

Friday February 9, 2024

To The Girdwood Board of Supervisors and Girdwood Land use Committee

The **Heritage Land Bank Advisory Commission** will be holding a meeting on **Thursday February 22, 2024 at 1:30PM**. There are two **action items on this agenda**.

The first regards a resolution withdrawing 10 parcels from HLB inventory and transfer to the Parks and recreation department near Potter Marsh.

The second action item is recommending the Anchorage Assembly approval of the 2024 HLB annual Work Program and 2025-2029 Five Year Management plan.

As a reminder, the public review period for the [DRAFT 2024 Annual Work Program & 2025-2029 Five-Year Management Plan](#) ended February 9th. Comments received by this date will be included and responded to in an appendix of the work plan. Comments received after this date will be provided to the HLB advisory commission at the public meeting on February 22nd. This planning document outlines the priorities and proposed development plans for much of the HLB managed lands in the Girdwood Valley.

Respectfully,

Tim Charnon, HLB Commissioner

Incentive Program for Converting Short-Term Rentals to Long-Term Rentals

Funding

Where Could the Cash Come From

- Local Bed Tax
- Local Separate Resort Tax
- Local Sales Tax
- Short-Term Rental License Fee
- Property Taxes
- Non-Profits
- Foundations
- Cuts in Other Budgeted Spending

Who the Cash Could Come From

- MOA residents
- Girdwood Residents
- Second-Homeowners
- Tourists and Visitors

Issues

- The MOA does not designate taxes raised for specific reason to be “restricted” in general though the bed tax seems to be an exception

Expenditures

- X% Administrative Costs
 - o STR Regulation
 - o Landlord qualifying for LTR Incentive
 - o Renter being qualified to participate in program
- Y% Subsidy
 - o A direct cash payment to the LTR for filling all obligations to qualify for subsidy

Key Qualification for Property Owner

- A maximum amount of rent can be charged
- Property must be in Girdwood
- Tenant must work in Girdwood
- Applicant must be the Property Owner

Key Qualification for Renter

- Must work in Girdwood X hours per week
- W-2s must be provided and Government ID
- Background check required
- Tenant must be 18 years or older, Households allowed
- Applicant must be the Property Owner

Incentive Program for Converting Short-Term Rentals to Long-Term Rentals

Duration of Program – 4 years

Funding sources

- Local bed tax from hotel and STRs - \$100,000 per year plus 3% occupancy tax
- Annual licensing fee to STR - \$1,000 per license
- Annual penalties for non-compliance of paying licensing fee - \$50,000 per year
- Local foundations
- Area non-profits

Source to Hold Funds and Administration – Girdwood Community Land Trust

- Local bed tax of \$100,000 intended to cover 1 PME salary/benefits/overhead to handle all administrative tasks for
 - 1) tracking short-term rental compliance
 - 2) tracking long-term rental compliance for subsidy eligibility
- 3% occupancy tax and license fee collection would be collected with funds used for subsidies. Additional donations can also be allocated to subsidies.

Overview

- Incentive Chart for Homeowners to Long-Term Renting
 - o Ratings chart
 - o Commitment Defined
 - o Homeowner Defined
 - o Bedrooms Defined
 - o Incentive Distribution Timing
 - o Potential for Drawing if applicants exceed funding available
 - Property limit
 - Time limit
 - Process
- Program Administration
 - o Administration of payment to Homeowners
 - o Lease compliance
 - o Support role/tenant screening
- Eligibility for Property Owners
 - o Location - in Girdwood Area District defined
 - o Status – legally permitted unit. If legal STR must have all taxes/fees paid
 - o Ownership – applicant must be owner or representative of the owner
 - o Rental Affordability – The maximum amount of rent to be charged to an individual shall not exceed
 - o Property Conditions
 - o Signed Application with Girdwood Community Trust
 - o Signed Lease Agreement with qualified tenants working for employer in Girdwood
 - o Successful Midway and Final Lease Checks for Final Award
 - o Homeowners renting a portion of their home get 50% of the chart amount

- Homeowners renting an ADU or Tiny home with separate entrance, at least one bedroom, private kitchen, bathroom get 100% of the award
- Homeowners renting an RV space can get 50% of the award and can there is CAP on the RV space parking
- Developers or employers as landlords. Businesses with housing are ineligible. Private homeowners are eligible. Business owners with private property are eligible
- Change of Ownership. Old owners are disqualified and clawback applies
- Failure to Comply with Lease. Homeowner can be disqualified and clawback applies
- Eligibility for Tenants
 - Application
 - Work in Girdwood at least 30 hours per week per tenant
 - Required documentation for tenant include government issued ID, and Copy of W-2 or last two months paystubs
 - Background check
 - Household defined: two or more adults, 18 years or older, related or unrelated but living together in one house.
 - Tenant defined: an adult, 18 years or older, applying to be matched into a rental unit in Girdwood for use as their primary residence
- Program Evaluation
 - GCLT Staff and Board of Directors evaluate program annually. Tracks the following data
 - Number of homes unlocked as long-term rentals
 - Types of homes unlocked
 - Number of units converted from short to long-term rentals
 - Rental prices for each unit in the program with an average per bedroom
 - Income of renters served
 - Employers served
 - Number of rentals extended beyond 6 month leases
 - Number of rentals extended beyond 12 month leases
 - Program participant surveys (homeowners and tenants)
 - Ensure compliance with HUD Fair Housing Act and any Local Landlord/Tenant Acts



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January 12, 2024

Kyle T. Kelley
MOA Girdwood Service Area Manager
via e-mail: kyle.kelly@anchorageak.gov

Regarding: Girdwood Gravel Source Feasibility Study
Scope of Work and Fee Proposal

Dear Mr. Kelley:

The Boutet Company, Inc. (TBC) appreciates the opportunity to provide professional services to the Girdwood Service Area to conduct a feasibility study to develop a local gravel source for Girdwood, Alaska. We understand that currently gravel is imported from Anchorage (or further) and that a more economical location is desired for local projects. The study will assess several factors to identify potential gravel sources. We assume that the study area includes the Girdwood Valley, but will not extend to the north or south along the Seward Highway and Turnagain Arm. TBC will be working closely with Shannon & Wilson to complete the geotechnical analysis.

Scope of Services

The scope of work generally includes conducting a desktop study to research historical borrow sources, review existing geological and subsurface data, evaluate natural and cultural resource implications, and identify preliminary options that have potential to be developed as a local gravel source. We understand that several factors will need to be considered such as location, type of material, quantity, usage, haul routes, etc. The work will be accomplished in the tasks outlined below. It is our opinion that the work is in agreement with what you have requested and is consistent with the local standard of practice.

We assume that this work will be conducted only considering existing available information and documentation from the project area. No surface or aerial reconnaissance will be performed; the evaluations made during this task will be considered preliminary and will require confirmation with future site characterization and/or field explorations.

1. Geologic Materials Desktop Study

Our desktop study will begin with a data review and will include research of historical borrow sources within the Girdwood valley. We will use publicly available aerial photography as well as photos available through NV5 Geospatial. We have included costs to review historical aerial imagery and purchase up to four aerial photos at various time intervals to aid in our assessment. We will also conduct interviews to gain knowledge of borrow sources that may have previously been utilized. We will contact DOT&PF, ARRC, MOA, and local contractors with experience in the area. Our costs assume that interviews will be conducted via

telephone. We will also conduct a brief search of the DEC contaminated site database to guide our understanding of documented potentially hazardous conditions.

Along with our historical data review, we will collect data to support a broad overview of the geologic setting of the project area. This task includes a literature search to gather relevant pre-existing information and studies that are in the public domain and that contain information and/or analysis that may be of use to the current project (such as USGS, DGGS, NRCS, etc.). We will seek sources that provide soil and rock data as well as conduct a review of LiDAR and topographic maps which may aid in identifying terrain features that refine our evaluation of favorable and unfavorable locations.

Additionally, Shannon & Wilson and others have conducted numerous subsurface explorations within the Girdwood valley. We will compile existing data that is available for public use to refine and confirm our geology/geomorphology evaluation. We anticipate that data sources will include geotechnical reports that have been developed by Shannon & Wilson and others. We assume that if the MOA has any existing subsurface information from the study area, they will provide that data to us to include in our review.

The goal of our research and evaluation is to develop a broad understanding of potential historical and existing borrow source options within the project area. This understanding will help us identify general areas for borrow source development. We will develop a matrix to outline the potential implications of the different locations. Evaluation criteria will include geology/material type, potential size/value, transportation accessibility, utility connectivity, haul routes and potential permitting implications, as well as residential/commercial impacts land use/zoning and public involvement challenges.

2. Natural Resources Review

In addition to reviewing historical and existing surface and subsurface information, Shannon & Wilson's natural resources group will perform a desktop screening of the project study area to evaluate the presence of known sensitive ecosystems, species, and other environmental constraints. To do this, we will review existing background data that include, but is not limited to, the following:

- Aerial Photos
- LiDAR
- Alaska Department of Environmental Conservation Integrated Water Quality Monitoring and Assessment Report
- Alaska Department of Fish and Game (ADFG) Fish Passage Inventory Database
- ADFG Anadromous Waters Catalog
- Alaska Center for Conservation Science Conservation Data Portals, Vegetation
- U.S. Department of Agriculture, Natural Resources Conservation Service, Web Soil Survey
- U.S. Fish and Wildlife Service's (USFWS) Information for Planning and Consultation website
- National Oceanic and Atmospheric Administration's Alaska Endangered Species and Critical Habitat mapper
- USFWS National Wetland Inventory Wetlands Mapper
- Federal Emergency Management Agency (FEMA) Flood Map Service Center

Following our screening, we will summarize the potential state and federal permitting requirements that could be expected for possible development areas. We will also provide recommendations for raptor nesting surveys, fish habitat assessment, wetland delineation, or other applicable natural resource surveys where appropriate to help inform future phases of the project.

3. Cultural Resources Review

We will coordinate with Northern Land Use Research Alaska, LLC (NLUR) to provide input regarding cultural resources. Their effort will include a query of the Alaska Heritage Resource Survey (AHRIS) inventory online database to identify known cultural resources within a 4-mile buffer of Girdwood. They will compile a table to identify the number and type of cultural resources along with a map depicting the known sites. Evaluations conducted by NLUR will be summarized and included in our report. It should be noted that a more detailed cultural resource assessment should be conducted for particular locations once they are identified. Costs for a detailed cultural resource evaluation are not included in this effort.

4. Land Use & Zoning Analysis

We will review the Girdwood Area Comprehensive Plan and the Girdwood Commercial Areas and Transportation Master Plan, AMC Title 21 Codes and Regulations, zoning, flood maps, ordinances, and building codes to ensure the project is permissible and indicate any regulations that may inhibit the project on the proposed sites. Additionally, we will consult with the Municipality of Anchorage to identify potential development barriers.

5. Feasibility Report

Following our research efforts, we will prepare a report that presents the information and conclusions from our desktop study. Our report will include a narrative discussing the likely geotechnical conditions at potential borrow source sites along with an informational matrix evaluation using the criteria above. Our report will also outline the likely material types available in those areas and provide a discussion of potential regulatory or permitting challenges. We will also include a general discussion regarding using borrow pits as possible disposal sites. Our report will highlight future work that should be conducted to further investigate or fill data gaps for potential borrow sources and/or haul routes. The report will be prepared under the direct supervision of a civil engineer registered in the State of Alaska and experienced in geotechnical engineering and material source development. We will submit an electronic version (pdf) of our report.

Schedule

We are prepared to begin work on this project as soon as we receive written notice to proceed with the above-described work. We anticipate that our data review and interviews can be completed within several weeks, followed by reporting efforts. We estimate that we can provide our deliverable within ten to twelve weeks of notice to proceed depending on interviewee availability. Throughout the project, we will work closely with you to provide preliminary information as it becomes available if desired.

Proposed Fees

The following table summarizes our proposed time and materials (T&M) fees for the work described in this proposal, detailed on a task-by-task basis. Note that our costs do not include geotechnical field explorations.

<i>Task Description</i>	<i>Fee</i>
Project Management (T&M)	\$3,220
Civil Engineering & Land Use/Zoning Analysis (T&M)	\$12,860
Geotechnical Investigation (LS) – Under separate cover	\$50,842
Feasibility Report (T&M)	\$9,760
Total	\$76,682

We are available at your convenience for further discussions. As always, we appreciate the opportunity to be of service.

Sincerely,

THE BOUTET COMPANY, INC.



Todd Jacobson, P.E.
Sr. Vice President

Attachment: TBC Fee Proposal
Geotechnical Services Proposal – Under separate cover

cc: Aimee Posanka, P.E., The Boutet Company
Rosa Hernandez, The Boutet Company

2023 - 2027 Professional Project Management Services

Girdwood Service Area
Gravel Source Feasibility Study

Friday, January 12, 2024

	Project Manager	Registered Engineer/Surveyor	Project Engineer/Surveyor	Project Administrator	Engineering Technician/Inspection	2-Person Survey Crew	TBC Expenses	TBC Subtotal		TOTAL
<i>Hourly Rate</i>	\$170	\$155	\$145	\$150	\$120	\$250	Cost + 0%		Cost + 0%	
<i>Activity</i>										
Project Management	8	12						\$3,220.00	\$0.00	\$3,220.00
Civil/landuse/zoning analysis	4	60			24			\$12,860.00	\$0.00	\$12,860.00
Geotechnical Investigation	4	4						\$1,300.00	\$49,542.00	\$50,842.00
Feasibility Report	4	40			24			\$9,760.00	\$0.00	\$9,760.00
								\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00	\$0.00
TOTAL:	\$3,400	\$17,980	\$0	\$0	\$5,760	\$0	\$0	\$27,140.00	\$49,542.00	\$76,682.00

Notes:

1. Vehicle mileage (incidental project travel) - Included in hourly rates above.





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January 12, 2024

Kyle T. Kelley
MOA Girdwood Service Area Manager
via e-mail: kyle.kelley@anchorageak.gov

Regarding: Girdwood RV Park Feasibility Study
Scope of Work and Fee Proposal

Dear Mr. Kelley:

The Boutet Company, Inc. (TBC) appreciates the opportunity to provide professional services to the Girdwood Service Area to conduct a feasibility study to explore the possibility of developing a Recreational Vehicle (RV) Park and associated facility improvements. We understand that this project is in its early stages and the current scope is for a feasibility study to evaluate potential options in Girdwood, Alaska. Based on the information provided, we understand that the current parcel identified is located at the southeast intersection of Egloff Drive and Karolius Drive in the Girdwood South Townsite near the existing baseball field and library. We understand that the proposed development may include paved and gravel surfaced roads as well as a new building including restrooms. Shannon and Wilson will be contracted for the geotechnical analysis and will work closely with TBC in developing the final report.

Scope of Services

1. Geotechnical Investigation

Our scope of work will generally include collection and review of existing subsurface data near the identified potential parcel. Shannon & Wilson has conducted several exploration programs for the Municipality of Anchorage (MOA) and Anchorage Water and Wastewater Utility (AWWU) nearby and we will include data from those projects as well as any other publicly available subsurface information to support this initial effort. We will prepare a letter report to present the results of our research and preliminary engineering evaluation. We will include preliminary/planning-level geotechnical engineering recommendations to support the RV park feasibility study. Our engineering recommendations may include general discussion regarding roadway development, excavations, structural foundations, and other factors applicable to the project. Any information collected during our research effort will be included in our report. Our report will be prepared under the supervision of, and will be signed and stamped by, a civil engineer registered in the State of Alaska and experienced in geotechnical engineering. Our report will be submitted in electronic (pdf) form. It should be noted that this scope does not include geotechnical field efforts and our engineering analysis will be preliminary. Explorations at the site and additional engineering analysis will likely be necessary when the final location has been determined.

2. Land Use & Zoning Analysis

We will review the Girdwood Area Comprehensive Plan and the Girdwood Commercial Areas and Transportation Master Plan, AMC Title 21 Codes and Regulations, zoning, flood

maps, ordinances, and building codes to ensure the project is permissible and indicate any regulations that may inhibit the project on the proposed sites. Additionally, we will consult with the Municipality of Anchorage to identify potential development barriers. We will also review the Girdwood South Townsite Master Plan and determine if an amendment to this plan is suggested or if a new Master Plan should be drafted following the adoption of the new Girdwood Area Plan, which is underway now.

3. Market Analysis (TBD)

The consultant (TBD) will summarize the current and projected market analysis. This will include identifying the expected clientele and what amenities these clientele demand. With this gathered research, in addition to the summary, the consultant will create and provide a conceptual site design.

4. Identify Infrastructure Needs

We will identify the infrastructure needs for each location to ensure that the project can be built in a location with adequate infrastructure and utility connectivity. This would include a meeting with the appropriate MOA staff, who can identify existing and planned infrastructure on the parcel.

5. Research Development Costs Budget

We will identify the costs to develop HLB parcel 6-134. TBC will develop a 35% conceptual design and cost estimate to identify the construction costs associated with this project. The budget will include a design, permitting and construction cost breakdown, equipment list, utility connection costs, wastewater requirements, paving costs, onsite water, etc.

6. Identify Staffing and Operating Costs (TBD)

The consultant (TBD) will identify the staffing requirements needed to operate the business. Additionally, the consultant will provide an analysis of the operating costs of the RV Park, including the insurance, maintenance, staffing, and other costs for each proposed location. Efforts should include possibilities for volunteer, subsidized, and paid Caretakers to reside on RV Park premises.

7. Identify a Payback Period and Projected Revenue (TBD)

The consultant will provide the client with an estimated payback period, return on investment, and the projected revenue for such a venture.

8. Feasibility Report

We will prepare a letter report to present the results of our research and preliminary engineering evaluation. We will include preliminary/planning-level geotechnical engineering recommendations to support the RV park feasibility study. Our engineering recommendations may include general discussion regarding roadway development, excavations, structural foundations, and other factors applicable to the project. Any information collected during our research effort will be included in our report. Our report will be prepared under the supervision of, and will be signed and stamped by, a civil engineer registered in the State of Alaska and experienced in geotechnical engineering. Our report will be submitted in electronic (pdf) form. It should be noted that this scope does not include field efforts and our engineering analysis will be preliminary. Explorations at the site and additional engineering analysis will likely be necessary when the final location has been determined.

Schedule

We are prepared to begin work on this project as soon as we receive written notice to proceed with the above-described work. We anticipate that our data review and letter report will take approximately four to six weeks. Throughout the project, we will work closely with you to provide preliminary information as it becomes available if desired.

Proposed Fees

The following table summarizes our proposed time and materials (T&M) and lumps sum (LS) fees for the work described in this proposal, detailed on a task-by-task basis. Note that our costs do not include geotechnical field explorations.

Task Description	Fee
Project Management (T&M)	\$3,840
Geotechnical Investigation (LS)	\$5,770
Civil Engineering – 35% Design (T&M)	\$18,600
Construction Cost Estimate (T&M)	\$3,780
Market Analysis (LS)	\$?
Staffing and Operating Costs (LS)	\$?
Identify Payback Period & Projected Revenue (LS)	\$?
Feasibility Report (T&M)	\$7,000 + ?
Total	\$38,990 + ?

We are available at your convenience for further discussions. As always, we appreciate the opportunity to be of service.

Sincerely,

THE BOUTET COMPANY, INC.



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Girdwood Service Area
RV Park Feasibility Study

Friday, January 12, 2024

	Project Manager	Registered Engineer/Surveyor	Project Engineer/Surveyor	Project Administrator	Engineering Technician/Inspection	2-Person Survey Crew	TBC Expenses	TBC Subtotal	Subcontractor	TOTAL
<i>Hourly Rate</i>	\$170	\$155	\$145	\$150	\$120	\$250	Cost + 0%		Cost + 0%	
<i>Activity</i>										
Project Management	8	16						\$3,840.00		\$3,840.00
Landuse/Zoning Analysis	4	8			8			\$2,880.00		\$2,880.00
Civil Engineering - 35% Design	8	40			60			\$14,760.00		\$14,760.00
Geotechnical Investigation	2	4						\$960.00	\$5,770.00	\$6,730.00
Construction Cost Estimate	4	20						\$3,780.00		\$3,780.00
Market Analysis								\$0.00	?	\$0.00
Staffing & Operating Costs								\$0.00	?	\$0.00
Identify Payback Period & Projected Revenue								\$0.00	?	\$0.00
Feasibility Report	8	24			16			\$7,000.00	\$0.00	\$7,000.00
TOTAL:	\$5,780	\$17,360	\$0	\$0	\$10,080	\$0	\$0	\$33,220.00	\$5,770.00	\$38,990.00



Notes:

1. Vehicle mileage (incidental project travel) - Included in hourly rates above.