



Item K – Unfinished Business

CITY OF PALMER
INFORMATIONAL MEMORANDUM NO. 12-023
RESOLUTION NO. 12-021

Subject: Resolution No. 12-021: Updating Chapter 8 of the 2006 Palmer Comprehensive Plan by Approving the Parks, Trails and Recreational Fields Master Plan and Requesting the Matanuska-Susitna Borough Approve Said Update by Adopting the Palmer Parks, Trails and Recreational Fields Master Plan

Agenda of: April 24, 2012

Council Action: Postponed to May 8, 2012 _____

Approved for presentation by:

City Manager *Douglas B. Griffin*
City Attorney _____
City Clerk *JR*

Certification of Funds:

Total amount of funds listed in legislation:	\$ <u>0</u>
This legislation (✓):	
<input checked="" type="checkbox"/> Has no fiscal impact	
Creates:	
<input type="checkbox"/> A negative fiscal impact in the amount of:	\$ _____
<input type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input type="checkbox"/> Funds are budgeted from this (these) line item(s):	
➤	
<input type="checkbox"/> Funds are not budgeted. Budget modification is required. Affected line item(s):	
➤	
Unrestricted/undesignated fund balance (after budget modification)	\$ _____
Director of Finance signature certifying funds:	<u><i>JR</i></u>

Attachment(s):

- Planning and Zoning Commission Resolution 12-001
- Minutes of February 16, 2012 Commission Meeting
- January 2012 version of Palmer Parks, Trails, and Recreational Fields Master Plan
- Letter from Ron Vine, Vice-President ETC Institute, regarding survey

Summary statement: The Palmer Parks, Trails and Recreational Fields Master Plan has been revised to include the comments and recommendations made during the December 13, 2011, presentation to Council by Brian Trusty of PROS Consulting LLC.

Background: In the 2010, the City worked with the Palmer Economic Development Authority (PEDA) to prepare a grant application to the Mat-Su Health Foundation for funds to assist the

City in preparing a parks plan. PEDA was awarded a grant in the amount of \$49,500. PEDA and the City signed a Cooperative Agreement to allow the City to issue a Request for Proposals (RFP) to hire a consultant to develop a Parks Master Plan. This RFP was issued on October 15, 2010. Eleven firms submitted proposals in response to this RFP. PROS Consulting, LLC was awarded the contract to develop the Master Plan by Council on January 11, 2011.

The Parks, Trails and Recreational Fields Master Plan was developed with input from individual and group stakeholders, focus groups, surveys, and public meetings. As requested by Council, following the presentation of the Palmer Parks, Trails and Recreational Fields document during the December 13, 2011 Council meeting, PROS Consulting made the following changes to the document:

1. All spellings of Arctic have been corrected
2. All survey references have been expanded to include language about the survey addressing non-City residents
3. Added trail project under Priority 1 that addresses the section of the Arctic Avenue pathway from the River to the Glenn Highway intersection
4. Added trail recommendations for trail /roadway development standards
5. Revised and corrected schematics

The Planning and Zoning Commission has reviewed the revised Parks, Trails and Recreational Fields Master Plan at their regular meeting of February 16, 2012 and passed Commission Resolution 12-001 recommending Council approve the plan as prepared by PROS Consulting as part of the 2006 Comprehensive Plan.

Administration recommendation: Adopt resolution no. 12-021.

Commission Information
Initiated by: Planning & Zoning Commission
Commission Agenda: February 16, 2012
Action: Approved
Vote: Unanimously

Council Information
Introduced by: City Manager Griffin
Date: April 24, 2012
Action: Postponed to May 8, 2012
Date: May 8, 2012
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 12-021

A Resolution of the Palmer City Council Updating Chapter 8 of the 2006 Palmer Comprehensive Plan by Approving the Parks, Trails and Recreational Fields Master Plan and Requesting the Matanuska-Susitna Borough Approve Said Update by Adopting the Palmer Parks, Trails and Recreational Fields Master Plan

WHEREAS, the City of Palmer may from time to time revise the comprehensive plan for the physical development of the City pursuant to PMC 2.20.040; and

WHEREAS, the City received funding assistance from the Palmer Economic Development Authority through a grant from the Mat-Su Health Foundation to prepare a plan to ensure adequate open spaces, parks, and recreation opportunities for current and future residents of the city; and

WHEREAS, the Palmer Planning and Zoning Commission has conducted a public hearing on the Parks, Trails, and Recreational Fields Master Plan as prepared by Pros Consulting, LLC in response to the City's Request for Proposals to prepare a comprehensive master plan to ensure such adequate open spaces, parks, and recreation opportunities; and

WHEREAS, the following their public hearing, the Palmer Planning and Zoning Commission voted unanimously to approve Commission Resolution 12-001 on February 16, 2012 recommending the Council approve the Parks, Trails and Recreational Fields Master Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the Parks, Trails, and Recreational Fields Master Plan is approved.

BE IT FURTHER RESOLVED that the Council requests the Matanuska-Susitna Borough approve the update to Chapter 8 of the Palmer Comprehensive Plan by adopting the City of Palmer Parks, Trails and Recreational Fields Master Plan.

Passed and approved by the City Council of the City of Palmer, Alaska this ____ day of _____, 2012.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk



ETC INSTITUTE

MARKETING RESEARCH, DEMOGRAPHY, STATISTICAL APPLICATIONS

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(913) 829-1215 FAX: (913) 829-1591

Sandra Garley
Director of Community Development
City of Palmer, Alaska

Dear Ms. Garley,

We are sure that **at least** 251 of the surveys were completed by City of Palmer residents. The actual number can be expected to be higher since respondents typically do not respond to this type of survey if they do not live in the City requesting their participation. Some residents will undoubtedly choose to participate because they feel a strong affiliation with the City. Depending on a City's future annexation plans, this can be helpful to know some opinions of surrounding residents who might someday be within the City limits or are users of the City Parks and Recreation services.

We got back 132 surveys for which mail is delivered by address and we know all of those were in the City. We did a GIS overlay of the City with our acquired mailing addresses. We sent surveys to all the confirmed addresses we had for the City. We also completed 119 surveys by phone. The phone callers screened the calls at the beginning by asking if they were city residents; if they were not, they were thanked and no survey was completed. So we know that at least 251 of the surveys were completed by City of Palmer residents, having an address known to be in the City on their mailed in survey or completed over the phone by someone who said that they lived inside the City.

Our contract calls for completing 370 surveys, so that leaves a remaining total of 119 surveys. (370 surveys – 251 surveys = 119 surveys) for which we cannot be as sure. We actually completed 401 surveys.

The vast majority of both city and non-city residents have their mail delivered to PO Boxes. We had our acquired sample geocoded so that we could determine those addresses inside the City of Palmer and outside the City of Palmer. After excluding all addresses identified as outside the City of Palmer, we found that about one-fourth of the remaining addresses were addresses (not PO addresses) inside the City of Palmer; the remainder were PO Box addresses.

The mailed survey was addressed "Dear City residents". We had a number of surveys sent out to PO Box numbers that were returned with the survey blank, and marked "Not a City resident". We have found that this is a strong indicator that non-city residents did not return the survey.

By being conservative we can estimate that two-thirds of the remaining 150 surveys that were completed (401 surveys – 251 surveys = 150 surveys) came from City residents. This would mean an additional 100 surveys came from residents. That would mean that it is very likely that at least 351 surveys came back from City residents, with the number probably being higher.

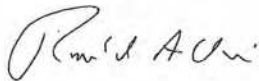
The sampling of 401 completed surveys is more than the 370 surveys in our contract. As I am sure you noted the demographics in the survey closely match the demographics in the community, so the sampling is great.

I really think with the above information, and the fact that we have completed more than 400 surveys (from a mailing list that had less than 500 city residents with mailing addresses that were not PO boxes), the City has a great survey. Please also keep in mind that we did two mailings because of the concerns about the first mailing.

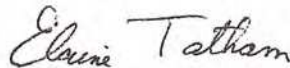
The 2010 census shows 2,113 housing units in the City of Palmer. The list we used has approximately 2,100 housing units, which is similar to the actual 2010 census estimate of housing units.

If the post office actually delivers mail to each of those 2,113 housing units by address (not PO Box) and the City has an Excel file that shows each of those addresses (that are not PO boxes), we will mail another 400 surveys to those non-PO Box addresses that were not in our secured sample and that we have not received surveys already back from those addresses. This would be a third mailing to these households.

Sincerely,



Ron Vine
Vice-President, ETC Institute



Dr. Elaine Tatham
President, ETC Institute

1/20/2012

CITY OF PALMER

PALMER, PLANNING AND ZONING COMMISSION

RESOLUTION NO. 12-001

A RESOLUTION OF THE PALMER PLANNING AND ZONING COMMISSION RECOMMENDING THE PALMER CITY COUNCIL ADOPT THE PARKS, TRAILS AND RECREATIONAL FIELDS MASTER PLAN AS PREPARED BY PROS CONSULTING, LLC , AS PART OF THE PALMER COMPREHENSIVE PLAN.

WHEREAS, pursuant to PMC 2.20.040 the commission shall be required from time to time to develop, adopt, or revise, subject to approval and amendment by the city council, a comprehensive plan for the physical development of the city; and

WHEREAS, such plans, along with supporting matter, shall show the commission's recommendations for the development of the city territory and may include, among other things, a land use plan; and

WHEREAS, in exercising the powers granted it by the PMC, the commission may prepare and recommend for city council adoption ordinances and policies governing for ensuring adequate open spaces, parks and recreation, for the avoidance of congestion of population; and

WHEREAS, pursuant to PMC 16.20.380 due consideration should be given to the allocation of suitable areas for schools, parks, playgrounds, and other areas to be dedicated for public use or reserved for future acquisition by a public body; and

WHEREAS, pursuant to PMC 12.03.010, the purpose of that chapter is to protect the public safety, health and welfare of city residents by providing a means to bring about the development of neighborhood parks.

NOW, THEREFORE, BE IT RESOLVED that the Palmer Planning and Zoning Commission does hereby recommend the City Council approve the Parks, Trails and Recreational Fields Master Plan as prepared by Pros Consulting, LLC, as part of the Palmer Comprehensive Plan.

Passed and approved by the Planning and Zoning Commission of the City of Palmer, Alaska, this 16th day of February, 2012.



Michael W. Madar, Chairman



Ron Anderson, Recording Secretary

PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, February 16, 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 7:01 p.m.

B. ROLL CALL, DETERMINATION OF QUORUM:

Present and constituting a quorum were Chairman Madar, Commissioners Campbell, Kircher, and Kerlake. Commissioner Prosser joined the meeting at 7:32 and Commissioner Pack was absent. Also present were Sandra Garley, Community Development Director, and Ron Anderson, Recording Secretary.

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

D. APPROVAL OF AGENDA: A suggestion was made to move the 'Persons to be Heard' scheduled for this meeting to after 'Unfinished Business' to allow the representative from Wolf Architecture additional time to arrive. The agenda was approved as amended.

E. MINUTES OF PREVIOUS MEETING(S):

1. The minutes of the Regular Meeting of January 19, 2012 were approved as submitted.

F. PUBLIC HEARING:

1. Consideration of Resolution 12-001 recommending Council approve the Parks, Trails and Recreational Fields Master Plan as prepared by Pros Consulting, LLC, as part of the Palmer Comprehensive Plan.

Commissioner Madar asked for a staff report.

Mrs. Garley presented the staff report. The City of Palmer Parks, Trails and Recreational Fields Master Plan was developed for the City by Pros Consulting. This study was funded by a grant from the Mat-Su Health Foundation and the Palmer Economic Development Authority with some matching funds from the City. This report is being presented to the Commission for review and possible comments or suggestions for improvement. This plan along with the Commission's recommendations will next be forwarded to the Palmer City Council for their consideration and possible adoption.

Commissioner Madar asked what the desire of the Commission was.

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

The Commission entered into the Committee of the Whole at 7:05 p.m.

Previous studies were mentioned that contained useful language that was considered in this document. These were:

- The Palmer Urban Revitalization Plan;
- The University of Washington Report;
- The Glenn Highway Scenic By-way Corridor Plan;
- The Parks, Arts, Recreation, Culture and Sports Group Report (PARCS); and
- Programs for Progress.

These plans addressed different aspects of future development for the City of Palmer. Not all of these plans were adopted by the City. It was good that some of the more pertinent ideas from these reports were used as a reference in the new Master Plan.

The Master Plan identified a need within the next ten years for a proposed Parks Director and a trail coordinator as well as a slight increase in sales tax. These positions are necessary for the proper management of the Parks and Trails within Palmer. Currently the City of Palmer does not have a Parks and Recreation Department. Today it is handled as 'extra duties as assigned' and would be better handled with full time staff. This added cost is necessary and would be phased in over a ten year period of time.

This Master Plan could also serve to update the sections of the Palmer Comprehensive Plan that dealt with Parks and Recreation. This might prove to be an alternative method to revise the Comprehensive Plan by sections, instead of attempting to re-write the entire Comprehensive Plan.

The entire Commission felt that this was a well developed report and the City would benefit from additional parks and trails for recreation in Palmer.

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

The Commission left the Committee of the Whole at 7:43 p.m.

Commissioner Kircher made a motion, seconded by **Commissioner Kerlake**, to move the City of Palmer Parks, Trails and Recreational Fields Master Plan to the Palmer City Council and recommend adoption of the plan.

Commissioner Madar requested a vote on the motion.

ROLL CALL VOTE ON MOTION [recommending approval of original motion]:

Campbell	Kerslake	Kircher	Madar	Pack	Prosser	Vacant
Y	Y	Y	Y	Absent	Y	--

VOTE ON MOTION: the motion passed unanimously.

Commissioner Kircher made a motion, seconded by **Commissioner Kerslake**, to amend the original motion to include passing Planning and Zoning Commission 12-001 and forwarding that Resolution as well to the Palmer City Council.

Commissioner Madar requested a vote on the amended motion.

ROLL CALL VOTE ON MOTION [recommending approval of amended motion]:

Campbell	Kerslake	Kircher	Madar	Pack	Prosser	Vacant
Y	Y	Y	Y	Absent	Y	--

VOTE ON MOTION: the motion passed unanimously.

2. Consideration of Resolution 12-002 Recommending Council Adoption of the 2012 Official Zoning Map.

Commissioner Madar asked for a staff report.

Mrs. Garley stated that this new zoning map contains all of the zoning changes approved by the Commission and the City Council since September of 2007. Additionally, the new zoning map makes an attempt to incorporate the traditional colors as used nationally and recommended by the American Planning Association.

This new zoning map also included three airport districts and the fairground district that had been previously added to the Palmer Municipal Code.

Commissioner Kerslake made a motion, seconded by **Commissioner Prosser** to approve Planning and Zoning Resolution 12-002 and forward both the resolution and the proposed revised zoning map to City Council and recommend that Council adopt the new Zoning Map.

The Commission felt that this map was very readable and appreciated the fact that it also reflected all of the most recent zoning changes.

Commissioner Madar requested a vote on the motion.

ROLL CALL VOTE ON MOTION [recommending approval of original motion]:

