AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA
   1. Approval of Consent Agenda
   2. Approval of Minutes of Previous Meetings
      a) July 26, 2022, Regular Meeting (page 3)

E. COMMUNICATIONS AND APPEARANCE REQUESTS
   1. Proclamation: Coby Marvin Day (page 7)

F. REPORTS
   1. City Manager’s Report
      • Code Issue Regarding Gatherings and Marches
   2. Mayor’s Report
   3. City Clerk’s Report
   4. City Attorney’s Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARKINGS
   1. **Ordinance No. 22-005**: Rezone Tax Parcel C-21, T18N, R2E, S33, from C-L, Limited Commercial to C-G, General Commercial (page 9)
   2. **Resolution No. 22-022**: Authorizing the City Manager to Execute a Subdivision Agreement with Variances to Required Public Improvements for Subdivision Development as Outlined in Palmer Municipal Code Chapter 12.12 (Public Hearing 1 of 2) (page 51)
   3. **Resolution No. 22-023**: Authorizing the City Manager to Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $7,131,944.44 for construction of Taxiway “N” November and Improvement of the Airport Drainage System at the Warren “Bud” Woods Palmer Municipal Airport (page 85)
   4. **Resolution No. 22-024**: Authorizing the City Manager to Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $2,500,000 for Construction of Apron “E” at the Warren “Bud” Woods Palmer Municipal Airport (page 89)
   5. **Resolution No. 22-025**: Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 4, 2022 (page 93)

I. ACTION MEMORANDA
   1. **Action Memorandum No. 22-046**: Authorize the City Manager to Execute Change Order No. 3
with Roger Hickel Contracting Inc., to Relocate the Clarifier Control Panels to a More Central Location for the Wastewater Treatment Plant Facility Phase II (page 97)

2. **Action Memorandum No. 22-047**: Authorize the City Manager to Dispose of Surplus City Solid Waste Equipment Valued at More than $10,000 (page 127)

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

**L. RECORD OF ITEMS PLACED ON THE TABLE**

**M. AUDIENCE PARTICIPATION**

**N. EXECUTIVE SESSION**

**O. COUNCIL MEMBER COMMENTS**

**P. ADJOURNMENT**

---

**Tentative Future Palmer City Council Meetings**

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Type</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td>Regular</td>
<td>6 pm</td>
<td></td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Regular</td>
<td>6 pm</td>
<td></td>
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<tr>
<td>Sept. 27</td>
<td>Regular</td>
<td>6 pm</td>
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</tr>
<tr>
<td>October 10</td>
<td>Special</td>
<td>6 pm</td>
<td>Certify election</td>
</tr>
<tr>
<td>October 11</td>
<td>Regular</td>
<td>6 pm</td>
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<tr>
<td>October 25</td>
<td>Regular</td>
<td>6 pm</td>
<td></td>
</tr>
<tr>
<td>November 8</td>
<td>Regular</td>
<td>6 pm</td>
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</table>
A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on July 26, 2022, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

Comprising a quorum of the Council, the following were present:

Steve Carrington, Mayor
Carolina Anzilotti
Richard W. Best
Joshua Tudor

Pamela Melin, Deputy Mayor
John Alcantra
Thomas Ojala IV

Staff in attendance were the following:

John Moosey, City Manager
Shelly M. Acteson, CMC, City Clerk

Sarah Heath, City Attorney
Holly Dubose, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
   a. Action Memorandum No. 22-045: A: Confirming the Mayor’s Nomination of Penny Mosher and John Murphy for Appointment to the Planning and Zoning Commission with Terms Ending December 31, 2024
   b. Introduction and set public hearing date of August 9, 2022, for Ordinance No. 22-005: to Rezone Tax Parcel C-21, T18N, R2E, S33, from C-L, Limited Commercial to C-G, General Commercial

2. Approval of Minutes of Previous Meetings
   a. July 12, 2022, Regular Meeting

Main Motion: To Approve the Agenda, Consent Agenda, and Minutes, as Presented

<table>
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<tr>
<th>Moved by:</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Seconded by:</td>
<td>N/A</td>
</tr>
<tr>
<td>Vote:</td>
<td>Unanimous Consent</td>
</tr>
<tr>
<td>Action:</td>
<td>Motion Carried</td>
</tr>
</tbody>
</table>

E. COMMUNICATION AND APPEARANCE REQUESTS

F. REPORTS

City Manager reported on the following:
- City Insurance update;
- Elevate Matsu Coalition overview;
- Matsu Miners City Sponsored game;
• Upcoming Friday tour of Forestry facility;
• Palmer Revenue update, and
• Senior exemption legislation to be drafted.

City Clerk reported the following:
• Candidacy packets due by Friday at 4pm;
• John Alcantra has been verified for his candidacy; and
• One other candidate has submitted a candidate packet and has not yet been verified.

Mayor reported the following:
• Linda Combs Citizen of the year; and
• Palmer Pride was a successful event.

City Attorney reported on the following:
• Reiterated her written report and spoke against Council adopting Ordinance 22-004 and Resolution 22-021 as written.

G. AUDIENCE PARTICIPATION

Mike Chmielewski:
• Commended Council Member Best on his microphone use and gave suggestions for the Council, and commented on red flashing light at the four way stop in Palmer.

Eric Anderson:
• Commented on the homeless issue coming from Anchorage after the shelter closing.
• Challenged the Council to represent members of the community that did not vote for them.

Cindy Hudgins:
• Commented on the change in atmosphere with the new Council.
• Commented on the funding source for the City’s voting machines.

H. PUBLIC HEARINGS

1. Resolution No. 22-021: Submitting a Question to the City’s Qualified Voters at the October 4, 2022, City of Palmer Election, Pertaining to Eligibility of Council Members and the Mayor

Mayor Carrington opened the public hearing.

Cindy Hudgins:
• Spoke in favor of the Resolution.

Seeing no others come forward Mayor Carrington closed the Public Hearing.

Main Motion: To Adopt Resolution No. 22-021, As amended

<table>
<thead>
<tr>
<th>Moved by:</th>
<th>Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seconded by:</td>
<td>Melin</td>
</tr>
<tr>
<td>Vote:</td>
<td>5 Yes/ 2 No (Alcantra and Anzilotti)</td>
</tr>
<tr>
<td>Action:</td>
<td>Adopted</td>
</tr>
</tbody>
</table>

Mayor Carrington called a 5-minute recess to draft amended language. Mayor Carrington called back to order at 6:41pm.
Primary Amendment #1: Amend Resolution No. 22-021 as follows: From, “No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against them shall be deemed eligible for all city offices, boards and commissions for two years from the end of the designated term for removal by recall or resignation”.

To, “Any person who has been recalled after October 4, 2022, from an office or who has resigned from office while recall proceedings were pending against them shall be deemed ineligible for all city offices, boards and commissions for two years from the end of the designated term for removal by recall or resignation”.

Moved by: Best
Seconded by: Melin
Vote: Unanimous
Action: Adopted

2. Resolution No. 22-005 A: Amending the City of Palmer Budget for the Fiscal Year Ending December 31, 2022

City Manager Moosey gave an overview of the budget adjustment.

Mayor Carrington opened the public hearing. Seeing no one come forward Mayor Carrington closed the Public Hearing.

Main Motion: To Adopt Resolution No. 22-005 A

Moved by: Alcantra
Seconded by: Best
Vote: Unanimous
Action: Motion Carried

I. ACTION MEMORANDA

J. UNFINISHED BUSINESS

1. Ordinance No. 22-004: Amending the Palmer Municipal Code 2.04.031 and 2.05.020, Pertaining to Eligibility of Council Members and the Mayor

Main Motion: To Postpone Indefinitely Ordinance No. 22-004

Moved by: Best
Seconded by: Tudor
Vote: Unanimous
Action: Motion Carried

K. NEW BUSINESS

L. AUDIENCE PARTICIPATION

Eric Anderson:
- Thanked Mike Chmielewski with Big Cabbage Radio for streaming the meetings
- Commented on recent protests.
• Encouraged people to check out the paving project in the Cedar Hills neighborhood.

M. COUNCIL COMMENTS

Council Member Alcantra:
• Commented on Palmer Pride picnic.

Council Member Tudor:
• Thanked everyone for attending the Palmer Pride Picnic.
• Congratulated to Linda Comb for citizen of the year.
• Congratulated the Fern for business of the year.
• Explained his reason for supporting the amended Ordinance.

Council Member Best:
• Commented on the beautification awards and the efforts put forth by Palmer residents.

Council Member Melin:
• Regretful her inability to attend the Palmer Pride event.
• Congratulated residents for beautification awards.
• Noted the comments made by Eric Anderson and recommended neighborhood watch efforts to help mediate issues.

Council Member Anzilotti:
• Enjoyed singing national anthem at the Miners Game.

Council Member Alcantra:
• Congratulated new members of the Planning and Zoning Commission and noted Mr. Murphy specifically.
• Thanked Cindy Hudgins for her comments.
• Commented on the use of certain voting machines.

N. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 7:05 p.m.

Approved this ____ day of _____________, 2022.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor
PROCLAMATION

RECOGNIZING COBY MARVIN

WHEREAS, running is a Marvin family tradition; and

WHEREAS, Coby Marvin set the Mt. Marathon record for the 12-14 year old boys bracket in 2021; and

WHEREAS, Coby Marvin set the Mt. Marathon record for the 15-17 year old boys bracket in 2022; and

WHEREAS, Coby Marvin posted the second fastest running time for the Junior Boys bracket in the history of the race; and

WHEREAS, Coby Marvin was named Athlete of the Week by KTUU.

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, August 9, 2022, to be Coby Marvin Day.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 9th day of August 2022.

__________________________________
Steve Carrington, Mayor

__________________________________
Shelly Acteson, CMC, City Clerk
City of Palmer
Ordinance No. 22-005

Subject: Amending the Zoning Map to Revise the Zoning Designation of Lot C-21, Township 18N Range 2E Section 33 to be rezoned from C-L, Limited Commercial District, to C-G, General Commercial District, Seward Meridian, Alaska.

Agenda of: July 26, 2022 - Introduction

Council Action: ☐ Adopted ☐ Amended: ________________________________ ☐ Defeated

Originator Information:
Originator: Brad Hanson, Community Development 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 ________________________________
City Attorney ________________________________
City Clerk ________________________________
Attachment(s):

1. Ordinance No. 22-005
2. Staff Report
3. Planning and Zoning Commission Resolution No. 22-004 with Findings of Facts
4. Planning and Zoning Commission Minutes for June 16, 2022 (Draft Copy)
6. Zoning Map Amendment Application
7. Public Comments Received for City Council Public Hearing

Summary Statement/Background:

On May 6, 2022, Dale & Catherine Fosselman initiated a zoning map amendment to change the zoning designation of Lot C-21, T18N R2E S33 to be rezoned from C-L, Limited Commercial District, to C-G, General Commercial District.

The owners are requesting a zone change to allow for higher intensity of commercial uses on the property. Expansion of the Central Business District allows for commercial development opportunities. Commercial activities have expanded in the surrounding area in recent years. The recent amendments to the Central Business District allow for flexibility for downtown parking as well as opportunities for economic development and more compatible use of land. The surrounding zoning districts consist of R-3, C-L and P zoning and have had no recent significant condition changes to the area. The zoning map amendment would support the objectives and goals of the City’s Comprehensive Plan by encouraging commercial development that would expand the commercial footprint of downtown Palmer.

Ordinance No. 22-0XX will change the zoning designation of Lot C-21, T18N R2E S33 from C-L, Limited Commercial District, to C-G, General Commercial District.

Administration’s Recommendation:

Adopt Ordinance No. 22-005 to amend the Zoning Map to revise the designation of Lot C-21, Township 18N Range 2E Section 33 to be rezoned from C-L, Limited Commercial District, to C-G, General Commercial District, Seward Meridian, Alaska.
An Ordinance of the Palmer City Council Enacting the Zoning Map to Revise the Zoning Designation of Lot C-21, Township 18N Range 2E Section 33 to be rezoned from C-L, Limited Commercial District, to C-G, General Commercial District, Seward Meridian, Alaska.

WHEREAS, Dale & Catherine Fosselman, have initiated a zoning map amendment application on May 6, 2022, to change the zoning designation of Lot C-21, T18N R2E S33 to be rezoned from C-L, Limited Commercial District, to C-G, General Commercial District; and

WHEREAS, a request for a zoning map amendment must be reviewed by the Planning and Zoning Commission and a recommendation reflecting the findings of the Commission must be forwarded to the City Council; and

WHEREAS, on May 31, 2022, 159 public hearing notices were mailed to property owners within 1,200’ of the site in accordance with 17.80.030. Notification of the public hearing was published in the Frontiersman on June 10, 2022. A total of one written comment of no objection was received in response; and

WHEREAS, Goal 1 of Chapter 6, Land Use, from the Palmer Comprehensive Plan promotes growth guided to make Palmer an increasingly attractive place to live, work, invest and visit; and

WHEREAS, Goal 5 encourages the development of high quality buildings that reflects Palmer's historical character; and

WHEREAS, Goal 6 of Chapter 6 supports improvements to the downtown area to help insure Palmer’s traditional downtown is lively, attractive, and inviting for residents and visitors.

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. The City of Palmer Zoning Districts Map dated November 2017 is hereby amended to revise the zoning designation of Lot C-21, T18N R2E S33 from C-L, Limited Commercial District, C-G, General Commercial District.
Section 4. Effective Date. Ordinance No. 22-0XX shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this _____ day of _____, 2022.

_________________________
Steve Carrington, Mayor

_________________________
Shelly M. Acteson, CMC, City Clerk
Community Development
Zoning Map Amendment Application

Staff Report to Commission

PART I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Location:</th>
<th>T18NR2ES33, C-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Address:</td>
<td>NHN South Valley Way, Palmer Alaska 99645</td>
</tr>
<tr>
<td>Request:</td>
<td>To rezone the lot from C-L, Commercial Limited, to C-G, Commercial General</td>
</tr>
<tr>
<td>Applicant(s) &amp; Owner:</td>
<td>Dale and Catherine Fosselman</td>
</tr>
<tr>
<td>Public Hearing Date:</td>
<td>June 16, 2022</td>
</tr>
<tr>
<td>Notification Requirements:</td>
<td>In accordance with 17.80.030</td>
</tr>
</tbody>
</table>

On May 31, 2022, 159 public hearing notices were mailed to property owners within 1,200’ of the site. Notification of the public hearing was published in the Frontiersman on June 10, 2022. A total of 1 written comment was received in response to this rezone application.

PART II. BACKGROUND

Site Information:

Lot C-21, Township 18N Range 2E Section 33 is a vacant corner lot that has access from South Valley Way and E. Cottonwood Avenue. The lot is located north of fully developed public zoned lots that include the Palmer Police Department, Alaska State Troopers Detachment and the Mat-Su Pre-Trial Facility. East of Lot C-21 is a vacant property owned by the City of Palmer and Zoned Public. North of C-21 is a single family home and commercial businesses and is zoned R-3, Medium Density Residential. West of the property is the railroad right-of-way and commercial businesses. Zoning is General Commercial.

The property has never been developed.

Parcel Size:

Lot size is 1.6 acres

Existing Zoning:

C-L, Limited Commercial District
Surrounding Land Uses:

<table>
<thead>
<tr>
<th></th>
<th>Zoning</th>
<th>Land use for surrounding areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>R-3 &amp; C-L</td>
<td>Medium density residential &amp; commercial offices</td>
</tr>
<tr>
<td>East</td>
<td>Public</td>
<td>Court House and Vacant City Property</td>
</tr>
<tr>
<td>South</td>
<td>Public</td>
<td>Palmer Police Station and Mat-Su Pre-Trial Facility</td>
</tr>
<tr>
<td>West</td>
<td>C-G</td>
<td>Railroad right-of-way &amp; small businesses</td>
</tr>
</tbody>
</table>

Considerations:

The intent of the C-L, Limited Commercial District is established to serve the daily or frequent convenience shopping and personal service needs of residences, thus serving a population and trade area which is less than that serviced by the Central Business district. The intent of C-G, General Commercial District is established in which the principal use of land is for commercial enterprises to provide for commercial enterprises which serve the needs of a large population and a large land area, and to provide a centralization of service by allowing heavier uses.

- **Owners Reason for Request**
  
  We have owned this 1.60-acre lot located in the heart of Palmer for approximately 16 years. In recent years, the surrounding area of Downtown Palmer has dramatically changed. Downtown Palmer is becoming a focal point for the Mat-Su Valley. The surrounding area now hosts many events, live entertainment, great restaurants and two breweries. The area hosts numerous local shops and professional offices. Almost all properties abutting this lot either provide public services (judicial/justice system) or are professional offices spaces (mostly health and legal related).
  
  This lot, while centrally located, has sat vacant (and for sale) for years. The lot is currently zoned "Commercial - Limited," which severely limits the lot's commercial development potential. Specifically, while still permitting development of professional office space, the rezone will also allow for the following additional potential uses providing the basis for a vibrant, mixed-use development:
  
a) Hotels, Motels

b) Bar, cocktail lounge, liquor and beer sales, including brewpubs and wineries;

c) Cafes, bakeries, bars and restaurants
A preliminary site design plan is attached hereto as Exhibit 1 of the Zoning Application

**Code Requirements:**

General Commercial minimum lot width is 60 feet and the required minimum lot area is 7,200 square feet. The total square footage of the proposed rezone property is approximately 69,696 square feet, with an average width of 152 feet.

**PART III. FINDINGS OF FACT**

(PMC 17.80.036.C) The report of the Commission shall give consideration as to what effect the proposed change would have on public health, safety, welfare and convenience, and for a map amendment show whether:

**Fact 1)** The proposed change is in accordance with the borough and city comprehensive plans;

**Applicant's response:**

Yes.

Mixed-use development including professional office space, retail outlets, restaurants, bakeries, bars, and visitor accommodations is a consistent feature of both the Palmer Comprehensive Plan, Palmer Economic Goals and the Area Wide Plan, a joint vision of the Mat-Su Borough and City of Palmer. More specifically, if the project is developed under the proposed plan, it will:

- a) Facilitate the expansion of the local economy and local business, so residents of
- b) Palmer and surrounding areas can find more of the goods, services and jobs they
- c) need in Palmer;
- d) Strengthen downtown Palmer, which is "the heart of community public life;"
- e) Promote and enhance Palmer's uniqueness and attracting more visitors;
- f) Encourage high quality, attractive development, with ready access to parks and
- g) green space.
- h) e) Improve connections within Palmer;
- i) f) Utilize ideas from planned Business Improvement District, by, e.g., helping
- j) maintain and enhance downtown as a compact, walkable, dynamic, mixed-use
- k) center; and
- l) g) Create new retail, office and lodging space so more residents and businesses can
- m) have convenient access to places of work, commercial services, schools and other
- n) public facilities, by vehicle, sidewalk and trail.

**Staff finds the following support in the Comprehensive Plan:**

- Goal 1 of Chapter 6, Land Use, from the Palmer Comprehensive Plan promotes growthguided to make Palmer an increasingly attractive place to live, work, invest and visit.

- Goal 5 encourages the development of high-quality buildings that reflects Palmer’s historical character.

- Goal 6 of Chapter 6 supports improvements to the downtown area to help ensure Palmer’s traditional downtown is lively, attractive, and inviting for residents and visitors.

- The proposed change would support the goals and objectives of the City’s Comprehensive Plan by encouraging commercial development that will improve business opportunities

- Guide development so there is the right balance of residential and commercial uses to ensure the City maintains its fiscal health.
These new building will reflect Palmer’s character and historical setting with high quality architecture while maintaining the traditional appeal of Palmer.

The proposed change will provide more accommodations in the downtown area as well as encourage spending for visitors and tourists.

Fact 2) The proposed change is compatible with surrounding zoning districts and the established land use pattern;

Applicant’s response:

The proposed change is compatible with the surrounding Zoning districts because the development will help provide a transition from the several types of land use surrounding the area. For example:

a) Land to the south is institutional (Public Safety, Mat-Su Pretrial)

b) To the west is Commercial - General

c) To the north is residential and Commercial - Light

As such, the proposed rezoning will complement the land use pattern of surrounding areas and help the City of Palmer (especially the downtown area) become a more integrated whole. The subject parcel is surrounded by a variety of land uses: public safety, professional offices in what used to be single family residences, two residences, and vacant city property. The rezoning will allow us to combine many of these land uses into a single, comprehensive development to further help unify the land use areas in the Palmer’s downtown district.

The approximate location of the lot is shown in the illustrations located on the next page. The two illustrations were taken from the East Downtown Palmer Area Wide Study Plan ("AWP"). As shown, this parcel is located in the "East Downtown Palmer" area located adjacent to public facilities/courthouse, and close to the Mat-Maid block of town.

According to the AWP, "East Downtown Palmer lags behind the other downtown areas in terms of vibrancy, business activity, and infill development." If the city of Palmer permits rezoning of this lot, the rezoning will help create new economic opportunities in Palmer and renewed vibrancy in the area.
A cropped version of the *City of Palmer Current Zoning Districts* is shown directly below. As shown in the map, multiple lots located directly West are zoned "Commercial General" (red). Properties to the North and East of the lot are zoned "Public" (blue). The lot abutting the East property line is owned by the City of Palmer, is vacant, and is zoned "Commercial Limited" (pink). Lot C22 is also owned by the City of Palmer, is vacant, and is zoned "Medium Density Residential" (yellow with stripes). There are believed to be one residential property (possibly two) across the street from the requested rezoning, which is zoned "Medium Density Residential" (yellow with stripes). There are at least three professional offices located on the same street (E. Cottonwood Ave.) and are zoned Limited Commercial. The second lot after turning north on South Denali St. (Lot 10-1) provides accommodations for students at a local bible college.

According to the *City of Palmer Central Business District Vicinity Map* (shown on page 4 below), our lot is part of the Central Business District ("CBD"). Palmer City Code 17.30.010 states that the intent of the central business district . . . is to establish consistent procedures and standards for the traditional downtown in the city of Palmer that is unique or requires additional consideration due to their character, historical importance or importance to the town's economic well-being. The overlay districts will assist Palmer to promote and protect the public health, safety, comfort, character, convenience and general welfare in the central business district (CBD) overlay zone while meeting the goals established in the comprehensive plan.

As shown in the map above, while the subject parcel is part of the CBD. Under the City's code, a property in the CBD is zoned to allow commercial activities such as "Large retail establishment (+20,000)". However, it is unclear how the CBD applies Limited Commercial Zoning. Nonetheless, rezoning the lot to Commercial - General will provide clear guidance for securing development and investment opportunities, and will help clarify ambiguities during the permitting process. Furthermore, over the last several years, the Mat-Maid block has begun developing a new atmosphere with the addition of the Palmer Ale House and two breweries. While the surrounding area is developing, this lot remains one of the largest undeveloped, privately owned real estate parcels with commercial development potential within the heart of
Staff Finds:

- The property for the proposed rezone is contiguous to P Public Use District zoning on the South and East, C-L Limited Commercial District and R-3 Medium Density Multifamily Residential District zoning on the North side, C-G General Commercial District zoning to the West of the lot.

- The lot is located adjacent to an active Public zone with the Palmer Police and the Alaska State Troopers detachment, the Mat-Su Pre-Trial Facility and the Alaska Court System Palmer. Among the other comparable land use in the subject area are attorney offices. Across the railroad right-of-way are small businesses such as retail, gift shops and short-term rentals. Many restaurants and dining establishments are within walking distance from the property, convenient for visitors of Palmer while staying at this location.

- PMC 17.32.060 establishes a minimum lot size of 7,200 square feet. The property is 1.6 acres, sufficient to provide adequate parking, landscaping and buffering from adjacent lots.

**Fact 3)** Public facilities such as schools, utilities and streets are adequate to support the proposed change;

Applicant’s response:

Yes.

We paid over $12,000 as part of the 2010 Blueberry Avenue improvement LID which fixed severe leakage from the City’s water system, paved East Cottonwood Avenue, installed sidewalks and streetlights. Two utility stubs to the subject property were installed during construction.

No permanent residential units are currently proposed, so there should be no additional burden to schools.

Initial site plans include off street parking and pathways to existing restaurants, brewpubs, government facilities, and the courthouse.

Staff finds:

- This property is a double frontage lot and has access on South Valley Way and East Cottonwood Avenue, allowing adequate flow of traffic along with incoming and outgoing visitors.
- Utilities are available to serve the proposed use of property as General Commercial; current water and sewer are set in place and will support the proposed structure.

- The proposed change is from C-L, Limited Commercial District to C-G, General Commercial District; there would be little to no impact on public schools since the proposed commercial lease space. The nearest public school is 0.7 miles from the property.

**Fact 4)** Changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change;

**Applicant’s response:**

In recent years a variety of new businesses have launched in the East Palmer area including two breweries, the Palmer Ale House, a clothing store, and restaurants. The proposed rezoning will build on the momentum initiated by these ventures.

**Staff finds:**

- Expansion of the Central Business District allows opportunities for commercial development opportunities. Commercial activities have expanded in the surrounding area in recent years.

- The surrounding zoning districts consist of R-3, C-L and P zoning and have had no recent significant condition changes to the area. The recent amendments to the Central Business District allow for flexibility for downtown parking as well as opportunities for economic development and more compatible use of land.

**Fact 5)** The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

**Applicant’s response:**

The proposed development will enhance public welfare by providing the local residents and visitors additional, convenient access to retail, restaurant, accommodations, and office space. In addition, the planned development will:

a) provide community groups space for events.

b) provide additional business opportunities for entrepreneurs and professionals.

c) produce sales and other tax revenue to the City of Palmer and Mat-Su Borough.

Provide additional employment opportunities for residents.

The proposed change will not grant a special privilege to the owners because the owners are not asking for any special privileges other than the standard permitted uses under the Commercial - General zoning.

**Staff finds:**

- The proposed change does not grant the owner any special privilege as the property in question is contiguous to public zoning and commercial development.

- The proposed change is consistent with the public welfare by allowing this property to be developed for commercial activity for the benefit of Palmer residents and visitors.

**PART IV. STAFF RECOMMENDATION**

Based on the information provided by the applicant, public comments received before publication of this report and staff analysis, staff recommends approval of the request to a zoning map amendment from C-L, Limited Commercial District, to C-G, General Commercial District Lot C-21, T18N R2E S33, is consistent with, and in conformance with the Palmer Comprehensive Plan.
If, following the Public Hearing, Commission finds that the applicant’s proposal conforms to the Palmer Comprehensive Plan and Zoning Code provisions, then staff recommends that the Commission approve this request for zoning map amendment for Lot C-21, T18N R2E S33 from C-L Limited Commercial District to C-G, General Commercial District and forward a recommendation for approval to the City Council.

If the final vote of the Commission is not to approve the rezone, the Commission’s decision is final unless the initiating party or property owner files a written statement with the City Clerk within 20 days of the Commission’s decision requesting that the zoning be considered by City Council.
PALMER PLANNING AND ZONING COMMISSION

RESOLUTION NO. 22-004

A RESOLUTION OF THE PALMER PLANNING AND ZONING COMMISSION RECOMMENDING CITY COUNCIL APPROVE A ZONING MAP AMENDMENT FOR LOT C-21, TOWNSHIP 18N RANGE 2E SECTION 33 TO BE REZONED FROM C-L, LIMITED COMMERCIAL DISTRICT, TO C-G, GENERAL COMMERCIAL DISTRICT, SEWARD MERIDIAN, ALASKA

WHEREAS, Dale & Catherine Fosselman, have initiated a zoning map amendment application on May 6, 2022, to change the zoning designation for Lot C-21, T18N R2E S33 to be rezoned from C-L, Limited Commercial District, C-G, General Commercial District; and

WHEREAS, a request for a zoning map amendment must be reviewed by the Planning and Zoning Commission and a recommendation reflecting the findings of the Commission must be forwarded to the City Council; and

WHEREAS, on May 31, 2022, 159 public hearing notices were mailed to property owners within 1,200’ of the site in accordance with 17.80.030. Notification of the public hearing was published in the Frontiersman on June 10, 2022. A total of one written comment of no objection was received in response; and

WHEREAS, Goal 1 of Chapter 6, Land Use, from the Palmer Comprehensive Plan promotes growth guided to make Palmer an increasingly attractive place to live, work, invest and visit; and

WHEREAS, Goal 5 encourages the development of high quality buildings that reflects Palmer’s historical character; and

WHEREAS, Goal 6 of Chapter 6 supports improvements to the downtown area to help insure Palmer’s traditional downtown is lively, attractive, and inviting for residents and visitors.

The following facts support a finding that this zone change is in accordance with the Zoning Code, Title 17, and the Comprehensive Plan:

**Fact 1:**

a) The proposed change would support the objectives and goals of the City’s Comprehensive Plan by encouraging commercial development that will improve business opportunities

b) A commercial development will expand the commercial footprint of downtown Palmer and will reflect Palmer’s character and historical setting with high quality architecture while maintaining the traditional appeal of Palmer.

c) The proposed change will guide development so there is a balance between residential and commercial development.
Fact 2:

a) The property for the proposed rezone is contiguous to P Public Use District zoning on the South and East, C-L Limited Commercial District and R-3 Medium Density Multifamily Residential District zoning on the North side, C-G General Commercial District zoning to the West of the lot.

b) The lot is located adjacent to an active Public zone with the Palmer Police and the Alaska State Troopers detachment, the Mat-Su Pre-Trial Facility and the Alaska Court System Palmer. Among the other comparable land use in the subject area are attorney offices. Across the railroad right-of-way are small businesses such as retail, gift shops and short-term rentals. Many restaurants and dining establishments are within walking distance from the property; convenient for visitors of Palmer while staying at this location.

c) PMC 17.27.060 establishes a minimum lot size for dwelling units that would make the development compatible with surrounding properties.

Fact 3:

a) This property is a double frontage lot and has access on South Valley Way and East Cottonwood Avenue, allowing adequate flow of traffic for business development.

b) Utilities are available to serve the proposed use of property as General Commercial, current water and sewer are set in place and will support the proposed structure.

c) The proposed change is from C-L, Limited Commercial District to C-G, General Commercial District; there would be little to no impact on public schools. The nearest public school is 0.7 miles from the property.

Fact 4:

a) Expansion of the Central Business District allows for commercial development opportunities. Commercial activities have expanded in the surrounding area in recent years.

b) The surrounding zoning districts consist of R-3, C-L and P zoning and have had no recent significant condition changes to the area. The recent amendments to the Central Business District allow for flexibility for downtown parking as well as opportunities for economic development and more compatible use of land.

Fact 5:

a) The proposed change does not grant the owner any special privilege as the property in question is contiguous to public zoning and commercial development.
b) The proposed change is consistent with the public welfare by allowing this property to be developed for commercial activity for the benefit of Palmer residents and visitors.

NOW, THEREFORE, BE IT RESOLVED that the Palmer Planning and Zoning Commission does hereby recommend the City Council approve the Zoning Map Amendment for Lot C-21, Township 18N Range 2E Section 33 from C-L, Limited Commercial District C-G, General Commercial District.

Passed by the Planning and Zoning Commission of the City of Palmer, Alaska, this 16th day of June, 2022.

Brad Hanson
Director, Community Development

Casey Peterson, Chairperson
A. CALL TO ORDER:
The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at * p.m.

B. ROLL CALL:
Constituting a quorum, present in person were Commissioners:
   - Casey Peterson, Chair
   - Linda Combs
   - Lisbeth Jackson
   - Penny McClain
   - Kristy Thom Bernier

Also present:
   - Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:
The agenda was approved as presented by all members present.
[Thom Bernier, McClain, Jackson, Combs, Peterson]

E. MINUTES OF PREVIOUS MEETINGS: No minutes were presented.

F. REPORTS:
Director Hanson reported on the recent City Council/Board of Economic Development Joint Meeting at which the BED presented its Resolution to encourage the Council to fund a planning study for implementation of potential improvements for the downtown railroad right-of-way. The Council appropriated $20,000 for the project.

G. AUDIENCE PARTICIPATION:
Andrew Melevanski, 380 N. Eklutna Street, spoke regarding the city land between him and his neighbor, the Andersons, raising concerns about it becoming a snow dump and asked for it to be vacated.

H. PUBLIC HEARINGS:

1. Resolution No. 22-004: A Resolution of the Palmer Planning and Zoning Commission Recommending City Council Approve a Zoning Map Amendment for Tax Parcel C-21 to be rezoned from C-L Limited Commercial to C-G General Commercial, located within Section 33, Township 18 North, Range 2 East, Seward Meridian, Alaska.

Director Hanson provided a staff report informing that the applicants/owners of the property are Dale
and Catherine Fosselman and that on May 31, 2022, 159 public hearing notices were mailed to property owners within 1200’ of the site. Notification and publication requirements pursuant to code have been met. A total of 1 written comment was received in response. He spoke to background, including site information, parcel size, existing, zoning, surrounding land uses, other considerations and code requirements.

Findings of Fact:

Pursuant to PMC 17.80.036.C, the report of the Commission shall give consideration as to what effect the proposed change would have on public health, safety, welfare and convenience, and for a map amendment show whether:

Fact 1) The proposed change is in accordance with the borough and city comprehensive plans.

Staff finds the following support in the Comprehensive Plan:

- Goal 1, of Chapter 6, Land Use, from the Palmer Comprehensive Plan promotes growth-guided to make Palmer an increasingly attractive place to live, work, invest and visit.
- Goal 5 encourages the development of high-quality buildings that reflects Palmer’s historical character.
- Goal 6 of Chapter 6 supports improvements to the downtown area to help ensure Palmer’s traditional downtown in lively, attractive, and inviting for residents and visitors.
- The proposed change would support the goals and objectives of the City’s Comprehensive Plan by encouraging commercial development that will improve business opportunities.
- Guide development so there is the right balance of residential and commercial uses to ensure the City maintains its fiscal health.
- These new building will reflect Palmer’s character and historical setting with high quality architecture while maintaining the traditional appeal of Palmer.
- The proposed change will provide more accommodations in the downtown area as well as encourage spending for visitors and tourists.

Fact 2) The proposed change is compatible with surrounding zoning districts and the established land use pattern.

Staff finds:

- The property for the proposed rezone is contiguous to P Public Use District zoning on the South and East, C-L Limited Commercial District and R-3 Medium Density Multifamily Residential District zoning on the North side, C-G General Commercial District zoning to the West of the lot.
- The lot is located adjacent to an active Public zone with the Palmer Police and the Alaska State Troopers detachment, the Mat-Su Pre-Trial Facility and the Alaska Court System, Palmer. Among the other comparable land use in the subject area are attorney offices. Across the railroad right-of-way are small businesses such as retail, gift shops and short-term rentals. Many restaurants and dining establishments are within walking distance from the property, convenient for visitors of Palmer while staying at this location.
- PMC 17.32.060 establishes a minimum lot size of 7,200 square feet. The property is 1.6 acres, sufficient to provide adequate parking, landscaping and buffering from adjacent lots.

Fact 3) Public facilities such as schools, utilities and streets are adequate to support the proposed change.
Staff finds:
• This property is a double frontage lot and has access on South Valley Way and East Cottonwood Avenue, allowing adequate flow of traffic along with incoming and outgoing visitors.
• Utilities are available to serve the proposed use of property as General Commercial; current water and sewer are set in place and will support the proposed structure.
• The proposed change is from C-L, Limited Commercial District to C-G, General Commercial District; there would be little to no impact on public schools since the proposed commercial lease space. The nearest public school is 0.7 miles from the property.

Fact 4) Changed conditions affecting the subject parcel or the surrounding neighborhood supports the proposed change.

Staff finds:
• Expansion of the Central Business District allows opportunities for commercial development opportunities. Commercial activities have expanded in the surrounding area in recent years.
• The surrounding zoning districts consist of R-3, C-L, and P zoning and have had no recent significant condition changes to the area. The recent amendments to the Central Business District allow for flexibility for downtown parking as well as opportunities for economic development and more compatible use of land.

Fact 5) The proposed change is consistent with the public welfare and does not grant a special privilege to the owner(s).

Staff finds:
• The proposed change does not grant the owner any special privilege as the property in question is contiguous to public zoning and commercial development.
• The proposed change is consistent with the public welfare by allowing this property to be developed for commercial activity for the benefit of Palmer residents and visitors.

Staff Recommendation:

Based on the information provided by the applicant, public comments received before publication of this report and staff analysis, staff recommends approval of the request to a zoning map amendment from C-L, Limited Commercial District, to C-G, General Commercial District. Lot C-21, T18N R2E S33, is consistent with and in conformance with the Palmer Comprehensive Plan.

If following the Public Hearing, the Commission finds that the applicant’s proposal conforms to the Palmer Comprehensive Plan and Zoning Code provisions, then staff recommends that the Commission approve this request for zoning map amendments for Lot C-21, T18N R2E S33 from C-L Limited Commercial District to C-G, General Commercial District and forward a recommendation for approval to the City Council.

If the final vote of the Commission is not to approve the rezone, the Commission’s decision is final unless the initiating party or property owner files a written statement with the City Clerk within 20 days of the Commission’s decision requesting that the zoning be considered by the City Council.

Applicant’s Presentation:
Jesse Carnahan and Matthew Hayes testified on behalf of Applicants, Dale and Catherine Fosselman, speaking to the “spirit” of the applicants’ plans for the property.

Alex Pafasalvach spoke to her concern over increased traffic in the neighborhood.

There being no further members of the public to speak, Chair Peterson closed public testimony at 6:39 p.m. and called for the motion, followed by further open discussion regarding the Resolution and unanimous approval of Findings of Fact 1 through 5 as presented by staff.

Main Motion: For approval of Resolution No. 22-004, recommending City Council approve a zoning map amendment for Tax Parcel C-21 to be rezoned from C-L Limited Commercial to C-G General Commercial, located within Section 33, Township 18 North, Range 2 East, Seward Meridian, Alaska.

 Moved by: Combs
 Seconded by: Jackson
 Vote: Unanimous (Thom Bernier, Combs Jackson, McClain, Peterson; 2 vacant)
 Action: Motion Carried.

I. UNFINISHED BUSINESS: None.

J. NEW BUSINESS: None.

K. PLAT REVIEWS:

1. IM 22-009: Pre-application plat request to create two lots from Tax Parcel D-21 (Parcel #2 of Waiver 95-42 pwm).

Director Hanson provided a staff report, directing attention to the packet (p. 47) for comments from City Departments.

The Commission had no additional comments.

2. IM 22-010: Abbreviated plat request to create two lots from Tract A-1, Alaska State Land Survey 96-4, Plat No. 99-62, to be known as Matanuska Brewing.

Director Hanson provided a staff report directing attention to the packet (p. 63); City Departments had no comments or issues.

The Commission had no additional comments.

3. IM-22-011: Abbreviated/preliminary plat request to create one lot from Lots 3 & 4, Block 1, Sherrod, Plat No. 12-204, to be known as Lot 3A.

Director Hanson provided a staff report directing attention to packet (p. 73), City Departments had no comments or issues.

The Commission had no additional comments.

4. IM 22-012: Pre-application request to vacate the 40’ x 114’ right-of-way located between Lot 7
and Lot 8 (Block 2, Christensen Add Subd.)

Director Hanson provided a staff report directing attention to the packet (p. 81); City Department comments included: City Manager: Is there a future city need such as a utility corridor? Community Development: Consideration should be given for not compounding an access issue for platted lots to west of property. Public Works: Recommends to NOT vacate. Plan to use as storm water area in the future.

Commissioners McClain and Thom Bernier spoke in agreement with Public Works.

L. PUBLIC COMMENTS: None.

M. COMMISSIONER COMMENTS:

Commissioner Combs:
• Requested for support to initiate change from Industrial at the location of the Brewery; Director Hanson noted he would look into it.

Chair Peterson:
• Extended a welcome back from vacation to Commissioner Jackson and welcome to new Commissioner McClain.

Commissioner Thom Bernier:
• Reported that Colony Days was very successful and thanked Director Hanson and staff for helping to make it happen.
• Next big event at the Fair Grounds is the Scottish Hyland Games;
• Commented they are gearing up for the Alaska State Fair.

N. ADJOURNMENT:
There being no further business, the meeting adjourned without objection at 7:33 p.m.

APPROVED by the Planning and Zoning Commission this ____ day of July, 2022.

_________________________________________
Casey Peterson, Chair

Brad Hanson, Community Development Director
May 31, 2022

Dear Property Owner:

The Palmer Planning and Zoning Commission will consider a Zoning Map Amendment application for Tax Parcel C-21, T18N, R2E, S33, initiated by Dale & Catherine Fosselman. The property is located on the corner of S. Valley Way and E. Cottonwood Avenue, Palmer, Alaska.

The property is zoned C-L, Limited Commercial. The request is to rezone the property to C-G, General Commercial. The map on the reverse side of this notice indicates the location of the subject property. For additional information on the C-G District, please refer to Palmer Municipal Code Chapter 17.32, C-G, General Commercial District, located online at: www.palmerak.org.

The Commission will hold a Public Hearing to consider this application and allow an opportunity for public comments. The meeting will be held on June 16, 2022, at 6:00 p.m., in the City Council Chambers located at 231 West Evergreen Avenue, Palmer, Alaska.

If you wish to comment on this issue, you may do so by attending the public hearing or by providing written comments to the Planning and Zoning Commission by June 13, 2022. Written comments may be mailed to Department of Community Development, 645 E. Cope Industrial Way, Palmer, Alaska, faxed to 907-745-5443 or emailed to me at: bahanson@palmerak.org.

Sincerely,

Brad Hanson

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For the following reason, I am (please circle) in favor of, NOT in favor of, have no objection to the approval of the proposed re-zone from C-L, Limited Commercial, to C-G, General Commercial.

__________________________
Name: _______________________

__________________________
Address: _____________________
125 WEST EVERGREEN LLC
3852 N CLARK-WOLVERINE RD
PALMER, AK 99645-8708

AK FAM RESOURCE CTR INC
c/o ALASKA FAMILY SERVICES
1825 S CHUGACH ST
PALMER, AK 99645-6795

ALASKA BIBLE COLLEGE
248 E ELMWOOD AVE
PALMER, AK 99645-6619

ALASKA STATE OF
DEPT OF TRANS & PUB FAC
PO BOX 196900
ANCHORAGE, AK 99519-6900

AHMED CHAUDHRY R
BUSHRA GHULAM
339 S BAILEY ST
PALMER, AK 99645

ANDERSON BONNIE K
229 S CHUGACH ST
PALMER, AK 99645-6427

ARRC
248 E DAHLIA AVE
PALMER, AK 99645

AUDREY BOB
352 E BLUEBERRY ST # 16
PALMER, AK 99645

B&J ASSETS LLC
7015 E JEAN DR
PALMER, AK 99645

BAKER DAVID M & EVA M
4374 E SHAW'S DR
WASILLA, AK 99654-4353

BALES CANDICE M
PO BOX 2621
PALMER, AK 99645-2621

BELLAMY ISAAC
352 E BLUEBERRY AVE SPACE 24
PALMER, AK 99645-6465

BERBERICH INVESTMENTS LLC
532 E EAGLE AVE
PALMER, AK 99645

BERGER PAUL
15250 EVERGREEN RIDGE
ANCHORAGE, AK 99516

BIELEAR WM M & ELAINE L
PO BOX 70
PALMER, AK 99645-0070

BLATCHFORD HENRY
417 S COBB ST
PALMER, AK 99645

BLUEBERRY INV MNGMT LLC
TAYLOR KENNETH & LISA
2124 N NADINA ST
PALMER, AK 99645-9131

BOYLES STEPHANIE
PO BOX 38
SUTTON, AK 99674

BOLSHIO MISHA INC
1150 S COLONY WAY PMB 311
PALMER, AK 99645

BOVY BRANDON J
319 S COBB ST
PALMER, AK 99645-6315

BURTCH FAMILY TRUST
BURTCH MONTE LEE TRE BURTCH
JERILYN LENO
1150 S COLONY WAY STE 3 PMB 105
PALMER, AK 99645-6967

BRISCOE CLARENCE A & MARY
141 S DENALI ST
PALMER, AK 99645-6431

BROOKS PROPERTIES LLC
3680 S SKY RANCH LOOP
PALMER, AK 99645

CHISHOLM BRETHOMAS
BERBERICH LESLIE LAUREN
PO BOX 903
PALMER, AK 99645
CHURCH OF THE COVENANT OF PALMER AK INC
451 S BAILEY ST
PALMER, AK 99645

CM MECHANICAL INC
PO BOX 1025
PALMER, AK 99645-1025

COBB STREET INVESTMENTS LLC
9806 E NORTHSTAR CIR
PALMER, AK 99645-8810

COCKLE SETSUKO REV LVG TR
COCKLE SETSUKO TRE COCKLE MARY ANN TRE
25224 E BUCK SHOT LN
PALMER, AK 99645

COLONY WAY INVESTMENTS LLC
800 W BRIAR DR
WASILLA, AK 99654

COMBS DAVID HARVEY
COMBS SABRENA KENT
208 W COTTONWOOD AVE
PALMER, AK 99645

CONSULTING SOLUTIONS GROUP INC
425 E DAHLIA AVE #K
PALMER, AK 99645

CORP OF ST MICHAEL'S PARISH
432 E FIREWEED AVE
PALMER, AK 99645

CPD ALASKA LLC
201 ARCTIC SLOPE AVE
ANCHORAGE, AK 99518-3033

CZARNEZKI MARGARET R
335 S COBB ST
PALMER, AK 99645

DALRYMPLE-BORENSON HOLDINGS LLC
353 S DENALI ST
PALMER, AK 99645

DAW WHITNEY M
PO BOX 3822
PALMER, AK 99645-3822

DECO FAUR ALLEN
313 S DENALI ST
PALMER, AK 99645

DENALI SQ BLDG CONDO CORP
c/o WESTERN ENTERPRISES
4101 ARTIC BLVD
ANCHORAGE, AK 99503

DENALI STREET LLC
561 S DENALI ST STE C
PALMER, AK 99645

DISARO PETER JR & SANDRA
PO BOX WWP
KETCHIKAN, AK 99950-0280

DOLLARD ANNE S
329 S CHUGACH ST
PALMER, AK 99645-6429

DUNLAP RUSSELL M & RHONDA L
1150 S COLONY WAY STE 3 PMB 635
PALMER, AK 99645

DYEMOND LLC
11621 OLD SEWARD HWY
ANCHORAGE, AK 99515

EAGERTON ANN
267 S BAILEY ST
PALMER, AK 99645

ERBEY KENNETH W & CYNTHIA A
635 E CEDAR AVE
PALMER, AK 99645

ETHOS LLC
PO BOX 1217
PALMER, AK 99645-1217

FAMILY CHRISTIAN CENTER
PO BOX 2491
PALMER, AK 99645-2491

FELZIE CHARLES R
PO BOX 110
PALMER, AK 99645-0110

FOSSELMAN DALE & CATHERINE M
3562 E TEAGUE TRAIL CIR
WASILLA, AK 99654

FOX KYLE LEVI
564 S DENALI ST
PALMER, AK 99645

FROHLING KEVIN K&JOANN A
6250 N LOSSING RD
PALMER, AK 99645

GLACIER MEDICAL GROUP LLC
1150 S COLONY WAY STE 3 PMB 193
PALMER, AK 99645

GLICK KORY N
352 E BLUEBERRY AVE LOT 26
PALMER, AK 99645

GOLDMAN KENNETH J& MARY V
3150 N SEAGULL DR
PALMER, AK 99645-6930

31
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, State, Zip</th>
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<tbody>
<tr>
<td>GRABAREK LUKASZ</td>
<td>347 S CHUGACH ST</td>
<td>PALMER, AK 99645-6429</td>
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<tr>
<td>HALE JOSEPH</td>
<td>15581 E TEELING CIR</td>
<td>PALMER, AK 99645</td>
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<tr>
<td>HEADRICK MEGAN</td>
<td>PO BOX 3951</td>
<td>PALMER, AK 99645-3951</td>
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<tr>
<td>HILL JARED</td>
<td>352 E BLUEBERRY AVE SPC 10</td>
<td>PALMER, AK 99645</td>
</tr>
<tr>
<td>HUBBARD KENNETH &amp; CAROLYN Rev TR</td>
<td>615 S GULKANA ST</td>
<td>PALMER, AK 99645-6677</td>
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<tr>
<td>JIMENEZ PAULETTE</td>
<td>PO BOX 2513</td>
<td>PALMER, AK 99645</td>
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<td>JOHNSON JEFFREY</td>
<td>THORN CRAIG A</td>
<td>PO BOX 2527</td>
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<tr>
<td>KELLEY RAYMOND B &amp; LINDA M</td>
<td>560 W MONTANA DR</td>
<td>PALMER, AK 99645</td>
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<tr>
<td>KINCAID MICHELLE</td>
<td>KLOEP DAVID</td>
<td>PO BOX 520687</td>
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<td>KONYOT JOE</td>
<td>PO BOX 876738</td>
<td>WASILLA, AK 99687-6738</td>
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<td>11200 E LUPINE RD</td>
<td>PALMER, AK 99645-9448</td>
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<td>HANSON MILDRED A N FAM TR</td>
<td>235 S VALLEY WAY</td>
<td>PALMER, AK 99645</td>
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<td>HENDRICKSON ROSE M</td>
<td>NEUMANN CANAAN</td>
<td>PO BOX 1314</td>
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<td>HENRY NICHELLE S</td>
<td>327 S COBB ST</td>
<td>PALMER, AK 99645-6315</td>
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<td>424 S BAILEY ST</td>
<td>PALMER, AK 99645</td>
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<td>WASILLA, AK 99654-0368</td>
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<td>INGALDSON WM H</td>
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<td>ANCHORAGE, AK 99517</td>
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<td>JAN-AL LLC</td>
<td>3761 E PALMDALE DR</td>
<td>WASILLA, AK 99654-6611</td>
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<td>JOHNSON BARBARA PENNISTON</td>
<td>543 S GULKANA ST</td>
<td>PALMER, AK 99645</td>
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<td>JOHNSON DELENA</td>
<td>PO BOX 944</td>
<td>PALMER, AK 99645-0944</td>
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<td>JONES JULIE M</td>
<td>c/o MERIDITH DOLPI</td>
<td>352 E BLUEBERRY AVE LOT 19</td>
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<tr>
<td>KEELING GERALDINE LAMPARD</td>
<td>243 S BAILEY ST</td>
<td>PALMER, AK 99645</td>
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<td>KEYPORT PHYLLIS M</td>
<td>c/o JO WELLER</td>
<td>3245 DOVE LN</td>
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<td>KIM JUNG S</td>
<td>4875 BARRINGTON LOOP # 88</td>
<td>ANCHORAGE, AK 99503-7521</td>
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<td>KINDRICK MICHAEL C</td>
<td>251 S BAILEY ST</td>
<td>PALMER, AK 99645-6323</td>
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<tr>
<td>KLH INC</td>
<td>4255 S McKECHNIE LOOP</td>
<td>PALMER, AK 99645</td>
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<td>KOPPERUD NOEL H</td>
<td>PO BOX 4470</td>
<td>PALMER, AK 99645-4470</td>
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<tr>
<td>KRAUN CLARENCE</td>
<td>352 E BLUEBERRY ST SPC 28</td>
<td>PALMER, AK 99645</td>
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<tr>
<td>GUTHRIE STANLEY L</td>
<td>PO BOX 2367</td>
<td>PALMER, AK 99645-2367</td>
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<tr>
<td>HAWKINS JOSEPH T</td>
<td>108 E ARCTIC AVE</td>
<td>PALMER, AK 99645</td>
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<td>Name</td>
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<td>City, State, Zip</td>
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<tr>
<td>KULIKOVSKIY ROMAN</td>
<td>3060 N LAZY EIGHT CT STE 2 PMB 109</td>
<td>WASILLA, AK 99654-4331</td>
</tr>
<tr>
<td>LAVIELLE FLOYD</td>
<td>352 E BLUEBERRY ST SPC 3</td>
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PASSPORT LLC
610 S BAILEY ST
PALMER, AK 99645

PENWARDEN RICHARD
352 E BLUEBERRY AVE SPACE 13
PALMER, AK 99645

PMK PROPERTIES LLC
2521 E MTN. VILLAGE DR. #B PMB 619
WASILLA, AK 99654-7336

PROSSER ROBERT & CAROL Jnt Rev Tr
12031 GINAMI ST
ANCHORAGE, AK 99516-2550

QUILL BONNIE
241 S BAILEY ST
PALMER, AK 99645-6323

RAYBACK CLINTON & DELORES E
312 S BAILEY ST
PALMER, AK 99645

RELGUD INVESTMENTS LLC
10701 STROGANOFO DR
ANCHORAGE, AK 99507

RICHARDS RON DOUGLAS
RICHARDS MICHELLE LEE
1460 FRAN ST
PALMER, AK 99645-9029

ROBERTS DAVID A
ROBERTS CHRISTINA R
505 W QUICK SILVER CIR
PALMER, AK 99645

SCANDURA MICHELLE R
WEAVER THOMAS W
231 W CEDAR AVE
PALMER, AK 99645

SCHAFFER PHYLLIS J
PO BOX 3475
PALMER, AK 99645-3475

SHAFFER DANIEL R
1481 S BERTHA LN
WASILLA, AK 99654-8230

SHILOH MISSIONARY BAPTIST
CHURCH OF PALMER
PO BOX 2449
PALMER, AK 99645

SINDORF PAUL H JR & MARY H
10913 N PALMER FISHHOOK R
PALMER, AK 99645-9235

SLATER DAPHNE
210 S ALASKA ST
PALMER, AK 99645

SNOOGRASS JOHN R JR
PO BOX 1867
PALMER, AK 99645-1867

SNYDER WILLIAM H & TERRY L
208 W CEDAR AVE
PALMER, AK 99645

STEPHEN MARLENE F
NOLIN MARLENE F
517 S COBB ST
PALMER, AK 99645

STONEKING RUSSELL & ANNE
3803 MUKTUK TRL
DELTA JUNCTION, AK 99737

STOTTS DEBBIE LAHTI
PO BOX 3951
PALMER, AK 99645-3951

SUSTAINABLE DESIGN & PLANNING
LLC
247 S ALASKA ST
PALMER, AK 99645-6335

T & S ENTERPRISES LLC
PO BOX 1969
PALMER, AK 99645

TOLL WILLIAM F
720 S ALASKA ST
PALMER, AK 99645

TORRES ROBERTO JESUS
171 S DENALI ST #A
PALMER, AK 99645

TSALACH LLC
C/O HOLLY STEINER
10739 E GRANITE RIDGE RD
PALMER, AK 99645-9664

TULL WILLIAM F
1995 N MONTE VISTA DR
PALMER, AK 99645-8842

VALLEY RESIDENTIAL SERVICES
1075 S CHECK ST STE 102
WASILLA, AK 99654-8067

VAN CLEVE RAMONA ANN
PO BOX 372
SUTTON, AK 99674

VAN DIEST JAY & SUSAN
16801 E T & T LN
PALMER, AK 99645

VANHOOMISSEN JAMES J & DIANE E
PO BOX 873833
WASILLA, AK 99687
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<td>352 E BLUEBERRY AVE # 32</td>
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Zoning Map Amendment Application Form

Applicant: Dale and Catherine Fesselman

Legal Description of properties covered by this application (use additional sheets if necessary):
Township 18N Range 2E Section 33 Lot C21

Requested District Change (i.e., from - to): Rezone, From Commercial Light to Commercial

Reason for request: See attached page 1

Please provide a written narrative explaining the following:

1. Is the proposed change in accordance with the borough and city comprehensive plans?

   See attached page 2

2. How is the proposed change compatible with surrounding zoning districts and the established land use pattern?

   See attached page 3

3. Are public facilities such as schools, utilities and streets adequate to support the proposed change?

   See attached page 6
4. Do changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change?

See attached page 6

5. Is the proposed change consistent with public welfare and will it grant a special privilege to the owners?

See attached page 6

Date of application: 5/6/2022

$500.00 filing fee paid: yes

Signature of owner or owner's authorized representative

c/o Jesse Carrahan  P.O. Box 4514, Palmer, AK 99645

Address

907.282.2140 Dale  907-745-5872 Matt Hayes (POA)

Contact/phone/email

Matt Hayes
795-5872
j.matthewhayes@me.com
**Reason for Request**

We have owned this ~1.60 acre lot located in the heart of Palmer for approximately 16 years. In recent years, the surrounding area of Downtown Palmer has dramatically changed. Downtown Palmer is becoming a focal point for the Mat-Su Valley. The surrounding area now hosts many events, live entertainment, great restaurants and two breweries. The area hosts numerous local shops and professional offices. Almost all properties abutting this lot either provide public services (judicial/justice system) or are professional offices spaces (mostly health and legal related).

This lot, while centrally located, has sat vacant (and for sale) for years. The lot is currently zoned "Commercial - Limited," which severely limits the lot’s commercial development potential. Specifically, while still permitting development of professional office space, the rezone will also allow for the following additional potential uses providing the basis for a vibrant, mixed-use development:

a) Hotels, Motels  
b) Bar, cocktail lounge, liquor and beer sales, including brewpubs and wineries;  
c) Cafes, bakeries, bars and restaurants

A preliminary site design plan is attached hereto as *Exhibit 1*. 
1. **Is the proposed change in accordance with the borough and city comprehensive plans?**

Yes.

Mixed-use development including professional office space, retail outlets, restaurants, bakeries, bars, and visitor accommodations is a consistent feature of both the Palmer Comprehensive Plan, Palmer Economic Goals and the Area Wide Plan, a joint vision of the Mat-Su Borough and City of Palmer. More specifically, if the project is developed under the proposed plan, it will:

a) Facilitate the expansion of the local economy and local business, so residents of Palmer and surrounding areas can find more of the goods, services and jobs they need in Palmer;

b) Strengthen downtown Palmer, which is “the heart of community public life;”

c) Promote and enhance Palmer’s uniqueness and attracting more visitors;

d) Encourage high quality, attractive development, with ready access to parks and green space;

e) Improve connections within Palmer;

f) Utilize ideas from planned Business Improvement District, by, *e.g.*, helping maintain and enhance downtown as a compact, walkable, dynamic, mixed-use center; and

g) Create new retail, office and lodging space so more residents and businesses can have convenient access to places of work, commercial services, schools and other public facilities, by vehicle, sidewalk and trail.
How is the proposed change compatible with surrounding zoning districts and the established land use pattern?

The proposed change is compatible with the surrounding Zoning districts because the development will help provide a transition from the several types of land use surrounding the area. For example:

a. Land to the south is institutional (Public Safety, Mat-Su Pretrial)
b. To the west is Commercial – General
c. To the north is residential and Commercial – Light

As such, the proposed rezoning will complement the land use pattern of surrounding areas and help the City of Palmer (especially the downtown area) become a more integrated whole. The subject parcel is surrounded by a variety of land uses: public safety, professional offices in what used to be single family residences, two residences, and vacant city property. The rezoning will allow us to combine many of these land uses into a single, comprehensive development to further help unify the land use areas in the Palmer’s downtown district.

The approximate location of the lot is shown in the illustrations located on the next page. The two illustrations were taken from the *East Downtown Palmer Area Wide Study Plan* ("AWP"). As shown, this parcel is located in the “East Downtown Palmer” area located adjacent to public facilities/courthouse, and close to the Mat-Maid block of town. According to the AWP, “East Downtown Palmer lags behind the other downtown areas in terms of vibrancy, business activity, and infill development.” If the city of Palmer permits rezoning of this lot, the rezoning will help create new economic opportunities in Palmer and renewed vibrancy in the area.
A cropped version of the City of Palmer Current Zoning Districts is shown directly below. As shown in the map, multiple lots located directly West are zoned “Commercial General” (red). Properties to the North and East of the lot are zoned “Public” (blue). The lot abutting the East property line is owned by the City of Palmer, is vacant, and is zoned “Commercial Limited” (pink). Lot C22 is also owned by the City of Palmer, is Vacant, and is zoned “Medium Density Residential” (yellow with stripes). There are believed to one residential property (possibly two) across the street from the requested rezoning, which is zoned “Medium Density Residential” (yellow with stripes). There are at least three professional offices located on the same street (E. Cottonwood Ave.) and are zoned Limited Commercial. The second lot after turning north on South Denali St. (Lot 10-1) provides accommodations for students at a local bible college.

According to the City of Palmer Central Business District Vicinity Map (shown on page 4 below), our lot is part of the Central Business District (“CBD”). Palmer City Code 17.30.010 states that the intent of the central business district

... is to establish consistent procedures and standards for the traditional downtown in the city of Palmer that is unique or requires additional consideration due to their character, historical importance or importance to the town’s economic well-being. The overlay districts will assist Palmer to promote and protect the public health, safety, comfort, character, convenience and general welfare in the central business district (CBD) overlay zone while meeting the goals established in the comprehensive plan.
As shown in the map above, while the subject parcel is part of the CBD. Under the City’s code, a property in the CBD is zoned to allow commercial activities such as “Large retail establishment (+20,000)”.” However, it is unclear how the CBD applies Limited Commercial Zoning. Nonetheless, rezoning the lot to Commercial - General will provide clear guidance for securing development and investment opportunities, and will help clarify ambiguities during the permitting process.

Furthermore, over the last several years, the Mat-Maid block has begun developing a new atmosphere with the addition of the Palmer Ale House and two breweries. While the surrounding area is developing, this lot remains one of the largest undeveloped, privately owned real estate parcels with commercial development potential within the heart of Palmer. The property is ideally situated to connect the following areas:

- a) Downtown area restaurants, cafes, bars, shops, and lodging;
- b) The Palmer Depot and greenbelt;
- c) Justice system and professional office areas (mostly legal/medical professions);
- d) The Mat-Maid Block with music, entertainment, breweries, and restaurant;
- e) North Palmer’s cafes/coffee, shops, restaurants, Railbelt trail and skate park;

While this property is in a prime location, it is not with its challenges. One of the main issues with the current zoning is that it abuts the Palmer Correctional Facility. The current zoning makes it extremely challenging to construct aesthetically pleasing Commercial - Limited development or construct single residential homes.

Our vision is to development this parcel into a vibrant mixed-use area with development opportunities for high quality retail, tourism/service, professional, accommodations and other industries. We hope to construct a minimum of two (2) multi-use buildings that could provide additional space for, e.g., professional office space, retail stores, restaurants, hospitality/lodging, and others potential services. In addition, we intend to provide off street parking, pedestrian pathways and green spaces as part of a comprehensive site design stretching almost a complete city block.
3. Are public facilities such as schools, utilities and streets adequate to support the proposed change?

Yes.

We paid over $12,000 as part of the 2010 Blueberry Avenue improvement LID which fixed severe leakage from the City’s water system, paved East Cottonwood Avenue, installed sidewalks and streetlights. Two utility stubs to the subject property were installed during construction.

No permanent residential units are currently proposed, so there should be no additional burden to schools.

Initial site plans include off street parking and pathways to existing restaurants, brew pubs, government facilities, and the courthouse.

4. Do changed conditions affecting the subject parcel or the surrounding neighborhood support the proposed change?

In recent years a variety of new businesses have launched in the East Palmer area including two breweries, the Palmer Ale House, a clothing store, and restaurants. The proposed rezoning will build on the momentum initiated by these ventures.

5. Is the proposed change consistent with public welfare and will it grant a special privilege to the owners?

The proposed development will enhance public welfare by providing the local residents and visitors additional, convenient access to retail, restaurant, accommodations, and office space. In addition, the planned development will:

a) provide community groups space for events.

b) provide additional business opportunities for entrepreneurs and professionals.

c) produce sales and other tax revenue to the City of Palmer and Mat-Su Borough. Provide additional employment opportunities for residents.

The proposed change will not grant a special privilege to the owners because the owners are not asking for any special privileges other than the standard permitted uses under the Commercial - General zoning.
OPTION 1

VIEW 2

SOUTH WEST PERSPECTIVE

BUILDING A 3 STORIES
Retail Level 1 - 6,000 GSF
Office Level 2 & 3 - 6,000 GSF EA.

BUILDING B 3 STORIES
Hotel Level 1 & 2 - 6,000 GSF EA. (28 ROOMS)
Restaurant Level 3 - 6,000 GSF

COTTONWOOD AVE MIXED-USED DEVELOPMENT 05 04 22

EXHIBIT 1
COTTONWOOD AVE MIXED-USED DEVELOPMENT

OPTION 2

VIEW 2

SOUTH WEST PERSPECTIVE

VIEW 1

BUILDING A 3 STORIES
RETAIL LEVEL 1 - 6,000 GSF
OFFICE LEVEL 2 & 3 - 6,000 GSF EA.

BUILDING B 3 STORIES
HOTEL LEVEL 1 & 2 - 6,000 GSF EA. (28 ROOMS)
RESTAURANT LEVEL 3 - 6,000 GSF
OPTION 3

COTTONWOOD AVE MIXED-USED DEVELOPMENT

SITE PLAN

BUILDING A 3 STORIES
RETAIL LEVEL 1 - 6,000 GSF
OFFICE LEVEL 2 & 3 - 6,000 GSF EA.

BUILDING B 3 STORIES
HOTEL LEVEL 1 & 2 - 6,000 GSF EA. (28 ROOMS)
RESTAURANT LEVEL 3 - 6,000 GSF
**Invoice No.:** COP22-054  
**Invoice Date:** 05/06/2022

**Sold To:** DALE & CATHERINE FOSSELMAN  
3562 E. TEAGUE TRAIL CIR.  
WASILLA, AK 99654

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01-00-00-3427  

**TOTAL**  
$500.00

*This invoice must be paid within 30 DAYS or further collection procedures will be taken.*
Application Processing Checklist

Applicant: Dale & Catherine Fosselman  
Planning & Zoning Commission Meeting: June 16, 2022

Application for:
- [ ] Rezone from C-L to C-G
- [ ] CUP for ____________________________
- [ ] Variance for ____________________________
- [ ] Public Use
- [ ] Other ____________________________

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FORWARDED TO CITY COUNCIL

City council hearing date: ____________________________

Ordinance No.: ____________________________

Date of first reading: ____________________________

Public notices mailed: ____________________________

Publication in Frontiersman on: ____________________________

(5 to 20 days before public hearing)

Decision: ____________________________
May 31, 2022

Dear Property Owner:

The Palmer Planning and Zoning Commission will consider a Zoning Map Amendment application for Tax Parcel C-21, T18N, R2E, S33, initiated by Dale & Catherine Fosselman. The property is located on the corner of S. Valley Way and E. Cottonwood Avenue, Palmer, Alaska.

The property is zoned C-L, Limited Commercial. The request is to rezone the property to C-G, General Commercial. The map on the reverse side of this notice indicates the location of the subject property. For additional information on the C-G District, please refer to Palmer Municipal Code Chapter 17.32, C-G, General Commercial District, located online at: www.palmerak.org.

The Commission will hold a Public Hearing to consider this application and allow an opportunity for public comments. The meeting will be held on June 16, 2022, at 6:00 p.m., in the City Council Chambers located at 231 West Evergreen Avenue, Palmer, Alaska.

If you wish to comment on this issue, you may do so by attending the public hearing or by providing written comments to the Planning and Zoning Commission by June 13, 2022. Written comments may be mailed to Department of Community Development, 645 E. Cope Industrial Way, Palmer, Alaska, faxed to 907-745-5443 or emailed to me at: bahanson@palmerak.org.

Sincerely,

Brad Hanson

Received
JUN - 7 2022
City of Palmer

For the following reason, I am (please circle) in favor of, NOT in favor of, have no objection to the approval of the proposed re-zone from C-L, Limited Commercial, to C-G, General Commercial.

No objection

Name: Dandlyn Dalrymple, Member
Address: 353 S. Denali St. Palmer 99645
<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE #</th>
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<tr>
<td>JESSE CARAJAHN</td>
<td>882 S COLONY WAY</td>
<td>907-775-5377</td>
</tr>
<tr>
<td>Matthew Hayes</td>
<td>PO Box 1938, Palmer, AK</td>
<td>907-795-5870</td>
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<tr>
<td>Alex Papasavas</td>
<td>337 S Chugach</td>
<td>907-355-3242</td>
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Date: June 16, 2022

Item: Res. #22-004 (Rezone Request C-21, T18N, R2E, S33)
City of Palmer
Resolution No. 22-022

Subject: Authorizing the City Manager to Execute a Subdivision Agreement with Variances to Required Public Improvements for Subdivision Development as Outlined in Palmer Municipal Code Chapter 12.12

Agenda of: August 9, 2022
August 23, 2022

Council Action: ☐ Approved ☐ Amended: ___________________________ ☐ Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

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<th>Route to:</th>
<th>Department Director:</th>
<th>Signature:</th>
<th>Date:</th>
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<tr>
<td>☑ Community Development</td>
<td>❄</td>
<td>Ben [Signature]</td>
<td>7/27/22</td>
</tr>
<tr>
<td>☑ Finance</td>
<td>❄</td>
<td>David Lundin</td>
<td>For Chad Cameron 7/27/22</td>
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<td>☑ Police</td>
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<td>8/4/22</td>
</tr>
<tr>
<td>☑ Public Works</td>
<td></td>
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</tr>
</tbody>
</table>

Certification of Funds:

Total amount of funds listed in this legislation: $________

This legislation (☑):

☑ Creates revenue in the amount of: $500.00
☐ Creates expenditure in the amount of: $________
☐ Creates a saving in the amount of: $________
☐ Has no fiscal impact

Funds are (☑):

☐ Budgeted Line item(s): 01-00-00-3687
X Not budgeted

Director of Finance Signature: [Signature]

Approved for Presentation By:

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>[Signature]</td>
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<tr>
<td>City Attorney</td>
<td></td>
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<tr>
<td>City Clerk</td>
<td></td>
</tr>
</tbody>
</table>
City of Palmer, Alaska: Resolution No. 22-022 Page 2 of 2

Attachment(s):
1. Resolution No. 22-022
2. Staff Report – Departmental Memos
3. Variance Application
4. Green Acres Supplemental Information – Provided by WM Construction

Summary Statement/Background:

<table>
<thead>
<tr>
<th>Variance Request</th>
<th>Item</th>
<th>Appeal Process &amp; Procedure</th>
<th>Hearing Administrator and Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Curb and Gutter</td>
<td>PMC 12.12.080</td>
<td>Public Hearing – City Council</td>
<td>August 9, 2022</td>
</tr>
</tbody>
</table>

City Development Standards outline requirements for developers when constructing subdivisions. One of the requirements is for curb and gutter to be constructed on all residential streets. WM Construction, LLC., is asking for a variance from this requirement.

The city council recently granted a similar variance request to Cedar Park, LLC., in April of 2021.

Administration’s Recommendation:

Consider Resolution No. 22-022 to grant WM Construction LLC.’s requested variance to subdivision development standards for Green Acres Subdivision.
CITY OF PALMER, ALASKA

Resolution No. 22-022

A Resolution of the Palmer City Council Authorizing the City Manager to Execute a Subdivision Agreement with Variances to Required Public Improvements for Subdivision Development as Outlined in Palmer Municipal Code Chapter 12.12

WHEREAS, City Council establishes and defines the public improvements which will be required under agreement to be constructed by a subdivider and to outline the procedures and responsibilities of subdivider in Palmer Municipal Code Chapter 12.12; and

WHEREAS, the City requires every subdivider to install streets, curb and gutters, public utilities, provide adequate drainage system, traffic control devises, sidewalks (when required) and street lighting in accordance with standards adopted by the City; and

WHEREAS, Palmer Municipal Code Section 12.12.080 grants City Council the authority to grant variances to development standards for subdivisions that it deems necessary, or which it finds desirable from the standpoint of public interest; and

WHEREAS, the City Council shall include its findings the specific reasons and actions in its minutes; and

WHEREAS, the City has received from WM Construction LLC a request for variances to development standards for curb and gutters; and

WHEREAS, the adopted Palmer Comprehensive Plan Chapter 6 Goal 2 supports maintaining high quality residential neighborhoods; promotes development of a range of desirable new places to live in Palmer; and

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby authorizes the City Manager to enter into a subdivision agreement with WM Construction LLC and grant variances to development standards for the installation of curb and gutter.
NOW, THEREFORE, BE IT FURTHER RESOLVED by the Palmer City Council hereby finds that there are such circumstances of conditions affecting the property that the strict application of the provisions of this chapter would clearly be impractical, unreasonable, or undesirable to the general public. That granting of the specific variances will not be detrimental to the public welfare or injurious to the property in the area in which property is situated. The granting the specific variance will not have the effect of nullifying the intent and purpose of Palmer Municipal Code Chapter 12.12 or the Palmer Comprehensive Plan.

Approved by the Palmer City Council this ____ day of ___________, 2022.

________________________
Steve Carrington, Mayor

________________________
Shelly Acteson, MMC, City Clerk
MEMORANDUM FOR RECORD

FROM: Jude Bilafer, Director of Public Works

DATE: July 22, 2022

SUBJECT: Green Acres Variance Request from Curb and Gutter requirement

The City of Palmer Public Works Director and Maintenance Superintendent reviewed the variance request and provide the following comments.

According to the 1985 Development Standards, Division 1000, Section 1001, para 1001.2, "The developer shall provide roads, curb and gutter, sidewalks, drainage, etc. as provided herein and in accordance with Palmer Municipal Code." Additionally, Section 1003.5 residential, states curb and gutter are required for residential streets.

Regarding this request, Public Works "concurs" with granting a variance. None of the surrounding roads have curb and gutter. Due to the lack of surrounding curb and gutter, an engineered drainage plan was created by the developer to effectively move water in and around the development. This drainage plan also provides for additional snow storage along the development. Both the Public Works Director and the Maintenance Superintendent visited the site on several occasions. Based on the site visits and plan reviews, Public Works believes the plans will sufficiently mitigate drainage any issues.

Jude Bilafer
Director of Public Works, City of Palmer
City of Palmer

Variance Application Form

ATTN: City Clerk

231 W. Evergreen Avenue, Palmer, Alaska 99645
Telephone: 907-745-3790 * Fax: 907-745-5443

Applicant: WM Construction

Property Location(s): 12501 East Helen Drive

Owner of Record: WM Construction

Legal Description(Lot, Block): T17N R2E Section 5, Tax Lot C30

Zone: Single Family R-1

Request variance from PMC City of Palmer Dev. Standards 1003.5

Reasons for variance request:
SEE ATTACHED EXHIBIT A

The city council may grant a variance from the provisions of these regulations. The city council shall only grant variances that it deems necessary, or which it finds desirable from the standpoint of public interest. In making its findings, as required in this section, the city council shall consider the nature of the proposed use of the land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivision upon conditions in the vicinity. No variance shall be granted unless the city council finds the following contained in subsections (A), (B) and (C) of this section.
Please provide a written explanation stating how each of the following requirements has been met:

12.12.080 (A.) That there are such circumstances or conditions affecting said property that the strict application of the provisions of this chapter would clearly be impractical, unreasonable, or undesirable to the general public. In such cases, the subdivider shall first state his reasons in writing to the specific provision or requirement involved and submit them to the city council. The subdivider bears the burden of proof;

SEE ATTACHED EXHIBIT A

12.12.080 (B.) That the granting of the specific variance will not be detrimental to the public welfare or injurious to other property in the area in which said property is situated;

SEE ATTACHED EXHIBIT A

12.12.080 (C.) That the granting of the specific variance will not have the effect of nullifying the intent and purpose of this title or the comprehensive plan;

SEE ATTACHED EXHIBIT A

The city council shall include its findings and the specific reasons for its action and shall also record its reasons and actions in its minutes.

Date of application: 7/12/22

Filing Fee Paid: $500

Signature of Owner’s authorized representative

Mailing address: HANSON LAND SOLUTIONS 305 E. FIREWEED AVE PALMER, AK 99645

Phone/Contact number: (907)746-7738

**Please attach any plans or documents pertinent to the request.
EXHIBIT A

Reasons for Variance Request:
The Developer requests this variance because he believes the proposed design would improve traffic flow and aesthetics in his subdivision while reducing city maintenance costs. Having built many houses in this particular area, the developer has seen snow removal challenges presented by curb and gutter and recognizes that while curb and gutter is generally a good solution, in this case, with the dedicated outflow area and the limited space for snow storage within the ROW, the proposed open conveyance system would provide a more efficient solution.

12.12.08(A)
Development within this general area of the city (particularly portions of Hidden Ranch Subdivision) has already been done successfully without curb and gutter being implemented. In the present case, construction without curb and gutter will provide a more desirable outcome by increasing the snow storage capacity outside of the plowed lanes. Green Acres is composed of a single loop street. Curb and gutter here would force city maintenance crews to physically remove all of the snow along this street continuously until break-up to ensure efficient traffic flow. The proposed system of open swales, on-site infiltrators, and the approved final high water discharge venue will allow for more snow storage area on-site through-out the winter, thereby reducing maintenance costs and improving traffic flow as the winter progresses.

12.12.080(B)
Subdivisions in this general area have already been developed without curb and gutter and without injury to the public. Injury will in fact be reduced by reducing pollutant concentrations inherent to the 100% discharge conveyance of a curb and gutter system. The proposed system will allow for multiple filtering points for the discharged water, increasing pollutant dilution and settling out of the pollutants prior to conveyance to the final collection point.

12.12.080(C)
The Comprehensive Plan’s objective of “functional flow” will be better met by facilitating more efficient street snow management within this subdivision. Likewise, the increased on-site absorption will reduce the concentrated flows of formal curb and gutter systems and their associated spring break-up flooding issues. The Comprehensive Plan likewise focuses on residential land as evidenced by it’s stated goals. The sought-after “estate look” outlined in Objective B under Goal 2, can be better met here by replacing the confining and unnatural feel of formal curbing with natural, manicured, grassy swales.
The following sections of Subsections (g) and (c) of this section are:

- The city's ability to grant a variance from the provisions of these regulations. The city's council may grant a variance from the provisions of these regulations.

---

**ATTN: City Clerk**

**City of Palmer**

**Applicant:** PaySense, Inc.

**Property Location:** 434 E. Egan Drive, Anchorage, AK 99501

**Legal Description:**

231 W. Evergreen Avenue, Palmer, Alaska 99645

**Telephone:** 907-745-3790, **Fax:** 907-745-5443

**ATIN:**

**City of Palmer**

**City of Palmer**

**Applicant:** PaySense, Inc.

**Property Location:** 434 E. Egan Drive, Anchorage, AK 99501

**Legal Description:**

231 W. Evergreen Avenue, Palmer, Alaska 99645

**Telephone:** 907-745-3790, **Fax:** 907-745-5443

**ATIN:**

**City of Palmer**

**City of Palmer**

**Applicant:** PaySense, Inc.

**Property Location:** 434 E. Egan Drive, Anchorage, AK 99501

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**City of Palmer**

**City of Palmer**

**Applicant:** PaySense, Inc.

**Property Location:** 434 E. Egan Drive, Anchorage, AK 99501

**Legal Description:**

231 W. Evergreen Avenue, Palmer, Alaska 99645

**Telephone:** 907-745-3790, **Fax:** 907-745-5443

**ATIN:**

**City of Palmer**

**City of Palmer**
**Please attach any plans or documents pertinent to the request.**

Phone/Contact number: 123-456-7890

E-mail address: transland.solutions@firstcoast.net

Date of filing: 9/02/22

Date of application: 7/12/22

The city council shall include its findings and the specific reasons for its action and shall also record its reasons and actions in its minutes.

SEE ATTACHED EXHIBIT A

nullifying the intent and purpose of this article of the comprehensive plan.

12.12.080 (c) That the granting of the specific variance will not have the effect of

SEE ATTACHED EXHIBIT A

nullifying the intent and purpose of this article of the comprehensive plan.

12.12.080 (c) That the granting of the specific variance will not have the effect of

SEE ATTACHED EXHIBIT A

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SEE ATTACHED EXHIBIT A

nullifying the intent and purpose of this article of the comprehensive plan.

12.12.080 (c) That the granting of the specific variance will not have the effect of

Please provide a written explanation stating how each of the following requirements has

been met:

nullifying the intent and purpose of this article of the comprehensive plan.

12.12.080 (c) That the granting of the specific variance will not have the effect of

nullifying the intent and purpose of this article of the comprehensive plan.

12.12.080 (c) That the granting of the specific variance will not have the effect of

nullifying the intent and purpose of this article of the comprehensive plan.

12.12.080 (c) That the granting of the specific variance will not have the effect of

Please provide a written explanation stating how each of the following requirements has

been met:
The Comprehensive Plan is the guiding document for the community. It outlines the policies, goals, and vision for the future development of the area. The Plan serves as a blueprint for growth and development, ensuring that the community grows in a way that is consistent with its values and goals.

The Plan includes a variety of elements, including land use policies, transportation plans, and environmental strategies. It also addresses issues such as housing, economic development, and utility infrastructure.

The Plan is designed to be flexible, allowing for changes as the community evolves. However, it is important to maintain a consistent vision and direction, ensuring that development is guided by sound planning principles.

The Plan is reviewed and updated periodically to reflect changes in the community and priorities. Public input is sought throughout the planning process, ensuring that the Plan reflects the values and needs of the community.

In summary, the Comprehensive Plan is a critical component of the community's efforts to shape its future. It provides a framework for decision-making and ensures that growth is planned and managed in a way that benefits all members of the community.

EXHIBIT A
TRACER WIRE

1. Install grounding rods on both ends and as required.

RECOMMENDATION:
Direct bury to (3'/0-0) or, as wall, following manufacturers'
up to the cable wall with 3' of extra wire using a nonconductive
1' space of wire on a 3' extra wire inside and brand locate wire

1' to the pipe center. 5' with 3' more to 1.5. 3/4 pipe 1.5'
Running tracer line continuously along the pipe main line. Tap
Blue polyethylene and locate according with 1/2"-0-0. 3/4 vol.12
Both polyethylene and locate according with 1/2"-0-0. 3/4 vol. 12
Both polyethylene and locate according with 1/2"-0-0. 3/4 vol. 12

NOTE:

2' Pvc Tape

ALL DEAD ENDS
GROUNDING RODS
DIRECT BURIAL
GROUNDED ROD AND
2 CAPERS CLAD

10 AWG TRACER WIRE
OR CANAL BY PVC (3'/0-0)
DIRECT BURIAL OR CANAL

6' EXTRA WIRE
2. Install grounding rods on both ends and as required.

1) Install fuse box (OFG-01) or control panel (OFG-02) as required. Make sure the voltage is within 5% of the rated voltage. Ground a conductor to the wire and bring local meter up into the wire to check. A smell valve can be added, and a cover can be added to the wire.

2) Place a wire on all vapor valve cases and bring local case wire up into the wire to check. A smell valve can be added, and a cover can be added to the wire.

NOTE:

2" PVC Tape

All tab ends

Grounding conductor

10 awg tracer wire

2 awg tracer wire

Buried line (21B-01)

Ground wire (AWG-01)

2 Copper Clad
City of Palmer
Resolution No. 22-023

Subject: Authorizing the City Manager to Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $7,131,944.44 for construction of Taxiway “N” November and Improvement of the Airport Drainage System at the Warren “Bud” Woods Palmer Municipal Airport

Agenda of: August 9, 2022
Council Action: ☐ Approved ☐ Amended: __________________________

☐ Rejected

Originator Information:
Originator: Rosalie Kelly, Airport Superintendent

Department Review:

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<th>Department Director:</th>
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<td>Community Development</td>
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<td>Finance</td>
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<tr>
<td>Public Works</td>
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Certification of Funds:

Total amount of funds listed in this legislation: $ 7,131,944.44

This legislation (√):

☐ Creates revenue in the amount of: $ 7,131,944.44
☐ Creates expenditure in the amount of: $ 
☐ Creates a saving in the amount of: $ 
☐ Has no fiscal impact

Funds are (√):

☐ Budgeted Line item(s): 30-00-00-3389 FAA Grant Taxiway November
☐ Not budgeted 30-03-10-7139 FAA Taxiway November Construction

Director of Finance Signature: __________________________

Approved for Presentation By:

Signature: __________________________
Remarks: __________________________
Attachment(s):
1. Resolution No. 22-023

Summary Statement/Background:

The Warren "Bud" Woods Palmer Municipal Airport has been awarded a grant in the amount of $7,131,944.44 from the Federal Aviation Administration for the construction of Taxiway “N” November and improvement of the Airport Drainage System.

The Warren "Bud" Woods Palmer Municipal Airport has reached its’ airside lease capacity; the construction of Taxiway “N” November will provide airport lease lot locations on land which was previously in-accessible. This project will also include improvements to increase the safe transportation of aircraft between the taxiway and runway. Additionally, the grant will address our outdated drainage system which has impacted the surrounding community and airport users.

Once the grant funding is secured from the FAA the City will be working on bids throughout the winter to have construction of the project begin spring 2023.

Administration’s Recommendation:

Approve Resolution No. 22-023
CITY OF PALMER, ALASKA

Resolution No. 22-023

A Resolution of the Palmer City Council Authorizing the City Manager To Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $7,131,944.44 for construction of Taxiway “N” November and Improvement of the Airport Drainage System at the Warren “Bud” Woods Palmer Municipal Airport

WHEREAS, an Airport Layout Plan has been developed by the City and approved by the FAA for the Warren “Bud” Woods Palmer Municipal Airport; and

WHEREAS, The Warren “Bud” Woods Palmer Municipal Airport has reached its’ airside lease capacity; and

WHEREAS, the need for Taxiway November and Airport Drainage Improvements are a priority with the FAA; and

WHEREAS, The Warren “Bud” Woods Palmer Municipal Airport has been awarded a grant in the amount of $7,131,944.44 from the Federal Aviation Administration for the construction of Taxiway “N” November and improvement of the Airport Drainage System; and

WHEREAS, the construction of Taxiway “N” November will provide airport lease lot locations on land which was previously in-accessible; and

WHEREAS, This project will also include improvements to increase the safe transportation of aircraft between the taxiway and runway; and

WHEREAS, the grant will address our outdated drainage system which has impacted the surrounding community and airport users

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby Authorizing the City Manager To Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $7,131,944.44 for construction of Taxiway “N” November and Improvement of the Airport Drainage System at the Warren “Bud” Woods Palmer Municipal Airport

Approved by the Palmer City Council this ____ day of ___________, 2022

________________________
Steve Carrington, Mayor

_____________________________
Shelly M. Acteson, CMC, City Clerk
City of Palmer
Resolution No. 22-024

Subject: Authorizing the City Manager to Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $2,500,000 for construction of Apron E at the Warren “Bud” Woods Palmer Municipal Airport.

Agenda of: August 9, 2022
Council Action: ☐ Approved ☐ Amended: ____________________________ ☐ Defeated

Originator Information:
Originator: Rosalie Kelly, Airport Superintendent

Department Review:
Route to: Department Director: Signature: Date:
Community Development - 07/19/2022
X Finance
Fire
Police
Public Works

Certification of Funds:
Total amount of funds listed in this legislation: $ 2,500,000.00

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): 30-00-00-3390 FAA Grant Apron E
☑ Not budgeted 30-03-10-7140 FAA Apron E Construction; 30-30-10-62XX City Match Funds

Director of Finance Signature: ______________________

Approved for Presentation By:

City Manager

Signature: ____________________________
Remarks: ____________________________

City Attorney

Signature: ____________________________
Remarks: ____________________________

City Clerk

Signature: ____________________________
Remarks: ____________________________

City of Palmer, Alaska: Resolution No. 22-024
Attachment(s):

1. Resolution No. 22-024

Summary Statement/Background:

The Warren “Bud” Woods Palmer Municipal Airport has been awarded a grant in the amount up to $2,500,000.00 from the Federal Aviation Administration for the construction of Apron E.

The purpose of the proposed project is to provide safe, year-round aircraft tie-down locations at the airport. Since the publication of the 2016 Airport Master Plan, the utilization of tie-downs has increased. In 2021, the occupancy rate for small aircraft (wingspan of 40 feet or less) tie-down space was as much as 100% with a waiting list established. The airport needs additional aircraft tiedown areas to meet current and future airport demand.

The grant has a 6.25% matching funds requirement of the awardee. This amount could be up to $156,250.00.

Once the grant funding is secured from the FAA the City will be working on bids throughout the winter to have construction of the project begin spring 2023.

Administration’s Recommendation:

Approve Resolution No. 22-024
CITY OF PALMER, ALASKA

Resolution No. 22-024

A Resolution of the Palmer City Council Authorizing the City Manager To Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $2,500,000 for construction of Apron “E” at the Warren “Bud” Woods Palmer Municipal Airport

WHEREAS, The Warren “Bud” Woods Palmer Municipal Airport has been awarded a grant in the amount up to $2,500,000.00 from the Federal Aviation Administration for the construction of Apron E; and

WHEREAS, The purpose of the proposed project is to provide safe, year-round aircraft tie-down locations at the airport; and

WHEREAS, Since the publication of the 2016 Airport Master Plan, the utilization of tie-downs has increased; and

WHEREAS, In 2021, the occupancy rate for small aircraft (wingspan of 40 feet or less) tie-down space was as much as 100% with a waiting list established; and

WHEREAS, The airport needs additional aircraft tiedown areas to meet current and future airport demand; and

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby Authorizing the City Manager To Accept, Appropriate, and Execute a Grant Offer from the Federal Aviation Administration (FAA) in the Amount up to $2,500,000 for construction of Apron E at the Warren “Bud” Woods Palmer Municipal Airport

Approved by the Palmer City Council this ____ day of ____________, 2022

________________________
Steve Carrington, Mayor

_____________________________
Shelly M. Acteson, CMC, City Clerk
City of Palmer
Resolution No. 22-025

Subject: Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 4, 2022
Agenda of: August 9, 2022

Council Action: ☐ Approved ☐ Amended: ____________________________ ☐ Defeated

Originator Information:
Originator: Shelly M. Acteson, 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: $ 
X Creates expenditure in the amount of: $ 3,100.00
☐ Creates a saving in the amount of: $ 
☐ Has no fiscal impact

Funds are (✓):
X Budgeted Line item(s): 01-02-10-6099
☐ Not budgeted

Director of Finance Signature: __________________________

Approved for Presentation By:

City Manager
Signature: __________________________ Remarks: __________________________

City Attorney
Signature: __________________________ Remarks: __________________________

City Clerk
Signature: __________________________ Remarks: __________________________
Attachment(s):
   1. Resolution No. 22-025

Summary Statement/Background:

Palmer Municipal Code 18.22.020(B) states, “the clerk shall recommend to the council at least three election
officials for each precinct to constitute the election board for that precinct. The council shall, by resolution, appoint
the election officials...”.

Administration’s Recommendation:

Adopt Resolution No. 22-025.
Resolution No. 22-025

A Resolution of the Palmer City Council Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 4, 2022

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 Special Election on Tuesday, October 4, 2022:

<table>
<thead>
<tr>
<th>Poll Election Officials:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Precinct 11-070</strong></td>
</tr>
<tr>
<td>Mat-Su Borough Building</td>
</tr>
<tr>
<td>Jo Weller, Chair</td>
</tr>
<tr>
<td>Katherine Bishop</td>
</tr>
<tr>
<td>Aaron Christiansen</td>
</tr>
<tr>
<td>Kathleen Shoop</td>
</tr>
<tr>
<td><strong>Precinct 11-075</strong></td>
</tr>
<tr>
<td>Mat-Su Borough Gym</td>
</tr>
<tr>
<td>Cynthia Medbery Chair</td>
</tr>
<tr>
<td>Charles Geary</td>
</tr>
<tr>
<td>Wiletta Stehlik</td>
</tr>
<tr>
<td>Barbara Entsminger</td>
</tr>
</tbody>
</table>

NOW, THEREFORE BE IT RESOLVED that the Palmer City Council confirms the appointment of these individuals as Election Officials for the October 4, 2022, City of Palmer Regular Election.

Approved by the Palmer City Council this ____ day of ______________, 2022.

________________________
Steve Carrington, Mayor

_____________________________
Shelly M. Acteson, CMC, City Clerk
Subject: Authorize the City Manager to Execute Change Order No. 3 with Roger Hickel Contracting Inc., to Relocate the Clarifier Control Panels to a more Central Location for the Wastewater Treatment Plant Facility Phase II

Agenda of: August 9, 2022

Council Action: ☐ Approved ☐ Amended: ____________________________________
☐ Defeated

Originator Information:

Originator: Jude Bilafer, Director of Public Works

Department Review:

Route to: Department Director: Signature: Date:

Community Development
Finance
Fire
Police

X Public Works

07/22/2022

Certification of Funds:

Total amount of funds listed in this legislation: $30,607.82

This legislation (✓):
☐ Creates revenue in the amount of: $ 
✓ Creates expenditure in the amount of: $30,607.82 
☐ Creates a saving in the amount of: $ 
☐ Has no fiscal impact

Funds are (✓):
✓ Budgeted Line item(s): 24-53-44-6XXX WWTP Phase II
☐ Not budgeted

Director of Finance Signature: 

Approved for Presentation By:

City Manager

City Attorney

City Clerk
Attachment(s):
EJCDC Change Order No. 3 with provider cost estimate and supporting details

Summary Statement/Background:

This change order consolidates the various control panels for the clarifiers which are being installed at the Palmer wastewater treatment plant facility as part of the phase II project. The control panels for the clarifiers were shown on design/construction drawings near the center of each clarifier. The clarifier manufacturer raised concern about these locations and the construction contractor subsequently issued an RFI/DCVR (DCVR #9) related to relocating these control panels to a more central, operator friendly location. The design team provided new or revised design drawings to not only provide a preferred location (and support) of these control panels, but for all the local controls related to the clarifier operation in this central location.

Administration’s Recommendation:

To approve Action Memorandum No. 22-046 allowing the City Manager to execute Change Order No. 3.
Change Order No. 3

Date of Issuance: July 15, 2022  
Effective Date: July 15, 2022

Owner: City of Palmer, AK  
Owner's Contract No.: PW 21-04

Contractor: Roger Hickel Contracting, Inc.  
Contractor's Project No.: 444

Engineer: HDR  
Engineer's Project No.: 10022766

Project: Wastewater Treatment Facility Improvements - PH2  
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Modifications to the construction documents/contract as a result of the response to DCVR #009 pertaining to the relocation of the clarifier control panels to a more central, operator friendly location.


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<th>CHANGE IN CONTRACT TIMES</th>
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By:  
Engineer (if required) 
Title: Project Manager - HDR 
Date: July 15, 2022

By:  
Owner (Authorized Signature) 
Title: CITY MANAGER 
Date: 07-25-2022

By:  
Contractor (Authorized Signature) 
Title: Vice President 
Date: 7-15-22

Approved by Funding Agency (if applicable)

By:  
Title: 
Date:
July 7\textsuperscript{th}, 2022

Palmer WWTF Phase 2  
HDR Engineering  
2525 C Street- Suite 500  
Anchorage, Alaska 99503-2632  

Attention: Justin Marcum  

Re: Palmer WWTF – Phase 2  
Change Order Proposal No. 3- Changes from DCVR #9  

Dear Mr. Marcum-  

As you are aware, the response to DCVR #9 transmitted on 3-25-22 added a structure for LCP support and extended the runs to a central location. This will certainly provide for a better and simpler operation for the client. Revisions to conduit, instrumentation, and WAS equipment are as shown. Please reference that DCVR #9 and attached breakdown for more information.

We propose to perform this work for lump sum price of $30,607.82, as proposed in your email dated 7-6-22. Please see the attached breakdown provided in your proposal for how this final agreed to pricing was developed. Please do not hesitate to contact me should you have any questions or concerns regarding this proposal. Thank you for this opportunity to be of service.

Sincerely,

Scott Dunlap, Project Manager  
Roger Hickel Contracting, Inc  
444-3

Accepted:  

Date:  

July 15, 2022
The CO83 proposal contains a combination of work required due to constraints by the Clarifier Vendor moving the Clarifier Control panels off of the Clarifier (as originally shown on the plans). With the new support structure, we added revisions to the design that take advantage of the new support. Also included in the change order are added items that have been developed during submittal reviews. The following values were derived from data provided by the contractor in the proposal for CO83 [REV 0 4]. The proposal included A/L tasks required to implement the revisions. The attached work sheets are recreations of the contractor’s data and the material and labor costs have been parsed to reflect work considered as under the project scope or added due to vendor requirements (support). The accounting costs are based on the Contractor’s values and percentages from CO83.

Included in the cost is 50% of the support structure material and labor for the added benefits its installation provides.

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<td>$5,035</td>
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(Owner Material Cost) | N/A | $6,249 | $3,035 | $6,052 |

Labor total | $7,738 | $4,968 | $427 | $1,030 | $911 | $7,738 |

50% Support | $2,484 | $741.67 | $923.55 | $818.83 | $2,484 | $7,738 |

Based on UCSS cost data | $7,617 | $6,989 | $7,784 |

| | Totals | | | | |
| | $13,421 | Owner’s Base Material cost | $9,149 | Added 50% of support costs | $26,485 |
| | Misc Credit apportioned to remaining tasks | $-5,234 | |

$17,336 Owner’s Material cost (including 50% of support and less Misc Credit)

LCP3301 + New Work + Added Detail

$2,770 Owner’s base Labor Costs = LCP3301 + New Work + Added Detail

$2,484 Added 50% of support

Distributed proportionally based on total hours and each task

$22,550 Owner’s Total Material and Labor

$3,388.57 UCSS OH&P % 15%

(distributed proportionally based on material cost)

$25,979.01 UCSS cost

Prime markup 15%

$3,896.85

$29,875.86 Contractor plus Prime Gen

$164.32 liability 0.55%

$328.63 Insurance 1.10%

$239.01 P/P Bond 0.80%

$30,607.82 Total Change order amount
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## CO#3 COST PROPOSAL

### Itemized Breakdown by Task Page 3 of 10

#### PALMER WASTE WATER TREATMENT FACILITY

#### UPGRADE PHASE II CO#3

#### PREPARED BY: W. McDONALD

#### 7/15/2022

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### Itemized Breakdown by Task Page 4 of 10

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**GREEN = CREDIT**
**YELLOW = SUPPORT AND FITTINGS**
**PINK = RELOCATE SCUM PANEL**
**BLUE = ADDED DETAIL**
**BROWN = NEW WORK**

**C x F = I**
**C x J = L**
**DESCRIPTION**

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**CO#3 COST PROPOSAL**

Itemized Breakdown by Task Page 5 of 10
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<th>UNIT COST</th>
<th>UNIT MATERIAL COST</th>
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<td>EA</td>
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CO#3 COST PROPOSAL Itemized Breakdown by Task Page 8 of 10

W. McDonald
## CO#3 COST PROPOSAL

**Itemized Breakdown by Task Page 9 of 10**

### PALMER WASTE WATER TREATMENT FACILITY

**UPGRADE PHASE II CO#3**

**GREEN = CREDIT**

**YELLOW = SUPPORT AND FITTINGS**

**PINK = RELOCATE SCUM PANEL**

**BLUE = ADDED DETAIL**

**BROWN = NEW WORK**

### DESCRIPTION

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C x F = I  
C x J = L

26,485  87
Sheet 300E102 shows LCP3202 (and 3201 presumably) to be located near the center of the clarifiers. It is understood that these may need to be relocated for operator convenience. Please provide location and preferred mounting configuration for these controllers.

**RESPONSE REQUESTED BY Scott Dunlap (1-17-22)**

The Clarifier Vendor submittal states (page 354 of 364):

The attached drawings show a preferred location and structure for LCP support. This design provided the opportunity to locate all of the LCP’s related to the clarifier operation. In addition, Revisions to conduit routing and added conduits in support of recent submittals regarding clarifier instrumentation and WAS equipment are shown.

See attached list of drawing revisions

**RESPONSE BY (Name/Company) William McDonald / CRW**

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**DIRECTION**

- Proceed per Engineers Response. No change in contract price or time is recognized.
- Do not proceed until ________________________________
- ________________________________
1. Clarifiers. Provide power and lighting. Class 1 Division 2 hazardous location.

2. Scum Pit. Provide power, disconnecting means, and instrumentation support. Controller located in was vault. Class 1 Division 2 hazardous location.

3. Was Vault. This is a Class 1 Division 2 location made unclassified via ventilation. Provides instrumentation systems and controls for clarifiers and scum pit. As well as the was & sump pumps in the vault. Provide power, lighting, and controls.
### ELECTRICAL SCHEDULES

#### 001E104.dwg

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#### ISSUE DESCRIPTION
- **PROJECT MANAGER**: J. RYAN MOYERS
- **PROJECT NUMBER**: 200435 -...0249258
- **CIVIL**: R. MOYERS
- **STRUCTURAL**: M. LAMBERT
- **ARCHITECTURAL**: J. WODRICH
- **MECHANICAL**: T. CARSON
- **ELECTRICAL**: D. BEST
- **INSTRUMENTATION**: J. HERMON
- **PROCESS**: B. McDONALD

**AISSUED FOR BID**: JUNE 2021

---

#### CLARIFIER SITE POWER CONDUIT SCHEDULE

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**SHEETS**: SC-1, SC-2, SC-3, SC-4, SC-5

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#### CLARIFIER SITE CONTROL CONDUIT SCHEDULE

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**SHEETS**: SC-1, SC-2, SC-3, SC-4, SC-5

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#### NOTES
- [1] PROVIDE NO. 11 CONDUIT IN EACH POWER CUTOFF ROOM.
City of Palmer
WWTF
Improvements Project
Phase 2

CLARIFIER LIGHTING ELEVATION (TYP. 4 TRUSSES)

COVER PANEL TRUSS CONNECTION

DRIVE POWER & CONTROL AT CLARIFIERS

DRIVER POWER & CONTROL SUPPORT AT CLARIFIER

NOTES:
1. SHOP DRILL BOLT HOLES PRIOR TO PAINTING STRUCTURAL STEEL. COORDINATE HOLE LOCATIONS WITH BRACE AND COVER PANEL FABRICATION PRIOR TO DRILLING.
2. THERE ARE A TOTAL OF TWO CONDUITS FOR EACH CLARIFIER DRIVE OTER. ONE WILL PROVIDE POWER. THE OTHER WILL CARRY DRIVER STATUS AND ALARM BACK TO THE SCADA PANEL.
3. DO NOT BLOCK HATCH. IF NO ROOM, RUN ONE CONDUIT ON EITHER SIDE OF THE HATCH OPENING. SEE DETAIL.

SECONDARY TREATMENT
SECONDARY CLARIFIER ELECTRICAL PLAN
1. **12" SEW 45° GALVANIZED STEEL PIPE WITH CAP**
2. **3/4" MARINE RATED BACKBOARD, EPOXY BASED PAINT**
3. **6x6 NEMA 4 WIREWAY HINGED COVER, SET WITH HINGE ON BOTTOM**
4. **SLAT 1-1/2" HUBS WITH REDUCING BUSHINGS (TYP 2)**
5. **EYS SEAL**

**KEY NOTES**

- **LCP-3201 & LCP-3202**
- **LCP-3301**
- **LCP-3211**
- **LCP-3201**
- **LCP-3202**
- **LCP-3212**
- **WWC**
- **WWP**
- **SPLICE PUMP CABLE TO CONDUCTORS**
- **TO NODE 7 (WAS VAULT)**
- **JB-311**
- **JB-321**

**SUPPORT STRUCTURE (TYPE 4)**

- **CONCRETE FILLED 4" GALVANIZED PIPE X 10'**
- **3/4"X4'X8' MARINE GRADE PLYWOOD**
- **CONCRETE FILLED PIPE**
- **GALVANIZED PIPE**
- **GROUT PIPE**
- **CONCRETE**
- **24"**
- **24"**
- **48"**

**CLARIFIER AND MOV CONTROLLERS**

- **LCP-3201 & LCP-3202**
- **LCP M3201 & LCP M3202**

**SCUM PUMP CONTROLLER**

- **LCP-3301**

**PLAN**

- **SECTION A**

**ISSUE DESCRIPTION**

- **PROJECT MANAGER**
- **PROJECT NUMBER**
- **FILENAME**
- **SCALE**
- **DATE**

**City of Palmer**

WWTF Improvements Project Phase 2
1. 3/4"C, 4#10 (3H, G)
2. 3/4"C, 4#10
3. 3/4"C, 3#12 (H, N, G)
4. 1"C, 7#14 (H, N, G, SIGNALS AS REQUIRED)
5. SEE SCHEDULE ON 001E100
6. PUMP CORD. SECURE AT CONDUIT CHASE WITH RE-ENTERABLE SS STRAIN RELIEF BALE AT WETWELL.
7. TRANSDUCER CABLE IS PART OF UNIT AND IS OPERATED ON INTRINSICALLY SAFE CIRCUIT. PROVIDE CORD GRIP.
8. PROVIDE SEALOFF FITTING
9. NEMA 4X SPLICE ENCLOSURE FOR TRANSITION. COORDINATE WITH PUMP SUPPLIER APPROVED SHOP DRAWINGS. IF SEPARATE MOTOR/LEVEL SENSOR CORDS ARE SERVED ON INTRINSICALLY SAFE CIRCUITS, ROUTE SIGNALS VIA THIS SPLICE BOX.
WAS PUMP STATION INSTRUMENTATION PLAN

GO/NO-GO ELEVATION

CLARIFIER SCUM PIT INSTRUMENTATION SECTION

NOTE: INCOMING PIPES ROTATED FOR VISUAL CLARITY

1. 3/4"C, 4#14 (3 MOTOR SIGNAL, G)
2. 3/4"C, 4#12 (N, G, GO, NO-GO)
3. 3/4"C, 5#14 (4 SIGNAL, G)
4. SENSOR CABLE INTRINSICALLY SAFE
5. 3/4"C, 2#14 (SIGNAL, G)
6. 3/4"C, 1#18TSP
7. CABLE 4#14 MOTOR SENSORS INTRINSICALLY SAFE
8. 3/4"C, 1#18TSP, 2#14 (DC POWER)
9. EXTEND 1-1/2" INTO WETWELL TO EDGE OF HATCH TO PERMIT ACCESS FOR CABLE INSTALLATION. PROVIDE BUSHED FITTING AND BOND TO WETWELL GROUND.
10. GO-(G), NOGO-(R) - GREEN EDWARDS 105XBRMG120A, RED EDWARDS 105XBRMR120A OR APPROVED EQUAL

ASH 3404
AE 3404

TO CONTROL BUILDING NODE 6

TO CONTROL SUPPORT

TO LCP 3301 VIA JB 311

TO LCP 3301, NODE 7 VIA JB 321

TO LCP 3301, NODE 7 VIA JB 331

LCP-3401A
LCP-3401B
LCP-3402
LCP-3403
LCP-HTW

LIGHTING CONTACTOR

LIGHTING CONTACTOR

FIBER OPTIC CONNECTION SEE NOTE 5

DELUGE SECOND LEVEL DETECTOR

SECOND LEVEL DETECTOR

LCP-3401

LCP-3402

LCP-3403

LCP-HTW

LCP-HTW

NOTE: INCOMING PIPES ROTATED FOR VISUAL CLARITY
GO/NO-GO SCHEMATIC LCP 3403

RELAY: SPOT CONTACTS, 120V COIL, DIN RAIL BASE
LIGHTS: 120V LED, FULL SIZE (30MM), NON-METALLIC ENCLOSURE, HINGE DOOR, NEMA 4X, UL LISTED, CONFORM TO NEPA 78A
SEE 400E102

SEE NOTE 400E101
SEE NOTE 400E102
SEE NOTE 400E103
### PANEL HV SCHEDULE

<table>
<thead>
<tr>
<th>Panel</th>
<th>Description</th>
<th>AW</th>
<th>FW</th>
<th>SV</th>
<th>KW</th>
<th>Date</th>
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<td>4.5</td>
<td>3</td>
<td>1.7</td>
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<tr>
<td>4</td>
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<td>3</td>
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### PANEL LV2 SCHEDULE

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<th>SV</th>
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<td>3</td>
<td>1.7</td>
<td>1</td>
<td>10/23</td>
</tr>
</tbody>
</table>

**Key Notes:**
1. Panel LV and Panel HV are located in the Was Vault on Sheet 4000101.
2. Supplement new circuits in poles 31, 32, 36 serving generator loads. Confirm power requirements with approved generator shop drawings.
3. Panels HV and Panel LV are new.

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**City of Palmer WWTF Improvements Project Phase 2**

**William M. McDonald**

**Update Panel Schedules: Feb 2022**

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**City of Palmer WWTF Improvements Project Phase 2**

**William M. McDonald**

**Update Panel Schedules: Feb 2022**
Revision 1 Roll-Up Narratives

Date: March 24, 2022
To: Justin Marcum PE HDR Project Manager
From: William M McDonald PE – CRW Engineering Group, LLC
Project: Palmer WWTF Upgrade Phase II
Subject: Revision Roll Up – Additional design support

The following consists of a list of the Roll-Up Revisions with references to submittal or Specification / Drawing requirements as appropriate. Work not currently shown or specified is also identified.

1. **001E100**
   
   A. **DELETE** the Generator remote monitor
      1. Generator submittal 26 32 14 -001 comments deleted the device.
   
   B. **DELETE** specific conduits from the Feeder Schedule
      1. Replaced with Control and Power Schedules on NEW 001E104
         a) Schedules replace existing design and add new conduit/conductors based on relocated LCP support rack location.

2. **001E104 (NEW)**
   
   A. New Conduit schedules detailing the added MOV and Proximity wiring and support the re-routing for the LCP’s
      1. See 300E101-3 for LCP and Devices

3. **300E101**
   
   A. Revised Clarifier Site Detail to show Clarifier related panel relocations – Original Details moved to 300E102
      1. Clarifier vendor excluded LCP installation and support and requires LCP’s to be located (by others) off of the Clarifiers. Providing support for the clarifier LCP's is required. Centralized location is shown on this sheet.
         a) The new location afforded opportunities to revise and clarify wiring with centralized control and distribution.
      2. Conductor counts adjusted based on submittals requirements
      3. Based on the latest submittal and specifications:
         a) Relocate LCP 3201 and LCP 3202 (See DCVR 9)
         b) Relocate LCP 3301 (SCUM Control) to the new support rack.
         c) Install MOV LCP’s 3211 and 3212 on new support rack
March 24, 2022  
Palmer WWTF Upgrade Phase II  
Revision Roll Up – Additional design support

(1) Provides centralized local control point for all clarifier related systems.

(2) Power and control circuits are combined (exception is intrinsically safe level monitor serving NODE 7).

d) DELETE underground junction box for Clarifier Light and receptacle circuits.

(1) Rerouted via combined power conduit from WAS VAULT
(2) Power runs through wire way WWP at support rack
(3) Controls and instruments run through wireway WWC at support rack.

(4) See 400E101 and 400E102 for Scum circuit revisions.

e) ADD LCP 3211 and LCP 3212

(1) MOV remote Controls per 40 05 51 2.3 E. 2. c.
(2) Not shown on plans
(3) Mounted on LCP support rack serving LCP 3201 and LCP 3202 in lieu of required "stanchion" mounting.

f) Proximity Detector (ZS 3201 / ZS 3202)

(1) ADD Proximity Detection per 46 43 24 2.6 H. 1. i.
(2) Serves NODE 7 which operates MOV 3201 / MOV 3202 via LCP 3211 and LCP 3212.
   (a) 46 43 24 2.4 C. 1. l. 1) am 2).
(3) Installation is required. Location was not shown on plans
   (a) 40 90 05 3.1 A.2. c. and a. 4. A.

4. 300E102
A. Moved details from 300E101
B. Clarified the hazardous boundary above the clarifier
C. Updated conduit callout tags per new schedule – no changes to actual installation
D. DELETE wiring runs for lights and receptacles beyond clarifier,
   1. Now shown on 300E101

5. 300E103 (NEW)
A. Details the LCP support rack construction and conduit routing on the support rack.
6. **400E101**

   A. Revised the Power feeder to the clarifiers and scum controls
      1. Combined all of the power for the LCP’s, motors, lighting and receptacles in one conduit run.
      2. **DELETE** the Scum wet well underground junction box and NEMA 7 and NEMA 4X enclosures.

   B. Revised the power supply for SF-3403
      1. Design called for a 120V source from LCP – 3403 – approved submittal is for 480/3 motor.
      2. **ADDED** 15/3 circuit breaker (See 400E601) and manual starter for disconnect.

   C. **ADDED** conduit tag for the NPW heat tape

   D. Untagged conduit runs call for 3/4”C, 3#12, added tag is the same, no change to design.

   E. **ADDED** 2 poles to the LCP-HTW contactor and revised and identified circuiting.

   F. Revised conduit tags for scum wet well conduits.
      1. **NOTE:** Submittal (substitution) for scum pump requires added intrinsically safe circuits from separate cable (design (FLYGT) had all sensor circuits in power cable). Drawings reflect handling of intrinsically safe circuits.

7. **400E102**

   A. Revised location of LCP-3301 (SCUM PUMP) –
      1. Moved to the central control structure see 300E101
      2. Rerouted the intrinsically safe conduit run to Node 7 from Underground junction box to the support structure (was 300SCUMC now SCUM-C4).

   B. **DELETED** second LEL detector

   C. **ADDED** 24VDC power circuit from NODE 7 for
      1. the remaining LEL detector ASH-3404
      2. LCP-HTW

   D. Changed conduit tag for MOV 3201
      1. Moved MOV from 400E101- no change to contents but now running to NODE 7 – shorter run

   E. **ADDED** control conductors to the two conduit runs (now named WAS-C1 and WAS-C2) running to the control panel structure.
      1. Included clarifier MOV LCP 3211, 3212, Scum Panel LCP-3301, Clarifier panels LCP 3201 and 3202.

   F. **ADDED** new intrinsically safe sensor circuits to (design) sensor conduit

   G. Revised Notes 4, 7 and 9
8. **400E103**
   A. Re-Arranged the lighting to avoid the ceiling hatch – no material change. Simplified wiring.
   B. Revised tags on the ladder diagram (GO-NOGO aka LCP 3403)
   C. **ADDED** a “pass through” set of terminals/conductors receiving the LOW TEMP signal from TSL 3403 and adding to the NODE 7 conduit.

9. **400E601**
   A. **ADDED** 15/3 breaker to HVW in support of SF 3403 submittal
   B. Clarified Circuit callouts

cc: File
City of Palmer
Action Memorandum No. 22-047

Subject: Authorize the City Manager to Dispose of Surplus City Solid Waste Equipment Valued at More than $10,000

Agenda of: August 9, 2022

Council Action: ☐ Approved ☐ Amended: ____________________________ ☐ Defeated

Originator Information:
Originator: Jude Bilafer, Director of Public Works

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

Certification of Funds:
Total amount of funds listed in this legislation: $

This legislation (√):
X Creates revenue in the amount of: $ To Be Determined at Auction
Creates expenditure in the amount of: $
Creates a saving in the amount of: $
Has no fiscal impact

Funds are (√):
X Not budgeted

Director of Finance Signature: ____________________________

Approved for Presentation By:

Signature: ____________________________
Remarks: ____________________________
Summary Statement/Background:

City Code Section 3.20.060 C requires the city manager to obtain City Council approval to dispose of City personal property valued at more than $10,000 prior to disposal of those items.

Public Works Department would like to dispose of the solid waste collection equipment listed below. Public Works has not been able to get a value appraisal of this equipment, but it is likely the value of the surplus collection vehicle exceeded $10,000.

2013 Peterbilt Collection Truck with Curotto Can attachment. Vin# 3BPL70X8DFI93588

3.20.060 Disposal of personal property.

A. Each department shall report on a regular basis to the city manager any items of personal property which are obsolete, surplus, or otherwise do not hold current value to the functions of the department.

B. The city manager shall dispose of personal property valued at less than $10,000 upon the notice and terms the manager considers reasonable. The manager shall take into consideration the value of the article, reason for disposal, and general preference for disposal by competitive bid.

C. The city manager shall obtain council approval of all items valued at more than $10,000 prior to disposal of those items.

D. The city manager, city clerk, city attorney, department heads, and council members are prohibited from purchasing personal property from the city. All other city employees may purchase personal property in accordance with the Charter, Palmer Municipal Code, and personnel regulations. (Ord. 08-015 § 3, 2008; Ord. 523 § 3, 1997; Ord. 246 § 3, 1982)

Administration’s Recommendation:

To approve Action Memorandum No. 22-047.