

PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, MARCH 15, 2012
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, DETERMINATION OF QUORUM:

Present and constituting a quorum were Chairman Madar, Commissioners Kircher, Kerslake, Prosser and Weir. Commissioner Campbell was excused. Also present were Sandra Garley, Community Development Director, and Ron Anderson, Recording Secretary.

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

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

E. MINUTES OF PREVIOUS MEETING(S):

The minutes of the Regular Meeting of February 16, 2012 were approved as submitted.

F. PERSONS TO BE HEARD:

There was no 'Persons to be Heard' at this meeting.

G. PUBLIC HEARING:

There was no Public Hearings at this meeting.

H. UNFINISHED BUSINESS:

1. Discussion of a proposed revision to Palmer Municipal Code, 17.32.025, Standards for Large Retail Establishment Permit.

Commissioner Madar asked for a Staff Report.

Mrs. Garley reminded the Commission that during the February 16 Planning and Zoning Commission meeting, a recommendation was made for a draft revision to Palmer Municipal Code (PMC) 17.32.025, Standards for Large Retail Establishment Permits, be prepared for consideration at this meeting. Sections D-4, M and N-6 are included in this meeting's packet on page 15 of that packet.

Commissioner Madar asked the Commission what was their wish?

Commissioner Prosser made a motion, seconded by **Commissioner Kerlake** to enter into the Committee of the Whole to consider these proposed revisions to PMC 17.32.025.

ROLL CALL VOTE ON MOTION:

Campbell	Kerlake	Kircher	Madar	Pack	Prosser	Weir
--	Y	Y	Y	--	Y	Y

The Commission entered into the Committee of the Whole at 7:03 p.m.

It was decided by the Commission to revise section D, 4 of PMC 17.32.025 to read “Where a side or portion thereof, of an LRE parcel is adjacent to a residential zone or an existing residential dwelling, an earthen berm ...”.

Additionally, Section M of PMC 17.32.025 be revised to remove may and replace it with “shall” be limited as necessary...”.

Lastly, Section N of PMC 17.32.025 be revised to read “to mitigate noise to and views from the property line”.

Commissioner Weir made a motion, seconded by **Commissioner Kerlake** to leave the Committee of the Whole.

The Commission left the Committee of the Whole at 7:20 p.m.

Commissioner Weir made a motion, seconded by **Commissioner Prosser** to amend the motion to approve revisions to PMC 17.32.025, as prepared by staff to read “a residential zone or an existing residential dwelling”.

ROLL CALL VOTE ON MOTION on amendment:

Campbell	Kerlake	Kircher	Madar	Pack	Prosser	Weir
--	Y	Y	Y	--	Y	Y

VOTE ON MOTION: the motion passed unanimously.

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

Campbell	Kerlake	Kircher	Madar	Pack	Prosser	Weir
--	Y	Y	Y	--	Y	Y

VOTE ON MOTION: the motion passed unanimously.

2. Discussion of City Council Goals for Community Development.

Commissioner Madar asked for a Staff Report.

Mrs. Garley stated that as part of its charter, the City of Palmer and the City Council had recently established goals for the City to improve the overall condition and impression of the City. This list of goals was included in the packet for this meeting. The City Council was

hoping for input from the Planning and Zoning Commission on these goals and any suggestions the Commission might have to possibly improve this list.

Commissioner Madar asked the Commission what was their wish?

Commissioner Prosser made a motion, seconded by **Commissioner Weir** to enter into the Committee of the Whole to consider the goals as set by the City Council.

The Commission entered into the Committee of the Whole at 7:30 p.m.

The Commission decided to review the goals before the next regularly scheduled meeting and discuss first, the goals with the highest priorities or 'three stars' and to move through the list of goals at subsequent meetings.

Commissioner Kerlake made a motion, seconded by **Commissioner Weir** to leave the Committee of the Whole.

The Commission left the Committee of the Whole at 7:40 p.m.

Commissioner Kircher made a motion, seconded by **Commissioner Kerlake** to direct staff to bring forward the Council goals with three stars for discussion at the next meeting.

ROLL CALL VOTE ON MOTION:

Campbell	Kerlake	Kircher	Madar	Pack	Prosser	Weir
--	Y	Y	Y	--	Y	Y

I. NEW BUSINESS:

1. Discussion revisions to the Palmer Municipal Code, 17.59, Transition District.

Commissioner Madar asked for a Staff Report.

Mrs. Garley introduced the T-Transition District for review and suggested a practical approach would be to start fresh with the intent of this zoning district and draft a completely new chapter.

During large annexations, most properties fall into established land use patterns. A problem only arises when an area contains such a mixture of land uses that no clear pattern is apparent. The Transition district should address these limited areas and allow for a better annexation process for all properties coming into the City.

Commissioner Madar asked the Commission what was their wish?

Commissioner Weir made a motion, seconded by **Commissioner Kerlake** to enter into the Committee of the Whole to allow for discussion on the T-Transition District.

The Commission entered into the Committee of the Whole at 7:44 p.m.

Commissioner Weir made a motion, seconded by **Commissioner Kircher** to leave the Committee of the Whole.

Discussion included a history of why the City adopted the Transitional District instead of requiring all newly annexed property to be initially zoned R-1 and the importance of communicating with property owners in potential annexation area about the City's various zoning districts.

Adoption of Rural Residential zoning district by the Council along with new Agricultural District should keep the number of properties that would need to go into a Transitional District to a minimum.

There may still need to be some work on the need for conditional use permits for anything other than single family residential in the Transitional District.

The Commission left the Committee of the Whole at 8:00 p.m.

Commissioner Weir made a motion, seconded by **Commissioner Kircher** to continue discussion of the T-Transition District criteria at the next regular meeting.

ROLL CALL VOTE ON MOTION:

Campbell	Kerslake	Kircher	Madar	Pack	Prosser	Weir
--	Y	Y	Y	--	Y	Y

VOTE ON MOTION: the motion passed unanimously.

- 2. Discussion of including time limits on activation and a revocation process for Conditional Use Permits.

Commissioner Madar noted that because the City appears to have several conditional use permits that have not been activated, he requested that this topic be placed on the agenda for discussion. He asked for a Staff Report.

Mrs. Garley directed the commission to the example of ordinance language from other community zoning codes that was included the packet. Staff found that most codes reviewed included time limits for activation of the conditional use and a process to revoke an approved conditional use permit for cause.

Commissioner Madar asked the Commission what was their wish?

Commissioner Kircher made a motion, seconded by **Commissioner Weir** to enter into the Committee of the Whole.

The Commission entered into the Committee of the Whole at 8:00 p.m.

There followed a discussion of existing conditional use permits and how the annual review of these permits in October gives the Commission an opportunity to consider whether or not the applicant is in compliance with the permit conditions.

The authority to conduct reviews and to impose time periods to activate a permit needs to be written in the code so than applicant and the public is on notice that permit conditions must be met.

Commissioner Kerlake made a motion, seconded by **Commissioner Weir** to leave the Committee of the Whole.

The Commission left the Committee of the Whole at 8:18 p.m.

Commissioner Kircher made a motion seconded by **Commissioner Kerlake** to direct staff to prepare a revision to the current code to include limits on activation and a revocation process similar to the examples in tonight's packet.

ROLL CALL VOTE ON MOTION:

Campbell	Kerlake	Kircher	Madar	Pack	Prosser	Weir
--	Y	Y	Y	--	Y	Y

VOTE ON MOTION: the motion passed unanimously.

J. PLAT REVIEWS:

There was no Plat Reviews for this meeting.

K. PUBLIC COMMENTS:

There was no Public Comments presented during this meeting.

L. STAFF REPORT:

Mrs. Garley reminded the Commission of the Pot Luck Planning session that was scheduled to be held at the 1st Baptist Church, Friday, March 30, 2012 from 5:30 pm until 8:00 pm. The flyer was mailed to over 190 homes inviting families to attend. The City was able to partner with the Park Service and benefited from this by receiving free design advice from an American Society of Landscape Architects member.

The plan was to have a charrette-styled opening meeting Friday evening to compile ideas. The architect would then compile these ideas and present them to the families in a visual form for the meeting on Saturday. This would allow the shareholders to better select a design that is most favored by the future users of this park.

The Rotary Club, Lions Club, Royal Order of Moose, Kiwanis and representatives from state government had been invited. There were also several Commission members who indicated that they might also like to attend. Mrs. Garley reminded the Commission that if more than 3 members were to attend, it would mandate that it then be treated as a Planning and Zoning Commission meeting, requiring all the notifications and a written record.

Commissioners Kircher, Madar and Prosser were the three members that hoped to attend. The Commissioners may be required to contribute to the pot-luck as well.

M. COMMISSIONER COMMENTS:

Commissioner Kircher stated that he was impressed with the Mat-Su Health Foundation and the services it offers. The Foundation is considering a grant for trails within the Borough. The grants are easy to apply for.

Commissioner Kerslake had no additional comments for the Commission.

Commissioner Prosser had no additional comments for the Commission.

Commissioner Weir had no additional comments for the Commission.

Commissioner Madar had no additional comments for the Commission.

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:23 p.m.

Michael W. Madar, Chairman

Ron Anderson, Recording Secretary