City of Palmer

Planning and Zoning Commission Packet

October 20, 2016

PLANNING & ZONING COMMISSION
REGULAR MEETING
7 PM, THURSDAY, OCTOBER 20, 2016
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org

CHAIRMAN DAN LUCAS
VICE CHAIRMAN DAVID PETTY
COMMISSIONER WILLIAM KERSLAKE, SR.
COMMISSIONER MICHAEL KIRCHER
COMMISSIONER MERRY MAXWELL
COMMISSIONER DOUGLAS CRUTHERS
COMMISSIONER DAVID FULLER

AGENDA

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Approval of Agenda

E. Minutes of Previous Meetings
   1. Regular Meeting of September 15, 2016

F. Persons to be Heard

G. Public Hearings

H. Unfinished Business

I. New Business
   1. Annual Review of Conditional Use Permits

J. Plat Reviews
   1. IM 16-016: Pre-Application Plat Review: The request is to create a 2 to 4-lot subdivision from Parcel 2, MSB Waiver 95-60-PWm recorded at Book 833, Page 82, containing 7.31 acres, shown as Tax Parcel B18 in Section 5, Township 17 North, Range 2 East, Seward Meridian, 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, SEPTEMBER 15, 2016
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 Lucas at 7:00 p.m.

B. ROLL CALL:
Present and constituting a quorum were Commissioners:
Dan Lucas, Chairman
David Petty, Vice Chairman
William Kerslake, Sr.
Michael Kircher
Merry Maxwell
Douglas Cruthers
David Fuller
Also present were:
Sandra S. Garley, Community Development Director
Nathan Wallace, City Manager
Kimberly A. McClure, Planning and Code Compliance Technician
Pam Whitehead, Recording Secretary

C. PLEDGE OF ALLEGIANCE: led by Commissioner Petty.

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

E. MINUTES OF PREVIOUS MEETING:
The Minutes of the **August 18, 2016** Regular Meeting were approved as presented.

F. PERSONS TO BE HEARD:
There were no audience members wishing to speak on a topic not on the agenda.

G. PUBLIC HEARINGS: There were no public hearings.

H. UNFINISHED BUSINESS:

1. Review and approve changes to Ordinance No. 16-0xx amending Palmer Municipal Code Chapter 17.57 AG-Agricultural District to add 17.57.015 Definitions to include Small Agricultural Event Center; and amending Chapter 17.57.040 Conditional uses to delete Commercial Recreational Facilities and add Small Agricultural Event Center as a separate listed conditional use in the AG-Agricultural district to be listed as

17.57.040(O).

Staff Report: Director Garley reported that this item was discussed and postponed from the previous meeting to allow staff to make recommended changes. Those changes are brought before the Commission in the proposed ordinance for further review and approval. The two Commission-recommended changes were: 1) 17.57.015 Definitions: "Small Agricultural Event Center" means a facility located on agriculturally zoned land of ten (10) acres or larger that provides a facility for any type of indoor social gathering and consisting of multipurpose meeting and/or recreational facilities, typically consisting of one or more meeting or multipurpose rooms, commercial kitchen, and adequate bathroom facilities, that are available for use by various private groups for activities such as meetings, parties, receptions, and dances; and 2) 17.57.040 Conditional uses, striking "commercial recreational facilities" listed in subsection G and adding subsection O, Small Agricultural Event Center. If the Commission approves, it should move it forward to the City Council for consideration and adoption.

Chairman Lucas suspended the rules to allow a member of the audience to speak to the matter. There were no objections.

Cecilia Matlock, owner of agricultural property, testified that in the City of Palmer, agriculture is defined as five acres minimum; noted that the new proposal defines a minimum of ten acres or more. She asked that the Commission reconsider the 10 acres back to five, noting that there are very few 10-acre parcels left. Also, there is an events center doing the same thing that she wants to do which just opened across the street from her that is on property less than three acres. She requested defining the agricultural land minimum at five acres or allow her to qualify for a conditional use because she has two 5-acre parcels next to each other.

The Commission returned to regular rules.

Discussion:
Commissioner Cruthers commented that the biggest concerns were noise and traffic; that specific reasonable conditions could be imposed to mitigate the noise generated by music and traffic and that if owner failed to comply, the conditional use would be revoked or placed in jeopardy. He also advocated a setback of at least 150' from the property lines and that a 3-year probation period for compliance with the conditions be imposed.

Commissioner Kerslake pointed out regarding the five acres versus ten acres that it is more about location of the building from the property line.

Commissioner Maxwell agreed if a condition could be placed that the building must be so many feet from the property line.

Commissioner Fuller also agreed with Commissioner Kerslake; that this would promote a new venue or business potential coming to Palmer; regarding noise, he doesn't think it

will be an issue if it follows the same protocols that are already required by city ordinances. These same protocols could be stated as conditions in a conditional use permit.

Chairman Lucas thinks that the potential restrictions of the CUP would be adequate and he would not be opposed to reducing the minimum to five acres.

Commissioner Kircher spoke in favor of performance oriented standards to allow flexibility; pointed out that this allows a business to come in that will not only add to the community but try to do something a little bit different.

Commissioner Cruthers moved, seconded by **Commissioner Maxwell**, for approval of Ordinance No. 16-0xx and move it forward to the City Council for consideration and adoption.

Amendment No. 1:
Commissioner Fuller moved, seconded by **Commissioner Cruthers**, to amend the main motion to reduce the 10-acre limitation to a 5-acre limitation.

Roll Call Vote on Amendment No. 1: Carried Unanimously.
[Fuller, Cruthers, Maxwell, Kircher, Kerslake, Petty, Lucas]

Roll Call Vote on Main Motion as Amended: Carried Unanimously.
[Fuller, Cruthers, Maxwell, Kircher, Kerslake, Petty, Lucas]

I. NEW BUSINESS:

1. Discussion of Appropriate Zoning District for Retail Businesses Selling Marijuana Accessories (Postponed from August 18, 2016 meeting).

Director Garley explained that this matter comes to the Commission from the City Council to advise whether it would be necessary to amend the current zoning code to include a retail business selling marijuana accessories as a conditional use within the city limits of Palmer.

Chairman Lucas suspended the rules to allow a member of the audience to speak to the matter. There were no objections.

Alla Segalevich, owner of Light it Up, a retail store in Palmer, spoke to the Commission pointing out that all the head shops have been operating as tobacco use only. Her State licensing states: trade tobacco retail. She sells pipes and accessories only; emphasized that she does not sell marijuana, and would not, even if she could. She was here to answer any questions about her business that the Commission may have.

There being no other audience members wishing to speak to the issue, the Commission

returned to normal rules.

Following discussion, it was the consensus of the Commission that a retail business selling marijuana accessories fits within the existing retail store definition and that no further definition should be required; that all necessary commercial code regulations are currently in place. Commissioner Kircher made the analogy that "any store that sells wine glasses or beer mugs should be able to sell accessories for marijuana, considering that alcohol has done so much damage to our society and marijuana has not, thus far; it is just a retail store."

Commissioner Cruthers moved, seconded by **Commissioner Fuller**, to direct staff to prepare a memo from the Planning and Zoning Commission to the City Council advising that following review, it is of the opinion that all necessary code regulations are currently in place and that no further definition should be required.

VOTE ON MOTION: Carried Unanimously.
[Cruthers, Fuller, Maxwell, Kircher, Kerslake, Petty, Lucas]

J. PLAT REVIEWS:

1. **IM 16-014:** Preliminary Plat Review: The request is to create a 2 lot subdivision from Tract 4, Kopperud Subdivision, located outside Palmer City Limits.

Director Garley called attention to City staff comments in the packet by Community Development and Public Works (including attached As-built drawing dated 2007) stating the segregated 33,600 square foot lot is bounded on three sides by City of Palmer 18" water main; that it may be difficult or impossible to maintain minimum ADEC sewer and water separation distance requirements if a building or a house were to be constructed on this lot.

Following review and brief discussion, the Commission had no additional comment.

2. **IM 16-015:** Abbreviated Plat Review: The request is to divide Tract A-1, Cedar Hills Unit 2 Phase 1 into three proposed tracts to follow the Master Plan phase lines, located inside Palmer city limits.

Director Garley directed attention to City staff comments in the packet indicating no changes necessary. Community Development discussed potential access points should the R-1 lots be developed at some point in the future according to the Master Plan.

The Commission had no additional comments.

K. PUBLIC COMMENTS: There were no public comments.

L. STAFF REPORT:

Nathan Wallace, City Manager, thanked the Commission for the way it handled the tiny homes and marijuana accessories topics, including the thoughtful open process and resulting outcomes to both. In particular, he appreciated the comments highlighting the code regulations that the City already has in place to address these topics that have become hot-button items for the Council to address. He has already presented the tiny homes result to the Council; it was well received. He will present the marijuana accessories result next week, which he believes the Council will also appreciate.

Director Garley had no additional report.

M. COMMISSIONER COMMENTS:

Commissioner Kerslake announced that his term expires in October and after several years of serving on the Commission, he has made the decision not to renew, that the time is right for him personally to step back and make way for someone new. It is good to finally see a full Commission. He expressed much gratitude for the help given him along the way by Ms. Garley and Ms. McClure, and has appreciated the whole experience, including getting to know the other Commissioners.

Commissioner Cruthers announced good news in his family – his son's marriage in August, and described the wonderful enrichment and joy their new daughter-in-law, who is from Macedonia, has brought to their family. They are looking forward to traveling to Macedonia next year for a second "traditional" wedding and visiting some of the ancient sites.

Commissioner Kircher announced that he also will be leaving the Commission when his term expires in October, having served for quite a number of years. He encouraged the Commission to apply performance-oriented standards to allow more flexibility to anyone who deals with the issues the Commission has dealt with over the years. He expressed sincere thanks to all staff, past as well as present, for the help and assistance during his time. Immediately in his future, he and his wife will be traveling soon to South America for the Dedication of the new Continental Baha'i Temple in Santiago, Chili.

Chairman Lucas, as well as the other Commissioners, applauded the service of Commissioners Kerslake and Kircher. They have brought a huge wealth of knowledge and service to the community during their tenures and their presence on the Commission will be sorely missed.

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:48 p.m.

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Dan Lucas, Chairman

Kimberly A. McClure
Planning and Code Compliance Technician

DRAFT

New Business

ACTIVE CONDITIONAL USE PERMITS
As of October 20, 2016

CUP ##	Legal Description	Owner or Function	Physical Address	Date Issued/ Renewed	Type	Status
07-006	Palmer Industrial Park Lot A-06	Enstar	1301 S. Felton Street across from the MTA Building	07/17/07	100' Tower	Open/Compliant
	Palmer Industrial Park, Tract B-3	Matanuska Towing and Recovery	1433 S. Industrial Way	Unknown Not on File!!	Auto Salvage yard	Open/Compliant
	Matanuska Maid RSB Tract B, Lots 1 - 3	Alaska Bible College	248 E. Elmwood Street	09/09/11	College	Open/Compliant
	Palmer Industrial Park, Tract H-2C-2	McKinley Meats	385 E Outer Springer Loop	08/13/83	Barn/Compost pile/feed lot	Open/Compliant
	St. Johns Subdivision, Lot 2	St. John's Lutheran Church	440 E. Elmwood Avenue	05/18/05	Off-Site Parking Lot	Open/Compliant
09-007	Cope, Portion Tract C	Alaska Family Services	1825 S. Chugach Street	04/01/03 04/16/09	Emergency Shelter, Office and Office Addition	Open/Compliant
07-001 08-002	Chugach Colony Estates	Various Owners	920 S. Chugach Street	04/19/07 08/21/08	Senior Housing & Stg. Units	Open/Compliant
	Mountain Rose Est.	Mountain Rose Estates	E. Camille Rose Court off of S. Chugach Street	08/31/00	Active adult community	Open/Compliant
	Tesoro Fuel	Propane Storage Tank	400 W. Glacier View Ave.	04/05/11	Propane Storage Tank	Open/Compliant
	Glacier View L2 B1	Midas	1225 S. Glenn Highway	05/03/00	Carwash	Open/Compliant
	Promissory Point Subdivision, Lot 3	1st Baptist Church of Palmer	1150 E. Helen Drive	04/22/11	Youth Addition	Open/Compliant
	Hidden Ranch, Lot #1	Matanuska Telephone	1423 E. Hidden Ranch Loop	05/17/05	Communications Hut	Open/Compliant
	Palmer Industrial Park, Tract C-1	Progressive Coatings/AT&T 100' Monopole	1320 S. Industrial Way	09/19/02	100' Monopole Com Tower	Open/Compliant
	T17N, R2E, S5, C16	Matanuska Telephone	1632 S. Bonanza St. Located within the SOA SOA DOT Maintenance Lot	07/02/01	99' Cellular Tower	Open/Compliant
07-005	T17N, R2E, S5, D-11	Purely Alaskan Water	1800 Glenn Highway	04/03/99 06/29/07	Water bottling plant	Open/Compliant
	Lot 1, Promissory Point	Noel Kopperud	1125 E. Moore Road	10/04/06	Contractor Equipment Yard	Open/Compliant

ACTIVE CONDITIONAL USE PERMITS
As of October 20, 2016

CUP ##	Legal Description	Owner or Function	Physical Address	Date Issued/ Renewed	Type	Status
07-002	Lot 1, Promissory Point	Noel Kopperud	1125 E. Moore Road	05/21/07	Caretaker's Residence	Open/Compliant
	17N02ES05 Lot A-26	Verizon Wireless John Novosad	1398 S. Glenn Highway	11/22/11	100' Communications Tower	Open/Compliant
	Alaska State Fair	Arctic Alaska Region of The SCCA	Glenn Highway	03/29/11 03/29/16	SCCA Events	**EXPIRED**
	*17N02E08D008	Alaska Demolition	550 E. Rebarchek Avenue	02/24/14-02/24/24	Landfill & Gravel Extraction	Open/Compliant
	Johns , L 2-1	Catholic Archbishop of Anc.	221 S. Valley Way	12/29/92	Food bank	Open/Compliant
	Block 3, Lot 11-1 Bailey Heights Subdivision	Palmer Lifeways	612 N. 1st Street	08/18/11	Child Care Center	Open/Compliant
	Bugge's Hill, Tract 00B	Church of Jesus Christ of Latter Day Saints	560 W. Arctic Ave.	06/01/94	Church	Open/Compliant
09-008	Sherrod Wind Generator	Sherrod Elementary School	Gulkana Street	09/17/09	Erection of 50' wind turbine	Open/Compliant
07-004	City of Palmer	Palmer Police Department	423 S. Valley Way	06/27/07	PPD Shelter & Tower	Open/Compliant
	RIP Cemetery	Palmer Cemetery Association	Arctic Blvd.	07/28/04	Continued Use as Cemetery	Open/Compliant
	T.A. Smith, L8-15, B9	Episcopal Diocese	323 N. Alaska Street	07/10/98	St. Bartholomew's Church	Open/Compliant
	Smith Extension, Y2K Add.	Mat-Su Borough	553 E. Auklet Avenue	06/12/01	Green House/Tree Nursery	Open/Compliant
	Palmer Airport L. P. 97-1	City of Palmer	101 Airport Road; Forestry Division	09/07/99	100' Antenna tower	Open/Compliant
	Deneke Park, Lot 1	Valley Hospital	515 E. Dahlia Street	06/14/99	Heliport	Open/Compliant
	Lots 13, 14, 15 & 11-1, Block 1, Bailey Heights	Palmer Pentecostal Church	235 W. Albrecht Avenue	10/29/12	Expansion of existing church	Open/Compliant
	Tax Parcel B3, 33-18N-2E	New Harvest/Apostolic Resource Centre, Inc.	555 N. Gulkana Street	01/02/13	Continued use of structure as a church	Open/Compliant

Notes: *Permit term is 10 years; will need to re-apply for new permit in 2023 for continued use in 2024; review in 5 years (2019).

Enstar 100' Tower			
Conditional Use Permit & Date Issued	100' tall Communications Tower 7/17/07		
Legal Description	Lot A-06, Palmer Industrial Park, Section 4, Township 17 North, Range 2 East #1301000L00A-6		
Property Owner and Mailing Address	Enstar Natural Gas Semco Energy Inc. P.O. Box 190288 Anchorage, AK 99519-0288		
Permit Expiration Date	Perpetual		
Conditions of Permit	1. Comply with all city, state and borough rules ☑ Yes 2. Within 12 mos. Of discontinuance of use, remove from site ☑ Yes 3. Secure to minimize accessibility and climb-ability ☑ Yes 4. To be used exclusively by Enstar ☑ Yes 5. No improvements which increase dish size over 25% ☑ Yes		
In Compliance Date of Review	9/12/16	Date Photo Taken:	9/07/16
Notes:	Compliant		

Matanuska Towing and Recovery			
Conditional Use Permit & Date Issued	Matanuska Towing and Recovery Storage/Salvage Yard No permit found, sometime in 1986?		
Legal Description	Lot B-3, Palmer Industrial Park, 17N02E04, 1301000L00B-3		
Property Owner and Mailing Address	Matanuska Towing and Recovery PO Box 3288 Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	Code changed in 2006, solid wood fencing no longer required		
Date of Review	9/12/16	Date Photo Taken:	9/07/16
Follow Up:	A review of the file indicates no permit issued.		

Alaska Bible College			
Conditional Use Permit & Date Issued	To operate the Alaska Bible College 09/09/2011		
Legal Description	Matanuska Maid RSB: Tract B; Lots 1, 2 and 3. 248 E. Elmwood Street		
Property Owner and Mailing Address	Alaska Bible College PO Box 289 Glennallen, AK 99588-0289		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Landscaping shall meet all the requirements of PMC 17.64.080. ☑ Yes 2. Parking requirements shall meet the requirements of PMC 17.64. ☑ Yes 3. Obtain all necessary sign and driveway permits from the City of Palmer. ☑ Yes 4. Obtain all necessary building permits from the City of Palmer. ☑ Yes 5. Project and site use must comply with all laws and ordinances of federal, state and local governments. ☑ Yes		
Date of Review	9/12/16	Date Photo Taken:	9/07/16
Follow Up:	Compliant		

McKinley Meats			
Conditional Use Permit & Date Issued	CUP issued 8/19/83; modification of an existing CUP to allow construction of a barn, corral and compost pile issued 8/27/90		
Legal Description	Tract H2-C, Palmer Industrial Park, 17N02E04		
Property Owner and Mailing Address	State of Alaska, Division of Agriculture, c/o Ray Nix 1800 Glenn Highway, Suite 12 Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. 10 conditions 2. Odor control 3. Covered compost pit	☑ Yes ☑ Yes N/A	
Date of Review	9/12/16	Date Photo Taken:	9/07/16
Follow Up:	Compliant—See attached email response received September 7, 2016 from Amanda Swanson (SOA Division of Agriculture)		

Kimberly McClure

From: Swanson, Amanda P (DNR) <amanda.swanson@alaska.gov>
Sent: Wednesday, September 07, 2016 9:54 AM
To: Kimberly McClure
Subject: Conditional Use Permit Annual Review Tax ID#2536000LH-2C-2- Slaughterhouse and other compatible uses

Hello,

I am emailing you about a letter the Division of Agriculture received dated September 1st, 2016 in regards to the annual review of the Conditional Use Permit for Tract H2C-2, Palmer Industrial Park, site address 385 E. Outer Springer Loop, Palmer, AK that was originally issued on August 19th, 1983 for a slaughterhouse, meat processing and storage facility, and conditioning plant. I confirm that there have been no changes or modifications since the original permits and no planned upgrades. If you have any questions, or need additional information, please let me know.

Thank you,

Amanda Swanson
State of Alaska
Division of Agriculture
Agricultural Revolving Loan Fund
Loan Officer
1800 Glenn Highway, Suite 12
Palmer, AK 99645
Phone: (907) 761-3869
Fax: (907) 745-7112
Email: amanda.swanson@alaska.gov

St. John's Church – Off Site Parking			
Conditional Use Permit & Date Issued	St. John's Lutheran Church—Off-site parking 5/18/05		
Legal Description	Lot 2, St. John Subdivision, 17N02E04		
Property Owner and Mailing Address	St. John Lutheran Church PO Box 774 Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Create 35' buffer to the east along Gulkana Street. ☑ Yes 2. Only church-related activities allowed. ☑ Yes 3. Any dwelling placed on property shall be single-family only. ☑ Yes		
Date of Review	9/12/16	Date Photo Taken:	9/07/16
Follow Up:	Compliant		

Alaska Family Services			
Conditional Use Permit & Date Issued	Alaska Family Services 4-1-03 & 4-16-09		
Legal Description	Tract C, Cope Subdivision, 17N02E04, 5413000T00C		
Property Owner and Mailing Address	Alaska Family Services 1825 S. Chugach Street Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Vegetative buffer on the south end of parcel ☑ Yes 2. Comply w/federal, state, and local requirements ☑ Yes 3. Follow site plan and general concept drawings ☑ Yes 4. Transfer permit to Alaska Family Resource Center when complete ☑ Yes		
Date of Review	9/12/16	Date Photo Taken:	9/07/16
Follow Up:	Compliant		

Chugach Colony Estates			
Conditional Use Permit & Date Issued	April 24, 2007 and August 21, 2008 (modification)		
Legal Description	Lot 1C, ARRC #6 (5988000L001-C)		
Property Owner and Mailing Address	Chugach Colony Estates LT 831 S. Chugach Street, Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	All subsequent development shall comply with all State, Federal, and local laws, statutes, regulations and ordinances ☑ Yes		
Date of Review	9/12/16	Date Photo Taken:	9/07/16
Follow Up:	Compliant		

Mountain Rose Estates			
Conditional Use Permit & Date Issued	Mountain Rose Estates 8-31-00		
Legal Description	Mountain Rose Estates PUD, 17N02E04, 9018, 9019, 9020		
Property Owner and Mailing Address	Various Owners		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. All items stated in Agreement w/city to be met and the property annexed into the city ☑ Yes 2. All construction in accordance with PMC except as waived by the City Council ☑ Yes		
Date of Review	9-13-16	Date Photo Taken:	9-13-16
Follow Up:	Compliant		

Tesoro Propane Tank			
Conditional Use Permit & Date Issued	To construct a 500 gallon propane service facility 04/05/2011		
Legal Description	Glacier View Subdivision, Block 1, Lot 1, Located within Section 5, Township 17 North, Range 2 East, Seward Meridian, Alaska.		
Property Owner and Mailing Address	William W. Smith 6165 Dry Creek Road Healsburg, CA 95448		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Not cause annoying levels of noise, odor, vibration or light emission or be harmful to the public health, safety, convenience and comfort. ☑ Yes 2. Comply with all lot, setback and signage requirements as outlined in the Palmer Municipal Code. ☑ Yes 3. Project and site use must comply with all laws and ordinances of federal, state and local governments. ☑ Yes		
Date of Review	9-13-16	Date Photo Taken:	9-13-16
Follow Up:	Compliant		

Glacier View Car Wash			
Conditional Use Permit & Date Issued	Glacier View Car Wash 5-3-00		
Legal Description	Lot 2, Block 1, Glacier View Subdivision, 17N02E05, 4540B01L002		
Property Owner and Mailing Address	Bilikin Properties LLC 711 E. Northern Lights Blvd. Anchorage, AK 99503-2810		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Meet all federal, state, and local rules and regulations that oversee discharge of carwash water into public sanitary sewer ☑ Yes 2. This CUP will remain valid as long as this use continues and is maintained in a lawful manner. ☑ Yes		
Date of Review	9-13-16	Date Photo Taken:	9-13-16
Follow Up:	Compliant		

1st Baptist Church Youth Addition			
Conditional Use Permit & Date Issued	Construction of a Youth Worship Facility 04/22/2011		
Legal Description	Promissory Point Subdivision, Lot 3, Located within Section 5, Township 17 North, Range 2 East, Seward Meridian, Alaska.		
Property Owner and Mailing Address	First Baptist Church of Palmer 1150 E. Helen Drive Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Comply with all lot, setback and signage requirements as outlined in the Palmer Municipal Code. ☑ Yes 2. Comply with all parking requirements as outlined in the Palmer Municipal Code. ☑ Yes 3. Project and site use must comply with all laws and ordinances of federal, state and local governments. ☑ Yes		
Date of Review	9-13-16	Date Photo Taken:	9-13-16
Follow Up:	Compliant		

MTA Communication Hut			
Conditional Use Permit & Date Issued	MTA Communications Hut 5-17-05		
Legal Description	Lot 1, Block 5, Hidden Ranch, 17N02E05, 5678B05L001		
Property Owner and Mailing Address	MTA PO Box 3550 Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Install 8' fencing ☑ Yes 2. Install appropriate shrubbery or landscaping around the outside of the fence ☑ Yes		
Date of Review	9-13-16	Date Photo Taken:	9-13-16
Follow Up:	Compliant		

AT&T Wireless Services 100′ Mono-Pole			
Conditional Use Permit & Date Issued	100′ Monopole communications tower September 19, 2002		
Legal Description	Parcel C-1, Palmer Industrial Park, 17N02E05, 4810000L00C-1		
Property Owner and Mailing Address	Progressive Coatings Inc. 1320 S. Industrial Way Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Secure tower to minimize accessibility and climb-ability ☑ Yes 2. Site restoration within 12 months of cessation of operations ☑ Yes 3. Tower be kept to 100′ in height or lower ☑ Yes 4. Tower be used specifically for cellular communications and that AT & T Wireless Services must notify the P & Z Commission 60 days prior to any co-locator use. ☑ Yes		
Date of Review	9-13-16	Date Photo Taken:	9-13-16
Follow Up:	Compliant		

Matanuska Telephone 99′ Cell Tower			
Conditional Use Permit & Date Issued	99′ tall cellular telephone communication tower 7-02-01		
Legal Description	17N02E05C016		
Property Owner and Mailing Address	Rolf A Dagg & Alan R Prosser 12201 E. Erwin Loop Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Minimize accessibility and climb-ability ☑ Yes 2. Kept to 99′ or lower ☑ Yes 3. Remove within 12 months if operations cease ☑ Yes 4. Approval by P & Z prior to co-locate ☑ Yes		
Date of Review	9-13-16	Date Photo Taken:	9-13-16
	Compliant—See attached email response received on September 8, 2016 from Rod Ewing at MTA.		

Kimberly McClure

From: Rod Ewing <rode@mtaonline.net>
Sent: Thursday, September 08, 2016 6:21 PM
To: Kimberly McClure
Cc: KWalters@mta-telco.com
Subject: CUP Annual Review- Cell tower MTA

Kimberly McClure
Planning and Code Compliance
City of Palmer

Kimberly,

Re: MTA Wireless Cell Tower- CUP Annual Review
Ref: Tax ID # 17N02E05C016

It was good to speak with you today as I relayed to you on the phone, we have no collocators on this tower. All antennas are ours.
Here is the current contact information for this cell site:

Kelly Walters
MTA Communications, LLC
1740 S. Chugach Street
Palmer, AK 99645
907-761-2545
kwalters@mta-telco.com

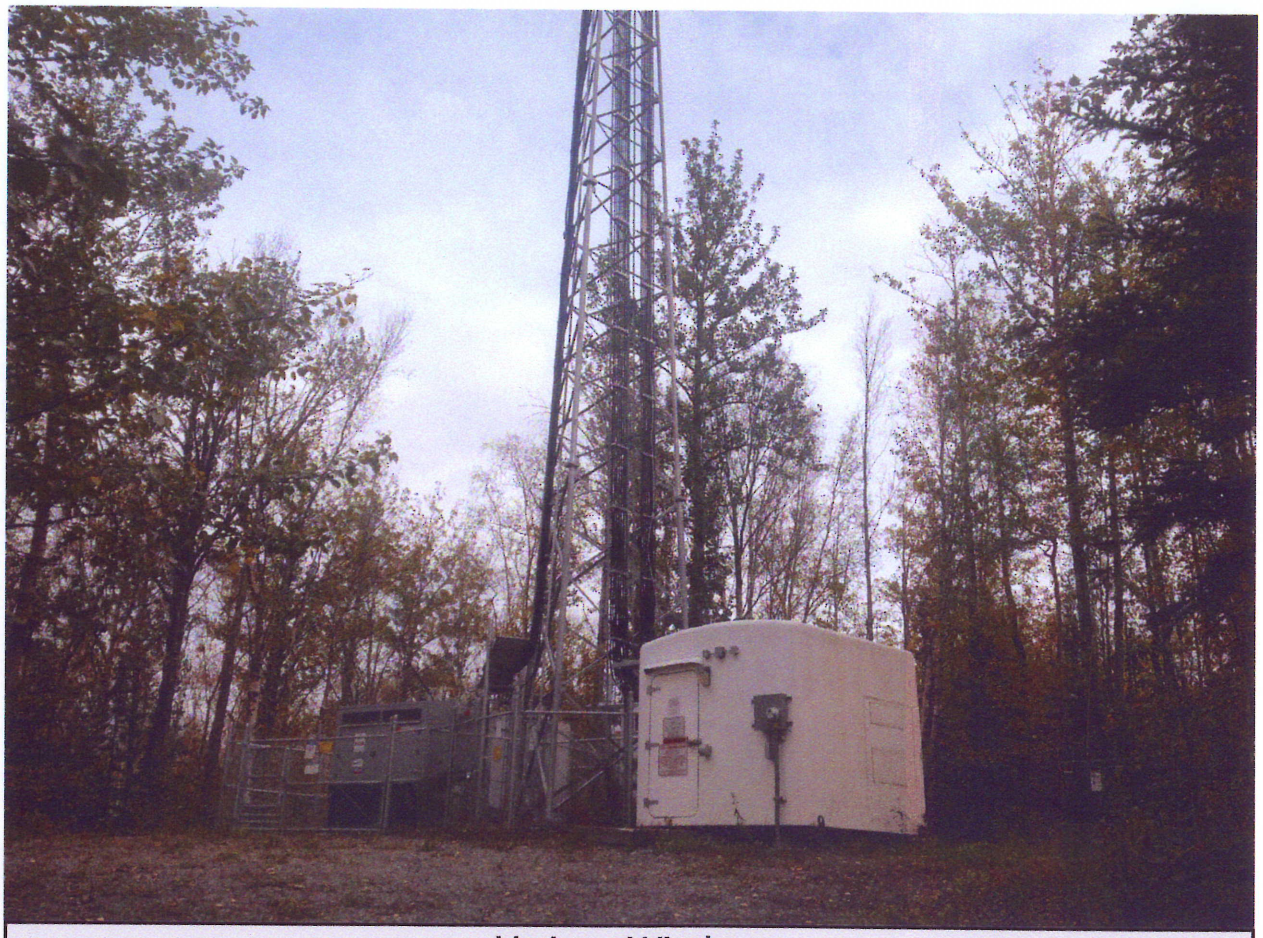
Thank you !

Rod Ewing
Project Mgr
MTA Communications, LLC
907-354-7400
rode@mtaonline.net

Purely Alaskan Water			
Conditional Use Permit & Date Issued	Purely Alaskan Water Bottling Plant 6-29-07 (Modification); 4/03/99 (Mod.); 10/01/96 (Original CUP)		
Legal Description	17N02E05D011		
Property Owner and Mailing Address	Purely Alaskan Water 630 W. Fourth Avenue Anchorage, AK 99501		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. CUP is valid only for operations described in request for Modification to existing CUP received on 5-10-07 ☑ Yes 2. Substantial portion of Admin. Functions to be performed at site ☑ Yes 3. Any piping for water other than from city water source shall be approved by city ☑ Yes 4. Expansion of package/wholesale activity shall be in accordance w/ Code ☑ Yes 5. CUP is approved for space not to exceed 22,000 s.f. ☑ Yes 6. Storage of vehicles not used for wholesale business is prohibited ☑ Yes		
Date of Review	9-16-16	Date Photo Taken:	9-15-16
Follow Up:	Compliant; spoke with Robert Gottstein, Owner of Purely Alaskan Water, on September 12, 2016 who confirmed the wholesale business is only bagging ice, not bottling water or milk.		

Kopperud's Equipment Storage Yard			
Conditional Use Permit & Date Issued	Contractor's Equipment Storage Yard 10/04/06		
Legal Description	Lot 1, Promissory Point, 17N02E05, 5704000L001		
Property Owner and Mailing Address	Noel H. Kopperud PO Box 4470 Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Trees, shrubs and other natural vegetation on western edge of property to be preserved ☑ Yes 2. Existing driveway on Moore Rd. shall be the only vehicle and equipment access point ☑ Yes 3. Sight-obscuring fencing shall be maintain on east edge of property ☑ Yes 4. No advertising signage ☑ Yes 5. Storage of junk vehicles is prohibited ☑ Yes 6. Commercial storage, salvage or junkyard activities is prohibited ☑ Yes		
Date of Review	9-16-16	Date Photo Taken:	9-15-16
Follow Up:	Compliant		

Kopperud's Caretaker's Residence			
Conditional Use Permit & Date Issued	07-002 Kopperud Caretakers Residence 5/21/07		
Legal Description	Lot 1, Promissory Point, 17N02E05, 5740000L001		
Property Owner and Mailing Address	Noel H. Kopperud PO Box 4470 Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	Obtain all necessary building permits from City of Palmer. All development must comply with federal, state and local regulations. ☑ Yes		
Date of Review	9-16-16	Date Photo Taken:	9-15-16
Follow Up:	Compliant		



Verizon Wireless			
Conditional Use Permit & Date Issued	Modification of an existing ground module and tower site. 11/22/2011		
Legal Description	Lot A-26, Located within, Township 17 North, Range 2 East, Section 5, Seward Meridian, Alaska. 1398 S. Glenn Hwy, Palmer, Ak.		
Property Owner and Mailing Address	John Novosad PO Box 4496 Palmer, AK 99645-4496		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Obtain all necessary building permits from the City of Palmer. ☑ Yes 2. Access shall be granted to the tower site, by the property owner, to allow for any required Conditional Use Permit inspections. ☑ Yes 3. Project and site use must comply with all laws and ordinances of federal, state and local governments. ☑ Yes		
Date of Review	9-16-16	Date Photo Taken:	9-15-16
Follow Up:	Compliant		

SCCA RallyCross Events			
Conditional Use Permit & Date Issued	To conduct multiple RallyCross events on the Fairgrounds. 04/21/2011		
Legal Description	Alaska State Fair, Inc. , Located within Section 8, Township 17 North, Range 2 East, Seward Meridian, Alaska.		
Property Owner and Mailing Address	Alaska State Fair, 210 2075 S. Glenn Highway Palmer, AK 99645		
Permit Expiration Date	04/21/2016		
Conditions of Permit	1. Not cause annoying levels of noise, odor, vibration or light emission or be harmful to the public health, safety, convenience and comfort. ☑ Yes 2. Provide dust control when dry conditions exist. ☑ Yes 3. Project and site use must comply with all laws and ordinances of federal, state and local governments. ☑ Yes		
Date of Review	9-16-16	Date Photo Taken:	9-15-16
Follow Up:	Conditional Use Permit has expired.		

Alaska Demolition Inert Landfill			
Conditional Use Permit & Date Issued	Alaska Demolition Inert Landfill 2/24/14		
Legal Description	17N02E08D008		
Property Owner and Mailing Address	Alaska Demolition, Justin Green 2817 Rampart Drive Anchorage, AK 99501-3126		
Permit Expiration Date	2/24/24		
Conditions of Permit	39 conditions including annual survey of site for fill material quantities		
Date of Review	9-16-16	Date Photo Taken:	9-15-16
Follow Up:	Memo and survey report attached.		

ALASKA DEMOLITION
Specializing in Demolition & Construction Services
Phone: 907-274-DEMO Fax: 907-248-6065
2817 Rampart Drive, Suite # 101 Anchorage, AK 99501

Received
AUG 10 2016
City of Palmer

August 1, 2016

Kimberly McClure/P&CC Technician
Department of Community Development
City of Palmer
645 E. Cope Industrial Way
Palmer, Alaska 99645-6748
Phone: (907) 761-1306
Fax: (907) 745-5443

Subject: **Conditional Use Permit for Alaska Demolition – Property ID # 17N02E08D008**
Re: **2016 Site Survey and Estimated Volumes**

Dear Ms. McClure:

Please find attached the certified Site Survey conducted by Denali North Surveying of Palmer, Alaska. The following quantities represent volume in for the landfill in the calendar year October 1, 2015 through July 31 , 2016:

Total volume of C & D	**51,731 cubic yards**
Total Volume of Exempt materials (Concrete/Organic_	**19,560 cubic yards**
Total volume pit-run gravel exported-	**0 cubic yards**
Net annual gain	**62,913 cubic yards**

Please note that the quantities are identified on the certified survey conducted by Denali North.

Should you have any questions, please contact our office.

Respectfully,

Mike Waddell
Alaska Demolition, LLC.

2016 FILL QUANTIES

2016 Fill Quanties

ALASKA DEMOLITION QUANTIES

Received
AUG 10 2016
City of Palmer

FILL #1

Net Volume	248400 CuFt	9200 CuYds
Fill Volume	248400 CuFt	9200 CuYds
Fill Area	10600.55 SqFt	0.243 Acres
Total Area	10600.55 SqFt	0.243 Acres

Fill #2

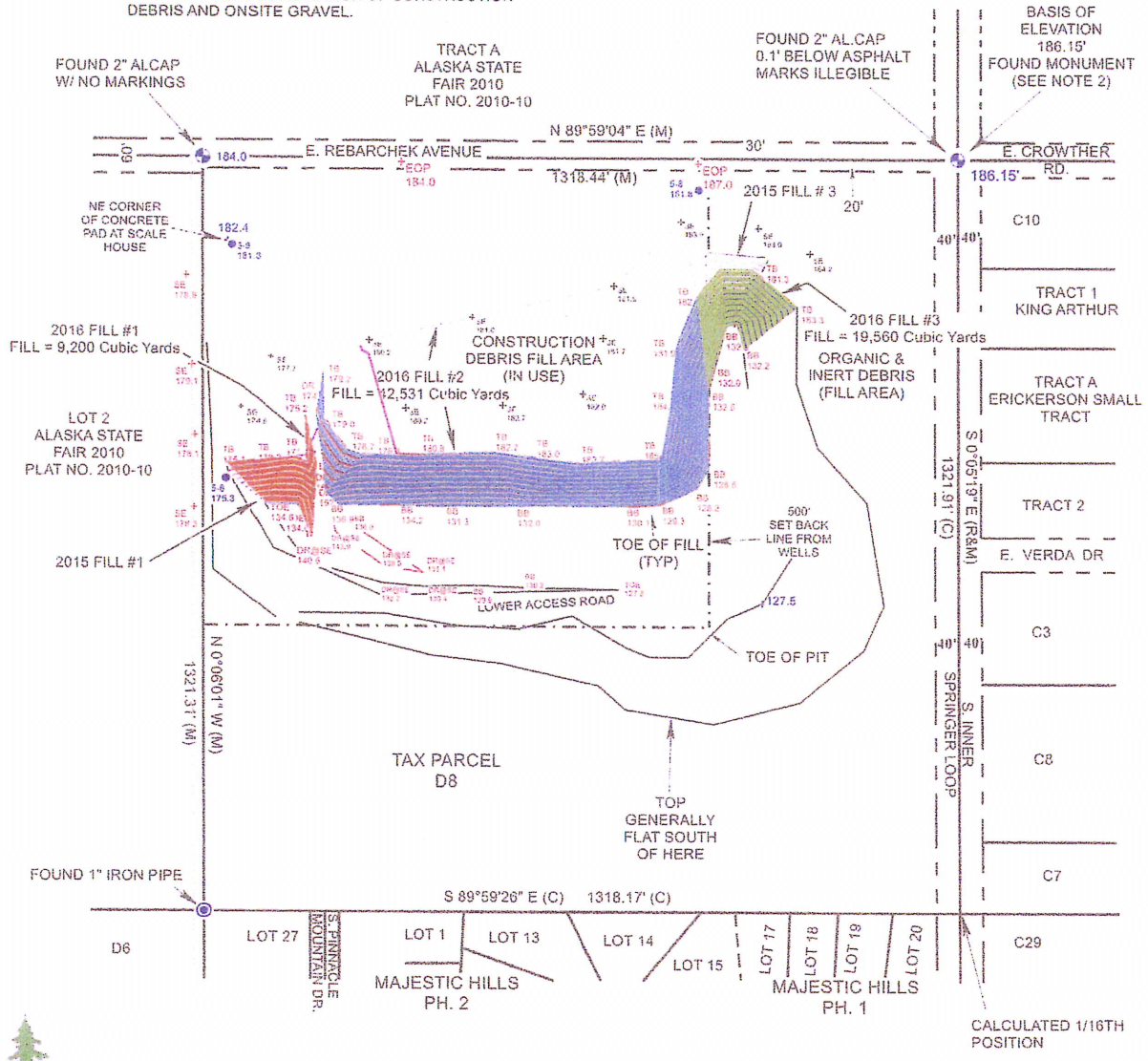
Net Volume	1148337 CuFt	42531 CuYds
Fill Volume	1148337 CuFt	42531 CuYds
Fill Area	234632.37 SqFt	5.39 Acres
Total Area	234632.37 SqFt	5.39 Acres

FILL #3

Net Volume	528120 CuFt	19560 CuYds
Fill Volume	528120 CuFt	19560 CuYds
Fill Area	18271.05 SqFt	0.419 Acres
Total Area	18271.05 SqFt	0.419 Acres

Received
SEP 0 2 2016
City of Palmer

NOTES:
1. THIS PARCEL MAY BE SUBJECT TO RESERVATIONS, EXCEPTIONS, EASEMENTS, RIGHT-OF-WAYS, AND OTHER MATTER, IF ANY, NO TITLE RESEARCH WAS CONDUCTED.
2. ELEVATION AS SHOWN ON UPDATED SITE MAP BY SHANNON & WILSON, INC.
3. (R) RECORD DATA FROM PLAT NO. 2005-5, (M) MEASURED DATA
4. FILL AREA ARE A COMBINATION OF CONSTRUCTION DEBRIS AND ONSITE GRAVEL.



DENALI NORTH
230 E. Paulson Ave. Suite 68 Wasilla, Alaska 99654
Phone (907) 376-9535 (907) 745-1110

I HEREBY CERTIFY THAT I HAVE SURVEYED THE FOLLOWING DESCRIBED PROPERTY : A PORTION OF THE NE1/4 SE1/4, SECTION 8, TOWNSHIP 17 NORTH, RANGE 2 EAST, SEWARD MERIDIAN, AK., A.K.A TAX PARCEL D8 PALMER RECORDING DISTRICT, AND THERE ARE NO ENCROACHMENTS VISIBLE AT THE TIME OF THIS SURVEY, EXCEPT AS INDICATED.
DATED THIS 20TH DAY OF JULY 20 16 AT PALMER, ALASKA. IT IS THE RESPONSIBILITY OF THE OWNERS OR BUILDERS TO DETERMINE THE EXISTENCES OF ANY EASEMENTS, COVENANTS OR RESTRICTIONS WHICH DO NOT APPEAR ON THE RECORDED SUBDIVISION PLAT. UNDER NO CIRCUMSTANCES SHOULD ANY DATA HEREON BE USED FOR CONSTRUCTION OR ESTABLISHING BOUNDARY OR FENCE LINES. THIS IS NOT A LOT CORNER SURVEY.

STATE OF ALASKA
NOTE
MAYER, N. KHALEY
LS-6225
REGISTERED PROFESSIONAL LAND SURVEYOR

ALASKA DEMOLITION

DISPOSAL SITE FILL MONITORING

2016

JOB NO. 07214/2008/A-1, 2009/A-2, /2010/A-2, /2011/A-2, /2012/A-1, 13-167/2013, 14-213/2014, 15-385/2015, 16-328/2016			FIELD BOOK/PG(S). 253/8,9,10,11,13	
SCALE 200 Ft/in	PLOT PLAN	ASBUILT X	DRAWN GL	CKD. WW

Food Bank			
Conditional Use Permit & Date Issued	Food Bank 12-29-92		
Legal Description	Lot 2-1, Johns Subdivision, 18N02E33, 5009000L002-1		
Property Owner and Mailing Address	Catholic Archbishop of Anchorage PO Box 102239 Anchorage, AK 99510		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Nonprofit use only ☑ Yes 2. Restricted parking ☑ Yes 3. Fence on S. property line ☑ Yes		
Date of Review	9-16-16	Date Photo Taken:	9-15-16
Follow Up:	Compliant		

Palmer Lifeways Child Care			
Conditional Use Permit & Date Issued	08/18/2011		
Legal Description	Block 3 Lot 11-1, Bailey Heights, Located within Section 28, Township 18 North, Range 2 East, Seward Meridian, Alaska.		
Property Owner and Mailing Address	Archie and Verna Euwer PO Box 2081 Palmer, AK 99645-2081		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	There are 5 conditions for this permit. Please see the CUP for details. ☑ Yes		
Date of Review	9-21-16	Date Photo Taken:	9-21-16
Follow Up:	Compliant—See attached memo regarding complaints received this year.		

DEPARTMENT OF COMMUNITY DEVELOPMENT

Sandra Garley
Director

David Meneses
Building Inspector

Beth Skow
Library Director

MEMORANDUM

TO: Planning and Zoning Commission
FROM: Kimberly McClure, Planning & Code Compliance Tech.
DATE: September 21, 2016
SUBJECT: Attachment to annual CUP review – Palmer Lifeways Day Care located at 612 N. 1st Street

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Staff received the following complaints regarding the day care center this year:

1) On March 10, 2016 while conducting site visits in area, I received a complaint from neighbor regarding vehicles using private driveways to turn around on 1st Street; she stated traffic was coming from daycare. As soon as I returned to the office, I called Lori Berrigan, manager of the daycare to make her aware of the complaint and asked her to remind her parents to park and turn around on the daycare property. Lori stated she would send out letter to her parents again and will include the parking and maneuvering information in the daycare handbook in July when the handbook is updated;
2) On March 30, 2016 Community Development received email from City manager regarding a complaint about the traffic from daycare on 1st Street using private driveways to turn around and that neighbors will be putting up signs and barricades in the next several days to discourage vehicles from using private driveways to turn around. I spoke with Lori Berrigan on March 31 to inform her of the complaint. She replied with an email stating the different steps that are taken to communicate with her parents regarding the parking policy (parents are notified when they sign up; if daycare staff sees someone not abiding by policy staff will inform the person of the vehicle; parking diagram is posted on exit door of daycare; and parking policy to be added to handbook);
3) On August 3, 2016 Community Development received email from City manager asking if CUP requirements for daycare had been met and if there was any information on tree roots and the parking lot. On August 4 I met with Lori Berrigan to take photographs of the daycare parking lot and the tree stump in the parking lot; parking plan was taped to the exit door of daycare. I forwarded the photos and parking plan to City manager showing parking was in compliance, tree stump did not hinder parking and replied that parking requirements of CUP had been met on August 15, 2011;
4) On September 13, 2016 received email from City manager regarding pictures received of parking and bus traffic on 1st Street – bus pulling into parking lot, turning around and blocking street as it maneuvers and silver truck parked on street. I forwarded email to Lori Berrigan who replied that "The bus is allowed to do as it pleases as it is a

special needs child" and silver truck is within legal boundary of property last time Lori spoke with police officer.

As directed by Sandra Garley, on September 15, 2016 I emailed to City manager a copy of the daycare parking plan and site visit photos from August 4 showing parked cars in parking spots identified on parking plan

LDS Church			
Conditional Use Permit & Date Issued	Classroom addition to existing church 6-1-94		
Legal Description	Tract B, Bugge's Hill, 18N02E32, 1164000T00B		
Property Owner and Mailing Address	Presiding Bishop of Church of Jesus Christ of Latter Day Saints 50 E. North Temple Salt Lake City, UT 84150		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Buildings, improvements and landscaping shall be as shown on drawings dated 3-29-89 2. Any changes, additions, alternations must be approved by P&Z Commission		
Date of Review	9-20-16	Date Photo Taken:	9-20-16
Follow Up:	Compliant		

Sherrod Elementary Wind Turbine			
Conditional Use Permit & Date Issued	Wind Turbine at Sherrod Elementary School 9-17-09		
Legal Description	Tract 4-1, Sherrod Park Survey, 18N02E33, 3030000T004-A		
Property Owner and Mailing Address	MSB 350 E. Dahlia Avenue Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Comply with all located, borough, state and federal regulations ☑ Yes 2. Protective drop zone shall be equal to total height ☑ Yes 3. If FAA permit is required, provide a copy of permit ☑ Yes 4. No handholds or footholds on mast within first 12 feet of mast ☑ Yes 5. Remove or repair within 6 months if inoperable, unsafe, or noncompliance ☑ Yes		
Date of Review	9-20-16	Date Photo Taken:	9-20-16
Follow Up:	Compliant		

Palmer Police Department Tower & Shelter			
Conditional Use Permit & Date Issued	Communications shelter and 30' tall antenna 6-27-07		
Legal Description	Lot 1, Palmer Public Safety, 18N02E33, 3085000L001		
Property Owner and Mailing Address	City of Palmer 231 W. Evergreen Ave. Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	Obtain all necessary permits ☑ Yes		
Date of Review	9-20-16	Date Photo Taken:	9-20-16
Follow Up:	Compliant		

R.I.P. Cemetery			
Conditional Use Permit & Date Issued	Cemetery 7-28-04		
Legal Description	R.I.P., Tracts 1B-1 & 1B-2, 18N02E33,		
Property Owner and Mailing Address	Palmer Cemetery Association %Diana Long PO Box 4428 Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	Continue maintaining landscaping ☑ Yes		
Date of Review	9-20-16	Date Photo Taken:	9-20-16
Follow Up:	Compliant—mailing address updated.		

St. Bartholomew's Church			
Conditional Use Permit & Date Issued	St. Bartholomew's Church 7-10-98		
Legal Description	Tract A, T A Smith RST T/A, 18N02E33, 4979000T00A		
Property Owner and Mailing Address	Episcopal Diocese of Alaska 1205 Denali Way Fairbanks, AK 99701		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Setback requirements continue to be met, as per code ☑ Yes 2. Maintain 5' vegetative buffer ☑ Yes 3. CUP be applicable for all of listed lots (Lots 8-15, Block 9, T.A. Smith Subdivision) N/A 4. CUP remains valid for indefinite period of time except for the following instances for which owner must submit request for CUP to P & Z for re-evaluation: (a) If any of listed lots are sold (b) If structure is substantially changed, altered or enlarged ☑ Yes		
Date of Review	9-20-16	Date Photo Taken:	9-20-16
Follow Up:	Compliant		

Mat-Su Borough			
Conditional Use Permit & Date Issued	Existing public building, greenhouse and tree nursery 6-12-01		
Legal Description	Lot 1, Smith Ext Y2K, 18N02E33, 50530001		
Property Owner and Mailing Address	MSB 350 E. Dahlia Avenue Palmer, AK 99645		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Screen area with fence or vegetative buffer 2. Any processes or activities not directly related to daily operation of greenhouse/tree nursery be contained in buildings 3. No heavy equipment or pesticides stored on site 4. Permit shall be in effect until use is discontinued 5. Be aware of and abide by COP noise ordinance 6. Provide to COP Haz-mat risk management plan for review and approval 7. Greenhouse or other temporary structures be maintained in operating condition that is visually attractive; any wind damage be repaired as soon as weather permits		
Date of Review	9-26-16	Date Photo Taken:	9-23-16
Follow Up:	Compliant		

Forestry Division, 100' Antenna Tower			
Conditional Use Permit & Date Issued	100' radio and microwave antenna tower 9-07-99		
Legal Description	Lease Lot 97-1, Palmer Municipal Airport, 18N02E33D047		
Property Owner and Mailing Address	Division of Forestry 3603 "C" Street, #1034 Anchorage, AK 99503		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Tower to meet all federal, state, borough and local regulations ☑ Yes 2. Accessibility/climb-ability shall be minimized ☑ Yes 3. Location of tower as shown on revised dwgs. Dated 7-30-99 ☑ Yes		
Date of Review	9-26-16	Date Photo Taken:	9-23-16
Follow Up:	Compliant		

Heliport			
Conditional Use Permit & Date Issued	Heliport – previously Valley Hospital June 14, 1999		
Legal Description	Lot 1, Deneke Park, 18N02E33		
Property Owner and Mailing Address	State of Alaska, Department of Administration 550 W. Seventh Avenue, Suite 1050 Anchorage, AK 99501		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Helipad and landscaping according to approved plans 2. Provide plans for physical & vegetative buffers 3. Maintain and operate in accordance with FAA regulations		
Date of Review	9-26-16	Date Photo Taken:	9-23-16
Follow Up:	Compliant		

Palmer Pentecostal Church expansion			
Conditional Use Permit & Date Issued	Expansion of Palmer Pentecostal Church October 29, 2012		
Legal Description	Bailey Heights, Lots 13-15 & 11-1, Block 1, located within Section 28, Township 18 North, Range 2 East, Seward Meridian, Alaska		
Property Owner and Mailing Address	Palmer Pentecostal Church P.O. Box 3176 Palmer, AK 99645-3176		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Landscaping meet requirements of PMC 17.64.080. ☑ Yes 2. Parking meet all requirements of PMC 17.64. ☑ Yes 3. Obtain all necessary sign and driveway permits from the City of Palmer. ☑ Yes 4. Continue platting process with the Mat-Su Borough to remove common lot lines on all contiguous property on Block 1 owned by the Palmer Pentecostal Church. ☑ Yes 5. Conditional Use Permit is contingent upon approval of zone change from T to R-1. ☑ Yes		
Date of Review	9-26-16	Date Photo Taken:	9-23-16
Follow Up:	Compliant		

Tree of Life Church			
Conditional Use Permit & Date Issued	Approval of existing structure to be used as a church 1/02/13		
Legal Description	Tax lot B003, in Section 33, Township 18 North, Range 2 East, Seward Meridian, Alaska		
Property Owner and Mailing Address	New Harvest/Apostolic Resource Centre Inc. c/o Dana Bachner 3250 E. Palmer-Wasilla Hwy Wasilla, AK 99654-7216		
Permit Expiration Date	This conditional use permit shall remain in force as long as all conditions, laws and ordinances are observed.		
Conditions of Permit	1. Obtain all necessary sign and driveway permits from the City of Palmer. ☑ Yes 2. Remain in compliance with the quiet hours established in Palmer Municipal Code Chapter 8.36.025 ☑ Yes		
Date of Review	9-26-16	Date Photo Taken:	9-23-16
Follow Up:	Compliant		

Plat Reviews

CITY OF PALMER
PLANNING & ZONING COMMISSION
INFORMATION MEMORANDUM 16-016

SUBJECT: Pre-Application Plat Review: Tax Parcel B18 in Section 5, Township 17 North, Range 2 East, Seward Meridian

AGENDA OF: October 20, 2016

ACTION: Review and comment

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

Summary: The request is to create a 2 to 4-lot subdivision from Parcel 2, MSB Waiver 95-60-PWm recorded at Book 833, Page 82, containing 7.31 acres, shown as Tax Parcel B18 in Section 5, Township 17 North, Range 2 East, Seward Meridian, 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: Fred Wagner, Chief of Platting
FROM: Kimberly McClure, Planning Technician
DATE: October 4, 2016
SUBJECT: Pre-application – 17N02E05B018

☐ Inside City Limits ☑ Outside City Limits

We have distributed the pre-application for the subject project and have received the following comments from the following departments:

1. City Manager: No comments received.
2. Building Inspector: Need approved road and right-of-way to all properties. Need to meet all requirements for Fire Department access and turn-around, per I.F.C.
3. Community Development: The proposed lot divisions would be able to meet the minimum required lot area of 8,400 square feet for R-1 Single Family Residential for any newly created lot if this property were located inside Palmer city limits. We concur with the Building Inspector's comments regarding access.
4. Fire Chief: See above Building Inspector comments.
5. Public Works: No comments.
6. Planning and Zoning Commission: This platting action is scheduled to be reviewed at the October 20, 2016 Planning and Zoning meeting; any additional comments will be forwarded.

PH

MATANUSKA-SUSITNA BOROUGH
PLATTING DIVISION
PRE-APPLICATION ROUTING SLIP

Received
SEP 26 2016
City of Palmer

DUE DATE: October 4, 2016
MEETING DATE: **October 7, 2016**
TIME: **11:00 A.M. email only**
PETITIONER / #: **Robert & Julie Briles**
OWNER(s) / #: **Briles Family Trust** — E-MAIL: **juliebriles@gmail.com**
SEC/TWP/RNG: **SEC 05, T17N, R02E** — TAX MAP: **PA 12**
SUBDIVISION: **N/A** — RSA#: **16 South Colony**
TAX ID: **17N02E05B018** — CITY OF: N/A
REQUEST: **To create a 2 to 4-lot subdivision from Parcel 2, MSB Waiver 95-60-PWm, Recorded at Bk. 833, Pg. 82, containing 7.31 acres. Proposed access is from an unconstructed public use easement created in 1995 by document (refiled in 1997 to correct directional), prior to the wavier subdivision. Each of the parcels created must be provided physical access constructed to borough road standards (including a turnaround) and legal access with adequate frontage to a public right-of-way.**

SENT PRE-APP PACKET TO:

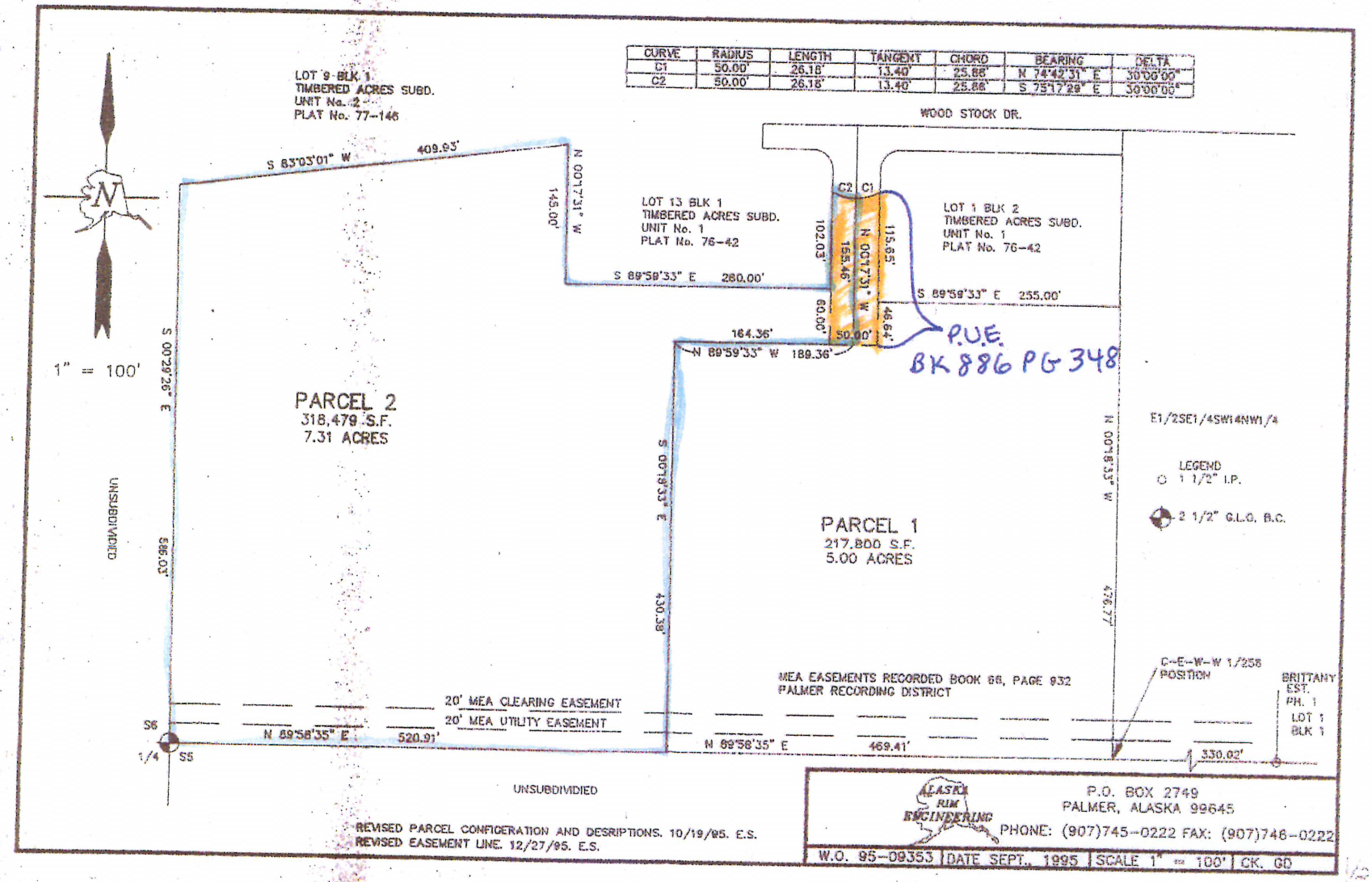
PLATTING ASSISTANT, **VICKIELEE FENSTER**
ASSESSMENTS, **NICOLE WILKINS**
ATTORNEY, **JOHN ASCHENBRENNER**
CULTURAL RESOURCES.
PLANNING, **EILEEN PROBASCO**
ENVIRONMENTAL PLANNER, **FRANKIE BARKER**
CODE COMPLIANCE, **THERESA TARANTO**
DEVELOPMENT SERVICES, **SUSAN LEE**
LIDS, **MARCIA VONEHR**
O & M DIVISION, **TERRY DOLAN, JIM JENSON, ANNE DOLLARD & JAMIE TAYLOR**
PLATTING OFFICER, **FRED WAGNER**
ROW COORDINATOR, **ANDY DEAN**
PLANNING DIVISION, **JESSICA SMITH**
PERMIT CENTER, **MAIN E-MAIL ADDRESS**
COMMUNITY DEVELOPMENT, **ELIZABETH WEIANT, JILL IRSIK, & ERIC PHILLIPS**
EMS SERVICES, **JM MCNUTT**
EMS SERVICES, **RICHARD BOOTHBY**
PRE-DESIGN & ENGINEERING, **MIKE WELLER**
TRACY MCDANIEL, SHEILA ARMSTRONG
CAPITAL PROJECTS, **JUDE BILAFER**

COMMENTS:

PA2016 0170

PRE-APP CHECK LIST.	
TASK	**COMPLETE**
Collect $50 / Receipt	✓
Collect Map	✓
Collect Application	✓
Schedule Date	✓
Apt. Sheet to Customer	✓ 9/23/16
Summary (2 Sheets) *Govern	✓
*My Property	✓
GIS Tax Map	✓
Aerial Map	✓
SOA Road ?	Yes/No
Cartegraph Sheet	✓ N/A FOR BONNER
CITY P/W/H?	Yes/No
Cross Check	
E-Mail for Comments	
Add to Platting Calendar	

CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
C1	50.00'	26.18'	13.40'	25.88'	N 74°42'31" E	30°00'00"
C2	50.00'	26.18'	13.40'	25.88'	S 75°17'29" E	30°00'00"



12-29-95

95-60

MSB Waiver

95-60

Sept 19. 2016

PH

Hello Amy,

My husband and I met with you in August regarding our desire to Subdivide our place at 12100 East Woodstock.

I dug through some papers and found some documents and engineering reports that you will find useful.

If we need anything else to bring to the meeting, please let me know as soon as possible.

I will be back in town Oct 1st for 2-3 weeks, So am hopeful we can schedule the meeting/conference during that time.

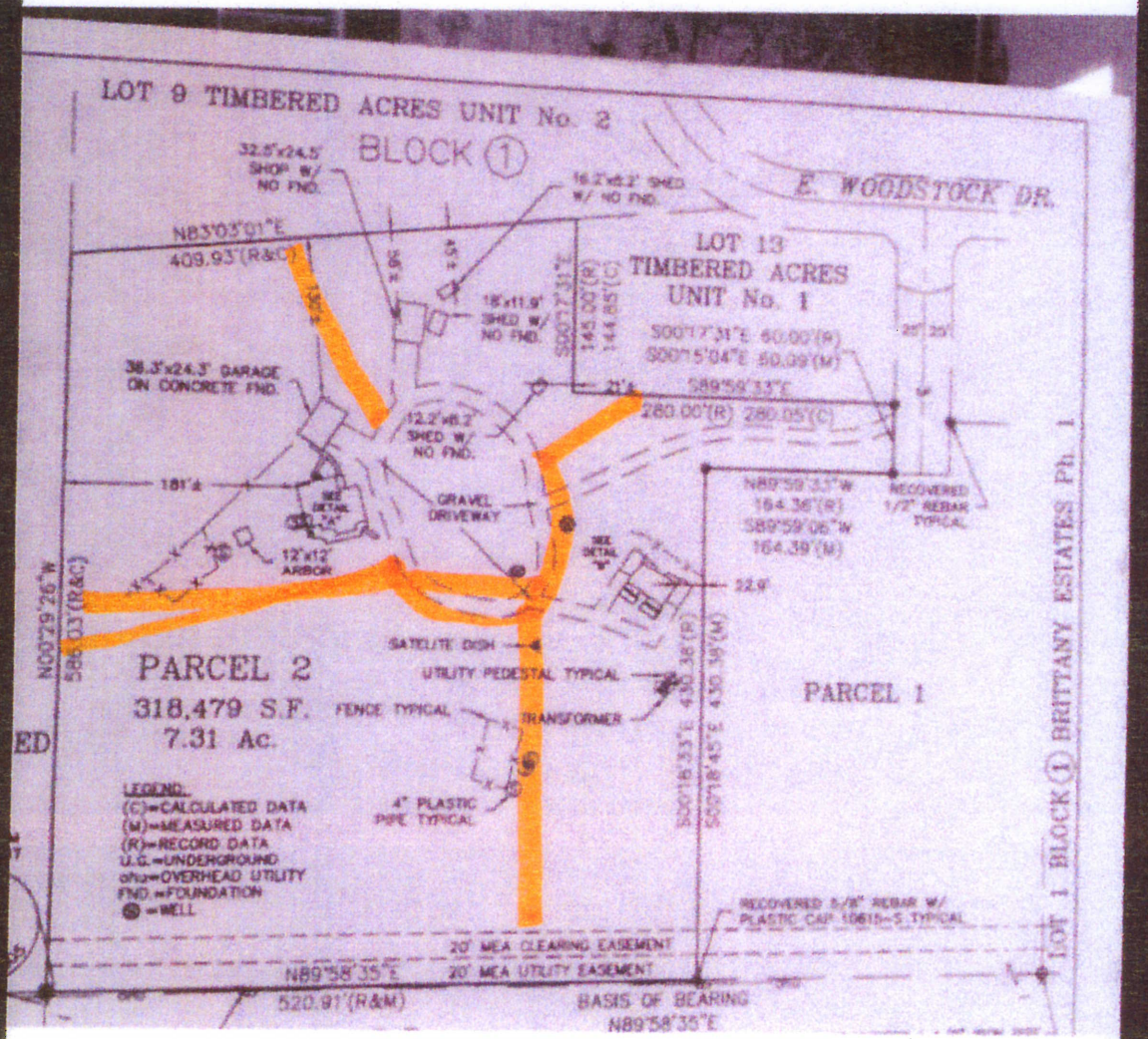
Sincerely,

Julie L Briles

Briles
1051 East Cascade Ave
Sisters, Oregon ~~[illegible]~~ 97759

julebriles@gmail.com
907-250-5936

Possible 4 parcel Division

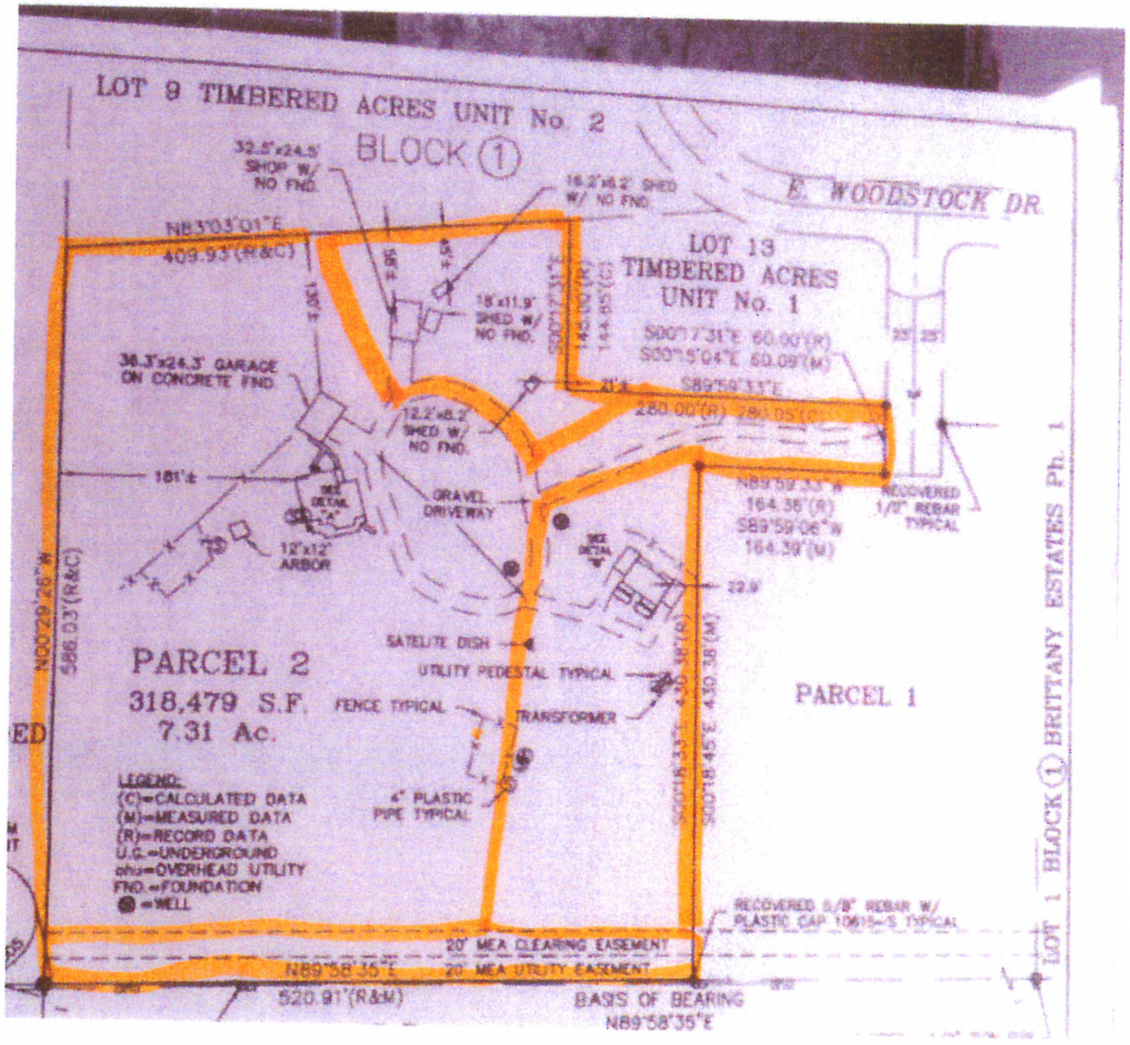


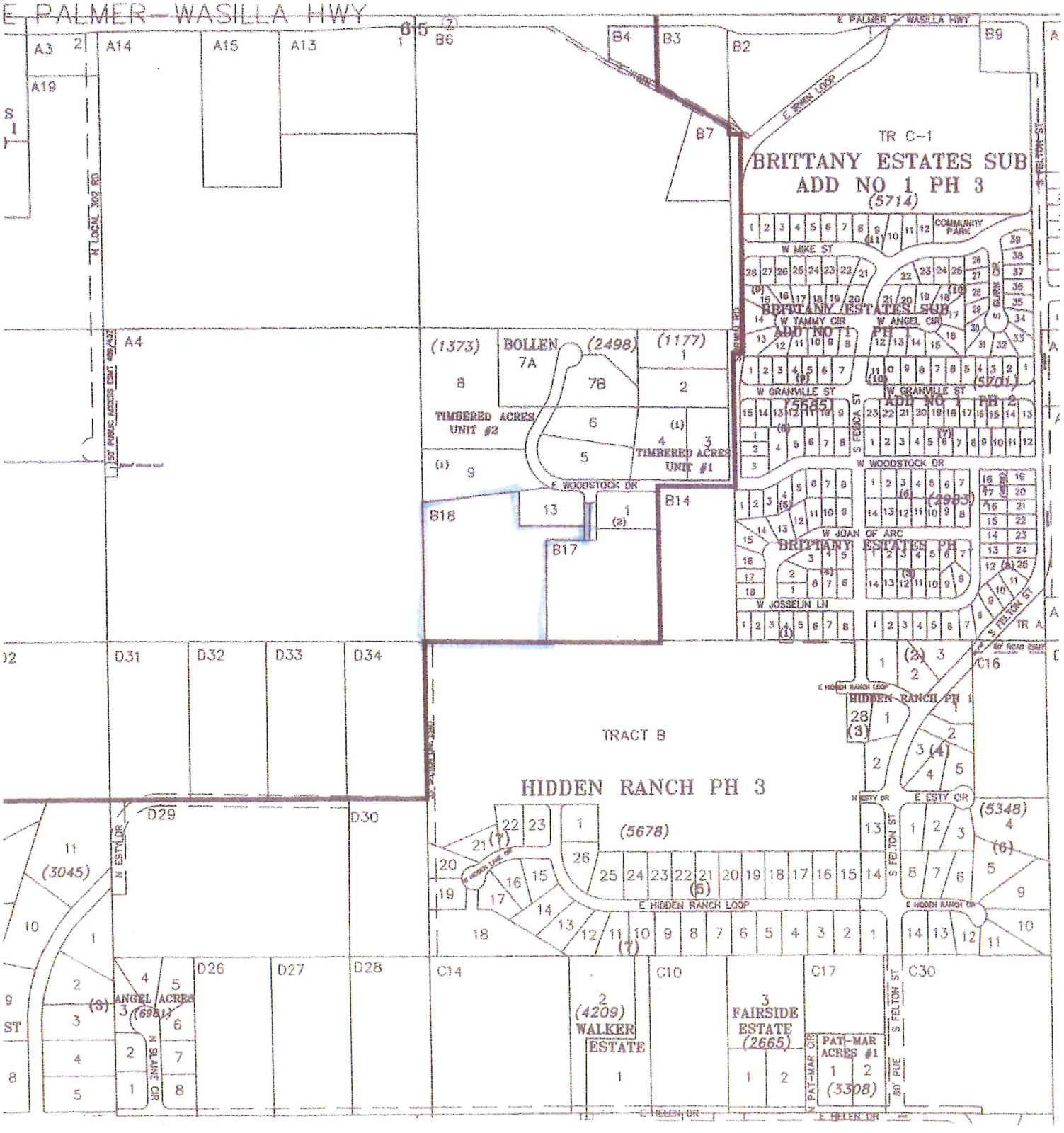
AT&T 1:15 PM 51%

August 18
8:36 AM

Edit

Possible 2-3 parcels




E PALMER-WASILLA HWY
TR C-1
BRITTANY ESTATES SUB
ADD NO 1 PH 3
(5714)
COMMUNITY PARK
W MIKE ST
BRITTANY ESTATES SUB
ADD NO 1 PH 1
W TAMMY CIR
W ANGEL CIR
W GRANVILLE ST
ADD NO 1 PH 2
(5585)
(5701)
W WOODSTOCK DR
W JOAN OF ARC
BRITTANY ESTATES PH 1
(2983)
W JOSSELIN LN
BOLLEN
(1373)
(2498)
(1177)
TIMBERED ACRES UNIT #2
TIMBERED ACRES UNIT #1
E WOODSTOCK DR
TRACT B
HIDDEN RANCH PH 3
(5678)
HIDDEN RANCH PH 1
E HIDDEN RANCH LOOP
E ESTY CIR
(5348)
(3045)
ANGEL ACRES
(6981)
(4209)
WALKER ESTATE
FAIRSIDE ESTATE
(2665)
PAT-MAR ACRES #1
(3308)
E HELEN DR
N LOCAL 302 RD
S FELTON ST
E IRWIN LOOP
N ESTY DR
N BLAINE CIR
N PAT-MAR CIR
60' PUE
TR A

WOODSTOCK
ESTY

WOODSTOCK

WOODSTOCK

MATANUSKA-SUSITNA BOROUGH

Real Property Detail for Account: 17N02E05B018

Site Information

Account Number	17N02E05B018	Subdivision	
Parcel ID	79448	City	None
TRS	S17N02E05	Map PA12	
Abbreviated Description (Not for Conveyance)	TOWNSHIP 17N RANGE 2E SECTION 5 LOT B18	Tax Map	
Site Address	12100 E WOODSTOCK DR		

Ownership

Owners	BRILES FAM LVG TR MARITAL BRILES ROBERT H TRE	Buyers	
Primary Owner's Address	12100 E WOODSTOCK DR PALMER AK 99645-7112	Primary Buyer's Address	

Appraisal Information

Year	Land Appraised	Bldg. Appraised	Total Appraised
2016	$65,000.00	$501,300.00	$566,300.00
2015	$65,000.00	$494,300.00	$559,300.00
2014	$65,000.00	$483,400.00	$548,400.00

Assessment

Year	Land Assessed	Bldg. Assessed	Total Assessed*
2016	$65,000.00	$501,300.00	$566,300.00
2015	$0.00	$341,300.00	$341,300.00
2014	$0.00	$378,400.00	$378,400.00

Building Information

Structure 3 of 3

Business	None	Residential Units	0
Use	Residential Garage	Condition	Standard
Design	Other	Basement	None
Construction Type	Post & Beam	Year Built	2007
Grade	None	Foundation	Wood Posts
Building Appraisal	$14400	Well	
Septic			

Structure 1 of 3

Business	None	Residential Units	1
Use	Residential Building	Condition	Standard
Design	Two Story	Basement	Full
Construction Type	Frame	Year Built	1993
Grade	04.7	Foundation	Poured Concrete
Building Appraisal	$317100	Well	Well 1 - Drilled Well
Septic	Septic - 1 - Septic Tank		

Structure 2 of 3

Business	None	Residential Units	2
Use	Duplex	Condition	Standard
Design	1.5 Story	Basement	Full
Construction Type	Frame	Year Built	2004
Grade	04.5	Foundation	Poured Concrete
Building Appraisal	$188800	Well	Well 1 - Drilled Well
Septic	Septic - 1 - Septic Tank		

Building Item Details

Building Number	Description	Area	Percent Complete
1	Finished Rec Room - 2B	1200	100
1	Gas Heat	1	100
1	Garage (10.3) # - 11M	0	100
1	First Story	1716	100
1	Second Story	576	100
1	DLB	1200	100
2	Unfinished Basement - 2A	792	100
2	Second Story	504	100
2	First Story	792	100
2	Gas Heat	2	100
2	Fin. Basement Living - 2C	792	100
3	Garage (10.2) - 11G	768	100

Tax/Billing Information

Year	Certified	Zone	Mill	Tax Billed
2016	Yes	0003	12.969	$7344.35
2015	Yes	0003	12.941	$4416.76
2014	Yes	0003	12.582	$4761.03

Recorded Documents

Date	Type	Recording Info (offsite link to DNR)
12/24/2012	WARRANTY DEED (ALL TYPES)	Palmer 2012-017969-0
7/13/2012	WARRANTY DEED (ALL TYPES)	Palmer 2012-014685-0

Tax Account Status †

Status	Tax Balance	Farm	Disabled Veteran	Senior	Optional	Total	LID Exists
Current	$7,344.35	$0.00	$0.00	$0.00	$0.00	$0.00	No

Land and Miscellaneous

Gross Acreage	Taxable Acreage	Assembly District	Precinct	Fire Service Area	Road Service Area
7.31	7.22	Assembly District 002	11-060	132 Greater Palmer Consol	016 South Colony RSA

Last Updated: 7/26/2016 4:00:08 AM

~~AOA~~ PH

Pre-Application Conference Request

Name, phone # and address of requestor(s):
Robert and Julie Briles
1051 East Cascade Ave
Sisters Or 97759
907-250 5936

Name, phone #, address of owner(s) *(if different)*:
juliebriles@gmail.com
email: brilescaxam1@gmail.com

Required Items:

1. [X] Fee of $50.00. Exact cash amount or check made out to MSB. [X] TAX MAP # PA 12
2. [X] Location of land (Township, Range, Section; Tax Account #; Subdivision Name and Lot & Block, etc.):
   117N02E05B018
3. [X] ***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. [X] 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.:
   We are interested in subdividing the parcel above into 2 or possibly 4 seperate lots. There are currently 2 wells and 2 septic systems in place.
   Please see supporting documents and lets schedule a time to meet. I will be in Alaska Oct 1st so anytime after the 3rd would be great! Please advise me if I need to provide or acquire anything else prior to the meeting.
   Thank you, Julie L Briles

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:
10/7 11.00
Email PA20160176

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

Pd ✓
Jue
9/22

RECEIVED
SEP 22 2016
PLATTING

Page 5

Correction of

PUBLIC USE EASEMENT

WHEREAS, Glenn F. Massey and Donna A. Massey, hereinafter called the Grantors, are the owners of certain property located in the Palmer Recording District, Third Judicial District, State of Alaska, more particularly described as follows:

A portion of land located within the SW1/4NW1/4, Sec. 5 Township 17 North, Range 2 East, Seward Meridian, Third Judicial District, Matanuska-Susitna Borough, Palmer Recording District, Alaska; containing 12 acres more or less.

EXCEPTING all those portions lying within the Timbered Acres Subdivision, Units No. 1 and No. 2, filed as plat No. 76-42 and plat No. 77-146 respectively, Palmer Recording District;

ALSO EXCEPT the East one-half of the Southeast one-quarter of the Southwest one-quarter of the Northwest one-quarter (E1/2SE1/4SW1/4NW1/4) of said Section 5.

and

WHEREAS, the Grantors wish to grant access for ingress and egress over and through the above described land for the benefit of all owners of property adjacent to said right-of-way hereinafter described, and to the public generally without limitation.

NOW, THEREFORE, the Grantors do hereby convey to the owners of property adjacent to and adjoining said below described right-of-way, and to the public in general, for unlimited public use, a right-of-way over and through the above described land, such right-of-way over said land being described as follows.

Said easement is more particularly described as beginning at the southeast corner of Lot 11, Block 1 Timbered Acres Subdivision, Unit No. 1 and the TRUE POINT OF BEGINNING, thence

S.00°17'31"E. for 60.00 ft.; thence

N.89°59'31"W. for 50.00 ft.; thence

N.00°17'31"W. for 167.29 ft. to the cusp of a non-tangential curve running Westerly, concave to the North, the radius point of which bears N.10°17'29"W. for 70.00 ft., as shown on the plat of Timbered Acres Subdivision, Unit No. 1; thence

Westerly on said curve thru an arc length of 52.16 ft. to an intersection on the east boundary of Lot 11, Timbered Acres Subdivision, Unit No. 1; thence

N.00°17'31"E. for 102.03 ft. to the southeast corner of Lot 12 and the TRUE POINT OF BEGINNING. This public use easement thus contains 0.18 acres, more or less.

FURTHERMORE, this easement shall run with the land, regardless of how such may be subdivided and shall be binding upon and insure to the benefit of the heirs, representatives, successors and assigns of the Grantee and the Grantors; and by virtue of this easement, the Grantee and its successors, at its election, may commence construction of a road and maintenance of same along and within said right-of-way.

DATE: 12 27 95

Glenn F. Massey
GRANTOR Glenn F. Massey

Donna A. Massey
GRANTOR Donna A. Massey

97 MAR 21 PM 2:23
STATE OF ALASKA
THIRD JUDICIAL DISTRICT } SS

THIS IS TO CERTIFY that on the 27th day of December, 1995, before me, the Undersigned Notary Public, in and for Alaska, duly commissioned and sworn as such, personally appeared Lionel [illegible] and Donna A. Massey, known to me and to me known to be the individuals named in and who executed the above and foregoing EASEMENT, and acknowledged to me the execution thereof as their free voluntary act and deed for the uses and purposes therein set forth.

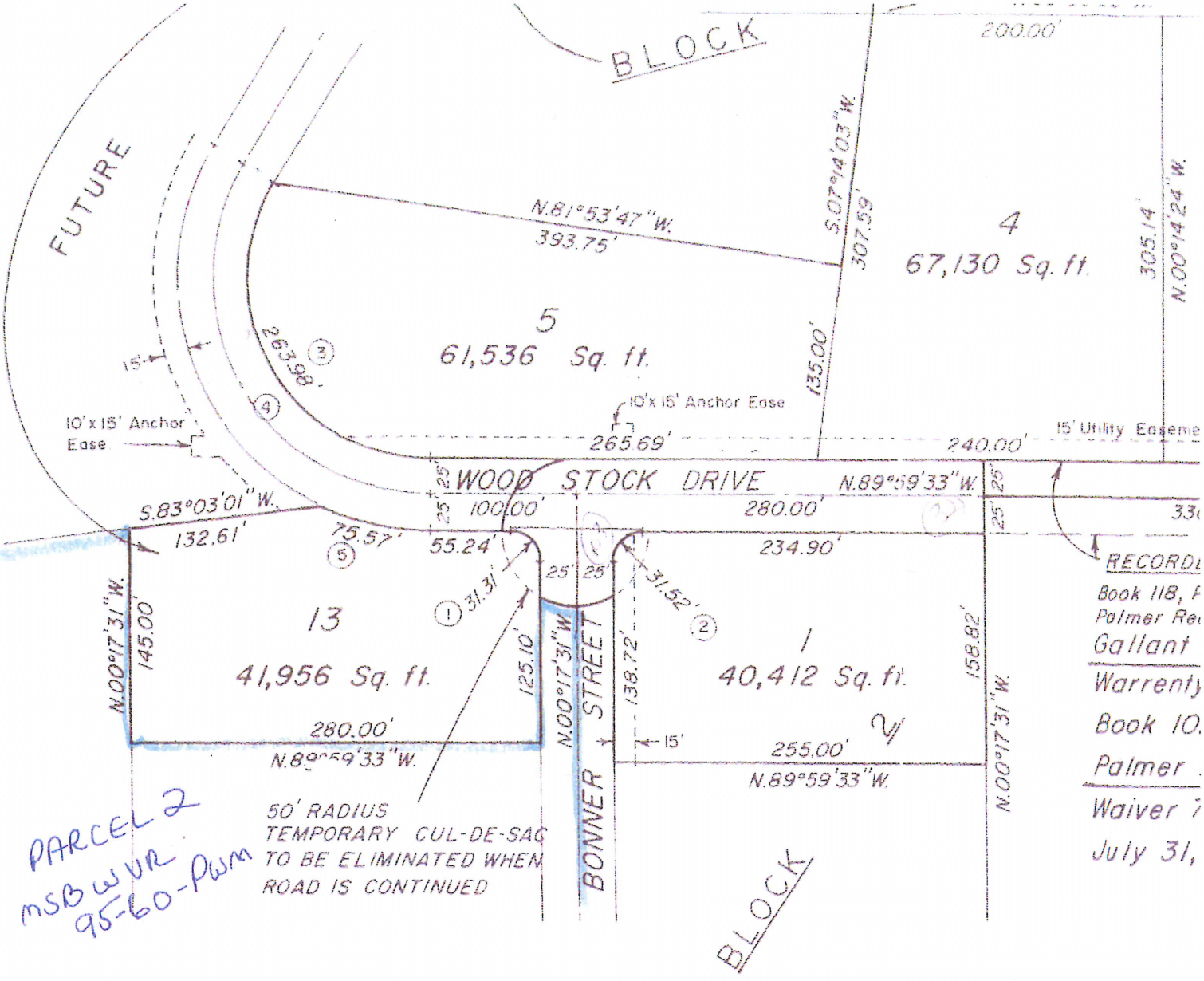
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

NOTARY PUBLIC
STATE OF ALASKA

NOTARY PUBLIC in and for Alaska
My Commission Expires: [illegible]

95-018807
18 [illegible]

PALMER NET. DISTRICT
REQUESTED BY Donna Massey
'95 DEC 28 AM 9 49.



PARCEL 2
MSB WVR
95-60-PWM

FUTURE SUBDIVISION

PLAT OF TIMBERED ACRES UNIT #1

CURVE DATA

O.	Δ	R	T.	L.	Ch. L.
1.	89°42'02"	20.00'	19.90'	31.31'	28.21'
2.	90°17'58"	20.00'	20.10'	31.52'	28.36'
3.	121°00'00"	125.00'	220.94'	263.98'	217.59'
4.	121°00'00"	150.00'	265.12'	316.78'	261.11'
5	24°44'26"	175.00'	38.38'	75.57'	74.98'

STATE OF ALASKA
49TH
Harry M. Campbell Jr.
NO. 1511-S
REGISTERED PROFESSIONAL LAND SURVEYOR

NOTES:

1. "USABLE AREA" table is 4 fee
2. Lot areas show
3. BASIS OF BEARI WEST on the G.

IFICATE OF REGISTERED LAND SURVEYOR

BY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR AND THAT
LAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND
THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS LOCATED THE ERROR OF
IRE FOR FIELD TRAVERSES SHALL NOT BE GREATER THAN 1 PART IN 5,000

May 19, 1976 Harry M. Campbell Jr.
REGISTERED LAND SURVEYOR

WATER SUPPLY & SEW

NO INDIVIDUAL WATER SU
PERMITTED IN ANY LOT
IN ACCORDANCE WITH TH