A G E N D A

I. **Call to Order and Statement of Procedure:** Chair Tammy Oswald

II. **Roll Call, Introductions and Disclosures:** Emma Giboney

III. **Approval of Agenda**
   a. October 13, 2022

IV. **Overview of Heritage Land Bank Advisory Commission Roles/Responsibilities, MOA Legal**

V. **Overview of MOA Land Use Entitlement Process, MOA Planning Department**

VI. **Work Session – Holtan Hills Land Disposal**

VII. **Commissioner Comments**

VIII. **Next Regularly Scheduled Meeting Date:** Thursday, October 27, 2022 at 11:30AM in the Permit & Development Center, 4700 Elmore Road, Anchorage, Alaska or via Microsoft Teams and telephonic hearing.

IX. **Adjournment**
# Holtan Hills Phase 1 & 2
## PROFORMA 8/20/22

<table>
<thead>
<tr>
<th>Description</th>
<th>HH Ph. 1</th>
<th>HH Ph. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue from Lot Sales (Based on Market Survey)</strong></td>
<td>9,407,000</td>
<td>7,640,000</td>
</tr>
<tr>
<td><strong>Onsite Development Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onsite Pre-Development Costs (Sec 8.3(a) - 8.3(e))</td>
<td>222,500</td>
<td>161,200</td>
</tr>
<tr>
<td>Engineering, Review, and Inspections (Sec 8.3(a) - 8.3(e))</td>
<td>427,345</td>
<td>451,350</td>
</tr>
<tr>
<td>Onsite Construction Costs (Sec 8.3(b)) - Based on 2022 Construction Cost Provided by Triad Engineering</td>
<td>4,425,287</td>
<td>4,413,250</td>
</tr>
<tr>
<td>Financing Costs (Sec 8.3(f)) - Based on 6.5% interest for 3 years</td>
<td>638,323</td>
<td>634,499</td>
</tr>
<tr>
<td><strong>Total Onsite Development Costs</strong></td>
<td>5,713,455</td>
<td>5,660,299</td>
</tr>
<tr>
<td><strong>Post Development Costs - Based upon Appraisal Review of Standard Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing Costs (Sec 6.9 - Title insurance, recording fee, warranty deeds, etc...</td>
<td>51,000</td>
<td>44,000</td>
</tr>
<tr>
<td>Marketing Fee (Sec 6.9 - 3% of Sales Price)</td>
<td>282,210</td>
<td>229,200</td>
</tr>
<tr>
<td>General and Administrative Expense (Sec 8.3(h))</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Developer Administrative Fee (Sec 6.8 - 1% of Sec 8.3(a) - 8.3(h))</td>
<td>57,435</td>
<td>56,903</td>
</tr>
<tr>
<td>Developer Management Fee (Sec 6.8 - 3.5% of Sec 8.3(a) - 8.3(h))</td>
<td>201,021</td>
<td>199,160</td>
</tr>
<tr>
<td><strong>Total Post Development Costs</strong></td>
<td>621,665</td>
<td>559,263</td>
</tr>
<tr>
<td><strong>Net Income before Tax</strong></td>
<td>3,071,880</td>
<td>1,420,437</td>
</tr>
</tbody>
</table>

## Holtan Hills LLC

Approved By: [Signature]
Connie Yoshimura, Manager
Date: 8/20/22

## Municipality of Anchorage and Its Heritage Land Bank

Received By (Sign): [Signature]
Real Estate Department
Received
Name (Print): [Signature]
AUG 8 2022
Its: Real Estate Services
Heritage Land Bank
Date:
<table>
<thead>
<tr>
<th>% OF TOTAL</th>
<th>ACRES</th>
<th># OF LOTS</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.0%</td>
<td>2.0</td>
<td>5</td>
<td>VARIES</td>
<td>MULTI–FAMILY (32 UNITS)</td>
</tr>
<tr>
<td>9.4%</td>
<td>1.0</td>
<td>8</td>
<td>50'</td>
<td>DUPLEX</td>
</tr>
<tr>
<td>19.0%</td>
<td>2.0</td>
<td>6</td>
<td>VARIES</td>
<td>LARGE LOT SINGLE–FAMILY</td>
</tr>
<tr>
<td>9.0%</td>
<td>0.96</td>
<td>4</td>
<td>70'</td>
<td>SINGLE–FAMILY</td>
</tr>
<tr>
<td>7.0%</td>
<td>0.74</td>
<td>4</td>
<td>65'</td>
<td>SINGLE–FAMILY</td>
</tr>
<tr>
<td>14.5%</td>
<td>1.54</td>
<td>8</td>
<td>60'</td>
<td>SINGLE–FAMILY</td>
</tr>
<tr>
<td>15.5%</td>
<td>1.65</td>
<td>11</td>
<td>50'</td>
<td>SINGLE–FAMILY</td>
</tr>
<tr>
<td>6.6%</td>
<td>0.71</td>
<td>6</td>
<td>45'</td>
<td>SINGLE–FAMILY</td>
</tr>
<tr>
<td>100%</td>
<td>10.60</td>
<td>52</td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

There is a total of 40 mixed density units and 39 single family lots.
DATE: September 14, 2022

TO: Adam Trombley: Adam.Trombley@anchorageak.gov
    Connie Yoshimura, CY Investments: cyoshimura@gci.net

CC: Heritage Land Bank and HLBAC Commissioners: hlb@anchorageak.gov
    Girdwood Board of Supervisors: gbos@muni.org

FR: Holtan Hills Housing Advisory Committee, Sam Daniel and Emma Kramer, Co-chairs

Introduction
Girdwood is experiencing an ongoing housing crisis. Every resident and business owner is
acutely aware of the lack of housing and the incredible challenges posed by the cost of housing.
This reality is known and acknowledged in the HLB Girdwood Residential 2021 RFP
(Attachment A, page 8 Section 3). The winning proposal, submitted by CY Investments, LLC,
Pomeroy Lodging, and Seth Anderson PE. (Attachment B, p.20;4.5.1 Business Plan) indicates
awareness of Girdwood's housing crisis and an intent to create "workforce housing, affordable
housing, moderately priced single family homes with ADUs, luxury 50,000 square foot
lots as well as cottages and 'bird' houses" (ibid). The Girdwood community is concerned that the
Development Agreement (Attachment C) between CY Investments and MOA HLB addresses
creation of lots only, without the specific guarantee of creation of the housing Girdwood needs.

In July an informal survey of Girdwood renters was conducted online via social media platforms.
The 133 responses reveal many of the struggles our community faces with housing:
  ● 73% responded that their rent is over 30% of their income.
  ● 56% have stayed in unsafe living conditions.
  ● 36% have experienced homelessness while living in Girdwood.
  ● 69% have lived in housing that is not up to code.
  ● 21% have had to take out a loan to pay rent.
  ● 87% have considered moving out of Girdwood because of the lack of housing.
  ● 78% work more than 40 hours per week to afford rent.

Following a series of community meetings, widespread written input from community members
and business owners, and at the suggestion of Connie Yoshimura, the Holtan Hills Housing
Advisory Committee was formed by the GBOS to coalesce the community’s concerns and work
toward an agreement with CY Investments and HLB. This letter is the product of their work.

Goals
After deep listening to our community, our goals are to work collaboratively and use inclusionary
housing concepts to:
  A. Increase the supply of workforce and mid-income housing;
  B. Increase the affordability of housing in Girdwood;
  C. Increase the amount of housing occupied by Girdwood residents; and,
  D. Limit the use of new housing as short term rental property.

Recommended Revisions to the Development Agreement.
1. Add language from the RFP (Attachment A) and the winning proposal (Attachment B) to the Development Agreement as a binding commitment that:
   a. CY Master Plan/Plat/etc. shall “promote employment stability” within Girdwood. (Attachment A: p. 8).
   b. CY Master Plan shall identify which of the lots / potential housing units in Phase 1 and Phase 2 will be affordable housing, senior housing, workforce housing, market rate housing, multi-generational housing, seasonal workforce apartments, residential homes with ADU’s, and “bird” houses / compact houses (Attachment A: p.11; Attachment B: p.2, 20, 24, 30).

2. Add specific requirements (Attachment B: p.12) for consultation with:
   a. Girdwood Board of Supervisors/ Girdwood Land Use Committee
   b. Girdwood Community Land Trust
   c. Imagine Girdwood
   d. Girdwood Trails Committee

3. Restructure HLB Profit Sharing through a combination of deed restrictions on Phase 1 and 2 lots to use of property as primary places of residence; and land transferred from Phase 1 and 2 to be deeded to a specified Girdwood nonprofit entity for the purpose of constructing inclusionary housing.

4. Increase density and/or increase number of multifamily lots in Phases 1 and 2.

5. Add deed restrictions on Phase 1 and Phase 2 to limit the use of properties as short term rentals.

6. Seed funding for creation and initial operation of Girdwood managed housing authority/housing strategies
   Upon the disposal of land to CY Investments, an initial investment of $500,000 shall be designated by HLB and treated as encumbered funds to support creation and operation of a management body or contracting with an existing entity to implement inclusionary housing strategies within the Girdwood Valley Service Area in a manner similar to housing authorities in other resort communities.

7. Deadline for Construction of Housing
   HLB shall create a requirement for construction of a specified number of housing units in a set period of time.

8. Increase transparency
   Prior to land disposal, HLB provide the following:
   a. Unredacted copy of the winning proposal by CY Investments, Seth Anderson, PE, and Pomeroy Lodging to the public;
   b. Initial project budget as required in the signed Development Agreement (Attachment C: p. 6, section 3.7).
   c. Written update on the status of the residual rights of the other 3 original partners in the winning proposal.
HLB and CY shall provide a communication calendar for the Holtan Hills development to the entities named in Item #2 above.

Encl:
Attachment A: HLB RFP
Attachment B: CY et al proposal
Attachment C: Development Agreement
The Holtan Hills Residential Development as proposed by Holtan Hills, LLC in its current concept will require approval of at least two planning entitlements: a Conditional Use Permit for a Planned Unit Development (CUP-PUD), and a phased subdivision. Should these entitlements involve any deviation from code standards either by choice or necessity, applicable variance requests shall accompany either the CUP-PUD or subdivision applications. If these entitlements are applied for concurrently, they may be decided upon by the Planning and Zoning Commission through a single public hearing. Should they be applied for separately, the CUP-PUD (and any associated variances) shall be decided upon by the Planning and Zoning Commission and the phased subdivision (and any associated variances) shall be decided upon by the Platting Board. The intent, purpose, and approximate timeline for each entitlement is outlined below:

**Conditional Use Permit for a Planned Unit Development**

**Purpose:** CUP-PUDs allow an applicant to develop a residential and/or mixed-use neighborhood to a higher density than what is otherwise allowed under the intended densities of the underlying zoning district. Further requirements for open space, utility installation, and landscaping are standard for any new CUP-PUD. Additionally, further flexibility to lot size dimensions, lot coverage, and minimum setbacks are allowed. However, it is important to note that any other residential, street cross section, and design standards of the underlying zoning district still apply.

**Pre-Application Requirements:** In general with some exceptions, an applicant applying for an entitlement that requires approval through a public hearing shall conduct the following meetings prior to submitting an application to the Planning Department:
1) A pre-application conference requested by the applicant and facilitated by the Planning Department. The purpose of a pre-application conference is to allow the applicant an opportunity to introduce a project to reviewing agencies and solicit feedback on their proposal prior to submitting a final application.

2) A properly noticed community meeting conducted in accordance with the procedures of AMC 21.03.020C. Community meetings allow the applicant an opportunity to speak with community members about their project and both listen to any concerns they may have and answer questions.

**Approval Process:** Applications for a CUP-PUD are evaluated by the Planning Department who presents a recommendation for Approval, Approval with Conditions or Denial to the Planning and Zoning Commission. Both the recommendation from Planning and the final decision of the Planning and Zoning Commission should be reached through an evaluation of the Conditional Use Permit approval criteria of AMC 21.03.080D, Planned Unit Development approval criteria of AMC 21.07.110H.1., compliance with the minimum standards of AMC 21.07.110H.2., and comments received from both reviewing agencies and the public.

**Application Timeline:** Approximately 90 days factoring in noticing procedures for the required community meeting, public hearing, and to allow for sufficient review of the application materials by the public, community council, reviewing agencies and Planning Department.

**Decision-Making Body:** Planning and Zoning Commission through a public hearing.

**Phased Subdivision**

**Purpose:** The purpose of the subdivision review process is to ensure compliance with the subdivision standards and requirements set forth in chapter 21.08, *Subdivision Standards*, which are designed to ensure quality development in the municipality consistent with the comprehensive plan.

**Pre-Application Requirements:** An applicant applying for an entitlement that requires approval through a public hearing shall conduct the following meetings prior to submitting an application to the Planning Department:
1) A pre-application conference requested by the applicant and facilitated by the Planning Department shall be conducted. The purpose of a pre-application conference is to allow the applicant an opportunity to introduce a project to reviewing agencies and solicit feedback on their proposal prior to submittal a final application.

2) A properly noticed community meeting conducted in accordance with the procedures of AMC 21.03.020C. Community meetings allow the applicant an opportunity to speak with community members about their plat and both listen to any concerns they may have and answer questions.

Approval Process: Applications for subdivision are evaluated by the Planning Department who presents a recommendation for Approval, Approval with Conditions, or Denial to the applicable decision-making body. In this case, it is intended that the CUP-PUD and subdivision will be heard concurrently and thus may be decided upon by the Planning and Zoning Commission. Any recommendation by the Planning Department and decision by the Planning and Zoning Commission or Platting Board should be reached through an evaluation of the subdivision approval criteria of AMC 21.03.200C.9, compliance with the minimum subdivision standards of AMC 21.08, and comments received from reviewing agencies and the public.

Application Timeline: Approximately 90 days factoring noticing procedures for the required community meeting, public hearing, and to allow for sufficient review of the application materials by the public, community council, reviewing agencies, and Planning Department.

Decision-Making Body: Planning and Zoning Commission through a public hearing if heard concurrently with the PUD-CUP; Platting Board if heard separately.

Variance (if applicable) Purpose: The variance process is intended to provide limited relief from the requirements of this title in those cases where strict application of a particular requirement will create a practical difficulty or unnecessary hardship prohibiting the reasonable use of land in a manner otherwise allowed under this title. It is not intended that variances be granted merely to remove
inconveniences or financial burdens that the requirements of this title may impose on property owners in general. Rather, it is intended to provide relief where the requirements of this title render the land difficult or impossible to use because of some unique physical attribute of the property itself. State and/or federal laws or requirements may not be varied by the municipality. Variances are not intended to allow things that are otherwise prohibited in this title.

**Pre-Application Requirements:** None, although any applicant may request a concept meeting with the Planning Department to discuss their request prior to submitting an application.

**Approval Process:** Applications for variances are evaluated according to the applicable variance standards by the Planning Department who presents a recommendation for Approval, Approval with Conditions, or Denial to the applicable decision-making body. The decision-making body for a variance request depends upon which standard the applicant is seeking relief from. Dimensional variances are heard by the Zoning Board of Examiner’s and Appeals, design variances are heard by the Urban Design Commission, and subdivision variances are heard by the Platting Board. However, should a variance request accompany an entitlement of a higher level of review, the variance request is heard before the decision-making body of the higher entitlement (i.e. a Major Site Plan Review with an accompanying design variance may be heard concurrently before the Planning and Zoning Commission)

**Application Timeline:** Approximately 60 days factoring noticing procedures for the public hearing and to allow for sufficient review of the application materials by the public, community council, reviewing agencies, and Planning Department.

**Decision-Making Body:** Dimensional variances are heard by the Zoning Board of Examiner’s and Appeals, design variances are heard by the Urban Design Commission, and subdivision variances are heard by the Platting Board.