

## MAYORAL DIRECTIVE 1.1

	<b>MUNICIPALITY OF ANCHORAGE OPERATING POLICY / PROCEDURE</b>	P&P No. 46-3A	Page 1 of 2
		Effective date: July 1 <sup>st</sup> 2021	
Subject:  <b>Procedure for Changing and Enforcing Codes and Policies of the Community Development Department.</b>	Supersedes No. 46-3		Dated:
	Approved by:		
	Mayor David Bronson Reviewed by Adam Trombley		

<b>I.</b>	<b>PURPOSE:</b> <ul style="list-style-type: none"> <li>• To establish the policy and procedures for enforcing policies, regulations, interpretations, or provisions of the building codes which are a change from previous enforcement activities.</li> </ul>
<b>II.</b>	<b>POLICY:</b> <ul style="list-style-type: none"> <li>• It is the policy of the Municipality that any changes to the past policies or interpretations of regulations and/or provisions of the building codes shall not be enforced until a 30-day advance notice has been provided. The 30-day notice period is to offer time for comment from the community and user stakeholders.</li> <li>• In the event the Building Official determines that an imminent life/fire safety condition exists which can be lessened by the policy, regulation, interpretation, or provision of the building codes, no advance notice is required.</li> </ul>
<b>III.</b>	<b>ORGANIZATIONS AFFECTED:</b> Community Development
<b>IV.</b>	<b>REFERENCES:</b>  <b>All building codes incorporated into the Anchorage Municipal Code Title 23.</b>
<b>V.</b>	<b>DEFINITIONS:</b>  Community: All applicants of active permits, active list of licensed contractors, Anchorage Home Builders Association, Association of General Contractors, Alaska Professional Design Council, Alaska Housing Finance Corporation, local International Conference of Building Officials Inspectors, other Development Services Division and Municipal departments and agencies who are a part of the permitting process.

**RESPONSIBILITIES:**

1. Community Development shall
  - I. Formulate a draft of the new policy, regulation, interpretation or provision.
  - II. Distribute or make the draft available to the community at least 37 days prior to the intended enforcement date.
  - III. Receive and accumulate responses from the community users and stakeholders and consider the responses in changing or updating the draft.
  - IV. Notify respondents of any changes and updates within four (4) days of the final form.
  - V. Initiate implementation of the new policy, regulation, interpretation or

**PROCEDURES:**

1. Notify community
  - Notifications will be by the most reasonable means possible, such as
    - Newspaper
    - Newsletter of affected organizations
    - Fax
    - Home Web Page
    - US Mail
    - Email
  - Notifications will be done as expeditiously as possible. Thirty-day response period will start after notification is achieved.
2. Review Comments:
  - All Comments received within the 30-days of written notification will be evaluated, placed into the pending action file for this policy and incorporated as deemed appropriate by the Community Development Department.
3. Issuance of Finale Notice:
  - The Building Official will review all comments and prepare a summary.
  - After consideration and evaluation of the comments, the building Official will notify all customers.

**ANNUAL REVIEW DATE/LEAD REVIEW AGENCY:**

- The Community Development Department will review this document in August of each year for any needed revisions.

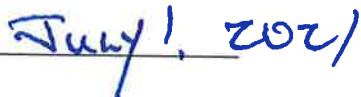
Effective this day, by Mayoral Directive, as per AMC 3.50.010/3.50.015.

SIGNED



Mayor Dave Bronson

Date



July, 1, 2021