

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, JULY 16, 2009
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 Kerslake at 7:04 p.m.

B. ROLL CALL, DETERMINATION OF QUORUM:

Present and constituting a quorum were Vice Chairman Kerslake, Commissioners Kircher, Madar, Bower, Hamming, and Silva. 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: The agenda was approved as amended.

E. The agenda was amended to add Election of Chairman and Vice Chairman

The floor was opened for nominations for Chairman:

1. COMMISSIONER KIRCHER moved, seconded by COMMISSIONER SILVA, to nominate William Kerslake for Chairman.
2. VICE CHAIRMAN KERSLAKE moved, seconded by COMMISSIONER SILVA, to nominate Mike Madar for Chairman.

Vote on motion: Vice Chairman Kerslake was unanimously elected Chairman of the Planning and Zoning Commission

The floor was opened for nominations for Vice Chairman:

1. CHAIRMAN KERSLAKE moved, seconded by COMMISSIONER KIRCHER, to nominate Mike Madar for Vice Chairman.

There were no other nominations.

Vote on motions: Commissioner Mike Madar was unanimously elected Vice Chairman of the Planning and Zoning Commission.

F. MINUTES OF PREVIOUS MEETING(S):

The minutes of the Regular Meeting of June 18, 2009 were approved as revised.

G. PERSONS TO BE HEARD: None.

H. PUBLIC HEARING:

1. Arbor Estates Planned Unit Development, Initiation of Formal Review Process

Commissioner Madar advised of a potential conflict of interest; he hired the applicant to design a handicap viewing area for the ice area; the commission listened to his statement and found there was no conflict of interest that would preclude him from participating in the decision making process.

Ms. Garley provided the staff report and stated:

- In accordance with PMC 17.84, the Planning and Zoning Commission must review Planned Unit Development applications
- Reminded the commission they had previously reviewed the application in October of 2008 and the only concern raised was for access by fire apparatus and emergency vehicles to the structures on Block 2. The applicant has satisfactorily resolved the question of access according the Fire Chief
- Signage and gates would be provided to advise of limited access along E. Cooper Loop
- 51 public hearing notices were mailed on July 1, 2009 and two responses were received
- The preservation of the of the buildings' appearance and heritage is of primary concern to the applicant and the city
- The planned unit development fulfills all the requirements of a conditional use
- Sufficient setback have been provided since the structures are existing
- Staff recommends approval of the Planned Unit Development with the conditions listed in the staff report

The applicant, Gary Wolf, spoke to the commission and stated that he is not ready to proceed and would like to have more time to prepare his drawings for a more formal presentation. The commission recommended the item be tabled until a time certain; Mr. Wolf requested at least until September to allow him to complete his preparation of the presentation. He cited current economic issues as his reason for requesting the extension. There was no objection noted by the commission. The PUD will be placed on the September 17, 2009 agenda.

COMMISSIONER HAMMING moved, seconded by COMMISSIONER MADAR, to approve the requested Planned Unit Development status for Lots 1 through 3, Block 1, and Lots 1 through 4, Block 2 with the following conditions:

1. All subsequent development shall comply with all State Federal and local laws, statutes, regulations and ordinances.
2. The Planned Unit Development be submitted to the City Council for review and subsequent approval.
3. Once approved by the City Council, the Zoning Map be amended to reflect the granting of Planned Unit Development status for Lots 1 through 3, Block 1, and Lots 1 through 4, Block 2.

Discussion followed.

At the request of the applicant, COMMISSIONER HAMMING moved, seconded by COMMISSIONER MADAR, to table the review until the September meeting of the Planning

and Zoning Commission.

VOTE ON MOTION: Motion Carried Unanimously

I. UNFINISHED BUSINESS: None

J. NEW BUSINESS:

1. Palmer State Office Building site plan review per PMC 17.40.050, Public Use District

Ms. Garley advised of the following:

- Project is located in the Public District and therefore required for review in accordance with 17.40.050
- Parking plan is on page 22, explained analysis of parking spaces and uses
- Excess parking spaces have been provided and therefore staff recommends approval of the parking plan

COMMISSIONER MADAR moved, seconded by COMMISSIONER HAMMING, to approve the site plan as submitted for the Palmer State Office Building.

Commissioner Hamming advised the project meets the goal and intent of the Comprehensive Plan because it furthers institutional use in Palmer.

Commission Bower noted the classroom spaces are for the Department of Corrections training academy rather than the police academy. Staff will note the change.

VOTE ON MOTION: Motion Carried Unanimously

K. PLAT REVIEWS:

1. Soulwood Subdivision. Subdivide one lot to create two new lots

Ms. Garley advised the Commission they had reviewed the plat in December of 2008. The concerns addressed at that time were the width of the right-of-way for N. Thuma; staff was advised of the road dedication, no additional width was required. The other item of concern was the design of the cul-de-sac bulb; the Borough has approved the engineer's drawing and location of the bulb. There is no requirement to construct the bulb at this time.

Discussion followed. There were no other comments or concerns. Staff will advise the Platting Department of the Commission's review.

L. PUBLIC COMMENTS: None.

M. BOARD OF ECONOMIC DEVELOPMENT: None

N. STAFF REPORT:

Ms. Garley advised of the joint meeting with the City Council on July 7, 2009. The speaker, from La Crosse, WI, was Bud Miyamoto who spoke on a very successful private nonprofit

company that has worked with La Crosse to develop a downtown plan. Rather than have the city pay for the plan for the development of the comprehensive plan for the downtown area, it was the private firm that paid for 85% of the plan cost and with the city paying for 15% of the cost. The city council of La Crosse adopted the plan as an element in the City Comprehensive Plan. The city has contract with Mr. Miyamoto's firm to implement the plan. Several members of our community were there for the presentation and were very interested in the process and presentation.

O. COMMISSIONER COMMENTS:

Commissioner Madar inquired of the Highway Corridor Landscape Committee's work and questioned whether the commission would have any input in the process. Commissioner Kircher advised he is on the committee and yes, all actions will be brought before the commission for review and approval.

Commissioner Hamming: No comment

Commissioner Kircher: Congratulations to Chairman Kerlake and Vice Chairman Madar. Also briefly advised of progress by the Highway Corridor Landscape Committee and what the "gateways" into Palmer should look like.

Commissioner Silva: Extended congratulations and a thank you to the new chair and vice chair.

Commissioner Bower: No comment

Chairman Kircher: Thanked everyone for their vote and support.

P. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:47 p.m.

William S. Kerlake, Sr., Chairman

Dawn U. Webster, Recording Secretary