

**BOARD OF ECONOMIC DEVELOPMENT
CITY OF PALMER, ALASKA**

**REGULAR MEETING
MONDAY, NOVEMBER 5, 2018
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the City of Palmer Board of Economic Development was called to order by Chair Silva at 6:03 p.m.

B. ADMINISTRATION OF OATH OF OFFICE:

City Clerk, Norma Alley, administered the oaths of office to reappointed Board Members Lorie Koppenberg and Chair Dusty Silva. It was noted for the record that Board Member Chris Chappel has also been reappointed and his oath of office will be administered at a later time. The term of office for each is 3 years.

C. ROLL CALL:

Present and constituting a quorum were Board Members:

Dusty Silva, Chair	Lorie Koppenberg
Peter Christopher	Janet Kincaid
Barbara Hunt	Kelly Turney

Absent:

Christopher Chappel (unexcused)

Ex-Officio member present:

David Fuller, Palmer City Council

Also present were:

Brad Hanson, Community Development Director
Nathan Wallace, City Manager
Pam Whitehead, Recording Secretary

D. PLEDGE OF ALLEGIANCE: The Pledge was led by Board Member Turney.

E. ELECTION OF OFFICERS:

Chair: Chair Silva explained the duties of the Chair and opened nominations for the office of Chair. Board Member Koppenberg nominated Board Member Silva to continue to serve as Chair, seconded by Board Member Christopher. There were no other nominations.

There being no objections, Chair Dusty Silva was duly elected to continue to serve as Chair for the ensuing term.

Vice Chair: Chair Silva explained the duties of Vice Chair and opened nominations for the office of Vice Chair. Board Member Turney expressed interest to serve as Vice Chair, seconded by

Board Member Kincaid. There were no other nominations.

There being no objections, Board Member Kelly Turney was duly elected to serve as Vice Chair for the ensuing term.

F. APPROVAL OF AGENDA:

The Agenda was unanimously approved, as amended, to reflect postponement of the Dave Cruz presentation to a future time under Audience Participation. There were no objections.
[Kincaid, Christopher, Koppenberg, Hunt, Turney, Silva; Absent: Chappel]

G. MINUTES OF PREVIOUS MEETING:

The Minutes of the **September 10, 2018 Special Meeting** were unanimously approved as presented by all members present. There were no objections.
[Kincaid, Christopher, Koppenberg, Hunt, Turney, Silva; Absent: Chappel]

H. AUDIENCE PARTICIPATION:

1. Presentation by Dave Cruz, Cruz Construction – postponed to a future time.
2. Norma Alley, City Clerk:
 - Inquired of the Board as to preferred date and scheduled the City Council/BED Joint Meeting for Tuesday, February 5, 2019 at 6:00 p.m.

I. REPORTS:

1. Boards and Commission Report – Director Hanson:
 - Highlighted the written report in the packet (pp 13-16) on the September and October 2018 activities of the City Council, Planning and Zoning Commission, Airport Advisory Commission and the Parks, Recreation & Cultural Resources Advisory Board;
 - Discussed some of the economic benefits to Palmer as the result of the Glenn Highway Expansion Project;
 - Responded to board member questions.
2. Work Plan Activities Report – There was nothing new to report at this time.
3. Manager/Staff Report – There was no report.

J. UNFINISHED BUSINESS:

1. Committee of the Whole to Discuss Economic Development Strategic Plan – Workplan, Palmer facilities and economy discussion (note: action may be taken by the Board following the committee of the whole).

Main Motion: To enter Committee of the Whole for open and ease of discussion

of the Workplan and related topics.

Moved by:	Kincaid
Seconded by:	Kelly
Action:	Motion Carried Unanimously by all members present.
In favor:	Kincaid, Christopher, Turney, Koppenberg, Hunt, Silva
Opposed:	None
Absent:	Chappel

[The Board entered Committee of the Whole at 6:22 p.m.; exited at 8:10 p.m.]

Staff Report: Director Hanson directed attention to Information Memorandum 18-017 and other information in the packet (pp 25-51) for the Board’s review related to commercial zoning districts and land use in Palmer. As the City is in the process of revising Title 17, he asked that the Board weigh in and provide input and recommendations concerning the commercial zoning districts and land use (see Land Use matrix on packet p. 47) to use as a worksheet.

Lengthy Committee of the Whole points of discussion included:

- Discussion on whether to consider a Highway Commercial Corridor District, thinking ahead of when the Glenn Highway Expansion is completed;
- Discussion of some type of designation for the Downtown Area as an Historic District;
- Discussion regarding the importance of safety and visibility in transportation corridors, as well as lighting, signage, and wind abatement;
- Review and discussion of specific land uses that should be permitted in Zones 1, 2, and 3 (see Matrix, pp 47-50);
- Discussion on how Downtown Palmer should be defined;
- Discussion regarding Large Retail Establishments;
- Discussion on the importance of developing a process to determine a new use and it’s appropriateness for the community;
- Discussion on the importance of having language in the code defining a process for appeal of a zoning administrator’s decision.
- Discussion that there is probably room in the code to create an additional district to truly define Downtown and that the Historic District should be a part of the concept.
- Discussion that Palmer needs to consider what is going to happen outside its borders and define it.
- Discussion regarding annexation that should occur along the transportation corridors.

[The Board exited Committee of the Whole, without objection, at 8:10 p.m.]

2. Committee of the Whole to Discuss Pavilion usage (note: action may be taken by the Board following the committee of the whole).

Main Motion: To enter Committee of the Whole for open and ease of discussion on Pavilion usage.

Moved by:	Kelly
Seconded by:	Koppenberg
Action:	Motion Carried Unanimously by all members present
In favor:	Kincaid, Christopher, Turney, Koppenberg, Hunt, Silva

Opposed: None
Absent: Chappel

[The Board entered Committee of the Whole at 8:10 p.m.; exited at 8:44 p.m.]

Staff Report: Director Hanson explained that this discussion was postponed from the August meeting and directed attention to Information Memorandum 18-016 in the packet (p. 53) containing background and questions that might help spur discussion for the purpose of assisting staff in developing a policy for management of the Pavilion. Any recommendations would be welcome.

Committee of the Whole points of discussion included:

- Parking is an issue during the summer and during special events Downtown;
- An application or user agreement should be required for commercial activities – protects the City and the vendor(s); there should also be a fee if for commercial use;
- Having a dedicated space for roving vendors will free up parking on the street;
- There should be requirements similar to the Depot contract;
- The Pavilion is primarily a public space for the City's benefit and the benefit of residents; if commercial activity is consistently allowed, it would not be serving the best public use;
- A majority of board members spoke in support of allowing commercial use of the Pavilion;

Staff will work on it more and bring back a draft policy for review at the next meeting.

[The Board exited Committee of the Whole, without objection, at 8:44 p.m.]

K. NEW BUSINESS: None.

L. BOARD MEMBER COMMENTS:

Board Member Koppenberg:

- Commented she is glad to be back on the Board and looks forward to the next three years in accomplishing the goals set before us to do the City's business. It was a good meeting.

Council Member Fuller:

- Commented it is good to be back;
- Thinks Director Hanson has done an outstanding job forward-thinking the highway corridor zoning;
- Recommended the Board set some timelines for looking beyond city borders in order to influence how things come into the City;
- Hopes to look beyond the Pavilion and start looking at all of the spaces and address the nonprofits that are utilizing the City for rentals.

Board Member Turney:

- Thanked everyone for the kind words and support for the events they've been hosting, speaking specifically to the drive-in movie under the Tower. It was a smashing success with 25 cars and 79 people, served over 80 hamburgers, 8 pounds of popcorn, and 10 gallons of root beer and cream soda.

- His goal is to do an event in that space once a month in 2019;
- Encouraged attendance at the Alaska Chicks Vintage Show December 1-2;

Board Member Hunt:

- Thanked everyone for the good meeting tonight.

Board Member Kincaid:

- Complimented Board Member Turney on his events, noting that it's little things like that, that make Palmer unique;
- Spoke to her recent trip to Amish country in Pennsylvania commenting on how all the lawns were mowed and manicured. She was told there would be shaming if the lawns weren't kept up.
- Commented on the improvements at the Arboretum;

Board Member Christopher:

- Had no comments.

Chair Silva:

- Wished Board Member Christopher a Happy Birthday and thanked him for spending it with the Board;
- Commented she looks forward to continuing to serve on the Board for the next three years.

M. ADJOURNMENT:

There being no further business, the meeting adjourned at 8:50 p.m.

APPROVED by the Board of Economic Development, this 3rd day of December, 2018.

Dusty Silva, Chair

Brad Hanson, Community Development Director