land Use Permit;
- v. Institutional master plans;
- vi. Major site plan review; and
- vii. Public facility site selection.

b. *Community Councils*

The applicant shall use as its first choice the community council(s) meeting of the project area as the community meeting when the community council(s) meeting is available. If an applicant chooses not to use the community council for the community meeting, the applicant shall provide a written explanation to the director outlining the reasons for this decision. The explanation shall be available to the appropriate board or commission at the time of authorization review. If the community council(s) meeting for the project area is not scheduled in a timely manner, the applicant shall organize a community meeting. If the project area spans more than one community council and the applicant chooses to attend community council meetings, the applicant shall attend the community council meetings of all applicable community councils.

3. Timing and Number of Community Meetings

When required, there shall be at least one community meeting held prior to the submittal of an application.

4. Notice of Community Meeting

The applicant shall provide written (mailed) notice of the community meeting in accordance with subsection H.3. below, at least 21 days prior to the community meeting. If the applicant does not use the community council meeting as the community meeting,

the applicant shall provide community council notice in accordance with subsection H.6. below.

5. Attendance at Community Meeting

- a. If a community meeting is required, the applicant or applicant's representative shall attend the community meeting. The applicant shall be responsible for scheduling the community meeting, coordinating the community meeting, and for retaining an independent facilitator if the applicant determines one is needed.
- b. All community meetings shall be convened at a place in the vicinity of the proposed development.

6. Summary of Community Meeting

The applicant shall prepare a written summary of the community meeting(s), which shall be submitted to the director and the affected community council(s) no later than seven days after the date of the meeting. The written summary shall be included in the departmental report. At a minimum, the written summary shall include the following information:

- a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposals;
- b. Content and dates of mailing, and number of mailings, including letters, meeting notices, and any other written material;
- c. The number of people that participated in the meeting(s);
- d. A summary of concerns, issues, and problems expressed during the meeting(s), including:
 - i. The substance of the concerns, issues, and problems;
 - ii. How the applicant has addressed or intends to address concerns, issues, and problems expressed at the meeting(s); and
 - iii. Concerns, issues, and problems the applicant is unwilling or unable to address and why.