

# ADOPTED

## HAINES BOROUGH, ALASKA ORDINANCE No. 18-05-495

### **An Ordinance of the Haines Borough Amending Haines Borough Code Title 2 Chapter 2.38 Department of Lands and Planning.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 4. Amendment of Chapter 2.38. Chapter 2.38 of the Haines Borough Code of Ordinances is amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
STRIKETHROUGH ITEMS ARE DELETED

#### **Chapter 2.38 DEPARTMENT OF LANDS, ~~AND~~ ASSESSMENT AND PLANNING**

Sections:

- 2.38.010 Formation and supervision.
- 2.38.020 Duties of the department.
- 2.38.030 Divisions of the department.
- 2.38.040 Assessor.
- 2.38.050 Duties of the Assessor

#### **2.38.060 Planner**

#### **2.38.070 Duties of the Planner**

2.38.010 Formation and supervision.

There shall be a department of lands, ~~and~~ assessment **and** planning, supervised by a ~~lands~~ director, who shall be appointed by the manager ~~and provided with a job description and responsibilities~~ **to undertake the duties described in 2.38.020.**

2.38.020 Duties of the department.

**The department is engaged foremost in the systematic and creative development of community life as it relates to land use, public infrastructure, economic growth and quality of life. It is the repository of data about the physical borough.** The ~~lands and assessment~~ department shall administer and perform all functions of borough government related to **land use, including** planning, platting, zoning, ~~land use~~ permitting and regulation, real and personal property **ownership and** assessment. ~~and environmental protection as provided for elsewhere in the Haines Borough Code.~~ **Additionally, the department is responsible for the programmatic selection,**



**inventory and sale of borough-owned land. In collaboration with the Borough Clerk,** ~~The department shall further administer, regulate, and enforce provisions of HBC Titles~~ **8, 3, 14 and 18.**

2.38.030 Divisions of the department.

The department shall contain the following divisions which shall address separate and distinct functions:

A. Planning and zoning division.

B. Assessment division.

2.38.040 Assessor.

There shall be an assessor (or firm with responsible party named by said firm) who shall be appointed by the manager and provided with a job description and responsibilities.

2.38.050 Duties of the assessor.

A. Assess and evaluate all taxable properties, ~~real and personal,~~ within the borough, according to the time frame outlined in HBC 3.72.060; **prepare and certify annually an assessment roll as outlined in HBC Chapters 3.70 & 3.72** and provide accurate data to the chief fiscal officer for collection of resulting taxes. ~~, unless otherwise provided for elsewhere in the Haines Borough Code;~~

B. ~~Prepare and certify assessment rolls;~~ **Ensure that municipal property tax program is conducted within the statutory provision of AS Title 29.**

C. ~~Perform all other functions delegated to the position by AS 29, the Haines Borough Code, and the job description.~~ **Assist the Director in the development and maintenance of a borough land management program that recommends to the Borough Manager on matters relating to the selection, use and disposition of borough-owned lands.**

**2.38.060 Planner**

**There shall be a Planner who shall be appointed by the manager and provided with a job description and responsibilities.**

**2.38.070 Duties of the Planner**

**A. Serve as administrative staff to the Planning Commission. With the Planning Commission Chair, prepare meeting agendas, provide information to facilitate business meetings, and provide for record of Planning Commission business.**

**B. Assist the Director in the development of a borough land management program that recommends to the manager on matters relating the selection, appraisal, use and disposition of borough-owned lands.**

**C. Coordinate with other borough departments and external stakeholders to support and maintain the Haines Borough Comprehensive Plan as a living document.**



**D. Plan for and develop recommendation to the manager and community stakeholders on matters relating to land use, transportation, public facilities, utilities, housing, economic growth and development, quality of life and civic engagement.**

**E. Develop, maintain and preserve maps of land development, ownership and use in the borough.**

**F. Maintain the Borough GIS system.**

**G. In collaboration with the Borough Clerk, enforce HBC Titles 8, 14 and 18.**

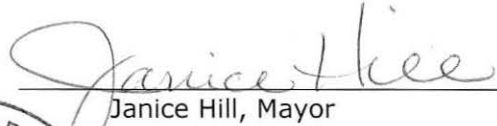
ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS  
26th DAY OF JUNE, 2018.

ATTEST:

  
Alekka Fullerton, Borough Clerk

Date of Introduction: 5/29/18  
Date of First Hearing: 6/12/18  
Date of Second Hearing: 6/26/18



  
Janice Hill, Mayor