



City of Palmer

Planning and Zoning Commission Packet

May 15, 2014



PLANNING & ZONING COMMISSION
REGULAR MEETING
7 PM, THURSDAY, MAY 15, 2014
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org



CHAIRMAN MIKE MADAR
VICE CHAIRMAN MICHAEL KIRCHER
COMMISSIONER DAN LUCAS
COMMISSIONER WILLIAM KERSLAKE, SR.
COMMISSIONER DAVID PETTY

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- Page 5 E. Minutes of Previous Meetings
 - 1. Regular Meeting of April 17, 2014
- F. Persons to be Heard
- G. Public Hearings
- Page 11 H. Unfinished Business
 - 1. Continue discussion of the Central Business District
- I. New Business
- Page 15 J. Plat Reviews
 - 1. IM 14-009 Plat Review - To divide Tract 3 and Tract 5 of Kopperud Subdivision into three Lots and one Tract, located outside Palmer city limits.
- K. Public Comments
- L. Staff Report
- M. Commissioner Comments
- N. Adjournment



Minutes

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, APRIL 17, 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 Chairman Madar at 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were:

Michael W. Madar, Chairman
Michael Kircher, Vice Chairman
Dan Lucas, Commissioner
William Kerslake, Sr., Commissioner
David Petty, Commissioner

Also present were:

Sandra S. Garley, Community Development Director
Kimberly A. McClure, Planning and Code Compliance Technician
Pam Whitehead, Recording Secretary

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 March 20, 2014 Regular Meeting were approved as presented.

F. PERSONS TO BE HEARD: There were no persons to be heard.

G. PUBLIC HEARING(S): There were no public hearings.

H. UNFINISHED BUSINESS:

1. Continue Discussion of Central Business District.

Ms. Garley explained the updates and notations inserted into the Central Business District worksheet per commissioner comments from the meeting of March 20. In addition, she explained the notebook containing CBD Maps and Background Information which has been provided for the commissioners' use and to keep all the information together as work on the CBD progresses.

Commissioner Kircher moved, seconded by **Commissioner Kerslake**, to enter Committee of the Whole to continue general discussion of the Central Business District.

VOTE ON MOTION: Carried Unanimously.

[The Commission entered Committee of the Whole at 7:10 p.m.]

While in Committee of the Whole, the commission continued discussion at length on CBD intent, boundaries, setbacks, permitted uses, conditional uses, definitions, and parking. Members of the audience were invited to participate. Chris Herberger/REM Data and Lorie Koppenberg/Vagabond Blues contributed to the discussion. Commissioner Kerslake expressed appreciation for their attendance and participation.

[Upon declaration by the Chairman Madar, the Commission exited Committee of the Whole at 8:50 p.m.]

I. NEW BUSINESS: There was no New Business.

J. PLAT REVIEWS:

1. **IM 14-008** Preliminary Plat Review – To create 34 lots and 1 tract from Tract B, Hidden Ranch Phase III, located inside Palmer city limits.

Mr. Garley explained the stated request noting that the lots are 20,000 sf and served by City water and septic, located inside the city limits of Palmer. Comments noted by Community Development were that this property is zoned R-1E, that the minimum lot area requirements pursuant to PMC 17.52.080 have been met, that access for the proposed subdivision will be from North Esty Drive with a secondary access from East Hidden Ranch Loop. Comments by the Fire Chief were that the required minimum cul-de-sac radius is 60' and it appears that the plat shows it at 50', and that the temporary cul-de-sac to be located at the west end of North Esty needs be shown on the proposed plat. [See packet p. 21 for Community Development-recommended options that were discussed with the developer].

Questions of staff and discussion ensued regarding code and subdivision requirements. It was noted that a subdivision waiver to curb and gutter had been granted by the city council several years ago. Commissioner comments/recommendations included:

- For safety reasons, children need to be able to move through a neighborhood without having to go into the street; provide sidewalks; also, trails along the back of the lots;
- 60' street should be required;
- Reduce number of lots by one in favor of a 60' roadway;
- For safety reasons, provide street lights – it will be a residential neighborhood with tons of kids and it's dark for six months out of the year;
- 60' radius cul-de-sac at a minimum should be required;

- Provide places for snow removal.

Further discussion continued regarding R-1 versus R-1E and variance requirements. Ms. Garley will pass on the commission's questions and comments.

K. PUBLIC COMMENTS: There were no public comments.

L. STAFF REPORT:

Ms. Garley reported on:

- Conditional Use Permits for the two gas-fired cogeneration power plants at the Fairgrounds; the City has been notified by the project manager that the project has been cancelled and the permits are no longer needed. Notations will be made in the permit files and officially closed at the time of the annual October review.

M. COMMISSIONER COMMENTS:

There were no additional commissioner comments.

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:19 p.m.

Michael W. Madar, Chairman

Kimberly A. McClure
Planning and Code Compliance Technician



Unfinished Business



Please refer to and remember to bring your Central Business District Maps and Background Information binder to the May 15 Planning and Zoning meeting.



Plat Reviews



**CITY OF PALMER
PLANNING & ZONING COMMISSION
INFORMATION MEMORANDUM 14-009**

SUBJECT: Tracts 3 & 5 Kopperud

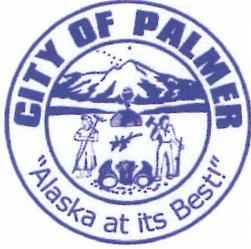
AGENDA OF: May 15, 2014

ACTION: Review and comment

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

Summary: The request is to divide Tract 3 and Tract 5 of Kopperud Subdivision into three lots and one tract, located outside Palmer city limits.

Recommendation: The staff comments regarding the pre-application packet are 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: 5-9-14
SUBJECT: Tracts 3 & 5, Kopperud

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: No changes necessary.
3. Community Development: The property is located outside city limits. Access is from E. Moore Road, E. Drift Lane and for proposed lots 1 & 2, common access onto S. Glenn Highway, according the Borough. The proposed lots and tract are adequate in size. Property is adjacent to Commercial General property on the east side of Tract 5 and adjacent to Industrial to the north side of Tract 3 and 5.
4. Fire Chief: No changes necessary.
5. Public Works: Outside city, but FYI, current DOT & PF plans for the Glenn Highway Reconstruction call for acquisition of about a 120 foot ROW take along the property's east boundary (see attached map).
6. Planning and Zoning Commission: This plat is scheduled to be reviewed at the May 15 P & Z meeting, any additional comments will be forwarded.

A00

MATANUSKA-SUSITNA BOROUGH
PLATTING DIVISION
PRE-APPLICATION ROUTING SLIP

DUE DATE: May 9, 2014
MEETING DATE: May 16, 2014
TIME: 2:00 p.m.
E-MAIL: None
PETITIONER / #: Alex Kopperud 982-1469
OWNER(s) / #: Noel Kopperud
SEC/TWP/RNG: SEC 08, T17N, R02W
TAX MAP: PA 12
SUBDIVISION: KOPPERUD SUBDIVISION
TAX ID: 55127000T003 & T005
REQUEST:

Received

APR 28 2014

City of Palmer

Divide Tract 3 and Tract 5 of Kopperud Subdivision into three lots and one tract. Access is from E. Moore Road, E. Drift Lane, and for proposed Lots 1 and 2, common access onto S. Glenn Highway at common lot line.

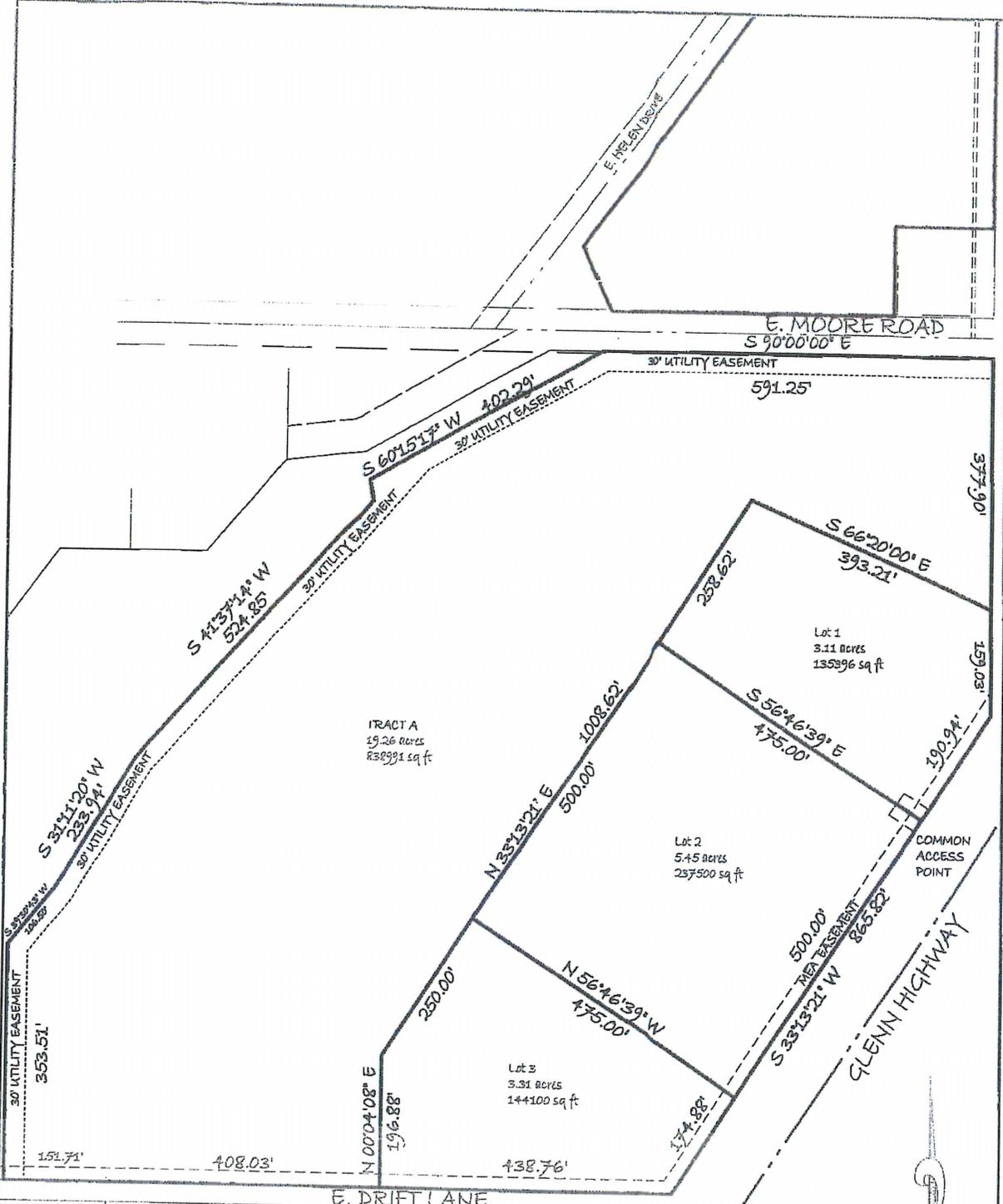
SENT PRE-APP PACKET TO:

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, FIZZ LEOPOLD
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

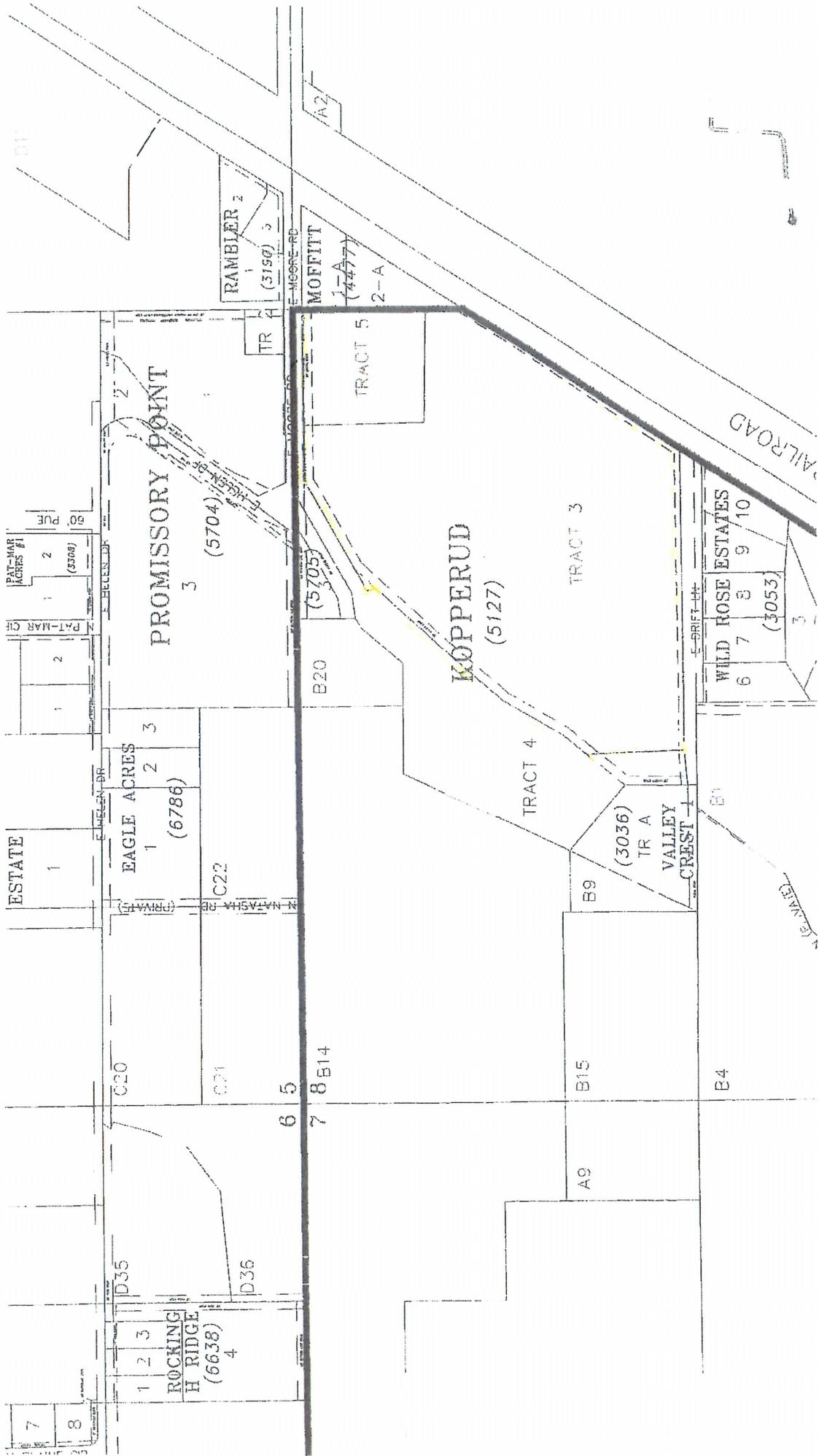
COMMENTS:

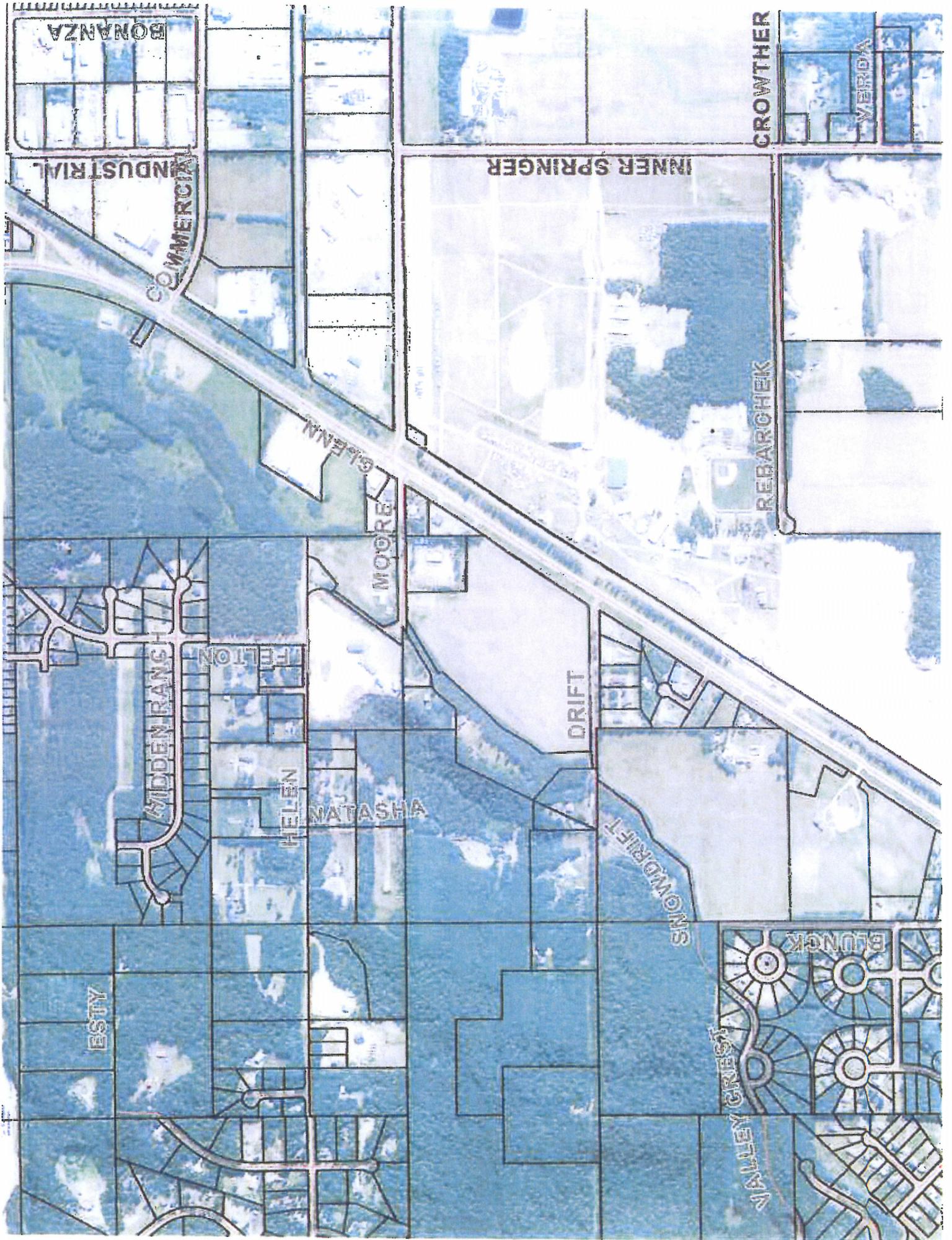
| PRE-APP CHECK LIST. | |
|------------------------|----------|
| TASK | COMPLETE |
| Collect \$25 / Receipt | ✓ |
| Collect Map | ✓ |
| Collect Application | ✓ |
| Schedule Date | ✓ |
| Apt. Sheet to Customer | ✓ |
| Summary (2 Sheets) | |
| *Govern | ✓ |
| *My Property | ✓ |
| GIS Tax Map | ✓ |
| Aerial Map | ✓ |
| SOA Road ? | Yes |
| Cartograph Sheet | ✓ |
| CITY P/W/H? | Palmer |
| MM Check | ✓ |
| E-Mail for Comments | |



APPLICANT: NOEL KOPPERUD
 LEGAL: KOPPERUD SUBDIVISION
 TRACTS 3 & 5
 TAX MAP: PA12







Pre-Application Conference Request

Name, phone # and address of requestor(s):
NOEL KOPPERUD – P.O. BOX 4470, PALMER, AK. 99645
CONTACT: ALEX KOPPERUD – 982-1469

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

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.):
3. TRACTS 3 & 5, KOPPERUD SUBDIVISION
4. Basic dimensions of the lots to be created, the road to be built, the area to be vacated, etc.
5. Existing rights of way shown with names.
6. 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.
7. If creating a street or road: proposed rights of way shown.
8. 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.:

SUBDIVISION -----

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:

May 16th, Fri., @ 2pm

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
4/23/14
RMS