

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
SPECIAL MEETING
THURSDAY, JANUARY 15, 2009
5:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chairman Kircher at 5:07 p.m.

B. ROLL CALL, DETERMINATION OF QUORUM:

Present and constituting a quorum were Chairman Kircher, Commissioners Madar, Kerlake, Hamming, and Silva. Also present was Dawn Webster, Recording Secretary.

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

D. APPROVAL OF AGENDA: The agenda was approved as submitted.

E. NEW BUSINESS:

1. Committee of the Whole to Discuss Prioritization Process for Projects in the Capital Improvement Plan (Action may be taken by the Commission following the Committee of the Whole)

COMMISSIONER MADAR moved, seconded by COMMISSIONER KERSLAKE to enter into the Committee of the Whole.

VOTE ON MOTION: MOTION PASSED UNANIMOUSLY

The Commission entered into the Committee of the Whole at 5:09 p.m.

Chairman Kircher referred the Commission to the category definition that was provided by Sandra Garley; their packets; and TRAAK projects criteria. Chairman Kircher also provided the commission with a copy of Programs for Progress Matrix which he prepared for use during tonight's discussion. Chairman Kircher explained his process for designing the matrix. It is his intent the commission use the matrix form as their finding of fact for each project.

Commissioner Kerlake inquired of the format of the CIP form and what information would be provided for review by the commission. Ms. Webster advised the form would include cost and timeframe information.

The commissioners also discussed averaging the final score if there was a wide range of scores for a project; they all agreed to the averaging concept. Suggested revisions to the matrix included the following:

- 1) Under Projects that improve health, in the +2 column, add "Indirectly benefits community health"
- 2) Under Projects that reduce city maintenance costs, revise to read: Reduce city maintenance and/or operational costs"

Ms. Garley joined the Commission at 6:40 p.m. Ms. Garley provided a staff report and complimented Chairman Kircher on the matrix he prepared.

Additional discussion was held regarding the time schedule for different projects and how it should be established. Setting the time frame schedule will be discussed at the February meeting.

Commissioner Kerslake asked about a category for shared use facilities; general discussion was held regarding that category; no decision was made.

The commissioners selected five projects and independently ranked the projects using the proposed matrix to see how it would work for each project. The general consensus of opinion was the matrix process worked well.

The COMMISSIONER MADAR moved, seconded by COMMISSIONER HAMMING to exit the Committee of the Whole at 6:58 p.m.

VOTE ON MOTION: MOTION PASSED UNANIMOUSLY

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:59 p.m.

Michael A. Kircher, Chairman

Dawn U. Webster, Recording Secretary