

Participating in Community Councils

1. Read your Community Council (CC) Bylaws to see what the CC is charged to do (*Rabbit Creek CC purpose copied at end of this document). Be familiar with your CCs neighborhood plan ([Hillside District Plan](#) for RCCC, other Hillside CCs), the [2040 Land Use Plan](#) and [2020 plan](#). Understand that [Title 21](#) is code for fleshing out the generic goals of these plans. Changes in T-21 need to be taken seriously.

2. Sign up for [eAlerts](#) to be informed of upcoming land use changes before Platting/Planning & Zoning Commission (PZC) and note that comments should be sent to the Planning Department administrative staff and to the Planner writing the staff report (to ensure the comments get to the Board/Commission). The Federation of Community Councils (FCC) may have mail with large format maps among the cases coming up and those are handy to have for in-person meetings. Getting FCC mail can be problematic (need to go to FCC office or request it be mailed to you).

3. Comments need to be sent in by the deadline! At holidays give some extra days. Comments can be sent in late BUT having them sent in timely ensures the council's comments may be considered as the planner writes his/her staff report, and that they'll be included in the packet to Commissioners, Board, Assembly.

4. a. A few days before a PZC or Platting Bd meeting, the staff report should be posted on the eAlerts website or on the [Muni.org](#) Assembly chart of upcoming cases. See below.

4.b Sign up to speak to the comments at the Public Hearing by phone, or best option is to show up in person to support the comments. Written comments usually need support by being there in person to read the CC's comments and answer any questions (note 5 mins is allowed for councils to speak, that's about 600 words; individuals can speak almost 400 words in 3 mins. Stick to those limits!). Information on signing up for phone testimony is in first paragraph of the agenda for Platting or PZC – see [Municipal Meetings](#) webpage for links to agendas for upcoming meetings.

5. Find the agenda for Platting or PZC by going to the [muni.org](#) site, then Assembly and "watch meetings" and then scroll down to the chart for "upcoming meetings" such as for PZC, or Platting. The agenda should be highlighted in red. Open it to see the staff report which should also have been posted on the eAlerts website under your council or by typing in the case number (if known).

6. The Assembly agenda isn't posted until a few days before each meeting. There is no eAlert system to tell you when it is posted, unlike Planning cases.

7. Ordinances can be introduced one week and voted on by the Assembly the 2nd week. It is not easy to keep track of fast paced ordinances.

8. Send Council comments to either the mass-mailing email address (wwwasmc@AnchorageAK.gov) or better is to send comments individually to each Assembly member as some don't always read the generic emails. Comments must be sent to the mass mailing email above to be included in members' packets for the meeting. Link to form for signing up to testify by phone is [here](#).

9. Understand that cases before Platting Board or PZC do not advance to the Assembly unless it is a rezone or perhaps a Title 21 change.

*Example, Rabbit Creek Community Council Purpose (in compliance with [Muni code](#)):

ARTICLE III: PURPOSE

The purpose of the Council shall be to establish a council of residents and other community members within the defined boundaries to afford an opportunity for maximum community involvement and self-determination on a continuing basis in government and local affairs. Pursuant to section 8.01 of the Anchorage Home Rule Charter, the Council will negotiate with the Municipality of Anchorage with respect to the Council's duties and responsibilities. This shall include at a minimum all functions set forth in AMC 2.40.050 and associated sections. These shall include advisory functions of: recommending compliance with and changes to the Comprehensive Plan; responding to local government proposals; reviewing notices concerning liquor licenses, performance venues, land use permits, disposal of municipal lands and other issues submitted to the Council; proposing action regarding enforcement of existing laws, ordinances and pursuit of rights under existing laws or ordinances and any matter of policy regulation; and, advising the Assembly of annual capital improvement project priorities. The Council shall not endorse a candidate for any federal, state or municipal elected office.