

Mayor Edna B. DeVries
Deputy Mayor Sabrena Combs
Council Member Julie Berberich
Council Member Richard W. Best
Council Member Steve Carrington
Council Member Brian Daniels
Council Member Jill Valerius

City Attorney Michael Gatti
City Clerk Norma I. Alley, MMC
City Manager John Moosey

City of Palmer, Alaska
City Council Meeting
June 22, 2021, at 7:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Consent Agenda
 - a. Introduction and Setting a Public Hearing for July 13, 2021, for **Ordinance No. 21-010:** Amending Palmer Municipal Code Chapter 17.86 Allowing Accessory Dwelling Units in the Commercial Limited and Commercial General Districts and Elimination of Lot Size Requirements Within the Central Business..... Page 3
 - b. Introduction and Setting a Public Hearing for July 13, 2021, for **Ordinance No. 21-011:** Amending Palmer Municipal Code Section 3.16.050 Pertaining to the Removal of Sales Tax Exemptions at the Warren "Bud" Woods Palmer Municipal Airport Page 15
 - c. Introduction and Setting a Public Hearing for July 13, 2021, for **Ordinance No. 21-012:** Amending Palmer Municipal Code Chapter 12.08 Pertaining to the Fuel Flowage Fee for the Warren "Bud" Woods Palmer Municipal Airport..... Page 21
 - d. **Resolution No. 21-022:** Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 5, 2021 Page 29

E. COMMUNICATIONS AND APPEARANCES REQUEST

1. Presentation of a Proclamation to Palmer High School Baseball Team in Recognition of Winning the State Championship
2. Presentation from Scottish Highland Games Coordinator Jeni McDaniel Regarding the Scottish Highland Games Page 33

F. REPORTS

1. City Manager's Report
2. City Clerk's Report
 - a. Accept City Clerk Resignation
3. Mayor's Report
 - a. Palmer Pride Awards Nominations
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. UNFINISHED BUSINESS

1. **Ordinance No. 21-008:** Amending Palmer Municipal Code Chapter 8.20 Regarding Garbage Collection and Disposal (Pending Motion)..... Page 35

I. NEW BUSINESS

- 1. **Resolution No. 21-023:** Amending the 2021 City of Palmer Employee Pay Plan..... Page 39
- 2. **Action Memorandum No. 21-039:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection for the Renewal of Liquor License No. 3767 for the HumDingers Gourmet Pizza Located at 173 S. Valley Way Page 43
- 3. **Action Memorandum No. 21-040:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection for the Renewal of Liquor License No. 5854 for the Bleeding Heart Brewery Located at 562 S. Denali Street..... Page 47

J. EXECUTIVE SESSION

- 1. Matters, the Immediate Knowledge of Which Would Clearly Have an Adverse Effect Upon the Finances of the Public Entity and Matter which by Law, Municipal Charter, or Ordinances are Required to be Confidential – Potential Litigation Attorney Client Communication: State of Alaska City of Palmer Dispatch Agreement (note: action may be taken by the council following the executive session)

K. RECORD OF ITEMS PLACED ON THE TABLE

L. AUDIENCE PARTICIPATION

M. COUNCIL COMMENTS

N. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
July 6	Special	6 pm	Clarifiers Project
July 13	Regular	7 pm	
July 27	Regular	7 pm	
Aug 10	Special	6 pm	Joint BED
Aug 10	Regular	7 pm	
Aug 24	Regular	7 pm	
Sep 14	Regular	7 pm	
Sep 28	Regular	7 pm	
Oct 11	Special	6 pm	Election Certification

**City of Palmer
Ordinance No. 21-010**

Subject: Amending Palmer Municipal Code Chapter 17.86 Allowing Accessory Dwelling Units in the Commercial Limited and Commercial General Districts and Elimination of Lot Size Requirements Within the Central Business

Agenda of: June 22, 2021 - Introduction

Council Action: **Adopted** **Amended:** _____
 Defeated

Originator Information:

Originator: Brad Hanson, Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:


Total amount of funds listed in this legislation: \$ _____

This legislation (√):



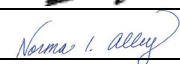
- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u></u>	_____

Attachment(s):

1. Ordinance No. 21-010
2. Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units
3. Planning and Zoning Minutes for May 20, 2021 (Draft)

Summary Statement/Background:

On February 23, 2021, the Palmer City Council approved Ordinance 21-002 enacting the Commercial Land Use Matrix. These amendments to commercial districts promote opportunities for economic development and reinvestment, as well as offer flexibility of permitted activities within different commercial districts, by allowing a more compatible use of land through appropriate land use regulations. Goals of these amendments are:

1. To promote opportunities for investment and reinvestment by allowing a more compatible use of land through appropriate land use regulations and uniformity of code.
2. To encourage economic opportunities through sound land use practices.
3. To promote land use flexibility to encourage quality, scale and character of development consistent with Palmer's existing or planned uses.

Ordinance No. 21-010 will allow accessory dwelling units as a permitted use in the Commercial Limited and Commercial General zoning districts on a single-family residence within the Central Business District, as well as eliminate lot size restrictions for single-family residences containing an ADU inside the Central Business District. This should encourage densification of the Central Business District. Lot size requirements have been eliminated for ADU's in the Central Business District, however developments will still have to provide adequate parking as required by Palmer Municipal Code Chapter 17.64 and meet all setback requirements for residential developments in commercial districts.

At the May 20, 2021 Planning and Zoning meeting, the Commission discussed and reviewed the changes to the draft ordinance and voted unanimously to move the draft ordinance forward to City Council with a recommendation for adoption.

Administration's Recommendation:

Adopt Ordinance No. 21-010

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: June 22, 2021

Public Hearing:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 21-010

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 17.86 Allowing Accessory Dwelling Units in the Commercial Limited and Commercial General Districts and Elimination of Lot Size Requirements Within the Central Business

WHEREAS, the Planning and Zoning Commission proposes and recommends text amendments as necessary to Title 17, Zoning to ensure that the regulations and standards are applicable to the current needs of the community, and;

WHEREAS, the Commission has reviewed and determined Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units can more adequately address the current residential housing demands of the community for accessory dwelling units, and;

WHEREAS, the Commission has reviewed and discussed accessory dwelling units from other similar communities and has drafted code language to help meet the increasing residential demands of the community, and;

WHEREAS, due to a growing residential market for downtown housing opportunities, the Commission has determined there is a need to encourage infill and higher density housing in the Central Business District, the size restrictions of Accessory Dwelling Units have been reduced.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Section 17.86 Accessory Dwelling Units classifications are hereby amended to read as follows (new language is underlined, and deleted language is stricken):

17.86.030 General Provisions

A. One attached ADU is permitted per residentially or agriculturally zoned lot larger than 10,000 square feet. An ADU may be developed on a limited commercial or general commercial zone within the central business district with no lot size restriction.

E. Detached ADUs not part of a ~~garage~~ the primary residential structure may be developed only on lots of 20,000 square feet or larger. An ADU may be developed on a limited commercial or general commercial zone within the central business district with no lot size restriction.

J. Subsections A and E of this section notwithstanding, an ADU in the established Central Business District Overlay zone is permissible on any legally conforming lot or use.

Section 4. Palmer Municipal Code Section 17.86.040 Development standards are hereby amended to read as follows (new language is underlined, and deleted language is stricken):

17.86.040 Development standards.

H. Size. The ADU shall not be more than 40 percent of the gross floor area of the principal dwelling unit. An ADU may not be less than 300 square feet or more than 900 square feet. A maximum of two bedrooms is permitted. An ADU in the established Central Business District Overlay zone may not exceed 50 percent of the gross floor area of the principal dwelling unit.

Section 5. Effective Date. Ordinance No. 21-010 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of ____, 2021.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Chapter 17.86

ACCESSORY DWELLING UNITS

Sections:

- 17.86.010 Intent.**
- 17.86.020 Application and approval.**
- 17.86.030 General provisions.**
- 17.86.040 Development standards.**
- 17.86.060 Lot covenant.**
- 17.86.080 Transfer of property.**
- 17.86.090 Prior illegal uses.**
- 17.86.100 Right to appeal.**
- 17.86.110 Annual review.**

17.86.010 Intent.

This chapter sets out the criteria under which accessory dwelling units (ADUs) may be incorporated into certain zoning districts. Accessory dwelling units promote a diverse range of quality housing, allow for more efficient and flexible use of existing housing stock and infrastructure, and respond to changing family needs and smaller households by allowing a mix of housing. The development standards set forth in this chapter help maintain high quality residential neighborhoods and protect neighborhood stability, property values, and single-family residential appearance of the neighborhood by ensuring that ADUs are developed under the provisions of this chapter. (Ord. 07-026 § 4, 2007)

17.86.020 Application and approval.

- A. An application for an ADU permit shall be initiated by the owner on a form prescribed by the zoning administrator. For the purposes of this chapter, the "owner" shall mean any person named on the deed, a contract purchaser, or the beneficiary of a trust named on the deed.
- B. The permit shall be accompanied by the notarized affidavit affirming that at least one owner will occupy the principal dwelling or the accessory unit, and that the ADU will conform to the requirements of the permit and the requirements of this chapter.
- C. A nonrefundable fee of \$50.00 shall accompany the application.
- D. The zoning administrator shall review the application for code compliance within 30 calendar days.

E. The zoning administrator shall notify the applicant in writing of approval or denial. Approved applications shall be issued an ADU permit. (Ord. 07-026 § 4, 2007)

17.86.030 General provisions.

The following provisions apply to accessory dwelling units:

- A. One ADU is permitted per residentially or agriculturally zoned lot larger than 10,000 square feet.
- B. One ADU may be added to or created within a detached single-family dwelling on a lot, tract, or parcel, if the detached single-family dwelling is the sole principal dwelling on the lot, tract, or parcel.
- C. The owner must occupy either the principal or accessory dwelling unit a minimum of six months each calendar year.
- D. The owner may not receive any rent from the owner-occupied unit.
- E. Detached ADUs not part of a garage may be developed only on lots of 20,000 square feet or larger.
- F. An ADU may be developed in either an existing or a new dwelling unit.
- G. An ADU shall not be permitted on any lot with a bed and breakfast or child care center. Other home occupations shall be allowed, subject to existing regulation, in either the ADU or the principal dwelling unit, but not both.
- H. For purposes of securing financing, a potential owner may request and receive a letter of pre-approval from the city indicating property is eligible for an ADU permit if the potential owner completes the application process and construction in accordance with this section.
- I. An ADU shall not be sold separately unless legally subdivided. (Ord. 07-026 § 4, 2007)

17.86.040 Development standards.

Development standards ensure that accessory dwelling units maintain and are compatible with the single-family appearance and character of the principal residence, lot, and neighborhood. All ADUs must conform to the following standards:

- A. *Codes.* The ADU shall conform to all applicable codes, laws, and regulations.
- B. *Design.* Attached ADUs shall maintain the style and exterior finishes consistent with the existing structure. Detached ADUs shall have exterior finishes that are consistent with local industry standards for residential exterior cladding. All exterior work shall be completed within eight months of start of construction.

1. Accessory dwelling units contained within the principal dwelling unit shall be connected to each other by an interior door.

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2. There may be only one entrance located on each front or street side of the residence.
- C. *Height.* The maximum height of a detached ADU shall be 25 feet.
- D. *Lot Area.* The combined square footage of the principal and accessory dwelling units may not exceed the lot area coverage in the underlying zoning district.
- E. *Orientation.* On lots of 40,000 square feet or less, detached ADUs shall be located at least 10 feet behind the front plain of the principal dwelling unit. On lots of 20,000 square feet or over, should the placement of the ADU in the rear of the lot negatively impact a neighbor's view shed, a waiver from this requirement may be requested from the planning and zoning commission. Testimony from the impacted neighbors is encouraged.
- F. *Parking.* One parking space shall be provided on site for each studio and one-bedroom ADU. Two parking spaces shall be provided on site for each two-bedroom ADU. Parking for the accessory unit is in addition to the required parking for the principal dwelling.
- G. *Setbacks.* ADUs are subject to the setback and coverage requirements of the underlying zone.
- H. *Size.* The ADU shall not be more than 40 percent of the gross floor area of the principal dwelling unit. An ADU may not be less than 300 square feet or more than 900 square feet. A maximum of two bedrooms is permitted. (Ord. 07-026 § 4, 2007)

17.86.060 Lot covenant.

As a condition of the building permit for an ADU the property owner shall file with the State of Alaska Recorder's Office a covenant pertaining to the property stating that the title company shall notify the city of Palmer within 30 calendar days of change of ownership. The above declaration is binding upon any successor in ownership of the property; lack of compliance shall be cause for revocation of the permit. (Ord. 07-026 § 4, 2007)

17.86.080 Transfer of property.

An ADU permit is not transferable to any other property or person. When a property with an ADU is sold or otherwise transferred, the new owner must apply for an ADU permit as set forth in PMC [17.86.020](#) within 60 days from the date of transfer. (Ord. 07-026 § 4, 2007)

17.86.090 Prior illegal uses.

A. All structures which meet the definition of accessory dwelling unit which are not recognized as legal nonconforming structures or uses of structures under Chapter [17.68](#) PMC shall comply with this subsection. Such structures may continue in existence, provided the following requirements are met:

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1. A permit application for an ADU is submitted to the zoning administrator within six months after the ordinance codified in this chapter becomes law.
 2. The unit complies with the requirements of this section.
- B. If the unit does not comply with the requirements of this section at the time the permit application is filed, the zoning administrator may grant six months to bring the unit into conformance.
- C. All owners of illegal units shall also be required to either legalize the unit or remove it.
- D. This subsection does not apply to existing legal nonconforming uses of structures established pursuant to PMC [17.68.050](#). (Ord. 07-026 § 4, 2007)

17.86.100 Right to appeal.

The commission's decision on a waiver for the placement of any accessory dwelling unit in PMC [17.86.040\(E\)](#) may be appealed pursuant to Chapter [17.98](#) PMC. Right of appeal is forfeited unless a written appeal is delivered to the clerk within 20 days of the commission's decision. (Ord. 07-026 § 4, 2007)

17.86.110 Annual review.

The zoning administrator shall report annually to the planning and zoning commission the number of ADU units established, the geographic distribution of the units, the average size of the units, the number and type of complaints, and completed enforcement actions. The commission shall reassess this chapter if records show that 20 percent of the single-family structures within the city have ADUs. (Ord. 07-026 § 4, 2007)

The Palmer Municipal Code is current through Ordinance 21-004, passed April 27, 2021.

Disclaimer: The city clerk's office has the official version of the Palmer Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

Note: This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

[City Website: www.palmerak.org](http://www.palmerak.org)

[Code Publishing Company](#)

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at 7:00 p.m.

B. ROLL CALL:

Constituting a quorum, present in person were Commissioners:

Casey Peterson, Chair
Josh Tudor, Vice Chair
Linda Combs
Lisbeth Jackson
Pamela Melin
Sabrina Shelton
Kristy Thom Bernier

Also present were:

Brad Hanson, Community Development Director
Nichole Degner, Community Development Specialist
Pam Whitehead, Recording Secretary (via teleconference)

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The agenda was unanimously approved as presented.
[Thom Bernier, Shelton, Melin, Jackson, Combs, Tudor, Peterson]

E. MINUTES OF PREVIOUS MEETINGS:

1. The minutes of the **April 15, 2021 Regular Meeting** were unanimously approved as presented.
[Thom Bernier, Shelton, Melin, Jackson, Combs, Tudor, Peterson]

F. REPORTS:

Director Hanson:

- reported status of building development in Palmer – commercial and residential;
- noted the Marijuana ordinance was passed by the City Council;
- responded to Commission member questions regarding variances and the variance process.

G. AUDIENCE PARTICIPATION: None.

H. PUBLIC HEARINGS:

1. **IM 21-015:** Amending Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units to allow ADU's as a permitted use in commercial districts and eliminate size restrictions inside the Central Business District.

Staff Report: Director Hanson summarized the proposed text amendment will allow an ADU to be a permitted use within the Central Business District zoned Commercial Limited and Commercial General

when the property use is a single-family residence. The Commission is to review the draft Ordinance and if approved move forward to the City Council with a recommendation for adoption.

Public Hearing: There was no public testimony.

Chair Peterson called for the motion to be put on the floor for discussion.

Director Hanson responded to questions and discussion ensued regarding various types of ADUs and development standards.

Main Motion: For approval recommending adoption of proposed Ordinance 21-0XX.

Moved by:	Shelton
Seconded by:	Combs
Vote:	Unanimous by roll call vote.
Action:	Motion Carried.

I. UNFINISHED BUSINESS: None.

J. NEW BUSINESS:

1. Committee of the Whole: Discussion of IM 21-016 regarding Palmer Municipal Code Chapter 17.59 T Transitional District (note: action may be taken by the Commission following the committee of the whole)

Main Motion: To enter Committee of the Whole for open and ease of discussion regarding IM 21-016.

Moved by:	Combs
Seconded by:	Tudor
Vote:	Unanimous by roll call vote.
Action:	Motion Carried.

[The Commission entered Committee of the Whole at 7:25 p.m.; exited at 8:32]

Director Hanson provided a staff report explaining the T zone and its importance as relates to potential annexation.

Committee of the Whole included:

- Open discussion and review of the annexation study areas, transition plan, and 17.59 Transitional District (packet pp 27-45);
- Director Hanson explained the different types of annexation and the annexation process;
- Further discussion on this topic will brought back at the next meeting (June 17, 2021).

[The Commission exited Committee of the Whole at 8:32 p.m.]

K. PLAT REVIEWS:

1. **IM 21-013**: Pre-application plat request to combine Lots 5, 6 and 7, Block 1, South Denali, Plat #84-316 into one lot to be known as Lot 5A.

Comments from City departments included:

Public Works: Are all driveways going to be retained when combined into one lot? If they are to remain, please submit new driveway applications and drawing with new address.

Fire Chief: Concur with Public Works.

Commissioner Shelton commented concern about combined driveways and agreed with the comments of Public Works/Fire Chief and that it needs to be made more clear.

Director Hanson explained that addresses are not assigned until the property is built on.

The Commission had no additional comments.

2. **IM 21-014:** Pre-application routing slip to vacate a 20' MEA Utility Easement within Lot 7-1, Matanuska Maid, Plat #63-14 and replace it with a smaller MEA Utility Easement in the southeast corner to contain existing utility pole.

Comments from City Departments:

Public Works: PW does not concur with vacating this utility ROW. There is a 12' steel sewer main that runs the entire length of the easement.

Director Hanson explained that this is a work-in-progress and Public Works comments will have to be evaluated.

The Commission had no additional comments.

L. PUBLIC COMMENTS: None.

M. COMMISSIONER COMMENTS:

Chair Peterson:

- Commented he is happy to see things opening up. Happy summer!

Commissioner Combs:

- Commented the Senior Center has re-opened and explained some of the activities that will be taking place there; that she serves on the Board;
- Extended invitations to come check it out.

N. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 8:42 p.m.

APPROVED by the Planning and Zoning Commission this 17th day of June, 2021.

Casey Peterson, Chair

Brad Hanson, Community Development Director

**City of Palmer
Ordinance No. 21-011**

Subject: Amending Palmer Municipal Code Section 3.16.050 Pertaining to the Removal of Sales Tax Exemptions at the Warren "Bud" Woods Palmer Municipal Airport

Agenda of: June 22, 2021 – Introduction

Council Action: **Adopted** **Amended:** _____
 Defeated

Originator Information:

Originator: Frank J. Kelly, Airport Superintendent

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ _____

This legislation (√):


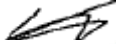

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u></u>	_____

Attachment(s):

1. Ordinance No. 21-011

Summary Statement/Background:

This Legislation is being presented in conjunction with Ordinance No. 21-011 Amending Palmer Municipal Code Section 12.08.015 Pertaining to the Fuel Flowage Fee for the Warren "Bud" Woods Palmer Municipal Airport.

On April 26, 2016, the Palmer City Council approved Ordinance numbers 16-002 and 16-008 changing Palmer municipal codes 3.16.050 and 12.08.015 respectively. As of July 1, 2016 the City of Palmer discontinued the collection of sales tax at the Palmer Municipal Airport on all aviation fuel products and replace it with a fuel flowage fee of five cents (\$0.05) per gallon of aviation fuel delivered for sale at the Palmer Municipal Airport. The change effected both the wholesale and retail distribution of aviation fuel at the airport. Fuel distribution and sale of other fuel products that are not considered aviation in nature remained unaffected and are still subject to the city's existing sales tax.

On May 14, 2019 upon the recommendation of the Airport Advisory Commission, the City Council adopted ordinance 19-006 eliminating the reimbursement provision of the original ordinance for aviation fuel transported off the airport for sale outside of the City limits.

The Airport Advisory Commission further recommends that all fuel products for use in, or transported by aircraft at the airport be subject to the fuel flowage fee. Traditional automobile gasoline is now being used to power small aircraft engines, generally in a blended mixture with aviation gasoline, home heating oil, regular diesel fuel and automobile fuels are being transported off airport as well. The commission contends that the same infrastructure resources are being utilized for aircraft utilizing automobile gasoline and to transport aviation fuel off the airport, as well as other fuel products and FFE proceeds are still needed to eventually replace the depreciated airside assets.

This recommended change will provide for more simplified language in the code and the collection of the Fuel Flowage Fees are higher and more easily tracked than the sales tax on other fuel products, the proceeds can then be applied to airport operations more directly per FAA grant assurances.

Administration's Recommendation:

Adopt Ordinance No. 21-011

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: June 22, 2021

Public Hearing:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 21-011

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 3.16.050 Pertaining to the Removal of Sales Tax Exemptions at the Warren "Bud" Woods Palmer Municipal Airport

WHEREAS, the City of Palmer owns and operates an airport named the Warren "Bud" Woods Palmer Municipal Airport, which is used for taking off, landing, operation and storage of aircraft, and the conduct of businesses supporting aviation activities; and

WHEREAS, the airport is an important asset to the community; and

WHEREAS, it is essential that the airport be financially self-sufficient to perform its transportation role in the community and provide cost effective aviation facilities; and

WHEREAS, the revenues received from users of the airport are vital to the economic well-being of the airport; and

WHEREAS, many airports in Alaska have a sales tax exception or exemption for fuels that are delivered on or thru the airport; and

WHEREAS, the sales tax exception would be imposed on all fuels at the airport; and

WHEREAS, as a recipient of financial assistance from the United States Government for development of the airport, the City is required, pursuant to 49 USC 47107, to maintain a schedule of charges for the use of facilities and services at the airport that will make the airport operations as self-sustaining as possible under the circumstances existing at the airport; and

WHEREAS, in accordance with City code, it is recommended that the City Council adopt the following sales tax exception for the Warren "Bud" Woods Palmer Municipal Airport.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Section 3.16.50 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

Section 3.16.050 Exemptions.

A. The following transactions are exempt from sales tax:

1. Sales of real property and interest in real property.
2. Casual and isolated sales of goods or services and not made in regular course of business, e.g., garage sales.
3. Sales of securities, insurance and bonds of guaranty, fidelity, and surety.
4. Gross receipts or proceeds derived from funeral charges and services.
5. Gross receipts or proceeds derived from the transportation of students to and from grade or high schools in motor or other vehicles.
6. Sales of food in cafeterias or lunchrooms in elementary, secondary, or post-secondary schools that are operated primarily for the convenience of school students and faculty and not operated for profit.
7. Sales or services which the municipality is prohibited from taxing under the laws of the state or under the laws of the United States.
8. Sales of newspapers or other periodicals.
9. Sales, rentals, and services by or to the United States government, the state of Alaska, or any of their agencies, instrumentalities or any political subdivisions and federally recognized Indian tribes. This exemption does not apply to the following:
 - a. Sales of gaming by federally recognized Indian tribes, political subdivisions, and municipalities; or
 - b. Retail sales, services, or rentals by the city as follows:
 - i. Sewer and water utility sales, services, and rentals;
 - ii. Palmer Municipal Airport sales, services, and rentals;
 - iii. Palmer Museum and visitor sales;
 - iv. Rents for commercial properties owned by the city.
10. Dues or fees to nonprofit clubs, labor unions or fraternal organizations.
11. Sales of admission to school entertainments, school athletic events and activities conducted for charitable purposes or community benefits. Retail sales by a school-sanctioned activity group raising funds for its approved purpose. This exemption does not apply to sales of gaming.
12. Bulk sale of feed, seed, and fertilizer to farmers.
13. Sales of air, train, boat, cruise line or bus tour transportation, car rentals, accommodations, or admission to entertainment events, where the service is provided outside the city, and fees or commission related to such sales.

14. Sales related to orbital space facilities, space propulsion systems, space vehicles, satellites, or stations, to the extent of the exemption required by AS 29.45.650(h).
15. Medical services.
16. Medical equipment and supplies and prescribed by a health care provider licensed to practice in the state of Alaska. Sales and rentals of hearing aids, crutches, wheelchairs, and personal apparatus specifically manufactured for a patient.
17. Prescription drugs for human consumption prescribed by a health care provider licensed to practice in the state of Alaska.
18. Food coupons, food stamps and other allotments issued under 7 U.S.C. 2011 through 2036 (Food Stamp Program) or food instruments, food vouchers or other type of certificate issued under 42 U.S.C. 1786 (Special Supplemental Food Program for Women, Infants and Children).
19. Gross receipts or proceeds received by those schools that comply with AS 14.45.100 through 14.45.130, to include religious schools and other private schools, that are derived from the provision of educational services to children at least five years of age; provided, however, such gross receipts or proceeds for other services, to include without limitation, education services to children less than five years of age and day care for children of any age, are not exempt from the tax, except to the extent such comparable services are provided for free by the Matanuska-Susitna Borough School District to children similarly situated.
20. U.S. postage; and shipping and freight hauling services that originate in the city, but the end destination is outside the city limits. Excluding warehouse, storage services, and delivery services that begin and end within the city.
21. Sales of transportation service by taxicabs, limousine companies, and rideshare companies.
22. Sales of goods and services provided under warranty or service contract, whether performed by the manufacturer or authorized representative of the manufacturer, and charged to a third-party warrantor for repairs, major maintenance, or both. The initial purchase of warranty or service contract would be taxed at the time of purchase. Any portion of repair paid by the customer through a deductible or other means would not be exempt under this section.
23. The following sales and services by banks, savings and loan associations, credit unions and investment banks:
 - a. Services associated with any deposit accounts, including service fees, NSF fees and attachment fees;
 - b. Fees for the purchase of bank checks, money orders, travelers' checks and similar products for payment;
 - c. Loan fees and points associated with loan transactions;
 - d. Pass-through charges on loan transactions which include sales tax; and
 - e. Services associated with the sale, exchange or transfer of currency, stocks, bonds and other securities.
24. ~~Sales of aviation fuel (Jet A, Jet B, low lead, and others) at the Warren "Bud" Woods Palmer Municipal Airport.~~ Sales of all fuel products at the Warren "Bud" Woods Palmer Municipal Airport.

Section 4. Effective Date. Ordinance No. 21-011 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this _____ day of _____, 2021.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Ordinance No. 21-012**

Subject: Amending Palmer Municipal Code Section 12.08 Pertaining to the Fuel Flowage Fee for the Warren "Bud" Woods Palmer Municipal Airport

Agenda of: June 22, 2021 – Introduction

Council Action: **Adopted** **Amended:** _____
 Defeated

Originator Information:

Originator: Frank J. Kelly, Airport Superintendent

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ _____




- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ _____
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u></u>	_____

Attachment(s):

1. Ordinance No. 21-012
2. Palmer Municipal Airport Advisory Commission Resolution No. 21-001
3. Fuel Flowage Fee Statistics from Inception

Summary Statement/Background:

This Legislation is being presented in conjunction with Ordinance No. 21-012 Amending Palmer Municipal Code Section 3.16.050 Pertaining to Sales Tax Exemptions at the Warren "Bud" Woods Palmer Municipal Airport.

On April 26, 2016, the Palmer City Council approved Ordinance numbers 16-002 and 16-008 changing Palmer municipal codes 3.16.050 and 12.08.015 respectively. As of July 1, 2016 the City of Palmer discontinued the collection of sales tax at the Palmer Municipal Airport on all aviation fuel products and replace it with a fuel flowage fee of five cents (\$0.05) per gallon of aviation fuel delivered for sale at the Palmer Municipal Airport. The change effected both the wholesale and retail distribution of aviation fuel at the airport. Fuel distribution and sale of other fuel products that are not considered aviation in nature remained unaffected and are still subject to the city's existing sales tax.

On May 14, 2019 upon the recommendation of the Airport Advisory Commission, the City Council adopted ordinance 19-006 eliminating the reimbursement provision of the original ordinance for aviation fuel transported off the airport for sale outside of the City limits.

The Airport Advisory Commission further recommends that all fuel products for use in, or transported by aircraft at the airport be subject to the fuel flowage fee. Traditional automobile gasoline is now being used to power small aircraft engines, generally in a blended mixture with aviation gasoline home heating oil, regular diesel fuel and automobile fuels are being transported off airport as well. The commission contends that the same infrastructure resources are being utilized for aircraft utilizing automobile gasoline and to transport aviation fuel off the airport, as well as other fuel products and FFE proceeds are still needed to eventually replace the depreciated airside assets.

This recommended change will provide for more simplified language in the code and spread the fuel flowage fee more equitably to all airport users groups.

The Airport Advisory Commission recommendations are set for in the attached AAC Resolution No. 21-001.

Administration's Recommendation:

Adopt Ordinance No. 21-012

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: June 22, 2021

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 21-012

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 12.08 Pertaining to the Fuel Flowage Fee for the Warren "Bud" Woods Palmer Municipal Airport

WHEREAS, the Airport Advisory Commission has reviewed the Fuel Flowage Fee program on behalf of the Palmer City Council and put forth AAC Resolution No. 21-001 recommending that the City Council amend the Palmer Municipal Code Section 12.08 pertaining to the Fuel Flowage Fee program for the Warren "Bud" Woods Palmer Municipal Airport; and

WHEREAS, the Palmer City Council On April 26, 2016 approved Ordinance numbers 16-002 and 16-008 changing Palmer municipal codes 3.16.050 and 12.08.015 respectively; and

WHEREAS, the Palmer City Council On May 14, 2019 approved Ordinance numbers 19-006 changing Palmer municipal codes 3.16.050 and 12.08.015 respectively; and

WHEREAS, upon additional review by the City Council, it was recommended to amend Palmer Municipal Code Section 12.08, Municipal Airport with the following changes.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Section Title 7 Airport Regulations is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**Chapter 12.08
Municipal Airport**

12.08.15 el Flowage Fee.

- A. ~~Any person, firm or corporation who delivers aviation fuel including Jet A, Jet B, or 100 low lead fuel and others (hereafter referred to as fuel) to any person, firm or corporation at the Warren "Bud" Woods Palmer Municipal Airport for use in an aircraft for flight, shall pay a fuel flowage fee of five cents (\$0.05) for each~~

~~gallon of fuel. Any person, firm or corporation who delivers any type of fuel product for use in, or transportation by, aircraft to any person, firm, or corporation, including self-fueling, at the Warren "Bud" Woods Palmer Municipal Airport shall pay a fuel flowage fee of five cents (\$0.05) for each gallon of fuel.~~

- B. The funds derived from fuel flowage fees shall be utilized solely for the maintenance, operation, and improvements of the Warren "Bud" Woods Palmer Municipal Airport.

Section 4. Effective Date. Ordinance No. 21-012 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of ____, 2021.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Introduced by: Airport
 Superintendent
 Date: April 22, 2021
 Action: Approved
 Vote:

Yes:	No:
More	
Helmericks	
Momarts	
Lee	
Jardine	
Weaver	
Reese	

**CITY OF PALMER, ALASKA
 Resolution No. 21-001**

A RESOLUTION OF THE CITY OF PALMER AIRPORT ADVISORY COMMISSION RECOMMENDING THAT THE CITY COUNCIL AMEND THE PALMER MUNICIPAL CODE SECTION 12.08 PERTAINING TO THE FUEL FLOWAGE FEE FOR THE WARREN "BUD" WOODS PALMER MUNICIPAL AIRPORT.

WHEREAS, the City of Palmer operates the Warren "Bud" Woods Palmer Municipal Airport; and

WHEREAS, the Airport Advisory Commission (AAC) advises the City in matters pertaining to the Airport; and

WHEREAS, the AAC Resolutions are the primary method of transmitting recommendations and observations to the City Council; and

WHEREAS, the AAC recommends The City Council amend the **Palmer Municipal Code, Chapter 12.08, Municipal Airport.**

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF PALMER AIRPORT ADVISORY COMMISSION RECOMMENDS THAT THE CITY COUNCIL AMEND THE PALMER MUNICIPAL CODE, CHAPTER 12.08. FOR THE WARREN "BUD" WOODS PALMER MUNICIPAL AIRPORT AS FOLLOWS:

**Chapter 12.08
 Municipal Airport**

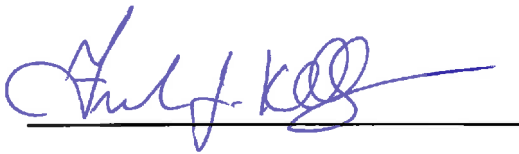
12.08.015 Fuel Flowage Fee.

- A. Any person, firm or corporation who delivers any type of fuel product for use in, or transportation by, aircraft to any person, firm, or corporation, including self-fueling,

at the Warren "Bud" Woods Palmer Municipal Airport shall pay a fuel flowage fee of five cents (\$0.05) for each gallon of fuel.

- A. ~~Any person, firm or corporation who delivers aviation fuel including Jet A, Jet B, or 100 low lead fuel and others (hereafter referred to as fuel) to any person, firm or corporation at the Warren "Bud" Woods Palmer Municipal Airport for use in an aircraft for flight, shall pay a fuel flowage fee of five cents (\$0.05) for each gallon of fuel.~~
- B. The funds derived from fuel flowage fees shall be utilized solely for the maintenance, operation, and improvements of the Warren "Bud" Woods Palmer Municipal Airport.

Passed and approved by the Airport Advisory Commission of the City of Palmer, Alaska this 2nd day of April 2021.



Frank Kelly, Airport Superintendent



Ken More, Chairperson

Report to Palmer City Council

Aviation Fuel Sales Tax Summary (3%)

In 2011, sales tax for fuel sales at the airport were posted to the airport fund and that lasted until July 1, 2016 when the Fuel Flowage Fee was put into place.

The sales tax for fuel sales at the airport by year follows.

2011	\$6,960
2012	\$4,323
2013	\$4,223
2014	\$9,471
2015	\$8,135
2016	\$2,975 (Only first half of year)

Aviation Fuel Flowage Fee Summary (\$0.05 Cents Per Gallon)

2016	\$6,459.41 (Second half of year)
2017	\$11,602.90 (Less reimbursements of \$1,426.25)
2018	\$8,563.00
2019	\$14,567.12
2020	\$9,794.83
2021 YTD 03	\$1,389.29

Total Gallon's Delivered to Airport

2016	129,188 (Second half of year)
2017	232,060
2018	171,331
2019	291,340
2020	195,895
2021 YTD 03	27,786

Considerations:

- SOA DNR Division of Forestry now pays FFF was tax exempt from sales tax
- A robust South Central fire season occurred in 2019 with Forestry a big consumer
- Automobile fuel mixed with some aviation gas is being consumed by many small aircraft
- FFF is charged and collected by the wholesale fuel distributor, which provides for any easy accounting of gallons sold and remittance of the fee.

**City of Palmer
Resolution No. 21-022**

Subject: Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 5, 2021

Agenda of: June 22, 2021

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Norma I. Alley, City Clerk

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **3,100.00**

This legislation (√):


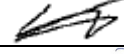
- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 3,100.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-02-10-6099
- Not budgeted

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u><i>Norma I. Alley</i></u>	_____

Attachment(s):

1. Resolution No. 21-022

Summary Statement/Background:

Palmer Municipal Code 18.22.020(B) states, the clerk shall recommend election officials to the council and the council shall appoint the precinct officials.

Administration's Recommendation:

Approve Resolution No. 21-022

LEGISLATIVE HISTORY

Introduced by: City Clerk Alley

Date: June 22, 2021

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 21-022

A Resolution of the Palmer City Council Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 5, 2021

WHEREAS, in accordance with Section 18.22.020 of the Palmer Municipal Code, the following persons have been deemed qualified and have agreed to serve as Election Officials for the City of Palmer Regular Election on Tuesday, October 5, 2021:

Poll Election Officials:

Precinct 11-070 Mat-Su Borough Building	Precinct 11-075 Palmer Senior Center
Meredith "Jo" Weller (Chair)	Cynthia Medbery (Chair)
Katherine Bishop	Verona Doyal
Cheryl Katje	Barbara Entsminger
Hillary Palmer	Charles Geary
Virginia Sweeney	Sandra Woolsey

NOW, THEREFORE BE IT RESOLVED that the Palmer City Council confirms the appointment of these individuals as Election Officials for the October 5, 2021, City of Palmer Regular Election.

Approved by the Palmer City Council this ____ day of _____, 2021.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Presented by The Alaskan Scottish Club

40TH ANNUAL ALASKA SCOTTISH



HIGHLAND GAMES 2021

Saturday, June 26th & Sunday, June 27

Gates open at 8am

Alaska State Fairgrounds

Palmer, Alaska

www.alaskanscottish.org

For more information, advance discount tickets and registrations



**City of Palmer
Ordinance No. 21-008**

Subject: Amending Palmer Municipal Code Chapter 8.20 Regarding Garbage Collection and Disposal

Agenda of: May 25, 2021 – Introduction
June 8, 2021 – Public Hearing

Council Action: **Adopted** **Amended:** _____
 Defeated

Originator Information:

Originator: Chris Nall, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____ <input checked="" type="checkbox"/>	Public Works	<u><i>Chris Nall</i></u>	<u>04/12/2021</u>

Certification of Funds:

Total amount of funds listed in this legislation: \$ **0.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: *Anna Dunn*

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u><i>[Signature]</i></u>	_____
City Attorney	<u><i>[Signature]</i></u>	_____
City Clerk	<u><i>Norma L. Alley</i></u>	_____

Attachment(s):

1. Ordinance No. 21-008

Summary Statement/Background:

Palmer Municipal Code Chapter 8.20 Garbage Collection and Disposal has not been updated in several years. A review of this chapter of code was conducted by the Solid Waste Collector and the Public Works Director. The recommended changes will bring the code in line with Mat-Su Borough landfill requirements and current City of Palmer standards of operations.

Administration's Recommendation:

Adopt Ordinance No. 21-008

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: May 25, 2021

Public Hearing: June 8, 2021

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 21-008

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 8.20 Garbage Collection and Disposal

WHEREAS, from time to time the Palmer Municipal Code needs to be reviewed and updated to remain current with standards of operation and procedures; and

WHEREAS, the Public Works Department has conducted a review of the current Palmer Municipal Code Chapter 8.20 Garbage Collection and Disposal.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Section 8.20.050 is hereby amended to read as follows (new language is underlined and old language is ~~stricken~~):

8.20.050 Garbage – Adequate receptacles required – Accumulation time limit.

No person shall keep on or about the premises owned or occupied by him any garbage unless the same shall be kept in a metal dumpster or plastic garbage receptacle, as provided by the city or contracted service provider approved by the city manager, ~~or other adequate receptacle with a tight fitting cover.~~ No person shall keep on or about the premises owned or occupied by him any garbage for a period longer than the frequency of collection as established by the city manager.

Section 4. Palmer Municipal Code Section 8.20.060 is hereby amended to read as follows (new language is underlined and old language is ~~stricken~~):

8.20.060 Garbage – Depositing restrictions.

No person shall deposit any garbage, rubbish or ashes upon any streets, alleys or city-owned property, or upon any property owned by another. For the purpose of collection, garbage must be bagged, placed for collection in a metal, city provided plastic garbage ~~plastic or other adequate receptacle with a tight fitting cover when a garbage rack is available~~ and placed on the street no earlier than 5:00 a.m. and no later than 8:00 a.m. of the day of pickup. Plastic garbage receptacles should be removed from the street no later than 7:00 p.m. of

~~designated trash collection day. Additional plastic garbage bags may be used in lieu of garbage receptacles for extra trash that does not fit inside the plastic garbage receptacle. Any additional bags should be placed at the right side of the plastic garbage receptacle, so the solid waste collector can easily see them. Customers will be charged for each additional bag of trash as outlined in the city of Palmer current adopted fee schedule. However, they shall not be placed at curbside prior to 5:00 a.m. of the date of collection. A garbage rack may not project into the right of way by more than three feet to the front face of said rack. The placing of garbage at curbside in paper bags or cardboard boxes is not allowed. It shall be the property owner/renter's responsibility to retrieve all windblown or animal-strewn garbage.~~

Section 5. Palmer Municipal Code Section 8.20.100 is hereby amended to read as follows (new language is underlined and old language is ~~stricken~~):

8.20.100 Garbage – Collection – Occupant duties – Containers.

- A. The city may regulate or undertake the general collection of garbage, rubbish and ashes throughout the city subject to the provisions of this title.
- B. Every person having the care, either as an owner or occupant of any premises, shall make adequate provision to ensure that all garbage originating or accumulating thereon shall be disposed of at least as frequently as the frequency of collection established under this chapter, and in no event shall such disposal be less frequent than weekly. The city manager may establish a schedule of collection.
- C. All garbage placed in receptacles or containers for collection shall be drained of surplus liquids. All boxes and rubbish must be broken, cut up, or otherwise reduced in size and placed in receptacles or bundles securely tied. Residential ashes shall be in separate containers. In no event shall any bundle or other receptacle, including contents, exceed ~~60-50~~ pounds in weight.
- D. All garbage containers shall be furnished by the city, ~~of metal or other suitable material, shall be leakproof, shall have tight fitting covers, and shall be kept in a clean and sanitary condition by the owner. They shall be equipped with two handles or with a suitable bail. Receptacles for ashes and rubbish shall be fitted with substantial handles or bails. No garbage or rubbish receptacle shall exceed 30 gallons in capacity, nor shall it be so loaded that it cannot be conveniently handled without spilling its contents~~ No plastic garbage receptacle shall be so loaded as to exceed 250 pounds total weight. Additional bundles are authorized and should be placed next to garbage containers. The weight of any bundle ~~or the combined weight of any receptacle and its contents~~ shall not exceed ~~60-50~~ pounds. The size of any bundle shall not be greater than four feet in length and can be conveniently handled and disposed of by the collector, except where special equipment or machinery is provided on ~~spring and/or fall~~ cleanup.
- E. ~~All receptacles~~ garbage containers shall be furnished by the customer city. If a receptacle is broken, lost or damaged, outside of normal wear and tear as determined by the city, it will be the responsibility of the property owner/renter to pay for a replacement receptacle. Residential customers may rent dumpsters from the city for special projects. Commercial customers shall lease dumpsters from the city or provide their own containers, subject to approval of the city manager.

Section 6. Effective Date. Ordinance No. 21-008 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of ____, 2021.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Resolution No. 21-023**

Subject: Amending the 2021 City of Palmer Employee Pay Plan

Agenda of: June 22, 2021

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ _____

This legislation (√):


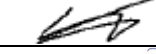
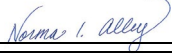
- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted Changes to Budgets will be in the Mid-year Budget Amendment

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u></u>	_____

Attachment(s):

1. Resolution No. 21-023
2. Amended 2021 Pay Plan

Summary Statement/Background:

Amend the 2021 City of Palmer Employee Pay Plan to reflect a change in salary level for the airport supervisor from a level 10 to a level 11. Add a full-time Fire Prevention Officer to Palmer Fire & Rescue at a level 9 and remove one regular part-time support firefighter specialist at a level 7. Also included is a salary level change and a job title change for the Arena Manager to a Parks and Facility Manager, from a level 8 to a level 9.

The Parks and Facility Manager is not a new position. It is an elevation of duties and responsibilities of the Arena Manager. This position will be responsible for the day-to-day operation of the ice arena, manager of parks, trails and facilities and provide staff support to the Parks Recreational Advisory Board. This position will unify the conceptualization, implementation, operation and the maintenance of parks, trails and facilities, providing the community with a more comprehensive and efficient operation.

Administration's Recommendation:

Approve Resolution No. 21-023

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey

Date: June 22, 2021

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 21-023

A Resolution of the Palmer City Council to Amend the City of Palmer Employee Pay Plan

WHEREAS, the City Manager proposes to amend the employee pay plan to change the Airport Supervisor to a level 11; and

WHEREAS, the City Manager proposes to add the position of Fire Prevention Officer to the employee pay plan at level 9 and remove one regular part-time Support Services Specialist at a level 7; and

WHEREAS, the City Manager proposes to change the employee pay plan to change the Arena Manager to the Parks and Facility Manager to a level 9.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends the 2021 City of Palmer Employee Pay Plan with the effective date of the pay plan June 28, 2021.

Approved by the Palmer City Council this ____ day of _____, 2021.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

CITY OF PALMER PAY PLAN -- AMENDED 6/22/2021

Implement: 6/28/2021

Council Approved:

LEVEL	Level Classification by Job Title		Steps									Longevity Steps*					
			1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
1		Hourly	11.73	12.17	12.61	13.07	13.57	14.06	14.58	15.12	15.69	16.19	16.72	17.27	17.85	18.44	19.05
		Bi-weekly	938.40	973.60	1008.80	1045.60	1085.60	1124.80	1166.40	1209.60	1255.20	1295.20	1337.60	1381.60	1428.00	1475.20	1524.00
		Annual	24,398	25,314	26,229	27,186	28,226	29,245	30,326	31,450	32,635	33,675	34,778	35,922	37,128	38,355	39,624
2	Seasonal Arena Attendant Janitor/ Light Maintenance Library Technician Seasonal Groundskeepers / LT Maintenance	Hourly	13.28	13.76	14.28	14.80	15.36	15.92	16.52	17.15	17.79	18.38	18.98	19.61	20.25	20.93	21.63
		Bi-weekly	1062.40	1100.80	1142.40	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1470.40	1518.40	1568.80	1620.00	1674.40	1730.40
		Annual	27,622	28,621	29,702	30,784	31,949	33,114	34,362	35,672	37,003	38,230	39,478	40,789	42,120	43,534	44,990
3	Library Specialist Receptionist & Cashier	Hourly	14.80	15.36	15.92	16.52	17.15	17.79	18.46	19.16	19.88	20.54	21.22	21.93	22.66	23.42	24.21
		Bi-weekly	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1476.80	1532.80	1590.40	1643.20	1697.60	1754.40	1812.80	1873.60	1936.80
		Annual	30,784	31,949	33,114	34,362	35,672	37,003	38,397	39,853	41,350	42,723	44,138	45,614	47,133	48,714	50,357
4	Admin Assistant: Library Election Worker	Hourly	16.30	16.91	17.55	18.21	18.90	19.61	20.35	21.13	21.93	22.66	23.41	24.21	25.02	25.86	26.73
		Bi-weekly	1304.00	1352.80	1404.00	1456.80	1512.00	1568.80	1628.00	1690.40	1754.38	1812.80	1872.80	1936.80	2001.60	2068.80	2138.40
		Annual	33,904	35,173	36,504	37,877	39,312	40,789	42,328	43,950	45,614	47,133	48,693	50,357	52,042	53,789	55,598
5	Admin Asst - Public Safety, Public Works, Community Development, Mayor Council Clerk City Manager, Receptionist & Cashier Community Development Specialist Maintenance Worker, Seasonal Arena Specialist Seasonal Arena Operations Assistant Groundskeeper Foreman, Library Assistant	Hourly	17.86	18.54	19.24	19.97	20.73	21.52	22.33	23.19	24.07	24.89	25.72	26.59	27.48	28.41	29.37
		Bi-weekly	1428.80	1483.20	1539.20	1597.60	1658.40	1721.60	1786.40	1855.20	1925.60	1991.20	2057.60	2127.20	2198.40	2272.80	2349.60
		Annual	37,149	38,563	40,019	41,538	43,118	44,762	46,446	48,235	50,066	51,771	53,498	55,307	57,158	59,093	61,090
6	Accounting Technician I, Dispatcher I Evidence & Records Custodian Lib Srvs Coordinator, W/WW Operator I Solid Waste Collector, Mechanic I	Hourly	19.41	20.14	20.90	21.70	22.53	23.38	24.28	25.21	26.17	27.06	27.97	28.91	29.89	30.90	31.95
		Bi-weekly	1552.80	1611.20	1672.00	1736.00	1802.40	1870.40	1942.40	2016.80	2093.60	2164.80	2237.60	2312.80	2391.20	2472.00	2556.00
		Annual	40,373	41,891	43,472	45,136	46,862	48,630	50,502	52,437	54,434	56,285	58,178	60,133	62,171	64,272	66,456
7	Building Inspector, Dispatcher II Equipment Operator, Mechanic Police Officer I, Support Services Specialist Utility Meter Reader & Laborer W/WW Operator II	Hourly	20.94	21.74	22.57	23.42	24.33	25.27	26.22	27.23	28.28	29.24	30.23	31.25	32.31	33.41	34.54
		Bi-weekly	1675.20	1739.20	1805.60	1873.60	1946.40	2021.60	2097.60	2178.40	2262.40	2339.20	2418.40	2500.00	2584.80	2672.80	2763.20
		Annual	43,555	45,219	46,946	48,714	50,606	52,562	54,538	56,638	58,822	60,819	62,878	65,000	67,205	69,493	71,843
8	Accounting Technician II Deputy City Clerk	Hourly	22.47	23.32	24.22	25.14	26.11	27.12	28.16	29.24	30.37	31.40	32.46	33.56	34.69	35.87	37.09
		Bi-weekly	1797.60	1865.60	1937.60	2011.20	2088.80	2169.60	2252.80	2339.20	2429.60	2512.00	2596.80	2684.80	2775.20	2869.60	2967.20
		Annual	46,738	48,506	50,378	52,291	54,309	56,410	58,573	60,819	63,170	65,312	67,517	69,805	72,155	74,610	77,147
9	Dispatch Supervisor, Fire Prevention Officer Fire Training Coordinator Parks & Facility Manager Police Officer II, Utilities Foreman	Hourly	24.01	24.94	25.88	26.88	27.92	29.01	30.13	31.30	32.51	33.61	34.75	35.94	37.15	38.42	39.73
		Bi-weekly	1920.80	1995.20	2070.40	2150.40	2233.60	2320.80	2410.40	2504.00	2600.80	2688.80	2780.00	2875.20	2972.00	3073.60	3178.40
		Annual	49,941	51,875	53,830	55,910	58,074	60,341	62,670	65,104	67,621	69,909	72,280	74,755	77,272	79,914	82,638
10	Library Director Police Detective Sergeant Police Sergeant	Hourly	25.53	26.52	27.54	28.60	29.71	30.85	32.05	33.29	34.59	35.76	36.99	38.24	39.55	40.90	42.30
		Bi-weekly	2042.40	2121.60	2203.20	2288.00	2376.80	2468.00	2564.00	2663.20	2767.20	2860.80	2959.20	3059.20	3164.00	3272.00	3384.00
		Annual	53,102	55,162	57,283	59,488	61,797	64,168	66,664	69,243	71,947	74,381	76,939	79,539	82,264	85,072	87,984
11	Airport Superintendent Commander, Finance Manager Human Resource Specialist Maintenance Superintendent	Hourly	27.07	28.11	29.19	30.31	31.49	32.71	33.98	35.30	36.67	37.92	39.21	40.55	41.93	43.36	44.84
		Bi-weekly	2165.60	2248.80	2335.20	2424.80	2519.20	2616.80	2718.40	2824.00	2933.60	3033.60	3136.80	3244.00	3354.40	3468.80	3587.20
		Annual	56,306	58,469	60,715	63,045	65,499	68,037	70,678	73,424	76,274	78,874	81,557	84,344	87,214	90,189	93,267
12	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly	33.92	35.24	36.61	38.03	39.51	41.05	42.65	44.32	46.04	47.62	49.26	50.94	52.70	54.51	56.38
		Bi-weekly	2713.60	2819.20	2928.80	3042.40	3160.80	3284.00	3412.00	3545.60	3683.20	3809.60	3940.80	4075.20	4216.00	4360.80	4510.40
		Annual	70,554	73,299	76,149	79,102	82,181	85,384	88,712	92,186	95,763	99,050	102,461	105,955	109,616	113,381	117,270

***Pay Increments for Longevity**

Step A	When an employee reaches step A, B or C of their assigned pay level, the employee shall remain at step A, B or C for two (or more) years. When the employee completes two (or more) years at step A, B, or C the employee moves to step B, C or D of the Pay
Step B	Plan and is eligible for the increase indicated in step B, C or D; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step C	

Step D	When an employee reaches step D or E of their assigned pay level, the employee shall remain at step D or E for three (or more) years. When the employee completes three (or more) years at step D or E, the employee moves to step E or F of the Pay Plan
Step E	and is eligible for the increase indicated in step E or F; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step F	When an employee reaches the end of the pay scale (step F), the employee is no longer entitled to a step increase.

Note: Employees in longevity are prohibited from skipping steps and must remain at each step as indicated.

**City of Palmer
Action Memorandum No. 21-039**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection for the Renewal of Liquor License No. 3767 for the HumDingers Gourmet Pizza Located at 173 S. Valley Way

Agenda of: June 22, 2021

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ Unknown

This legislation (√):


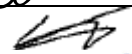
- Creates revenue in the amount of: \$ Unknown
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u><i>Norma L. Alley</i></u>	_____

Attachment(s):

1. LGB Notice from the State of Alaska
2. Liquor License Review Form

Summary Statement/Background:

The HumDingers Gourmet Pizza #3767 has applied for a liquor license renewal. Per State law, a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

Approve Action Memorandum No. 21-039



May 21, 2021

City of Palmer

Within the Matanuska- Susitna Borough

Via Email: cityclerk@palmerak.org ; adam.bradway@matsugov.us ; alex.strawn@matsugov.us
permitcenter@matsugov.us ; jmazurkiewicz@palmerak.org

Re: Combined Notice of Liquor License Renewal Application for City and Borough

License Number	DBA	Type	City	Borough	Community Council
3767	HumDingers Gourmet Pizza Co	Restaurant/Eating Place	Palmer	Matanuska-Susitna Borough	NONE

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

City of Palmer • Liquor License Review Form

BUSINESS NAME: HumDingers Gourmet Pizza **OWNER:** Gordon Fletcher, Jr
LICENSE TYPE: Restaurant Eating Place, License #3767
LOCATION: 173 S. Valley Way, Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____



Finance Director

06/03/2021

Date

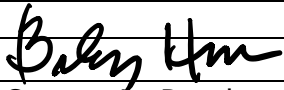
Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant: Yes No

If no, explain: _____

Other Comments: _____



Community Development Director

May 24, 2021

Date

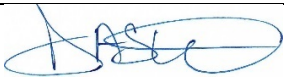
Route to: Police Department

Police Department

Excessive Calls: Yes No

If yes, explain: _____

Other Comments: _____



Chief of Police

May 24, 2021

Date

TO COUNCIL FOR AGENDA OF: June 22, 2021

**City of Palmer
Action Memorandum No. 21-040**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection for the Renewal of Liquor License No. 5854 for the Bleeding Heart Brewery Located at 562 S. Denali Street

Agenda of: June 22, 2021

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ Unknown

This legislation (√):




- Creates revenue in the amount of: \$ Unknown
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: 

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u></u>	_____

Attachment(s):

1. AB-14: License Premises Diagram Change
2. Review Form

Summary Statement/Background:

The Bleeding Heart Brewery, LLC #5854 has applied for a liquor license renewal. Per State law, a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

Approve Action Memorandum No. 21-040



Alaska Alcoholic Beverage Control Board

Form AB-14: Licensed Premises Diagram Change

What is this form?

This licensed premises diagram change form is required for all liquor licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment's existing licensed premises, under 3 AAC 304.185. **The required \$250 licensed premises diagram change fee may be made by check, cashier's check, money order, or credit card (VISA or MasterCard).**

Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, and consumption. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

If approved, this form will replace the existing licensed premises diagram on file. All sections of the currently licensed area that you wish to remain licensed must be included in the outlined area, as described on Page 2 of this form. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form, as long as it meets the requirements listed on this form. The first and third pages must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office prior to altering the existing floor plan. The licensed premises may not be altered unless and until the AMCO director has given written approval on this form. Please note that licensees seeking to change licensed premises diagrams for multiple licenses must submit a separate completed copy of this form and pay a separate fee for each license.

Section 1 – Establishment Information

Enter information for the licensed establishment.

Licensee:	Bleeding Heart Brewery LLC	License Number:	5854		
License Type:	Brewery				
Doing Business As:	Bleeding Heart Brewery				
Premises Address:	562 S. Denali St				
City:	Palmer	State:	AK	ZIP:	99645

Section 2 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

We are requesting to make our AB15 emergency premise change permanent. Having the area to continue to socially distance will increase our chances as a business to stay open and be profitable. Our request, as with the AB15, does not change any of the brewery manufacturing, storing, or serving areas, simply expands the standing room.



Alaska Alcoholic Beverage Control Board

Form AB-14: Licensed Premises Diagram Change

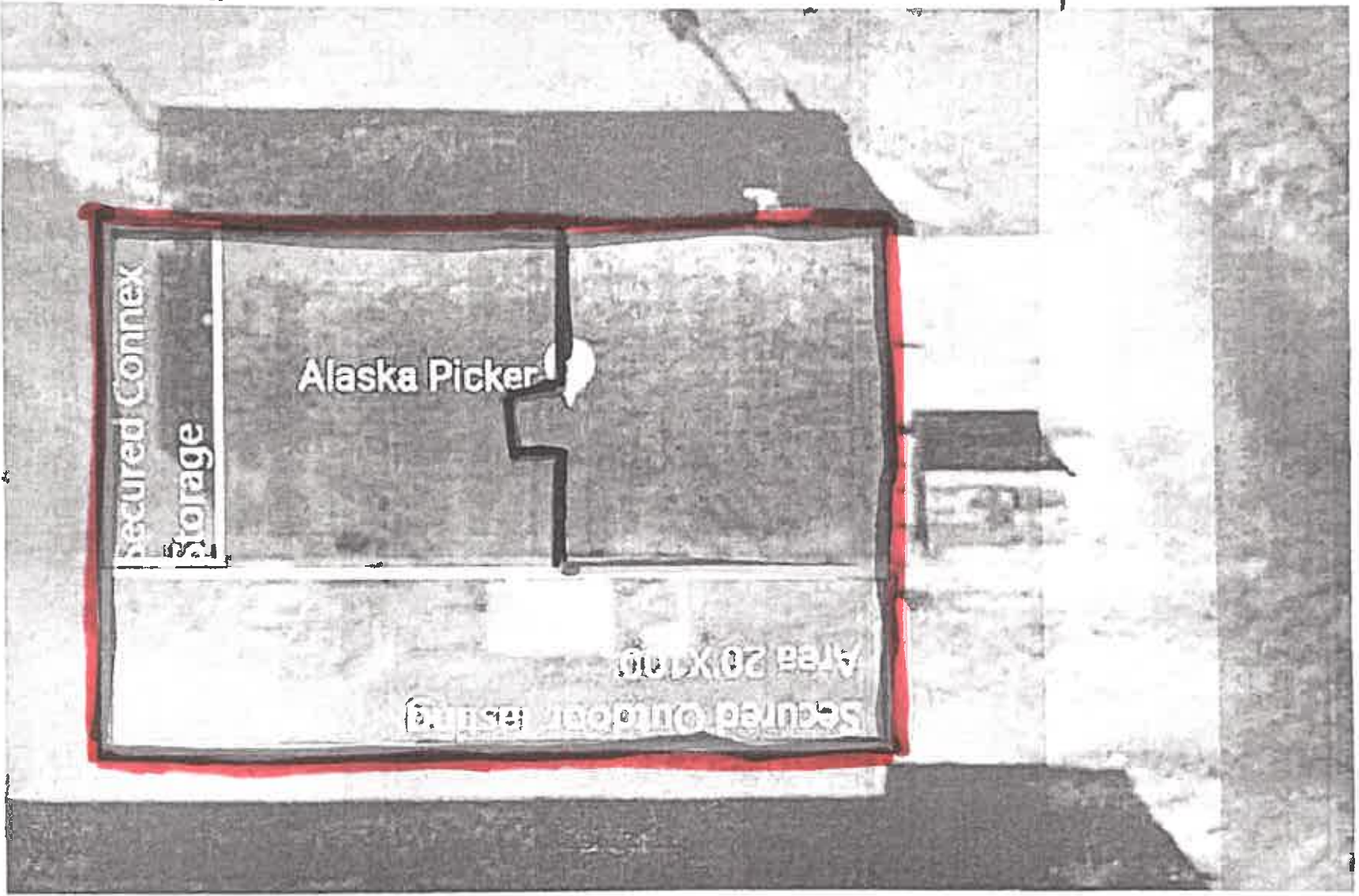
Section 3 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

A large, empty rectangular box with a thick black border, intended for the user to draw a detailed premises diagram. The box occupies most of the page below the instructions.

8"
Pencil
ALFA
w/
Secured
Cover

Z



E Dogwood Ave

E Dogwood Ave

E Dogwood Ave

E Dogwood Ave

E Dogwood Ave

S Denali St

S Denali St

S Denali St

Matanuska Brewery
and Tap Room, Palmer

Bleeding Heart Brewery

Moose Bites
Personal Chefs

Hempire Co. Sana
Vos Health & Beauty

E Dahlia Ave

E Dahlia Ave

E Dahlia Ave

Palmer Alehouse

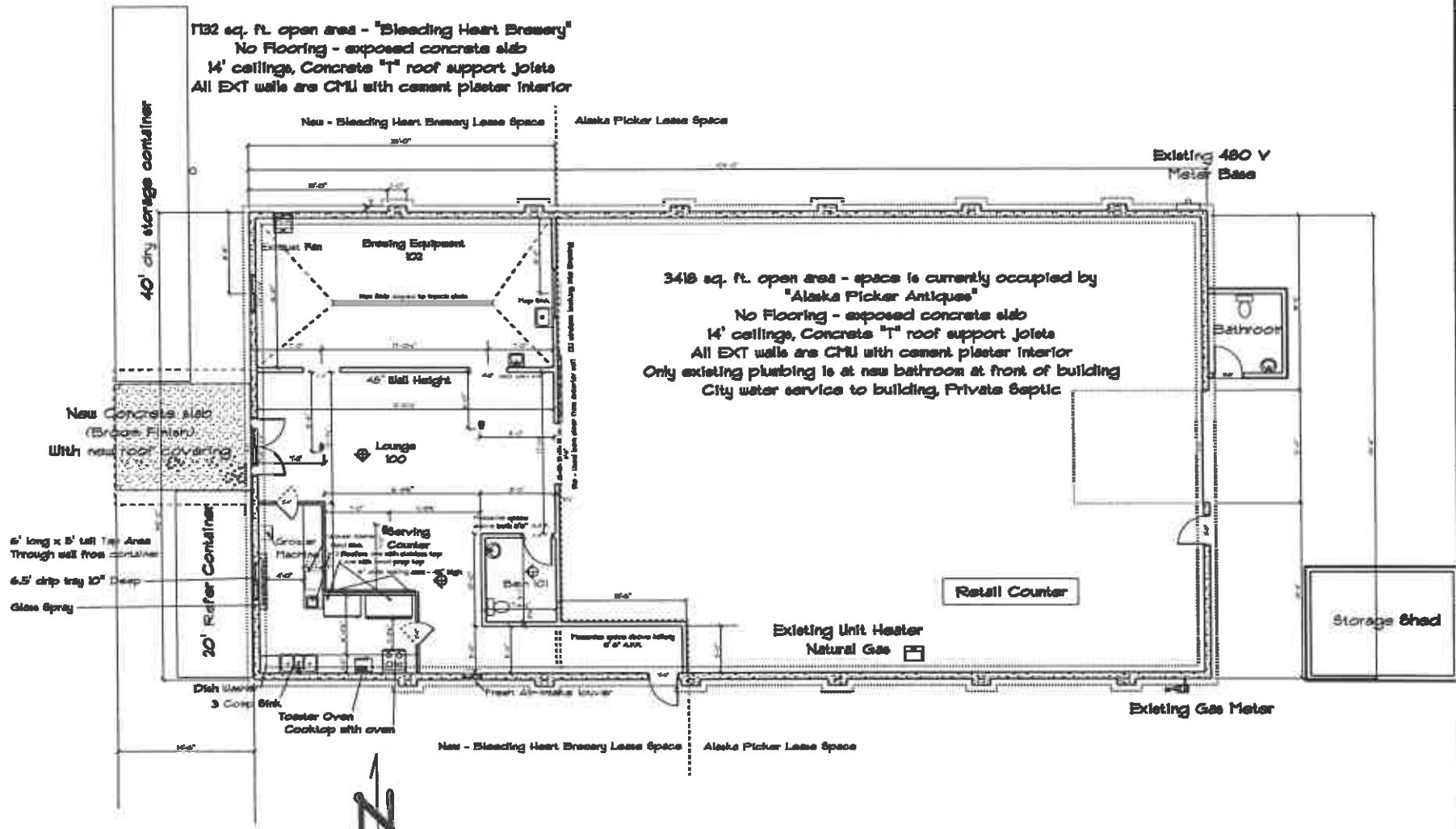


New Work within clouded area

===== - New 2x6 Wood partition wall, Finishes T.B.D.

1132 sq. ft. open area - "Bleeding Heart Brewery"
 No Flooring - exposed concrete slab
 14' ceilings, Concrete "T" roof support joists
 All EXT walls are CMU with cement plaster interior

3418 sq. ft. open area - space is currently occupied by
 "Alaska Picker Antiques"
 No Flooring - exposed concrete slab
 14' ceilings, Concrete "T" roof support joists
 All EXT walls are CMU with cement plaster interior
 Only existing plumbing is at new bathroom at front of building
 City water service to building, Private Septic



	APPROVED: _____ CONTRACT NO: _____	PAGE: 1 /
SCALE: _____ DRAWN BY: GERT DATE: JAN2009	A.I.O.	
AXYS LLC 12200 E. Eugene Woods Hwy Eugene, OR 97405 Phone: 541-318-1111 Fax: 541-318-1112 Website: www.axysllc.com	A.I.O.	
Floor Plan New Work Plan		
A.I.O.		

Bleeding Heart Brewery

Outdoor/Indoor Serving Security Plan

- 1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.**
- 2. All new patrons are carded upon ordering alcohol in the brewery.**
- 3. All staff is trained in the identification of fake IDs with TAPS cards on file and person.**
- 4. Windows, security cameras, and trained staff will be used in all consumption premises to provide security and legal consumption.**
- 5. 8 foot chain link security fence is around the outdoor consumption area.**
- 6. Underaged persons will be monitored closely by our professionally trained alcohol servers.**
- 7. Proper egress from the outdoor service area will always remain unobstructed.**
- 8. AMCO mandated posters as required by law are posted inside and at the entrance of the outdoor seating area.**
- 9. All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED BEYOND THIS POINT.**
- 10. Multiple cameras streaming to staff members personal devices**
- 11. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol WILL continue to be a part of our training for our staff.**
- 12. All safety related operations for our current liquor service will additionally be enforced in all service areas.**
- 13. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted in accordance to state law.**
- 14. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.**
- 15. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.**



Alaska Alcoholic Beverage Control Board

Form AB-14: Licensed Premises Diagram Change

Section 4 - Declarations

Read the statement below, and then sign your initials in the box to the right:

Initials

The proposed changes conform to all applicable public health, fire, and safety laws.

As a liquor licensee, I declare under penalty of perjury that this form, including all attachments, is true, correct, and complete.

Signature of licensee

Zack Lanphier

Printed name of licensee



Notary Public in and for the State of Alaska.

My commission expires: 12-01-2021

Subscribed and sworn to before me this 24 day of March, 2021.

Section 5 - Local Government & AMCO Review

Local Government Review (to be completed by an appropriate local government official):

Yes No Pending

The proposed changes shown on this form conform to all local restrictions and laws.

A local building permit is required for the proposed changes.

4/28/2021

Signature of local government official

Adam Bradway - Mat-Su Borough

Printed name of local government official

Building Permit #

Planner II

Title

Date

AMCO Review:

Approved Disapproved

Signature of AMCO Enforcement Supervisor

Signature of Director

Printed name of AMCO Enforcement Supervisor

Printed name of Director

Date

AMCO Comments:

√City of Palmer • Liquor License Review Form

BUSINESS NAME: Bleeding Heart Brewery, LLC **OWNER:** Zack Lanphier
LICENSE TYPE: Brewery, License #5854
LOCATION: S. 562 S. Denali St, Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____



Finance Director

June 1, 2021

Date

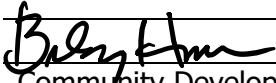
Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant: Yes No

If no, explain: _____

Other Comments: _____



Community Development Director

June 1, 2021

Date

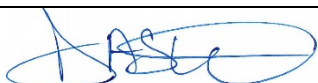
Route to: Police Department

Police Department

Excessive Calls: Yes No

If yes, explain: _____

Other Comments: _____



Chief of Police

June 1, 2021

Date

TO COUNCIL FOR AGENDA OF: June 22, 2021