

## Status of Proposed Development Projects in Girdwood

Updated 3/23/2026

Description	Location	Developer	Status	Link	Public Comments or Hearing	MOA Process
Holtan Hills	North of Girdwood School	CY Investments	CU/PUD approved		None	Planning application will be needed for later phases
Alyeska Village phases 1-3	Alyeska Resort	Pomeroy	Approved Area Master Plan and Phase 1 Development Master Plan. Army Corps permit POA-2023-00473		None	DMP for phases 2 & 3 will require PZC public hearing
Glacier Creek Village phase 4	North of Girdwood Airport	Pomeroy	Part of approved Alyeska Resort Area Master Plan. On land currently owned by HLB/MOA		Future public hearings at HLBAC & Assembly	HLB work plan describes additional steps. No disposal planned in 2025
Alyeska North Addn #1 Housing	Upper parking, daylodge	Pomeroy	Land use permit applied for 10 units of housing in 2 buildings. Site work only in 2025		None	Clearing permit was granted. Land use permit has not been granted
Remote Avalance Mitigation storage & heliport	Old Gravel Pit @ Seward MP89	AK DOT	Application for rezone approved. Condition Use Permit will be at PZC on 4/20.		Public Hearing at PZC on 4/20. Future Assembly.	Pending action at Assembly for technical changes to Land Use code.
Alpenglow Mixed-Use	204 Hightower Rd	Girdwood Building Company, LLC	Planning application 2025-0038 was approved in May 2025		None until phase 2	Development Master Plan approved
Hotel & Retail Store	Off Alyeska Hwy behind Brewery	Glacier View LLC	Land use code was updated October 2025.		None scheduled	Major Site Plan Review required for any development over 4,000 sqft
ENSTAR gasoline	Between wastewater plant and Virgin Creek Drive	ENSTAR	DNR permit granted. ENSTAR work schedule unknown		None	No MOA involvement
Lodge and associated facilities	Girdwood Airport - north	Glacier Valley Lodge LLC	Land lease only for aviation component was approved by AK DOT in April 2024. Construction requires separate DOT Airport Building Permit and MOA Land Use Permit.		Requires DOT permit (no hearing) & MOA permit/hearings before improvements	MOA requires a Land Use Permit and possible land use code modification.
Heli-skiing operation at south end of airport	Girdwood Airport - south	Silverton Mountain Guides	Ongoing legal challenge MOA issued land use permit.		None scheduled	Structure may require variance for height
Girdwood Industrial Park	Girdwood Industrial Park	HLB	Platting approved		None scheduled	Any future land disposal will also have a Public Hearing at Assembly
Orca Mountain View	East of Alyeska Hwy north of Ruane Road	HLB	Platting approved		None scheduled	Future development plan will have public hearings at HLB Advisory Commission, and possibly at PZC. Any land disposal requires an Assembly Public Hearing and vote.
New water system wellhouse	Immediately north of Glacier Creek Bridge	AWWU	On hold for foreseeable future			
Alyeska-Seward Highway Intersection	Alyeska-Seward Hwy junction	AK DOT	Initial concept design. CSS approved by MOA. On hold awaiting future funding (STIP anticipates 2029 or later)		Future hearings including HLB land disposal and others	Using Context Sensitive Solution (CSS) process



# Fire Crew News



- ▶ 6 new firefighters starting March 21
- ▶ Polaris Ranger Arrived
- ▶ Crews starting training and equipment readiness for wildfire season
- ▶ Rural Healthcare Grant: 6 projects submitted
- ▶ IAFC Wildfire Mitigation grant submitted
- ▶ Slip in unit grant submitted by AFD

# Girdwood Fire February 2026 Incidents

Responded: 23 incidents 12 patients transported

EMS Calls: 14

Vehicle Accidents: 0

Commercial/Residential Fire Alarm: 7

Gas Leak/Smell: 1

Water issue: 1

All resources utilized: Station Move Up: 1



Platinum  
Transparency  
2026

**Candid.**



**Whittier Police Department**  
 Monthly Activity Report – February 2026

**Calls by Service Area**

Service Area	Calls
Whittier	50
Girdwood Service Area	129
Other	4
<b>Total</b>	<b>189</b>

**Narrative Summary**

In February 2026, WPD handled 189 calls for service. Excluding Security Checks, Whittier accounted for 27 and Girdwood 44 calls. Serious incidents stood out, including MVA/Accident (4), Assault (1), Theft/Burglary (1), Suicidal / Mental Health (1). Jurisdictional mix: Whittier 26.5%, Girdwood 68.3%, Other 2.1%.

**Bullet-Point Summary**

- Whittier: 50 calls. Top types: EMS/Fire (10), Disturbance (5), Phone Call Request (2).
- Girdwood: 129 calls. Top types: Traffic (22), MVA/Accident (4), Disturbance (2).
- Other: 4 calls. Top types: Motorist Assist (1), Theft/Burglary (1), Agency Assist (1).

**Call Types by Jurisdiction**

Call Type	Whittier	Girdwood	Other	Total
Security Check	23	85	0	108
Traffic	0	22	1	23
EMS/Fire	10	0	0	10
Disturbance	5	2	0	7
MVA/Accident	0	4	0	4
Citizen Assist	2	1	0	3
Parking Problem	1	2	0	3
Abandoned Vehicle	1	1	0	2
Paper Service	0	2	0	2
Phone Call Request	2	0	0	2
Suspicious	0	2	0	2
Unspecified in CAD	1	1	0	2
Agency Assist	0	0	1	1
Assault	0	1	0	1
Community Relations	1	0	0	1
Dui	0	1	0	1
Fraud	0	1	0	1
Minor Consuming	0	1	0	1
Motorist Assist	0	0	1	1
Protective Services Report	1	0	0	1
Public Assist	1	0	0	1
Reddi	0	1	0	1
Suicidal / Mental Health	1	0	0	1
Theft/Burglary	0	0	1	1
Training	1	0	0	1
Trespassing	0	1	0	1
Wildlife Violation	0	1	0	1

**Citation Information**

Category	Whittier	Girdwood Service Area	Other	Total
Speeding	3	5	0	8
Other Traffic	0	2	0	2
Other	2	0	0	2

Category	Whittier	Girdwood Service Area	Other	Total
Total	5	7	0	12

**MUNICIPALITY OF ANCHORAGE  
GIRDWOOD ROADS, FACILITIES,  
PARKS & RECREATION**



**DATE:** March 23, 2026  
**TO:** Girdwood Board of Supervisors  
**FROM:** Kyle Kelley, Girdwood Service Area Manager & Margaret Tyler, Parks and Recreation  
**SUBJECT:** Roads, Facility, Cemetery & P & R Monthly Report

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Ice Age 2026 continues. We are solidly 20+ degrees below normal average temps for March, and below precipitation norms for the winter as well. Remember that the condition under the snow is varied: overflow ice may be covered, but it's still there.



Be aware of avalanche hazards and stay up to date on the avalanche conditions, particularly for those who access backcountry terrain for those who use trails that cross avalanche runout zones. [Chugach Avalanche Center](#). Photo: Avalanche on Notch Mtn 3/8/26. Trails currently are great for walking, xc skiing and biking. Thanks to our volunteer groomers, who have curated snow on the 5K and packed trails in the meadows once we got a bit more snow. The ice is thick in some places, the snow pack very thin everywhere.

Please pick up after your dog and throw bags in the trash.

Year-round staff are now handling trash and mutt-mitt refills. If you see anything that needs attention, please contact Kyle [kellekyt@muni.org](mailto:kellekyt@muni.org) or Margaret [tylerms@muni.org](mailto:tylerms@muni.org).

We're excited to welcome Luke and John back mid-April as our Seasonal Parks Caretakers and have a lengthy list of projects for them!

We'll begin looking for a summer campground host shortly. Campground host receives a cool spot in the campground in exchange for overseeing the campground and light maintenance. Campground host must complete a background check for approval. If you know someone for this job, please tell them to reach out: [tylerms@muni.org](mailto:tylerms@muni.org)



**Trails:** Trails Committee is working on updating the winter map and Girdwood Trails Management Plan. GTC is looking for volunteers to help measure trail segments from specific points with Gaia app. Reach out to Margaret Tyler if you're interested in helping. Received lumber to replace the bridge between Crow Creek Road and Townsquare this spring/early summer. Staff is preparing for the other trail projects that will take place this summer with getting materials that are needed.

### **Parks & Amenities:**

- *Campground:* Tent campground closed.
- *Playground:* Open.
- *Lions Club Park:* Working on pavilion. Wood arrived!, see Grants, below
- *Disc golf:* Open.
- *Library/Community Center:* Library is open TUE-SAT 10-6
- *Tennis Courts:* Closed and nets removed.
- *Soccer field:* Open.
- *Sladen J Mohl Ball Field:* closed.
- *Skate Park:* Winter use. No dogs, please.
- *Annual Beautification:* check out the lights around town!



Reminder: No dogs on the baseball field, playground, tennis courts, and skate park.

**GBOS Non-profit Grants:** Contracts have been sent to the MOA for processing and payment.

### **Other Grants:**

National Forest Foundation Matching Awards Program (MAP) Grant: Staff applied on behalf of Girdwood Trails Committee/Girdwood Inc for a National Forest Foundation \$20,000 grant to improve the Middle Iditarod National Historic Trail Tread and bridges. Grant is a 1:1; notification to grantees is expected in April; projects begin May/June.

Land and Water Conservation Fund (LWCF) Grant: GVSA applied and was awarded a grant for the Lions Club Park Pavilion. Match is 1:1. LWCF grant request is \$103,737.00 for a project costing \$207,474.00. Grant must be wrapped up by 2027. Kyle has completed reporting for now. Staff is starting to work on interpretive signs; materials are ready for summer 2025 construction.

Recreational Trails Program Grant (RTP): GVSA/GTC opted not to apply for 2026 RTP grant. In 2024 GTC/GVSA was awarded RTP funding for the Middle Iditarod National Historic Trail. This project is under way and will continue through 2026. Kyle is working on reimbursements, currently in winter shut-down, poised for start in spring.

Rasmuson Foundation: GVSA received \$250,000 Tier 2 Grant to assist with construction of the suspension bridge to replace the decommissioned hand tram.

National Forest Foundation: GVSA has completed application through the National Forest Foundation of approximately \$220,000 for the bridge to replace the hand tram.

Grant cycle for MAP grants is open now. GTC/GVSA will apply for 50/50 matching grant for the Middle INHT, where it joins USFS management.

Alaska Community Foundation: Trail Care Fund Grant cycle open through March 31. Staff is working on application that will support volunteer efforts on trail projects this summer.

Anchorage Park Foundation: APF Challenge grants are open now. This grant opportunity comes around every 2 years. GTC is applying for funds to produce interpretive signs for the hand tram/historical district that will be part of the suspension bridge project. Application deadline is mid-April.

**Social Media & Websites:** GBOS, committee and sub-committee meetings are now available on a calendar view. Go to [www.muni.org/gbos/events](http://www.muni.org/gbos/events) and see what meetings are coming up! GBOS videos are on line: <https://www.youtube.com/channel/UCOUINIprZEjhbVPIJOIEA>

We are active on Facebook as Girdwood Board of Supervisors. Active GVSA webpages are:

GBOS: [www.muni.org/gbos](http://www.muni.org/gbos)

Parks and Rec: [www.muni.org/gpr](http://www.muni.org/gpr)

LUC: [www.muni.org/gluc](http://www.muni.org/gluc)

Girdwood Trails Plan: [www.muni.org/gtp](http://www.muni.org/gtp)

GTC: [www.muni.org/gtc](http://www.muni.org/gtc)

PSAC: [www.muni.org/gpsac](http://www.muni.org/gpsac)

GHEC: [www.muni.org/gbos-ghec](http://www.muni.org/gbos-ghec)

Other links and info:

Sen. Cathy Giessel's weekly newsletter: [Signup Form \(constantcontactpages.com\)](http://www.constantcontactpages.com)

Information on the ASD: [Anchorage School District / Anchorage School District Homepage \(asdk12.org\)](http://Anchorage School District / Anchorage School District Homepage (asdk12.org))

Anchorage Assembly: [Assembly Home](http://Assembly Home)

Heritage Land Bank information: [www.Muni.org/HLB](http://www.Muni.org/HLB)

## **Roads**

The polar vortex hovering overhead is delivering relentless cold. Still, the groundwater flows, impacting and blocking drainage as it freezes, and overflowing onto roads, driveways, and homes. Western and Northern Gravel have been very helpful with thawing.

**Road Status:** The cold winter just does not seem ready to let go as we're entering spring. The 8" of snow last Friday helps to give a little more coverage for insulating the drainage, but we still deal with overflow daily. The Service Area continues to contract an additional thaw truck to open drainages and supplement the work that Western is doing to keep drainages open. We're asking the Assembly at their next meeting to approve an extension of the contract and increase funding with Northern Gravel. Unfortunately, the persistent cold, lack of snow cover, and constant seepage are creating a relentless overflow cycle, slowing progress and causing thawed areas to re-freeze. The additional thaw truck is helpful, but expensive. Paying for this slow-moving emergency will impact available funds for summer projects. With a month of possible winter conditions still to go, it continues to be a daily challenge for the staff and the service area's budget in the coming months. We're prepared for spring break, but look forward to warmer days and better conditions. Crews will continue to tackle problems as they arise and keep sanding and plowing as needed. We will be working on snowblowing back berms over the next several weeks to help minimize the impacts of spring breakup and, eventually, the rain events that will follow.

## **Major project updates:**

Ruane Road fish passage culvert replacement. The Boutet company will lead project management for this new culvert project, and the Jacobs company will assist in ensuring compliance with the EPA grant and federal requirements. EPA has approved our Request for Proposal (RFP) for Design and engineering services for the new culvert. Now we're waiting for the MOA purchasing department to assign a buyer to advertise the RFP. Still on pace to be constructed in summer 2027.

Winner Creek Trail Bridge at Glacier Creek crossing: The bids have been opened, and we've received 4 bids for the project. Two bids right near the engineer's estimate. We're still awaiting purchase to finalize the bids to ensure everything adds up correctly and that each bidder has the correct paperwork submitted with their bids. Once we get a final number from purchasing, we will determine if we have a funding gap and how much. If we end up with a funding gap, we will address it with GBOS and provide solution options.

GVSA Road Maintenance contract: The five-year term contract with Western comes to an end at the end of April. We had a meeting with purchasing this past week to resolve how we correctly account for construction work in the summer and pay Davis-Bacon wages to the contractor for

the work performed. We're currently working on documents and equipment specifications to send to the Purchasing department, and on the contract to bid out in the next month.

**Expenses and Budget:**

**Girdwood Valley Service Area 2025 Mill Rate:** 5.61 of 6 mills

**Roads:** Contracted Road Expenditures by Month:

Month	2024	2025	2026
January	\$51,162.50	\$29,666.25	\$32,125.00* \$112,788.32
February	\$50,612.50	\$34,533.25	\$14,875.00*
March	\$96,425.00	\$23,033.25	
April	\$60,296.50	\$26,368.75	
May	\$33,003.75	\$168,007.95	
June	\$35,861.50	\$4,776.94	
July	\$7,143.75	\$13,837.50	
August	\$51,086.42	\$0.00	
September	\$9,553.75	\$111,911.25	
October	\$20,370.00	\$69,919.75	
November	\$16,982.50	\$26,064.00	
December	\$22,993.75	\$31,152.58	
Total thru December:	\$701,668.85	\$455,492.25	\$159,788.32

\*Contracted Steam Thawing with Northern Gravel

Public works operation 2026 budget expended: \$124,877.19 of \$1,768,894.00 =7%  
2026 Capital Roads Project fund available (406): \$178,000.00

**Parks:**

2026 Expended Budget: \$9,950.53 of \$638,902.00= 2%  
2026 Capital Park Project (406) Reserve Fund available: \$88,122.62  
2026 Winner Creek Trail Suspension Bridge funds = \$951,859.00  
2026 Winner Creek Trail Suspension State Grant Funds = \$1,200,000.00  
2026 Community Room Capital Reserve Fund (406): \$47,896.12  
2026 Girdwood Lions Club Park Pavilion: \$143,535.00

**Police:**

2026 Expended Budget: \$218,842.94 of 913,605.00 = 23%

**Fire:**

2026 Expended Budget: \$694,709.00 of \$2,073,261.00= 17%  
2026 Fire Undesignated Capital fund (406) = \$259,177.97

**Housing and Economic Fund:**

2026 Expended Budget: \$0.00 of \$157,600.00 = 0%

**Other:**

Upcoming Meetings to schedule:

GBOS meeting to establish chairs and areas of responsibility	TBA after election certified
GBOS Work Session Re: 2025 Budget/Projects in review	TBA after election certified
GBOS 2027 Budget Work Session Summer 2026 x 2	Final Budget Sept GBOS
GBOS Work Session Re: capital projects/leaseback options	TBA



**SEED EXCHANGE**

*Begins Friday, March 20*

Stop by and pick up seed packets that were specially selected by three community expert gardeners from the Girdwood Library Boosters.

**MAGICAL TEA PARTY**

*Friday, March 20, 3:30 PM*

Join us for a magical tea party extravaganza! Dress up in your fanciest attire and be ready to indulge in delicious tea, books, and treats.

**HOUSING COMMUNITY RESOURCE FAIR**

*Thursday, March 26, 3 PM*

Meet with representatives from a variety of community resource agencies, including Department of Public Assistance, WIC, Veterans Affairs, and Vital Records Department, and more. All welcome.

**HAIKU CONTEST**

*Saturday, April 11 — Saturday, April 25*

*Thaw our frozen hearts  
with a warm haiku poem  
and win shining prize.*

Enter our Haiku Contest! Gerrish Library staff will choose the winner of a cool prize! Fun for all ages just follow the 5-7-5 syllable structure!

**POETRY TEATIME**

*Saturday, April 11, 3 PM*

Enjoy a treat, sip tea, and read poems with us! Bring your favorite poems or read from our selections!

**RECIPE SWAP**

*Saturday, April 18, 1 PM*

Bring a treasured dish and/or recipe to share with others. Try each other's food, swap recipes, share your stories about the dishes, and socialize.

**EMPLOYMENT RESOURCE FAIR**

*Wednesday, April 29, 2 PM*

Join us for resource fairs at Anchorage Public Library branches!

Get a benefits interview with a Public Assistance employee, including SNAP and Medicaid benefits. Apply for jobs with Goodwill. Chat with a VA Outreach Social Worker.

Learn the transit app from the People Mover Travel Trainer and match your skills with available jobs and find recruiting options with a Job Center expert.

# MARCH 2026

## Scott & Wesley Gerrish Library

250 Egloff Dr. | (907) 343-4024

Call or email [LibraryGirdwood@anchorageak.gov](mailto:LibraryGirdwood@anchorageak.gov) to request ADA accommodations

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3 10:30AM Family Storytime 1PM Knot Just Knitters	4	5	6 4PM Game Night	7
10 10:30AM Free Play Mornings 1PM Knot Just Knitters	11 10:30AM Family Storytime	12 4PM Game Night	13 2PM Comics Workshop with Lee Post	14 1PM Pi Day Fun Winter Reading Challenge for <b>Grown Up's Ends</b>
17 10:30AM Free Play Mornings 1PM Knot Just Knitters	18 10:30AM AWWU Special Storytime	19 4PM Game Night	20 3:30PM Magical Tea Party Seed Exchange Begins 	21 4:30PM Book Club
24 10:30AM Free Play Mornings 1PM Knot Just Knitters	25 10:30AM Family Storytime	26 3PM Housing Community Resource Fair	27	28 All APL Branches closed in honor of <b>Seward's Day</b>
31 10:30AM Free Play Mornings 1PM Knot Just Knitters				

### HOURS OF OPERATION

Tuesday: 10:00am—6:00pm  
 Wednesday: 10:00am—6:00pm  
 Thursday: 10:00am—6:00pm  
 Friday: 10:00am—6:00pm  
 Saturday: 10:00am—6:00pm  
 Sunday: CLOSED  
 Monday: CLOSED

### LIBRARY NEWS

#### GERRISH LIBRARY CLOSURES

#### **SEWARD'S DAY CLOSURE**

- *Seward's Day*: Branches will be closed on Saturday, March 28, 2026. Loussac Library will be closed Monday, March 30, 2026.

Entries for the Winter Reading Challenge for **Grown Up's** are due March 15! Earn prizes by completing a bingo or blackout! Visit <https://bit.ly/APLWRC24> for more information.



**ANCHORAGE  
PUBLIC LIBRARY**

[anchoragelibrary.org](http://anchoragelibrary.org)

## STORYTIME

### FAMILY STORYTIME

*Tues. Mar. 3 and Wed. Mar. 11, and 25 at 10:30 AM*

Join us for a half-hour of stories, songs, and more to build early literacy skills; a blend of fun and education for children birth through kindergarten and their caregivers.

### AWWU SPECIAL STORYTIME

*Wed., March 18 at 10:30 AM*

Join us for a special storytime about water with a guest reader from Anchorage Water and Wastewater Utility.

## FEATURED

### LEGO COUNT CHALLENGE!

*Ongoing*

Guess the right number of LEGOs for a chance to win a small prize!

### CODE QUEST

*Ongoing*

Journey on a quest! Answer the questions and crack the code to unlock the safe for a prize!

## 5 & UNDER

### FREE PLAY MORNINGS

*Tuesdays, March 10, 17, 24 and 31 at 10:30 AM*

Play with library toys, make friends and check out books!

## ALL AGES

### GAME NIGHT

*Friday, Mar. 6 and Thurs., Mar. 12 and 19 at 4 PM*

Use our wide variety of board, dice, or card games or play with our Wii, Nintendo Switch or X-box or bring your own game!

### COMICS WORKSHOP WITH LEE POST

*Friday, March 13 at 2 PM*

Learn to draw your own comics! Sketch with cartoonist Lee Post in a fast-paced, no-stress, and fun cartooning session for all skill levels and ages!

### PI DAY FUN

*Saturday, March 14, 1 PM*

**Join us and celebrate Pi Day and Einstein's birthday with some fun circular math activities AND PIE!** Best for school age children.

### SEED EXCHANGE

*Begins Friday, March 20*

Stop by and pick up seed packets that were specially selected by three community expert gardeners from the Girdwood Library Boosters.

## ALL AGES

### MAGICAL TEA PARTY

*Friday, March 20, 3:30 PM*

Join us for a magical tea party extravaganza! Dress up in your fanciest attire and be ready to indulge in delicious tea, books, and treats.

## ADULT

### KNOT JUST KNITTERS

*Tuesdays at 1 PM*

Do you knit, crochet or sew or are you a beginner looking for a start? Join us for a weekly meetup and bring your ideas or current projects. We will have lessons for beginning knitters with long-time beloved resident Cleary Donovan. Materials and tools provided.

### HOUSING COMMUNITY RESOURCE FAIR

*Thursday, March 26, 3 PM*

Meet with representatives from a variety of community resource agencies, including Department of Public Assistance, WIC, Veterans Affairs, and Vital Records Department, and more. All welcome.

### GERRISH BOOK CLUB

*Saturday, March 21, 4:30-5:30 PM*

Join us for the Gerrish Book Club discussion. March's title is **Reader's Choice!** Read a book of your choice, discover new favorites and be part of the conversation! Cookies and coffee provided!

## EVENTS ACROSS APL

### CHUGIAK-EAGLE RIVER

12001 Business Blvd., #176  
(907) 343-1530

COMICS WORKSHOP WITH LEE POST  
*Wednesday, March 11, 3-4 PM*

Learn to draw your own comics! Sketch with cartoonist Lee Post in a fast-paced, no-stress, and fun cartooning session for all skill levels and ages.

### MOUNTAIN VIEW

120 Bragaw St.  
(907) 343-2818

BUTTON-MAKING FUN WITH RED  
*Tuesday, March 10, 3 PM*

Special guest librarian Red from Muldoon Library joins us for button making! Design your own button and watch it get pressed into a wearable creation. Supplies provided.

### MULDOON

1251 Muldoon Rd., #158  
(907) 343-4032

ARTIST TRADING CARD CLUB  
*Sat., Mar. 14, 11:30 AM*

Build your creative skills and your original art collection with ATCs. Ideal for ages 8+, but all are welcome. Note: scissors, cutting tools, small parts, staining art media available. BYO mug for hot tea.

### Z. J. LOUSSAC

3600 Denali St.  
(907) 343-2841

AWWU SPECIAL STORYTIME  
*Mon., March 16, 11AM*

Join us for a special storytime about water with a guest reader from Anchorage Water & Wastewater Utility (AWWU). After the storytime families can try some hands-on activities and crafts.

*The Anchorage School District does not endorse these materials or the viewpoints expressed in them.*

# APRIL 2026

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28 10:30AM Free Play Mornings  1PM Knot Just Knitters	29 10:30AM Family Storytime  2PM Employment Resource Fair	30 4PM Game Night	Don't forget to stop by and pick up seeds from our Seed Exchange! Specially selected by three community expert gardeners in collaboration with the Girdwood Library Boosters. 	

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## LIBRARY NEWS

### GERRISH LIBRARY CLOSURES

- *Staff Training Day:* All library locations will be closed Thursday, April 16 for staff training day.

April is National Poetry Month! Celebrate the delight of poetry at the Gerrish Library by participating in our Haiku Contest,

Saturday, April 11— April 25, and win a prize!

National Library Week 2026 is April 7—11!



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*Saturday, April 18, 1 PM*

Bring a treasured dish and/or recipe to share with others. Try each others' food, swap recipes, share your stories about the dishes, and socialize.

### EMPLOYMENT RESOURCE FAIR

*Wednesday, April 29, 2 PM*

Join us for resource fairs at Anchorage Public Library branches!

Get a benefits interview with a Public Assistance employee, including SNAP and Medicaid benefits. Apply for jobs with Goodwill. Chat with a VA Outreach Social Worker. Learn the transit app from the People Mover Travel Trainer and match your skills with available jobs and find recruiting options with a Job Center expert.

### GERRISH BOOK CLUB

*Saturday, April 25, 4:30-5:30 PM*

Join us for the Gerrish Book Club discussion. April's title is 1Q84 by Haruki Murakami. Cookies and coffee provided!

## EVENTS ACROSS APL— CHUGIAK-EAGLE RIVER

12001 Business Blvd., #176  
(907) 343-1530

MEET THE PERFORMER: THE SINGING ZOOLOGIST  
*Wednesday, April 22, 4-5 PM*

Calling all science loving kids! Anchorage Junior Theater is bringing Lucas Miller, the Singing Zoologist, to the Chugiak-Eagle River Library. Come learn how he combines his love of music with his love of the natural world. Best for ages 5+

## MOUNTAIN VIEW

120 Bragaw St.  
(907) 343-2818

MOVIE MATINEE AT MOUNTAIN VIEW  
*Saturday, April 26, 3:30 PM*

Come on by and watch a movie at the library for free! Concessions provided.

*The Anchorage School District does not endorse these materials or the viewpoints expressed in them.*

## MULDOON

1251 Muldoon Rd., #158  
(907) 343-4032

WILDLIFE SAFETY AT MULDOON  
*Saturday, April 11, 2 -3 PM*

It's that time of year again-- time to be bear aware! Get to know Alaska's wildlife and how to stay safe on all your adventures with a presentation by AK Fish & Game.

## Z. J. LOUSSAC

3600 Denali St.  
(907) 343-2841

TEEN DRIVING PRACTICE WITH CENTER FOR SAFE ALASKANS  
*Tuesday, April 7, 4-6PM*  
The Center for Safe Alaskans offers a free computer-based driving tool to **test teens' (aged 13+) ability to handle road hazards.** Plus get tips to learn safe driving skills through short videos. Driving test takes approx. 20 minutes.



**MUNICIPALITY OF ANCHORAGE**  
**Board of Ethics**

Date: December 17, 2025

To: Municipal Ombudsman

From: Municipal Board of Ethics

Re: Response to Request for Advisory Opinion 2025-6

**BACKGROUND**

This request for an advisory opinion was submitted by the Ombudsman, who seeks the Board of Ethics' review of whether allegations set out in a memorandum written by a Commissioner of the Anchorage Equal Rights Commission constitute a violation of the Code of Ethics.

Briefly summarized, the Commissioner's memorandum raises concerns about recent events at the Anchorage Equal Rights Commission. The facts alleged in the memorandum are limited but appear to be based on the recent appointment of an Acting Executive Director of the Anchorage Equal Rights Commission to cover a vacancy, and the accompanying recruitment and hiring process for a permanent Executive Director. The memorandum, which was addressed to the Mayor, discusses what are alleged to be four "Statutory Conflicts" with Title 5 of the Anchorage Municipal Code (AMC), which is the part of the Code that governs the Anchorage Equal Rights Commission: (i) the Acting Executive Director was allegedly improperly appointed; (ii) the Acting Executive Director allegedly should not have also simultaneously served as legal advisor to the Commission; (iii) the Ombudsman allegedly should not have been involved on the hiring committee for the new permanent Executive Director because complaints regarding the hiring process could be submitted to his office; and (iv) an independent process allegedly should be developed for fielding complaints regarding such matters at the Commission.

The Ombudsman received the memorandum and submitted a request to the Board of Ethics for an advisory opinion. The Ombudsman's request stated that he has "had difficulty connecting the alleged code violations [in the memorandum] to the section of

code [in Title 5] cited in the memo.” The Ombudsman asks for the Board to review whether there are “any violations of, or conflicts with the ethics code regarding” the Commissioner’s “four ‘Statutory Conflicts’ outlined in her memo?”

## **DISCUSSION**

### **I. Jurisdiction**

AMC 1.15.150B gives the Ombudsman (along with the municipal clerk and municipal attorney) the ability to “request an advisory opinion from the board of ethics regarding the applicability and interpretation of this chapter.” The Ombudsman’s request for an advisory opinion in this matter is unusual in that it does not identify a specific section of the Municipal Code of Ethics about which the requester seeks the Board’s review, and nor does the underlying memorandum. Instead of focusing on the Code of Ethics, the underlying memorandum about which this Board has been requested to provide an advisory opinion cites, quotes, and discusses only various provisions of Title 5 regarding the Anchorage Equal Rights Commission. As noted, however, AMC 1.15.150B allows the Ombudsman to request an opinion regarding the applicability and interpretation of the Municipal Code of Ethics, not Title 5.

To facilitate the Board’s ability to evaluate requests, the form by which requests for advisory opinions are made requires the requester to identify a particular “section of the Municipal Ethics Code” regarding which the requester seeks the Board’s review. That reasonable requirement helps focus the Board’s analysis and directs the Board toward relatively concrete questions under specific provisions of the Code of Ethics. This avoids placing the Board in the position of issue-spotting a complex situation for any potential question that may arise under the entire Code of Ethics and resolving all such questions.

The Board would thus be within its discretion to reject this request for an advisory opinion with leave for the request to be resubmitted with a request to examine the applicability and interpretation of a specific section of the Ethics Code.

The Board has chosen to exercise its discretion to look beyond that shortcoming, however, and review whether the allegations in the memorandum state a violation of AMC 1.15.060, the prohibition on conflicts of interest. The remainder of this advisory opinion thus addresses whether the allegations in the memorandum make out a violation of AMC 1.15.060.

The Board does not address the separate question regarding what Title 5 may or may not require regarding the appointment of an Acting Executive Director or what Title 5 may or may not require regarding the recent selection process for the new permanent Executive Director. Such questions are beyond this Board’s purview over Chapter 15 of Title 1, the Code of Ethics.

## II. Merits

We conclude that the allegations in the memorandum do not state a violation of the Code of Ethics' prohibition on conflicts of interest.

The Code defines a conflict of interest as “a conflict between the *private interest* of a public servant and the *official responsibilities* of the public servant in the context of an official action.” AMC 1.15.060D (emphasis added). The Code thus focuses on conflicts arising from an official's private interests as distinct from his or her official responsibilities. For that reason, the conflict-of-interest provision generally does not apply to situations in which an official simultaneously holds two municipal positions and no question of a separate *private* interest is raised. That general rule is confirmed by the text of a separate provision of the Code that prohibits contemporaneous employment with the Municipality and “organizations *other than the municipality*, if the contemporaneous service or employment is incompatible or in conflict with the proper discharge of the employee's municipal duties.” AMC 1.15.090A (emphasis added).

The Code thus reflects a conclusion that there is no general conflict, within the meaning of the Code of Ethics, between a Municipal official's discharge of one set of municipal duties and that person's discharge of another set of municipal duties. Other sources of law beyond the Ethics Code may or may not constrain the circumstances in which a municipal official may properly perform two sets of distinct municipal duties. Any such questions, however, are beyond this Board's purview. The key point here is that, generally, there is no conflict of interest under the Code of Ethics when a municipal official simultaneously holds multiple positions with the Municipality. The Code is not designed to address the compatibility or incompatibility between the multiple roles that a dedicated public servant may fulfill for the Municipality.

The Commissioner's memorandum does not allege any conflict of interest between any person's *private* interests and their official responsibilities. Instead, the memorandum asserts that a conflict arose when a public official holding one office (such as the Ombudsman or the legal advisor to the Commission) was also assigned to perform additional duties related to the Commission (such as Acting Executive Director or serving on the hiring evaluation committee for the new permanent Executive Director). As explained above, those circumstances do not generally violate the Code of Ethics.

Nor do any of the more specific allegations in the memorandum describe a prohibited conflict of interest. The memorandum alleges four “Statutory Conflicts” but none of them describe a conflict of interest prohibited by the Code of Ethics.

### **1. Appointment of an Acting Executive Director**

The Code of Ethics says nothing about the process that can be used under Title 5 or any other provision of law to appoint an Acting Executive Director for the Commission.

### **2. Legal counsel to the Commission also serving as Acting Executive Director of the Commission**

The Code of Ethics does not expressly prohibit the legal advisor to a board or commission from being appointed to also serve in an executive capacity for the board or commission, as properly supervised by that board or commission and consistent with the attorney's separate ethical duties as a member of the bar.

That conclusion is not affected by the fact that, as the memorandum at issue here emphasizes, the legal counsel in this case was employed by the Municipality and the Municipality may have cases come before the Commission as an employer. All Commission staff and advisors are employed by the Municipality but remain free to properly hear cases involving the Municipality. There is no allegation here that the Acting Executive Director of the Commission represented anyone else (including the Municipality) before the Commission.

### **3. Ombudsman serving on the hiring committee**

The Code of Ethics does not prohibit a person from serving as Ombudsman and also helping the Commission by serving on a committee of people receiving applications and evaluating candidates, as properly supervised by the Commission. That conclusion is not affected by the fact that the Ombudsman's office is charged with receiving complaints and investigating, as appropriate, "the administrative acts of employees and agents of the municipality." AMC 2.60.110A. The Commissioner's memorandum notes that any complaints about the hiring process here may be routed by Code to the Ombudsman's office, and the memorandum raises a question about whether the Ombudsman himself could properly receive and consider such a complaint potentially about his own conduct on the hiring committee. While the relevant section of Code is outside our purview over Chapter 15 of Title 1 (the generally applicable Code of Ethics), we note that the Code governing the Ombudsman's office clearly provides a mechanism for dealing with any such conflict if it were to arise: In the event of "a conflict of interest or significant risk to the public trust based on the appearance of a conflict of interest, the ombudsman will promptly transfer the complaint to another staff member." AMC 2.60.135A. There is no allegation in the memorandum that any actual conflict has arisen or that the procedure set out in Code for handling such a conflict would be inadequate if a conflict were to arise in the future.

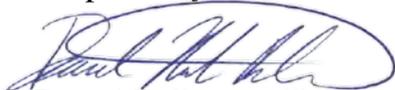
#### **4. Using municipal entities to resolve potential grievances by Commission employees**

Finally, the Code of Ethics does not expressly prohibit the Commission or the Municipal Code from routing potential grievances by Commission employees for consideration by other municipal organizations, such as the Ombudsman's office, the Department of Human Resources, or the Municipal Attorney's Office, as appropriate. The mere fact of such routing does not create a conflict of interest within the meaning of the Code of Ethics. And there is no allegation in the memorandum indicating that the existing Code of Ethics' requirements regarding disclosure of a potential conflict and recusal on a case-by-case basis would be insufficient to handle any conflicts that may arise in the future.

#### **CONCLUSION**

The Board concludes that none of the allegations attached to the request for an advisory opinion state a violation of the Code of Ethics' prohibition on conflicts of interest. The Board does not address whether or how any other provision of Municipal Code outside of the Code of Ethics may or may not apply to the alleged circumstances. The Board thanks you for seeking this advisory opinion and striving to uphold the Code of Ethics.

Respectfully submitted,



Daniel Bellerive, Chair

Kelly Moghadam

Gretchen Guess

Haley West

Omar Drammeh

Copy to:

- (1) Municipal Ombudsman
- (2) Municipal Clerk for electronic publication

## **AO 2026-32 An Ordinance to allow more flexibility for several uses related to food production, food access, and agriculture**

Note: This proposed ordinance only applies to Anchorage Bowl.

Purpose:

To strengthen food security and the local food production economy in Anchorage.

Key changes:

- Adds a new accessory use of *Food and Beverage Production* across all residential, commercial and some industrial zones in the Bowl
  - includes production but not sale of alcohol
  - limits delivery traffic to 9am-5pm in residential zones
- Allows *Hobby Farm* as an accessory use in all residential and commercial zones
- Allows *Commercial Food Production* as a Conditional Use in residential zones
- Allows beekeeping across all residential zones
- Loosens some related requirements on commercial activity in residential zones

For technical reasons, this ordinance can't be simply extended to Girdwood.

Current status in Girdwood

- Girdwood Land Use code does not have any *Food Production* use category or *Hobby Farm*
- Girdwood does allow retail / food service in commercial zones which includes restaurants, bars, coffee shops and grocery stores
  - Alcohol production falls under light industrial use
- *Cottage crafts* are permitted in commercial but not residential zones, but may not include food production
- Beekeeping is a permitted accessory use in all developed residential zones\*

The 2025 Girdwood Comprehensive Plan does not explicitly address food security, but does include a policy about cottage crafts

*GOAL E1: Economic Diversification and Sustainability*

*POLICY E1.4: Girdwood increases opportunities for cottage crafts.*

### **Question to GBOS**

Would Girdwood benefit from similar flexibility for food production?

GBOS now has the power to introduce text amendments to Title 21 Chapter 9.

This could be referred to GHEC for drafting an update to include an accessory use for food production across commercial and residential zones.

Submitted by: Mayor LaFrance and  
Assembly Members Johnson,  
Martinez, and Silvers.  
Prepared by: Planning Department  
For reading: March 3, 2026

**ANCHORAGE, ALASKA**  
**AO No. 2026-32**

1 **AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTERS**  
2 **21.05, USE REGULATIONS, AND 21.15, RULES OF CONSTRUCTION AND**  
3 **DEFINITIONS, TO EASE RESTRICTIONS ON AGRICULTURAL USES AND**  
4 **FOOD PRODUCTION IN THE ANCHORAGE BOWL.**  
5

6 (Planning and Zoning Commission Case No. 2026-0003) (All Community Councils)  
7

8 **WHEREAS**, Anchorage has a range of agricultural and food production activity  
9 across the Bowl; and,  
10

11 **WHEREAS**, in AO No. 2025-114 on November 4, 2025, the Anchorage Assembly  
12 adopted streamlined rules for cottage food production, to assist small businesses  
13 and increase access to local foods; and,  
14

15 **WHEREAS**, the Mayor's Office has engaged producers and other stakeholders on  
16 ways to boost local food production, identifying challenges with market access, land  
17 availability, and high costs of value-added processing; and,  
18

19 **WHEREAS**, Anchorage depends heavily on imported foods, with an estimated 95%  
20 of food consumed by Alaska residents coming from outside; and,  
21

22 **WHEREAS**, improving food security and economic resilience are priorities of the  
23 LaFrance Administration and Anchorage Assembly; and,  
24

25 **WHEREAS**, increased energy prices and transportation costs have made it  
26 increasingly difficult for producers to operate effectively; and,  
27

28 **WHEREAS**, food security and economic stability are of interest to the public and the  
29 Assembly; and,  
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31 **WHEREAS**, the Assembly introduced AO No. 2025-62 on June 24, 2025, for  
32 discussion on facilitating more food production and broader agricultural activity  
33 across Anchorage; and,  
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35 **WHEREAS**, the Planning Department has received comment about several other  
36 issues related to food production which could be combined into this ordinance; now,  
37 therefore,  
38

39 **THE ANCHORAGE ASSEMBLY ORDAINS:**  
40



<b>TABLE 21.05-1: TABLE OF ALLOWED USES – RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND OTHER DISTRICTS</b> P = Permitted Use S = Administrative Site Plan Review C = Conditional Use M = Major Site Plan Review T = Special Land Use Permit for Marijuana For uses allowed in the A, TA, and TR districts, see section 21.04.060. All other uses not shown are prohibited.																											
Use Category	Use Type	RESIDENTIAL										COMMERCIAL				INDU ST.		OTHER				Definitions and Use-Specific Standards					
		R-1	R-1A	R-2A	R-2D	R-2M	R-3	R-3A	R-4	R-4A	R-5	R-6	R-7	R-8	R-9	R-10	B-1A	B-1B	B-3	RO	MC		I-1	I-2 <sup>1</sup>	MI	AF	DR
<sup>1</sup> See subsections 21.04.050B. and C. for interim provisions allowing for additional uses in the I-2 district. <sup>2</sup> Uses with structures with a gross floor area over 20,000 square feet require a major site plan review through subsection 21.07.120A., <i>Large Commercial Establishments</i> . <sup>3</sup> Marijuana cultivation facilities are permitted in the B-3 district when collocated with and attached to a marijuana retail sales establishment. Marijuana manufacturing facilities producing extracts using water-based, food-based, closed-loop carbon dioxide extraction systems, or other methods not employing solvents or gases, as described in 3 AAC 306.555, are permitted in the B-3 district. Marijuana retail sales establishments are permitted in the I-2 district when collocated with and attached to a marijuana cultivation facility or a marijuana manufacturing facility. <sup>4</sup> In accordance with subsection 21.05.040K.3.g., a tower or antenna that is not permitted in a district may be requested through the conditional use process. <sup>5</sup> In the AF district, three towers per lot are permitted by right (or, for Type 2 towers, by administrative site plan review). The installation of more than three towers per lot requires a conditional use permit. <sup>6</sup> Health services facilities not to exceed 15,000 gross square feet per individual parcel. <sup>7</sup> See subsection 21.05.060D.1.b for specific use provisions applicable within the Port of Anchorage Security Area.																											

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(AO 2012-124(S), 2-26-13; AO 2013-117, 12-3-13; AO 2013-139, 01-28-14; AO 2014-58, 5-20-14; 2015-133(S), 2-23-16; AO 2015-142(S-1), 6-21-16; AO 2016-3(S), 2-23-16; AO 2016-131, 11-15-16; AO 2016-136, 11-15-16; AO 2016-156, 12-20-16; AO 2017-10, 1-24-17; AO 2017-57, 4-11-17; AO 2017-74, 5-23-17; AO 2017-176, 1-9-18; AO 2017-175(S), 2-13-18; AO 2020-38, 4-28-20; AO 2020-56, 6-23-20; AO 2021-54, 6-22-21; AO 2023-77, 7-25-23; AO 2023-42, 8-22-23; AO 2023-87(S-1), 6-25-24; AO 2025-36, 4-16-25; AO 2025-112, 10-21-25)

**Section 2.** Anchorage Municipal Code section 21.05.070, Use Regulations, Accessory Uses and Structures, is hereby amended to read as follows (*the remainder of the section is not affected and therefore not set out*):

**21.05.070 ACCESSORY USES AND STRUCTURES**

\*\*\* \*\*\* \*\*\*

**B. General Standards**

\*\*\* \*\*\* \*\*\*

**2. Compliance with Ordinance Requirements**

\*\*\* \*\*\* \*\*\*

b. Any use listed in subsections 21.05.030 through 21.05.060 is allowed as an accessory use to a residential use if the accessory use meets the standards of a “home occupation” at subsection 21.05.070D.11. Except for Accessory Food and Beverage Production, [I] if the use exceeds the standards of a “home occupation”, then the use is no longer considered accessory and shall meet any applicable standards of subsections 21.05.010 through 21.05.060, which dictate in which districts the

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use is allowed, and any use-specific standards.

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**C. Table of Allowed Accessory Uses**

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**1. Explanation of Table Abbreviations**

\*\*\*      \*\*\*      \*\*\*

g. Table of Permitted Accessory Uses and Structures

TABLE 21.05-3: TABLE OF ACCESSORY USES – RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND OTHER DISTRICTS																														
P = Permitted                      S = Administrative Site Plan Review                      C = Conditional Use Review																														
Accessory Uses	RESIDENTIAL										COMMERCIAL			INDUST.		OTHER					Definitions and Use-Specific Standards									
	R-1	R-1A	R-2A	R-2D	R-2M	R-3	R-3A	R-4	R-4A	R-5	R-6	R-7	R-8	R-9	R-10	B-1A	B-1B	B-3	RO	MC		I-1	I-2	MI	AF	DR	PR	PLI	W	
Beekeeping	P	P	P	P	P	P	P	P	P	P	P	P	P	P																
Farm, hobby	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P										21.05.070D. 8.
Food and Beverage Production, Accessory	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P								21.05.070D. 9.
Garage or carport, private residential	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P			P		P	21.05.070D. 10[9].	

<sup>3</sup> The telecommunications antenna is allowed only when meeting the concealment standards of 21.05.040K.8.d. and as accessory to a multifamily structure containing at least seven dwelling units or to a nonresidential use.  
<sup>4</sup> The tower or telecommunications antenna is allowed only as accessory to a multifamily structure containing at least seven dwelling units, or to a nonresidential use.

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**D. Definitions and Use-Specific Standards for Allowed Accessory Uses and Structures**

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**9. Food and Beverage Production, Accessory**

a. Definition

The use of a portion of a property, or the use of a property for the portion of a year, for processing and/or producing food or beverages for human consumption. This includes alcoholic beverages as well as facilities that process meat, game, and seafood. This use does not allow for retail sales.

This use differs from a home occupation in that it may be accessory to a use other than a dwelling unit.

b. Use-Specific Standards

i. Except for as provided in chapter 21.12, Signs,

there shall be no change to the outside of the building or premises, nor shall there be other visible evidence of the conduct of the accessory use.

ii. In residential districts, the use shall not attract or facilitate more vehicular traffic or deliveries than would normally be expected in a residential neighborhood, and deliveries shall only be allowed between 9:00 a.m. and 5:00 p.m.

iii. No equipment or process shall be used in the food production use that creates noise, vibration, glare, fumes, or odors detectable to the normal senses at the property line. No hazardous or toxic materials shall be stored on the property as part of the accessory use.

\*\*\*      \*\*\*      \*\*\*

<NOTE TO REVISOR: Please renumber all accessory uses from "Garage or Carport, Private Residential" starting from the number 10 onwards>

(AO 2012-124(S), 2-26-13; AO 2013-117, 12-3-13; AO 2015-131, 1-12-15; AO2015-142(S-1), 6-21-16; AO 2016-3(S), 2-23-16; AO 2016-136, 11-15-16; AO 2017-10, 1-24-17; AO 2017-160, 12-19-17; AO 2017-176, 1-9-18, AO 2018-43(S); 6-12-18; AO 2020-38, 4-28-20; AO 2021-26, 3-9-21; AO 2021-89(S), 2-15-22; AO 2022-107, 2-7-23; AO 2023-77, 7-25-23; AO 2024-24, 4-22-24; AO 2025-72(S)AA, 6-24-25; AO 2025-112, 10-21-25)

**Section 3.** This ordinance shall be effective immediately upon passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Chair of the Assembly

ATTEST:

\_\_\_\_\_  
Municipal Clerk

(Planning and Commission Case No. 2026-0003)

# **REQUEST FOR PROPOSAL (RFP)**

## **GIRDWOOD HOUSING ACTION and IMPLEMENTATION PLAN**

**DRAFT- FOR DISCUSSION AND DELIBERATION PURPOSES ONLY**

### **Introduction**

#### **GENERAL INFORMATION**

The Municipality of Anchorage, Girdwood Valley Service Area is soliciting proposals from qualified consultants to provide professional services for the preparation of a Girdwood Housing Action and Implementation Plan (“Plan”) “that takes a comprehensive look at developing sustainable housing” in Girdwood. (2025 GCP Goal H.3.1). The Municipality will select a firm or firms with demonstrated professional expertise and experience in development of strategies, analysis of financing sources, and feasibility of specific housing projects all intended to serve as a reference resource for the creation/expansion of work force housing in Glacier Valley.

The Municipality will engage the contractor and will be responsible for contract administration and supervision. Preparation of the plan will be coordinated by the Municipality and will include a range of stakeholders potentially including the Girdwood Housing and Economic Committee, the Girdwood Land Use Committee, the Girdwood Board of Supervisors, Girdwood employers, local building contractors, the Municipality of Anchorage Heritage Land Bank, and Pomeroy Lodging (owner of Alyeska Resort).

The result of the project will be a public hearing draft of the Girdwood Housing Action and Implementation Plan that will be submitted for formal review and approval by the Girdwood Board of Supervisors. The Girdwood Housing Action and Implementation Plan is intended to be a step towards “develop[ing] additional organizational capacity for housing development in Girdwood” (2025 GCP Goal H3). Such increased capacity will be important to fulfill the community’s desire to develop workforce housing and increase the number of housing units used as a primary residence in the Girdwood Valley Service Area as expressed in the 2025 Girdwood Comprehensive Plan. The final outcome of this process will be an approved Girdwood Housing Action and Implementation Plan that will be an appendix to the Girdwood Comprehensive Plan.

## **Background**

The 2025 Girdwood Comprehensive Plan (“GCP”) discusses the lack of affordable housing for the Girdwood work force, the impact of short term rental housing on housing availability for the Girdwood work force, the relatively small proportion of existing housing units used as primary residences and immediate and future needs for housing through 2035. (GCP pp.2-41 through 2-55). The GCP shows an immediate need for 75 units of work force housing and a future need for 242 new housing units. The GCP contains a number of general goals including:

- H1- Maximize use of existing housing inventory
- H2- Encourage broad range of new housing development
- H3- Develop organizational capacity for housing

The Girdwood Valley Service Area enabling ordinance was amended in 202\_ to add housing and economic development as specific services authorized to be provided within service area boundaries. After this expansion the Girdwood Board of Supervisors (“GBOS”) created the Girdwood Housing and Economic Committee (“GHEC”). The GHEC has assembled a detailed compilation of housing data and potential housing development opportunities and strategies. These are contained in a document titled “Program Matrix” which is available at

[https://docs.google.com/spreadsheets/d/1S6EBZguJ0nVfNmAN5PlfGpTG9oRX0GU2t6\\_SPZ8odCl/edit?gid=0#gid=0](https://docs.google.com/spreadsheets/d/1S6EBZguJ0nVfNmAN5PlfGpTG9oRX0GU2t6_SPZ8odCl/edit?gid=0#gid=0) .

The GHEC adopted a Housing Implementation Plan in November of 2024 and has discussed but not taken formal action on two related plans titled Housing Action Plan for Girdwood and Girdwood Housing Action Plan. At a work session in September 2025 the GHEC approved using the Housing Goals portion of the GCP as the framework for a more detailed action/implementation plan. The previous work done by GHEC and previous public engagement in connection with the adoption of the GCP informs the proposed scope of work.

**INSERT STANDARD LANGUAGE REGARDING PREP COSTS/QUESTIONS/RULES GOVERNING COMPETITION FROM SECTIONS 1 AND 2 OF PARKS AND REC MASTER PLAN RFP**

### **3. Scope of Work**

**3.1 Narrative-** Work on the Girdwood Housing Action and Implementation Plan (“the Plan”) will take place in 2026, beginning with contractor engagement with the GHEC and working through Plan development and final approval by the Girdwood Board of Supervisors (“GBOS”). It is anticipated that the contract will be negotiated and a Notice to Proceed will be issued by April 2026.

The Scope of Work outlined in this RFP is intended to provide flexibility to Contractors to propose the most appropriate means of completing this project in the most efficient, timely, and cost-effective manner. The primary tasks anticipated to complete the Plan are described below. The selected Contractor will be expected to work closely and regularly with the GHEC throughout the project, to ensure successful completion of the scope of work.

Initial project tasks include review of the GCP, the GHEC Program Matrix, the GHEC Housing Implementation Plan and the drafts of the Housing Action Plan for Girdwood and Girdwood Housing Action Plan followed by a kickoff meeting with the GHEC.

### **3.2 Tasks**

#### **3.2.1 Develop Plan Framework/Finalize Scope - Work with the GHEC and GBOS to:**

Task 1:- identify the specific components of the GCP Housing Goals, GHEC Program Matrix, GHEC Housing Implementation Plan and draft Housing Action Plans that have been substantially completed.

Task 2- identify which of the remaining components of the GHEC Program Matrix, GHEC Housing Implementation Plan and draft Housing Action Plans can be analyzed and included in the Plan within the limits of the Project Budget.

Task 3- determine what if any stakeholder interviews/meetings should be conducted in development of the Plan within the limits of the Project Budget. Potential interviews/meetings conducted by the Consultant include:

MOA Planning Department- Meet with MOA Planning Department to determine realistic timeline for completion of Chapter 9 rewrite assuming flat departmental budget and existing work load and projects. In addition, determine if any zoning changes are required to facilitate Ruane/Alyeska proposed development and establish a potential timeline for such changes.

Girdwood Community Land Trust/Girdwood, Inc.- Meet with GCLT and GI to confirm interest and capacity in development of workforce housing. Identify additional capacity, if

any, needed by GCLT and GI to successfully deliver and manage proposed Ruane/Alyeska project.

GVSA Staff- Meet with GVSA staff to determine existing capacity to administer STR to LTR incentive programs and develop management options for each .

Local Builders- Host/Coordinate a listening session to gauge developer interest in building workforce housing either in partnership with a local non-profit or as a stand alone project and learn what incentives increase developer interest to build workforce housing. Obtain information from builders about per square foot cost of new residential construction including site development costs and if/how current zoning regulations increase cost.

Pomeroy Lodging- Meet with Pomeroy Lodging to confirm number of anticipated workforce housing units and non-workforce housing units to be constructed and probable timing of construction. Determine what incentives would increase Pomeroy interest in developing non-rental deed restricted workforce housing.

Short Term Rental Owners/Realtors/Property Managers- Host/Coordinate an STR listening session to gauge interest/willingness in conversion of STR units to long term rental units and what incentive level would be attractive for such conversion. Receive input on any objection to STR registration or regulation requirements.

Local Employers- Interview local employers to engage interest in partnering on workforce housing via voluntary contributions to workforce housing programs in return for employee preference to access programs. Identify options for employer participation as master lessor or owner of deed restricted property.

Task 4- Determine scope of Consultant review of housing strategies developed by other mountain resort/tourist communities within the limits of the Project Budget potentially including:

Whitefish, Montana

Breckenridge, Colorado

**Task 2: Objectives/Goals-** Develop specific objectives and timelines for:

1. creation of workforce housing through new construction including a specific number of units and timelines based on need identified in the GCP and taking into consideration the planned Holton Hills and Pomeroy developments, anticipated time to secure funding, estimated cost of construction and typical

- time for project development. Identify best delivery model for building and managing workforce housing through existing or newly created entities. Answer the following questions:
- a. How dense does multi-unit development need to be to generate sufficient rental income to cover cost of development plus ongoing maintenance?
  - b. What level of subsidy of construction and site development costs (including land acquisition, design professional fees etc.) is required to create a project that can be sustained by rents?
  - c. What is the optimum size rental unit for workforce housing for a single occupant that will be affordable?
  - d. What level of reduction from market rates is required for affordability of the optimum size unit?
2. target for mix between short term rental housing, primary residence housing and owner-occupied housing.
  3. number of units converted from short term to long term rentals.
  4. Consideration of STR registration and regulation program specific to the GVSA.
  5. Rewrite of Chapter 9 of Title 21.

### **Task 3: Analysis**

The following elements are to be included in the Plan unless modified or eliminated during development of the Framework in Task 1. Additional analysis may be required as deemed necessary to successfully complete the Plan. The analysis focuses on the following potential tools to develop workforce housing:

1. New construction
  - Ruane
  - Holton Hills
2. Rental Assistance
3. Conversion of Short Term Rentals to Long Term Rentals
4. STR Registration and regulation

Task 1- Cost Analysis- New construction. Provide a rough order of magnitude cost estimate of the following potential housing actions (all estimates to include both construction and pre-construction costs (A/E, roads/utilities/site development etc.):

Construction of Phase 1 of the Ruane/Alyeska housing project

Construction of single family and multifamily housing on the 2 lots anticipated to be deeded through MOA to a local non-profit as set forth in AO- \_\_\_\_\_.

Task 2- Rental Assistance Programs- identify and analyze “gap” between typical workforce wages and existing rents (possibly using Creekside rental rates as lower typical rent) for long term rental housing in Girdwood using federal baseline for “affordable housing” of 30% of gross pay for rent and utilities. Based on this analysis develop estimate of rental assistance needed per worker to meet affordable housing criteria under current rental market conditions and hourly wage assumptions.

Task 3- STR to Long Term Rental Conversion Incentive-

identify and analyze the “gap” between STR revenue and long term rental revenue for a typical ADU, second home or investment property used as an STR. Based on this analysis develop estimate of amount of incentive needed per ADU to provide a “no cost” result for property owner who converts to a long term rental. Discuss whether this strategy has been successful in other communities.

**Task 4- Financing Options** - Identify potential sources of housing project/program funding and Girdwood eligibility/ability to create or access a funding source including:

Service Area property taxes- estimate the potential increase in the existing property tax base resulting from current or planned construction of housing over the next ten years and the amount of property tax revenue that would result based on the 2025 mill rate. Discuss if any existing tax increment financing option exists for the GVSA.

Service area bed tax- estimate potential revenue from bed tax assuming proposed increase to bed tax is adopted and Girdwood receives proportion of this revenue.

Service area excise tax- estimate potential revenue from an excise tax on ski tickets using the “surcharge” on Anchorage Performing Arts Center tickets as an example of a similar program. Analyze process for creation of excise tax specific to ski tickets purchased from Hillside, Alyeska and Arctic Valley or specific to ski tickets purchased from Alyeska Resort.

Service Area housing specific tax- estimate potential revenue from a Girdwood specific “add on” tax patterned after the Anchorage Downtown special tax district used to fund community service patrols (among other things). Discuss process for adoption.

Housing Trust Fund- analyze ability of GVSA to create a dedicated Housing Trust Fund and deposit revenue into fund during annual budget process and retain revenue in the Trust Fund at the end of each annual budget cycle.

Development Impact Fee- analyze potential revenue that would result from assessment on new building permits with fees collected by Anchorage and remitted to GVSA.

AHFC Funding- Analyze potential for service area or local non-profit partnership with the Alaska Housing Finance Corporation (AHFC) to access GOAL program grants, Low-Income Housing Tax Credits, and HOME funds for constructing or rehabilitating affordable rental units, Housing Choice Vouchers and Rural Professional Housing Grants( for teachers, law enforcement and health professionals).

AIDEA financing- identify whether AIDEA has existing housing programs for which Girdwood projects could be eligible.

Charitable funding- identify existing foundations/non-profits (both local and national) that assist in creation of workforce housing. Include analysis of potential contributions from local employers based on stakeholder interviews.

Federal Housing programs- identify whether Girdwood would be eligible to apply for federal funding for local workforce housing projects including Community Development Block Grants and USDA Rural Development programs.

Low Income Housing Tax Credits- identify existing LIHTC programs similar to program used to develop Creekside apartments and explain how they work. Evaluate likelihood and avenue for success for Girdwood based entity to qualify and potential partners.

## **Task 5- Regulatory Options**

Task 5.1- STR Regulation- Based on review of STR regulation strategies in other communities identify at least 3 options for regulation of STR's within the Girdwood Valley Service Area in addition to the registration requirement recently enacted by the Anchorage Assembly.

Task 5.2- Zoning Changes- identify potential increase in number of housing units from implementation of changes to existing density, lot size, and areas where multi-family units are allowed as referenced in the GCP. Of the various items mentioned in the GCP identify which changes could be expected to have the most impact. Discuss timeline for Chapter 9 rewrite. Identify at least 3 interim fixes to Chapter 9 that could result in increase in housing units while waiting for Chapter 9 rewrite including:

Suspension of development standards

Allowing mobile/modular housing.

Task 5.3- Builder Incentives- Identify options for incentives tied to new construction that includes workforce housing and inclusionary zoning regulations requiring future subdivisions or PUD's to have minimum number of deed restricted units. Analyze potential impact of these incentives on creation of workforce housing in Girdwood especially with regard to remaining HLB property potentially available for private development.

Task 5.4- Commercial Development- identify potential regulation requiring future commercial developments to provide for or contribute to a specified number of workforce housing units based on number of added employees. Estimate possible number of additional units such a requirement could generate.

**Task 6- Deed Restrictions.** Identify types of deed restrictions potentially applicable to development and management of workforce housing. These include Income eligibility, Local employment requirements, initial pricing, resale pricing, and appreciation limits. Include analysis of any limitations on deed restrictions under Alaska law.

## **Task 7- Management Project Delivery Options**

Task 7.1- Ruane Road/AlyeskaProject- GHEC has supported an initiative of the Girdwood Community Land Trust as a potential partner with a private builder and the MOA Heritage Land Bank for development and management of this Project. Analyze feasibility of this concept including whether similar models for project delivery have been used in other communities. Explain options for how such a collaboration would work including risks and responsibilities of each of the partners in the project. Discuss options for how workforce housing component of the project would be managed post construction including deed restrictions, mix between rental and owner occupied units and options for management of rental units. Identify potential alternatives to this model of project delivery for development of this particular property. Analyze if size of proposed project meets or exceeds projected need for housing referenced in the GCP.

Task 7.2- Discuss potential structure of a Girdwood Housing Task Force as an alternative to or as a supplement to the Girdwood Housing and Economic Committee for ongoing monitoring and efforts to develop workforce housing. Identify whether Pomeroy Lodging and HLB are willing to participate in such a task force.

Task 7.3- Provide options for administration of an STR conversion program including whether additional service area staff would be required to administer program and provide rough order of magnitude estimate of cost of administration.

## **Task 8- Monitoring Metrics**

Task 8.1- develop measures for quantifying workforce housing development with specific goals such as number of affordable units built and occupied by local workers and percentage of housing stock used as primary residences vs. short-term rentals.

Task 8.2- establish short term and long term goals for each metric identified .

Task 8.3- discuss and recommend options for continual collection and monitoring of housing data include discussion of

Sources of data

Entity collecting data (GHEC, Housing Task Force, contractor, GVSA staff)

Frequency of data collection and reporting

**Task 9: Housing Action and Implementation Plan .** Using findings and conclusions from Tasks 1 through 8, the Contractor will draft the components for the Girdwood Housing Action and Implementation Plan. The Plan will prioritize specific goals and objectives including a timeline for reaching goals. Plan components may be adjusted during plan development; however, at a minimum, they should include the following general information:

- Introduction
- History of the Development of the Plan
- Relevance of other planning documents
  - Existing Conditions: Summarize and cross reference the data identified in the GCP and Program Matrix . The contractor is to work primarily from customer supplied data and assume accuracy of such data and add data contractor already has.
- Analysis: As identified in Tasks 3-7
- Goals: Proposed goals for development of workforce housing/mix of primary and secondary homes/mix of renter/owner units as identified in Tasks 2 and 8.

Financing: Identify the most promising/achievable funding sources and timeline for securing financing from those analyzed in Task 4.

- Implementation Plan: This section will provide specific recommendations for the implementation of the Plan. It may be integrated into the various plan elements or provided as a separate chapter in the Plan. The implementation plan will include a timeline, planning level cost estimates, and a prioritized list of workforce housing initiatives. The plan should also identify potential funding sources prioritized by achievability as well as project partners.

Roles and Responsibilities: Identify what entities are responsible for each component of plan implementation including potential partners and who is the “lead” entity initiating implementation. Include timeline for “lead” to initiate component of plan implementation.

Capacity: Identify any additional capacity needed by any entity with a role or responsibility for plan implementation. (for example, grant writer needed to apply for funding assistance).

- Appendices: This section will include items not included in the plan but relevant to the plan and planning process. Potential examples include: meeting minutes, links to GHEC program matrix, public comments, etc.

The Contractor will provide a draft of the Plan for internal review by GHEC. After review of the Draft Plan is complete, the Contractor will present the Draft Plan to the Girdwood Land Use committee, the Girdwood Housing and Economic Committee and the Girdwood Board of Supervisors for additional feedback and resolution. The Contractor will make recommended revisions and prepare a Public Hearing Draft of the plan for review, consideration and adoption by the Girdwood Board of Supervisors. Additional reviews by other decision-making bodies may be scheduled.

3.4 Project Schedule The project will commence in early 2026 and should be completed by October 1 2026. The successful proposer selected for this RFP will be the Contractor for all phases of the project. Following are proposed major milestones for plan development subject to scheduling, internal review, and printing needs:

- March 2026 Notice to proceed to the successful proposer
- April 2026 Kick off meeting with GHEC
- April-May 2026 Stakeholder Meetings/Private Interviews /Review of other communities plans and STR regulations/review of financing options
- June 2026 Draft Girdwood Housing Action and Implementation Plan
- June- September 2026 GHEC Review, Land Use and Board of Supervisors Review
- September-November 2026 GBOS Adopts Plan

The selected Contractor shall present a schedule for performance of various elements of the scope of work, which fit into the above milestones in a timely manner. The selected Contractor must be available to attend work sessions associated with the development of this plan, as needed with GVSA staff, Girdwood public meetings, and other advisory entities as needed. Most of the public planning process took place during development of the GCP (community meetings, roundtables, charettes etc.) and will NOT be repeated during the development of this Plan.

3.5 Project Budget The total contract amount, including expenses, for this project is not to exceed \$100,000.

**Opportunities and Constraints:**

1. Limited ability of a service area within the Municipality of Anchorage to tax or regulate within service area boundaries.
2. Girdwood is part of the Municipality of Anchorage. Girdwood may not qualify for state or federal programs targeted to “rural” communities.
3. Girdwood’s census data on income may place some of the potential funding sources identified in this RFP out of reach.
4. Girdwood must rely on the MOA Heritage Land Bank to make property available for development of workforce housing.
5. Inability of an MOA service area to create its own Housing Authority. The existing housing authority for Anchorage is believed to have no interest in Girdwood housing issues.

**INSERT STANDARD LANGUAGE FROM SECTIONS 4, 6 and 7 OF PARKS MASTER PLAN RFP**

**STANDARD EVALUATION CRITERIA APPEAR BELOW FOR GHEC REVIEW/DISCUSSION- KYLE CAN EXPLAIN TYPICAL PROCESS FOR SELECTING THE REVIEW COMMITTEE, SIZE OF COMMITTEE ETC. I AM NOT SURE IF MOA ACCEPTS CHANGES TO THE STANDARD EVALUATION CRITERIA.**

**5.0 EVALUATION CRITERIA AND PROCESS**

**5.1 Criteria**

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Project Methodology and Approach	0-30 points
2. Experience of Firm(s)	0-25 points
3. Qualifications of Key Personnel	0-25 points
4. <u>Management Plan</u>	<u>0-20 points</u>
<b>Total Points Available</b>	<b>100 points</b>

**5.2 Qualitative Rating Factor**

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was “Good” they would assign a “qualitative rating factor” of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

**NOTE IF YOU ELECT TO USE SECTION 5.2 MAKE SURE THAT THE RESULTING SCORES ON EVALUATIONS ARE MATHEMATICALLY POSSIBLE.**

### **5.3 Evaluation Process**

A committee of individuals will perform an evaluation of the proposal. The committee will rank the proposal as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral (in-person or telephone) interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators’ scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

**Municipality  
of  
Anchorage**



*P.O. Box 390  
Girdwood, Alaska 99587  
<http://www.muni.org/gbos>  
Suzanne LaFrance, Mayor*

*GIRDWOOD VALLEY SERVICE AREA BOARD OF SUPERVISORS  
Mike Edgington and Jennifer Wingard, Co-Chairs  
Briana Sullivan, Brian Burnett, Kellie Okonek*

**Resolution 2026-XX**

**Of the Girdwood Board of Supervisors**

**A RESOLUTION IN SUPPORT OF GIRDWOOD TRAILS COMMITTEE (GTC) APPLICATION  
FOR  
ANCHORAGE PARK FOUNDATION CHALLENGE GRANT**

**WHEREAS**, the Girdwood Valley Service Area and Girdwood Trails Committee have been working toward re-establishing the connection over Glacier Creek on the Winner Creek Trail since 2019; and

**WHEREAS**, construction on this project has now culminated on selection of a contractor, with work set to begin in summer 202X and completion in Summer 202X; and

**WHEREAS**, a key requirement of the community was the creation of an interpretive display to provide visitors with the opportunity to see the hand tram and learn the natural and human history of the area; and

**WHEREAS**, the interpretive display will commemorate the efforts of Girdwood Trails Committee volunteers who created, engineered, designed and built the hand tram, employing techniques historically used in mining and presently used in the ski industry; and

**WHEREAS**, the Girdwood Trails Committee has voted unanimously to pursue this grant opportunity and have committed to the in-kind and hard funding necessary to produce the community match required for this grant; and

**THEREFORE**, the Girdwood Board of Supervisors supports the Girdwood Trails Committee application for the Anchorage Park Foundation 2026 Challenge Grant for interpretive signs to commemorate the Hand Tram at Four Corners and the Historical District that surrounds it.

Passed by a vote of x to x this 23<sup>rd</sup> day of March 2026

Brian Burnett  
GBOS Parks and Rec Supervisor

Margaret Tyler  
Attest

**GIRDWOOD BOARD OF SUPERVISORS  
RULES & PROCEDURES**

Adopted: September 20, 2004  
Revised and approved April 2022

**I. ESTABLISHMENT AND GENERAL POWERS OF GIRDWOOD BOARD OF SUPERVISORS**

A. The Girdwood Valley Service Area was established by Anchorage Municipal Code (AMC), Chapter 27.20.110 Girdwood Valley Service Area Board of Supervisors, as follows:

a. There is established a board of supervisors for the Girdwood Valley Service Area consisting of five (5) persons elected in accordance with the provision of this chapter. The board shall be constituted and shall function in the manner prescribed in this chapter [AMC, Chapter 27.20] in the exercise of fire prevention and protection, street construction and maintenance, housing and economic development, solid waste collection, parks and recreation services, cemetary oversight, cemetary planning, operations, & maintenance, public safety, and utilities.

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B. The Girdwood Board of Supervisors (hereafter "GBOS") shall consult with and advise the Anchorage Assembly (hereafter "Assembly") and Mayor concerning the administration of the affairs of the service area and the services that are being provided.

~~C. The Mayor shall consult with the GBOS in preparing the annual budget for the service area, and the comments and suggestions of the GBOS concerning the budget shall be transmitted to the Assembly for its consideration. GBOS shall provide annual service area budgets to the Mayor and Assembly for their approval.~~

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~~D. AMC 27.10.040 Operation of service areas with boards of supervisors states: In a service area with a board of supervisors, services shall be provided in the service area by the departments, if any, designated by the ordinance establishing the service area and designating the power to be exercised within the service area subject to the advice and recommendations of the board of supervisors established pursuant to AMC Chapter 27.20. AMC 27.10.040 also states that the board of supervisors shall supervise the furnishing of special services in the service area in the manner prescribed by the ordinance establishing the service area and designating the power to be exercised within the service area. Except as otherwise provided by ordinance, the administration of the Municipality of Anchorage (hereafter "MOA") may prescribe rules, procedures and guidelines to be followed in furnishing services and expending moneys in service areas where boards supervise the furnishing of services (A.O. No. 82-49).~~

E. Assembly Ordinance AO 2003-113 approved August 12, 2003:  
Girdwood Board Supervisors Rules and Procedures

The Girdwood Board of Supervisors is designated as the Girdwood Community\* Council ex-officio by the Anchorage Municipal Assembly. Because of this,

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Girdwood is not recognized as a Community Council District in Municipal Code 2.40.040.D – Establishment of community council districts. ~~With the adoption of 2.40.035.B on August 12, 2003, the Girdwood Community Association Rules and Bylaws were over-ruled and suspended.~~

Municipal Code 2.40.035.B Recognition of community councils; special ex officio community council recognition for Girdwood Board of Supervisors, states: "Girdwood recognized; special provision. The municipality recognizes the Girdwood Board of Supervisors as the community council, ex-officio, which serves the Girdwood Valley Service Area (GVSA) which serves the Girdwood Community Association/Land Use Committee boundary area depicted on Map 10 located in section 2.40.090."

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Commented [1]: need to clarify boundaries and make sentence accurate.

~~F. The Girdwood Valley Service Area (GVSA) Administrative Officer (hereafter "Secretary") will take minutes during all GBOS meetings, type and post agendas and minutes, complete correspondence and other duties as directed by the GBOS Chair or Co-Chair (hereafter "Chair" or "Co-Chair"). The Secretary is not a member of the board and holds no voting rights. The Secretary should not take a position on matters before GBOS, part in discussions, comment on, or ask questions of any GBOS member (hereafter "Member") or public during discussions or presentations, except on matters of clarification for the minutes.~~

~~G. The Secretary shall be responsible for posting all items requiring public notice on the GBOS website and at the Girdwood Branch of the US Post Office, the Girdwood Library, and the Girdwood Community Center per the timeline required for each type of notice.~~

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## II. RULES OF PROCEDURE FOR THE GIRDWOOD BOARD OF SUPERVISORS (GBOS).

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The following information addresses specific organization of the Girdwood Board of Supervisors. Any items not addressed are to be handled in accordance with Robert's Rules of Order.

### Article 1: MEMBERSHIP.

- A. The GBOS shall consist of five (5) elected Members.
- B. The elected Members are elected officials, thus subject to the MOA laws governing removal from office. Generally stated:

**Meeting Absences:** A Member intending to be absent at a Regular Meeting shall request from the Chair or Co-Chair to be excused in advance of the meeting from which he will be absent.

**Recall Procedure:** GBOS will follow MOA guidelines for any potential recall of a GBOS member. Grounds for recalling a MOA elected official are incompetence, misconduct in office and failure to perform prescribed duties. Those wishing to recall an elected official are to contact the Municipal Clerk.

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**Declaration of Vacancy:** Vacancy of a seat shall occur on the failure of a Member to: → put a brief sentence to summarize it and reference code. Consider whether we want local code practices.

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1. Attend three (3) consecutive Regular or Special Meetings or Work Sessions without an excused absence from the Chair or Co-Chair;
2. Attend a two-thirds (2/3) majority of the Regular and Special Meetings, Work Sessions, Executive Sessions and GBOS Public Hearings during any calendar year without an excused absence from the Chair or Co-Chair.

Filling the vacancy will be done in accordance with MOA code in the following manner:

1. Public notice of seat vacancy will be posted as outlined in Section I. G for a minimum of fourteen (14) full days stating specific Seat Vacant Term, and requesting that a brief resume from those interested in filling the seat be submitted to the GBOS by a specified closing date.
2. Within seven (7) days of the closing date for resumes, the GBOS will meet in Executive Session to make a recommendation to be forwarded to the Mayor, along with all other resumes received.
3. The Mayor will then make an appointment to fill out the term of the seat left vacant.

C. Resignation by a Member will be done in the following manner: 1. Member submits signed letter of resignation to the Chair or Co-Chair and to the Mayor concurrently.

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2. Public notice of seat vacancy will be posted as outlined in Section I. G for a minimum of fourteen (14) full days stating specific Seat Vacant Term, and requesting that a brief resume from those interested in filling the seat be submitted to the GBOS by a specified closing date.
3. Within seven (7) days of closing date for resumes, the GBOS will meet in Executive Session to make a recommendation to be forwarded to the Mayor along with all other resumes received.

D. At the time of a new Member's election or appointment to a GBOS seat, the Secretary shall prepare a notebook and digital guidance for the Member. The guidance notebook shall contain: the current GBOS Rules and Procedures, copies of all GBOS minutes and attachments from the previous six (6) months, a copy of any current/pending correspondence or agenda, a calendar of all scheduled meetings for the next six (6) months, a copy of the Girdwood Comprehensive Plan Area Plan, a copy of the Turnagain Arm Management Plan and anything else that the Chair or Co-Chair may direct the Secretary to insert.

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**Article 2: COMMITTEES.**

**The Girdwood Board of Supervisors has established the following Standing Committees:**

- A. Land Use Committee:** There shall be a Land Use Committee (hereafter "LUC") which shall function as an advisory committee to the GBOS on all Girdwood Land Use issues. The LUC shall operate in accordance with the Girdwood Land Use Committee Operating Principles as approved by the LUC and amended as needed.

The 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 GBOS. In the event that the voting in LUC and GBOS do not match each other, the rules under **Voting Conclusions**, Article 6, Section E will be followed.

It is intended that, on all matters involving Conditional Use Permits, Vacation Applications and Easement Applications the LUC will "hear" the matter first, and then, in accordance with the GBOS policies for these items, will send forward to the GBOS its recommendations and/or vote on the matter. Once the LUC has sent forward to the GBOS its recommendations on a given matter, that matter may then be put on the next available GBOS agenda for GBOS discussion, vote and action or recommendation to the appropriate MOA department or authority. All effort shall be made for Girdwood land use type issues to be heard before the LUC first and voted upon by members. ~~In situations with time constraints that rpecude prior hearings at LUC, such issues will be heard by GBOS and forwarded~~ However, given time constraints with the MOA Planning Department, it may not always be possible for an issue to go before the LUC. In this instance, such issues will be heard before the GBOS and their recommendation will be forwarded sent forth to the appropriate authority MOA Planning Department, with the caveat that time did not permit the issue to be heard and voted upon by the LUC.

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- B. Trails Committee:** Given the importance of local and regional trails in the Girdwood valley, there shall be a Trails Committee which shall function as an advisory committee to the GBOS on all matters related to trails in the Girdwood valley. The Trails Committee shall operate in accordance with procedures adopted by the Committee, approved by the GBOS and amended as needed.

- C. Public Safety Advisory Committee:** ~~Given the complexity of contracting and liability, and desire to have local control over policing in Girdwood, the Public Safety Advisory Committee was formed.~~ The Public Safety Advisory Committee shall function as an advisory committee to the GBOS in all matters related to policing and public safety in the Girdwood valley. The Public Safety Committee shall operate in accordance with procedures adopted by the Committee, approved by the GBOS and amended as needed.

**D. Girdwood Housing and Economic Committee**

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~~D. Cemetery Committee: The Girdwood Cemetery Committee was created in 2017 after Girdwood Valley Service Area voters approved taxing Girdwood property owners for the purpose of creating, operating, and maintaining a cemetery in Girdwood.~~

**Ad Hoc Committees:**

The Girdwood Board of Supervisors may designate Ad Hoc Committees for the purpose of researching plans or projects. Ad Hoc Committees are temporary groups, which will retire once the project is complete or the concept is tabled by GBOS. An Ad Hoc Committee may become a formal Committee of the GBOS if the project becomes part of the Girdwood Tax Service. Ad Hoc Committee meetings are required to follow GBOS posting and public notice as outlined in Section 1, G.

Examples of current and past Ad Hoc Committees of the GBOS include: Girdwood Area Plan Update Committee, Turnagain Arm Service Coalition (TASC), and Girdwood South Townsite Area Plan Update Committee. Ad Hoc Committees are expected to report to GBOS at the monthly regular meeting.

**Subcommittees:**

The Standing Committees described above may create Ad Hoc Subcommittees for the purpose of working on specific projects of that Committee.

**Article 3: MEETINGS.**

- A. Regular Meetings:** Regular Meetings will be held on the third Monday of each month unless changed due to unforeseen circumstances or holidays. The meeting will start at the published time and will adjourn at ten (10) p.m. except, the meeting may be extended for up to one hour by a majority vote of the Members present. The meeting will not extend beyond eleven (11) p.m. The first order of business will be to approve the minutes of the previous Regular Meeting, and the minutes of any Special Meetings or Work Sessions, if deemed necessary, held in the monthly interim. Each agenda item is limited to a maximum of sixty (4560) minutes of discussion unless the duration is extended by a majority vote of the Members present.
- B. Special Meetings:** Special Meetings may be called by the Chair or Co-Chair or by a quorum of the other Members. A minimum of twenty-four (24) hours' notice of meeting must be given to each Member and the Secretary. The Special Meeting must be posted at the Girdwood Post Office at least twenty-four (24) hours before the time set for meeting.
- C. Work Sessions:** Work Sessions may be called by the Chair or Co-Chair and/or any two Members at any time to discuss problems and plans. All Members and the Secretary must be notified under the same conditions as Special Meetings. No formal transactions may be decided upon at Work Sessions. At the Chair's request, Work Sessions shall be electronically recorded by the Secretary; written

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minutes shall not be produced unless the Chair or Co-Chair decides a compelling reason exists for written minutes.

- D. Executive Sessions:** Executive Sessions may be called by a vote of the majority (a quorum) of Members taken at a public meeting. The public and the Secretary are excluded from an Executive Session; however, the session must be recorded, with the Chair or Co-Chair taking possession of the recording. The only subject(s) that may be discussed in an Executive Session are those that are stated in the motion to go to Executive Session, and no matter shall be voted in Executive Session. The following matters may be discussed in an Executive Session: subjects that tend to prejudice the reputation and character of any person, including personnel matters, and matters which by law, or MOA Charter or ordinance, are required to be confidential.
- E. Public Meetings:** All meetings of the GBOS shall be open to the public except for Executive Sessions.
- F. Public Notice:** The Secretary will post the agenda as outlined in Section I, G at specified locations for Regular Meetings seven (7) days in advance. Additional agenda items must be posted forty-eight (48) hours in advance to be considered for action at a meeting.
- G. Open Meetings Act:** The GBOS is subject to the Open Meetings Act: see Article Six of the Administrative Procedures Act; A.S. 44.62.310-312. GBOS will provide twenty-four (24) hours notice by posting as described for Special Meetings, for all events and gatherings where more than two (2) supervisors are reasonably expected to be in attendance.
- H. Quorum:** Three or more GBOS Members attending the meeting, either in person or remotely, shall constitute a quorum.
- I. Agenda Items and Meeting Materials:** There shall be a public comment period during every meeting to allow the public to address items not on the agenda. Individual public comment will be limited to three minutes maximum per person.
- a. Meeting materials, as practicable, will be assembled and made available to the public at least twenty-four hours before a meeting.
  - b. Items of business other than standing items or reports shall be assigned to a Member. This Member will introduce the item and will work with any petitioner to ensure materials are prepared and available for the meeting. Items referred from a Committee or Subcommittee will be assigned to the Member with that responsibility, otherwise the Chair or Co-Chair(s) will assign the item to a Member.

**J. Minutes:** The minutes of meetings will be typed and posted within twenty-one (21) days of a meeting. The posted minutes shall state if they are draft or final version.

- a. Minutes from Executive Session meetings will not be typed or posted.
- b. Executive Session meetings will be recorded. The Chair or Co-Chair will take possession of the recording and will ensure that the recording is placed in a dated, sealed envelope with an "Executive Session" label on the outside of the envelope. The Chair or Co-Chair shall deliver the sealed recording to the Secretary for locked storage in the GBOS offices. The Secretary shall also maintain a written log of the existing Executive Session recordings. Only by Resolution of the majority of the Members can a sealed Executive Session recording be opened.

**K. Physical and remote attendance:**

- a. Meetings may be held in person or virtually, or remotely. An in-person meeting is held in a public setting with a physical location and may also provide for remote attendance. A virtual meeting is one held with no physical location and all persons participate by remote attendance.
- b. Attendance: Remote attendance by telephone, virtually or through any remote means. Physical attendance is defined as a member being physically present at the location where the meeting is noticed as being held in a public setting.
- c. Means of Remote Participation: Remote participation under this section shall include any means through which a member may participate remotely, to include being able to engage in discussion and being audible to all persons participating in the meeting. The member participating remotely must have the ability to obtain the meeting agenda and other pertinent documents to be discussed and/or acted upon.
- d. Public In-Person Participation: If one or more members participates in person in a public setting, then the public must also be granted reasonable in-person access to the meeting.
- e. In-Person Meeting: The chair or a majority of the members may schedule an in-person meeting.
- f. Public Notice: The public notice of the meeting must indicate whether the meeting is to be held in person ~~or, virtually, or~~ remotely. If held in person, the notice shall indicate if remote attendance is available. The public must have an opportunity to participate by similar or alternative means as the board.
- g. Emergency: When the assembly, mayor, governor or federal government has declared an emergency, all boards may provide for remote attendance by members and provide for remote access by the public to the extent reasonable under the circumstances of the emergency.

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**Article 4: OFFICERS.**

- A. ~~Co-Chair: Two Co-Chairs~~~~Co-A Chair~~ shall be elected to a one (1) year term by the Members ~~after municipal elections, every April, or at any time membership changes by election or appointment.~~ At the wish of the GBOS, this office may be held by ~~one (1) Chair two (2) elected Co-Chairs~~ who will ~~perform share in~~ the duties enumerated in this Article. The duties of the Chair or Co-Chair are:
1. Preside over all GBOS meetings; and
  2. Call Special Meetings; and
  3. ~~Notify Members and Secretary of the time, place, and date of all meetings; and~~
  4. Give input and vote; and
  5. Solicit from Members agenda items and develop monthly agenda; and
  6. Appoint Acting Chair or Co-Chair in his/her absence or conflict of interest; and
  7. Be proactive in working with MOA agencies and other Members; and
  8. Execute all documents requiring GBOS signature.

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**Article 5: AREAS OF RESPONSIBILITY.**

- A. The GBOS' defined Areas of Responsibility are as follows:
- a. Roads Maintenance
  - b. Utilities
  - c. Land Use
  - d. Parks and Recreation (including trails)
  - e. Public Safety
  - f. Girdwood Housing and Economic Development Cemetery
  - g. Fire Department

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~~Each of the five (5) individual Members shall li"oversee" certain the Areas of Responsibility as decided in Article 5, section B as delegated in Executive Session annually.~~

- B. Selection of Areas of Responsibility will be ~~based on seniority on the GBOS and will be voted chosen or assigned determined by a vote~~ at the same time as election of the Chair or Co-Chairs. ~~In the case of a tie vote, the Supervisor with most seniority will be assigned the role. In the case where a position is not voluntarily filled, seniority of members is equal and a decision cannot be reached,~~ the Chair or Co-Chairs may appoint.
- C. Members are expected to attend Committee ~~& related ancillary~~ meetings, respond to community requests and report into the record at the Regular Meetings on their area(s) of responsibility. The Supervisor overseeing the Fire Department, or their designee, is required to attend GFRI Board of Directors meetings.
- D. Members are expected to advise on the MOA budgets related to their areas of responsibility. Members shall maintain reference information related to their areas of responsibility in an organized fashion and, where appropriate, shall pass this information on to their successor.

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~~E. Members are also expected to stay current on and to participate in the day-to-day communications between Members and between Members and GBOS Secretary. It is also expected that the communications between Members and between Members and the GBOS Secretary will be done in a cordial and business-like manner, regardless of an individual Member's position on an issue or an individual Member's affiliations or general beliefs. See also, Section II, Article I (B) regarding Recall and Vacancy.~~

E. No member shall run for office for more than 2 consecutive terms; members who are appointed to a seat part-way through a term shall not run for more than 2 more full terms.

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#### Article 6: VOTING.

A. ~~Conflict of Interest:~~ A Member shall disclose any private interest that may create a conflict between the Member's personal or financial interests and the Member's duties in an official action of the Girdwood Board of Supervisors. Disclosure shall occur prior to comment, deliberation, or vote on the matter.

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The Board shall determine whether the interest constitutes a substantial conflict that requires recusal. The Member making the disclosure shall not vote on that determination.

If the Board determines that the Member has a substantial conflict of interest, the Member shall not participate in deliberation or vote on that matter, except to answer questions from the Board regarding the disclosed interest.

Members may not abstain from voting unless a conflict of interest has been disclosed and the Board has determined that recusal is appropriate.

~~No Member may vote on any question(s) upon which they have a direct or substantial but indirect financial interest. Any Member who has a conflict is to state this publicly and may request to be recused from the vote. Members may not abstain from voting without supplying a reason that is accepted~~

~~by a majority of the GBOS members.~~

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B. Reconsideration of Action: for reconsideration of any action taken by the GBOS, any Member on the prevailing side of a vote may move to reconsider ~~immediately at the meeting in which the vote was taken or~~ within twenty four (24) hours of the original vote. Notice to reconsider must be filed with Secretary; a second from any non-recused member must be filed with the Secretary within twenty-four (24) hours. Motions to reconsider take precedence and must be the first order of business at the next meeting of the GBOS. The result of the Motion to Reconsider vote will take precedence over the original vote.

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C. Motions. All motions must be stated in the positive.

D. Tie Votes: Upon a tied vote, ~~the GBOS will take one (1) revote immediately. If the tie vote remains~~, the motion fails. A member may call for a revote.

E. Voting Conclusions: The community's stated objective is to provide unified statements and recommendations from the Girdwood community. (Conditional Use Permit has its own resolution process.) However, three possibilities exist regarding agreement between the Girdwood Board of Supervisors and the Land Use Committee:

**a. Consensus:**

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. Not in agreement; no time restriction:**

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. Not in agreement; time sensitive:**

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.

**Article 7: PUBLIC HEARINGS.**

- A. The Chair or Co-Chair is responsible to open the Public Hearing on a specific agenda item and to assign a timekeeper. Usually the timekeeper will be the Secretary.
- B. All persons offering comment must state their full name and address.
- C. Public Comment is limited to three (3) minutes per individual on the first round of comments. After all who wish to speak have had an opportunity, members of the public may request an additional one (1) minute to comment.
- D. A Petitioner is limited to ten (10) minutes. The Petitioner may reserve any portion of that time for rebuttal at the end of the Public Hearing.

- E. Persons wishing to comment in excess of allotted time must make a request to the GBOS for approval.
- F. The Chair or Co-Chair may close the Public Hearing after all who wish to speak have had an opportunity to do so. A majority vote of the GBOS may reopen the Public Hearing.

**Article 8: PRESENTATIONS.**

- A. All those wishing to give a presentation at a GBOS meeting shall be directed by Members or the Secretary to make a timely request to the Chair or Co-Chair to be placed on the next available GBOS Agenda.
- B. All those making a presentation to the GBOS shall provide the following prior to the presentation:
  - 1. Name of the person giving the presentation, contact numbers and addresses; and
  - 2. Description of issue(s) to be covered in the presentation, including deadlines, if relevant;
  - 3. If requesting GBOS action, provide a sample resolution or letter; and
  - 4. Presenters will need to make their own prior arrangements for video and/or other displays.
- C. **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 as new business 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 may be an issue of extreme importance of a timely nature beyond the control of the principals and/or representatives, in which case only one meeting is necessary and the rules for second presentation apply. Petitioners requesting relief from the two meeting presentation requirement must be able to provide adequate answers to these questions in writing, prior to the meeting:

- What is the due date for this action?
- When did you become aware of the need for this action and the due date?
- Why do you need relief from the two meeting requirement for action on your item?

**D. Conclusion of Business and Guidelines for Process** – There are three conclusions that may be used for deciding the outcome of a petitioner’s presentation. Land Use, Trails, Cemetery, and Public Safety Advisory Committees can vote to recommend that the GBOS write a:

**Letter of Objection:** When the vote is not in favor

**Letter of Non-Objection:** When the vote is in favor, with no strong opinion or cause to write a:

**Resolution of Support:** Used when the issue is of great concern and importance to the community.

A specific request of either a Letter of Non-Objection (LONO) or Resolution of Support should be provided to the GBOS Secretary by the petitioner, along with draft language to be included in the document. The draft language will be updated to reflect the ideas and outcome of the committee discussions. If a Letter of Objection is to be written, the GBOS Secretary and members of the Land Use, Trails, Cemetery, or Public Safety Advisory Committees will draft the document for GBOS consideration and approval.

**Article 9: BUDGET PROCESS.**

- A. The Mayor shall consult with the GBOS in preparing the annual budget for the service area, and the comments and suggestions of the GBOS concerning the budget shall be transmitted to the Assembly for its consideration (AMC 27.20.050).
- B. The GBOS shall review and approve the budget using the following procedures and schedule:
  - 1. At the regularly scheduled GBOS meeting in the Third Quarter (no earlier than July 1) of each fiscal year, the GBOS will introduce the proposed Girdwood Service Area operating budget for the coming fiscal year, January 1 through December 31. The proposed budget is developed combining the respective budgets from Fire Department, Parks and Recreation, ~~GHEC, Cemetery~~, Public Safety and Road

Maintenance divisions. The budget may also contain additional budget items suggested by the GBOS or the community.

2. During a period of at least forty-six (46) days, beginning on the day of the budget introduction, at least two (2) Public Hearings on the proposed Service Area operating budget will be held. Public Hearing dates will be announced during the introductory budget meeting and will be posted as outlined in Section I, G under the same conditions as Special Meetings.
3. After the last Public Hearing the GBOS will vote on and make advisory modifications, if necessary, to the proposed Girdwood Service Area Budget and transmit the budget document to the MOA Office of Management and Budget no later than the beginning of the last full week in the Third Quarter (end of September).

4. The final Girdwood Service Area budget will be presented to the Service Area in the beginning of the Fourth Quarter (~~October~~) at which time a final Public Hearing will be held on the final budget document. After the final Public Hearing the GBOS will vote on and make advisory modifications, if necessary, to the final Service Area Budget and return the document to the MOA Office of Management and Budget who will transmit the final Service Area Budget to the Mayor for review and then to the Assembly for approval.

**Article 10: POLICY/PROCESS FOR VACATING RIGHTS OF WAY AND EASEMENTS.** (Adopted 11/16/1998, revised 5/21/2001)

- ~~A. Pursuant to the requirements of AMC, Title 21.15.130.A, no petition for vacation should be favorably acted upon by the GBOS unless the Petitioner demonstrates to the GBOS that the area to be vacated is of no further use to the MOA and the Girdwood Service Area.~~
- ~~B. It will be the responsibility of the Petitioner to provide to the GBOS the information required by AMC, Title 21.15.130.B. Sufficient information will be provided to allow the GBOS to evaluate not only the impact on the subject parcel(s), but also all parcels benefiting from the dedication, which is to include adjacent properties. Maps shall be provided as required by AMC, Title 21.15.130.B.2.b, including the location of all known public improvements within the area being vacated.~~
- ~~C. The burden of proof that the vacation has no adverse effect on the MOA and on the Girdwood Service Area rests with the Petitioner. Should the GBOS recommend approval of a vacation petition, it shall list findings of fact supporting the vacation. The findings of fact will at a minimum:~~

- ~~i. Demonstrate the property to be vacated is of no further use to the MOA.~~
- ~~ii. Demonstrate that the transfer of the vacated parcel will not adversely affect the maintenance and operation of present and future uses, including utility placement, pedestrian and trail use, snow removal and storage, and drainage.~~
- ~~iii. Show that the vacation is in compliance with all adopted and proposed plans affecting the area either directly or indirectly. Such plans will include, but not be limited to the Girdwood Area Plan, the Official Streets and Highways Plan, Subdivision and Land Use Regulations listed in AMC Title 21, the Anchorage Area Wide Trails Plan, The Girdwood Trails Committee Plans, the Girdwood Commercial Area and Transportation Master Plan and other plans deemed appropriate with respect to the area affected.~~

- ~~iv. Give consideration to access for public safety officers, emergency medical services, and firefighters. The Girdwood Volunteer Fire & Rescue, Inc. (hereafter "GVF&R") shall be consulted before right of way or easement vacations are granted. The written opinion of the GVF&R shall be included with all petitions for vacation of rights of way and/or easements.~~

~~D. The GBOS shall not consider previously vacated Rights of Way as justification for recommending approval of a specific vacation petition. Each petition shall be addressed in its own right.~~

~~E. This policy is to be utilized when evaluating vacation of Rights of Way or Easements only. A separate policy will be proposed for variance requests. Encroachments in the Rights of Way and Easements will require vacation petitions.~~

#### **Article 11: CORRESPONDENCE FROM THE GBOS.**

- ~~A. Only the Chair or Co-Chair(s) have the authority to sign letters on behalf of the GBOS unless they delegate the signing authority to the relevant supervisor.~~
- B.** The individual(s) drafting a letter should send the draft to the Secretary via e-mail. The Secretary may send the draft to the Members via e-mail to collect comments prior to finalization. The Members shall respond back to only the Secretary with any comments they have. The Secretary shall work with Members individually to ensure comments are incorporated correctly. A maximum of two Members may work together on drafting correspondence outside of a public meeting in order to comply with Alaska Open Meetings Act.
- C.** A deadline for comments and/or revisions should be noted in the e-mail message. If possible, at least a week should be allowed for comments. If no comments are received by a Member, it will be assumed that Member has no comment; individual Members will not be contacted or reminded to comment.

- D. The Secretary shall redistribute the letter, if time permits, for a final review by all Members.
- E. The topic of the letter must be discussed at two GBOS meetings (under New Business and Old Business) prior to the Members voting on it and the letter being signed. Any substantive changes to the letter must be discussed and finalized at a public meeting prior to voting and signing.

**Article 12: EMERGENCY PERMITTING PROCEDURE.** (Adopted in 1999)

~~A. In instances where quick action is needed in order to protect the community from flooding the following emergency permitting procedures shall be followed:~~

~~Page 14 of 19  
Girdwood Board Supervisors Rules and Procedures~~

- ~~1. The Fire Chief or Road Contractor will notify the GBOS Road Supervisor of the need to take protective action.~~
- ~~2. The GBOS Roads Maintenance Supervisor will contact MOA Street Maintenance Division hotline at 343-8277 to inform the MOA of the situation and request their assistance in obtaining a permit.~~
- ~~3. If the GBOS Roads Maintenance Supervisor is not available, the GBOS Chair or Co-Chair shall make this call. If the GBOS Chair or Co-Chair is not available, the GVI&R Fire Chief shall make this call.~~
- ~~4. MOA Street Maintenance shall contact the on-call MOA Street Maintenance foreman who will call the Alaska Department of Fish & Game (ADF&G) regarding the emergency permit.~~

**Article 13: AMENDMENTS TO THE GIRDWOOD BOARD OF SUPERVISORS RULES AND PROCEDURES.**

A. The Rules of Procedure for the GBOS may be amended by a majority of the GBOS. Proposed amendments shall be communicated by the Secretary to each Member and posted as outlined in Section I, G not less than twenty-eight (28) days prior to a regular meeting. The Secretary shall document transmittal and public posting of the proposed amendments.

**Article 14: Staff Roles and Responsibilities (add section here - Kyle/Margaret to draft language).**

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APPENDIX:

RECONSIDERATION

If a motion to reconsider is called during a meeting then we handle it the usual way. But unusually, a motion to reconsider can be moved up to 24 hours after the adjournment of the meeting. This option makes sense as more information may come to light the following day and sometimes we need some time to reflect on votes made in the pressure of a meeting.  
How to handle a reconsideration motion moved \*after\* a meeting.

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Any supervisor who voted on the prevailing side of an issue can move to reconsider. The motion must be seconded, but the second can be any other supervisor however they voted, and including those not present at the meeting.  
Since there is a 24 hour deadline, the mover may directly contact any or all other supervisors to ask for a second - this is an administrative process so it falls outside the deliberative restrictions of the OMA.  
Once a second has agreed, the mover should inform the chairs and staff by email or text (or any other method with a timestamp) so we have a record that it was moved and seconded within 24 hours after adjournment of the meeting where the item was considered.  
The mover and seconder may withdraw the motion to reconsider within that same 24-hour window.  
Once the 24-hour deadline is passed, the motion can not be withdrawn until it is being considered as an item of business in a meeting.  
If the motion was proper, then a potential reconsideration of the matter will be added to the next scheduled meeting under Unfinished Business. For time-critical matters, a special meeting may be called.  
Once the motion to reconsider is accepted, further discussion of its substance would fall under the OMA so must be limited to no more than 2 supervisors unless we are in an open meeting.  
When the motion to reconsider comes to the board, the first vote is whether to uphold the original vote (NO) or reconsider the matter (and possibly revote) (YES). If the motion passes, then the item resumes as if it was just brought to the body (i.e. there is no motion on the table, amendments can be made, etc.)

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## ATTACHMENT 1

### Girdwood Public Meetings Standards of Conduct

The Girdwood Board of Supervisors (GBOS) encourages good faith input from community members at all Board, Committee, and Subcommittee meetings and desires to provide an environment based on respect and civility. In order to do so, the GBOS has established the following Standards of Conduct based on the norms of acceptable and courteous business behavior.

These standards shall apply to Regular, Joint and Special meetings, and to Work Sessions of GBOS. They may be adopted by GBOS Committees and Subcommittees by a vote of that body.

1. Members of the public wishing to address the public body shall first secure the permission of the Chair.
2. When commenting, please be courteous, brief, constructive and nonrepetitive.
3. Members of the public shall direct comments to the Chair and/or board members. Members of the public shall not direct comments to other audience members.
4. Members of the public will refrain from disruptive actions such as hand clapping, stamping of feet, whistling, cheering, yelling or similar demonstrations, which could have an intimidating effect upon members of opposing viewpoints.
5. Persons addressing the public body shall also refrain from slurs against race, color, religion, ethnicity, national origin, gender identity, sexual or affectional orientation, marital status, familial status, age, disability, or status with regard to public assistance.
6. Profanity, slander, false statements, violence, or the threat of violence in any form shall not be tolerated.

Violations of these Standards shall be determined by the opinion of the Chair of the meeting or, absent such opinion, by the opinion of the majority of the Members of the body who are present.

- A. Any person violating these standards shall be called to order by the Chair. If such conduct continues, said person may, at the discretion of the Chair, lose the floor. Said person may be denied further audience for that meeting. The Members may overrule the Chair's decision by majority vote.
- B. If said person refuses to come to order and obey the directives of the Chair, they may be requested to leave the meeting on a majority vote of the Members.

## **ATTACHMENT 2**

### **Conditional Use Process**

The GBOS will consider only those requests for Conditional Use Applications that have been received thirty (30) days in advance of the next scheduled meeting.

#### **Presentation Format:**

Presenters will address the LUC and GBOS boards and public from the front of the room at each meeting. Presenters should expect between 10-30 people in attendance.

Electronic copies of materials to be presented are requested to be provided to staff 1 week prior to the meetings at: [gbos@muni.org](mailto:gbos@muni.org).

Maps and drawings should be printed in a large enough format to be easily viewed by the entire room or provided in electronic format to be displayed on screen.

Handout materials should be copied and provided at the back of the room for public (approximately 20 copies) and for the LUC Officers (3), GBOS members (5), and staff (2).

Presentations should be clear and concise, not lasting longer than 15 minutes. After presentation, the board members will ask questions and will invite the public to ask questions and speak about the project.

#### **Initial Presentation:**

Initial presentation is to be scheduled by the petitioner at the LUC and GBOS Regular monthly meetings.

LUC meetings are held the 2<sup>nd</sup> Monday of every month.

GBOS meetings are held the 3<sup>rd</sup> Monday of every month.

It is necessary for the petitioner to begin at the LUC, with the GBOS meeting the following week.

#### **How to schedule initial presentation:**

Petitioner must schedule the initial presentation at least one week in advance of the LUC Regular Monthly meeting. Exceptions to be approved by the Land Use Committee Chair. Requests are to be made by email: [gbos@muni.org](mailto:gbos@muni.org) or by calling 343-8373. Name of the project, location, and name of the individual(s) who will present are needed. The item will appear on the agenda as New Business at each of these meetings, unless special meetings need to be called due to time sensitivity.

## Girdwood Board Supervisors Rules and Procedures

### **What to bring to the initial LUC and GBOS presentations:**

- Preliminary Site Plan
- Floor Plan
- Elevations all around
- Zoning status of that site and lands abutting the site
- Statement of projected positive impacts
- Statement of possible negative impacts
- Road development plans
- Statement of any expected requests for variances from zoning regulations

### **Second Presentation:**

The Second Presentation will be scheduled once the petitioner's Planning and Zoning (P&Z) Department packet is received by Girdwood Municipal Staff. Presentation must occur prior to the petitioner's P&Z hearing.

### **How to schedule second presentation:**

When petitioner's P&Z packet is received by Girdwood Municipal Staff, the petitioner will be notified and the 2<sup>nd</sup> presentation will be scheduled at the next LUC and GBOS meetings, unless special meetings need to be called due to time sensitivity. The item will appear on the agenda as Old Business at each of these meetings.

### **What to bring to the Second LUC and GBOS Presentations:**

- 35%-65% design plan with drawings, engineering, grading and drainage, watershed report, parking
- Updated versions of all items from the initial presentation
- Specific request for and draft language of Letter of Non-Objection or Resolution of Support

With this information, the public will be able to consider and comment on the project in time for the P&Z hearing.

At the LUC meeting, the petitioner will present their project and make known their request for a LUC recommendation that GBOS to write a Letter of Non-Objection (LONO) or Resolution of Support to P&Z.

The LUC and public will ask questions of the petitioner. LUC will take note of the public's comments regarding the project and will call for a vote of the public in attendance at this meeting regarding the LONO or Resolution of Support. This information and vote tally will be forwarded on to the GBOS.

At the GBOS meeting the following week, the petitioner will present their project, addressing the comments heard at the LUC meeting, and will make a formal request for a LONO or Resolution of Support to be written to P&Z. GBOS and public in attendance will ask questions of the petitioner. After hearing the presentation and public comment, and considering the input provided from LUC, the GBOS will vote on the request for a LONO or Resolution of Support.

**Conflict Resolution of Conditional Use Permit Items** - In the event that the votes in LUC and GBOS are not in agreement, LUC and GBOS will schedule a separate public meeting with the petitioner to discuss the project. Whether the LUC and GBOS come to agreement or not, the positions of both LUC and GBOS will be forwarded to MOA Community Planning Department within three (3) working days. A copy of the correspondence forwarding the GBOS/LUC votes shall be given to all GBOS/LUC board members for review and comment before being sent to the MOA.

Note: Any changes to the Timeline and Number of Presentations for Conditional Use Permit Presentations in the LUC Operating Principles must be coordinated with the same document in the GBOS Rules and Procedures, and vice-versa.