

Mayor Edna B. DeVries
Deputy Mayor Linda Combs
Council Member Richard Best
Council Member Steve Carrington
Council Member David Fuller
Council Member Brad Hanson
Council Member Pete LaFrance

City Attorney Michael Gatti
City Clerk Norma I. Alley, MMC
City Manager Nathan Wallace

City of Palmer, Alaska
Regular City Council Meeting
January 10, 2017, at 7 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org

Agenda

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
 - 1. Approval of Consent Agenda
 - a. Introduction of **Ordinance No. 17-001**: Amending a portion of Palmer Municipal Code Chapters 17.44.010(E) A-C Airport Commercial District Intent, 17.48.010(E) A-I Airport Industrial District Intent and 17.49.010(C) A-M Airport Mixed Use District Intent; and Amending Building Setbacks in Chapters 17.44.060(C) A-C Airport Commercial District, 17.48.060(C) A-I Airport Industrial District and 17.49.060(C) A-M Airport Mixed Use District (IM No. 17-001)Page
 - b. **Resolution No. 17-006**: Accepting and Appropriating the 2017 Alaska Transportation Alternatives Program Grant from the State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs in the Amount of \$115,300.00 for the Installation of American's with Disabilities Act (ADA) Compliant Sidewalks, Driveways and Curb Ramps, IAW COP's 2006 Comprehensive Plan Page (IM No. 17-002).....Page
 - 2. Approval of Minutes of Previous Meetings
 - a. November 1, 2016, Special Meeting.....Page
 - b. November 8, 2016, Special Meeting.....Page
 - c. November 8, 2016, Regular Meeting.....Page
 - d. November 22, 2016, Regular Meeting.....Page
 - e. December 6, 2016, Special Meeting.....Page
 - f. December 7, 2016, Special Meeting.....Page
 - g. December 13, 2016, Special Meeting.....Page
 - h. December 13, 2016, Regular Meeting.....Page
- E. Communication and Appearance Requests
 - 1. Palmer Municipal Golf Course Manager George Collum
- F. Reports
 - 1. City Manager's Report.....Page
 - 2. City Clerk's Report.....Page
 - 3. Mayor's Report.....Page
 - 4. City Attorney's Report
- G. Audience Participation

- H. Public Hearing
 - 1. **Action Memorandum No. 17-001:** City Council Statement of Non-Objection to the Renewal of Liquor License #3696, for the La Fiesta Mexican Restaurant, Located at 132 W. Evergreen.....Page
 - 2. **Action Memorandum No. 17-002:** City Council Statement of Non-Objection to the Renewal of Liquor License #3767, for the Peking Garden Restaurant, Located at 775 W. Evergreen.....Page
- I. Action Memoranda
 - 1. **Action Memorandum No. 17-003:** Authorize the City Manager to Execute a Contract with Cree Lighting c/o Arctic Sales, Inc. for 151 LED Street Light Luminaries for a Total Cost of \$107,774.00Page
 - 2. **Action Memorandum No. 17-004:** Authorize the City Manager to Negotiate and Execute a Contract with Kruger, Inc. for the MBBR Phase I Procurement Project in an Amount Not to Exceed \$918,760.00.....Page
- J. New Business
- K. Record of Items Placed on the Table
- L. Audience Participation
- M. Council Member Comments
- N. Adjournment

Tentative 2017 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
Jan 10	Regular	7 pm	
Jan 17	Joint	7 pm	AAC
Jan 24	Regular	7 pm	
Feb 7	Joint	7 pm	BED
Feb 14	Regular	7 pm	
Feb 28	Regular	7 pm	

City of Palmer
Information Memorandum No. 17-001
Ordinance No. 17-001

Subject: Ordinance No. 17-001: Amending a portion of Palmer Municipal Code Chapters 17.44.010(E) A-C Airport Commercial District Intent, 17.48.010(E) A-I Airport Industrial District Intent and 17.49.010(C) A-M Airport Mixed Use District Intent; and Amending Building Setbacks in Chapters 17.44.060(C) A-C Airport Commercial District, 17.48.060(C) A-I Airport Industrial District and 17.49.060(C) A-M Airport Mixed Use District

Agenda of: January 10, 2017


Council Action: _____

Originator Information:


Originator: Planning & Zoning Commission

Date: 11/17/2016 **Requested agenda date:** _____

Department Information √:

Route to:	Department Director:	Signature:	Date:
<u>X</u>	Community Development	<u></u>	<u>12/19/2016</u>
_____	Finance	_____	_____
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

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

Certification of Funds:

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

This legislation (√):


☒ Has no fiscal impact ☐ Creates a positive impact in the amount of: \$ _____
☐ Creates a negative impact in the amount of: \$ _____

Funds are (√):

☐ Budgeted Line item(s): _____
☐ Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Ordinance No. 17-001
- Report dated December 12, 2016 from Planning and Zoning Commission to City Council
- Memo dated November 10, 2016 from Chairman of Airport Advisory Committee
- Planning and Zoning Commission Minutes for November 17, 2016

Summary Statement: The City of Palmer Airport Advisory Commission has recommended this amendment to update the "Intent" language of the Code and amend Building Setbacks in PMC Chapter 17.44 A-C Airport Commercial District, 17.48 A-I Airport Industrial District and 17.49 A-M Airport Mixed Use District.

Background: Currently, the "Intent" language of the Code in the Airport Districts references "the airport layout plan prepared by HDL Engineering Consultants, July 2004". This text amendment will update the language to reference "the latest Airport Layout Plan approved by the Federal Aviation Administration".

In addition, the current building setbacks in the Airport Commercial, Industrial and Mixed Use Districts from lot lines are "10 feet minimum." This is more restrictive than the setbacks in the C-G General Commercial District and limits the ability to provide compact commercial style development on the Airport. Providing an opportunity for "zero lot line" development enhances development alternatives at the airport.

After review of the Airport Districts in the Code and discussion with the Airport Manager, City Manager and Building Inspector, it was determined by the Commission to recommend that the 10-foot minimum building setback from the lot line requirement should be changed to "zero or 10 feet minimum," and that the intent language be updated to reference the latest Airport Layout Plan. This text amendment will update the building setback from lot lines in the Airport Districts.

Administration Recommendation: Adopt Ordinance No. 17-001.

City of Palmer
Information Memorandum No. 17-0xx
Ordinance No. 17-00X

Subject: Ordinance No. 17-00X: Amending a portion of Palmer Municipal Code Chapters 17.44.010(E) A-C Airport Commercial District Intent, 17.48.010(E) A-I Airport Industrial District Intent and 17.49.010(C) A-M Airport Mixed Use District Intent; and Amending Building Setbacks in Chapters 17.44.060(C) A-C Airport Commercial District, 17.48.060(C) A-I Airport Industrial District and 17.49.060(C) A-M Airport Mixed Use District

Agenda of: _____, 2017

Council Action: _____

Originator Information:

Originator: _____ Planning & Zoning Commission

Date: _____ 11/17/2016 **Requested agenda date:** _____

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____ <i>Sandra Harley</i>	_____ 12/19/2016
X _____	Finance	_____	_____
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

	Signature:	Remarks:
City Manager	_____	_____
City Attorney	_____	_____
City Clerk	_____	_____

Certification of Funds:

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

This legislation (√):

☒ Has no fiscal impact ☐ Creates a positive impact in the amount of: \$ _____
☐ Creates a negative impact in the amount of: \$ _____

Funds are (√):

☐ Budgeted Line item(s): _____
☐ Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: _____

Attachment(s):

- Ordinance No. 17-00X
- Report dated December 12, 2016 from Planning and Zoning Commission to City Council
- Memo dated November 10, 2016 from Chairman of Warren (Bud) Woods Palmer Municipal Airport
- Planning and Zoning Commission Minutes for November 17, 2016

Summary statement: The City of Palmer Airport Advisory Commission has recommended this amendment to update the “Intent” language of the Code and amend Building Setbacks in PMC Chapter 17.44 A-C Airport Commercial District, 17.48 A-I Airport Industrial District and 17.49 A-M Airport Mixed Use District.

Background: Currently, the “Intent” language of the Code in the Airport Districts references “the airport layout plan prepared by HDL Engineering Consultants, July 2004”. This text amendment will update the language to reference “the latest Airport Layout Plan approved by the Federal Aviation Administration”.

In addition, the current building setbacks in the Airport Commercial, Industrial and Mixed Use Districts from lot lines are “10 feet minimum.” This is more restrictive than the setbacks in the C-G General Commercial District and limits the ability provide compact commercial style development on the Airport. Providing an opportunity for “zero lot line” development enhances development alternatives at the airport.

After review of the Airport Districts in the Code and discussion with the Airport Manager, City Manager and Building Inspector, it was determined by the Commission to recommend that the 10-foot minimum building setback from the lot line requirement should be changed to “zero or 10 feet minimum,” and that the intent language be updated to reference the latest Airport Layout Plan. This text amendment will update the building setback from lot lines in the Airport Districts.

Administration recommendation: Adopt Ordinance No. 17-0xx.



MEMORANDUM

TO: Palmer City Council
FROM: Dan Lucas, Planning and Zoning Chairman
DATE: December 12, 2016
SUBJECT: Report to City Council on text amendments to Airport Districts

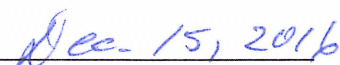
At the November 17, 2016 Planning and Zoning meeting, the Planning and Zoning Commission discussed the text amendments recommended by the Airport Advisory Commission to clarify code language and change the required building setback from lot lines in PMC 17.44 A-C Airport Commercial District, 17.48 A-I Airport Industrial District and 17.49 A-M Airport Mixed Use District.

The effects the proposed text amendments would have on public health, safety, welfare and convenience were discussed with the Airport Manager, Building Inspector and City Manager; and it was determined there would be no negative effects to the public health, safety and welfare because of the proposed text amendments.

The Commission discussed the proposed text amendments to the Airport Districts. As reflected in the minutes, which are attached, the Commission unanimously agreed and directed staff to make changes as discussed to move the proposed Ordinance forward to City Council with a recommendation for adoption.



Dan Lucas, Chairman
Planning & Zoning Commission



Date



Warren (Bud) Woods Palmer Municipal Airport

John Lee
Chairman
Airport Advisory Commission

Phone: (907) 745-4678
Fax: (907) 761-6001
Email: johnlee@nhtusa.com

Mail: 231 W. Evergreen Ave.
Palmer, Alaska 99645-6952

MEMO

Date: November 10, 2016

To: City of Palmer
Planning & Zoning Commission

Re: Airport Zoning Code Amendments

The City of Palmer, Airport Advisory Commission, hereby recommends the following amendments to Palmer Municipal Code zoning regulations on airport grounds to clarify language and to make them similar to the regular City of Palmer zoning regulations affecting the rest of Palmer.

The following amendments are recommended:

Chapter 17.44 A-C Airport Commercial District

Section 17.44.010 Intent

Current Language: E. "To be consistent with the airport layout plan prepared by HDL Engineering Consultants, July 2004; and"

Recommended Change: E. "To be consistent with the latest Airport Layout Plan approved by the Federal Aviation Administration, and"

Section 17.44.060 Building Setbacks

Current Language: C. "From lot lines, 10 feet minimum"

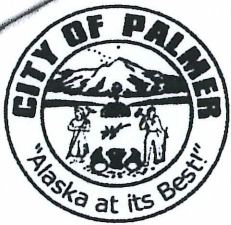
Recommended Language: C. "From lot lines, none or not less than 10 feet minimum."

Chapter 17.48 A-I Airport Industrial District

Section 17.48.010 Intent

Current Language: E. "To be consistent with the airport layout plan prepared by HDL Engineering Consultants, July 2004; and"

Recommended Change: E. "To be consistent with the latest Airport Layout Plan approved by the Federal Aviation Administration, and"



Section 17.48.060 Building Setbacks

Current Language: C. "From lot lines, 10 feet minimum"

Recommended Language: C. "From lot lines, none or not less than 10 feet minimum."

Chapter 17.49 A-M Airport Mixed Use District

Section 17.49.010 Intent

Current Language: E. "To be consistent with the airport layout plan prepared by HDL Engineering Consultants, July 2004; and"

Recommended Change: E. "To be consistent with the latest Airport Layout Plan approved by the Federal Aviation Administration, and"

Section 17.49.060 Building Setbacks

Current Language: C. "From lot lines, 10 feet minimum"

Recommended Language: C. "From lot lines, none or not less than 10 feet minimum."

Thank you for your time and attention to this matter concerning airport zoning regulations and the Airport Advisory Commissions above outlined recommendations.

Respectfully,

John Lee
Chairman

City of Palmer

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING
THURSDAY, NOVEMBER 17, 2016
7:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

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

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Dan Lucas, Chairman
David Petty, Vice Chairman
Douglas Cruthers
Kristy Thom Bernier (new member)
Gena Ornquist (new member)

Absence(s):

Merry Maxwell (Excused)
Erick Cordero-Giorgana (new member, Unexcused)

Also present were:

Sandra S. Garley, Community Development Director
Kimberly A. McClure, Planning and Code Compliance Technician
Pam Whitehead, Recording Secretary

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

D. APPROVAL OF AGENDA:

The agenda was accepted as presented. There were no objections.

E. MINUTES OF PREVIOUS MEETING:

The minutes of the **October 20, 2016** Regular Meeting were approved as presented by voice vote [Cruthers, Thom-Bernier, Ornquist, Petty, Lucas].

F. PERSONS TO BE HEARD:

Daniel Treat addressed the Commission expressing disagreement and grievance with a section of the sales tax code, in particular PMC 3.16.040(F) concerning charging sales tax on rental proceeds if a homeowner were to rent out his home. He also believes it unfair to have to obtain a business license to rent out his property.

Following brief discussion answering Mr. Treat's questions related to zoning, he was referred to the City Council concerning his sales tax issues.

G. PUBLIC HEARING: There were no public hearings.

H. UNFINISHED BUSINESS: There was no Unfinished Business.

I. NEW BUSINESS:

1. Annual Election of Chairman and Vice Chairman

Commissioner Cruthers nominated Commissioner Dan Lucas to continue to serve as Chair. There were no other nominations.

Commissioner Dan Lucas was duly elected to serve as Chair by unanimous voice vote. [Cruthers, Thom-Bernier, Ornquist, Petty, Lucas]

Commissioner Cruthers nominated Commissioner David Petty to serve as Vice Chair. There were no other nominations.

Commissioner David Petty was duly elected to serve as Vice Chair by unanimous voice vote. [Cruthers, Thom-Bernier, Ornquist, Petty, Lucas]

2. **Resolution No. 16-006:** In appreciation of Michael Kircher's service as a member of the Commission.

Mr. Kircher served the Commission from November 1996 through October 2016 and served as Chair and Vice Chair from November 2004 to November 2015.

3. **Resolution No. 16-007:** In appreciation of William Kerslake's service as a member of the Commission.

Mr. Kerslake served the Commission from February, 2007 through October, 2016 and served as Vice Chair and Chair from October 2008 to November 2015.

4. **Resolution No. 16-008:** In appreciation of David Fuller's service as a member of the Commission.

Mr. Fuller served the Commission from October 2015 through October 2016 and was recently elected to the City Council.

Main Motion: To approve Resolution Nos. 16-006, 16-007, and 16-008.

Moved by:	Petty
Seconded by:	Cruthers
Action:	Motion carried unanimously by voice vote.
In favor:	Cruthers, Thom-Bernier, Ornquist, Petty, Lucas
Opposed:	None

Chairman Lucas spoke in great appreciation on behalf of the Commission for the service of the former Commissioners, noting their presence will be missed.

5. **IM 16-017:** Consideration of text amendment to PMC 17.84 Planned Unit Development (PUD) to process a PUD as a zone overlay; and review code language and revise, if necessary.

Director Garley summarized the request by the City Manager for the Commission to review the language in the PUD portion of Title 17 and consider revisions that would require City Council approval for adoption of a Planned Unit Development. It would

change the treatment of a PUD from the current conditional use process to a zoning overlay process using procedures similar to a zoning map amendment. The recommendation is to review PMC 17.84 (last revisions were in 2010) in its entirety for any obsolete or confusing language that should be revised for clarity and to direct staff to make any changes as necessary to move forward to the City Council for adoption. Ms. Garley further explained options regarding the requested Commission review.

Main Motion: To enter Committee of the Whole for informal discussion on the request for a text amendment to PMC 17.84 (PUD).

Moved by:	Petty
Seconded by:	Cruthers
Action:	Motion carried unanimously by voice vote.
In favor:	Cruthers, Thom-Bernier, Ornquist, Petty, Lucas
Opposed:	None

[The Commission entered Committee of the Whole at 7:29 p.m.; exited at 7:38 p.m.]

Following exit of Committee of the Whole, it was the consensus of the Commission that further careful consideration and discussion is needed on the advisability of changing the process from a P&Z-approved PUD conditional use to a City Council-approved PUD zoning overlay. It was decided to further consider the matter at the next meeting.

6. **Ordinance No. 16-0XX:** Amending Building Setbacks in Palmer Municipal Code Chapter 17.44.060(C) A-C Airport Commercial District, PMC 17.48.060(C) A-I Airport Industrial District and PMC 17.49.060(C) A-M Airport Mixed Use District (IM 16-018).

Director Garley directed attention to Memo dated 11/10/16 from AAC Chair John Lee with recommended changes and summarized the reasons for the requested text amendments to correct setback inconsistencies between the Airport Districts and the C-G, General Commercial District. Following review and discussions with City staff, it was determined that the 10-foot minimum building setback from the lot line requirement should be changed to zero or 10 feet minimum and to update the reference to the Airport Layout Plan. The request is for the Commission to review the revisions recommended by the Airport Advisory Commission and direct staff to make changes as discussed to move the proposed Ordinance forward to the City Council for adoption.

Following review, questions of staff and brief discussion that the changes make sense:

Main Motion: To approve the text amendments, as stated in draft Ordinance No. 16-0XX, and move forward to City Council with a recommendation for adoption.

Moved by:	Petty
Seconded by:	Thom-Bernier
Action:	Motion carried unanimously by voice vote.
In favor:	Cruthers, Thom-Bernier, Ornquist, Petty, Lucas
Opposed:	None

J. PLAT REVIEWS:

1. **IM 16-019:** Abbreviated Plat Review: The request is to create two lots from Tract 4, Kopperud Subdivision Plat No. 2001-71 to be known as Kopperud Fairhill, located outside Palmer city limits.

Ms. Garley explained the reasons and procedure for plat reviews for the benefit of the new Commissioners. City staff has reviewed and commented no changes are necessary. Community Development commented that both of the proposed lots have access and would meet the minimum lot requirements if developed residentially or commercially if the lots were located inside Palmer city limits.

Following brief questions of staff, the Commission had no additional comments.

K. PUBLIC COMMENTS:

There were no members of the public wishing to speak to any topic not on the agenda.

L. STAFF REPORT: Director Garley reported on:

- The status of the new Fred Meyer building project;
- In order to assure a quorum for the December 15 meeting, reminded the Commissioners to advise if any holiday plans will prevent attendance at the meeting.

M. COMMISSIONER COMMENTS:

Commissioner Petty welcomed new commission members.

Chairman Lucas also welcomed new members and spoke in appreciation of having a full seven-member commission.

N. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:59 p.m.

Dan Lucas, Chairman

Kimberly A. McClure
Planning and Code Compliance Technician

City of Palmer
Information Memorandum No. 17-002
Resolution No. 17-006

Subject: Resolution No. 17-006: Accepting and Appropriating the 2017 Alaska Transportation Alternatives Program Grant from the State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs in the Amount of \$115,300.00 for the Installation of American's with Disabilities Act (ADA) Compliant Sidewalks, Driveways and Curb Ramps, IAW COP's 2006 Comprehensive Plan

Agenda of: January 10, 2017

Council Action: _____



Originator Information:

Originator: Chris Nall, Director Public Works


Date: 12/12/2016

Requested agenda date: 01/10/2017

Department Information √:

Route to:	Department Director:	Signature:	Date:
	Community Development		
√	Finance		12/13/16
	Fire Department		
	Police Department		
√	Public Works		12/12/16

Approved for presentation by:

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

Certification of Funds:

Total amount of funds listed in this legislation: \$ 115,300.00

This legislation (√):


- ☐ Has no fiscal impact
- ☒ Creates a positive impact in the amount of: \$ 93,240.00
- ☒ Creates a negative impact in the amount of: \$ 22,060.00

Funds are (√):

<input type="checkbox"/>	Budgeted	Line item(s):	<u>08-00-00-3163 Grant Revenue \$93,240.00</u>
<input type="checkbox"/>		Affected line item(s):	<u>08-40-04-6225 Construction \$93,240.00;</u>
<input type="checkbox"/>			<u>08-01-10-7087 Cap Projects (\$22,060.00)</u>
X	Not budgeted		<u>08-40-04-6425 City Match \$22,060.00</u>

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Resolution No. 16-006
- Grant Award Email
- Area Map

Summary Statement: The City of Palmer has been granted a State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs, Alaska Transportation Alternatives Program Grant in the Amount of \$115,300.00 for the Installation of American's with Disabilities Act Compliant Sidewalks, Driveways and Curb Ramps, IAW COP's 2006 Comprehensive Plan.

The purpose of this project is to update and bring additional Palmer sidewalks, driveways and curb ramps into ADA compliance. This grant will allow the City of Palmer to update sidewalks, driveways and curb ramps from the East side of S. Cobb St. to the West side of S. Alaska St., and from the North side of W. Dahlia Ave. to the North side of W. Dogwood Ave.

Administration Recommendation: Adopt Resolution No. 17-006

Introduced by: City Manager Wallace
Date: January 10, 2017
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 17-006

A Resolution of the Palmer City Council Accepting the 2017 Alaska Transportation Alternatives Program Grant from the State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs in the Amount of \$115,300.00 for the Installation of American's with Disabilities Act (ADA) Compliant Sidewalks, Driveways and Curb Ramps, IAW COP's 2006 Comprehensive Plan

WHEREAS, the City of Palmer needs monies to bring city sidewalks, driveways and curb ramps into ADA compliance and;

WHEREAS, the State of Alaska, DOT&PF, Alaska Transportation Alternatives Program Grant in the amount of \$115,300.00 dollars has been awarded to the City of Palmer;

NOW, THEREFORE, BE IT RESOLVED that the Palmer City Council hereby accepts the State of Alaska, DOT&PF, Alaska Transportation Alternatives Grant in the amount of \$115,300.00 dollars for upgrading City of Palmer sidewalks, driveways and curb ramps.

Approved by the City Council of the City of Palmer, Alaska, this ____ day of January, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



City of Palmer
Action Memorandum No. 17-001

Subject: City Council Statement of Non-Objection to the Renewal of Liquor License #3696, for the La Fiesta Mexican Restaurant, Located at 132 W. Evergreen

Agenda of: January 10, 2017

Council Action: _____

Originator Information:

Originator: City Clerk

Date: December 12, 2016 **Requested Agenda Date:** January 10, 2017

Department Information √:

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

Approved for presentation by:

Signature:

Remarks:

City Manager	_____	_____
City Attorney	_____	_____
City Clerk	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 0

This legislation (√):

☒ Has no fiscal impact ☐ Creates a positive impact in the amount of: \$ _____
☐ Creates a negative impact in the amount of: \$ _____

Funds are (√):

☐ Budgeted Line item(s): _____
☐ Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: _____

Attachment(s):

- Review Form
- Renewal Notice

Summary Statement: The La Fiesta Mexican Restaurant has applied for renewal of their liquor license. State law requires local governing bodies to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

Administration Recommendation: Authorize Action Memorandum No. 17-001.

City of Palmer • Liquor License Review Form

BUSINESS NAME: La Fiesta Mexican Restaurant **OWNER:** Pedro A. Gonzales
LICENSE TYPE: Restaurant/Eating Place
LOCATION: 132 W. Evergreen

Route to: Department of Finance

Department of Finance

Sales Tax Current: √ ☒ Yes ☐ No

If no, explain: _____

Utilities Current: √ ☒ Yes ☐ No

If no, explain: _____

Special Assessments Current: √ ☒ Yes ☐ No

If no, explain: _____

Other Comments: _____



Finance Director

12/12/16

Date

Route to: Department of Community Development

Department of Community Development

Code Compliant: √ ☒ Yes ☐ No

If no, explain: _____

Other Comments: _____



Community Development Director

12-12-2016

Date

Route to: Police Department

Department of Public Safety

Code Compliant: √

☒ Yes ☐ No

If no, explain:

Other Comments:



Chief of Police

12-13-16

Date

Route to: City Manager's Office

Other Comments:



City Manager

12-15-16

Date

Route to: City Clerk's Office

FORWARD TO COUNCIL FOR AGENDA OF: January 10, 2017



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 9, 2016

City of Palmer

Attn: City Clerk

Via Email: cityclerk@palmerak.org

Cc: mwhisenhunt@matsugov.us

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Restaurant/Eating Place	License Number:	3696
Licensee:	Pedro A Gonzales		
Doing Business As:	La Fiesta Mexican Restaurant		

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

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Franklin".

Cynthia Franklin, Director

amco.localgovernmentonly@alaska.gov

City of Palmer
Action Memorandum No. 17-002

Subject: City Council Statement of Non-Objection to the Renewal of Liquor License #3767, for the Peking Garden Restaurant, Located at 775 W. Evergreen

Agenda of: January 10, 2017

Council Action: _____

Originator Information:

Originator: City Clerk

Date: December 12, 2016

Requested Agenda Date: January 10, 2017

Department Information √:

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

Approved for presentation by:

Signature:

Remarks:

City Manager

City Attorney

City Clerk

Certification of Funds:

Total amount of funds listed in this legislation: \$ 0

This legislation (√):

☒ Has no fiscal impact

☐ Creates a positive impact in the amount of: \$ _____

☐ Creates a negative impact in the amount of: \$ _____

Funds are (√):

☐ Budgeted Line item(s): _____

☐ Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: _____

Attachment(s):

- Review Form
- Renewal Notice

Summary Statement: The Peking Garden Restaurant has applied for renewal of their liquor license. State law requires local governing bodies to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

On November 8, 2016, the City Council approved a non-objection of the transfer of license #3767 to Humdingers' Gourmet Pizza Co. Due to the State of Alaska not yet approving the transfer, Peking Garden Restaurant must reapply for this license in their name to keep it current.

Administration Recommendation: Authorize Action Memorandum No. 17-002.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Peking Garden
LICENSE TYPE: Restaurant/Eating Place
LOCATION: 775 W. Evergreen

OWNER: Lih & Tracy Tzou

Route to: Department of Finance

Department of Finance

Sales Tax Current: √ ☒ Yes ☐ No

If no, explain: _____

Utilities Current: √ ☒ Yes ☐ No

If no, explain: _____

Special Assessments Current: √ ☒ Yes ☐ No

If no, explain: _____

Other Comments: _____



Finance Director

12/12/16

Date

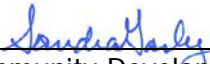
Route to: Department of Community Development

Department of Community Development

Code Compliant: √ ☒ Yes ☐ No

If no, explain: _____

Other Comments: _____



Community Development Director

12/12/2016

Date

Route to: Police Department

Department of Public Safety

Code Compliant: √

☒ Yes ☐ No

If no, explain:

Other Comments:



Chief of Police

12-13-16

Date

Route to: City Manager's Office

Other Comments:



City Manager

12-15-16

Date

Route to: City Clerk's Office

FORWARD TO COUNCIL FOR AGENDA OF: January 10, 2017



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

December 7, 2016

City of Palmer

Attn: City Clerk

Via Email: cityclerk@palmerak.org

Cc: mwhisenhunt@matsugov.us

permitcenter@matsugov.us

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Restaurant or Eating Place	License Number:	3767
Licensee:	Lih & Tracy Tzou		
Doing Business As:	Peking Garden		

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

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Franklin".

Cynthia Franklin, Director

amco.localgovernmentonly@alaska.gov

City of Palmer
Action Memorandum No. 17-003

Subject: Authorize the City Manager to Execute a Contract with Cree Lighting c/o Arctic Sales, Inc. for 151 LED Street Light Luminaries for a Total Cost of \$107,774.00

Agenda of: January 10, 2017

Council Action: _____

Originator Information:

Originator: Greg Wickham


Date: 12/19/2016

Requested agenda date: January 10, 2017

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
√	Finance		12/20/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
√	Public Works		12/20/16

Approved for presentation by:

	Signature:	Remarks:
City Manager		_____
City Attorney	_____	_____
City Clerk	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 107,774.00

This legislation (√):


☐ Has no fiscal impact ☐ Creates a positive impact in the amount of: \$ _____
☒ Creates a negative impact in the amount of: \$ \$107,774.00

Funds are (√):

☒ Budgeted Line item(s): 08-01-10-7166
☐ Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Cree Lighting c/o Arctic Sales, Inc. Price Quote

Summary Statement: Staff is requesting approval to purchase 151 new LED street light luminaires factory direct from Cree Lighting. Arctic Sales has provided a lump sum quote of \$107,774.00.

The Department of Public Works will remove existing high pressure sodium street light luminaires that are mast arm mounted and install the new LED street light luminaires on Eagle Avenue, North Gulkana Street, East Steel Loop, South Chugach Street, Anderson Circle, Glacier View Drive, East Cope Industrial Road, South Colony Way, West Evergreen Avenue, South Bailey Street, South Colony Way, and North Valley Way.

Installation of the new LED lights will reduce power consumption by approximately 50% and reduce repair and maintenance man hours and equipment time.

The Department of Public Works has a budget of \$110,000.00 for LED Street light replacement in 2017, and with sole source factory direct purchasing, can purchase 151 LED street light luminaries.

Palmer Municipal Code allows for proprietary procurements. A sole source purchase as provided in PMC 3.21.230 A.3., is appropriate in this case to assure the procurement of equipment that is consistent with the previous light fixture purchases to reduce repair part inventory and improve efficiency in maintaining these fixtures.

Administration Recommendation: Authorize Action Memorandum 17-003.

To: City of Palmer
Attn: Greg Wickham

Date: 12/16/2016
From: ARCTIC SALES INC.
P.O. BOX 770850
EAGLE RIVER, ALASKA 99577
PH: 907-694-7424 / FAX : 907-694-1242
E-MAIL: ARCTIC@ARCTICSALES.NET

Project:		LED Street Lights						
BID DATE:		12/16/2016						
TYPE	QTY	MFG	DESCRIPTION	UNIT COST	EXT COST	UNIT WEIGHT	NOTES	
80 LED	66	CREE	STRLWY 3M HT 08(139W) E UL SV 525	\$728.00	\$48,048.00			
80 LED 480v	58	CREE	STRLWY 3M HT 08(140W) E UH SV 525(w/480V add)	\$773.00	\$44,834.00			
80 LEDW/PE	12	CREE	STRLWY 3M HT 08 (139W)E UL SV 525 R	\$739.00	\$8,868.00			
STD	2	CREE	BXSAP02GAUSR-59W	\$309.00	\$618.00			
STD W/PE	11	CREE	BXSAP02GAUS-59W	\$296.00	\$3,256.00			
120LED480v	2	CREE	STRLWY 3M HT 120(197W) E UH SV 525	\$1,075.00	\$2,150.00			
NOTE: ORDERS ARE FREIGHT INCLUDED TO PALMER, AK. ON >\$3,000								
EST 4-5 WEEKS TO SHIP								
Total					\$107,774.00			

Lamps and miscellaneous hardware are not included unless specifically indicated. Quote is based on quantities and items shown. Any changes may affect pricing.

City of Palmer
Action Memorandum No. 17-004

Subject: Authorize the City Manager to Negotiate and Execute a Contract with Kruger, Inc. for the MBBR Phase I Procurement Project in an Amount Not to Exceed \$918,760.00

Agenda of: January 10, 2017

Council Action: _____

Originator Information:

Originator: Chris Nall


Date: December 20, 2016

Requested agenda date: January 10, 2017

Department Information √:

Route to:	Department Director:	Signature:	Date:
	Community Development		
√	Finance		12/20/16
	Fire Department		
	Police Department		
√	Public Works		12/20/16

Approved for presentation by:

	Signature:	Remarks:
City Manager		
City Attorney		
City Clerk		

Certification of Funds:

Total amount of funds listed in this legislation: \$ 918,760.00

This legislation (√):


☐ Has no fiscal impact ☐ Creates a positive impact in the amount of: \$ _____
☒ Creates a negative impact in the amount of: \$ 918,760.00

Funds are (√):

☒ Budgeted Line item(s): 24-01-12-6220
☐ Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Bid Tabs and Recommendation of Award from HDR, Inc.

Summary Statement: The City issued a request for bids on November 8, 2016 for the procurement of Phase I MBBR equipment for upgrades at the Waste Water Treatment Plant (WWTP). This is the Moving Bed Bioreactor equipment and media. Two responsive bids were received and opened on December 6, 2016. Upon review, it was determined that Kruger, Inc. had the lowest responsible, responsive bid.

Kruger, Inc. - \$918,760.00

World Water Works - \$1,054,321.00

Approval of this contract will set the first phase of the upgrades to the WWTP in motion. Final design and material procurement will be completed by late winter 2017, with a request for bids for construction of the MBBR issued in early spring 2017.

Administration Recommendation: Authorize Action Memorandum 17-004.



December 12, 2016

Mr. Chris Nall
Public Works Director
City of Palmer
1316A S. Bonanza Street
Palmer, Alaska 99645
Transmitted via email: cnall@palmerak.org

RE: City of Palmer
Wastewater Treatment Facility Improvements
MBBR Phase I Procurement - Bid Evaluation and Recommendation

Dear Mr. Nall:

HDR has reviewed the bids received on December 6, 2016 for the above referenced project. Our review indicates that the lowest, responsive and responsible bidder is:

Kruger Inc.
4001 Weston Parkway
Cary, NC 27513

Total Bid Amount: \$918,760.00

Based upon our review, we recommend that a contract be awarded to Kruger Inc. in the Bid Amount shown above.

Enclosed is a breakdown of the two (2) bids received for this project. Should you have any questions or require additional information, please let me know.

Thank you,
HDR Alaska, Inc.

J. Ryan Moyers, P.E.
Project Manager

**City of Palmer
Wastewater Treatment Facility Improvements
Bid Tabulation**

Date: December 6, 2016

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>World Water Works, Inc</u>		<u>Kruger Inc.</u>	
				<u>Unit Price</u>	<u>Total Price</u>	<u>Unit Price</u>	<u>Total Price</u>
	Schedule A of the Bid Form						
1	Special Design Engineering Services	1	LS	\$ 77,500.00	\$ 77,500.00	\$ 91,875.00	\$ -
a	Design Criteria, System Headloss Calculations, Spoecific Media Volume Calculations	1	EA	\$ 21,000.00	\$ 21,000.00	\$ 18,375.00	\$ 18,375.00
b	Individual Annotated Equipment Data Technical Cut Sheets	1	EA	\$ 10,500.00	\$ 10,500.00	\$ 18,375.00	\$ 18,375.00
c	Aeration MBBR Basin Layout, Mechanical and Aeration System Drawings	1	EA	\$ 25,000.00	\$ 25,000.00	\$ 18,375.00	\$ 18,375.00
d	Equipment Data Technical Cut Sheets	1	EA	\$ 10,500.00	\$ 10,500.00	\$ 18,375.00	\$ 18,375.00
e	Annotated Equipment Installation Manuals	1	EA	\$ 10,500.00	\$ 10,500.00	\$ 18,375.00	\$ 18,375.00
2	Complete MBBR System as specified in Specification Section 46 53 59	1	LS	\$ 953,621.00	\$ 953,621.00	\$ 735,010.00	\$ 735,010.00
a	Price Adder to Base Design for Design			-	-	-	-
b	Price Adder to Base Design for Concrete MBBR Structure Design Modifications			-	-	-	-
c	Price Adder to Base Design for Design Excavation Modifications			-	-	-	-
3	Costs for Performance Testing and Guarantee, Special Services, including travel, installation assistance, operator training, start-up, and testing as specified in Specification Section 46 53 59.	1	LS	\$ 23,200.00	\$ 23,200.00	\$ 91,875.00	\$ 91,875.00
	Basis of Award Value (Sum of items 1, 2, and 3)				\$ 1,054,321.00		\$ 918,760.00
	Unit Price Work						
5	Maximum Cost of MBBR biofilm carrier media to meet Phase 2 - 1.2-mgd ADMM	Media Volume	CFT	\$ 450,679.00		\$ 420,240.00	
6	On-site Services (labor)	1	DAY	\$ 1,000.00		\$ 1,360.00	
7	On-site Services (travel expenses)	1	DAY	\$ 2,000.00		\$ 1,810.00	
				\$400/additional day			
	Total Bid =			# \$ 1,054,321.00		Total Bid =	# \$ 918,760.00

Certification:

I hereby certify that the above tabulation is a true and correct representation of the sealed bids received on December 6, 2016, and that the totals are mathematically correct.

HDR Alaska, Inc.

By: 
J. Ryan Moyers, P.E.

Date: 12/12/16