

# Heritage Land Bank Advisory Commission Meeting

Thursday, December 14, 2023 at 1:30PM

Permit & Development Center, Conf. Room 170  
4700 Elmore Road, Anchorage, Alaska 99507

*or via Microsoft Teams and Telephone*

## MINUTES

- I. **Call to Order and Statement of Procedure** – Chair Marshall called the meeting to order at 1:32 pm.
- II. **Roll Call, Introductions and Disclosures**
  - a. Chair Marshall, Vice Chair Flynn, Commissioners Hansen, Chmielowski, Channon were present. Commissioner Oswald was absent (excused). A quorum was established.
  - b. Staff: Director Briggs, Emma Giboney, Nicole Jones-Vogel, Contractor
- III. **Approval of Agenda and Minutes**
  - a. December 12, 2023 Agenda – Commissioner Chmielowski moved; Commissioner Channon seconded and the agenda passed unanimously.
  - b. November 16, 2023 Minutes – Commissioner Chmielowski moved; Commissioner Channon seconded and the minutes passed unanimously.
- IV. **Director’s Report**

Director Briggs welcomed Commissioner Chmielowski who did a brief introduction. Director Briggs provided an update on a last open commissioner seat, provided a brief overview of the HLB Work Plan next steps, and upcoming January meeting action items for two lease amendments. Director Briggs also generally outlined upcoming items that will be before the Commission in the next several months.
- V. **Work Session: Draft 2024 Annual Work Program & 2025-2029 Five-Year Management Plan**

Staff provided an overview of the activities that have occurred to get to this draft 2024 Work Plan with both community and inter-agency input. Several items were highlighted throughout the plan for further discussion. Chair Marshall requested that discussion regarding 1-111 be added to the items to be discussed.

- *HLB Parcel 6-011.* Discussion regarding process and timing were explored. Commissioners did not have any substantial suggestions in edits to the draft plan ahead of the public review draft.
- *HLB Parcel 6-057.* Staff updated the Commissioners regarding efforts towards developing a feasibility study for the Girdwood Industrial Park and discussed the additional option. It was not clear in the plan that the additional option, listed as item 2 would be a platting action. That was recommended to be edited for clarity.
- *Girdwood Trails Plan Implementation.* An update was provided on the Girdwood Trails Plan. Several HLB parcels have been identified for trail network expansion in Girdwood. Commissioners did not have any substantial input or questions regarding this item.
- *Policies.* Staff drew Commissioner's attention to some text edits to three policy aspects.
  - *Work Plan Amendments.* Clarification regarding mid-year work plan amendments in tandem with action items.
  - *Land Use Permit Fees Table.* An update to fees is proposed to provide clarity to user-based fees.
  - *Sunsetting of Resolutions.* Staff addressed Commissioner comments in 2023 regarding evaluation of having a sunset on approved resolution if substantial progress has not been made towards the project. Staff suggested that the preferred method to address this concern would be through the resolution similar to the application of reverter clauses. Commissioners were agreeable to that approach.
- *HLB Parcel 1-111.* Chair Marshall requested an update of the Eagle River Cemetery. As far as HLB staff is aware, the draft Work Plan reflects the current interest and status of HLB Parcel 1-111 as a potential cemetery site depending on funding and other factors.

**VI. Persons or Items Not on the Agenda**

No persons to testify.

**VII. Commissioner Comments**

Chair Marshall thanked staff for their hard work on the draft Work Plan.

**VIII. Next Regularly Scheduled Meeting Date**

Thursday, January 25, 2023 at 1:30pm in the Permit & Development Center (4700 Elmore Road 99507) or via Microsoft Teams and telephone.

**IX. Adjournment**

Commissioner Chmielowski moved to adjourn the meeting, seconded by Commissioner Charnon and the meeting adjourned at 2:15 pm.