

# Co-housing

Aerial



# Co-housing

South Facade



# Co-housing

Common Outdoor Terrace



January 17, 2024

A resolution of Girdwood Housing and Economic Committee to provide Long Term Rental (LTR) units in the Girdwood area by restricting the rental of Accessory Dwelling Units (ADU) to 30 days or longer.

Whereas:

- There is a lack of Long Term Rentals (LTR) available in Girdwood for workforce housing and seasonal employees
- There is an immediate need to make available additional LTR units
- Girdwood Housing and Economic Committee is looking for solutions that result in mitigation of the impact that Short Term Rentals (STR) activity has on available workforce housing
- There are no revenue sources immediately available to fund other incentive programs to increase the supply of LTR
- The intent and purpose of Accessory Dwelling Units is stated in 21.09.050B:
  - Increase the supply of supplemental housing through flexible use of existing housing stock, land supply, and infrastructure;
  - Respond to the local needs for seasonal housing
- There are no restrictions on the use of ADU for STR, which defeats the stated intent and purpose of these size limited properties

Therefore let it be resolved that GHEC advises GBOS to pursue a change in Title 21, Chapter 9, that defines the allowed use of ADUs to only permit rentals for 30 days or longer.

**[NEW language]**

21.09.50 Use Regulations

2. Use-specific standards for accessory uses:

a. Accessory Dwelling Units

iii. Requirements

*(A)Maximum number of accessory units.* Only one accessory dwelling unit, as defined in Section 21.05.070D., shall be allowed on any single-family residential lot. The accessory dwelling unit may be a rental unit. **[If rented or leased, the accessory dwelling unit shall not be used for rental periods of less than 30 days.]**

# Girdwood Land Needs

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## PARCEL IDENTIFICATION PRESENTATION

Created For:

Girdwood Housing & Economic Committee

January 2024



# PARCEL # 1

**Common Description:** Between Karolius & California Creek, near ball field

**Legal Address:**

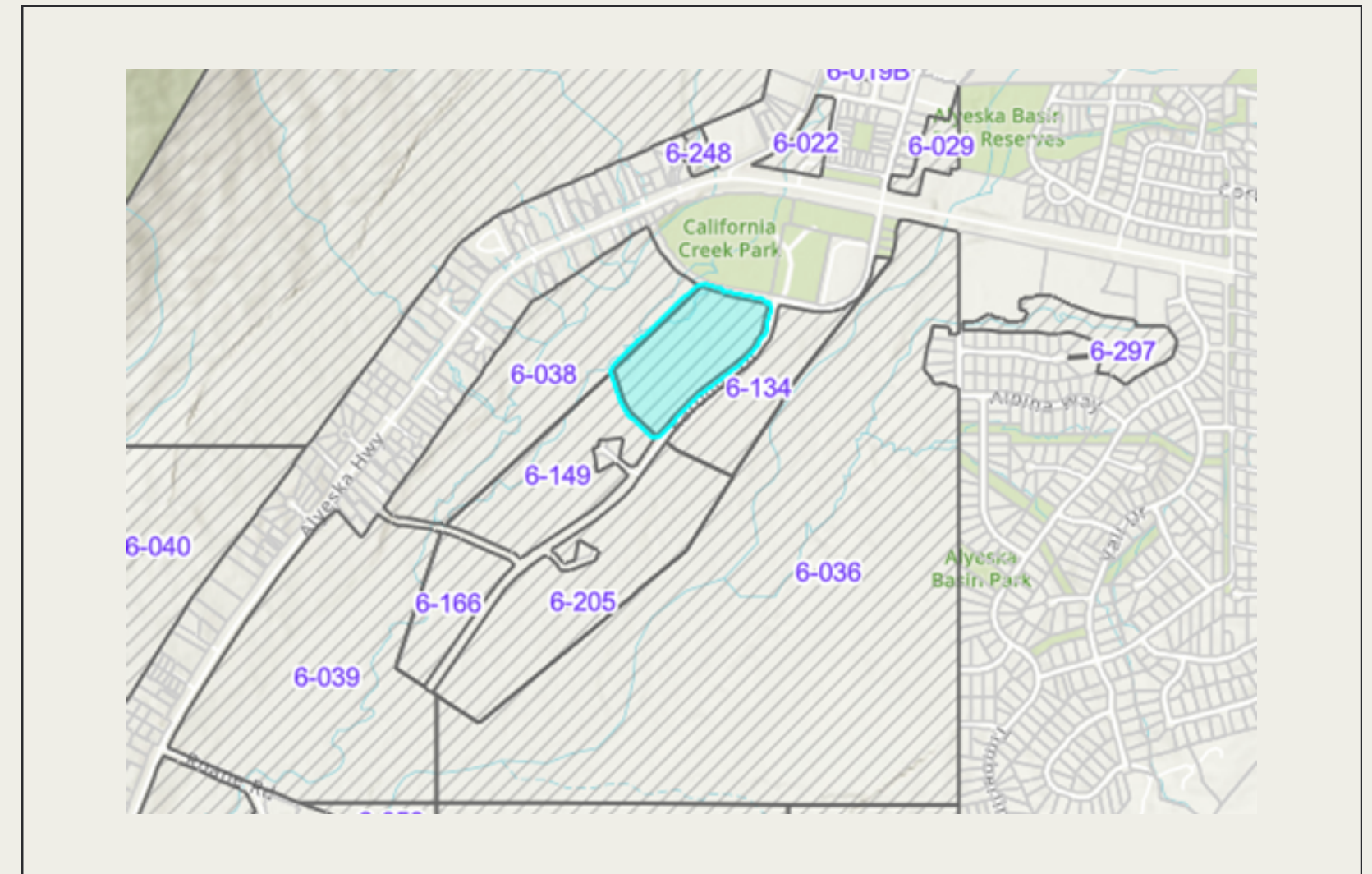
Girdwood South Townsite Tract G-6

**Parcel Tax ID:** 7506260000

**HLB Description:** 6-076

**Size:** 14.5 Acres (Usable – Maybe 10 acres, stream set backs, wetlands, flood plain, etc.)

**Status:** In 2023 HLB work plan. Permission and support from HLB staff for Girdwood Community Land Trust to Solicit developers with Request for Information (granted 1-10-2024).



# PARCEL #1 ADDITIONAL DETAILS

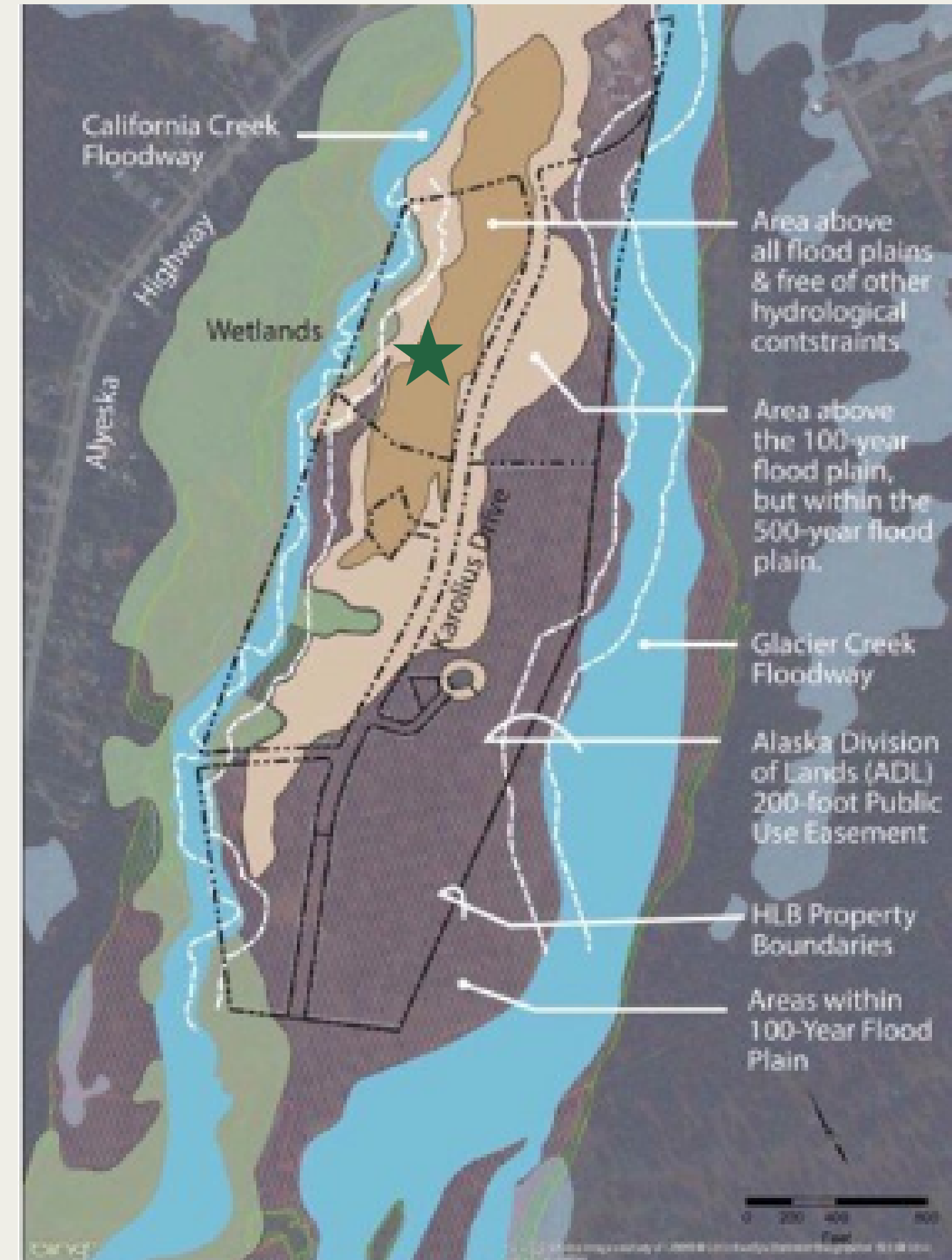
**Pros:** Community has been supportive of development in this area since at least 2014. Approved Master Plan is in place.

**Cons:** Possible environmental constraints and limitations due to flooding.

**Use:** Housing (and/or Recreation if unsuitable for permanent development)

## Environmental Development Constraints:

- Requires passing through flood plain to get to parcel/area above flood plain
- Between 2 rivers
- Culvert under Alyeska Highway at California Creek is undersized. Likely gravel has moved into culvert, raising water and causing flooding up-river of this parcel



# PARCEL # 2

## Common Description:

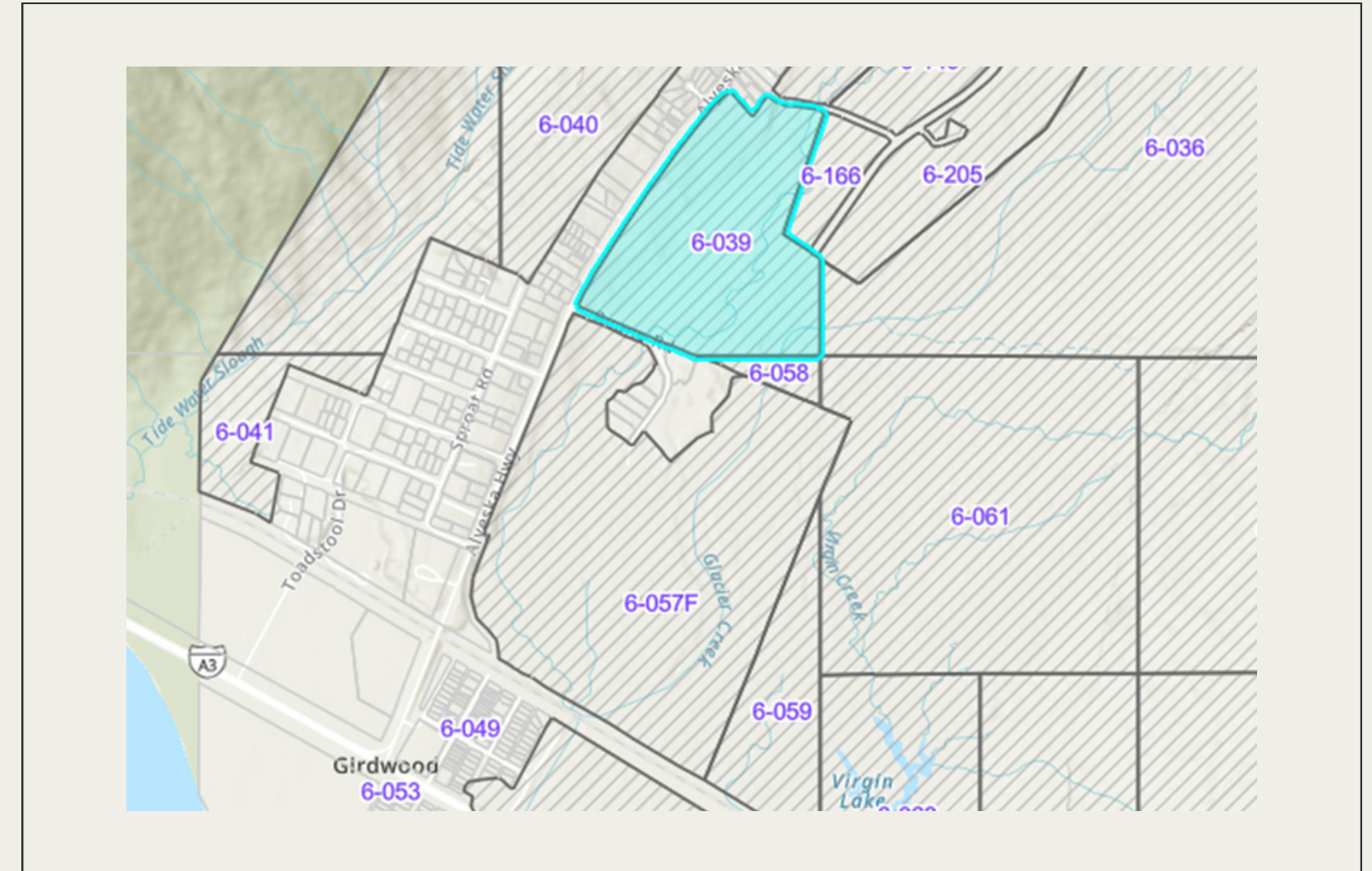
Ruane/Alyeska Highway Parcel

**Legal:** T10N R2E SEC 18 TR 18B

**Parcel Tax ID:** 7509101000

**HLB Description:** 6-039

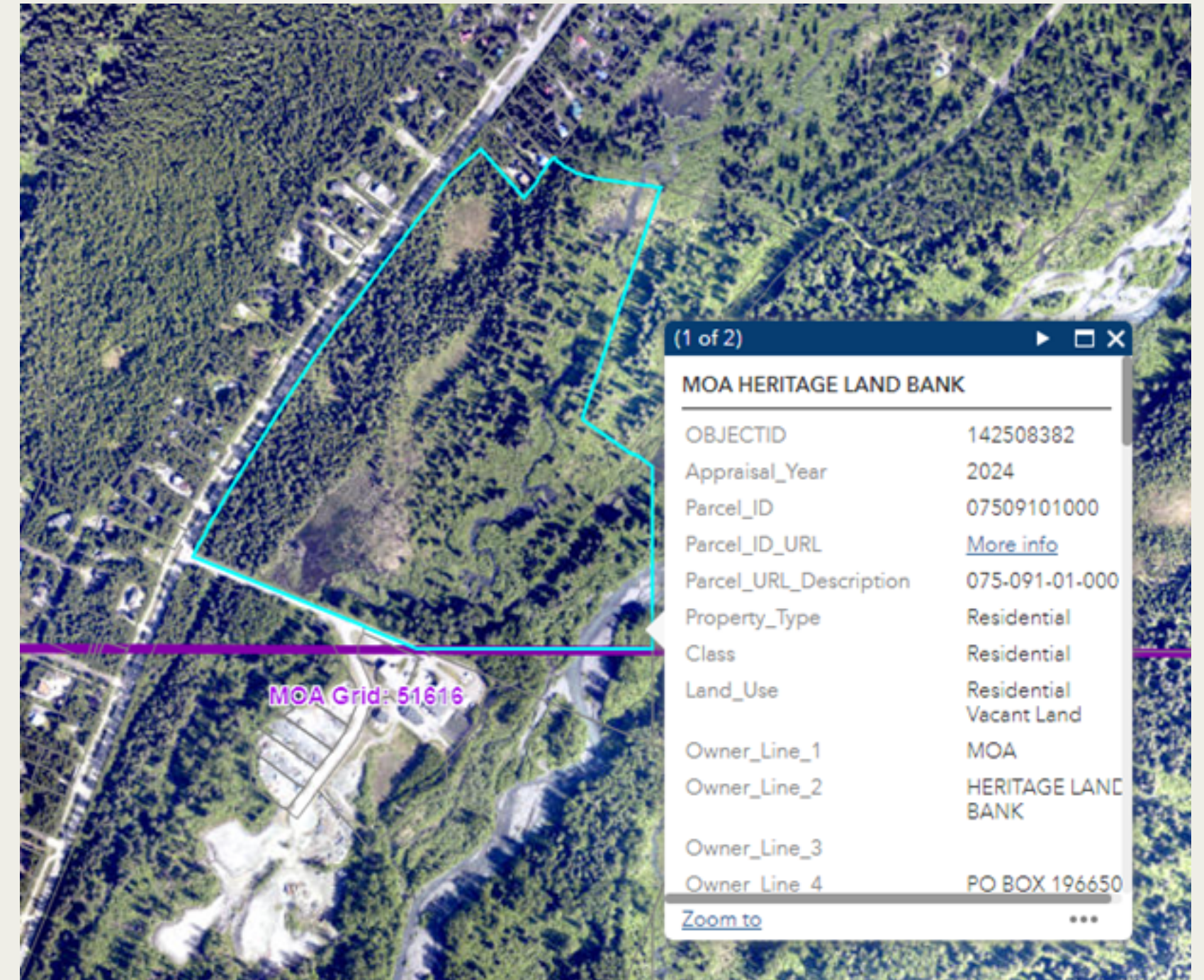
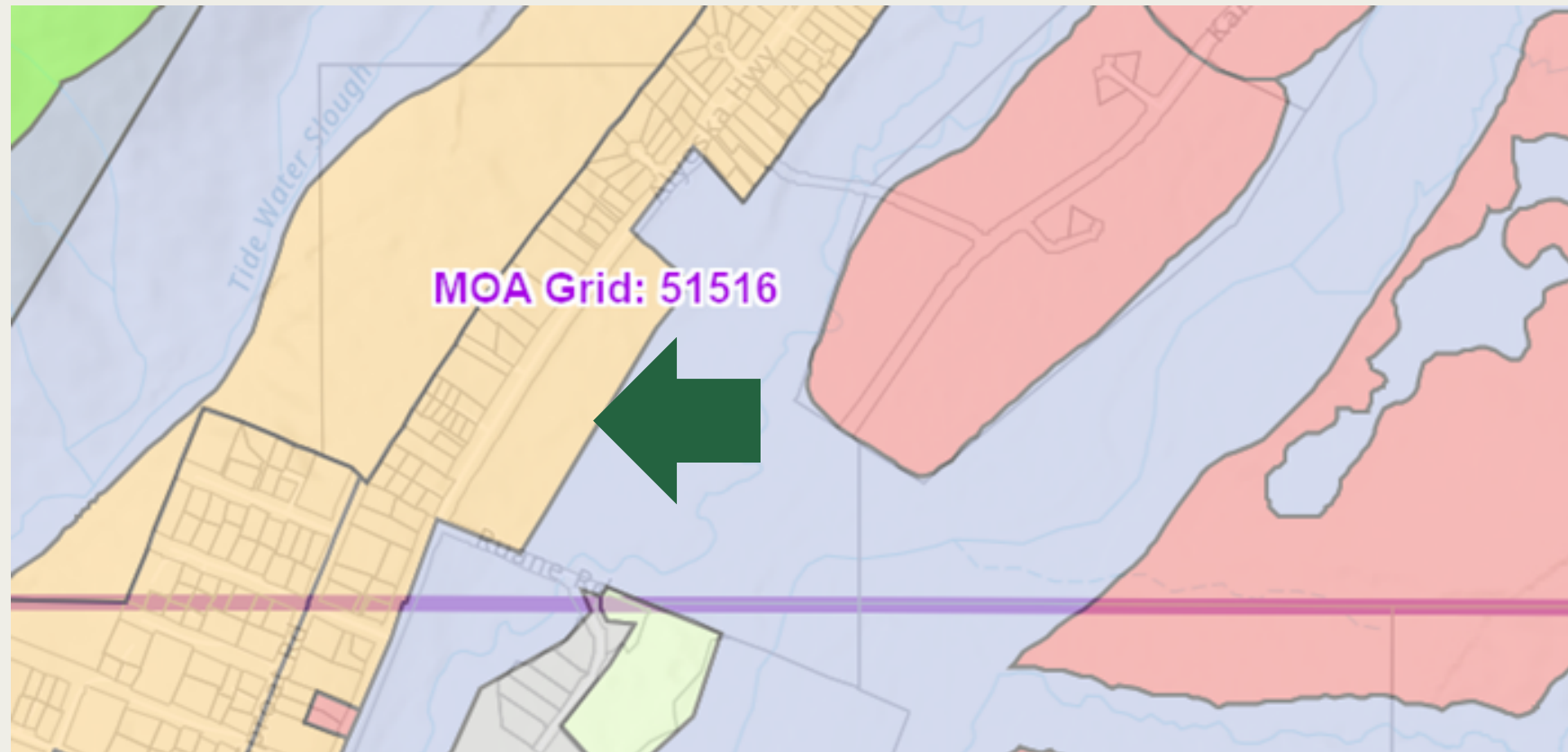
**Size:** 68 acres (Usable – Roughly 14. Most of the lot is wet, stream, marsh, beaver ponds, etc. Only what is along Alyeska Highway on higher ground is usable).





# PARCEL #2 ADDITIONAL DETAILS:

**Pro:** Access to sewer. On transportation corridor. Zoned for residential along roadway.  
**Con:** No public water, needs community well. Most of lot is not suitable for development.



MOA HERITAGE LAND BANK	
OBJECTID	142508382
Appraisal_Year	2024
Parcel_ID	07509101000
Parcel_ID_URL	<a href="#">More info</a>
Parcel_URL_Description	075-091-01-000
Property_Type	Residential
Class	Residential
Land_Use	Residential Vacant Land
Owner_Line_1	MOA
Owner_Line_2	HERITAGE LAND BANK
Owner_Line_3	
Owner_Line_4	PO BOX 196650

The yellow portion with arrow shows the 14 acre area which is zoned for residential.  
The rest of the parcel is wetlands/streams/ponds and zoned Open Space.



# PARCEL #3 (PORTION)

**Common Description:** Part of Holtan Hills Disposal Parcel 6-016

**Legal Description:** GIRDWOOD ELEMENTARY SCHOOL TR B

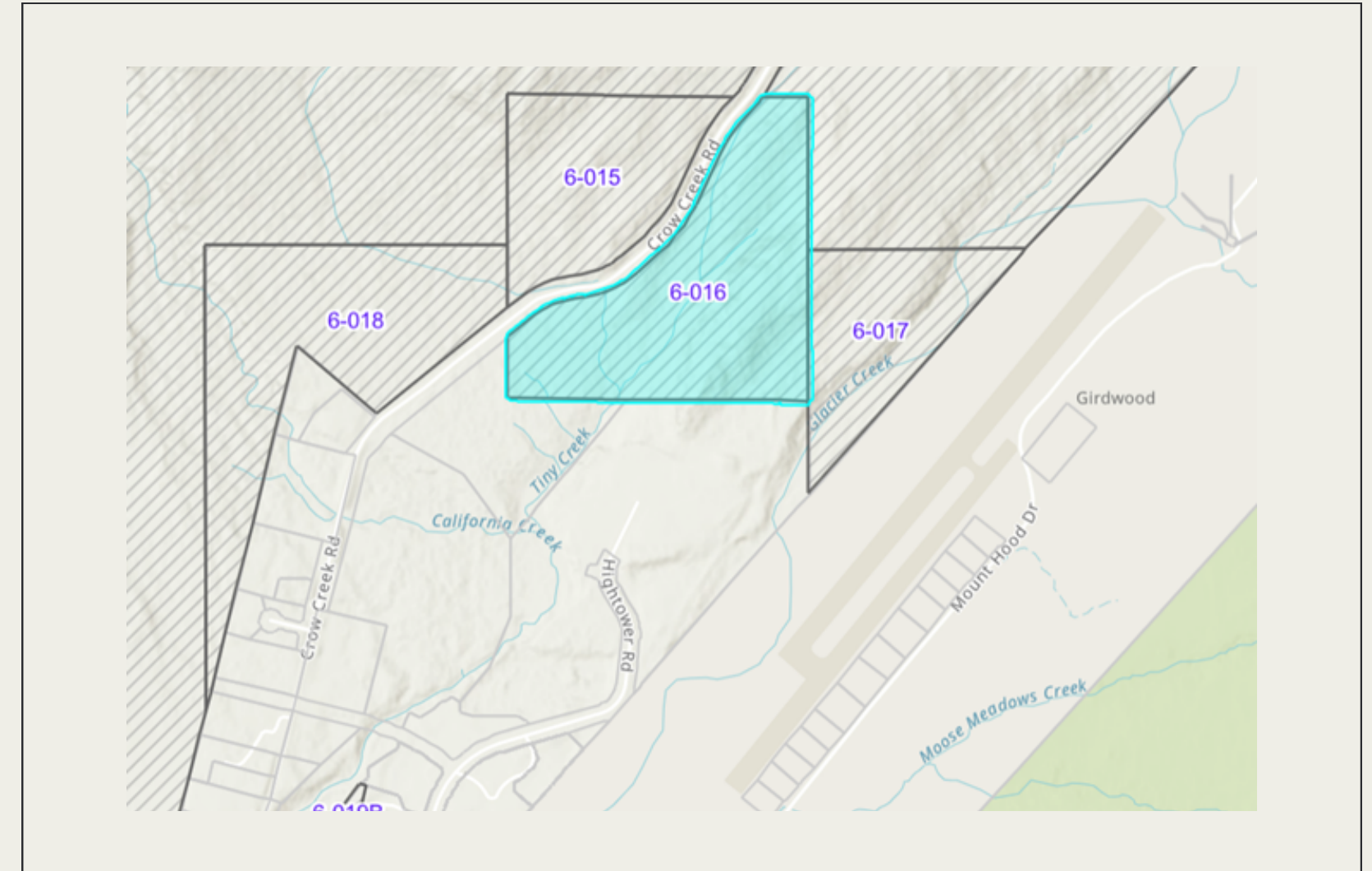
**Parcel Tax ID:** 7503132000

**HLB Description:** 6-016

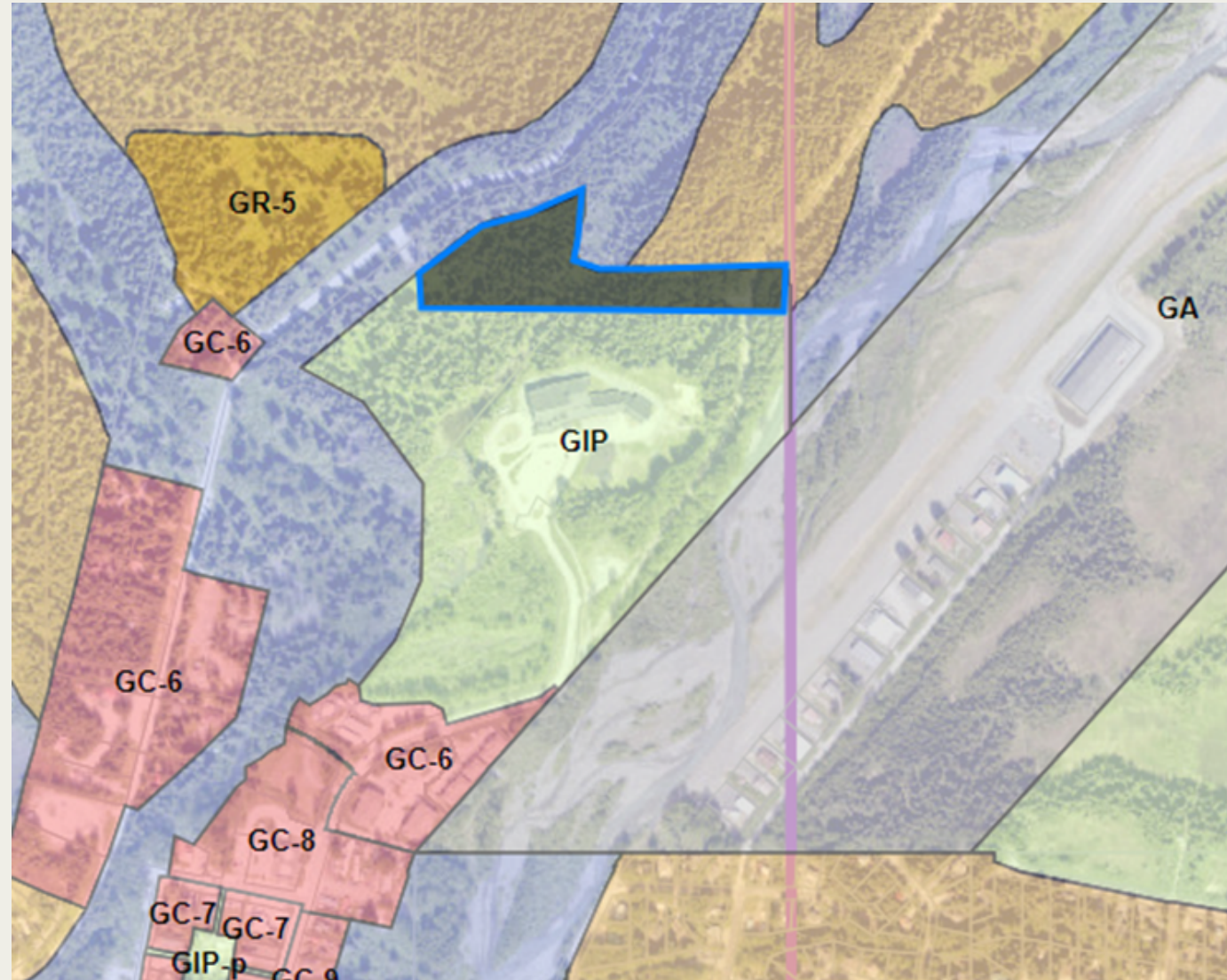
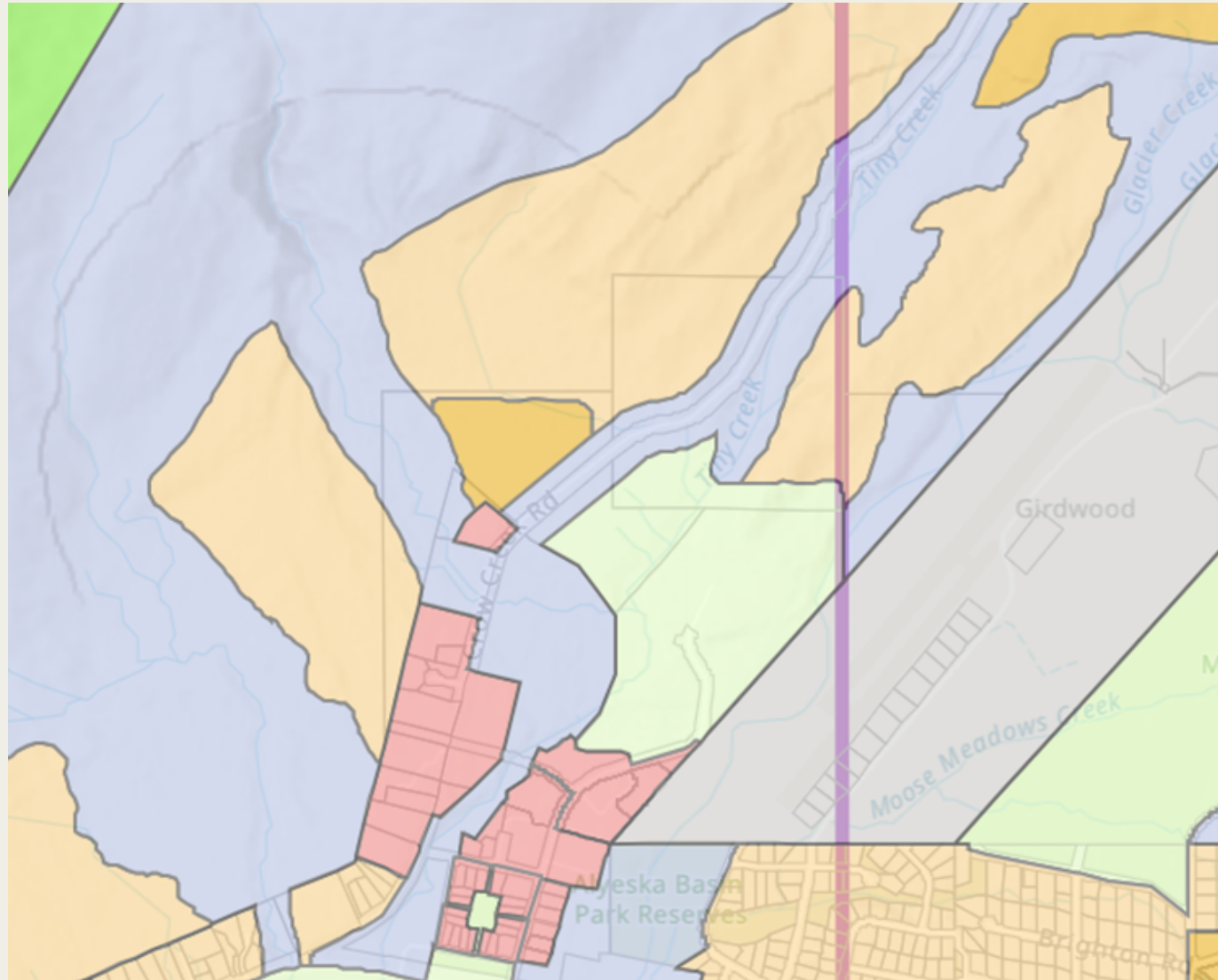
**Size:** 6.5 Acre Portion

This is a portion of 6-016 (Part of 1 of the 3 Holtan Hills Disposal parcels). This area is not part of the Holtan Hills development, as of today.

Pro: Proximity to School, will be on Utilities if Holtan Hills road is developed, higher ground and out of floodplain.



# PARCEL 3 (PORTION) ADDITIONAL DETAILS:



THIS AREA IS NOT PART OF THE HOLTAN HILLS DEVELOPMENT, AS OF TODAY. THIS IS BECAUSE THIS AREA IS ZONED GIRDWOOD INSTITUTIONS AND PARKS AND NOT RESIDENTIAL. THE REQUESTED AREA IS ROUGHLY 6.5 ACRES. IDEALLY, THIS WOULD BECOME ITS OWN LOT AT THE SAME TIME AS OTHER PLATTING BEING FINALIZED.

THIS IS BACK BEHIND THE SCHOOL, LOCATED BETWEEN THE SCHOOL AND NEW PROPOSED DEVELOPMENT.

ANY ADDITIONAL LOTS INSIDE OF HOLTAN HILLS DEVELOPMENT ALSO HELPFUL.



# PARCEL # 4

**Common Description:** Across Egloff from Library, borders Glacier Creek. Between Glacier Creek and Karolius Drive.

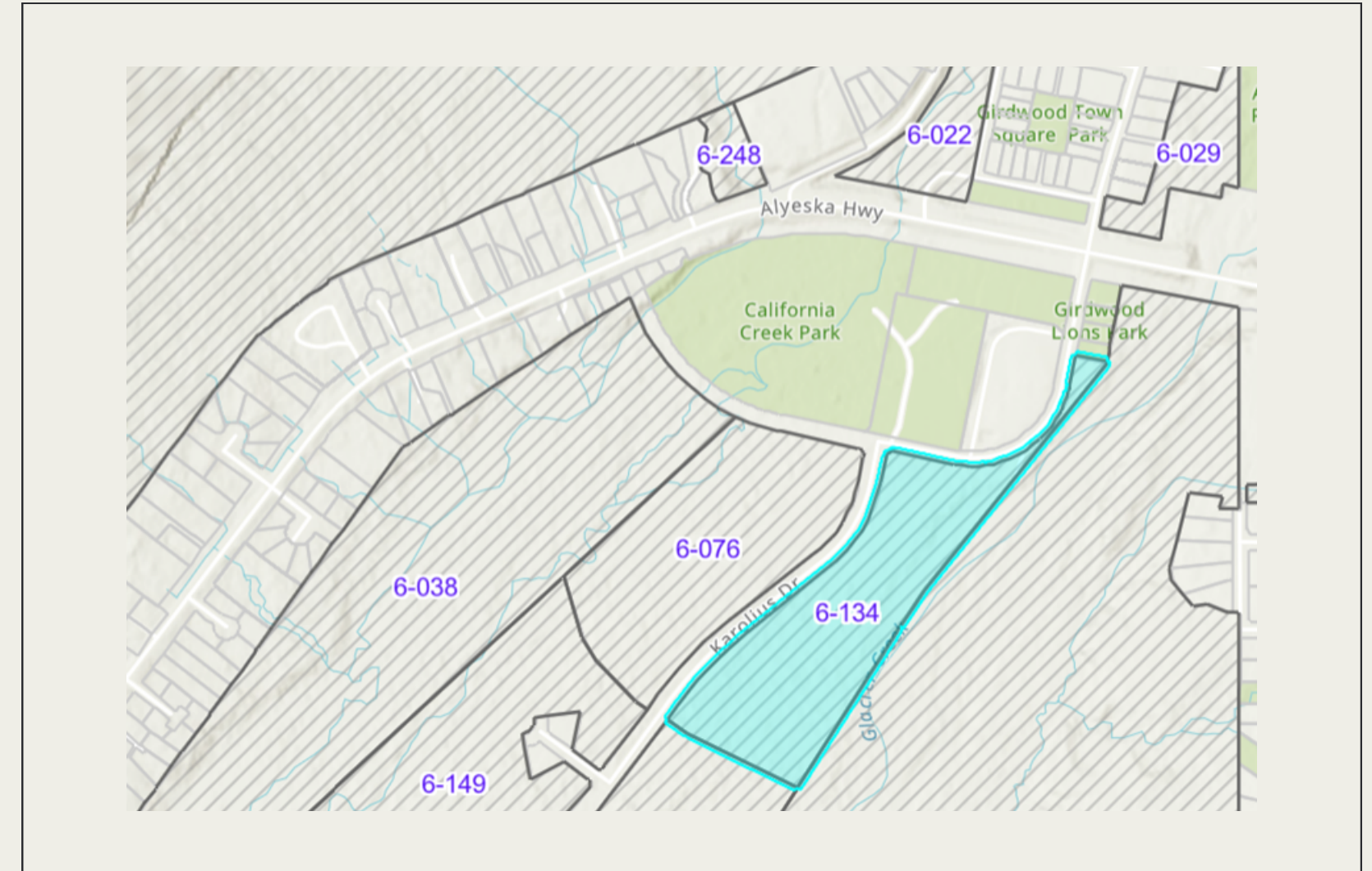
**Legal Description:** GIRDWOOD SOUTH TOWNSITE TR D-5

**Parcel Tax ID:** 7506390000

**HLB Description:** 6-134

**Size:** 14 Acres

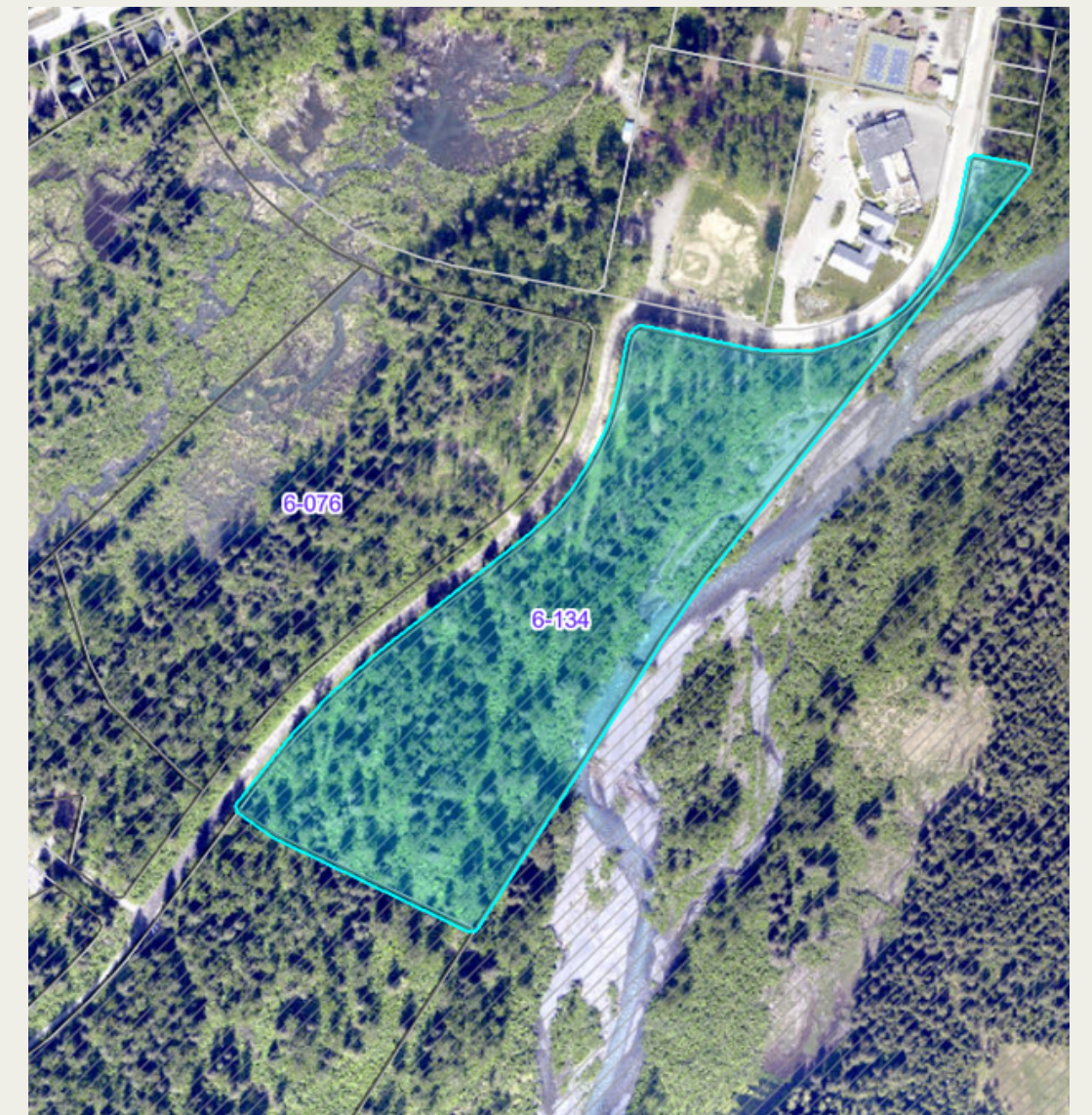
**Potential purpose:** Potential RV Park for legal camping.



# PARCEL #4 ADDITIONAL DETAILS:



Arrow pointing to parcel on FEMA map. Almost entire parcel is within floodplain along Glacier Creek.



# SUMMARY GIRDWOOD LAND

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**5000+ Acres**

**62 Acres**

**41 Acres**

**5000+ Acres of HLB Land  
In Girdwood**

HLB's total land holdings in Girdwood

**62 Usable Acres**

The identified acreage Girdwood is expected to need to meet 10 year demand. Source: Imagine Girdwood Land Use Analysis

**41 Usable Acres**

Request this land be disposed of for local Girdwood needs including housing, commercial, civic and park uses.



# PARCEL SUMMERY REQUEST

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Legal	HLB Parcel #	Acres	Estimated Usable Acreage	Need / Use
GIRDWOOD SOUTH TOWNSITE TR G-6	6-076	14.5	10	Mixed Use (Housing if possible / Recreation if not)
T10N R2E SEC 18 TR 18B	6-039	68	14	Housing
GIRDWOOD ELEMENTARY SCHOOL TR B	6-016	6.5	3	Girdwood Institutions and Parks (Portion of Parcel)
GIRDWOOD SOUTH TOWNSITE TR D-5	6-134	14	14	Parks - RV Park for legal camping
Total Acreage		103	41	Expected Future Community Needs



## Draft Land Parcel Request

### Girdwood Land Needs – Parcel Identification

The Girdwood Area Plan land study (updated 10-2023) analysis shows a demand for 17-40 acres for residential/housing needs (over the next 10 years). And another 24 acres for commercial needs. (See slides below for reference.)

Recommend the following parcels be made available for: Girdwood Valley Service Area (Housing and Economic Stability Power) OR Girdwood nonprofit OR Girdwood trust. This would leave 3 potential pathways and tools to help achieve affordability and local economic success.

<b>Legal</b>	<b>HLB Parcel #</b>	<b>Acres</b>	<b>Estimated Usable Acreage</b>	<b>Need / Use</b>
GIRDWOOD SOUTH TOWNSITE TR G-6	6-076	14.5	10	Mixed Use (Housing if possible / Recreation if not)
T10N R2E SEC 18 TR 18B	6-039	68	14	Housing
GIRDWOOD ELEMENTARY SCHOOL TR B	6-016	6.5	3	Girdwood Institutions and Parks (Portion of Parcel)
GIRDWOOD SOUTH TOWNSITE TR D-5	6-134	14	14	Parks - RV Park for legal camping
<b>Total Acreage</b>		<b>103</b>	<b>41</b>	<b>Expected Future Community Needs</b>

See below for additional information on each parcel.



**Parcel 1:**

Common Description: Between Karolius & California Creek, near ball field

Legal Address: Girdwood South Townsite Tract G-6

Parcel Tax ID: 7506260000

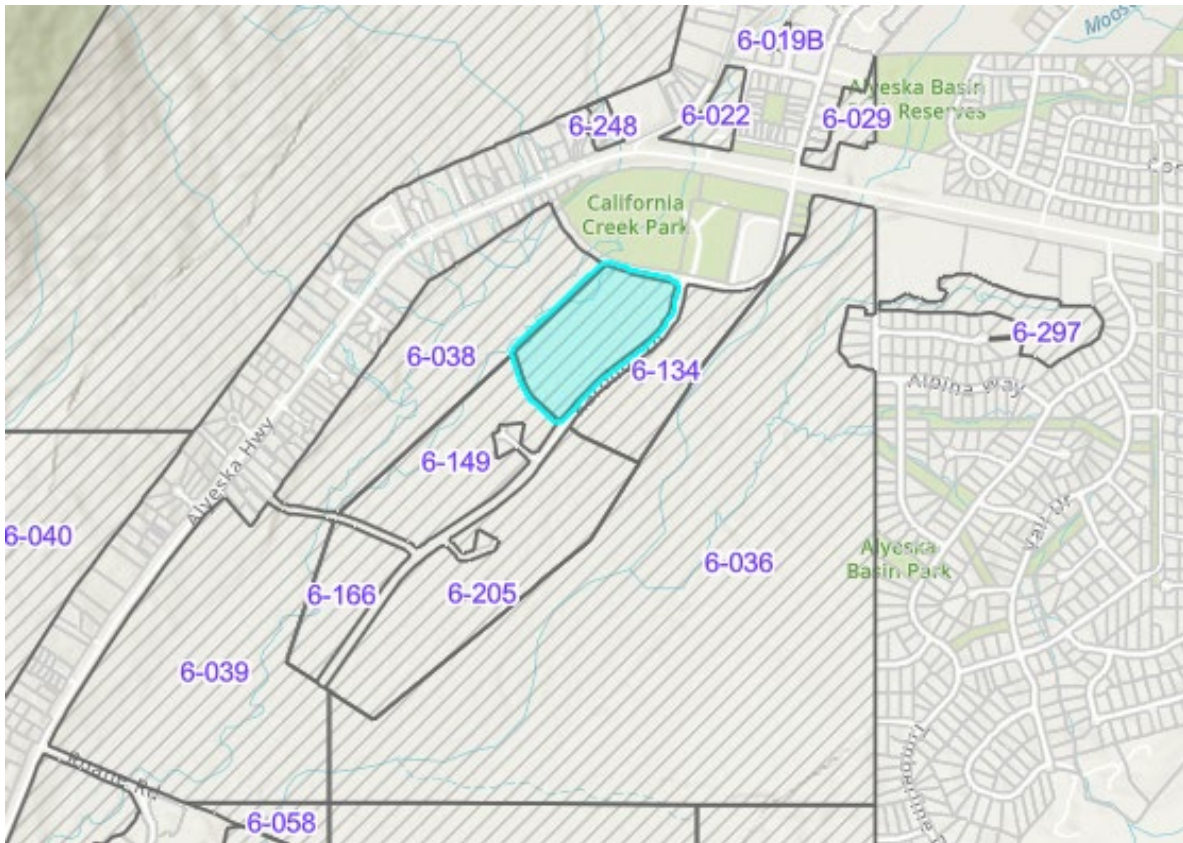
HLB Description: 6-076

Size: 14.5 Acres (Usable – Maybe 10 acres, stream set backs, wetlands, flood plain, etc.)

Status: In 2023 HLB work plan. Permission and support from HLB staff for Girdwood Community Land Trust to Solicit developers with Request for Information (granted 1-10-2024).

Pros: Community has been supportive of development in this area since at least 2014. Approved Master Plan is in place.

Cons: Possible environmental constraints and limitations due to flooding. Ongoing research.



**Parcel 2:**

Common Description: Ruane/Alyeska Highway Parcel

Legal: T10N R2E SEC 18 TR 18B

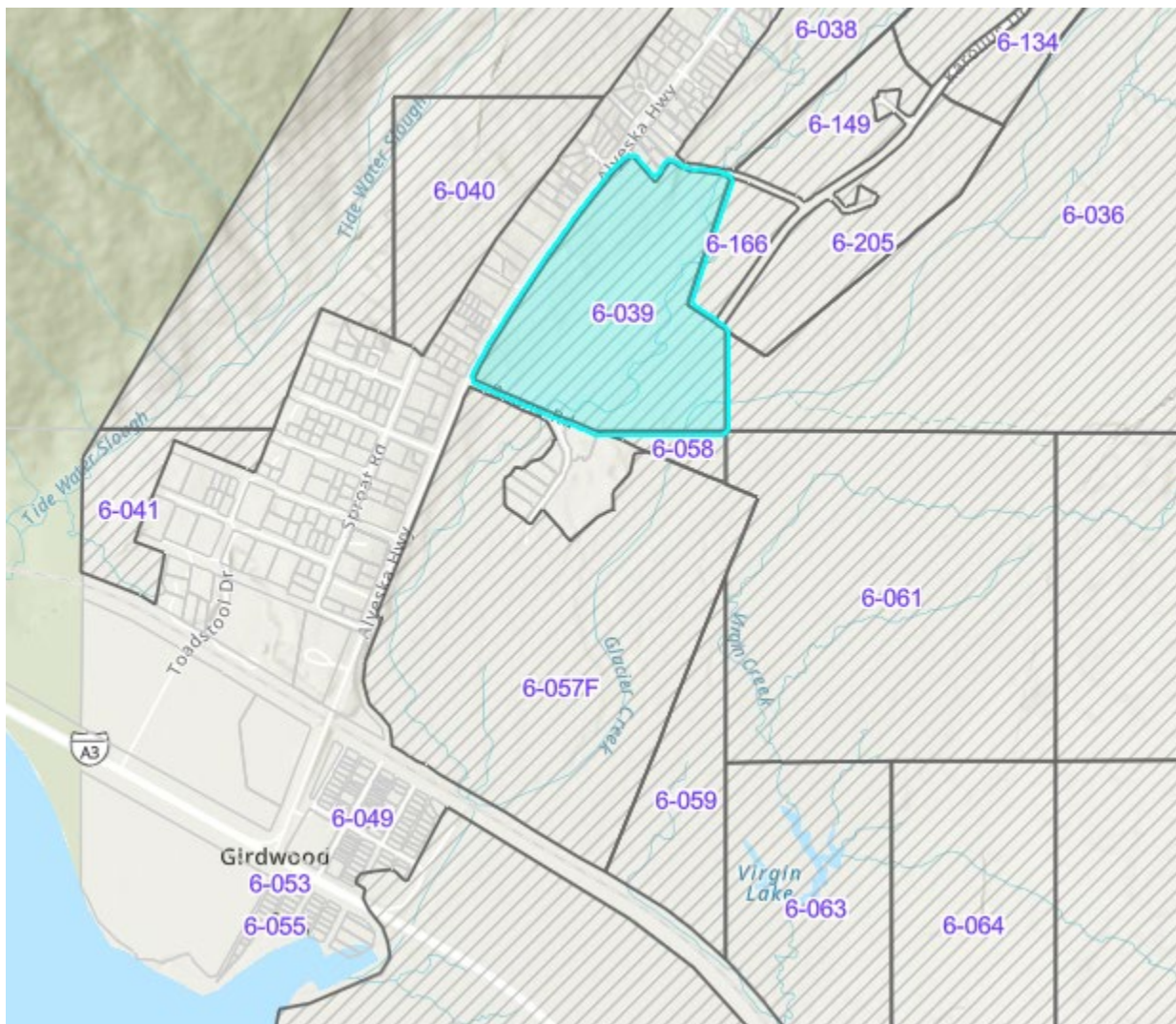
Parcel Tax ID: 7509101000

HLB Description: 6-039

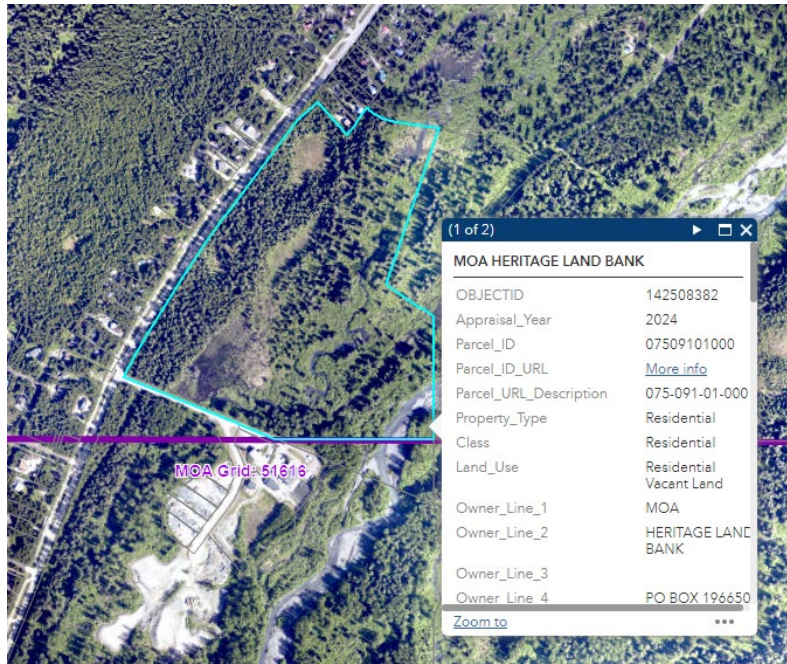
Size: 68 acres (Usable – Roughly 13. Most of the lot is wet, stream, marsh, beaver ponds, etc. Only what is along Alyeska Highway on higher ground is usable).

Pro: Access to sewer. On transportation corridor.

Con: No public water, needs community well. Most of lot is not suitable for development.



Parcel 2: Images showing usable area along road and area zoned for Residential.



Acres ▾

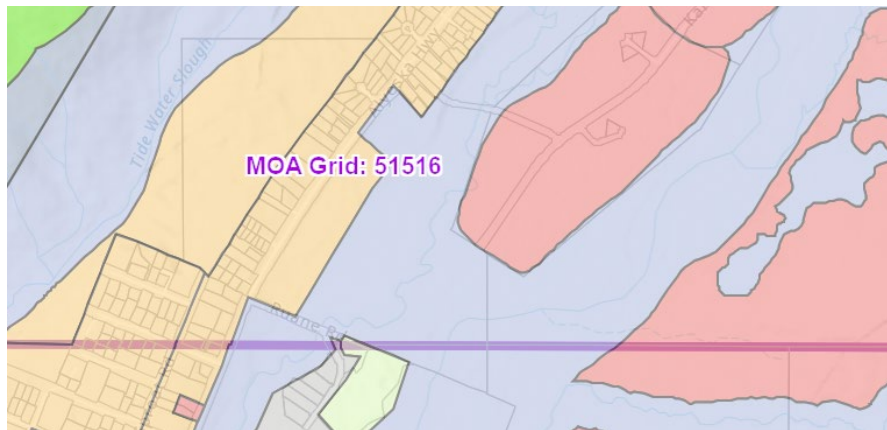
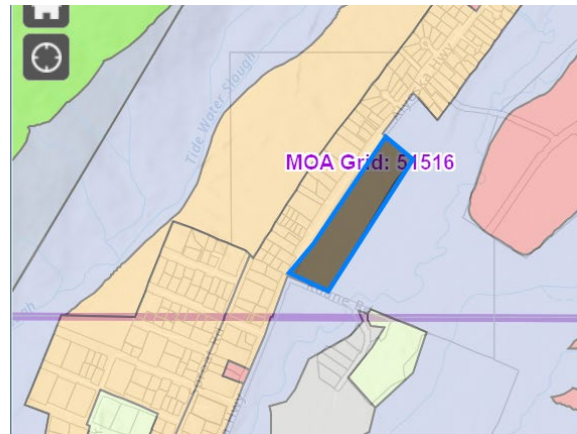
Measurement Result

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14.1 Acres

Clear

Press CTRL to enable snapping



**Parcel Area 3:**

Common Description: Part of Holtan Hills Disposal Parcel 6-016

Legal Description: GIRDWOOD ELEMENTARY SCHOOL TR B

Parcel Tax ID: 7503132000

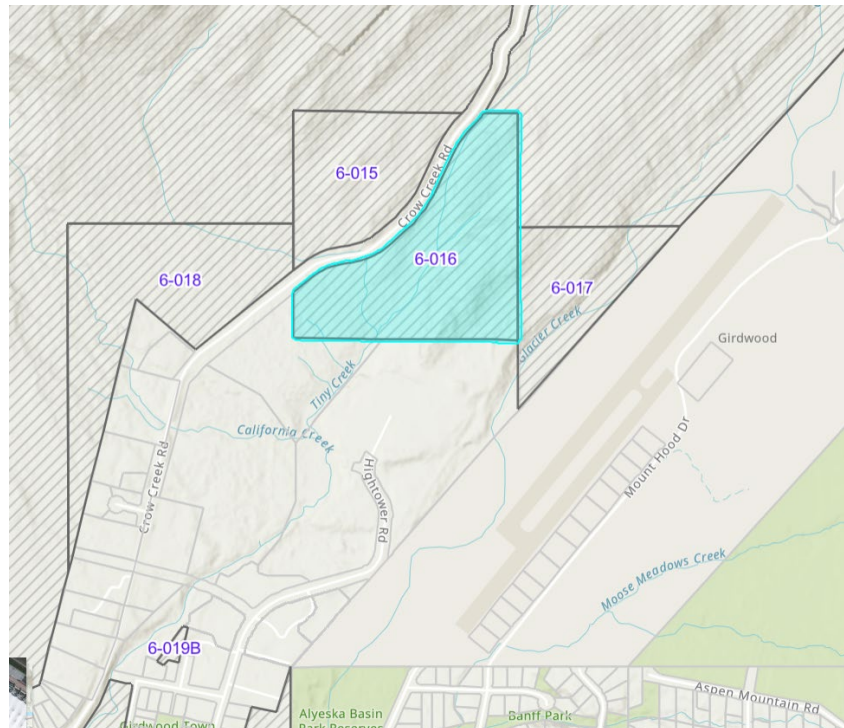
HLB Description: 6-016

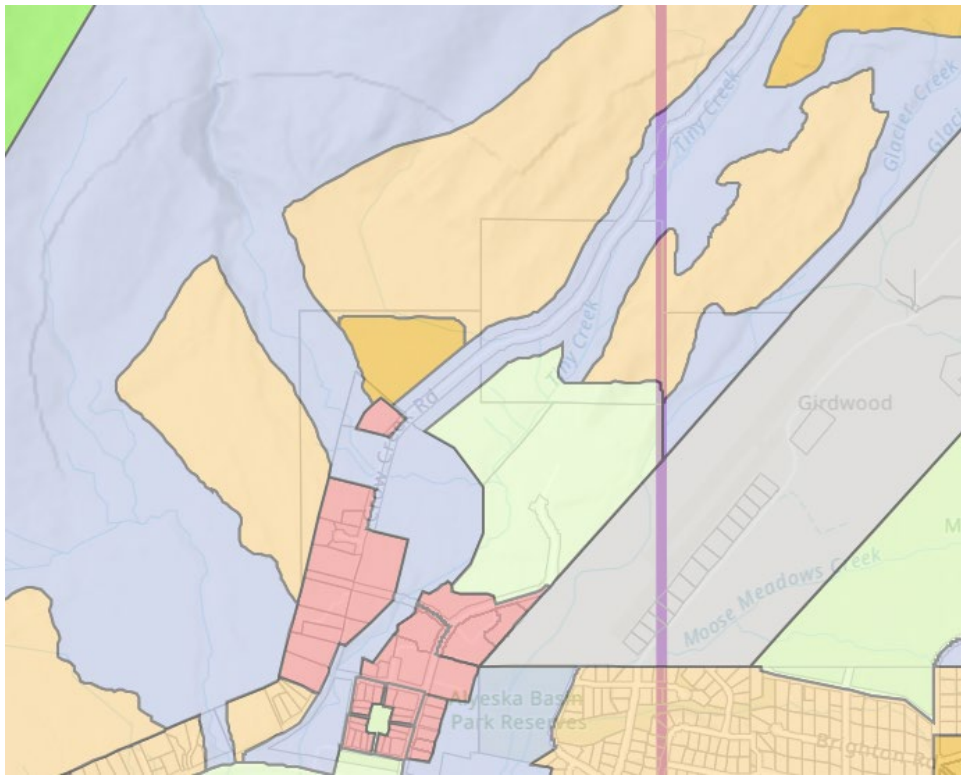
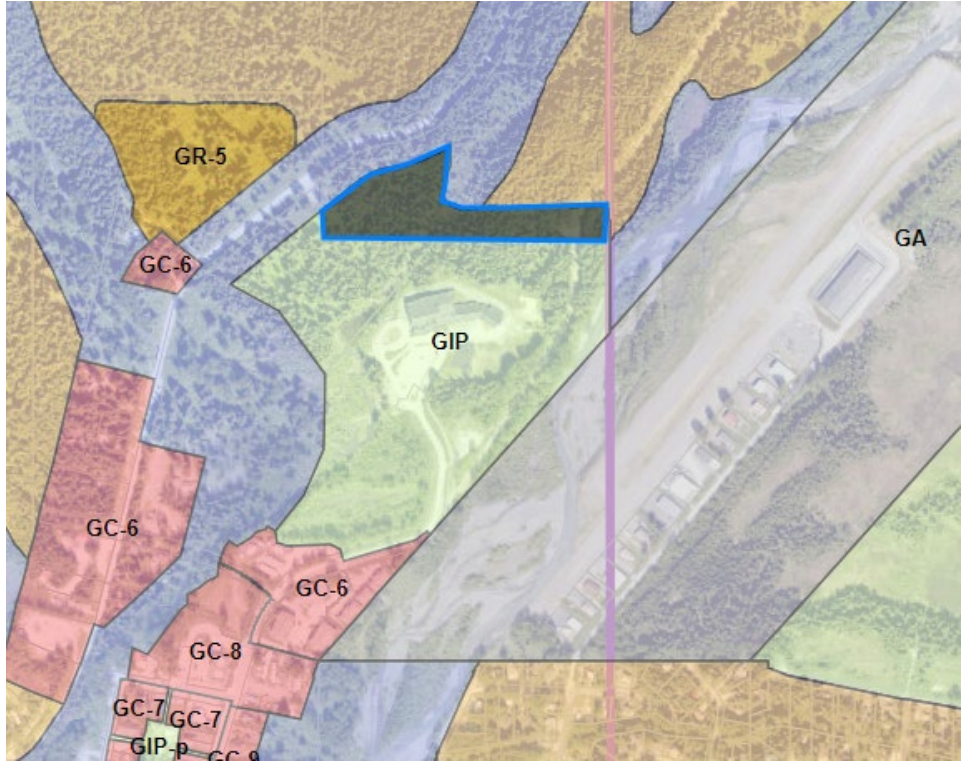
Size: 6.5 Acre Portion

This is a portion of 6-016 (Part of 1 of the 3 Holtan Hills Disposal parcels). This area is not part of the Holtan Hills development, as of today. This is because this area is zoned Girdwood Institutions and Parks and not residential. The requested area is roughly 6.5 Acres. Ideally, this would become its own lot at the same time as other platting being finalized.

This is back behind the school, located between the school and new proposed development.

Any additional lots inside of Holtan Hills development also helpful.





**Parcel 4:**

Common Description: Across Egloff from Library, borders Glacier Creek. Between Glacier Creek and Karolius Drive.

Legal Description: GIRDWOOD SOUTH TOWNSITE TR D-5

Parcel Tax ID: 7506390000

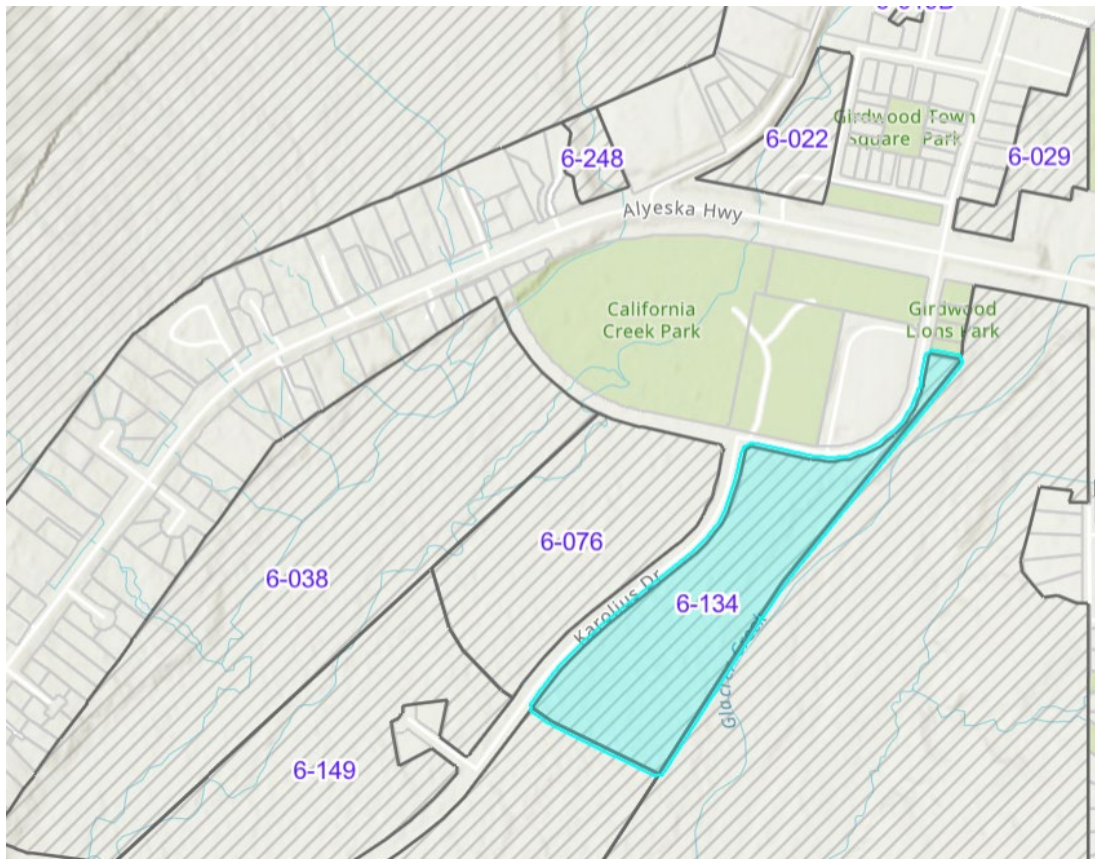
HLB Description: 6-134

Size: 14 Acres

Purpose: Potential RV Park for legal camping.

Development Considerations: Almost entire parcel is under 100 and 500 year flood plain and stream set back. Not ideal for traditional permanent development.

Status: This concept moved through Girdwood Housing and Economic Committee, and Girdwood Land Use Committee with a recommendation for MOA's contractor, the Boutet Company, to provide estimate for continued exploration of this concept.



## Key Findings

- **10 Year Housing Demand:** Demand for at least 170 new housing units for year-round residents on 17 to 40 acres; plus rehab of 65 existing units.
  - Forecasted need by income (based on current demographics): 56% low income, 19% middle income and 26% high income
- **Influence of Short Term Rentals:** Short term rentals have grown about 10-15 unique listings per year and account for roughly 16% of the housing stock.
- **Commercial development:** Employment growth could generate demand for at least 24 acres over 10 years.

## 10-Year Residential Land Use Forecast

*Mid population demand scenario for year-round residents*

Unit Type	Based on Existing Building Trends			Higher Density Buildout Scenario		
	Distribution of Existing Units	Forecasted New Units by Type	Total Acres	Higher Density Distribution	Forecasted New Units by Type	Total Acres
Single Family	71%	120	34.3	15%	25	7.3
Duplex	13%	23	4.0	10%	17	3.0
3-9 Units	7%	11	0.8	35%	60	4.0
10+ Units	10%	16	0.6	40%	68	2.4
<b>Total</b>	<b>100%</b>	<b>170</b>	<b>39.7</b>	<b>100%</b>	<b>170</b>	<b>16.7</b>

Between **17 and 40 acres** needed to accommodate forecasted need for new housing units in Girdwood

## 10-Year Commercial Land Use Forecast

Land Use	Projected Employees Requiring Space	Acres Needed
<b>Office</b> <i>Land used predominantly for administration, professional, or clerical services</i>	34	1
<b>Industrial/Flex Space</b> <i>Land containing manufacturing, transportation, construction, communication, utilities or wholesale trade. Flex space refers to light industrial zoned buildings that can be used for both office, warehouse or other multi-functional use</i>	63	11
<b>Retail</b> <i>Land used for the provision of goods and services including shops, grocery stores, hardware stores...etc.</i>	82	4
<b>Accommodation + Food Services</b> <i>Establishments providing customers with lodging and/or preparing meals, snacks and beverages for immediate consumption</i>	350	7
<b>Institutional</b> <i>Land used primarily for religious, government, educational, or health care facilities.</i>	14	1
<b>Total</b>	<b>540</b>	<b>24</b>

*Note: An estimated 92 or 15% of forecasted employees do not have space requirements. This includes jobs in industries like construction that require less physical space as well as remote employees.*



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### Conclusion:

Combined, the usable acreage of these parcels is roughly 41 acres. This is less than 1% of the current land holdings of the Municipality of Anchorage's Heritage Land Bank. This is roughly 2/3<sup>rd</sup> of the expected Residential and Commercial land needs over the next 10 years.

The total parcel request including undevelopable land is roughly 2% of the land holdings of Heritage Land Bank within Girdwood.

Please let Girdwood be part of creating solutions and building up the community we desire.



DRAFT RESOLUTION

**Resolution of Support to Request Heritage Land Bank, Municipality of Anchorage Staff & Anchorage Assembly to take actions to dispose of land in Girdwood for local community needs**

WHEREAS, Girdwood has been limited with economic resources, especially when involving land, being made available for local community needs, and

WHEREAS, the land analysis completed for the Girdwood Area Plan and presented to the community in October of 2023, has identified a residential land need of 17-41 acres over the next 10 years, and

WHEREAS, the land analysis completed for the Girdwood Area Plan has identified a commercial land need of 24 acres, and

WHEREAS, the Girdwood Housing and Economic Committee has reviewed the various parcels since its formation, along with the Heritage Land Bank's report

WHEREAS, it is often necessary to identify specific parcels when applying for grants, and

WHEREAS, it is diligent to plan the specific locations for where we expect to site these future land needs, and

WHEREAS, we expect to need several pathways to achieving success, especially in regards to the creation of affordable, attainable, workforce housing, and

THEREFORE, Girdwood Housing and Economic Committee recommend the following parcels be made available for and disposed to: Girdwood Valley Service Area (Housing and Economic Stability Power) OR Girdwood nonprofit OR Girdwood trust: GIRDWOOD SOUTH TOWNSITE TR G-6 (HLB 6-076), T10N R2E SEC 18 TR 18B (HLB 6-039), GIRDWOOD ELEMENTARY SCHOOL TR B (6.5 acre portion of 6-016), GIRDWOOD SOUTH TOWNSITE TR D-5 (6-134).

BE IT ALSO RESOLVED, Girdwood Housing and Economic Committee recommend that Heritage Land Bank include this request and note under each of these parcels on their draft 2024 Annual Work Program and 2025-2029 5-year Management Plan that Girdwood has expressed a need and desire for these parcels for future and expected community land needs.



The Boutet Company, Inc.  
601 E. 57<sup>th</sup> Place, Suite 102  
Anchorage, Alaska 99518

Phone 907.522.6776  
Fax 907.522.6779

January 12, 2024

Kyle T. Kelley  
MOA Girdwood Service Area Manager  
via e-mail: [kyle.kelly@anchorageak.gov](mailto: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><b>Task Description</b></i>	<i><b>Fee</b></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
<b>Total</b>	<b>\$76,682</b>

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>										
<b>Project Management</b>	8	12						\$3,220.00	\$0.00	\$3,220.00
<b>Civil/landuse/zoning analysis</b>	4	60			24			\$12,860.00	\$0.00	\$12,860.00
<b>Geotechnical Investigation</b>	4	4						\$1,300.00	\$49,542.00	\$50,842.00
<b>Feasibility Report</b>	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
<b>TOTAL:</b>	\$3,400	\$17,980	\$0	\$0	\$5,760	\$0	\$0	\$27,140.00	\$49,542.00	<b>\$76,682.00</b>

**Notes:**

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





The Boutet Company, Inc.  
601 E. 57<sup>th</sup> Place, Suite 102  
Anchorage, Alaska 99518

Phone 907.522.6776  
Fax 907.522.6779

January 12, 2024

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

<b>Task Description</b>	<b>Fee</b>
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 + ?
<b>Total</b>	<b>\$38,990 + ?</b>

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**  
**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>										
<b>Project Management</b>	8	16						\$3,840.00		\$3,840.00
<b>Landuse/Zoning Analysis</b>	4	8			8			\$2,880.00		\$2,880.00
<b>Civil Engineering - 35% Design</b>	8	40			60			\$14,760.00		\$14,760.00
<b>Geotechnical Investigation</b>	2	4						\$960.00	\$5,770.00	\$6,730.00
<b>Construction Cost Estimate</b>	4	20						\$3,780.00		\$3,780.00
<b>Market Analysis</b>								\$0.00	?	\$0.00
<b>Staffing &amp; Operating Costs</b>								\$0.00	?	\$0.00
<b>Identify Payback Period &amp; Projected Revenue</b>								\$0.00	?	\$0.00
<b>Feasibility Report</b>	8	24			16			\$7,000.00	\$0.00	\$7,000.00
<b>TOTAL:</b>	\$5,780	\$17,360	\$0	\$0	\$10,080	\$0	\$0	\$33,220.00	\$5,770.00	<b>\$38,990.00</b>



**Notes:**

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

Resolution 2023-XX  
Of the Girdwood Board of Supervisors  
**RESOLUTION OF SUPPORT REQUESTING HERITAGE LAND BANK TO RESOLVE  
LIMITING SIZE OF PARCELS FOR DISPOSALS**

Whereas, Heritage Land Bank has over 5,000 acres of land under its management in the Girdwood Valley; and

Whereas, Girdwood has basic community land needs which have not been met; and

Whereas, large scale developments can have known and unknown consequences and detrimental effects on the community; and

Whereas, smaller size disposals will allow for more local developers and builders to be involved; and

Therefore, the Girdwood Board of Supervisors requests that Heritage Land Bank resolves to limit their disposal of land in the Girdwood Valley to parcels of 16 acres or less, in any given calendar year to for-profit and joint venture efforts.

## 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

