

**City of Palmer
Action Memorandum No. 15-003**

Subject: Authorize the City Manager to Submit an Application to the Matanuska-Susitna Borough to Dedicate a 60' Right-Of-Way to the East across Southern Portion of Tract A-2 Patterson Subdivision to Create a Second Access for Tax Parcel C8

Agenda of: May 12, 2015

Council Action: Authorized

Originator Information:

Originator: Sandra Garley
Date: April 23, 2015 **Requested agenda date:** May 12, 2015

Department Information:

Route to:	Department Director:	Signature:	Date:
<u> </u>	Community Development	<u><i>Sandra Garley</i></u>	<u>April 23, 2015</u>
<u> X </u>	Finance	<u><i>g</i></u>	<u>4/23/15</u>
<u> </u>	Public Safety	<u> </u>	<u> </u>
<u> X </u>	Public Works	<u><i>W. Healy</i></u>	<u>April 23, 2015</u>

Approved for presentation by:

	Signature:	Remarks:
City Manager	<u><i>Joseph A. Hansen</i></u>	<u> </u>
City Attorney	<u><i>[Signature]</i></u>	<u> </u>
City Clerk	<u><i>[Signature]</i></u>	<u> </u>

Certification of Funds:

Total amount of funds listed in this legislation: \$

This legislation (√):

Has no fiscal impact Creates a positive impact in the amount of: \$
 Negative impact in the amount of: \$

Funds are (√):

Budgeted Line item(s):
 Not budgeted Affected line item(s):

General fund assigned balance (after requested budget modification): \$

Enterprise unrestricted net position (after requested budget modification): \$

Director of Finance Signature: *g*

Attachment(s):

- Matanuska-Susitna Borough Form – Petition to Amend or Alter Plat
- Matanuska-Susitna Borough Form – Owner Statement
- Borough Platting Division Pre-Application packet
- Aerial of the vicinity with Tract A-2 and Parcel C8 identified

Summary statement: A privately owned 9.30 acre parcel, identified as Parcel C8, is zoned for residential development and is located adjacent to the Sgt. Kurtis Arcala-Berberich Memorial Soccer Fields on the MTA Events Center property. Parcel C8 has only one access to the road system through a 60' connector to E. Cope Industrial Way.

The MTA Events Center property, Tract A-2 of Patterson Subdivision, is between Parcel C8 and the end of a dedicated, but undeveloped 330 foot section of E. Commercial Drive. To ensure that emergency responders have at least two routes to serve residents on any future development, a second dedicated access to Parcel C8 can be created along the southern portion of the City's property.

Background: Valley Residential Services (VRS) would like to develop Parcel C8. VRS has conducted a pre-application meeting at VRS expense with the Borough Platting Division and is ready to move forward into the formal Plat Amendment process to dedicate the proposed 60' Right-of-Way, but must have authorization to do so from the City as owner of Tract A-2.

If the application is authorized by the City, VRS will pay all expenses for the Plat Amendment process including application fees, required survey, and plat amendment recordation.

When the City developed the Sgt. Kurtis Arcala-Berberich Memorial Soccer fields, a 60' strip of land was left south of the soccer fields specifically for the eventual extension of E. Commercial Drive.

Administration recommendation: Approve action memorandum 15-003.

PETITION TO AMEND OR ALTER A PLAT x

VACATION OF A SUBDIVISION _____

Comes now the undersigned, City of Palmer and petitions the Matanuska-Susitna Borough to amend a plat lying within the following described property, to-wit:
 Patterson Subd., Tract A-2 (52519000T00A-2)

Proposed change requested: (OR see attached sheets)
 Dedication of a 60' Right-of-way 495.34 feet in length across the southern portion of Tract A-2

The action sought by this petition is for the following reasons: (OR see attached sheets)
 To create a second access for Tax Parcel C-8

APPLICANT Name: Valley Residential Services Email: r.fassett@valleyres.org
OR Mailing Address: 1075 Check St., Ste. 102 Wasilla, AK Zip: 99654

OWNER Contact Person: Ron Fassett Phone: 223-6897

SURVEYOR Name (FIRM): Alaska Rim Email: _____
Mailing Address: 9131 E. Frontage Road Palmer, AK Zip: 99645
Contact Person: Joy Cypra Phone: 745-0222

SIGNATURES OF PETITIONER(S):



THIS AREA TO BE COMPLETED BY THE MATANUSKA-SUSITNA BOROUGH

THE APPLICATION HAS BEEN REVIEWED AND FOUND TO MEET SUBMITTAL STANDARDS AS NOTED ABOVE.

DATE PLATTING DIVISION REPRESENTATIVE

SCHEDULED FOR PLATTING BOARD/ABBREVIATED PLAT MEETING OF: _____

OWNER'S STATEMENT

This information is required for submission per MSB 43.05.050. Please **type** or **print** all non-signature items in ink.

PROPOSED SUBMITTAL NAME: _____

I submit the enclosed items concerning the above-referenced submittal for review. By my signature I certify that the property is (check one):

- Privately owned and that I am the owner.
- Owned by a sole proprietorship and I am the proprietor.
- Owned by a partnership of which I am a general partner.
- Owned by a corporation of which I am a principal executive officer of at least the level of vice-president, or a duly authorized representative responsible for the overall management of this subdivision. (Submit copy of authorization).
- Owned by a municipal, state, federal or other public agency, of which I am a principal executive officer, ranking elected official, or other duly authorized employee.

Original Signature (please sign in ink)

Date

231 W. Evergreen Ave., Palmer, AK 99645

761-1317

Mailing Address

Phone

Joe Hannan, City Manager

Name & Official Title (print)

City of Palmer

Company or Agency (if applicable)

NOTARY ACKNOWLEDGEMENT:

Subscribed and sworn to before me this _____ day _____, 20_____

NOTARY PUBLIC in & for Alaska

My Commission Expires: _____

MATANUSKA-SUSITNA BOROUGH
 PLATTING DIVISION
 PRE-APPLICATION ROUTING SLIP

DUE DATE: ~~April 3, 2014~~
 MEETING DATE: **April 8, 2015**
 TIME: **10:00 a.m.**
 E-MAIL: No
 PETITIONER / #: **Valley Residential Services (Ron Fassett) 223-6897**
 OWNER(s) / #: **City of Palmer**
 SEC/TWP/RNG: **SEC 04, T17N, R02E**
 TAX MAP: **PA 12**
 SUBDIVISION: **PATTERSON**
 TAX ID: **52519000T00A-2**
 REQUEST: **Create a Public Use Easement or Right-of-Way across southern portion of Tract A-2 to create another access for Tax Parcel C8 to the east. Minimum width is 60'.**

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APR 7 2015
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SENT PRE-APP PACKET TO:

PLATTING ASST, **MARILYN MCGUIRE**
 ASSESSMENTS, **CHERYL SCOTT**
 ATTORNEY, **JOHN ASCHENBRENNER**
 CULTURAL RESOURCES, **HEATHER RALSTON**
 PLANNING, **EILEEN PROBASCO**
 ENVIRONMENTAL PLANNER, **FRANKIE BARKER**
 CODE COMPLIANCE, **THERESA TARANTO**
 DEVELOPMENT SERVICES, **SUSAN LEE**
 LIDS, **MARCIA VONEHR**
 O & M DIVISION, **JENNIFER BALLINGER**
 O & M DIVISION, **TERRY DOLAN & JIM JENSON**
 & **ANNE DOLLARD**

PLATTING OFFICER, **PAUL HULBERT**
 ROW COORDINATOR, **ANDY DEAN**
 PLANNING DIVISION, **LAUREN DRISCOLL**
 PERMIT CENTER, **MAIN E-MAIL ADDRESS**
 COMMUNITY DEVELOPMENT, **ELIZABETH WEIANT**
 COMMUNITY DEVELOPMENT, **ERIC PHILLIPS**
 COMMUNITY DEVELOPMENT, **JILL IRSIK**
 EMS SERVICES, **RICHARD BOOTHBY**
 EMS SERVICES, **JM MCNUTT**
 PRE-DESIGN & ENGINEERING, **PIERRE STRAGIER**, PS
BRAD SWORTS, MIKE CAMPFIELD, MIKE WELLER,
TRACY MCDANIEL, SHEILA ARMSTRONG,
 & **CP E-MAIL**

COMMENTS:



PRE-APP CHECK LIST.	
TASK	COMPLETE
Collect \$25 / Receipt	✓
Collect Map	✓
Collect Application	✓
Schedule Date	✓
Apt. Sheet to Customer	✓
Summary (2 Sheets)	
*Govern	✓
*My Property	✓
GIS Tax Map	✓
Aerial Map	✓
SOA Road ?	No
Cartograph Sheet	✓
CITY P/W/H?	Yes - Palmer
MM Check	✓
E-Mail for Comments	

BEDBOCK (3147)
 1
 S COLONY WAY
 B9
 1C (5988)
 A.R.R.C. 2008
 E ANDERSON CIR
 (6853)
 1G
 A.R.R.C. 2008
 1E (5988)
 1F
 B3
 A.R.R.C. 1996
 2 (4604)
 B8
 ARRC #2 TR 2 (5002)

KIMPTON AVE
 (2083)
 1 2 3 4 5 6 7 8 9 10 11
 (28)
 PALMER JUNIOR HIGH SCHOOL (2578)
 B22

E INDUSTRIAL WAY
 B-1
 B-2
 B-3
 B-4
 B-5
 B-6
 TR A-1A TR A-1A (6990)
 A-4 (1301)
 A-5
 A-6
 E COMMERCIAL DR

12 1
 11 2
 10 3
 9 (2) 4
 8 5
 7 6
 6 7
 5 8
 4 9
 3 10
 2 11
 1 12
 S BONANZA ST
 S CHUGACH ST
 E JOHNSON AVE
 E KINNICKINIK AVE
 E LOBELIA AVE
 5A (5888)
 1A
 2A
 3A (1543)

12 1
 11 2
 10 3
 9 4
 8 5
 7 6
 6 7
 SOUTH DENALI (2902)
 (14)
 E KINNICKINIK AVE
 LOT 10A (5359) (6991)
 COPE
 E LOBELIA AVE
 LOT 1A 1A (3) (5934)

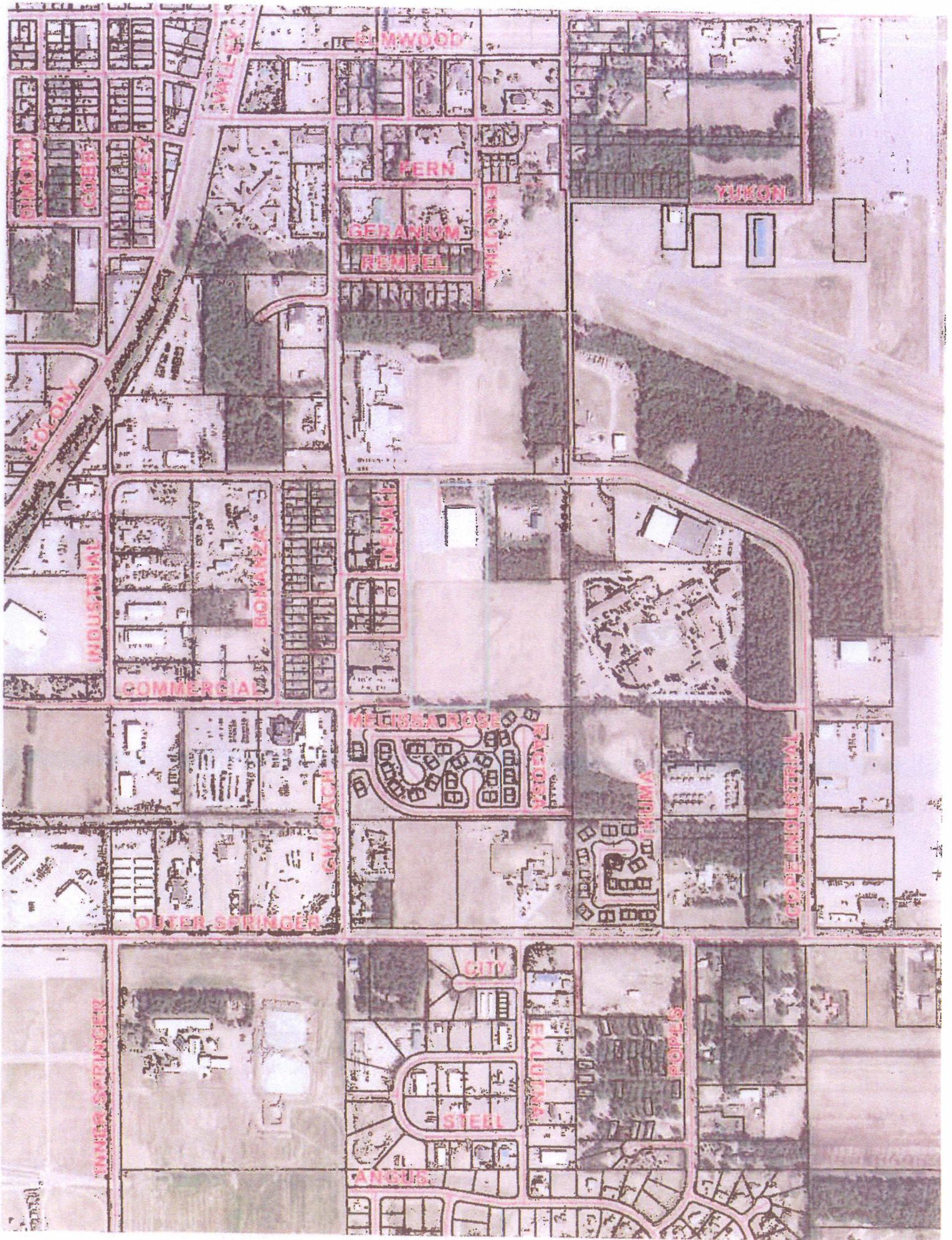
E COPE INDUSTRIAL WAY
 C9
 S KERRY WELAND CT
 TR A-2 PATTERSON (2519)
 C8
 D4
 Proposed 60' PuE/ROW

PALMER INDUSTRIAL PARK TRACTS G2-A & G2-B
 TR G2-A TR G2-B (1432)
 TRACT F (3049)

MC
 UNIT 2 (9018)
 E MELISSA ROSE CIR
 S HERITAGE CIR
 S HERLOOM CIR
 S RAGOSA CIR
 TR A TR B TR C TR D TR E TR F
 E SITKA ROSE DR

RIDORS 80' PUBLIC UTILITIES & RAILROAD CORRIDORS
 (2536)
 TR H-2C-1 TR H-2C-2 TR H-2C-3A TR H-2C-3B (2860)
 S CHUGACH ST

COPE SUBDIVISION COPE RSB TRACT B
 TR C TRACTS C & D (5413) TR D (4840)
 C3 TRACT B-1
 C4



PRELIMINARY APPLICATION CONFERENCE

TECH: AOB

TAX MAP: PA 12 **PA#20150042** MSB / Platting Phone # 861-7874 DATE: April 8, 2015

LEGAL: T17N R02E Sec 04 REC DIST: Palmer

NAME: Valley Residential Services, Ron Fassett PHONE: 223-6897

ADDRESS: 1075 Check Street, Suite #102 Wasilla AK 99654

NAME OF SUBD: Patterson TAX ACCT #: 52519000T00A-2

<u>REQUIRED</u>	<u>SUBMITTED</u>	
14	_____	Copies of blueline prints (folded to 8½ X 11 or smaller)
X	_____	Topographic narrative provided by surveyor
X	_____	As-Built (may be overlaid on preliminary plat copies)
X	_____	Owner's Statement
X	_____	Certificate to Plat (Prepared by a Title Company)

X Applications:
 X _____ Preliminary Plat

X Petitions:
 X _____ Amend or Alter a Plat

<u>X</u>	<u>FEES:</u>		<u>Preliminary</u>	<u>Final</u>
	X	Preliminary Plat	\$500.00	\$ 250.00
	X	Postage & Advertising Fees (letter sent after submittal)		\$ 125.00±
	X	Recording Fees		\$ 20.00+
	X	Taxes/Special Assessments (<i>Please obtain a tax sheet from Platting</i>)		

Per Matanuska-Susitna Borough 43.15.010 (E): No proceeding under this section binds the platting board or the platting officer in their review of any plat, or relieves a subdivider of the responsibility of independently becoming familiar with the procedures and standards for approval of an application under this title.

Please Note: Matanuska-Susitna Borough Code is subject to change.

Pre-Application Conference Request

As

Name, phone # and address of requestor(s):

Valley Residential Services
1075 Check Street, Suite 102
Wasilla, AK 99654
223-6897
Ron Jassett

Name, phone #, address of owner(s) (if different):

City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

Required Items:

- 1. Fee of \$25.00. Exact cash amount or check made out to MSB. TAX MAP # PA 12
- 2. Location of land (Township, Range, Section; Tax Account #; Subdivision Name and Lot & Block, etc.):
52519000T00A-2
- 3. Basic dimensions of the lots to be created, the road to be built, the area to be vacated, etc.
- 4. Existing rights of way shown with names.
- 5. If eliminating lot lines or easement/right-of-way vacations: provide copy of map showing the area of vacation or the lot line to be eliminated.
- 6. If creating a street or road: proposed rights of way shown.
- 7. Please explain the purpose of the proposed action. For lot line eliminations or easement/right-of-way vacations, please explain the reason, i.e., setback violation, encroachment, topography, etc.:

Public Use Easement or Dedicated ROW across
Southern portion of Tract A-2 to create east-west
access to Tax Parcel C.P. Minimum PUE/ROW
is 60'

Pre-application conferences are scheduled ten to 21 days after acceptance of fees.

Provide if available:

Documentation of any easements
Topography
As-Built Survey

PRE-APPLICATION CONFERENCE DATE & TIME:

4/8/15 Wed @ 10 AM

The pre-application conference is a meeting between petitioner and Platting staff where staff reviews with the petitioner the MSB platting procedures, development policies, public improvement ordinance requirements, and other requirements affecting the proposed plan. The Pre-Application conference requires preparation by both parties to maximize the benefits to both parties. In order to give our customers the best possible service, we need to know specifically what is wanted. Vague ideas do not give us enough information to provide the customer a full picture of what may or may not be required to process this request.

Return to: Matanuska-Susitna Borough
Attention: Platting Division
350 E. Dahlia Ave
Palmer AK 99645

PAID
3/28/15

Amy 861-7872



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Cultural Resources Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 745-9859 • Fax (907) 745-9876

MEMORANDUM

DATE: 25 March 2015
TO: Sloan VonGunten, Platting Division, Platting
FROM: Heather Ralston, Cultural Resources Specialist
SUBJECT: Pre-Application
TITLE: Valley Residential Services
LEGAL: Section 4, T17N, R02E, SM
TAX MAP: PA 12

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MAR 25 2015

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SPECIAL NOTE: NO OBJECTION – USE CAUTION

Cultural Resources Division staff has reviewed the above application and finds there is one known recorded sites on said property (ANC-00686). This conclusion was derived through research of the documented sites on file in the Cultural Resources Division of the Matanuska-Susitna Borough and sites documented in Alaska Heritage Resource files at the State Office of History and Archaeology.

While we have no objection to the proposed Platting action on the said property, and our records are not complete, we recommend caution during construction or related activities in the event cultural remains may come to light or be recovered. If cultural resources are found as a result of the above mentioned activity we would appreciate the chance to document them to augment our knowledge of local history. Cultural remains may include features such as cache pits, house pits, garbage pits, depressions and/or other non removable indications of human activity, as well as, artifacts, buildings, machinery, etc.

Recording of cultural resources or other remains does not change ownership status of materials found, they belong to the property owner, nor does it prohibit your activity request. If cultural remains are located please contact this office at (907) 861-8655 as soon as possible. This would enable us to photograph and record any cultural materials that may be observed. Thank you for your cooperation. We appreciate you helping us learn more about our past.

Sincerely

Heather Ralston

NOTE§A.S.11.46.482 (a) of the Alaska Statutes states that

A person commits the crime of criminal mischief in the third degree if, having not right to do so or any reasonable grounds to believe the person have such a right...

(3) If a person knowingly

(A) defaces, damages or desecrates a cemetery or the contents of a cemetery or a tomb, grave, or memorial regardless of whether the tomb, grave, or memorial is in a cemetery or whether the cemetery, tomb, grave, or memorial appears to be abandoned, lost, or neglected; (B) removes human remains or associated burial artifacts from a cemetery, tomb, grave, or memorial regardless of whether the cemetery, tomb, grave, or memorial appears to be abandoned, lost or neglected.

DEPARTMENT OF COMMUNITY DEVELOPMENT

Sandra Garley
Director

David Meneses
Building Inspector

Beth Skow
Library Director



MEMORANDUM

RECEIVED

TO: Paul Hulbert, Chief of Platting
FROM: Kimberly McClure, Planning Technician
DATE: ~~April 3, 2015~~ Updated April 6, 2015
SUBJECT: PUE – Tract A-2 Patterson

APR 06 2015

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Inside City Limits

Outside City Limits

9

We have distributed the abbreviated plat for the subject project and have received the following comments from the following departments:

1. City Manager: No changes necessary.
2. Building Inspector: ~~The Building Inspector is out of the office but will return on April 6. I will forward his comments on April 6.~~ No Changes necessary.
3. Community Development: Tract A-2 Patterson is zoned P, Public and is the location of the MTA Events Center and soccer fields. The proposed 60' width is adequate to meet road development standards, curb, gutter and sidewalks. The proposed Public Use Easement will provide a 2nd access for future development of surrounding areas.
4. Fire Chief: No changes necessary.
5. Public Works: Public Works has no objection, but granting the easement is subject to City Council approval.
6. Planning and Zoning Commission: This pre-application package is scheduled to be reviewed at the April 16 P & Z meeting. Any additional comments will be forwarded.



Matanuska-Susitna Borough



Legend

- + Alaska Railroad
- Streets**
 - Highway
 - Major Street
 - Medium Street
 - Minor Street
 - - - Primitive Road
 - - - Private Road
- Mat-Su Borough Boundary
- Incorporated Cities

1: 10,741



0.3 0 0.17 0.3 Miles

NAD_1983_StatePlane_Alaska_4_FIPS_5004_Feet
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Reported on 04/23/2015 10:15 AM

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

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