

City of Palmer

Planning and Zoning Commission Packet

March 20, 2014



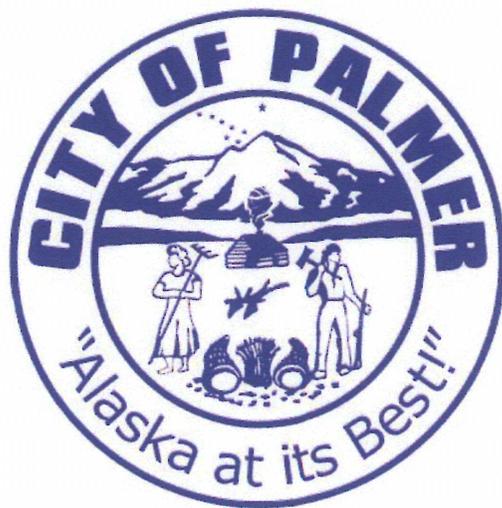
HAPPY ST. PATRICK'S DAY





AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- Page 5 E. Minutes of Previous Meetings
- F. Persons to be Heard
- G. Public Hearings
- Page 15 H. Unfinished Business
 - 1. Continue discussion of the Central Business District
- I. New Business
- Page 19 J. Plat Reviews
 - 1. IM 14-005 Preliminary Review - To develop Tax Parcel D36, Section 6, Township 17 North, Range 2 East, located inside Palmer city limits and Tax Parcel A17, Section 7, Township 17 North, Range 2 East, Seward Meridian, located outside Palmer city limits into 1/2 acre parcels.
 - Page 47 2. IM 14-006 Preliminary Review - To create 2 lots for development from Tax Parcel C9, Section 18, Township 17 North, Range 2 East, Seward Meridian, located outside Palmer city limits.
- K. Public Comments
- Page 59 L. Staff Report
- M. Commissioner Comments
- N. Adjournment



Minutes

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, FEBRUARY 20, 2014
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 Michael Kircher at 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Vice Chairman Kircher and Commissioners Lucas, Kerslake and Petty. Chairman Madar had an excused absence. Also present were Sandra Garley, Community Development Director, Kimberly McClure, Planning and Code Compliance Technician, and Pam Whitehead, Recording Secretary.

Vice Chair Kircher welcomed new Commissioner David Petty to the Commission.

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

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

E. MINUTES OF PREVIOUS MEETING(S):

The minutes of the Regular Meeting of December 19, 2013 were approved as amended, correcting a grammatical error on page 5-delete extraneous word "moved" in Amendment 1 motion; and page 8-change incorrect word "linear" to "lidar" in Commissioner Kircher's comment.

F. PERSONS TO BE HEARD:

There were no persons to be heard.

G. PUBLIC HEARING(S):

There were no members of the public present.

Following inquiry by Commissioner Kerslake and subsequent discussion, because of the similar nature of the rezoning requests, consensus was reached without objection that the three resolutions be considered for approval in one action.

Commissioner Kerslake moved, seconded by **Commissioner Petty**, to recommend that the city council approve the zoning map amendments more particularly described in

Resolution 14-001, Parcel 1-from P-Public to A-I Airport Industrial, **Resolution 14-002**, Parcel 2-from A-C Airport Commercial to A-I Airport Industrial, and **Resolution 14-003**, Parcel 3-from P-Public to A-C Airport Commercial, as outlined by staff in the packet, respectively.

Commissioner Kerslake encouraged a vote in favor of all three because he thinks it is the right thing to do and that it is more of a housekeeping measure to update and clarify zoning at the airport. Commissioner Petty agreed. There were no objections.

1. **Resolution 14-001:** A Resolution of the Palmer Planning and Zoning Commission Recommending City Council Approve a Zoning Map Amendment for Parcel 1 as shown on the attached vicinity map of the Palmer Municipal Airport to be rezoned from P-Public to A-I Airport Industrial, located in Section 4, Township 17 North, Range 2 East, Seward Meridian, and Section 33, Township 18 North, Range 2 East, Seward Meridian, Alaska.
2. **Resolution 14-002:** A Resolution of the Palmer Planning and Zoning Commission Recommending City Council Approve a Zoning Map Amendment for Parcel 2 as shown on the attached vicinity map of the Palmer Municipal Airport to be rezoned from A-C Airport Commercial to A-I Airport Industrial, located in Section 4, Township 17 North, Range 2 East, Seward Meridian, and Section 33, Township 18 North, Range 2 East, Seward Meridian, Alaska.
3. **Resolution 14-003:** A Resolution of the Palmer Planning and Zoning Commission recommending City Council Approve a Zoning Map Amendment for Parcel 3 as shown on the attached vicinity map of the Palmer Municipal Airport to be rezoned from P-Public to A-C Airport Commercial, located in Sections 3 and 4, Township 17 North, Range 2 East, Seward Meridian, and Sections 33 and 34, Township 18 North, Range 2 East, Seward Meridian, Alaska.

Staff Report: Ms. Garley reported background information on the above three zoning map amendments, noting that the applicant of each is the Airport Advisory Commission on behalf of the City of Palmer. She explained that the majority of the Palmer Municipal Airport is zoned P-Public; that the airport was developed by the City for aircraft-related industrial and commercial uses; that these uses have increased since the development of the airport; and that zoning of the airport should be updated to match the current and future land use. Public notice and publishing requirements pursuant to code have been met. A total of 7 written comments were received in response – 0 in favor, 3 opposed, and 4 no objection.

Staff recommends approval based on the following findings if the Commission concurs:

Resolution 14-001: A Resolution of the Palmer Planning and Zoning Commission Recommending City Council Approve a Zoning Map Amendment for Parcel 1 as shown on the attached vicinity map of the Palmer Municipal Airport to be rezoned from P-Public to A-I Airport Industrial, located in Section 4, Township 17 North, Range 2 East, Seward Meridian, and Section 33, Township 18 North, Range 2 East, Seward Meridian, Alaska.

Fact 1) The proposed change is in accordance with the borough and city comprehensive plans;

Finding: Chapter 6 Land Use, Goal 3, Objective B of the City of Palmer Comprehensive plan speaks of supporting continued industrial use, consistent with other plan goals and the airport being an important resource for potential industrial developers due to the benefits of air access. The proposed rezone would encourage airport related industrial growth on the airport by being appropriately zoned. Business licenses and building permits could be processed as long as the published criteria of the district are met.

Fact 2) The proposed change is compatible with surrounding zoning districts and the established land use pattern;

Finding: The established land use pattern for the area encompassed by the proposed rezone currently consists of, but not limited to, airport hangars, Division of Forestry office, fire training grounds, aircraft sales and several other airport industrial uses – all of which are permitted uses in the Airport Industrial district. The proposed rezone would be compatible with the surrounding airport and public uses and would have minimal additional impacts on the surrounding off airport residential uses.

Fact 3) Public facilities such as schools, utilities and streets are adequate to support the proposed change;

Finding: The proposed rezone would not affect schools. Utilities and streets have been engineered and constructed to support airport industrial purposes. Roads serving the airport are adequate to support the proposed change. The Old Glenn Highway lies to the north of the airport and Outer Springer Loop lies to the south of the airport and both are maintained by ADOT. Airport Road and Cope Industrial Way are paved roads maintained by the City of Palmer.

Fact 4) Changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change;

Finding: The current activity on airport lease lots for airport industrial uses support the proposed rezone to A-I Airport Industrial. The majority of the airport is zoned Public which does not specifically address airport related businesses and activities. The two airport zoning districts (Airport Industrial and Airport Commercial) specifically regulate setbacks, building heights, lot coverage, etc. and will provide the city and the future lessees with more direction and guidance.

Fact 5) The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

Finding: The Palmer airport is owned and operated by the City to benefit the public welfare of the residents of Palmer and the surrounding area.

Resolution 14-002: A Resolution of the Palmer Planning and Zoning Commission Recommending City Council Approve a Zoning Map Amendment for Parcel 2 as shown

on the attached vicinity map of the Palmer Municipal Airport to be rezoned from A-C Airport Commercial to A-I Airport Industrial, located in Section 4, Township 17 North, Range 2 East, Seward Meridian, and Section 33, Township 18 North, Range 2 East, Seward Meridian, Alaska.

Fact 1) The proposed change is in accordance with the borough and city comprehensive plans;

Finding: Chapter 6 Land Use, Goal 3, Objective B of the City of Palmer Comprehensive plan speaks of supporting continued industrial use, consistent with other plan goals and the airport being an important resource for potential industrial developers due to the benefits of air access. The proposed rezone would encourage airport related industrial growth on the airport by being appropriately zoned. Business licenses and building permits could be processed as long as the published criteria of the district are met.

Fact 2) The proposed change is compatible with surrounding zoning districts and the established land use pattern;

Finding: The established land use pattern for the area encompassed by the proposed rezone currently consist of, but not limited to, airport hangars, Division of Forestry office, fire training grounds, aircraft sales, flight schools, charter services and other airport related uses. If the proposed rezone for the surrounding area is granted, this rezone request to A-I Airport Industrial will make the zoning compatible with surrounding zoning districts.

Fact 3) Public facilities such as schools, utilities and streets are adequate to support the proposed change;

Finding: The proposed rezone would not affect schools. Utilities and streets have been engineered and constructed to support airport industrial purposes. Roads serving the airport are adequate to support the proposed change. The Old Glenn Highway lies to the north of the airport and Outer Springer Loop lies to the south of the airport and both are maintained by ADOT. Airport Road and Cope Industrial Way are paved roads maintained by the City of Palmer.

Fact 4) Changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change;

Finding: The current activity on airport lease lots for airport industrial uses support the proposed rezone to A-I Airport Industrial. The majority of the airport is zoned Public which does not specifically address airport related businesses and activities. The two airport zoning districts (Airport Industrial and Airport Commercial) specifically regulate setbacks, building heights, lot coverage, etc. and will provide the city and the future lessees with more direction and guidance.

Fact 5) The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

Finding: The Palmer airport is owned and operated by the City to benefit the public welfare of the residents of Palmer and the surrounding area.

Resolution 14-003: A Resolution of the Palmer Planning and Zoning Commission recommending City Council Approve a Zoning Map Amendment for Parcel 3 as shown on the attached vicinity map of the Palmer Municipal Airport to be rezoned from P-Public to A-C Airport Commercial, located in Sections 3 and 4, Township 17 North, Range 2 East, Seward Meridian, and Sections 33 and 34, Township 18 North, Range 2 East, Seward Meridian, Alaska.

Fact 1) The proposed change is in accordance with the borough and city comprehensive plans;

Finding: One of the goals of the City of Palmer Comprehensive plan states to encourage new commercial development. The proposed rezone would encourage commercial and retail aircraft related operations by being appropriately zoned. Business licenses and building permits could be processed as long as the published criteria of the district are met.

Fact 2) The proposed change is compatible with surrounding zoning districts and the established land use pattern;

Finding: The established land use pattern for the area encompassed by the proposed rezone currently consists of, but not limited to, airport hangars, Division of Forestry office, airport lease lots, aircraft sales and several other airport commercial uses – all of which are permitted uses in the Airport Commercial district. The proposed rezone would be compatible with the surrounding airport and public uses and would have minimal additional impacts on the surrounding off airport residential uses.

Fact 3) Public facilities such as schools, utilities and streets are adequate to support the proposed change;

Finding: The proposed rezone would not affect schools. Utilities and streets have been engineered and constructed to support airport industrial and commercial purposes. Roads serving the airport are adequate to support the proposed change. The Old Glenn Highway lies to the north of the airport and Outer Springer Loop lies to the south of the airport and both are maintained by ADOT. Airport Road and Cope Industrial Way are paved roads maintained by the City of Palmer.

Fact 4) Changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change;

Finding: The current activity on airport lease lots for airport commercial uses support the proposed rezone to A-C Airport Commercial. The majority of the airport is zoned Public which does not specifically address airport related businesses and activities. The two airport zoning districts (Airport Industrial and Airport Commercial) specifically regulate setbacks, building heights, lot coverage, etc. and will provide the city and the future lessees with more direction and guidance.

Fact 5) The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

Finding: The Palmer airport is owned and operated by the City to benefit the public welfare of the residents of Palmer and the surrounding area.

Amendment:

Commissioner Kerlake moved, seconded by **Commissioner Lucas**, to amend the main motion to adopt the Findings of Fact as above-stated by staff in support of Resolutions 14-001, 14-002, and 14-003, respectively, and as reviewed by the Commission.

ROLL CALL VOTE

ON AMENDMENT: Carried Unanimously

[Kerlake-yes; Kircher-yes; Lucas-yes; Petty-yes]

ROLL CALL VOTE

ON MOTION AS AMENDED: Carried Unanimously

[Kerlake-yes; Kircher-yes; Lucas-yes; Petty-yes]

H. UNFINISHED BUSINESS:

1. Continue Discussion of the Central Business District.

Ms. Garley requested a postponement to allow her more time to draft language for a proposed resolution, which she will provide at the next meeting based on previous commission input and comments. She reported that at the last council meeting she was asked by Council member Hanson to prepare a survey for the downtown area on the question of parking. She has started that process will try to get it accomplished as soon as she can.

I. NEW BUSINESS: There was no new business.

J. PLAT REVIEWS:

1. **IM-14-004** To eliminate the common lot lines between Lots 10 & 11, Block 4, Felton Addition to Palmer Townsite and the portion of the vacated alley adjacent to Lots 10 & 11 creating one lot to be known as Lot 10A, located inside Palmer city limits.

Ms. Garley reported the request is to eliminate the common lot line as above-stated and that city staff had no comments regarding the abbreviated plat packet. The property owners own two contiguous 25-foot vacant lots and would like to erase the common lot line creating a more developable lot.

Upon review, there were no additional comments or objections by the Commission.

K. PUBLIC COMMENTS: None.

Ms. Garley introduced newly elected Board of Economic Development Chairman, LaMarr

Anderson, who was seated in the audience.

L. STAFF REPORT:

Ms. Garley reported the City Council has scheduled a special meeting on March 18, 2014 for a joint meeting with the P&Z Commission, 6:00 p.m.

M. COMMISSIONER COMMENTS:

Commissioner Kerslake commented wishes for a speedy recovery for Chairman Madar.

Commissioner Petty had no comment.

Commissioner Lucas welcomed new Commissioner Petty to the board.

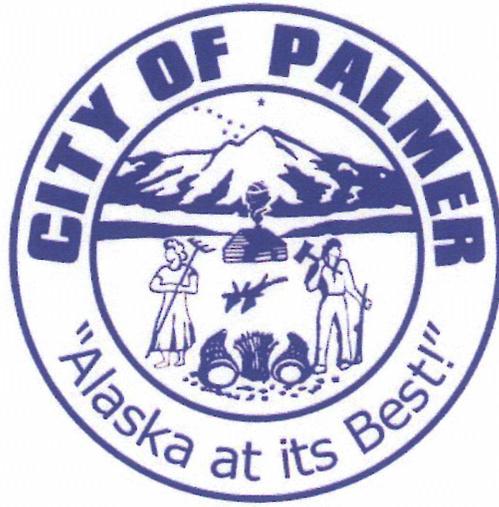
Commissioner Kircher commented that the Master Gardeners are amenable to giving formal and financial support in addition to working at the proposed garden area behind the old Kremlin building.

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:25 p.m.

Michael Kircher, Vice Chairman

Kimberly A. McClure
Planning and Code Compliance Technician



Unfinished Business



Please remember to bring Central Business District information provided through previous P & Z packets to the meeting for discussion.



Plat Reviews



**CITY OF PALMER
PLANNING & ZONING COMMISSION
INFORMATION MEMORANDUM 14-005**

SUBJECT: Tax Parcel D36, Section 6, Township 17 North, Range 2 East and Tax Parcel A17, Section 7, Township 17 North, Range 2 East, Seward Meridian

AGENDA OF: March 20, 2014

ACTION: Review and comment

Attachment(s): 1) Memorandum
2) Pre-application package from MSB Platting Division
3) Preliminary Application Conference package from MSB Platting Division

Summary: The request is to develop the property located south of E. Helen Drive into 1/2 acre parcels to be served by City of Palmer water system. May possibly need to do 2 plats since lots in section 6 are currently within Palmer city limits and lots within section 7 will be outside Palmer city limits.

Recommendation: The staff comments are included on memorandum to Paul Hulbert dated February 24, 2014 (attached).



DEPARTMENT OF COMMUNITY DEVELOPMENT

Sandra Garley
Director

David Meneses
Building Inspector

Beth Skow
Library Director

MEMORANDUM

TO: Paul Hulbert, Chief of Platting
FROM: Kimberly McClure, Planning Technician
DATE: February 24, 2014
SUBJECT: 17N02E06D036 & 17N02E07A017

Inside City Limits

Outside City Limits

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

1. City Manager: No comments received.
2. Building Inspector: IFC 2009 requires 2 access roads, Appendix D-D107.1 (attached). There is only one entrance to subdivision.
3. Community Development: We strongly support the Building Inspector's comments regarding 2 access roads.
4. Fire Chief: See above Building Inspector's comments.
5. Public Works: Will require a utility extension agreement for water main.
6. Planning and Zoning Commission: This pre-application package is scheduled to be reviewed at the March 20 P & Z meeting. Any additional comments will be forwarded.

SECTION D107
ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS

D107.1 One- or two-family dwelling residential developments. Developments of one- or two-family *dwelling units* where the number of *dwelling units* exceeds 30 shall be provided with separate and *approved* fire apparatus access roads and shall meet the requirements of Section D104.3.

Exceptions:

1. Where there are more than 30 *dwelling units* on a single public or private fire apparatus access road and all *dwelling units* are equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the *International Fire Code*, access from two directions shall not be required.
2. The number of *dwelling units* on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the *fire code official*.

D108
REFERENCED STANDARDS

ASTM F 2200-05	Standard Specification for Automated Vehicular Gate Construction	D103.5
ICC	IFC-09 International Fire Code	D101.5, D107.1
UL	325-02 Door, Drapery, Gate, Louver, and Window Operators and Systems, with revisions through February 2006	D103.5

**MATANUSKA-SUSITNA BOROUGH
PLATTING DIVISION
PRE-APPLICATION ROUTING SLIP**

DUE DATE: **February 20, 2014**
 MEETING DATE: February 25, 2014
 TIME: ~~9:00 a.m.~~ *10:00 am*
 E-MAIL: None
 PETITIONER / #: **Alaska Rim – Joy Cypra # 907-745-0222**
 OWNER(s) / #: Merit Homes
 SEC/TWP/RNG: SEC 06 & 07, T17N, R02E
 TAX MAP: **PA 12**
 SUBDIVISION: **N/A**
 TAX ID: 17N02E07A017 & 17N02E06D036
 REQUEST: Develop the property located south of E. Helen Drive into ½ acre parcels to be served by City of Palmer Water system. Lots within section 6 are currently within the City of Palmer. Lots within section 7 will be outside of the City boundary. May possibly need to do two plats.

Received
FEB 18 2014
City of Palmer

SENT PRE-APP PACKET TO:

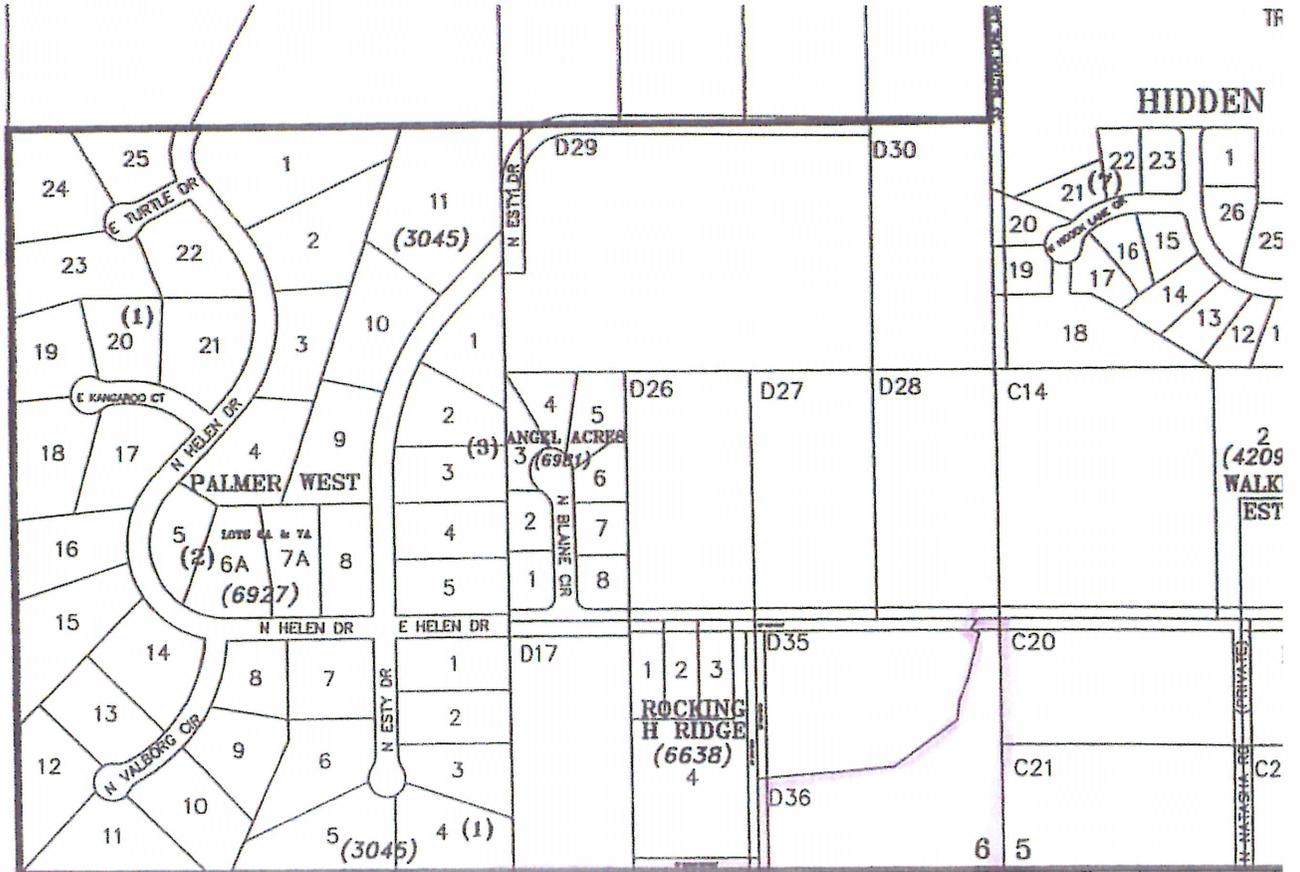
PLATTING ASST, **MARILYN MCGUIRE**
 ASSESSMENTS, **SHEILA ARMSTRONG**
 CULTURAL RESOURCES, **FRAN SEAGER-BOSS**
 CULTURAL RESOURCES, **HEATHER RALSTON**
 CULTURAL RESOURCES, **RICHARD MARTIN**
 CODE COMPLIANCE, **THERESA TARANTO**
 EM SERVICES, **RICHARD BOOTHBY**
 LIDS, **MICHAEL NEWMAN**
 ENVIRONMENTAL PLANNER, **FRANKIE BARKER**
 O & M DIVISION, **JENNIFER BALLINGER**

PLATTING OFFICER, **PAUL HULBERT**
 CAPITAL PROJECTS, **CINDY COREY**
 ENGINEERING, **PIERRE STRAGIER**
 ROW COORDINATOR, **ANDY DEAN**
 COMMUNITY DEVELOPMENT, **ELIZABETH WEIANT**
 DEVELOPMENT SERVICES, **SUSAN LEE**
 COMMUNITY DEVELOPMENT, **JILL IRSIK**
 TRANSPORTATION PLANNER: **BRAD SWORTS**
 PRE-DESIGN DIVISION, **DEBBIE PASSMORE**
 PLANNING DIVISION, **LAUREN DRISCOLL**

COMMENTS:

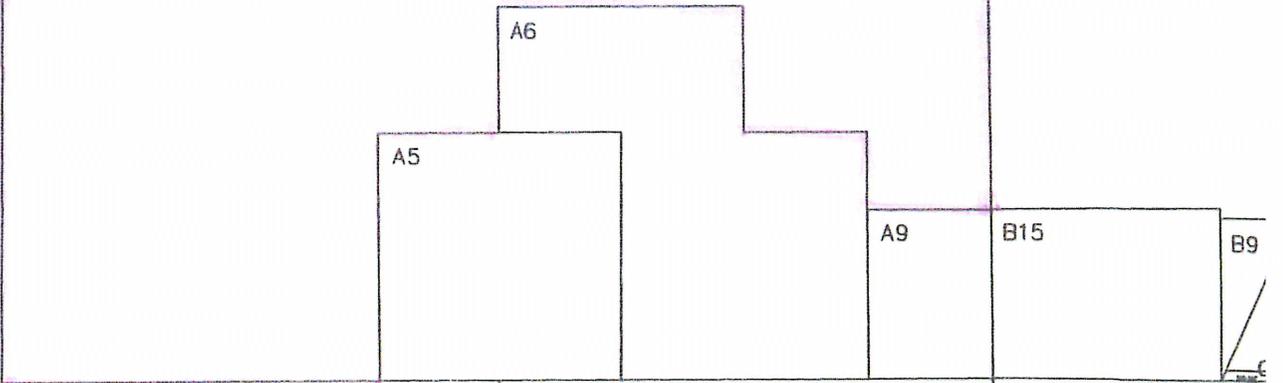
PRE-APP CHECK LIST.	
TASK	COMPLETE
Collect \$25 / Receipt	✓
Collect Map	✓
Collect Application	✓
Schedule Date	✓
Apt. Sheet to Customer	✓
Summary (2 Sheets)	✓
*Govern	✓
*My Property	✓
GIS Tax Map	✓
Aerial Map	✓
SOA Road ?	<i>no</i>
Cartograph Sheet	✓
CITY P/W/H?	<i>P - yes</i>
MM Check	✓
E-Mail for Comments	

HIDDEN



A17

7 8 B14

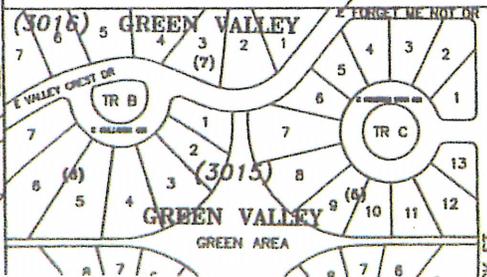
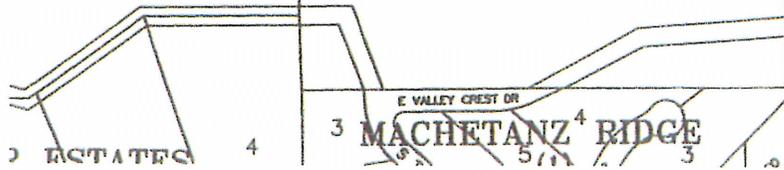


A13

A3

B4

A10



PALMER CHURCH



Pre-Application Conference Request

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

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

ALASKA RIM ENG, INC. / Joy Cypra, P.M.
9131 E. FRONTAGE RD.
PALMER, AK 99645
P.H: (907) 745-0222

MERIT HOMES
1920 W. DIAMOND BLVD. STE F
ANCH., AK 99515

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.):
TAX PARCEL 17NO2E07A017 AND 17NO2E06D036
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.:
 - TO DEVELOP THE PROPERTY LOCATED SOUTH OF E. HELEN DR. INTO 1/2 ACRE PARCELS TO BE SERVED BY CITY OF PALMER WATER SYSTEM.
 - LOTS WITHIN SEC. 6 ARE CURRENTLY WITHIN THE CITY OF PALMER. LOTS WITHIN SEC. 7 WILL BE OUTSIDE OF THE CITY BOUNDARY. MAY POSSIBLY NEED TO DO TWO PLATS.
 - NEED TO KNOW THE DEVELOPMENT STANDARDS.

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:

2/25/14 9AM

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
2/11/14

CAZANE
matzysw

PRELIMINARY APPLICATION CONFERENCE

TAX MAP: PA 12 # PA20140027 **MSB / Platting Phone # 861-7874**

DATE: 2/25/2014

TECH: PHF

LEGAL: T 17N R2E Sec 6 & 7

REC DIST: Palmer

NAME: ALASKA RIM

PHONE: 745-0222

ADDRESS: 9131 E. FRONTAGE RD PALMER AK 99645

TAX ACCT #: 17N02E07A017 & 17N02E06D036

<u>REQUIRED</u>	<u>SUBMITTED</u>	
<u>12</u>	<u> </u>	Copies of plats (folded to 8½ X 11 or smaller)
<u>X</u>	<u> </u>	Legal Access Doc. (SLE)
<u>X</u>	<u> </u>	As-Built (may be overlaid on preliminary plat copies)
<u>X</u>	<u> </u>	Topographic information
<u>X</u>	<u> </u>	Drainage Plan
<u>X</u>	<u> </u>	Soils information (provided by registered professional engineer)
<u>See item #9</u>	<u> </u>	Road Profiles
<u>X</u>	<u> </u>	Preliminary water system design
<u>X</u>	<u> </u>	Certificate to Plat (Prepared by a Title Company)
<u>X</u>	<u> </u>	Owner's Statement
<u>X</u>	<u> </u>	Preliminary Plat Application

 X FEES:

	<u>Preliminary</u>	<u>Final</u>
<u> </u> X Preliminary Plat	(\$500.00 min)	(50% of Prelim fee)
<u> </u> X Postage & Advertising Fees (letter sent after submittal)	\$ 125.00±	
<u> </u> X Recording Fees		\$ 20.00+
<u> </u> X Taxes/Special Assessments - to be paid in full for year of recording.		

NOTE: *(Please obtain a tax sheet from Platting prior to payment)*

COMMENTS:

This pre-app is to divide a parcel described in WD 2005-023552-0 (A17) and Parcel 2 of MSB Waiver 2006-156-PWm (D36) into a subdivision of 70 lots to be served by COP Water. D36 is in the City of Palmer. These parcels are not within Special Flood Hazard Areas.

A17 is located in the Core Planning Area. The Long Range Transportation Plan made a recommendation for connections of Blunck Street, from the Glenn Highway to the Palmer-Wasilla Highway, 1.9 miles. The developer is dedicating the 33' Section Line Easement on the eastern edge of the property.

With 70 lots, the main road must be designed as a residential subcollector road to the point where it provides access to 34 lots (204 ADT). Helen Drive is classified in the borough's database as a residential standard road. SCM A05.2 states, Residential Subcollectors must take access from a street of higher order in the system, either from residential collectors or arterial roads. The SCM does not allow a subcollector standard road to connect to a residential standard road to get to the Glenn Hwy. Resolve with the City of Palmer to see if they classify Helen Drive differently than the borough's database or require other road construction.

City of Palmer's comments refer to the International Fire Code, see attached. They do not support this subdivision with one access. Please resolve with COP prior to submitting the plat for public hearing.

1. Hire a registered land surveyor to prepare a plat to be approved under the PRELIMINARY PLAT process. Surveyor to show all easements of record on preliminary plat per MSB 43.15.015(A)(13).
2. Provide documentation and conclusionary statement from a surveyor on the existence of section line easements along the section lines adjoining the property.
3. Do not have any lots cross city boundary line. You may do all the lots on one plat or as a phased Master Plan.
4. Provide 60' wide rights-of-way minimum. Recommend 120' diameter cul-de-sacs. If using 100' diameter cul-de-sacs, place 10' snow storage easement surrounding the cul-de-sac. Place 15' utility easements adjoining all rights-of-way. Recommend coordinating with utility companies on utility design.
5. Provide current as-built of all improvements, i.e., structures, wells, septic, driveways, etc., including above ground utilities. This may be shown on the plat or as a separate document.
6. Provide Topographic contours on the preliminary plat. Show the proposed subdivision and surrounding area within 50', per MSB 43.15.045(A)(1). Five foot contours required if ground slope is less than 10%; 10 foot contours if ground slope is greater than 10%. Topographic map to be stamped and sealed by a registered land surveyor.
7. Per the Subdivision Construction Manual (SCM D01 Drainage Requirements) a topographic map must show contour levels; drainage swales; proposed drainage routing with necessary easements to show positive drainage (include any changes that may affect adjacent property); culvert calculations and sizing. Drainage from proposed construction activities require an analysis of the development's impact on adjacent and subject property, along with a plan for drainage management and erosion control that describes how runoff mitigation shall occur, on-site and off-site.
8. Provide useable area report with test holes from a civil engineer per MSB 43.20.280. The report must state that there is 10,000 sq ft of useable septic area and 10,000 sq ft useable building area on each lot. Useable building area is not necessary on lots less than 40,000 sq ft and served by municipal water system. Minimum number of test holes is to be determined by the engineer, per MSB 43.20.280 (A)(1)(b)(i).
9. Provide road profile for roads with a grade of 6% or greater per Subdivision Construction Manual (SCM) E01.1.
10. Provide preliminary water system design.
11. Certificate of Plat title report required with preliminary plat submittal. May be obtained from a local title company. Per MSB 43.05.050(B) the report must be current within 120 days of submittal. Report will need to be updated within 90 calendar days of recording, per MSB 43.15.053(E).
12. Provide a notarized Owner's Statement and completed Preliminary Plat Application forms.

13. Once preliminary plat/master plan is submitted with all fees and forms, Platting staff reviews for completeness. Once accepted by staff, public hearing date will be set approximately 45 days from acceptance. A preliminary plat or master plan, once approved by the Platting Board, is valid for 72 months from date of written Notice of Action (NOA) which means petitioner has 72 months to bring the new plat to recordation. The Platting Officer may grant two extensions, not to exceed two year each (MSB 43.15.015(C)(2)). The Platting Board has the authority to grant additional extensions.
14. Postage & advertising cost for public hearing are billed once a hearing date is set. Per MSB 43.10.065, all property owners within 1200' of the parcels will be notified of the public hearing. Notice of Public Hearing is also advertised in the local paper.
15. After Board approval, submit construction cost estimate and request a preconstruction meeting with the Capital Projects Engineer. Once the Engineer has reviewed the cost estimate and the 1% inspection fee is paid, a Notice to Proceed will be issued. Notify Platting in writing 48 hours prior to construction start-up. All road and cul-de-sacs to be centered in the ROW and constructed driving surface (shoulder to shoulder) no wider than the requirement for the class of road. During construction, a licensed civil engineer must inspect the general subdivision construction activities, and final inspection will be done with an Engineer from Capital Projects. Documentation from a civil engineer to state roads used for access and internal circulation conform to current official SCM standards will be required. Obtain city of Palmer road signoff for those roads within the city limits.
16. Roads to be constructed to Palmer city standards within the city's boundary. Construct Borough residential road standards per Subdivision Construction Manual (SCM) within the borough. Per MSB 43.20.055(A)(3) right-of-way (ROW) is at least 60' in width. The city may require the installation of fire hydrants.
17. ADEC final approval to operate will be required prior to plat recordation. Water system as-built will also be required.
18. A signed affidavit from all holders of a beneficial interest is required to be recorded with the plat.
19. Taxes and special assessments must be current prior to recording, per MS 43.15.053(F) and AS 40.15.020.
20. Developers are not to encumber proposed rights-of-way by utility easements unless easement documents contain verbiage to be automatically relinquished upon plat recordation.
21. Recording fees are payable to State of Alaska, DNR.

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.



DEPARTMENT OF COMMUNITY DEVELOPMENT

Sandra Garley
Director

David Meneses
Building Inspector

Beth Skow
Library Director

MEMORANDUM

TO: Paul Hulbert, Chief of Platting
FROM: Kimberly McClure, Planning Technician
DATE: February 24, 2014
SUBJECT: 17N02E06D036 & 17N02E07A017

Inside City Limits

Outside City Limits

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

1. City Manager: No comments received.
2. Building Inspector: IFC 2009 requires 2 access roads, Appendix D-D107.1 (attached). There is only one entrance to subdivision.
3. Community Development: We strongly support the Building Inspector's comments regarding 2 access roads.
4. Fire Chief: See above Building Inspector's comments.
5. Public Works: Will require a utility extension agreement for water main.
6. Planning and Zoning Commission: This pre-application package is scheduled to be reviewed at the March 20 P & Z meeting. Any additional comments will be forwarded.

**SECTION D107
ONE- OR TWO-FAMILY RESIDENTIAL
DEVELOPMENTS**

D107.1 One- or two-family dwelling residential developments. Developments of one- or two-family *dwelling units* where the number of *dwelling units* exceeds 30 shall be provided with separate and *approved* fire apparatus access roads and shall meet the requirements of Section D104.3.

Exceptions:

1. Where there are more than 30 *dwelling units* on a single public or private fire apparatus access road and all *dwelling units* are equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 of the *International Fire Code*, access from two directions shall not be required.
2. The number of *dwelling units* on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the *fire code official*.

**D108
REFERENCED STANDARDS**

ASTM F 2200-05	Standard Specification for Automated Vehicular Gate Construction	D103.5
ICC	IFC-09 International Fire Code	D101.5, D107.1
UL	325-02 Door, Drapery, Gate, Louver, and Window Operators and Systems, with revisions through February 2006	D103.5

Sloan VonGunten

From: Paul Hulbert
Sent: Friday, February 14, 2014 3:19 PM
To: Platting
Subject: RE: Pre-app AK Rim (Joy) 2/25/2014 @ 9:00 ap.m.

RECEIVED

FEB 18 2014

PLATTING

- 60' wide right-of-way, recommend 120' dia. cul-de-sacs
- within Palmer City Limits construct road to their standards, within the borough to SCD standards
- 15' wide utility esmn't adjoining all right-of-way. co-ordinate with utility co. on utility easement design
- test hole logs and useable area report
- COP may require the installation of fire hydrants
- show water piping plan on preliminary plat
- coordinate with COP on plat design prior to submittal of pre-lim. plat to platting
-

From: Sloan VonGunten **On Behalf Of** Platting

Sent: Thursday, February 13, 2014 4:33 PM

To: City of Palmer (kmccclure@palmerak.org); Sandra Garley; Allyssa Davis; Andy Dean; Brad Sworts; Cindy Corey; Debbie Passmore; Elizabeth Weiant; Fran Seager-Boss; Frankie Barker; Heather Ralston; Jennifer Ballinger; Jill Irsik; Lauren Driscoll; Michael Newman; Paul Hulbert; Pierre Stragier; Richard Boothby; Richard Martin; Sheila Armstrong; Susan Lee; Theresa Taranto

Subject: FW: Pre-app AK Rim (Joy) 2/25/2014 @ 9:00 ap.m.

**MATANUSKA-SUSITNA BOROUGH
PLATTING DIVISION
PRE-APPLICATION ROUTING SLIP**

Matanuska - Susitna Borough
Development Services

FEB 21 2014

RECEIVED

RECEIVED

FEB 18 2014

PLATTING

TP

DUE DATE: February 20, 2014
 MEETING DATE: February 25, 2014
 TIME: 9:00 a.m.
 E-MAIL: None
 PETITIONER / #: Alaska Rim - Joy Cypra # 907-745-0222
 OWNER(s) / #: Merit Homes
 SEC/TWP/RNG: SEC 06 & 07, T17N, R02E
 TAX MAP: PA 12
 SUBDIVISION: N/A
 TAX ID: 17N02E07A017 & 17N02E06D036
 REQUEST: Develop the property located south of E. Helen Drive into 1/2 acre parcels to be served by

City of Palmer Water system. Lots within section 6 are currently within the City of Palmer. Lots within section 7 will be outside of the City boundary. May possibly need to do two plats.

SENT PRE-APP PACKET TO:

PLATTING ASST, MARILYN MCGUIRE
 ASSESSMENTS, SHEILA ARMSTRONG
 CULTURAL RESOURCES, FRAN SEAGER-BOSS
 CULTURAL RESOURCES, HEATHER RALSTON
 CULTURAL RESOURCES, RICHARD MARTIN
 CODE COMPLIANCE, THERESA TARANTO
 EM SERVICES, RICHARD BOOTHBY
 LIDS, MICHAEL NEWMAN
 ENVIRONMENTAL PLANNER, FRANKIE BARKER
 O & M DIVISION, JENNIFER BALLINGER

PLATTING OFFICER, PAUL HULBERT
 CAPITAL PROJECTS, CINDY COREY
 ENGINEERING, PIERRE STRAGIER
 ROW COORDINATOR, ANDY DEAN
 COMMUNITY DEVELOPMENT, ELIZABETH WEIANT
 DEVELOPMENT SERVICES, SUSAN LEE
 COMMUNITY DEVELOPMENT, JILL IRSIK
 TRANSPORTATION PLANNER: BRAD SWORTS
 PRE-DESIGN DIVISION, DEBBIE PASSMORE
 PLANNING DIVISION, LAUREN DRISCOLL

COMMENTS:

Open Cases Y or (N) SpUD Y or (N)
See Below
 FIRM # 8135 Zone X
 Comments: A017 located in Core Area
D036 in City of Palmer
 Date: 2/18/14 By: [Signature]

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?	P - yes
MM Check	✓
E-Mail for Comments	

**MATANUSKA-SUSITNA BOROUGH
PLATTING DIVISION
PRE-APPLICATION ROUTING SLIP**

RECEIVED

FEB 19 2014

PLATTING
11

DUE DATE: February 20, 2014
 MEETING DATE: February 25, 2014
 TIME: ~~9:00 a.m.~~ 10:00 a.m.
 E-MAIL: None
 PETITIONER / #: Alaska Rim - Joy Cypra # 907-745-0222
 OWNER(s) / #: Merit Homes
 SEC/TWP/RNG: SEC 06 & 07, T17N, R02E
 TAX MAP: PA 12
 SUBDIVISION: N/A
 TAX ID: 17N02E07A017 & 17N02E06D036
 REQUEST: Develop the property located south of E. Helen Drive into 1/2 acre parcels to be served by

City of Palmer Water system. Lots within section 6 are currently within the City of Palmer. Lots within section 7 will be outside of the City boundary. May possibly need to do two plats.

SENT PRE-APP PACKET TO:

PLATTING ASST, MARILYN MCGUIRE
 ASSESSMENTS, SHEILA ARMSTRONG
 CULTURAL RESOURCES, FRAN SEAGER-BOSS
 CULTURAL RESOURCES, HEATHER RALSTON
 CULTURAL RESOURCES, RICHARD MARTIN
 CODE COMPLIANCE, THERESA TARANTO
 EM SERVICES, RICHARD BOOTHBY
 LIDS, MICHAEL NEWMAN
 ENVIRONMENTAL PLANNER, FRANKIE BARKER
 O & M DIVISION, JENNIFER BALLINGER

PLATTING OFFICER, PAUL HULBERT
 CAPITAL PROJECTS, CINDY COREY
 ENGINEERING, PIERRE STRAGIER
 ROW COORDINATOR, ANDY DEAN
 COMMUNITY DEVELOPMENT, ELIZABETH WEIANT
 DEVELOPMENT SERVICES, SUSAN LEE
 COMMUNITY DEVELOPMENT, JILL IRSIK
 TRANSPORTATION PLANNER: BRAD SWORTS
 PRE-DESIGN DIVISION, DEBBIE PASSMORE
 PLANNING DIVISION, LAUREN DRISCOLL

COMMENTS:

CPD 2014-02-18

- SECTION LINE (EAST) IS PART OF LONG RANGE TRANSPORTATION ROW == HEMMER RD
- 60' ROW, 15' EASEMENTS, 10' SNOW STORAGE @ COS
- KUDO'S TO SHOWING FUTURE TIE-INS! :)
- IF GRADERS 7 6% SUBMIT ROW PROFILE
- VERIFY JACOBIE AREA FOR SEPTIC
- DEFER TO CITY OF PALMER FOR ROWS WITHIN CITY LIMITS

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?	P=yes
MM Check	✓
E-Mail for Comments	

Sloan VonGunten

From: Michael Newman
Sent: Wednesday, February 19, 2014 10:33 AM
To: Platting
Subject: RE: Pre-app AK Rim (Joy) 2/25/2014 @ 9:00 ap.m.

RECEIVED

FEB 19 2014

PLATTING

R

No LIDs on these properties 117N02E07A017 and 117N02E06D036

From: Sloan VonGunten **On Behalf Of** Platting
Sent: Thursday, February 13, 2014 4:33 PM
To: City of Palmer (kmccclure@palmerak.org); Sandra Garley; Allyssa Davis; Andy Dean; Brad Sworts; Cindy Corey; Debbie Passmore; Elizabeth Weiant; Fran Seager-Boss; Frankie Barker; Heather Ralston; Jennifer Ballinger; Jill Irsik; Lauren Driscoll; Michael Newman; Paul Hulbert; Pierre Stragier; Richard Boothby; Richard Martin; Sheila Armstrong; Susan Lee; Theresa Taranto
Subject: FW: Pre-app AK Rim (Joy) 2/25/2014 @ 9:00 ap.m.

Sloan VonGunten

From: Susan Lee
Sent: Tuesday, February 18, 2014 9:42 AM
To: Platting
Subject: RE: Pre-app AK Rim (Joy) 2/25/2014 @ 9:00 ap.m.

No comment.

Susan

Susan Lee
Planner II
Matanuska-Susitna Borough
907-861-7862 (Direct Line)
907-861-7876 (FAX)
PLEASE NOTE NEW DIRECT LINE PHONE NUMBER

RECEIVED

FEB 18 2014

PLATTING

P

From: Sloan VonGunten **On Behalf Of** Platting
Sent: Thursday, February 13, 2014 4:33 PM
To: City of Palmer (kmccclure@palmerak.org); Sandra Garley; Allyssa Davis; Andy Dean; Brad Sworts; Cindy Corey; Debbie Passmore; Elizabeth Weiant; Fran Seager-Boss; Frankie Barker; Heather Ralston; Jennifer Ballinger; Jill Irsik; Lauren Driscoll; Michael Newman; Paul Hulbert; Pierre Stragier; Richard Boothby; Richard Martin; Sheila Armstrong; Susan Lee; Theresa Taranto
Subject: FW: Pre-app AK Rim (Joy) 2/25/2014 @ 9:00 ap.m.



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: 14 January 2014
TO: Sloan VonGunten, Platting Division, Platting
FROM: Richard L Martin, Archaeological Site Supervisor
SUBJECT: Pre-App
TITLE: Alaska Rim-Jay Cypra
LEGAL: SEC 6&7, T17N, R021E SRM
TAX MAP: PA 12

RECEIVED

FEB 12 2014

PLATTING

R

SPECIAL NOTE: NO OBJECTION

Cultural Resources Division staff has reviewed the above application and finds there are no *recorded* sites on said property. 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. Therefore, we have no objection to the proposed Section Line Easement Vacate.

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

(a) A person commits the crime of criminal mischief in the third degree if, having not right to do so or any reasonable ground to believe the person has 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.

**MATANUSKA-SUSITNA BOROUGH
PLATTING DIVISION
PRE-APPLICATION ROUTING SLIP**

DUE DATE: February 20, 2014
 MEETING DATE: February 25, 2014
 TIME: 9:00 a.m.
 E-MAIL: None
 PETITIONER / #: Alaska Rim - Joy Cypra # 907-745-0222
 OWNER(s) / #: Merit Homes
 SEC/TWP/RNG: SEC 06 & 07, T17N, R02E
 TAX MAP: PA 12
 SUBDIVISION: N/A
 TAX ID: 17N02E07A017 & 17N02E06D036

RECEIVED

FEB 18 2014

PLATTING

REQUEST: Develop the property located south of E. Helen Drive into 1/2 acre parcels to be served by City of Palmer Water system. Lots within section 6 are currently within the City of Palmer. Lots within section 7 will be outside of the City boundary. May possibly need to do two plats.

NO

SENT PRE-APP PACKET TO:

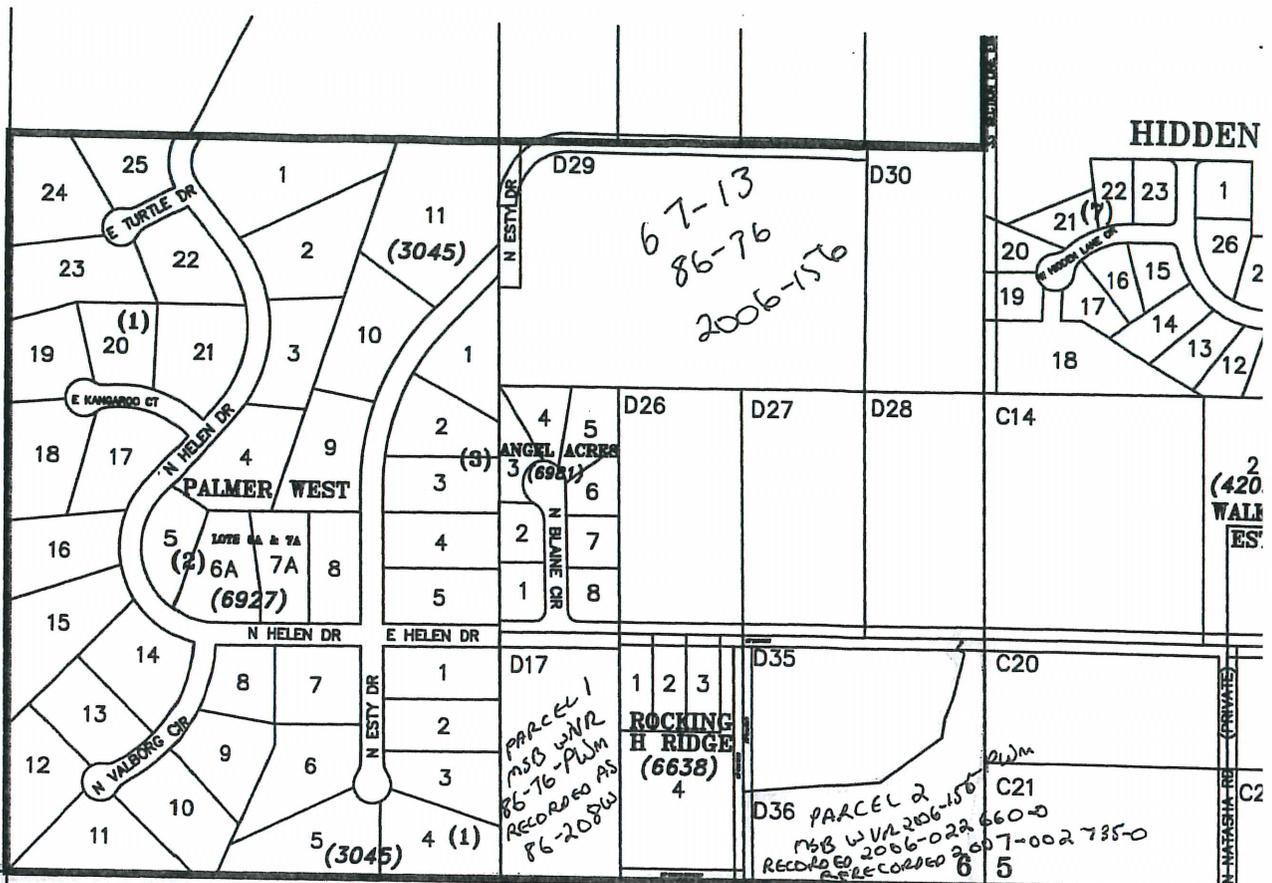
PLATTING ASST, MARILYN MCGUIRE
 ASSESSMENTS, SHEILA ARMSTRONG
 CULTURAL RESOURCES, FRAN SEAGER-BOSS
 CULTURAL RESOURCES, HEATHER RALSTON
 CULTURAL RESOURCES, RICHARD MARTIN
 CODE COMPLIANCE, THERESA TARANTO
 EM SERVICES, RICHARD BOOTHBY
 LIDS, MICHAEL NEWMAN
 ENVIRONMENTAL PLANNER, FRANKIE BARKER
 O & M DIVISION, JENNIFER BALLINGER

PLATTING OFFICER, PAUL HULBERT
 CAPITAL PROJECTS, CINDY COREY
 ENGINEERING, PIERRE STRAGIER
 ROW COORDINATOR, ANDY DEAN
 COMMUNITY DEVELOPMENT, ELIZABETH WEIANT
 DEVELOPMENT SERVICES, SUSAN LEE
 COMMUNITY DEVELOPMENT, JILL IRSIK
 TRANSPORTATION PLANNER: BRAD SWORTS
 PRE-DESIGN DIVISION, DEBBIE PASSMORE
 PLANNING DIVISION, LAUREN DRISCOLL

COMMENTS:

no problem —

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 ?	<i>no</i>
Cartograph Sheet	✓
CITY P/W/H?	<i>P=yes</i>
MM Check	✓
E-Mail for Comments	



67-13
86-76
2006-156

PARCEL 1
MSB WVR
86-76-PLUM
RECORDED AS
86-208W

ROCKING
H RIDGE
(6638)
4

D36 PARCEL 2
MSB WVR 2006-156
RECORDED 2006-022 660-0
PRECORDED 86-7-002 735-0

~~PARCEL~~
MSB WVR 72-30
UNRECORDED

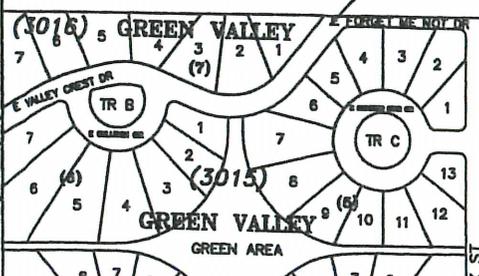
PARCEL
MSB VARIANCE
VR 67-13
UNRECORDED

MSB WVR 71-75
UNRECORDED

MSB WVR 71-75
UNRECORDED

ESTATES

MACHETANZ RIDGE



PALMER CHURCH

Pre-Application Conference Request

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

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

ALASKA RIM ENG, INC. / Joy Cypria, P.M.
9131 E. FRONTAGE RD.
PALMER, AK 99645
P.H: (907) 745-0222

MERIT HOMES
1920 W. DIAMOND BLVD. STE.
ANCH., AK 99515

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.):
TAX PARCEL 17NO2E07A017 AND 17NO2E06D036
- 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.:
 - TO DEVELOP THE PROPERTY LOCATED SOUTH OF E. HELEN DR. INTO 1/2 ACRE PARCELS TO BE SERVED BY CITY OF PALMER WATER SYSTEM.
 - LOTS WITHIN SEC. 6 ARE CURRENTLY WITHIN THE CITY OF PALMER. LOTS WITHIN SEC. 7 WILL BE OUTSIDE OF THE CITY BOUNDARY. MAY POSSIBLY NEED TO DO TWO PLATS.
 - NEED TO KNOW THE DEVELOPMENT STANDARDS.

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:

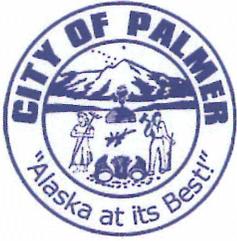
2/25/14 9AM

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



CA24 NE
mat24SW



**CITY OF PALMER
PLANNING & ZONING COMMISSION
INFORMATION MEMORANDUM 14-006**

SUBJECT: Tax Parcel C9, Section 18, Township 17 North, Range 2 East, Seward Meridian

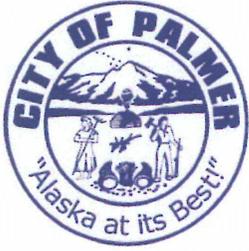
AGENDA OF: March 20, 2014

ACTION: Review and comment

Attachment(s): 1) Memorandum
2) Pre-application package from MSB Platting Division

Summary: The request is to create 2 lots for development from Tax Parcel C9, Section 18, Township 17 North, Range 2 East, Seward Meridian, located outside Palmer city limits.

Recommendation: The staff comments regarding the pre-application packet are attached.



MEMORANDUM

TO: Paul Hulbert, Chief of Platting
FROM: Kimberly McClure, Planning Technician
DATE: March 21, 2014
SUBJECT: Tax Parcel C9, Section 18, Township 17 North, Range 2 East,
Seward Meridian

Inside City Limits

Outside City Limits

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: No changes necessary.
3. Community Development: Tax Parcel C9 would be divided into 2 large 2.25 acre lots with access appearing to be from South Glenn Highway.
4. Fire Chief: No changes necessary.
5. Public Works: No objection.
6. Planning and Zoning Commission: The pre-application package is scheduled to have a preliminary review at the March 20 P & Z meeting. Any additional comments will follow.

**MATANUSKA-SUSITNA BOROUGH
PLATTING DIVISION
PRE-APPLICATION ROUTING SLIP**

DUE DATE: **January 22, 2014**
 MEETING DATE: January 27, 2014
 TIME: **9:00 a.m.**
 E-MAIL: No
 PETITIONER / #: **William Kerlake # 907-632-2770**
 OWNER(s) / #: Granite Construction Co.
 SEC/TWP/RNG: SEC 18, T17N, R02E
 TAX MAP: **PA 12**
 SUBDIVISION: N/A
 TAX ID: 17N02E18C009
 REQUEST: Create 2 lots for development from parcel C9.

Received
JAN 27 2014
City of Palmer

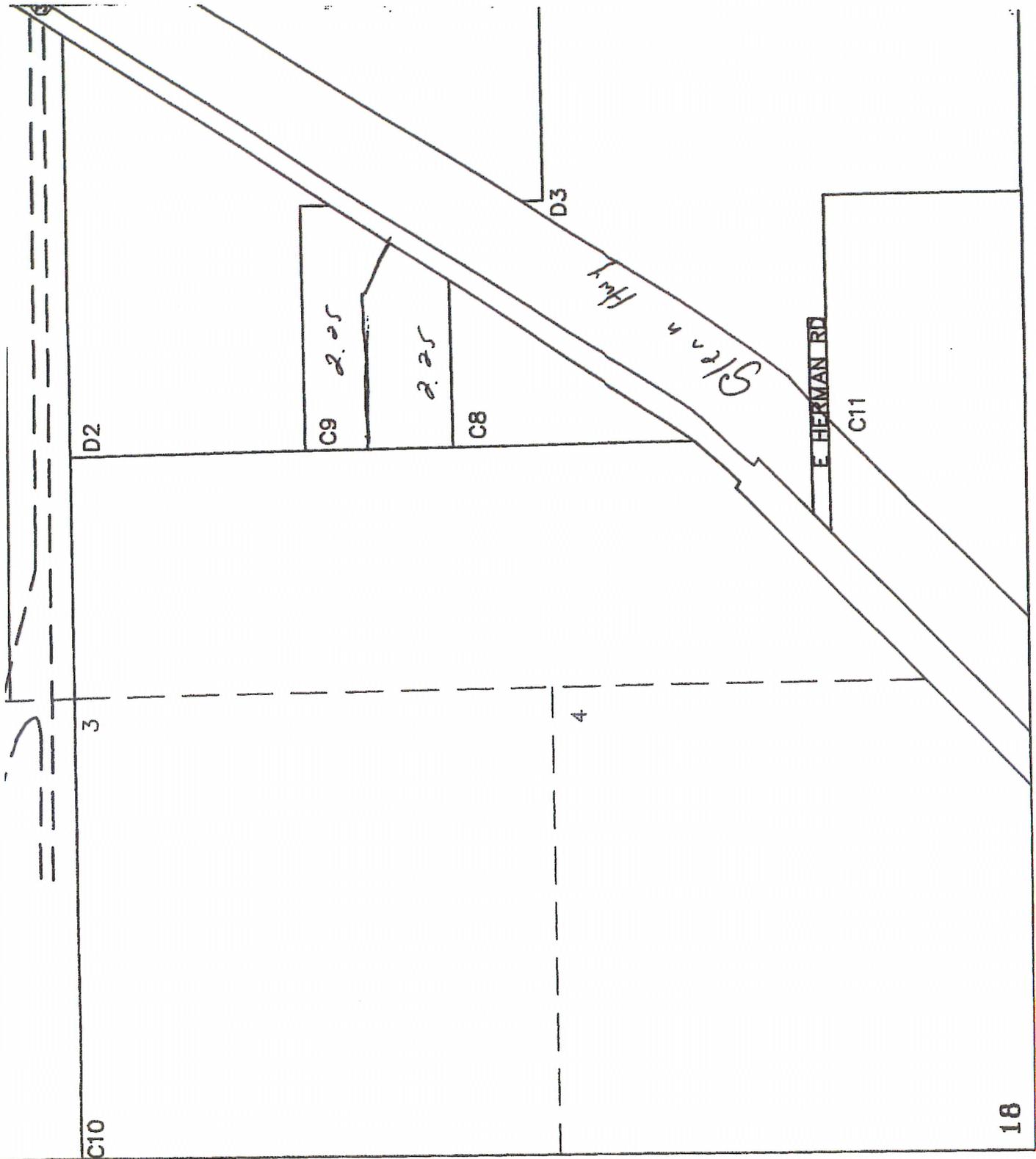
SENT PRE-APP PACKET TO:

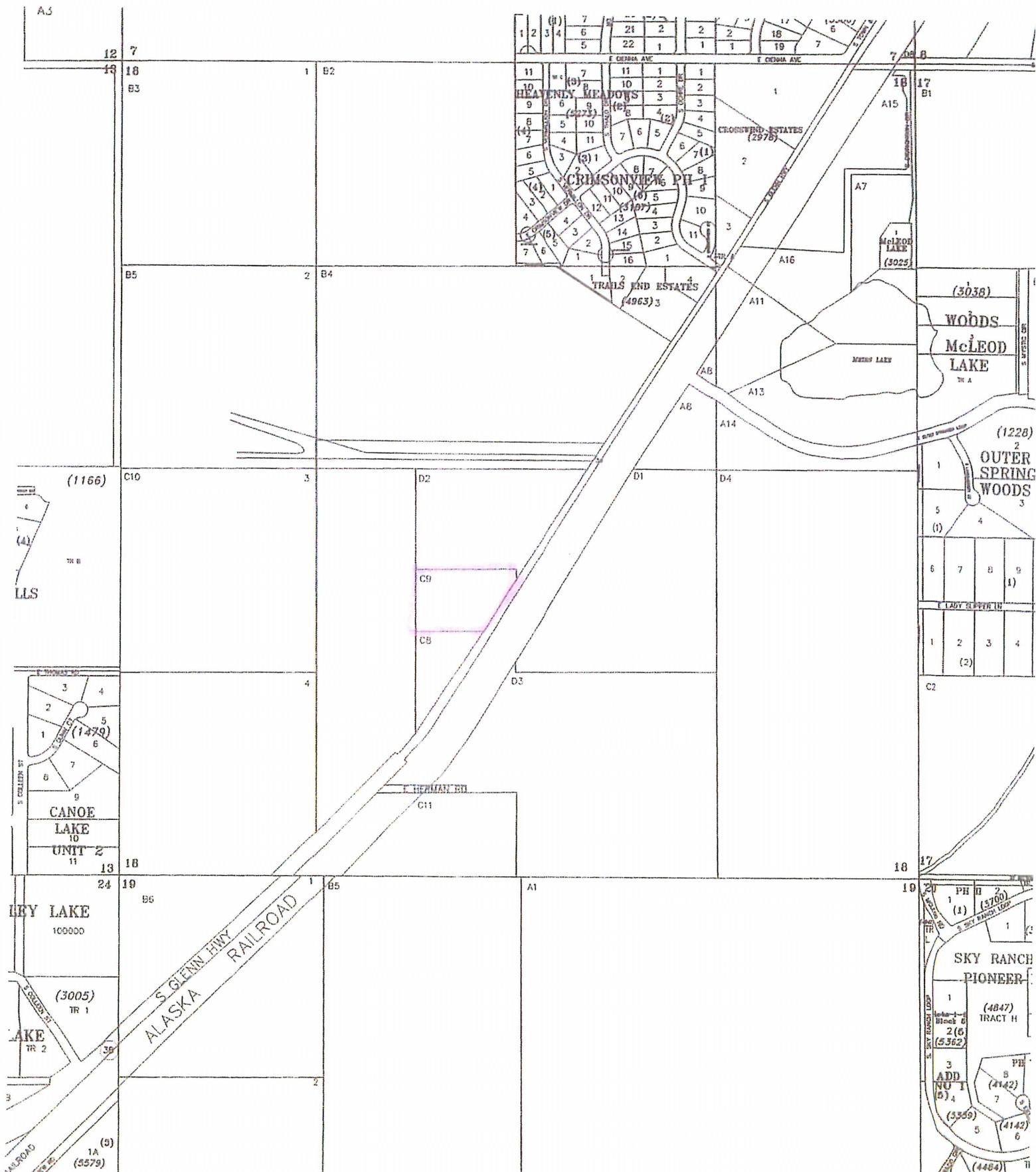
PLATTING ASST. **MARILYN MCGUIRE**
 ASSESSMENTS, **SHEILA ARMSTRONG**
 CULTURAL RESOURCES, **FRAN SEAGER-BOSS**
 CULTURAL RESOURCES, **HEATHER RALSTON**
 CULTURAL RESOURCES, **RICHARD MARTIN**
 CODE COMPLIANCE, **THERESA TARANTO**
 EM SERVICES, **RICHARD BOOTHBY**
 LIDS, **MICHAEL NEWMAN**
 ENVIRONMENTAL PLANNER, **FRANKIE BARKER**
 O & M DIVISION, **JENNIFER BALLINGER**

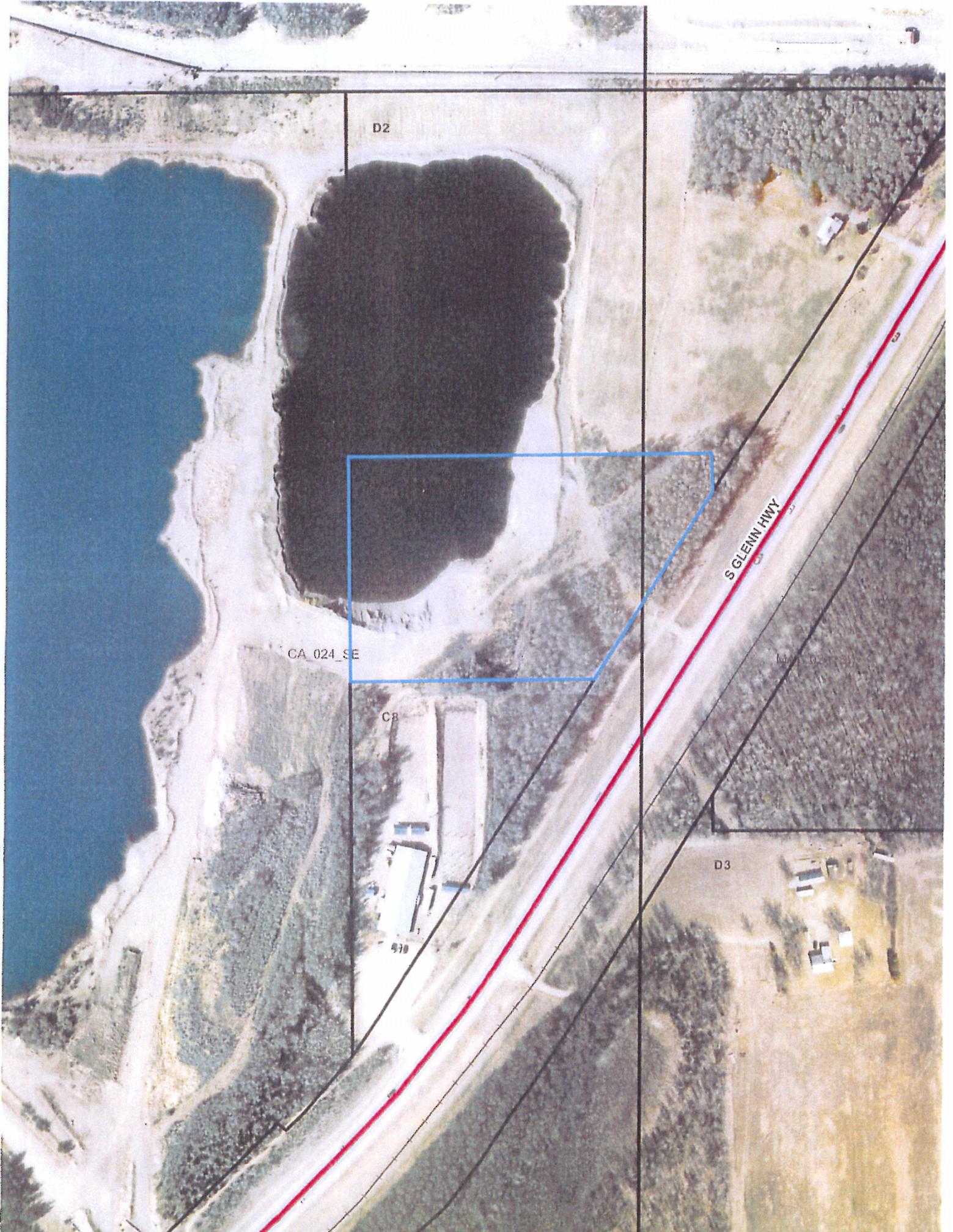
PLATTING OFFICER, **PAUL HULBERT**
 CAPITAL PROJECTS, **CINDY COREY**
 ENGINEERING, **PIERRE STRAGIER**
 ROW COORDINATOR, **ANDY DEAN**
 COMMUNITY DEVELOPMENT, **ELIZABETH WEIANT**
 DEVELOPMENT SERVICES, **SUSAN LEE**
 COMMUNITY DEVELOPMENT, **JILL IRSIK**
 TRANSPORTATION PLANNER: **BRAD SWORTS**
 PRE-DESIGN DIVISION, **DEBBIE PASSMORE**
 PLANNING DIVISION, **LAUREN DRISCOLL**

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 ?	yes
Cartograph Sheet	✓
CITY P/W/H?	no
MM Check	✓
E-Mail for Comments	







D2

CA_024_SE

CB

S GLENN HWY

D3



Staff Report



**CITY OF PALMER
PLANNING & ZONING COMMISSION
INFORMATION MEMORANDUM 14-007**

SUBJECT: Conditional Use Permit for Tract G-2, Palmer Industrial Park, located within Section 5, Township 17 North, Range 2 East **and** Conditional Use Permit for Lot 2, Alaska State Fair 2010, located within Section 8, Township 17 North, Range 2 East, Seward Meridian.

AGENDA OF: March 20, 2014

ACTION: No action required - for informational purposes only

Attachment(s): None

Summary: On January 17, 2014, David Larson, Lead Project Manager of Precision Power sent me a email regarding the conditional use permit issued on July 26, 2011 for construction and operation of a 50 MW gas-fired co-generation power plant to be located on Lot 2A, Air Liquide Industrial Park (out of Tract G-2, Palmer Industrial Park). He stated the project has been cancelled and the permit is no longer needed.

On January 31, 2014, Ray Ritari, authorized representative of Alaska State Fair Inc. sent me an email regarding the conditional use permit issued on January 26, 2011 for construction and operation of a 50 MW gas-fired co-generation power plant to be located on Lot 2, Alaska State Fair 2010. He stated the Alaska State Fair has no plans in the near or long term to develop a natural gas fired co-generation plant on the Fairgrounds and do not foresee that the CUP will be required for this development.

Recommendation: These 2 conditional use permit files will be closed per applicant's request and noted on the annual review CUP log.