

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, OCTOBER 16, 2008
7:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Vice Chairman Kircher at 7:01 p.m.

B. ROLL CALL, DETERMINATION OF QUORUM:

Present and constituting a quorum were Vice Chairman Kircher, Commissioners Madar, Kerslake, Hamming, and Cordero. Commissioner Silva was excused. Also present were Sandra Garley, Community Development Director, and Dawn Webster, Recording Secretary.

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Commissioner Madar.

D. APPROVAL OF AGENDA: Dodd Shay was unable to attend the meeting tonight; the Castle Mountain Presentation was removed from the agenda. The agenda was approved as amended.

E. MINUTES OF PREVIOUS MEETING(S):

The minutes of the Regular Meeting of September 18, 2008 were approved as submitted.

F. PERSONS TO BE HEARD: None.

G. PUBLIC HEARING: None.

H. NEW BUSINESS:

1. Election of Chairman and Vice Chairman

COMMISSIONER MADAR nominated, seconded by COMMISSIONER KERSLAKE, Vice Chairman Kircher for Chairman.

VOTE ON MOTION: MOTION CARRIED UNANIMOUSLY

COMMISSIONER MADAR nominated, seconded by COMMISSIONER HAMMING, William Kerslake for Vice Chairman.

VOTE ON MOTION: MOTION CARRIED UNANIMOUSLY

2. Informal review of Arbor Estates Planned Unit Development in accordance with PMC 17.84.060.

Ms. Garley provided a brief overview of the project and introduced Gary Wolf, owner and architect to the Commission.

Mr. Wolf, representing the owners of Arbor Estates, spoke to the concerns of the three owners of Arbor Estates. They would like to partner with the City of Palmer to preserve the character of the neighborhood. Additionally, they would like to rezone the lots from R-1 to C-L, Limited Commercial to allow the houses to be used for professional offices. The houses would be kept in private ownership. Covenants for Arbor Estates would ensure that garages and accessory buildings are not constructed on individual lots and would provide additional landscaping. The intent is to retain the existing character of the houses; there are no plans to enlarge the houses. Each floor is approximately 600 s.f.; the houses are two story. The owners would like to vacate a portion of E. Cooper Loop; parking would occur off S. Eklutna, the northern end of E. Cooper Loop, and along E. Fireweed.

Ms. Garley advised vacation processes must be submitted to the Borough along with recommendations from the city.

COMMISSIONER MADAR moved, seconded by COMMISSIONER KERSLAKE, to enter the Committee of the Whole at 7:24 p.m. and exit the Committee of the Whole at 7:26 p.m.

Commissioner Hamming expressed concern regarding fire access if E. Cooper Loop were to be vacated. Ms. Garley stated the Fire Department would have the opportunity to review the plan and submit their comments and recommendations.

COMMISSIONER MADAR moved, seconded by COMMISSIONER HAMMING to approve the concept presented for Arbor Estates PUD.

VOTE ON MOTION: MOTION CARRIED UNANIMOUSLY

Staff advised a letter reflecting approval of the Arbor Estates PUD concept should be ready for Mr. Wolf by October 22, 2008.

3. Presentation on the Skateboard Park Plan.

Ms. Garley provided an overview of the plan:

- Plans were already underway for skateboard park when she arrived at the city in February
- No amenities had been addressed for the park
- She received direction to create the plan in May
- Park and skating surfaces had been ordered
- Contacted several in-state skateboard parks to find out what items or services the city needed to make available to make the park a success, those included drinking water, restrooms, and an area where a Mom could sit with children while older children were skateboarding
- Worked with HDL on the design and layout of the park; the diagram on the last page depicts the layout
- Trash receptacles are necessary

- Bicycle rack needed for security purposes
- Fencing will be used to delineate the area for the skateboarders
- Hiking path which ties into the park is part of urban revitalization project
- Parking lot will be paved this spring
- Fencing will be provided near Arctic Avenue to provide safety for younger children using the picnic table area

Considerable discussion was held amongst the Commissioners regarding the lack of a process used for review of the skateboard park; the general consensus of opinion was no park or public facility should be built in the city without first coming before the Planning and Zoning Commission for review and comment.

Comments made by the Commissioners included the possibility of adding security cameras for safety and security of the users and the children. Vandalism, trash and security must be addressed or else the skate park will be a failure and not a welcome addition to the City. The Borough should be contacted for information on aesthetically pleasing and vandal-resistant restroom facilities; the need for the restroom facilities is great. The Commissioners also expressed concern for the many businesses in the community who donated materials and labor to make the park a success only to see vandalism spoiling the park. General discussion was held regarding the need for a formal agreement for self-policing of the area by the user group.

It was felt the hiking trail connecting to the skate board park is a bad fit for the different types of users. Either the trail or the park needs to be moved for safety purposes; the two uses are a bad mix for the community.

The Commissioners felt no more money should be put into the park until the park has been incorporated into the parks and trails master plan. For safety and security purposes, some Commissioners recommended the park be moved to a location across S. Valley Way from the Police Department.

COMMISSIONER HAMMING moved, seconded by COMMISSIONER MADAR, to send a letter to the City Council strongly recommending that all city parks and public facilities be brought before the Planning and Zoning Commission for public review and comment prior to moving forward with construction.

VOTE ON MOTION: MOTION CARRIED UNANIMOUSLY

Staff was directed to prepare the letter, for the Commission's signature, to the City Council reflecting the Commission's above stated concerns.

4. Annual review of Conditional Use Permits

Ms. Webster provided an overview of the Conditional Use Permits and stated:

- Robert Goodman's Residential Care Facility permit expired; the owner was notified
- Mt. McKinley Meats has a modification to a Conditional Use Permit, issued 18 years ago. It covers constructed of a barn, compost pile and a feed lot. Direction was received from the Commission to write to the owner to

see if they intend to construct those items. If not, we will request permission to cancel the permit.

With regarding to the Conditional Use Permit issued to the Alaska State Fair, Jerry Baker spoke to the sound measurement requirements of the Alaska State Fair's conditional use permit. She requested clarification of the requirement for frequency readings, stated she did not know why or how the frequency readings would be used. Chairman Kircher explained that the Commission wanted to know what the sound "looked like"; there was no intent to "use it" as a control.

COMMISSIONER HAMMING suggested there be no requirement for sound monitoring unless the Fair held motorized races outside of fair time. If races were held outside of fair time, the city would require two consecutive years of sound monitoring for those races.

Commissioner Madar recommended the State Fair write a letter to the City to request a time extension of the motorized sporting contests portion of their permit covered by CUP 08-001, item B. The previous permit time extension was dated February 21, 2008.

The State of Alaska does not have a licensing process for sound engineers, therefore, the permit time extension will also reflect the following revised wording "**4. Should noise and frequency monitoring be required in the future, it shall be provided by a noise/sound professional with appropriate licenses to work in the city of Palmer and the State of Alaska.**"

I. UNFINISHED BUSINESS:

1. Continuation of discussion on the Planning and Zoning Commission's review and ranking criteria for the CIP

COMMISSIONER MADAR moved, seconded by COMMISSIONER KERSLAKE, to postpone discussion on the CIP ranking until the November 20, 2008 meeting.

VOTE ON MOTION: MOTION CARRIED UNANIMOUSLY

Ms. Garley provided handouts of various ranking processes from different cities for CIP review by the Commission. Ms. Garley recommended discussion of the ranking process be postponed until the November 20, 2008 meeting.

J. PLAT REVIEWS: None

K. PUBLIC COMMENTS: None.

L. STAFF REPORT:

Ms. Garley advised continuation of the BP District rewrite will be moved to the December agenda.

Ms. Garley requested the Commissioners submit names for a potential new

commissioner since Chairman Brown was recently elected to the City Council. The names will be forwarded to the Mayor for consideration.

M. COMMISSIONER COMMENTS:

Commissioner Cordero reminded everyone of the upcoming election; advised that Kevin Brown misses being on the Planning and Zoning Commission.

Commissioner Madar advised the Commission of the Treatment Fairies who are working to make Sara Jansen's radiation treatment visits more enjoyable and encouraged others to participate. He is in charge of the steak feed for the hockey team which will be held on December 14, 2008; tickets are \$15 per person.

Commissioner Kerslake stated his continued concern and best wishes for Sara Jansen.

Commissioner Hamming had no comments.

Chairman Kircher wondered if someone would talk to the Borough about their records storage building and parking lot. The building needs to be painted. He inquired about the draft language for the on-street parking ordinance; Ms. Garley advised it is still under review.

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:40 p.m.

Michael A. Kircher, Chairman

Dawn U. Webster, Recording Secretary