

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, OCTOBER 17, 2013
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 Chairman Madar and Commissioners Prosser, Kircher, Lucas, and Kerslake. Commissioner Campbell was not in attendance/excused. Also present were Sandra Garley, Community Development Director, Kimberly McClure, Planning and Code Compliance Technician, and 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 September 19, 2013 Regular Meeting were approved as presented.

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

G. PUBLIC HEARING:

1. Resolution 13-009: A Resolution of the Palmer Planning and Zoning Commission Approving a Conditional Use Permit for a Charter School to be Developed on a Lot Located in the R-1E Single-family Residential Estate Zoning District (pending) at 12251 East Helen Drive on Tax Parcel C10, in Section 5, Township 17 North, Range 2 East, Seward Meridian, Alaska (STAFF IS RECOMMENDING POSTPONEMENT UNTIL AFTER CITY COUNCIL HAS TAKEN FINAL ACTION ON REZONE REQUEST INVOLVING THIS PROPERTY).

Ms. Garley directed attention to her memo at page 11 of the packet, summarizing the history of the rezoning requests related to this parcel. She reported that final action by the City Council is still pending, that questions were raised by the City Attorney as to some of the findings and that public hearing on the matter is currently scheduled for the October 22, 2013 council meeting. Staff recommends postponing the review of Resolution 13-009 regarding the conditional use permit until after City Council has made a decision regarding Resolution 13-008 for the rezone from R-1 to R-1E.

Chairman Madar offered the applicant, who was present in the audience, an opportunity to speak to the matter. He had no comment at this time.

Commissioner Kircher moved, seconded by **Commissioner Prosser** to postpone action on the conditional use permit until after City Council has made a decision on the rezone request on the parcel from R-1 to R-1E.

Vote on Motion: Carried Unanimously.

H. UNFINISHED BUSINESS: There was no unfinished business.

I. NEW BUSINESS:

1. Annual Review of Conditional Use Permits.

Ms. Garley directed attention to the packet, beginning at page 47, listing Active Conditional Use Permits as of October 17, 2013 and the status of each as to compliance.

Commissioner Kircher inquired of staff as to procedure for removal from the active list if the conditions of the permit have been met.

Commissioner Kerlake moved, seconded by **Commissioner Prosser**, to enter into committee of the whole. There were no objections.

[The commission entered committee of the whole at 7:10 p.m.; exited at 7:22 p.m.]

While in committee of the whole the commission reviewed and had questions on several of the CUPs discussing status and compliance.

2. IM 13-027 Review site plan for proposed courthouse expansion for JS Trooper office space and sallyport located on Lot 1A, Deneke Park.

Ms. Garley reported that the courthouse is located in the P-Public District and the proposed expansion will allow additional Judicial Services Trooper office space, additional holding cells and a larger Sallyport. The proposed parking will be sufficient to meet the minimum parking requirements and the lot area and width both exceed the minimum requirements. Staff recommends approval of the proposed courthouse expansion.

Upon review of the submitted documents, the commission had no additional comment or questions.

Commissioner Kerlake moved, seconded by **Commissioner Prosser**, for approval the proposed courthouse expansion.

Vote on Motion: Carried Unanimously.

3. Discussion of Central Business District.

Ms. Garley gave a staff report directing attention to the packet containing information and minutes of previous meetings when discussion of a CBD first began in 2010, including a draft ordinance recommending an expanded boundary. The purpose of discussion tonight is to renew discussions and determine what the commission needs to do differently to encourage more high quality growth in the Central Business District and develop ideas that would engage the city council moving forward, including adding it to the agenda of the next joint meeting in January, 2014.

Commissioner Madar moved, seconded by **Commissioner Prosser**, to enter into Committee of the Whole for open discussion on the matter. There were no objections.

[The commission entered Committee of the Whole at 7:26 p.m.; exited at 8:00 p.m.]

While in committee of the whole, the commission discussed what other communities have done to revive downtown business districts, parking solutions, city/business partnerships, among others, including status of the Mat-Maid properties. Commissioners should think about ideas for the next meeting.

J. PLAT REVIEWS:

1. IM 13-026 To divide Parcel C-2 of MSB Waiver 96-38-PWm into three lots and one tract to be known as Zastrow Acres, also known as Tax Parcel D20 in Section 17, Township 18 North, Range 2 East, Seward Meridian, located outside Palmer city limits.

Ms. Garley gave a staff report. The request is to divide the parcel into three lots and one tract, to be known as Zastrow Acres, containing 10.57 acres more or less. The Alaska Department of Transportation claims prescriptive rights for the Farm Loop right-of-way extending to the back of the existing ditch, which is shown on the plat. See vicinity map on page 144 of the packet. City staff had no recommended changes.

Following review, the commission had no additional comments.

K. PUBLIC COMMENTS: There were no public comments.

L. STAFF REPORT: Ms. Garley reported:

- Status of Mat-maid (reported during CBD discussion);
- Status of Pioneer Square on the market for sale; DOT is moving forward with upgrades on Dogwood to Felton which should be appealing to potential buyers.

M. COMMISSIONER COMMENTS:

Commissioner Lucas had no comment.

Commissioner Kircher:

- Reiterated his previous complaints about the voluminous amount of paper in the monthly packets plus the costs of mailing; noted preference for the "paperless

office concept"; that he would prefer to just have it sent to him electronically.

Commissioner Prosser:

- Commented with great regret that this will be his last meeting, having recently purchased property off Farm Loop Road which is beyond the allowed residency requirement. He plans on attending as many meetings as he can, however, and making use of the allowed three minutes on any of the topics;
- Emphasized his love for Palmer and wants to see it grow; has plans to retire here;
- Encouraged the commission to strongly push City Council, especially now that it will be down to five members, to accept its resolution to extend the boundary for two members to reside in close proximity to or within the city's proposed annexation area; that it's better to have an added voice than an empty seat.

Commissioner Kerlake:

- Commented that it is good to be back.

Chairman Madar:

- Reported on his attendance at the most recent meeting of the Airport Advisory Commission concerning airport zoning districts;
- Extended great appreciation for Commissioner Prosser's service on the commission.

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:07 p.m.

Michael W. Madar, Chairman

Kimberly A. McClure
Planning and Code Compliance Technician