

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
March 28, 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. 17-005**: Repealing Palmer Municipal Code Title 15 in its Entirety and Adopting a new Palmer Municipal Code Title 15 Buildings and Construction (IM No. 17-015).....Page 3
 - b. Introduction **Ordinance No. 17-006**: Amending Palmer Municipal Code Section 8.42.010 Definitions and Section 8.42.030 Use Prohibited to Define Sky Lanterns and Prohibit the Use of Sky Lanterns in the City of Palmer (IM No. 17-014) Page 39
 - 2. Approval of Minutes of Previous Meetings
 - a. January 24, 2017, Regular MeetingPage 43
 - b. February 28, 2017, Regular MeetingPage 49
 - c. March 14, 2017, Regular MeetingPage 57
- E. Communication and Appearance Requests
 - 1. Presentation of a National Service Recognition Day Proclamation
 - 2. Presentation from Terry Snyder on Livable Communities
- F. Reports
 - 1. City Manager's Report.....Page 65
 - 2. City Clerk's Report
 - 3. Mayor's Report.....Page 73
 - 4. City Attorney's Report
- G. Audience Participation
- H. Public Hearing
 - 1. **Ordinance No. 17-003**: Repealing Ordinance No. 428 and Adopting Palmer Municipal Code Title 7, Airport Regulations (IM No. 17-006) (2nd Public Hearing) (Pending Motion)Page 75
 - 2. **Action Memorandum No. 17-023**: City Council Statement of Non-Objection to the Renewal of Liquor License #2098, for Carr-Gottstein Foods Co. Doing Business as Oaken Keg #1739, Located at 644 W. Evergreen Avenue.....Page 97

- I. Action Memoranda
 - 1. **Action Memorandum No. 17-024:** Confirm the Mayor’s Nomination of Public Works Director Chris Nall to the Matanuska Susitna Borough Wastewater and Septage Advisory Board to Fill the City of Palmer Representative Position. Page 103
- J. Record of Items Placed on the Table
- K. Audience Participation
- L. Council Member Comments
- M. Adjournment

Tentative 2017 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
April 4	Special	7 pm	PZC
April 11	Special	6 pm	PERS Briefing
April 11	Regular	7 pm	
April 25	Regular	7 pm	
May 9	Regular	7 pm	
May 23	Regular	7 pm	

City of Palmer
Information Memorandum No. 17-015
Ordinance No. 17-005

Subject: Ordinance No. 17-005: Repealing Palmer Municipal Code Title 15 in its Entirety and Adopting a new Palmer Municipal Code Title 15 Buildings and Construction


Agenda of: March 14, 2017

Council Action: **Adopted** **Denied**
 Amended: _____


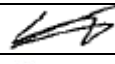

Originator Information:

Originator: David Meneses, Building Inspector

Department Review:

Route to:	Department Director:	Signature:	Date:
x	Community Development		2/23/17
_____	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: \$ _____

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: 

Attachment(s):

- Ordinance of the Palmer City Council repealing Palmer Municipal Code Title 15 in its entirety and adopting a new Palmer Municipal Code Title 15 Buildings and Construction

Summary Statement: This ordinance will repeal Title 15 which references the older codes in its entirety and replace it by adopting a new Title 15 which includes the most current codes.

Background: Title 15 of the Palmer Municipal Code currently adopts the 2009 ICC codes and older Uniform Building Codes. The adoption of this ordinance will bring the City of Palmer into conformance with the most current codes. Adoption of the 2015 ICC codes along with updating the editions of other Title 15 codes will ensure that our structures meet the current standards. The timing of this change is based on a provisional lowering of our ISO (Insurance Services Office) rating following the most recent evaluation due to our codes not being within 3 years of current standards. Unless we adopt more current ICC codes, our ISO rating will change from 3 Commercial and 4 Residential to a 9 Commercial and 9 Residential. This would impact the residents of our community by raising the cost of insuring their properties.

Upon completion of this revision, ISO has indicated that they will re-evaluate and readjust their ratings to reflect the updated applicable standards. This will bring us back to the previous ratings and could possibly improve them.

ICC standards being adopted include the following Sections:

<u>Section</u>	<u>Section Title</u>	<u>Code</u>	<u>Prepared by</u>	<u>Edition</u>
15.00	Administrative Code	Uniform Administrative Code	International Conference of Building Officials	1997
15.04	Building Code	International Building Code	International Code Council	2015
15.10	Existing Building Code	International Existing Building Code	International Code Council	2015
15.12	Residential Code	International Residential Code	International Code Council	2015
15.20	Mechanical Code	International Mechanical Code	International Code Council	2015
15.28	Electrical Code	National Electrical Code	National Fire Protection Association	2014
15.36	Plumbing Code	Uniform Plumbing Code	International Association of Plumbing & Mechanical Officials	2015
15.42	Fuel Gas Code	International Fuel Gas Code	International Code Council	2015
15.44	Fire Code	International Fire Code	International Code Council	2015
15.52	Dangerous Buildings	Uniform Code for the Abatement of Dangerous Buildings	International Conference of Building Officials	1997
15.57	Energy Conservation Code	International Energy Conservation Code	International Code Council	2015

Local jurisdictions are permitted to amend these national or international code standards to fit local conditions. The Palmer Building Inspector has provided appropriate local amendments to each of these eleven sections in the ordinance.

Administration’s Recommendation: Approve Ordinance No. 17-005 repealing Palmer Municipal Code Title 15 in its entirety and adopting a new Palmer Municipal Code Title 15.

Introduced by: City Manager
Date: March 28, 2017
Public Hearing:
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 17-005

An Ordinance of the Palmer City Council repealing Palmer Municipal Code Title 15 in its Entirety and Adopting a New Palmer Municipal Code Title 15, Buildings and Construction

WHEREAS, the current chapter of the Palmer Municipal Code dealing with buildings and construction references the 2009 edition of the International Building Code as developed by the International Code Council (ICC) and older uniform building codes; and

WHEREAS, The Insurance Services Council (ISO) evaluation of each community places a high value on the adoption of the most current building codes many of which were updated in 2015; and

WHEREAS, the city's ISO rating is negatively impacted by the continued use of the 2009 edition of the International Building Code as developed by the International Code Council (ICC) and older uniform building codes; and

WHEREAS, the most current building codes include the 1997 Administrative Code, the 2015 International Building Code, the 2015 International Residential Code, the 2015 International Mechanical Code, the 2014 National Electrical Code, the 2015 Uniform Plumbing Code, the 2015 International Fuel Gas Code, the 2015 International Fire Code, the 1997 Uniform Code for the Abatement of Dangerous Buildings, and the 2015 International Energy Conservation Code; and

WHEREAS, it is determined to be in the best interest of the residents and property owners of the city of Palmer to adopt the most current building codes;

NOW, THEREFORE, 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 provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. The current Title 15 is hereby repealed in its entirety.

Section 4. A new Title 15 is hereby adopted to read as follows:

TITLE 15

BUILDINGS AND CONSTRUCTION

Chapters:

- 15.00 Administrative Code
- 15.02 Administrative Code Amendments
- 15.04 Building Code
- 15.08 Building Code Amendments
- 15.10 Existing Building Code
- 15.11 Existing Building Code Amendments
- 15.12 Residential Code
- 15.16 Residential Code Amendments
- 15.20 Mechanical Code
- 15.24 Mechanical Code Amendments
- 15.28 Electrical Code
- 15.32 Electrical Code Amendments
- 15.36 Plumbing Code
- 15.40 Plumbing Code Amendments
- 15.42 Fuel Gas Code
- 15.43 Fuel Gas Code Amendments
- 15.44 Fire Code
- 15.48 Fire Code Amendments
- 15.52 Dangerous Buildings
- 15.56 Dangerous Buildings Amendments
- 15.57 Energy Conservation Code
- 15.58 Energy Conservation Code Amendments
- 15.60 Penalties
- 15.70 Appeals

Chapter 15.00

ADMINISTRATIVE CODE

Sections:

- 15.00.010 Adoption.
- 15.00.020 Modifications.
- 15.00.030 Appeals.
- 15.00.040 Building permits--Compliance with ordinances.

15.00.010 Adoption.

The bound volumes containing the code known as the Uniform Administrative Code, 1997 Edition, of the International Conference of Building Officials, and every part thereof, together with the

local amendments as set forth in PMC 15.02, shall constitute the laws of the city relating to code administration.

15.00.020 Modifications.

The building official shall have the power to modify any of the provisions of the Uniform Administrative Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.00.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

15.00.040 Building permits--Compliance with ordinances.

It is established that no permit will be issued for the construction of new buildings or building, within the corporate limits of the city, which is inconsistent with the current comprehensive plan of the city or any city ordinances and regulations.

**Chapter 15.02
ADMINISTRATIVE CODE AMENDMENTS**

Sections:

- 15.02.010 Local amendments to the Uniform Administrative Code, 1997 Edition.
- 15.02.101.3 Scope.
- 15.02.204 Board of appeals.
- 15.02.301.1 Permits required.
- 15.02.301.2.1 Building permits.
- 15.02.303.2 Retention of plans.
- 15.02.304.2 Permit fees.
- 15.02.304.3 Plan review fees.
- 15.02.305.5 Required building inspections.

15.02.010 Local amendments to the Uniform Administrative Code, 1997 Edition.

The amendments to the 1997 Edition of the Uniform Administrative Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the Uniform Administrative Code being amended; i.e., PMC 15.02.204 refers to Section 204.

15.02.101.3 Scope.

Amend by adding a section as follows:

All references to the International Electrical Code shall refer to the National Electrical Code, 2014 Edition (NEC 2014), and all references to the International Plumbing Code shall refer to the Uniform Plumbing Code, 2015 Edition (IAPMO UPC 2015).

15.02.204 Board of appeals.

Delete the entire section and insert the following:

Appeals under PMC 15.02 shall be in accordance with PMC 15.70.

15.02.301.1 Permits required.

Amend by adding a sentence as follows:

Separate permits are not required for the different types of work when only one building or structure or portion thereof is involved and all of the work is under the control and direction of one firm or person and in process at the same time.

15.02.301.2.1 Building permits.

Amend by adding a section as follows:

2. Fences not over 6 feet (1,829 mm) high.

15.02.303.2 Retention of plans.

Amend by revising to read as follows:

One set of approved plans, specifications and computations shall be retained by the building official for a period of not less than 90 days from the date of completion of the work covered therein.

15.02.304.2 Permit fees.

Amend the first sentence to read as follows:

The fee for a permit shall be as set forth in the current, adopted budget.

15.02.304.3 Plan review fees.

Amend by revising the first sentence to read as follows:

When submittal documents are required by Uniform Administrative Code Section 302.2, a plan review fee may be required to be paid before a permit will be issued.

15.02.305.5 Required building inspections.

Add item 3(a) to read as follows:

- 3(a). Insulation inspection: To be made after placement of insulation and vapor barrier but before any gypsum board or lathing is installed.

Chapter 15.04 BUILDING CODE

Sections:

15.04.010	Adoption.
15.04.020	Modifications.
15.04.030	Appeals.
15.04.040	Building permits--Compliance with ordinances.
15.04.050	Moving buildings.

15.04.010 Adoption.

The bound volumes containing the code known as the International Building Code, 2015 Edition, of the International Code Council, including Appendix C, together with local amendments as set forth in PMC 15.08, shall constitute the laws of the city relating to building regulations. Where the International Building Code conflicts with this code, this code shall prevail.

15.04.020 Modifications.

The building official shall have the power to modify any of the provisions of the International Building Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.04.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

15.04.040 Building permits--Compliance with ordinances.

It is established that no permit will be issued for the construction of new buildings or building, within the corporate limits of the city, which is inconsistent with the current comprehensive plan of the city or any city ordinances and regulations.

15.04.050 Moving buildings.

No building of any kind or nature shall be moved to a location within the corporate limits of the city from outside the corporate limits of the city without approval of the building official. In the event any person(s) move a building into the corporate limits of the city from a location outside the corporate limits of the city, the building shall not be permitted for use, either for residential or business purposes, until the building official has approved the building for the purpose intended.

Chapter 15.08 BUILDING CODE AMENDMENTS

Sections:

15.08.010	Local amendments to the International Building Code, 2015 Edition.
15.08.020	Administration.

15.08.202	Definitions.
15.08.305.2	Group E daycare facilities
15.08.305.2.3	Family child care homes.
15.08.308.3	Institutional Group I-1.
15.08.308.4	Institutional Group I-2
15.08.308.6	Institutional Group I-4.
15.08.310.5	Residential Group R-3.
15.08.310.5.1	Care facilities within a dwelling.
15.08.509	Table 509 Incidental uses.
15.08.718.4.2	Groups R-1 and R-2.
15.08.903.2.8	Group R.
15.08.903.4.2	Alarms.
15.08.907.2.3	Group E.
15.08.915.3	Detection equipment.
15.08.1030.1	General.
15.08.1030.2	Minimum size.
15.08.1101	Accessibility.
15.08.1203.4.1	Openings for under-floor ventilation.
15.08.1209.2	Attic spaces.
15.08.Chapter 13	Energy Efficiency.
15.08.1609.1.1	Determination of wind loads.
15.08.1804.4	Site grading.
15.08.1805.2	Depth of footings.
15.08.1809.7	Table 1809.7 - Foundations for stud bearing walls.
15.08.1905.1.7	ACI 318, Section 14.1.4
15.08.Chapter 27	Electrical.
15.08.Chapter 29	Plumbing.
15.08.3103	Temporary buildings or structures.
15.08.3108.2.1	Towers and monopoles - Fall radius.

15.08.010 Local amendments to the International Building Code, 2015 Edition.

The amendments to the 2015 Edition of the International Building Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the International Building Code being amended; i.e., PMC 15.08.202 refers to Section 202.

15.08.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

15.08.202 Definitions.

Delete the following definitions and replace as follows:

ALLEY is a public space or thoroughfare, 20 feet or less, but not less than 10 feet in width, which has been dedicated for public use.

FOSTER CARE FACILITIES are facilities that provide care on a 24-hour basis to more than five children 2.5 years of age or less, including children related to the staff, and shall be classified as Group I-2.

NURSING HOMES are facilities that provide care, including both intermediate care facilities and skilled nursing facilities, serving more than two persons and any of the persons are incapable of self-preservation.

Add the following definitions:

BUILDING, PUBLIC shall be any structure which is other than a Group R-3 dwelling or Group U occupancy.

FAMILY CHILD CARE HOME is a licensed facility that is located within a single-family dwelling unit in which personal care services are provided by the owner or tenant that normally occupies the residence on a 24-hour basis

WATER DISPENSER is a plumbing fixture that is connected to the potable water distribution system of the premises and manually controlled by the user for the purpose of dispensing potable drinking water into a receptacle such as a cup, glass or bottle. Or a freestanding apparatus that is manually controlled by the user for the purpose of dispensing potable water into a receptacle which is not connected to the potable water distribution system and supplied with potable water from a container, bottle or reservoir.

15.08.305.2 Group E, day care facilities.

Revise this section as follows:

This group includes buildings and structures or portions thereof occupied by more than five children older than 2.5 years of age, including children related to the staff, who receive educational, supervision or personal care services for fewer than 24 hours per day.

15.08.305.2.3 Family child care homes.

Delete this section and replace as follows:

Family child care homes operating between the hours of 6:00 am and 10:00 pm may accommodate a total of twelve children, provided that no more than five children are under the age of 2.5 years. Family child care homes as defined are classified as an R-3 occupancy and shall comply with Section 907.2.11 (smoke alarms), Section 915 (carbon monoxide detection) and Section 1030 (emergency escape and rescue openings) for napping and sleeping rooms. Fire extinguishers shall be provided in accordance with the International Fire Code.

15.08.308.3 Institutional Group I-1.

Delete Sections 308.3.3 and 308.3.4 and replace with the following:

Section 308.3.3 Three to 16 persons receiving custodial care. A facility housing more than two persons and no more than 16 persons receiving custodial care shall be classified as a Group R-4.

Section 308.3.4 Fewer than 3 persons receiving custodial care. A facility with fewer than three persons receiving custodial care shall be classified as a Group R-3 or shall comply with the International Residential Code, as amended by the city of Palmer.

15.08.308.4 Institutional Group I-2.

Revise the first sentence of this section to read as follows:

Institutional Group I-2 occupancy shall include buildings and structures used for medical care on a 24-hour basis for more than two persons who are incapable of self-preservation.

Delete Section 308.4.2 and replace with the following:

Section 308.4.2 Fewer than three persons receiving medical care. A facility with fewer than three persons receiving medical care shall be classified as a Group R-3 or shall comply with the International Residential Code, as amended by the city of Palmer.

15.08.308.6 Institutional Group I-4, day care facilities.

Revise the first sentence of this paragraph to read as follows:

Institutional Group I-4 shall include buildings and structures, or portions thereof occupied by more than five persons of any age, including persons related to the staff, receiving custodial care for fewer than 24 hours per day.

15.08.310.5 Residential Group R-3.

Delete the following in this section:

Care facilities that provide accommodations for five or fewer persons receiving care.

15.08.310.5.1 Care facilities within a dwelling.

Delete this section in its entirety.

15.08.509 Table 509 Incidental Uses.

Amend table by adding footnote (a) to read as follows:

footnote (a). Regardless of the Btu rating, psi rating or horsepower rating a one hour separation or automatic fire extinguishing system is required for furnace or boiler rooms providing heat for Group E, R-1, R-2, I and R-4 occupancies.

15.08.718.4.2 Groups R-1 and R-2.

Delete the last sentence in its entirety and replace with the following:

Draft stops in attic spaces shall be installed so that the maximum area between draft stops does not exceed 3,000 square feet and the greatest horizontal dimension does not exceed 60 feet. Such draft stops are not required to be located directly above or in line with walls separating tenant spaces.

Delete exception 1 in its entirety.

Revise exception 3 to read as follows:

In R-2 occupancies that do not exceed four stories in height, the attic space shall be subdivided into areas not exceeding 3,000 square feet.

15.08.903.2.8 Group R.

A four-plex or greater shall include an automatic sprinkler system installed in accordance with Section 903.3 throughout all buildings with a Group R fire area.

15.08.903.4.2 Alarms.

Amend this section by adding the following sentence to the paragraph:

Buildings equipped with a sprinkler system without an alarm system shall have at least one notification device (horn/strobe) located inside the building in a commonly occupied area to alert occupants of a sprinkler activation.

15.08.907.2.3 Group E.

Revise this section by adding a second paragraph to read as follows:

Rooms used for sleeping or napping purposes within a day care use for a Group E occupancy shall be provided with smoke alarms that comply with Section 907.2.11 and carbon monoxide detection as specified in Section 915.

15.08.915.3 Detection equipment.

Add a sentence to this section to read as follows:

In new construction, all carbon monoxide detectors and alarms located within a single dwelling unit shall be interconnected in such a manner that actuation of one alarm shall activate all of the alarms within the individual dwelling unit.

15.08.1030.1 General.

Revise the first sentence of the paragraph to read as follows:

In addition to the means of egress required by this chapter, provisions shall be made for emergency escape and rescue in Group R, I-1 and day care occupancies where napping or sleeping rooms are provided.

Delete exception 1.

15.08.1030.2 Minimum size.

Delete the exception.

15.08.1101 Accessibility.

For the purpose of accessibility, the owner, or designee, shall ensure that all state and federal standards shall be met.

15.08.1203.4.1 Openings for under-floor ventilation.

Delete Sections 1203.4.1 and 1203.4.2 in their entirety and replace with the following:

Each under-floor space shall be ventilated by an approved mechanical means or by openings in exterior foundation walls. Such openings shall have a net area of not less than 0.1 square foot for each 150 square feet of under-floor area. There shall be two openings located as close to corners as practical on opposite sides to provide cross ventilation. The openings shall be covered with corrosion resistant wire mesh approximately one-quarter inch in size. All structures with a crawlspace shall have a minimum six mil ground vapor retarder to prevent the flow of water vapor from soils into the heated building interior.

15.08.1209.2 Attic spaces.

Add a sentence as follows:

Attic access shall not be located in a room containing bathing facilities.

15.08.Chapter 13 Energy efficiency.

Delete this chapter in its entirety and refer to the International Energy Conservation Code as currently adopted and amended by the city of Palmer.

15.08.1609.1.1 Determination of wind loads.

Wind loads on every building or structure shall be 110 miles per hour. The type of opening protection required, the basic wind speed and the exposure category for a site are permitted to be determined in accordance with Section 1609 or ASCE 7. Wind shall be assumed to come from any horizontal direction and wind pressures shall be assumed to act normal to the surface considered.

15.08.1804.4 Site grading.

Add the following sentence to the last paragraph:

It shall be the responsibility of the building owner to assure that discharge of roof and surface runoffs are disposed of without affecting adjacent property.

15.08.1805.2 Depth of footings.

Delete the first sentence and insert the following:

Footings shall have a minimum depth of 42 inches unless another depth is recommended by a foundation investigation.

15.08.1809.7 Table 1809.7 - Foundations for stud bearing walls.

NUMBER OF FLOORS SUPPORTED BY THE FOOTING	WIDTH OF FOOTING (INCHES)	THICKNESS OF FOOTING (INCHES)
1	15	7

2	15	7
3	18	8

15.08.1905.1.7 ACI 318, Section 14.1.4.

Amend this section by revising Section 14.1.4 to read as follows:

14.1.4.1 - Structures assigned to seismic design category D, E or F shall not have elements of structural plain concrete.

Amend this section by further deleting subsections (a), (b) and (c).

15.08.Chapter 27 Electrical.

Delete this chapter in its entirety and replace with the National Electrical Code as adopted and amended by the city of Palmer.

15.08.Chapter 29 Plumbing.

Delete this chapter in its entirety and replace with the Uniform Plumbing Code as currently adopted and amended by the city of Palmer.

15.08.3103 Temporary buildings or structures.

Amend by adding a sentence as follows:

No temporary building or structure shall remain in place longer than six months without city council approval.

15.08.3108.2.1 Towers and monopoles - Fall radius.

All towers and monopoles shall have a fall radius equal to at least one and one-half times its height and shall not encroach on any public right-of-way or other public space.

**Chapter 15.10
EXISTING BUILDING CODE**

Sections:

- 15.10.010 Adoption.
- 15.10.020 Modifications.
- 15.10.030 Appeals.

15.10.010 Adoption.

The bound volume containing the code known as the International Existing Building Code, 2015 Edition, of the International Code Council, and every part thereof, together with the local amendments as set forth in PMC 15.11, shall constitute the laws of the city relating to housing.

15.10.020 Modifications.

The building official shall have the power to modify any of the provisions of the International Existing Building Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and

substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.10.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

**Chapter 15.11
EXISTING BUILDING CODE AMENDMENTS**

Sections:

- 15.11.010 Local amendments to the International Existing Building Code, 2015 Edition.
- 15.11.020 Administration.

15.11.010 Local amendments to the International Existing Building Code, 2015 Edition.

The amendments to the 2015 Edition of the International Existing Building Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the International Existing Building Code being amended; i.e., PMC 15.11.101 refers to Section 101.

15.11.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

**Chapter 15.12
RESIDENTIAL CODE**

Sections:

- 15.12.010 Adoption.
- 15.12.020 Modifications.
- 15.12.030 Appeals.

15.12.010 Adoption.

The bound volumes containing the code known as the International Residential Code, 2015 Edition, of the International Code Council, and every part thereof excluding Chapters 11 through 43, together with the local amendments as set forth in Chapter 15.16 PMC, shall constitute the laws of the city relating to residences.

15.12.020 Modifications.

The building official shall have the power to modify any of the provisions of the International Residential Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.12.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

Chapter 15.16 RESIDENTIAL CODE AMENDMENTS

Sections:

15.16.010	Local amendments to the International Residential Code, 2015 Edition.
15.16.020	Administrative.
15.16.R202	Definitions.
15.16.R301.2(1)	Table R301.2(1) Climatic and geographic design criteria.
15.16.R301.5	Table R301.5 Minimum uniformly distributed live loads.
15.16.R302.5.1	Opening protection.
15.16.R302.6	Table 302.6 Dwelling/garage separation.
15.16.R303.1	Habitable rooms (light and ventilation).
15.16.R303.3	Bathrooms.
15.16.R309.1	Garages and carports.
15.16.R310.2.1	Minimum opening area.
15.16.R313	Automatic fire sprinkler systems.
15.16.R315.1	Interconnection.
15.16.R401.3	Drainage.
15.16.R403.1	General.
15.16.R403.1.1	Minimum size.
15.16.Table R403.1	Minimum width of concrete or masonry footings.
15.16.R403.3.3	Drainage.
15.16.R403.3.4	Termite damage.
15.16.R403.4.1	Crushed stone footings.
15.16.Table R403.4	Minimum depth of crushed stone footings.
15.16.R406.1	Concrete and masonry foundation damp-proofing.
15.16.R807.1	Attic access.
15.16.R905.14	Sprayed polyurethane foam roofing.

15.16.010 Local amendments to the International Residential Code, 2015 Edition.

The amendments to the 2015 Edition of the International Residential Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the International Residential Code being amended; i.e., PMC 15.16.R202 refers to Section R202.

15.16.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

15.16.R202 Definitions.

Amend by adding the following definition:

DUPLEX DWELLING UNIT is a building which contains not more than two dwelling units which are not otherwise distinguished or separated by a recorded lot line.

15.16.R301.2(1) Table R301.2(1) Climatic and geographic design criteria.

Amend this table to read as follows:

Roof Snow load:	50 psf
Wind speed:	110 mph
Seismic Design Category:	D2
Weathering:	Severe
Frost line depth:	42" below finished grade

15.16.R301.5 Table R301.5 Minimum uniformly distributed live loads.

Amend this table by deleting the value of 30 psf for sleeping rooms and replace with 40 psf live load for sleeping rooms.

15.16.R302.5.1 Opening protection.

Add the following sentence to this section:

Doors between the garage and residence shall be self-closing and latching. Doors shall be equipped with tight fitting smoke gasket seals installed along the top and sides of doors. A tight-fitting threshold seal shall also be installed.

15.16.R302.6 Table R302.6 Dwelling/garage separation.

Amend this table as follows:

Revise all references in the table to one-half inch gypsum board and replace with five-eighths inch thick type X gypsum board.

Revise line two of the Material column to read as follows:

Not less than one layer five-eighths inch type X gypsum board for nominal dimensional lumber or two layers of gypsum board as required by ICC Report ESR 1336 or as required by other proprietary research reports for specific engineered I joists which achieve a one-hour rated assembly.

15.16.R303.1 Habitable rooms (light and ventilation).

Replace this section and the exceptions with the following:

All habitable rooms shall be provided with natural light by means of exterior glazed openings with an area of not less than five percent of the floor area of such rooms with a minimum area of five square feet, except that minimum egress requirements shall govern. Natural ventilation shall be provided by openings to the exterior of not less than four percent of the floor area of habitable rooms. Such openings shall be openable and readily controllable by the building occupants. In lieu of required exterior openings for natural ventilation, a mechanical ventilating system may be provided. Such system shall be capable of providing air changes in accordance with the 2015 IECC as adopted and amended.

15.16.R303.3 Bathrooms.

Delete this section in its entirety, rename and replace with the following:

Section R303.3 Bathrooms and kitchens. Bathrooms, water closet compartments and similar rooms shall have a mechanical ventilating system connected directly to the outside capable of providing five air changes per hour. Moisture exhaust ducts shall be smooth and rigid. All moisture exhaust ducts located in an unconditioned space shall be insulated with a minimum R-11 and installed so as not to create low points where condensation may collect. All exhaust ducts shall be equipped with back-draft damper.

Kitchens shall have mechanical exhaust ventilation provided directly above or immediately adjacent to the primary cooking appliance. All vents shall be in accordance with IMC 2015.

15.16.R309.1 Garages and carports.

The area of floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to a drain or toward the main vehicle entry doorway. The door entering the residence shall be self-closing and self-latching with smoke gasket.

15.16.R310.2.1 Minimum opening area.

Delete the exception.

15.16.R313 Automatic fire sprinkler systems.

Delete this section in its entirety.

15.16.R315.1 Interconnection.

Add new subsection to read as follows:

In new construction, carbon monoxide detectors shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual dwelling unit.

15.16.R401.3 Drainage.

Delete the section and the exception and replace with the following:

Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection so as to not create a hazard. Lots shall be graded to drain surface water away from foundation walls. The grade shall be sloped a minimum of two percent within the first 10 feet. It shall be the responsibility of the owner or contractor to assure that discharge of roof and surface runoff is disposed of without affecting the adjacent property. Surface drainage across lot lines is prohibited.

15.16.403.1 General.

Delete the reference to "wood foundations" in the first sentence and add the following sentence to the end of the section to read as follows:

Wood footings shall be designed and stamped by a registered engineer licensed in the State of Alaska.

15.16.R403.1.1 Minimum size.

Amend by adding the following:

Footings shall have a minimum depth of 42 inches unless another depth is recommended by a foundation investigation.

15.16.Table R403.1 Minimum width of concrete or masonry footings.

Amend by revising the minimum footing width to 15 inches and minimum thickness to seven inches for supporting one floor.

15.16.R403.3.3 Drainage.

Delete this section in its entirety and replace with the following:

Final site drainage shall be in accordance with Section R401.3.

15.16.R403.3.4 Termite damage.

Delete this section in its entirety.

15.16.R403.4.1 Crushed stone footings.

Delete this section in its entirety.

15.16.Table R403.4 Minimum depth of crushed stone footings.

Delete this section in its entirety.

15.16.R406.1 Concrete and masonry foundation damp-proofing.

Amend this section by revising the first sentence to read as follows:

Except where required by Section R406.2 to be water proofed, foundation walls that retain earth and enclose interior spaces and floors below grade shall be damp-proofed from the top of the footing to 6 inches above finished grade.

Amend this section by adding exception 2 to read as follows:

2. Crawl space foundation walls or walls backfilled on both sides, such as those used in conjunction with a "slab on grade", do not require damp-proofing.

15.16.R807.1 Attic access.

Add the following sentence to the end of the second paragraph:

Attic access shall not be located in a room containing bathing facilities or closets. The minimum size of the access shall be 23 inches by 48 inches.

Exception: Attic access may be provided from the exterior gable vent in accordance with size and opening requirements of this section. The gable vent must be readily accessible.

15.16.R905.14 Sprayed polyurethane foam roofing.

Delete this section in its entirety.

Chapter 15.20 MECHANICAL CODE

Sections:

15.20.010	Adoption.
15.20.020	Modifications.
15.20.030	Appeals.

15.20.010 Adoption.

The bound volumes containing the code known as the International Mechanical Code, 2015 Edition, of the International Code Council, and every part thereof including Appendix A, together with the local amendments as set forth in PMC 15.24, shall constitute the laws of the city relating to heating, cooling and ventilation installations.

15.20.020 Modifications.

The building official shall have the power to modify any of the provisions of the International Mechanical Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.20.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.010.

Chapter 15.24 MECHANICAL CODE AMENDMENTS

Sections:

15.24.010	Local amendments to the International Mechanical Code, 2015 Edition.
15.24.020	Administration.
15.24.201.3	Terms defined in other codes.
15.24.301.2	Energy utilization.
15.24.301.19	Carbon monoxide alarm.
15.24.303.8	Elevator shafts.
15.24.401.4	Intake openings.
15.24.401.5	Intake opening protection.
15.24.403.3.1.1	Outdoor airflow rate.
15.24.507.1	General.
15.24.508.1	Makeup air.
15.24.602.1	General.
15.24.1005.2	Potable water supply.
15.24.1006.8	Electrical requirements.
15.24.1105.3	Refrigerant detector.
15.24.1301.4	Fuel tanks, piping and valves.

15.24.010 Local amendments to the International Mechanical Code, 2015 Edition.

The amendments to the 2015 Edition of the International Mechanical Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the International Mechanical Code being amended; i.e., PMC 15.24.201.3 refers to Section 201.3.

15.24.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

15.24.201.3 Terms defined in other codes.

Revise this section as follows:

Where terms are not defined in this code and are defined in the International Building Code, National Electrical Code, International Fire Code, International Fuel Gas Code or Uniform Plumbing Code, such terms shall have meanings ascribed to them in those codes as currently adopted and amended by the city of Palmer.

15.24.301.2 Energy utilization.

Delete this section in its entirety.

15.24.301.19 Carbon monoxide alarm.

Add this section numbering, title and the following after Section 301.18.

Where a fuel-fired appliance is installed or replaced in an existing dwelling an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. A single station, battery-operated carbon monoxide alarm shall be listed as complying with UL 2034 and shall be installed according to the manufacturer's installation instructions.

15.24.303.8 Elevator shafts.

Delete this section in its entirety and replace as follows:

Mechanical systems shall not be located in an elevator shaft except mechanical equipment and devices exclusively serving the elevator. Discharge piping from any sump pump shall exit the hoist way as low as practicable. Sump pumps shall be sized per the Uniform Plumbing Code as currently adopted and amended by the city of Palmer.

15.24.401.4 Intake openings.

Add the following exception:

Exception: Passive Outdoor Air intake openings, including opening doors and windows, shall not be located closer than three feet horizontally to any gas pressure regulator vent opening, unless such vent opening is located at least three feet above the air intake opening.

15.24.401.5 Intake opening protection.

Add an exception at the end of this section as follows:

Exception: HRV weather hoods as provided by the respective unit's manufacturer may be used for its intake and Exhaust Air openings.

15.24.403.3.1.1 Outdoor airflow rate.

Amend this section by revising the first sentence to read as follows:

Ventilation systems shall be designed to have the capacity to supply the minimum outdoor airflow rate determined in accordance with Table 403.3.1.1 based on the occupancy of the spaces and the occupant load or in accordance with the latest edition of ASHRAE Standard 62.

15.24.507.1 General.

Amend this section by adding the following sentence.

Design documents for commercial hoods, commercial ventilation and makeup air systems shall be designed by and bear the stamp of a professional mechanical engineer currently registered in the State of Alaska.

15.24.508.1 Makeup air.

Amend this section by adding the following sentence.

Design documents for commercial hoods, commercial ventilation and makeup air systems shall be designed by and bear the stamp of a professional mechanical engineer currently registered in the State of Alaska.

15.24.602.1 General.

Revise this section as follows:

Supply, return, exhaust, relief and ventilation air plenums shall be limited to areas above a ceiling or below the floor, attic spaces and mechanical equipment rooms. Plenums shall be limited to one fire area. Fuel-fired appliances shall not be installed within a plenum.

Exception: Underfloor crawlspaces shall not be used as plenums.

15.24.1005.2 Potable water supply.

Delete this section and its title in their entirety and substitute the following:

Section 1005.2 Water Supply. An automatic means of water or heat transfer liquid makeup supply is required to be connected to all boilers. Connections to the potable water piping system shall be in accordance with the Uniform Plumbing Code as currently adopted and amended by the city of Palmer.

15.24.1006.8 Electrical requirements.

Add the following sentence:

The required means of disconnect shall be within clear view of the boiler burner.

15.24.1105.3 Refrigerant detector.

Amend this section by adding a second sentence to read as follows:

Refrigerant detectors shall alarm both inside and outside the machinery room and refrigerated space.

15.24.1301.4 Fuel tanks, piping and valves.

Amend and add to this section as follows:

The tank, piping and valves for appliances burning oil shall be installed in accordance with the requirements of this chapter. The fuel oil supply line is required to be taken from the top of the tank only, and where the level of fuel within the tank may be above the inlet port of the appliance served an approved method to prevent siphoning from the tank must be provided. If the tank is located inside a building, emergency pressure relief venting is required to the exterior.

**Chapter 15.28
ELECTRICAL CODE**

Sections:

- 15.28.010 Adoption.
- 15.28.020 Modifications.
- 15.28.030 Appeals.

15.28.010 Adoption.

The bound volumes continuing the code known as the National Electrical Code, 2014 Edition, of the National Fire Protection Association, and every part thereof, together with the local amendments as set forth in PMC 15.32, shall constitute the laws of the city relating to electrical installations.

15.28.020 Modifications.

The building official shall have the power to modify any of the provisions of the National Electrical Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.28.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

**Chapter 15.32
ELECTRICAL CODE AMENDMENTS**

Sections:

- 15.32.010 Local amendments to the National Electrical Code, 2014 Edition.

15.32.020	Administration.
15.32.090.4A	Schedule of permit fees.
15.32.100A	General.
15.32.210.8(A)(7)	Dwelling units.
15.32.210.8(E)	Day care facilities.
15.32.230.70(A)(1)	Location.
15.32.230.70(B)	Marking.
15.32.334.104	Conductors.

15.32.010 Local amendments to the National Electrical Code, 2014 Edition.

The amendments to the 2014 Edition of the National Electrical Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the National Electrical Code being amended; i.e., PMC 15.32.210.8 refers to Section 210.8.

15.32.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

15.32.090.4A Schedule of permit fees.

The fee for each permit shall be as set forth in the current, adopted budget.

15.32.100A General.

Amend by adding the following definition:

BUILDING OFFICIAL: The officer or other designated authority charged with the administration and enforcement of this code.

15.32.210.8(A)(7) Dwelling units.

Amend by revising subsection to read as follows:

Sinks - where receptacles within 1.8 m (six ft.) of the outside edge of the sink as measured along wall.

15.32.210.8(E) Day care facilities.

Add subsection (E) to read as follows:

(E) Day Care Facilities - In all day care facilities as defined by the current building codes as adopted and amended by the city of Palmer all 125-volt, single phase, 15- and 20-ampere receptacles installed where accessible to children shall have ground-fault circuit-interrupter (GFCI) protection.

15.32.230.70(A)(1) Location.

Add the following:

If installed inside, a means to disconnect all conductors in the building from the service entrance conductors shall be provided on the building exterior.

15.32.230.70(B) Marking.

Add the following:

When there is more than one meter on any single service, they shall be permanently identified with numbers painted on the meter base at least one inch in height or identified by other approved means that corresponds to the number on the unit served.

15.32.334.104 Conductors.

Amend the first sentence to read as follows:

The 600 volt insulated conductors shall be sizes No. 12 AWG through No. 2 AWG with copper conductors or sizes No. 6 AWG through No. 2 AWG with aluminum or copper-clad aluminum conductors.

**Chapter 15.36
PLUMBING CODE**

Sections:

- 15.36.010 Adoption.
- 15.36.020 Modifications.
- 15.36.030 Appeals.

15.36.010 Adoption.

The bound volumes containing the code known as the Uniform Plumbing Code, 2015 Edition, of the International Association of Plumbing and Mechanical Officials, and every part thereof, including Appendices A through L, together with the local amendments as set forth in Chapter 15.40 PMC, shall constitute the laws of the city relating to plumbing installations.

15.36.020 Modifications.

The building official shall have the power to modify any of the provisions of the Uniform Plumbing Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.36.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

**Chapter 15.40
PLUMBING CODE AMENDMENTS**

Sections:

- 15.40.010 Local amendments to the Uniform Plumbing Code, 2015 Edition.
- 15.40.020 Administration.
- 15.40.422.0 Minimum number of required fixtures.
- 15.40.422.1 Table 422.1 Minimum plumbing facilities.

- 15.40.501.0 General
- 15.40.505.1 Locations.
- 15.40.603.5.10 Steam or hot water boilers.
- 15.40.609.1 Installation, unions and location.
- 15.40.609.4 Testing.
- 15.40.612 Residential fire sprinkler systems.
- 15.40.719.1 Cleanout location.
- 15.40.807.3 Domestic dishwashing machines.
- 15.40.812.2 Elevator pits.
- 15.40.1106.2 Methods of testing storm drainage systems.
- 15.40.Chapter 14 Firestop protection.
- 15.40.C101.1 Applicability.
- 15.40.Appendix H Private sewage disposal systems.

15.40.010 Local amendments to the Uniform Plumbing Code, 2015 Edition.

The amendments to the 2015 Edition of the Uniform Plumbing Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the Uniform Plumbing Code being amended; i.e., PMC 15.40.422.0 shall reference Section 422.0.

15.40.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

15.40.422.0 Minimum number of required fixtures.

Delete this section in its entirety and refer to Alaska State Statute 18.60.705 as follows:

Section 18.60.705. Plumbing code.

(a) Except as provided otherwise in this section, and unless the department adopts by regulation a later edition of the following publications or a later version of another nationally recognized code approved by the legislature by law, the following publications are adopted as the minimum plumbing code for the state:

(1) Chapters 2-14, and the appendices A through L of the 1997 edition of the Uniform Plumbing Code published by the International Association of Plumbing and Mechanical Officials and adopted at the 67th annual conference, September 1996, excluding Table 4.1, "Minimum Plumbing Facilities"; and adding Appendix Chapter 29, Table A-29-A, "Minimum Plumbing Fixtures", of the 1997 edition of the Uniform Building Code published in April 1997 by the International Council of Building Officials, except that for the category identified in Table A-29-A as "Assembly places - Auditoriums, convention halls, dance floors, lodge rooms, stadiums and casinos", when the category is applied to auditoriums, convention halls, stadiums and casinos, the ratios

(A) indicating the number of water closets required for females are changed to provide the following:

- (i) four water closets for 1 - 50 females;
- (ii) six water closets for 51 - 100 females;
- (iii) 10 water closets for 101 - 200 females;
- (iv) 14 water closets for 201 - 400 females; and

- (v) one additional water closet for each 100 females over 400 females; and
- (B) indicating the number of lavatories required for females and males are changed to:
 - (i) one lavatory for each water closet up to four water closets; and
 - (ii) one additional lavatory for each two additional water closets beyond four water closets;

15.40.422.1 Table 422.1 Minimum plumbing facilities.

Delete this table in its entirety and refer to Table 2902.1 in the 1997 Uniform Building Code as currently adopted and amended by the city of Palmer for plumbing.

15.40.501.0 General.

Delete this section and substitute the following:

The regulations of this chapter shall govern the construction, location and installation fuel-burning and other water heaters heating potable water. All fuel and combustion air systems, chimneys, vents and their connectors shall be regulated by the respective sections of the International Mechanical Code and the International Fuel Gas Code as currently adopted and amended by the city of Palmer. The minimum capacity for water heaters shall be in accordance with the first hour rating listed in Table 501.1(1). All design, construction and workmanship shall be in conformity with accepted engineering practices, manufacturer's installation instructions, and applicable standards and shall be of such character as to secure the results sought to be obtained by the respective codes.

15.40.505.1 Locations.

Amend by adding a second sentence to read as follows:

Fuel-burning water heaters shall not be installed under a stairway, landing or required exit.

15.40.603.5.10 Steam or hot water boilers.

Add the following exception:

Exception: Potable water makeup connections to boilers containing only heat-transfer mediums of water or other nontoxic fluid having a toxic rating or Class of one as listed in Clinical Toxicology of Commercial Products, 5th Edition shall be permitted to be provided with a listed backflow preventer with intermediate atmospheric vent.

15.40.609.1 Installation, unions and location.

Amend by adding Section 609.1 as follows:

Water meters and related fittings shall be installed according to city regulations. The water meter shall be accessible for maintenance and repair.

15.40.609.4 Testing.

Delete the third sentence and substitute the following:

A one hundred (100) pound per square inch air pressure test may be substituted for the water test.

15.40.612 Residential fire sprinkler systems.

Delete this section in its entirety.

15.40.719.1 Cleanout location.

Delete the first paragraph in its entirety and replace with the following:

Cleanouts shall be placed at the connection of the building sewer and building drain outside the building and extend to grade.

15.40.807.3 Domestic dishwashing machines.

Add the following subsection:

Section 807.3.1 When a compartment or space for a domestic dishwasher is provided, an approved dishwasher airgap fitting shall be installed.

15.40.812.2 Elevator pits.

Add this new subsection:

Where drains are not provided to prevent the accumulation of water in elevator pits, sumps are required. Drains connected directly to the sanitary system shall not be installed in elevator pits. Sumps in elevator pits, where provided, shall be covered and the cover shall be level with the pit floor. The pump shall be of sufficient capacity to prevent the accumulation of water in the pit. If the building is fire-sprinklered, the pump shall be sized of at least the capacity of one energized sprinkler head.

15.40.1106.2 Methods of testing storm drainage systems.

Delete the first sentence of this section and substitute the following:

The piping of storm drain systems shall be tested upon completion of the rough piping installation by water or air and proved tight.

15.40.Chapter 14 Firestop protection.

Delete this chapter in its entirety and replace with the International Building Code as currently adopted and amended by the city of Palmer.

15.40.C101.1 Applicability.

Add the following to this section:

For the plumbing systems in Appendix C, other than those of C301.0, C302.0 and C501.0, the design by a registered professional engineer is required where the work is not exempted by AS 08.48.331. A riser diagram or isometric indicating the provisions of Appendix C intended to be installed shall be submitted for review and approval by the Building Department prior to the work being commenced. The riser diagram or isometric is in addition to the other details or data that may be required by the Building Official.

15.40. Appendix H Private sewage disposal systems.

Delete this section in its entirety and replace with the following:

Private sewage disposal systems shall be designed and installed in accordance with the current standards as published by the State of Alaska Department of Environmental Conservation (DEC). Written verification from DEC or a State of Alaska certified septic system installer of the DEC's approved installation shall be submitted to the Building Department. A Certificate of Occupancy shall not be issued until this written verification is submitted to the Community Development Department.

Chapter 15.42 FUEL GAS CODE

Sections:

- 15.42.010 Adoption.
- 15.42.020 Modifications.
- 15.42.030 Appeals.

15.42.010 Adoption.

The bound volume containing the code known as the International Fuel Gas Code, 2015 Edition, of the International Code Council, Chapters 6 and 7, together with the local amendments as set forth in Chapter 15.43 PMC, shall constitute the laws of the city relating to fuel gas installations.

15.42.020 Modifications.

The building official shall have the power to modify any of the provisions of the International Fuel Gas Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.42.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

Chapter 15.43 FUEL GAS CODE AMENDMENTS

Sections:

- 15.43.010 Local amendments to the International Fuel Gas Code, 2015 Edition.
- 15.43.020 Administration.

15.43.010 Local amendments to the International Fuel Gas Code, 2015 Edition.

The amendments to the 2015 Edition of the International Fuel Gas Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the article and section of the International Fire Code being amended; i.e., PMC 15.43.101 refers to Section 101.

15.43.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

**Chapter 15.44
FIRE CODE**

Sections:

- 15.44.010 Adoption.
- 15.44.020 Modifications.
- 15.44.030 Appeals.

15.44.010 Adoption.

The bound volumes containing the code known as the International Fire Code, 2015 Edition, of the International Code Council, including Appendices B, C, D and E, together with the local amendments as set forth in PMC 15.48, shall constitute the laws of the city relating to conditions hazardous to life and property from fire or explosion.

15.44.020 Modifications.

The chief of the fire department shall have the power to modify any of the provisions of the International Fire Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the chief of the fire department thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.44.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

**Chapter 15.48
FIRE CODE AMENDMENTS**

Sections:

- 15.48.010 Local amendments to the International Fire Code, 2015_Edition.
- 15.48.020 Administration.
- 15.48.105.6 Permit required.
- 15.48.201.3 Terms defined in other codes.
- 15.48.903.2.8 Group R.
- 15.48.1030.1 General.
- 15.48.1030.2 Minimum size.
- 15.48.1031.10 Protection from falling snow and ice.
- 15.48.2306.2.3.1 Locations where aboveground tanks are prohibited.

15.48.010 Local amendments to the International Fire Code, 2015 Edition.

The amendments to the 2015 Edition of the International Fire Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the article and section of the International Fire Code being amended; i.e., PMC 15.48.103.1.4 refers to Section 103.1.4.

15.48.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

15.48.105.6 Permit required.

Delete all required permits except the following:

105.6.15	Explosives.
105.6.16	Fire hydrants and water-control valves.
105.6.3	Aircraft refueling vehicles.
105.6.33	Candles and open flames in assembly areas.

15.48.201.3 Terms defined in other codes.

Where terms are not defined in this code and are defined in the International Building Code, International Fuel Gas Code, International Mechanical Code or Uniform Plumbing Code as currently adopted and amended by the city of Palmer, such terms shall have the meanings ascribed to them as in those codes.

Where reference to any electrical code is made in this code, it shall be taken to mean the National Electrical Code as currently adopted and amended by the city of Palmer.

15.48.903.2.8 Group R.

A four-plex or greater shall include an automatic sprinkler system installed in accordance with Section 903.3 throughout all buildings with a Group R fire area.

15.48.1030.1 General.

Revise the first sentence of the paragraph to read as follows:

In addition to the means of egress required by this chapter, provisions shall be made for emergency escape and rescue in Group R, I-2 and day care occupancies where napping or sleeping rooms are provided.

Revise Section 1030.1 by deleting exception 1.

15.48.1030.2 Minimum size.

Delete the exception.

15.48.1031.10 Protection from falling snow and ice.

Section 1030 Maintenance of the means of egress is revised by adding the following section:

Section 1031.10 Protection from falling snow and ice.

Where the accumulation of snow and/or ice on a structure creates a hazardous condition, the areas below the accumulation shall be protected from falling snow and/or ice. These areas shall include but are not limited to building entrances and exits, pedestrian, driveways, public rights-of-way and utility locations for gas meters, fire department connections and electrical meters, services and disconnects, etc.

15.48.2306.2.3.1 Locations where aboveground tanks are prohibited.

Insert a section to read as follows:

Storage of Class I and II liquids in aboveground tanks outside of buildings is prohibited in all areas of the city except those designated as an Industrial Use District on the Zoning Map.

**Chapter 15.52
DANGEROUS BUILDINGS**

Sections:

- 15.52.010 Adoption.
- 15.52.020 Modifications.

15.52.010 Adoption.

The bound volumes containing the code known as the Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, of the International Conference of Building Officials, and every part thereof except Chapter 5, together with the local amendments as set forth in PMC 15.56, shall constitute the laws of the city relating to the abatement of dangerous buildings.

15.52.020 Modifications.

The building official shall have the power to modify any of the provisions of the Uniform Code for the Abatement of Dangerous Buildings adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured, and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

**Chapter 15.56
DANGEROUS BUILDINGS AMENDMENTS**

Sections:

- 15.56.010 Local amendments to the Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition.
- 15.56.020 Definitions.
- 15.56.201.2 Inspections.
- 15.56.205 Board of appeals.
- 15.56.402 Recordation of notice and order.
- 15.56.905 Personal obligation and special assessment.

- 15.56.907 Payment schedule provisions amended.
- 15.56.908 Lien of assessment.

15.56.010 Local amendments to the Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition.

The amendments to the 1997 Edition of the Uniform Code for the Abatement of Dangerous Buildings are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the Uniform Code for the Abatement of Dangerous Buildings being amended; i.e., PMC 15.56.205 refers to Section 205. The Uniform Code for the Abatement of Dangerous Buildings is also amended by the definitions contained in PMC 15.56.020. All these amendments are in addition and supplementary to those amendments set out in Chapter 15.52 PMC.

15.56.020 Definitions.

“Board of appeals” as used in the code means “city manager”.

“County” as used in the code means “Matanuska-Susitna Borough”.

“Fire marshal” as used in the code means “chief of the city fire department or designee”.

“Misdemeanor” as used in the code means “violation”.

15.56.201.2 Inspections.

Delete “health officer, the”.

15.56.205 Board of appeals.

Delete the entire section and insert the following:

Appeals under this chapter shall be in accordance with PMC 15.70.

15.56.402 Recordation of notice and order.

Change the term “county recorder” as appears twice in this section to “State of Alaska recorder’s office”.

15.56.905 Personal obligation and special assessment.

Delete the provisions of this section and replace as follows:

(a) The responsibility for payment of the charges for abatements as set forth in this chapter shall rest upon the owners of the property upon which the abatement occurred, to include the owners at the time of occurrence of the condition rendering the property subject to these abatement proceedings and the owners at the time of the actual abatement proceedings.

(b) The city shall have the right to bring suit for the collection of charges for abatement as set forth in this chapter plus costs and attorney’s fees against all the parties responsible for payment, jointly and severally.

(c) In addition, the city shall have the right to impose an assessment against the property for the repayment of the abatement charges. If the city proceeds with an assessment, it shall confirm the assessment, cause the same to be recorded on the assessment roll, and thereafter said assessment shall constitute a special assessment and a lien upon the property.

(d) The lien created herein may be enforced as provided in AS 34.35.005 to AS 34.35.045. The enforcement of the lien is a cumulative remedy and does not bar the collection of the charges for abatement as provided in subsection (b) above.

15.56.907 Payment schedule provisions amended.

Delete the title and the entire section and substitute the following:

Payment Schedule--Delinquency, Interest. These matters shall be controlled by PMC 3.08.100 A, B, C and D, except that the following will be deleted from B, "(or interest installment under subsection (E) (4) of this section)".

15.56.908 Lien of assessment.

Delete the subsections (a) and (b) and substitute the following:

Immediately upon its being placed on the assessment roll the assessment shall be deemed to be complete, the several amounts assessed shall be payable, and the assessments shall be liens against the lots or parcels of land assessed, respectively. The lien shall be subordinate to all existing special assessment liens previously imposed and to state, borough and city property taxes upon the same property. The lien shall be paramount to all other liens. The lien shall continue until the assessment and all interest due and payable thereon are paid.

**Chapter 15.57
ENERGY CONSERVATION CODE**

Sections:

- 15.57.010 Adoption.
- 15.57.020 Modifications.
- 15.57.030 Appeals.

15.57.010 Adoption.

The bound volume containing the code known as the International Energy Conservation Code, 2015 Edition, of the International Code Council, together with local amendments as set forth in Chapter 15.58 PMC, shall constitute the laws of the city relating to energy conservation regulations. Where the International Energy Conservation Code conflicts with this code, this code shall prevail.

15.57.020 Modifications.

The building official shall have the power to modify any of the provisions of the International Energy Conservation Code adopted by this chapter upon application in writing by the owner, lessee or duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code is observed, public safety secured,

and substantial justice done. The particulars of the modification, when granted or allowed, and the decision of the building official thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant.

15.57.030 Appeals.

Appeals under this chapter shall be in accordance with PMC 15.70.

**Chapter 15.58
ENERGY CONSERVATION CODE AMENDMENTS**

Sections:

- 15.58.010 Local amendments to the International Energy Conservation Code, 2015 Edition.
- 15.58.020 Administration.
- 15.58.103.1.1 Above code programs.

15.58.010 Local amendments to the International Energy Conservation Code, 2015 Edition.

The amendments to the 2015 Edition of the International Energy Conservation Code are listed hereafter by section. The last digits of the section number, after the title and chapter digits, refer to the section of the International Energy Conservation Code being amended; i.e., PMC 15.58.103.1.1 refers to Section 103.1.1.

15.58.020 Administration.

Administrative actions under this chapter shall be in accordance with PMC 15.00 and PMC 15.02.

15.58.103.1.1 Above code programs.

Amend by adding a new section as follows:

For the purpose of energy conservation, the requirements of this code along with the Alaska Building Energy Efficiency Standard amendments for residential as adopted by the State of Alaska will be the criteria to be used for new construction.

**Chapter 15.60
PENALTIES**

Sections:

- 15.60.010 Violation--Fine.

15.60.010 Violation--Fine.

A. A violation of this title is an offense punishable by the fine established in the current, adopted budget.

B. The imposition of a fine for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy the violations or defects within a reasonable time; and, when not otherwise specified, each 10 days of that prohibited conditions are maintained shall constitute a separate offense.

C. The application of the penalty set forth in subsection (A) of this section shall not be held to prevent the enforced removal of prohibited conditions.

Chapter 15.70 APPEALS

Sections:

15.70.010 Appeals.

15.70.010 Appeals.

A. Whenever the building official disapproves an application or refuses to grant a permit applied for, or when it is claimed that any provision of the code has been misconstrued or wrongly interpreted, the person disagreeing with the building official, referred to as applicant, may appeal from the decisions of the building official to the city manager within 30 days from the date of the decision.

B. Applicant must file the appeal with the city manager within 30 calendar days of applicant's receipt of the building official's decision. Applicant's failure to duly appeal within this time constitutes a waiver of applicant's appeal rights and the building official's decision becomes final.

C. In the appeal, the applicant must:

1. State that the document is an appeal;
2. Specify the specific order, action or inaction protested;
3. State any material facts claimed to support applicant's contention;
4. State the relief sought and the reasons why it is claimed the protested order, action, or inaction should be reversed, modified, or otherwise set aside;
5. Applicant must verify, under penalty of perjury, the truth of the matters stated in the appeal.

D. Upon timely receipt of the appeal, the city manager will set a date to hear the appeal. Such date will not be less than 10 calendar days nor more than 60 calendar days from the date the city manager received the appeal. The city manager will send notice of the date, time, and place of the hearing to the applicant and the building official at least 10 calendar days before the hearing.

E. The applicant and the building official may be represented by counsel. The city manager may be assisted by counsel.

F. All testimony shall be under oath. The proceedings shall be tape-recorded. Upon written request, applicant is entitled to a copy of the tape at no charge. Applicant and the building official may examine and cross-examine witnesses. The city manager or representative may also question witnesses. Exhibits may be introduced. The rules of evidence need not be strictly followed. Irrelevant or unduly repetitious evidence may be excluded. The factual record is closed

at the close of the hearing, and may be reopened only upon good cause. The city manager may continue the hearing for good cause.

G. The order of presentation will be:

1. Brief opening statement by applicant;
2. Brief opening statement by building official;
3. Presentation of evidence by applicant;
4. Presentation of evidence by the building official;
5. Rebuttal evidence as necessary;
6. Argument by applicant;
7. Argument by building official.

H. Applicant bears the burden of proof by a preponderance of the evidence on all factual matters.

I. The decision of the city manager shall be in writing and shall contain findings of fact, a determination of the issues presented, and the requirements to be complied with.

J. An applicant who is dissatisfied with the city manager's decision may appeal it to the superior court in Palmer only. Such appeal must be filed within 30 calendar days of applicant's receipt of the final decision. Applicant's failure to meet this 30-calendar-day deadline constitutes a waiver of all appeal rights and the city manager's decision becomes final.

K. The city manager's decision must notify applicant in writing of provisions of subsection (J) of this section.

Section 5. Effective Date. Ordinance No. 17-005 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

City of Palmer
Information Memorandum No. 17-014
Ordinance No. 17-006

Subject: Ordinance 17-006: Amending Palmer Municipal Code Section 8.42.010 Definitions and Section 8.42.030 Use Prohibited to Define Sky Lanterns and Prohibit the Use of Sky Lanterns in the City of Palmer

Agenda of: March 14, 2017

Council Action: **Adopted** **Denied**
 Amended: _____


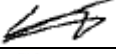
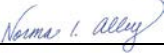
Originator Information:

Originator: Fire Chief John McNutt 

Department Review:

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: \$ _____

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: 

Attachment(s):

- Ordinance No. 17-006

Summary Statement:

Ordinance No. 17-006 amends the Palmer Municipal Code (PMC) as it relates to the definitions, approved, and prohibited use of fireworks. Palmer Municipal Code (PMC) 8.42 Fireworks, needs revision due to obsolete commissions and lack of definitions regarding fireworks/pyrotechnics. The current code lacks clarification of permissible items authorized for use inside the city limits of Palmer. In addition, previous code referenced the Interstate Commerce Commission regulations for suitable items, this Commission was dissolved on January 1, 1996. The recommended changes to the PMC will allow for the public to better understand what is safe, authorized for use per the code, and corrects the reference to the Interstate Commerce Commission.

Sky lanterns are an uncontrolled open flame device that heat the air inside the lantern and then are released to float freely with the winds. In September 2016, an event held at the Alaska State Fairgrounds released a large number of sky lanterns and some of the sky lanterns floated into Crowley Petroleum's fuel yard still burning as Crowley employees were in the process of fueling gasoline tanker trucks. These lanterns also fell onto propane storage stacks and if one of the propane bottles would have had a small leak this could have ignited and then spread and caused a large explosion. These lanterns were also found on power lines, across the airfield, and on private property creating a liter of garbage of which the responsible party does not always clean up. These uncontained, uncontrolled flames could have the potential to start fires to buildings, private property, or the wildland areas that are in and surround the City of Palmer.

In the 2015 International Fire Code and National Fire Protection Association Standard 1, *Fire Code*, 2015 Edition, they have banned the use of sky lanterns due to the dangers of starting fires and danger to the communities. There have also been reports of fires, traffic hazards and hazards to livestock and animals from these sky lanterns. It is recommended the City of Palmer follow suit and adopt Ordinance No. 17-006.

Administration's Recommendation:

Adopt Ordinance No. 17-006 Amending Palmer Municipal Code Section 8.42.010

Introduced by: City Manager Wallace

Date: March 28, 2017

Public Hearing:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 17-006

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 8.42.010 Definitions and Section 8.42.030 Use Prohibited to Define Sky Lanterns and Prohibit the Use of Sky Lanterns in the City of Palmer

THE CITY OF PALMER, ALASKA ORDAINS:

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

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

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

Chapter 8.42 - FIREWORKS

8.42.0110 Definitions.

In this chapter, the definition of "fireworks" includes any:

- A. Combustible or explosive composition or any substance producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- B. Blank cartridges, toy pistols, toy cannons, toy canes or toy guns in which explosives are used;
- C. Roman candles, daygo bombs, or any other fireworks of like construction which contain any explosives or flammable compound, or any tablets or other device containing any explosive substance;
- D. The term "fireworks" shall not include sky lanterns, ~~auto~~ road flares or novelties ~~paper caps~~. ~~not containing in excess of an average of 25 hundredths of a grain of explosive content per cap manufactured in accordance with the Interstate Commerce Commission regulations for packing and shipping, as provided therein, and toy pistols, toy canes, toy guns, or other devices for use of such caps, the same any use of which shall be permitted at all times.~~

1. Sky Lanterns are an airborne lantern typically made of paper with a wood frame containing a candle, fuel cell composed of waxy flammable material or other open flame which serves as a source to heat the air inside of the lantern to cause it lift into the air including "sky candles", "air paper lanterns", "Chinese lanterns", and other similar devices designed to be levitated by open flame and released into the air uncontrolled.

2. Road flares (fusee) are type of flare which burns for 10–60 minutes with a bright red light. Road flares are commonly used to indicate obstacles or advise caution on roadways at night; in this usage, they are also called *highway flares*, *traffic flares*, or *ground flares*. They are commonly found in roadside emergency kits.

3. Novelties are a device containing small amounts of pyrotechnic and/or explosive composition. Such devices produce limited visible or audible effects. Authorized novelties in the city limits of Palmer are listed below.

a. Party Poppers are a small device with paper or plastic exteriors that are actuated by means of friction (a string or trigger is typically pulled to actuate the device.) They frequently resemble champagne bottles or toy pistols in shape. Upon activation, the device expels flame-resistant paper streamers, confetti, or other novelties and produces a small report. Devices may contain not more than 16 mg (0.25 grains) of explosive composition, which is limited to potassium chlorate and red phosphorus.

b. Snappers are a small, paper-wrapped device containing not more than 1.0 mg of silver fulminate coated on small bits of sand or gravel. When dropped, the device explodes, producing a small report.

c. Toy caps are for toy pistols in sheets, strips, rolls, or individual caps, containing not more than an average of 0.25 grains (16 mg) of explosive composition per cap. Toy caps are described as Toy Caps NA0337 and classed as 1.4S.

8.42.030 Use Prohibited.

Except as provided in this chapter, it is unlawful to discharge fireworks or sky lanterns within the city.

Section 4. Effective Date. Ordinance No. 17-006 shall take effect upon adoption by the City of Palmer City Council.

Adopted this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on January 24, 2017, at 7:00 pm in the council chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 7:00 pm.

B. ROLL CALL

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

Edna DeVries, Mayor
Richard Best
David Fuller

Linda Combs, Deputy Mayor
Steve Carrington
Peter LaFrance

Council Member Hanson was absent and excused.

Also in attendance were the following:

Nathan Wallace, City Manager
Michael Gatti, City Attorney

Norma I. Alley, MMC, City Clerk
Bernadette Packa, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Fuller.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. Introduction of **Ordinance No. 17-002**: Amending Palmer Municipal Code Chapter 12.24.025.E Regarding Firearms in City Parks, Adding 12.24.025.M. Establishing Hours During Which Parks are closed, 12.24.025.N. Establishing Quiet Hours in Parks; and Amending 12.24.030 to Update Park Use Permits Process (IM No. 17-004)
2. Approval of Minutes of Previous Meetings
 - a. November 1, 2016, Special Meeting
 - b. November 8, 2016, Special Meeting
 - c. November 8, 2016, Regular Meeting
 - d. November 22, 2016, Regular Meeting

Main Motion: To Approve Consent Agenda and Minutes

Moved by:	Best
Seconded by:	Combs
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Hanson

E. COMMUNICATION AND APPEARANCE REQUESTS

Main Motion: To Suspend the Rules to Allow Additional Time for Speakers

Moved by:	Combs
Seconded by:	LaFrance
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Hanson

Item 1 – Kawasaki Disease Proclamation – Mayor DeVries read and presented the proclamation to Shannon and Aubrey Virgin.

Item 2 – Patrick Durand, Engine 557 Restoration Company President

- Provided a brief overview of the project’s origin in 2012 including its history and purpose;
- Addressed plans for Engine 557 following completion of the restoration project;
- Addressed some current needs, including restoration of the Alaska Rail Road Company right of way from the Alaska State Fair Grounds to the Depot in Downtown Palmer, access to the Palmer Industrial Park spur to the Airport for trial runs and training purposes, and a permanent engine house; and
- Fielded questions from the Council.

Additional information on the 557 Restoration Company project is available in the meeting packet file.

Council Member Carrington requested a resolution of support be prepared allowing for non-exclusive use of the airport spur. Council Member Best offered his support.

Item 3 – Thomas Olsen, Drug Enforcement Agency Task Force Partnership Group Supervisor

- Spoke concerning the Tactical Diversion Squad 360 Program whose focus is the control of heroin and non-prescription opioid medications;
- Shared about the action plan for the 360 Program and the role of the Task Force Officers; and
- Addressed the benefits of the program to the City of Palmer Police Officers and the community.

City Manager Wallace pointed out Asset forfeiture may assist with future funding of the program.

Deputy Mayor Combs requested an opportunity for discussion on partnership with the Drug Enforcement Agency Task Force be on a future agenda. Council Member Best offered his support.

The Council took a brief recess from 7:42 pm to 7:49 pm.

F. REPORTS

Item 1 – City Manager’s Report

City Manager Nathan Wallace:

- Highlighted his written report;
- Provided updates on the two construction projects;
- Offered Kudos to the Public Works Department for their excellent efforts on snow removal;
- Commented on the priorities used for snow removal;
- Highlighted the coming weekend events scheduled for the MTA Events Center; and
- Fielded questions from the Council.

Item 2 – City Clerk’s Report:

City Clerk Norma Alley highlighted her written report.

Item 3 – Mayor’s Report

Mayor DeVries:

- Highlighted her written report;
- Thanked Deputy Mayor Combs for filling in for her at the Japanese Kabuki theater presentation;
- Clarified attendance of the Wayfinding Committee Open House by Council Members Best and LaFrance;
- Spoke to scheduling a presentation by the Mat-Su Health foundation; and
- Addressed the potential design of a permanent plaque listing Golden Heart Award recipients.

Item 4 – City Attorney’s Report

City Attorney Michael Gatti offered to review proposed Legislative Bills with those going to Juneau.

G. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Addressed the issue of meeting dates conflicting with the Mat-Su Borough Assembly meetings; and
- Noted following his late arrival to the meeting, packets for the public had run out.

Mayor DeVries noted the large number of people present at the start of the meeting depleted the packets.

H. PUBLIC HEARINGS

Item 1 – Action Memorandum No. 17-005: City Council Statement of Non-Objection to the Renewal of Liquor License #4064, for the Palmer Municipal Golf Course, Located at 1000 LePak Avenue

Mayor DeVries opened the public hearing.

Eugene Carl Haberman:

- Spoke to the need for two public hearings on liquor license renewals; and
- Stated the more complicated an issue the greater the need for notice and for the public to speak.

Hearing no objection from the council, Mayor DeVries closed the public hearing.

No written notice or public input was received concerning renewal of the license.

Council Member Best pointed out the purpose of the action memorandum was only to verify the City had no concerns with the renewal of the license. This verification would then be supplied to the licensing agency for the State of Alaska, and they would determine whether to renew the license.

Main Motion: To Authorize Action Memorandum No. 17-005

Moved by:	Fuller
Seconded by:	Combs
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Hanson

Item 2 – Action Memorandum No. 17-006: City Council Statement of Non-Objection to the Renewal of Liquor License #2931, for the Mat-Su Miners, Located at the Alaska State Fairgrounds Hermon Brothers Field

Mayor DeVries opened the public hearing.

Eugene Carl Haberman:

- Spoke to the need for two public hearings on liquor license renewals; and
- Noted he viewed a single public hearing on the issue as fast-tracking.

Hearing no objection from the council, Mayor DeVries closed the public hearing.

No written notice or public input was received concerning renewal of the license.

Council Member Best clarified the State of Alaska was the governing body tasked with issuing liquor licenses. Alaska Statute 04.11.480 allows the local governing body to provide a protest to the State of Alaska concerning a liquor license renewal. No public hearing was required by the State of Alaska; however, the City of Palmer chose to allow the public to speak to the issue prior to the Council making its decision of protest or non-objection concerning each renewal.

Main Motion: To Authorize Action Memorandum No. 17-006

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Hanson

I. ACTION MEMORANDA

Item 1 – Action Memorandum No. 17-007: Authorize the City Manager to Negotiate and Execute a Phase 2 of the Contract with HDL Engineering Consultants for the Second Phase of the Engineering Services for the Rehabilitation and Repaving of Runway 16/34 not to exceed \$182,579.00 from the revised “Scope and Fee, Proposal for RFP #16-01PAQ

Main Motion: To Authorize Action Memorandum No. 17-007

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Hanson

J. NEW BUSINESS

Item 1 – Resolution No. 17-008: Adoption of the Warren “Bud” Woods Palmer Municipal Airport Master Plan 2016, developed by HDL Engineering Consultants (IM No. 17-005)

Main Motion: To Approve Resolution No. 17-008

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	Hanson

Item 2 – Golden Heart Lifetime Achievement Award

Discussion by the Council ensued.

Council Member Best requested support to have the Parks, Recreation, and Cultural Advisory Board discuss a permanent installation location and design for the Golden Heart Achievement Award.

Deputy Mayor Combs requested the recipients of the Golden Heart Achievement Award be notified of the date and time of the award presentation prior to the next Council meeting.

K. RECORD OF ITEMS PLACED ON THE TABLE

Airport Runway 16/34 Project Handout

L. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Spoke to the need for a fair opportunity for the public to be heard.

Sloane Dellafosse:

- Spoke to the recent Women’s March; and
- Thanked Council Member LaFrance for extending an invitation to the meeting as an opportunity to be heard.

M. COUNCIL MEMBER COMMENTS

Council Member Carrington:

- Spoke to the good road conditions in Palmer; and
- Suggested we continue to pursue Federal Aviation Administration funding.

Council Member LaFrance:

- Commented on the great job done on snow removal;
- Spoke to the 1,000 people peacefully demonstrating in Palmer over the weekend; and
- Reminded everyone of the February 15, Night Time Orienteering Race.

Council Member Best:

- Reminded everyone to be careful of children possibly playing in snow berms.

Council Member Fuller:

- Thanked Public Works for their efforts in keeping the roads cleared;
- Thanked those who attended the meeting; and
- Encouraged everyone to attend at least one meeting a month and keep informed.

Deputy Mayor Combs:

- Expressed kudos to Public Works for their work on the roads;
- Shared she would be unable to attend the upcoming Joint Council and Board of Economic Development meeting as she would be attending a series of meetings in Juneau as a commissioner on the Governor's Commission on Aging; and
- Shared about the Japanese Cinema Kabuki presentation this past weekend.

Mayor DeVries:

- Asked for an update from the City Manager on the Local Improvement District Special Assessments;
- Asked for an update on the land appraisal for the Glenn Highway Property; and
- Reminded everyone the next meeting was the Joint Council and Board of Economic Development meeting scheduled for February 7, 2017.

City Manager Wallace confirmed the Special Assessments update would take place in April and then again in October.

N. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:10 pm.

Approved this 28th day of March, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on February 28, 2017, at 7:00 pm in the council chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 7:00 pm.

B. ROLL CALL

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

Edna DeVries, Mayor	Linda Combs, Deputy Mayor
Richard Best	Steve Carrington
David Fuller	Brad Hanson
Peter LaFrance	

Also in attendance were the following:

Nathan Wallace, City Manager	Norma I. Alley, MMC, City Clerk
Michael Gatti, City Attorney	Bernadette Packa, CMC, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Carrington.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. Introduction of **Ordinance No. 17-004**: Amending Palmer Municipal Code Sections 4.30.100 Personal Leave Donations (IM No. 17-01)
 - b. **Action Memorandum No. 17-012**: Authorize the City Manager to Purchase Two New Police Patrol Vehicles and Equipment in the Amount of \$89,208.00, as Approved by the 2017 Budget, and to Purchase the Vehicles Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230, by Attaching to the State of Alaska Contract Pricing

Main Motion: To Approve Consent Agenda as Amended Including the Movement of Item H. 3. to Position H. 1.

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

E. COMMUNICATION AND APPEARANCE REQUESTS

F. REPORTS

Item 1 – City Manager’s Report

City Manager Nathan Wallace:

- Highlighted his written projects report;
- Provided an update on progress with the Dispatch Center transition;
- Commented on meeting with the Greater Palmer Fire Service to extend the contract for a few additional months;
- Noted the arrival of the two new fire trucks;
- Shared about his trip to Juneau;
- Highlighted the introduction of the new City Wellness Program;
- Commented on the Department Of Transportation property acquisition and the pursuit of a commercial property analysis;
- Commented on discussion with the Matsu Borough concerning parks projects;
- Thanked Public Works for their continued work in keeping Palmer Alaska at its Best in snow removal; and
- Spoke to the Grand Opening of the new Fred Meyer’s.

Council Member Best requested support to have City Manager Wallace contact the Department of Natural Resources to determine if the grant is still available for purchase of the Kopperud property. Council Member LaFrance provided support.

Item 2 – City Clerk’s Report

City Clerk Norma Alley:

- Presented a Certified Municipal Clerk Designation plaque to Deputy Clerk Bernadette Packa.

Item 3 – Mayor’s Report

Mayor DeVries:

- Highlighted her written memo;
- Addressed the Town Hall scheduled for March 4, to discuss Senate Bill 91;
- Commented on her discussion with Governor Walker concerning the loss of Department of Environmental Conservation funding for the City sewer project;
- Highlighted her trip to Juneau;
- Spoke to the scheduled Fred Meyer Reception on Thursday and the Ribbon Cutting on Friday;
- Commented on Shelley Hughes planned telephonic attendance of the March 14, Regular City Council Meeting; and
- Provided highlights from the February 25, 2017, Fireman’s Dinner.

Council Member Hanson expressed his appreciation of Mr. Daniel Contini for his work in developing Palmer’s Volunteer Fire Department.

Deputy Mayor Combs commented on the hundreds of volunteer hours put in by members of the Volunteer Fire Department each year.

Item 4 – City Attorney’s Report

Michael Gatti:

- Spoke to a financial presentation to be made by Attorney Cynthia Cartledge to provide clarification on the Utility Revenue Bond.

G. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Addressed concerns regarding Valley Delegation Town Halls; and
- Reminded everyone the purpose of a Town Hall Meeting was to hear what the public had to say.

Jack Snodgrass:

- Spoke against the Planning and Zoning Commissions change of density requirements independent of the City Council.

Brooke Steinke, Museum Services Visitor Coordinator:

- Highlighted Museum and Visitor Center numbers for the year; and
- Spoke to the development of an Audio Walking Tour funded by a Rasmussen Grant.

H. PUBLIC HEARINGS

Item 1 – Resolution No. 17-012: Authorizing the Issuance and Sale of a Utility Revenue Bond by the City in the Principal Amount of Not to Exceed \$4,816,000.00 and the Borrowing of Said Amount for Purposes of Financing Wastewater Utility Improvements; Establishing the Terms of the Utility Revenue Bond; and Related Matters (IM No. 17-012)

Mayor DeVries opened the public hearing.

Eugene Carl Haberman:

- Expressed concern over the resolution not having been introduced prior to being brought for a public hearing; and
- Requested the financial presentation providing details on the Utility Revenue Bond be made prior to the public being given a chance to speak.

Hearing no objection from the council, the public hearing was closed.

Council Member Hanson requested the public hearing be reopened in order for the public to hear the financing information to be presented and have an opportunity to speak on the issue. Council Member Best offered his support.

City Manager Wallace pointed out the legislation was only for the security of the loan.

Attorney Cynthia Cartledge addressed the terms and conditions of the bond, noted the bond will be issued pursuant to the voter authorizations of 2011 and 2016, and fielded questions from the Council.

Mayor DeVries reopened the public hearing.

Eugene Carl Haberman:

- Expressed concerns regarding a possible shortfall;
- Requested an additional public hearing; and
- Requested the project details, costs, and schedule be provided to the public before that hearing.

Hearing no objection from the council, the public hearing was closed.

Council Member Hanson asked why the Summary Statement of the Information Memorandum did not include more of the details.

City Manager Wallace noted the majority of the information was in the packet, but may not have been specifically included in the Summary Statement.

Main Motion: To Approve Resolution No. 17-012

Moved by:	Best
Seconded by:	Combs
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 2 – Ordinance No. 17-002: Amending Palmer Municipal Code Chapter 12.24.025.E Regarding Firearms in City Parks, Amending 12.24.025.J. Animals in Parks and Recreational Facilities, Adding 12.24.025.M. Establishing Hours During Which Parks are Closed, Adding 12.24.025.N Establishing Quiet Hours in Parks; and Amending 12.24.030 to Update Park Use Permits Process (IM No. 17-004) (2nd Public Hearing) (Pending Motion)

Mayor DeVries opened the public hearing.

Eugene Carl Haberman:

- Stressed the need for an additional public hearing on the matter.

Hearing no objection from the council, the public hearing was closed.

Mayor DeVries announced there was a pending motion on the floor. Discussion by the Council ensued.

Main Motion: To Adopt Ordinance No. 17-002 as Amended

Moved by:	Best
Seconded by:	Carrington
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

The council took a recess from 8:48 pm to 8:54 pm.

Item 3 – Ordinance No. 17-003: Repealing Ordinance No. 428 and Adopting Palmer Municipal Code Title 7, Airport Regulations (IM No. 17-006)

Mayor DeVries opened the public hearing.

Eugene Carl Haberman:

- Noted more public hearings were in order on the issue; and
- Expressed a need for the Airport Advisory Commission to hold a public hearing on the issue before sending it to the council for approval.

Hearing no objection from the council, the public hearing was closed.

Mayor DeVries read the Summary Statement from IM No. 17-003 providing clarification to the public concerning questions raised during the public hearing.

City Manager Wallace provided an overview to the Council of the changes made to Ordinance No. 17-003 following the review done by the Joint City Council and Airport Advisory Commission at the January 17, 2017 meeting.

Council Member Hanson noted additional situations not addressed in Section 7.90.060 and spoke to clarifying those issues prior to adopting the ordinance.

Main Motion: To Adopt Ordinance No. 17-003

Moved by:	Combs
Seconded by:	Fuller
Action:	
In favor:	
Opposed:	

Motion to Postpone: To Postpone and be Brought Back Before the Council at City Manager Wallace’s Discretion

Moved by:	Best
Seconded by:	Carrington
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 4 – Resolution No. 16-001-C: Amending the Budget for the City of Palmer, Alaska for the Fiscal Year Ending December 31, 2016 (IM No. 16-047)

Mayor DeVries opened the public hearing.

Eugene Carl Haberman:

- Encouraged two public hearings be held for budget amendments; and
- Pointed out the public should be allowed to speak after Council discussion on the issue.

Hearing no objection from the council, the public hearing was closed.

Mayor DeVries noted the budget amendment was for the 2016 calendar year. The amendment reflected additional funds due in 2016 which were collected since the end of the year.

Main Motion: To Approve Resolution No. 16-001-C

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

I. ACTION MEMORANDA

Item 1 – Action Memorandum No. 17-013: Authorize the City Manager to Sign Amendment No. 5 to the Palmer Museum of History and Art Contract for Curatorial, Archival and Museum Services to Reflect Payments for 2017

Council Member Fuller noted prior membership on the Board for the Museum of History and Art prior to his election to the City Council in 2016.

Main Motion: To Authorize Action Memorandum No. 17-013

Moved by:	Combs
Seconded by:	Best
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Council Member Hanson encouraged the City Manager to have the Palmer Museum of History and Art provide an Annual Work Plan presentation during budget season.

Item 2 - Action Memorandum No. 17-014: Authorize the City Manager to Sign Amendment No. 2 to the Visitors Information Services Contract Awarded to the Palmer Museum of History and Art to Reflect Payments for 2017

Main Motion: To Authorize Action Memorandum No. 17-014

Moved by:	Best
Seconded by:	Carrington
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 3 - Action Memorandum No. 17-015: Authorize the City Manager to Negotiate and Execute a Contract with the Matanuska Susitna Borough (MSB) for Animal Control Services

Main Motion: To Authorize Action Memorandum No. 17-015

Moved by:	Best
Seconded by:	Combs
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 4 – Action Memorandum No. 17-016: Approve a Council Community Grant in the Amount of \$465.00 to Palmer High School to Support Rockin’ Hockey 2017

Main Motion: To Authorize Action Memorandum No. 17-016

Moved by:	Hanson
Seconded by:	Combs
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

J. RECORD OF ITEMS PLACED ON THE TABLE

Palmer Museum of History and Art Annual Report
Audience Participation Comments from Jack Snodgrass
Handouts provided by Council Member Fuller addressing Governor Walker’s Fiscal Plan

K. AUDIENCE PARTICIPATION

Timothy Rocky:

- Expressed appreciation to the Council for their support in keeping dogs off of the ball fields.

Eugene Carl Haberman:

- Spoke against use of the Consent Agenda for passing legislation since it occurs before the public has an opportunity to speak; and
- Spoke against changes made to the City website for posting agendas, packets, and minutes.

Mayor DeVries pointed out the Consent Agenda item Action Memorandum 17-012 was discussed at eight budget work sessions, which were all open to the public, as well as three public hearings.

L. COUNCIL MEMBER COMMENTS

Council Member LaFrance:

- Commented on the recent Orienteering Event and the Avalanche Center Fund Raiser;
- Expressed excitement about the museum's proposed walking tour; and
- Wished everyone a Happy Mardi Gras.

Council Member Best:

- Commented on his trip to Juneau;
- Encouraged everyone to be watchful on the snowy roads.

Council Member Hanson:

- Spoke to his planned attendance of the Fred Meyer Grand Opening.

Council Member Fuller:

- Commented on his trip to Juneau;
- Addressed a presentation he attended on Governor Walker's Fiscal Plan and documents supplied to him by the Alaska Municipal League; and
- Wished everyone a Happy Mardi Gras.

Deputy Mayor Combs:

- Commented on attendance at the Annual Chamber of Commerce meeting;
- Highlighted her attendance at the Annual Fundraiser for the Valley Recycling Center;
- Spoke to the Town Hall Meeting scheduled for March 4, at the Palmer Senior Center, addressing Senate Bill 91;
- Thanked Council Member Fuller for the budget documents brought back from Juneau; and
- Thanked the visiting college students for attending the meeting.

M. EXECUTIVE SESSION

1. **Item 1** – Pending Litigation; Matters, the Immediate Knowledge of Which Would Clearly Have an Adverse Effect Upon the Finances of the City Concerning the Mountain Rose Estates Condominium Owners Association, Inc. vs. City of Palmer Superior Court No. 3PA-16-02060 CI (Note: City Council may take action following the executive session)

Main Motion: To Enter into Executive Session to Discuss Pending Litigation; Matters, the Immediate Knowledge of Which Would Clearly Have an Adverse Effect Upon the Finances of the City Concerning the Mountain Rose Estates Condominium Owners Association, Inc. vs. City of Palmer Superior Court No. 3PA-16-02060 CI (Note: City Council may take action following the executive session)

Moved by:	Hanson
Seconded by:	Fuller
Action:	Motion carried unanimously by members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

The Council took a recess at 9:53 p.m. and reconvened at 9:58 p.m.

The Council entered into Executive Session at 9:59 p.m. and exited at 10:59 p.m.

N. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 10:59 pm.

Approved this 28th day of March, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on March 14, 2017, at 7:00 pm in the council chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 7:00 pm.

B. ROLL CALL

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

Edna DeVries, Mayor	Linda Combs, Deputy Mayor
Richard Best	Steve Carrington
David Fuller	Brad Hanson
Peter LaFrance	

Also in attendance were the following:

Nathan Wallace, City Manager	Norma I. Alley, MMC, City Clerk
Michael Gatti, City Attorney	Bernadette Packa, CMC, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Zoe Rigmaiden.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum No. 17-017:** Authorize the City Manager to Purchase Flail Boom Mower From Craig Taylor Equipment – Wasilla Branch in the Amount of \$64,723.00
2. Approval of Minutes of Previous Meetings
 - a. January 17, 2017, Joint City Council and Airport Advisory Commission Meeting

Main Motion: To Approve Consent Agenda and Minutes

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

E. COMMUNICATION AND APPEARANCE REQUESTS

Item 1 – Legislative Update with Senator Shelley Hughes (Teleconference)

- Thanked the Council for their service;
- Thanked the Council Members who traveled to Juneau recently;
- Expressed appreciation to Police Chief Ketterling for his participation in the Town Hall on Criminal Justice Reform;
- Addressed some of the proposed cuts to the State of Alaska Budget; and

- Fielded questions from the Council.

F. REPORTS

Item 1 – City Manager’s Report

City Manager Nathan Wallace:

- Highlighted his written report;
- Commented on the Wastewater Treatment Plant Facility pre-bid meeting;
- Provided a status update on progress with the Borough Dispatch transition;
- Provided an update on the Department of Transportation property acquisition, and the pursuit of a commercial property market analysis;
- Noted the appraisal on the Church property was underway;
- Spoke to planned construction of a new deck at the Golf Course to be completed by students from the Alaska Job Corps Center; and
- Fielded questions from the Council.

Item 2 – City Clerk’s Report

City Clerk Norma Alley:

- Highlighted her report provided on the table;
- Commented on upcoming Clerk’s Coalition meeting addressing records retention; and
- Noted a revised Records Retention Schedule was planned for review at an April meeting.

Item 3 – Mayor’s Report

Mayor DeVries:

- Requested Council Members have their biographies updated on the website as needed;
- Commented on a City Hall tour provided to a group of American Heritage Girls and their parents;
- Spoke to an upcoming Mat-Su Borough all day recycling event to be held at the lodge at Hatchers Pass;
- Spoke to an opportunity to provide a resolution in support of proposed upgrades for Denali National Park; and
- Announced Deputy Mayor Combs was scheduled to speak concerning Palmer Pride at a breakfast meeting for the Chamber of Commerce.

G. AUDIENCE PARTICIPATION

Allie Barker, Avalanche Specialist for the Hatchers Pass Avalanche Center:

- Provided an overview of the Hatcher Pass Avalanche Center and its mission;
- Requested the Council favorably consider their Community Grant application.

Ralph Baldwin, serves on the community advisory group supporting the Hatchers Pass Avalanche Center:

- Provided an overview of the community advisory group and its outreach activities; and
- Highlighted the community benefits which would be afforded the City of Palmer for its support.

H. PUBLIC HEARINGS

Item 1 – Ordinance No. 17-004: Amending the City of Palmer Municipal Code Chapter 4.30.100 Personal Leave Donations (IM No. 17-011)

Mayor DeVries opened the public hearing. Seeing no one come forward, and hearing no objection from the Council, the public hearing was closed.

Council Member Best required a staff report.

City Manager Wallace provided an explanation of items identified through time and experience which needed to be changed.

Main Motion: To Adopt Ordinance No. 17-004

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present.
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 2 – Resolution No. 17-013: Accepting and Appropriating the 2017 State of Alaska High Visibility Enforcement Overtime Grant 405d M5HVE-17-01-00(A)-10 in the Amount of \$24,000.00 to be Used for High Visibility DUI Enforcement Activities by the Palmer Police Department (IM No. 17-013)

Mayor DeVries opened the public hearing. Seeing no one come forward, and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Approve Resolution No. 17-013

Moved by:	Combs
Seconded by:	Best
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 3 – Action Memorandum No. 17-018: City Council Statement of Non-Objection to the Renewal of Liquor License #649, for Klondike Mike's Saloon, Located at 820 S. Colony Way

Mayor DeVries opened the public hearing. Seeing no one come forward, and hearing no objection from the Council, the public hearing was closed.

No statements of objection were received from the public.

Main Motion: To Authorize Action Memorandum No. 17-018

Moved by:	Carrington
Seconded by:	Best
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

I. ACTION MEMORANDA

Item 1 – Action Memorandum No. 17-019: Authorize the City Manager to Negotiate and Execute Amendment No. 4 to the Professional Services Agreement with HDR Alaska, Inc. for Construction Administration Services for the WWTP Facility Plan Updates, Not to Exceed \$789,895.00

Council Member Hanson requested a staff report.

City Manager Wallace provided information concerning a request made by the United States Department of Agriculture (USDA). The City was asked to forego going out to bid for the Construction Management phase of the project and instead follow the USDA's standard procedure of coupling Design Services with Construction Management.

Main Motion: To Authorize Action Memorandum No. 17-019

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 2 - Action Memorandum No. 17-020: Authorizing the City Manager to Enter Into an Agreement with the United States Drug Enforcement Administration Allowing the Palmer Police Department to Participate in the United States Drug Enforcement Administration Tactical Diversion Task Force Program

Council Member Hanson raised concerns regarding the cost of the program and the task force agreement.

City Manager Wallace explained the actual cost of the program was equal to adding an additional officer, approximately \$100,000.00 a year in salary and benefits. He noted the officer would be primarily dedicated to working Drug Enforcement Agency cases including those in the Palmer area.

Chief Ketterling shared what he viewed as the pros and cons of the program, noted other possible options, and fielded questions from the Council.

Main Motion: To Authorize Action Memorandum No. 17-020

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion carried by a 5-2 vote
In favor:	Best, Carrington, Combs, DeVries, Fuller
Opposed:	Hanson, LaFrance

Item 3 - Action Memorandum No. 17-021: Approve a Council Community Grant in the Amount of \$1,500.00 to MatSu Miners Baseball to Support the Mayor Green Day Gallup 2017

Main Motion: To Authorize Action Memorandum No. 17-021 as Amended

Moved by:	Best
Seconded by:	Combs
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Primary Amendment #1: To Reduce the Amount From 1,500.00 to \$1,000.00

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Item 4 - Action Memorandum No. 17-022: Approve a Council Community Grant in the Amount of \$2,500.00 to the Hatcher Pass Avalanche Center to Provide Educational Information to the Public

Main Motion: To Authorize Action Memorandum No. 17-022 as Amended

Moved by:	Best
Seconded by:	Fuller
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Primary Amendment #1: To Reduce the Amount From \$2,500.00 to \$1,000.00

Moved by:	Best
Seconded by:	Carrington
Action:	Motion failed by 3-4 vote
In favor:	Best, Carrington, DeVries
Opposed:	Combs, Fuller, Hanson, LaFrance

Council Member LaFrance spoke to the work the group does in terms of community service, courses offered, and work to keep citizens safe. He believed they provide a valuable service to the community and supported funding the full request.

Deputy Mayor Combs spoke to the quality and thoroughness of the completed application. She believed the service provided by the organization, especially from the education standpoint, made it stand out as being a level above.

Council Member Fuller pointed out the value of having the City of Palmer logo on the Hatchers Pass Avalanche Center’s brochures. He felt it would not only speak the City’s support, but would work to market Palmer as the Gateway to Hatchers Pass.

Primary Amendment #2: To Reduce the Amount From \$2,500.00 to \$2,000.00

Moved by:	Hanson
Seconded by:	Best
Action:	Motion carried by 6-1 vote
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson
Opposed:	LaFrance

J. RECORD OF ITEMS PLACED ON THE TABLE

Clerk’s Report

K. AUDIENCE PARTICIPATION

L. COUNCIL MEMBER COMMENTS

Council Member LaFrance:

- Commented he would see everyone at the Mayor’s Green Day Gallup.

Council Member Best:

- Reminded everyone to beware of slick roads and playing children.

Deputy Mayor Combs:

- Noted the Criminal Justice Reform Town Hall was a success;
- Expressed appreciation to Chief Ketterling’s outreach to the community; and
- Spoke to the successful grand opening of the new Fred Meyers; and expressed appreciation for the emphasis placed on the employee’s during the events.

M. EXECUTIVE SESSION

- 1. **Item 1** – Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Clerk
(Note: Personnel action may be taken following the executive session)

Main Motion: To Enter into Executive Session to Discuss Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Clerk

Moved by:	Combs
Seconded by:	Best
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

The Council took a recess from 8:54 pm to 9:04 pm.

The Council entered into Executive Session at 9:04 pm and exited at 9:47 pm.

Upon exiting the Executive Session, the following motions were made:

Main Motion: To Increase Salary by 5% Following a Satisfactory Evaluation and Have Increase Take Effect on Anniversary Date

Moved by:	Combs
Seconded by:	Best
Action:	Motion carried unanimously by all members present
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

N. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:48 pm.

Approved this 28th day of March, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



PROCLAMATION

PROCLAIMING NATIONAL SERVICE RECOGNITION DAY

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

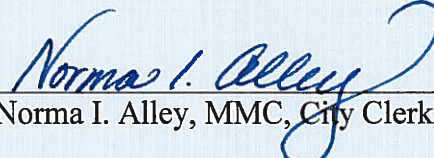
WHEREAS, the AmeriCorps Volunteers Service to America (VISTA) in Palmer are building capacity for the Farm to Summer Meal Site program with the goal of educating and exciting children and youth about gardening, local farming, procurement and healthy eating, one of many projects helping to make Palmer a better Alaskan community; and

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, do hereby proclaim April 4, 2017, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 14th day of March, 2017.




Edna B. DeVries, Mayor


Norma I. Alley, MMC, City Clerk

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
1	Waste Water Treatment Plant Upgrades: MMBR and Secondary Clarifiers to meet EPA/ADEC permit	\$9,000,000- \$14,000,000 (revised estimate after 65%~ \$12,610,290)	August 2020		\$842,107 as of January	Funding Sources On hand: State Grant \$2.5M State Grant: \$145k Enterprise or GF: \$600,000 Applied
a	Engineering/Design to EPA and ADEC (65%)	\$ 900,000	December	Complete	\$842,107 APPROVED	
b	Material Bid (MMBR system components)		December	Complete		
c	Material Bid Award (MMBR system components)	\$ 1,100,000	December	Complete	\$918,760 APPROVED	
d	Financing options(USDA and/or interim financing)		January/February	Complete		State Grant for FY 18 not available-GF loan
e	Permitting from DEC and State Fire Marshall		February	Complete		DEC permit and Fire Marshall review approved and on hand
f	Construction Bid Doc (95%/Final) to USDA		February	Approved		Submtted to USDA for review
g	Construction Bid		7-Mar	Working		Bid closes 28 March
h	Bond Resolution to Council		February	Complete		
i	Construction Bid Award (pending financing) to Council	\$ 9,000,000	March			
j	Townhall on financing and construction schedule		April			Discuss construction schedule, noise/dust mitigation, financing
k	Construction Commence		May			
l	Secondary Clarifier Construction Commence		June 2018			
m	MMBR System on line for testing		July 2018			
n	MMBR System tesing complete		April 2019			
o	Secondary Clarifiers on line		August 2020			

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
2	Rehabilitate RW 16/34 & Related Improvements	\$10,000,000- \$11,500,000	October 2017	Pre-Liminary Application Approved by FAA		Funding Sources On hand: State Grant: \$400K COP: \$225k Anticipated FAA: \$9.375M - \$10.781M
a	Engineering/Design in 2 Phases	Phase 1 \$237,913 Phase 2 \$182,579 Total \$420,492	May-17	Phase I nearing completion	\$237, 913 APPROVED	
b	Project Initiation		December	Complete		Phase 1 task
c	Stakeholder Coordination		December	Complete		
d	Surveying & Mapping		Jan-17	Ongoing		Phase 1 task
e	Geotechnical Evaluation		December	Ongoing		Phase 1 task
f	Engineer's Design Report (35%)		Jan-17	Complete		EDR 35% to FAA for Review & Comment 01/10/2017
g	Phase 2 Design funding approval		Jan-17	Complete	\$182,759 Approved	
h	Construction Safety & Phasing Plan		Mar-17	On going		
i	Final Design and submission to FAA		Apr-17	On going		Phase 2 task
j	Townhall on project		Apr-17			
k	Bid & Grant Assistance		Apr-17	On going		Phase 2 task
l	Bids Due		May-17			
m	Award & Grant Acceptance from FAA	\$9,375,000.00	Jun-17			
n	Construction Mobilization		Jul 17			
o	Runway Closed		August 2017			
p	Supplemental FAA Funding	\$1,406,250.00	August 2017			If other Airport Sponsor \$ Becomes Available will require City Match approval
q	Supplemental COP Funding	\$93,750.00	August 2017			
r	Project Completion		October 2017			

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
3	Replace boiler in the Palmer Library.	\$50,000.00	September 2017		\$4,900.00	
a	Engineering and Design	\$4,900.00	In hand	Complete	\$4,900	Engineering documents have been completed by T3 Alaska
b	General Contractor Bid	\$44,100.00	9-Mar-17	Working		Bid closes April 4th
c	Project work and completion		1-Sep-17	Not Started		Will establish start and completion dates with winning contractor after bidding process is complete.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
4	Replace heating system in the Palmer FSS.	\$30,000.00	September 2017		\$10,000.00	
a	Engineering and Design	\$10,000.00	February 2017	Working	\$10,000	T3 Alaska is currently completing
b	General Contractor Bid	\$20,000.00	3/28/2017	Not Started		
c	Project work and completion		September 2017	Not Started		Will establish start and completion dates with winning contractor after bidding process is complete. This project will be tied in with the FSS required FAA upgrade project.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
5	Palmer FSS interior improvements	\$54,500.00	September 2017	Awaiting new lease signing by FAA	\$8,500.00	
a	Architectural Services and Design	\$8,500.00	February 2017	Working	\$8,500	CoP PW, Wolf Architecture and the FAA are currently working the details and revised requirements for this project.
b	General Contractor Bid	\$46,000.00	March 2017	Not Started		
c	Project work and completion		September 2017	Not Started		Will establish start and completion dates with winning contractor after bidding process is complete. This project will be tied in with the FSS heating system replacement project.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
6	City Hall and Fire Station 3-1 Parking Lot Upgrade	\$100,000.00	July 2017			PW is currently developing the scope of work for this project.
a	Paving Contractor Bid	\$100,000.00	March 2017	Not Started		
b	Project work and completion		July 2017	Not Started		Will establish start and completion dates with winning contractor after bidding process is complete.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
7	Bogard Road Booster Station to provide adequate pressure and flow for the western portion of Bogard Rd Water Main Extension Project.	\$1,420,000.00	TBD	Land Prep and Engineering Drawings Working	\$118,595.00	Through use of remaining grant funds (14-DC-125), PW has contracted HDL Engineering for Preliminary Engineering and site preparation.
a	HDL conduct preliminary engineering work and booster station site prep	\$118,595.00	July 2017	Working	\$118,595.00	The intent of this project is to provide the city with a site, ready for Booster Station construction and Engineering drawings/specs for the station itself.

Mayor's Memo

Council Meeting report – March 28, 2017

OUTREACH:

MEETINGS:

- ✓ **Agenda setting – Manager, Attorney and Clerk – March 17, 30**
- ✓ **Mayor's Race – March 19 – good response, large number of participants**
- ✓ **Mayor/Manager's meeting – March 16 – upcoming trips to Juneau, Governor's office, Borough budget**
- ✓ **Children's Place**

UP COMING EVENTS

- ✓ **Town Hall meeting on Sewer Project**
- ✓ **Outreach to High school age student(s) for Boards and Commission**
- ✓ **Mayor's Minute on Radio – March 24**
- ✓ **Hockey Rockin – March 27 at 10 AM to 1:30 PM**
- ✓ **Agenda Setting Meeting – manager, attorney, clerk and mayor on March 30**
- ✓ **Town Hall meeting in April on airport improvements**
- ✓ **April 15, Mat Su Borough Recycle – round table**
- ✓ **TV interview with Channel 5 – March 24**
- ✓ **April – Rotary Club**
- ✓ **National Service Day – April 4**
- ✓ **Mat Su Miners fund raiser – April 29**
- ✓ **Car Show – May 5, 6 and 7**
- ✓ **Mayor's Minute – Radio Show – May 12**
- ✓ **Rally to the Ranch – Ranch – fundraiser – June 3**
- ✓ **Palmer Pride – July 28**

Leaders choose the right things to do
and managers do those things.

City of Palmer
Information Memorandum No. 17-006
Ordinance No. 17-003

Subject: Ordinance No. 17-003: An Ordinance of the Palmer City Council Repealing Ordinance No. 428 and Adopting Palmer Municipal Code Title 7, Airport Regulations

Agenda of: February 14, 2017 – Introduced
 February 28, 2017 – 1st Public Hearing
 March 28, 2017 – 2nd Public Hearing

Council Action: **Adopted** **Denied**
 Amended: _____



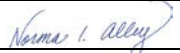
Originator Information:

Originator: Airport Superintendent Frank Kelly

Department Review:

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: \$ _____

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: 

Attachment(s):

- Ordinance No. 17-003

Summary Statement:

The City of Palmer, "Palmer Municipal Airport" is currently operating from old airport regulations adopted in the 1990's under a replacement Appendix A of Ordinance No. 428. These 25-year-old airport regulations are in need of updating to modern standards.

The Airport Advisory Commission (AAC) began this process in 2014 with a proposed ordinance, but unfortunately with a change in City and Airport Administrations, these proposed regulations were never acted upon. Beginning in July, 2016, the Airport Superintendent with the Airport Advisory Commission began the process of reviewing the airport regulations again. On December 22, 2016, the AAC approved AAC Resolution No. 16-003, which recommends Council approve new airport regulations. The attached ordinance provides for a repeal of the current regulations and adopts new regulations based upon current practices within the City of Palmer and airport operations.

On January 7, 2017, the City Council and the AAC reviewed the recommended regulations. Changes were recommended and are included in this final version as Title 7.

Administration's Recommendation:

Adopt Ordinance No. 17-003 updating the Palmer Municipal Code relating to airport regulations.

Introduced by: City Manager Wallace
Date: February 14, 2017
1st Public Hearing: February 28, 2017
2nd Public Hearing: March 28, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 17-003

An Ordinance of the Palmer City Council Repealing Ordinance No. 428 and Adopting Palmer Municipal Code Title 7, Airport Regulations

WHEREAS, the city of Palmer operates the Warren “Bud” Woods Palmer Municipal Airport; and

WHEREAS, the city of Palmer Warren “Bud” Woods Palmer Municipal current airport regulations were adopted on May 28, 1991, as Ordinance No. 428, which are outdated and not in keeping with best practices or modern airport operations; and

WHEREAS, the Airport Advisory Commission (AAC) advises the city in matters pertaining to the airport and worked since 2014 on modifying the airport regulations; and

WHEREAS, the AAC approved AAC Resolution No. 16-003, which recommends the City Council accept the changes to Palmer Municipal Code and adopt Title 7 for airport regulations; and

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. Ordinance No. 428 shall be repealed.

Section 4. Palmer Municipal Code Title 7 is hereby enacted to read as follows:

**Title 7
AIRPORT REGULATIONS**

Chapters:

7.10 Authority

- 7.20 Definitions
- 7.30 Airport Superintendent Authority
- 7.40 Aeronautical Activities
- 7.50 Vehicle Operation and Parking
- 7.60 Aircraft Parking
- 7.70 Aircraft Parking Registration
- 7.80 Accidents
- 7.90 Aircraft Operation
- 7.100 General Rules of Conduct
- 7.110 Fuel
- 7.120 Safety & Sanitation
- 7.130 Standard Operating Procedure

Chapter 7.10 AUTHORITY

7.10.010 Authority.

- A. Under the authority granted in Alaska Statutes, Section 02.20.060 Enforcement and Penalties and pursuant to the provisions of PMC 7.10, the following regulations are hereby promulgated governing the conduct of all persons visiting or using the facilities of the Warren “Bud” Woods Palmer Municipal airport and all vehicles, structures, property and aircraft on the airport. The penalty for violation of any airport regulations shall be as prescribed PMC 1.08, unless otherwise provided herein
- B. These regulations also govern the conduct of all persons flying within a three mile radius of the airport unless exceptions are specifically provided in the FAA Regulations, or unless the airport superintendent authorizes exceptions not in conflict with the Federal Regulations.

7.10.020 Previous regulations superseded.

These regulations supersede and void all previous regulations promulgated by the city of Palmer with respect to the Palmer Municipal Airport.

7.10.030 Purpose and scope.

The purpose and scope of these regulations includes providing guidance to airport users, operators, and staff; compliance with Federal Aviation Authority (FAA) rules and regulations; control airport activities; and ensuring the safety of all airport users and operations.

Chapter 7.20 DEFINITIONS

7.20.010 Definitions.

Whenever used in this title pertaining to the regulations of the Palmer Municipal Airport, the following terms shall have the meanings given below, unless the context requires otherwise:

“Abandoned aircraft” means an aircraft having been deserted or cast off by the owner and left without needed protection and care or by lack of payment of parking fee in excess of 90 days.

“Aeronautical Service” means any service that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safe operation of aircraft on the airport, and is operated by a person under a land lease or Commercial Operating Agreement with the city. These services include, but are not limited to, air taxi and charter operations, pilot

training, emergency services personnel housing, aircraft renting, sightseeing, aerial photography, aerial advertising, aerial surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and rental of aircraft storage.

"Air Carrier" means a person engaged in the transportation of passengers or cargo in air commerce for compensation;

"Aircraft" signifies any contrivance now known, or hereafter designed, invented, or used for navigation or flight in the air, except parachutes and other contrivances used primarily as safety equipment.

"Aircraft accident" has the meaning given in 49 CFR 830.2, as most currently amended.

"Aircraft Operational Area" means any area an aircraft is designated to operate on the airfield (Runway, Taxiway and Apron Area).

"Airport" refers to the Palmer Municipal Airport, including all the runways, taxiways, aprons, and all city-owned real estate located within the boundaries of the airport reserve. This includes the properties in the runway protection zones (RPZ).

"Airport Superintendent" refers to the official to whom the city manager has delegated the authority and responsibility of managing and directing the activities of the airport.

"Airport Superintendent" includes that person's authorized representative.

"City" means the city of Palmer, Alaska.

"City Employee" refers to any person employed by the city and having assigned duties at the airport, including the Airport Superintendent.

"City Manager" refers to the official to whom the Palmer City Council has delegated the responsibility of managing and directing all activities of the city.

"CMGTW" means the certificated maximum gross takeoff weight of an aircraft as approved by the FAA.

"Derelict aircraft" means an aircraft that is in very poor condition and or appearance as a result of disuse and neglect such as; flat tire, missing components or deteriorated surfaces.

"Disabled Aircraft" means an aircraft that is or has become inoperable on the airport for any reason such as; incident, accident, weather event, or under repair and unable to move under its own power by normal means.

"FAA" means the Federal Aviation Administration;

"FBO" means "Fixed Base Operator", an aviation business operating an aeronautical service at the airport from a fixed location on land leased from the city.

"Field Area" is that area within the airport that the airport superintendent designates for, or restricts to, use by aircraft only.

"Fire Department" refers to the city of Palmer Fire & Rescue;

"Fuel Tender" refers to any motor vehicle, trailer, or other mobile contrivance used for the transporting, handling or dispensing of gasoline, kerosene, oil or other fuel or lubricant.

"Hazardous substance" means any substance that is defined under an environmental law as hazardous waste, hazardous substance, hazardous material, toxic, pollutant, contaminant, petroleum, petroleum product, or oil.

"Heavy Aircraft" refers to any aircraft having a CMGTW of 12,501 pounds or more and a minimum wing span over 60'.

"Historical Aircraft" means an aircraft with a notable or noteworthy past and history.

"Incident" has the meaning given in 49 CFR 830.2, as most currently amended.

"Intermediate Aircraft" refers to any aircraft having a CMGTW of 6,001 to 12,500 pounds and a maximum wing span of 60'.

"Light Aircraft" refers to any aircraft having a CMGTW of less than 6,000 pounds and a maximum wing span of 45'.

"Motor Vehicle" refers to any self-propelled contrivance, other than an aircraft, upon or by which a person or property may be transported or drawn along the ground.

"Movement Area" refers to the runways, taxiways and other areas of the airport which are designated by the airport superintendent for the taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas.

"Non-aeronautical Service" means any service that does not involve, make possible or is required for the operation of aircraft, or that does not contribute to or is not required for the safe operation of aircraft on the airport, and is operated by a person under a land lease or business activity permit with the city. These services include, but are not limited to, vehicle rental, pilot housing, and food service activities.

"NOTAM" signifies an abbreviation for "Notice to Airmen" published and distributed to pilots and others concerned with aeronautical operations calling attention to special airport or flying restrictions or conditions.

"Person" refers to any individual, firm, partnership, corporation, company, association, joint stock association or body politic and includes any trustee, receiver or assigned representative thereof, that will be responsible to adhere to any restrictions, limitations or rights covered within these regulations.

"Police Officer" refers to a certified law enforcement officer having jurisdiction within the city of Palmer.

"Police Department" means the city of Palmer Police Department.

"Public Use Area" refers to that space on the airport in which access by members of the general public is not prohibited, including roadways, walkways or designated parking.

"Release" has the meaning given in AS 46.03.826.

"Responsible," when used regarding hazardous substance contamination, means having materially contributed to, assumed under an assignment of lease, or being otherwise liable for contamination by law or contract.

"Wind scattered debris" is any rubbish caught by winds and leaving the direct control of an airport user.

Chapter 7.30 AIRPORT SUPERINTENDENT AUTHORITY

7.30.010 Airport superintendent authority.

- A. The airport superintendent is authorized by the city to enforce compliance with ordinances and regulations applicable to the Airport.
- B. All persons on the airport shall be governed by the regulations of the airport and by all orders and instructions issued by the airport superintendent under the authority of the regulations.
- C. A person who disputes the enforcement of an airport superintendent order or instruction may appeal to the city manager.
- D. In the event of any contingencies not specifically covered by these regulations, the decision of the airport superintendent shall be final, subject to appeal to the city manager under 7.30.020 of this chapter.
- E. In addition to the airport superintendent, members of the city of Palmer's Police and Fire Departments are authorized, within the scope of their respective jurisdictions, to require compliance with these regulations.

- F. The airport superintendent may remove or eject from the airport any person who violates any requirement of these Airport regulations or any order or instruction issued by the airport superintendent under the authority of these regulations, and may deny use of the airport and its facilities to any such person if the airport superintendent determines that the removal, ejection, or denial is necessary to maintain the safety or security of the airport.

7.30.020 Appeal of an airport superintendent decision or order.

- A. A person who is or was adversely affected by a decision or order by the airport superintendent and disputes the facts on which the decision or order was based may appeal to the city manager. To be considered, an appeal must be in writing, describe the facts or issues in dispute, and be received by the city manager within 14 calendar days after the date on which the airport superintendent's decision or order was mailed or given to the person making the appeal.
- B. The city manager's decision in an appeal of an airport superintendent's decision or order shall be in writing and give the reasons for the city manager's approval or denial of the appeal. The decision of the city manager shall be a final decision in all airport appeals.

**Chapter 7.40
AERONAUTICAL ACTIVITIES**

7.40.010 Aeronautical activities.

- A. A person who engages in any aeronautical activity on the airport or operates an aircraft departing from or arriving in the airspace above the airport shall comply with FAA Regulations and orders issued pursuant thereto.
- B. Upon observance by the airport superintendent, or city employees, or the owner or flight crew of an aircraft, that any person exhibits an intent to board and/or operate an aircraft while he or she is physically incapacitated or mentally irresponsible by virtue of intoxication or the effects of drugs, or if any person attempts to board or operate an aircraft illegally, they shall endeavor to contact the Palmer Emergency Dispatch Center by dialing 911.
- C. A person who witnesses a violation of these airport regulations shall promptly report the violation to the airport superintendent.
- D. If the airport superintendent, or designee, believes the conditions of the airport or any portion of the airport are unsafe for aircraft operations, the airport superintendent, or designee, shall issue a NOTAM closing the airport or portion of the airport to aircraft operations. When the airport superintendent, or designee, determines that the airport or closed portion of the airport has returned to a condition permitting the safe operation of aircraft, the city manager, or designee, shall issue a NOTAM reopening the airport or portion of the airport to aircraft operations.
- E. A disabled aircraft and any parts thereof on a movement area of the airport shall be promptly removed from the movement area unless applicable law requires, or the airport superintendent or other person having jurisdiction orders, the removal to be delayed pending investigation of an accident. The owner bears financial responsibility for such removal.
- F. No person shall abandon an aircraft anywhere on the airport.
- G. An aircraft that the airport superintendent determines is abandoned or derelict on the airport shall be subject to impound under and removal by the city under PMC 7.60.040 at the sole expense and risk of the owner of the aircraft.
- H. A person may not conduct an aircraft show or other aeronautical demonstration on the airport without the prior written approval of the airport superintendent.

- I. No person shall operate an aircraft on the airport unless that person holds the valid license, certificate, or rating issued and required by the FAA for the operation of the aircraft. Said documents shall be exhibited to the airport superintendent or to a police officer upon demand.

7.40.020 Airport superintendent's authority over aeronautical activity.

- A. Except in an emergency or upon prior approval of the airport superintendent, aircraft operations on the airport are confined to designated runways, helipads, taxiways, taxi lanes, aprons, airport leases, and aircraft parking areas.
- B. When the airport superintendent determines it is necessary for safe and secure operation of the airport, the airport superintendent may, by control device, sign or written order, regulate, control, and direct the availability of a runway, helipad, taxiway, taxi lane, apron, lease lots, or aircraft parking area on the airport.
- C. The airport superintendent shall limit the use, time, type, weight, dimensions, and number of aircraft allowed to use an aircraft parking area when the airport superintendent determines that the limitation is justified by the design, safety, maintenance, or operation of the parking area or the airport. The airport superintendent may segregate aircraft operations on the airport according to aircraft use, size, type, or weight. The airport superintendent shall give notice of the superintendent's orders, limitations, and aircraft operation segregation decisions under this section by:
 1. posting a sign in the affected areas of the airport;
 2. posting a notice in the FAA Flight Service Station at the airport; or
 3. issuing a NOTAM.
- D. The airport superintendent, or agents, have the authority to secure any aircraft believed to be in jeopardy. If said aircraft is in danger or at risk of damage from high wind or other peril and may cause damage to the aircraft or other aircraft in close proximity.

7.40.030 Airport liability.

- A. The city assumes no responsibility for loss, injury, or damage to persons or property on the airport, or using airport facilities, for any reason whatsoever.
- B. A person who brings an aircraft or personnel onto, or keeps an aircraft on, the airport does so at the person's own risk, including but not limited to, the security, maintenance, and operation of the aircraft.

**Chapter 7.50
VEHICLE OPERATION AND PARKING**

7.50.010 Vehicle operation.

- A. No person shall operate a motor vehicle on the airport in any manner other than in accordance with the airport regulations, rules prescribed by the airport superintendent, and other laws applicable to the operation of motor vehicles on the public way.
- B. No person shall operate any motor vehicle in areas designated for the use of aircraft without the airport superintendent's prior permission.
- C. A person that operates any kind of motorized equipment on the airport must be in possession of a valid operator's license, current and issued in the name of the person, required by law for the type of motorized equipment being operated.
- D. No person shall operate a motor vehicle of any kind on the airport in a reckless manner or in excess of the speed limits prescribed by posted signs. In the absence of a posted sign, the

speed limit shall be fifteen (15) miles per hour in all apron, aircraft parking, and hangar areas, and twenty-five (25) miles per hour in all other portions of the airport.

- E. Except in the case of an emergency, no person shall operate a motor vehicle in the field area contrary to the directions of posted signs.
- F. The driver of any vehicle operated in the field area must at all times comply with the lawful orders, signals, and directives of the airport superintendent or a police officer.
- G. All vehicles authorized to operate on the field area shall display a flashing yellow light visible for at least one mile and all vehicle operators shall maintain two-way voice communications with flight service, either by radio or telephone.
- H. The existence of emergency conditions on the field area will not suspend or cancel any existing regulations. During an emergency in the field area, no motor vehicle shall be moved in any direction unless it is an emergency response vehicle.
- I. All motor vehicles shall be equipped with, and use headlamps, rear lamps, stop signal lamps, and other lights as required by applicable law.
- J. No person on the airport shall:
 - 1. clean motor vehicles, engines, tools, or other equipment; and
 - 2. repair motor vehicles anywhere in the field area.
- K. Any vehicle that has been authorized under this section to be operated in the field area shall not proceed closer than seventy-five (75) feet from the edge of any runway, nor cross any runway, prior to obtaining current traffic situation in the air and on the ground from the FAA Flight Service Station during the hours when the Flight Service Station is active, and by visual avoidance and monitoring of CTAF when within 75 feet of runway or taxiway when Flight Service Station is not open or active.
- L. No vehicle shall be operated on the airport if, in the judgment of the airport superintendent, it is so constructed, equipped, or loaded as to endanger persons or property.

7.50.020 Motor vehicle parking.

- A. Other than for special events approved in advance by the airport superintendent, no person shall park a motor vehicle in an area designed for moving traffic or in an area where motor vehicle parking is prohibited.
- B. No person shall park a motor vehicle on an area designated for use by aircraft without permission of the airport superintendent, except:
 - 1. the holder of a valid aircraft tie down may park not more than two motor vehicles in the aircraft parking space while the aircraft is on a flight; or
 - 2. during a period of high winds, the owner of a parked aircraft may park a motor vehicle immediately adjacent to the aircraft to provide wind protection for the aircraft for the duration of the high winds and not more than 48 hours after the high winds cease. For the purpose of this subsection (b)(2), "high winds" are defined as winds having gusts above 25 nautical miles per hour.
- C. The airport superintendent may establish public parking areas for motor vehicles on the airport and establish, by signs posted at the parking areas, rules for use, including limits on vehicle size and parking duration.
- D. No person shall park or leave an unattended vehicle on the airport having exposed or uncovered refuse, bagged or not, in the open bed of a vehicle.

7.50.030 Motor vehicle impound.

The airport may cause any motor vehicle parked in violation of this chapter to be impounded, at the vehicle owner's expense and risk. The costs of impounding, towing and storage of such

vehicles will be charged or assessed by the city against the vehicle, the registered owner of the vehicle, any person who has acquired legal title to the vehicle from or through the registered owner and any person who has violated this chapter.

Chapter 7.60 AIRCRAFT PARKING

7.60.010 Long-term aircraft parking.

- A. No person shall park an aircraft, for the purpose of remaining indefinitely, in any area of the airport other than:
 - 1. on the premises of a land lease where aircraft parking is authorized by the city and where the lessee has given the person permission to park the person's aircraft; or
 - 2. in an area designated by the airport superintendent for the long-term parking of aircraft of the size and type the person desires to park. These areas are defined as "Light Aircraft Parking", "Intermediate Aircraft Parking", "Heavy Aircraft Parking", "Disabled Aircraft Parking", "Historical Aircraft Parking"; subject to:
 - a. payment of the applicable required fee listed; and
 - b. signing an aircraft parking permit issued by the airport superintendent.
- B. Long-term parking of "Abandoned Aircraft" is not permissible and subject to impoundment after 90 days with the right of disposal at the sole discretion of the city after a 90 impoundment period.
- C. Long-term parking of "Derelict Aircraft" is not permissible and must be repaired within 30 days of notice, or must be removed from airport grounds.
- D. Long-term parking of "Disabled Aircraft" must have a viable plan for repair and maintenance, approved by the airport superintendent and at the discretion of the airport superintendent will have up to 12 months in which to remedy the disability or the aircraft will be re-designated as a "Derelict Aircraft" and must be removed from the airport within 30 days, except as outlined in section A.1.
- E. A person using a city-operated long-term parking space shall properly secure their aircraft and shall be responsible for any property damage or bodily injury that results from the person's failure to do so.

7.60.020 Transient aircraft parking.

- A. The operator of a transient aircraft shall park the aircraft only:
 - 1. on the premises of a land lease where aircraft parking is authorized by the city and where the lessee has given the person permission to park the person's aircraft; or
 - 2. in an area on the airport designated by the airport superintendent for the transient parking of the size, type, or weight of the aircraft.
- B. A person parking an aircraft in a city-operated transient aircraft parking area shall pay the required fee.
- C. The airport superintendent shall require a person parking an aircraft in a city-operated transient aircraft parking area to sign a transient parking permit issued by the superintendent.
- D. A person using a city-operated transient parking space shall properly secure their aircraft and shall be responsible for any property damage or bodily injury that results from the person's failure to do so.
- E. If a person who parks an aircraft in a city-operated transient parking area fails to pay transient parking fees prior to departure from the airport, the person's aircraft shall be subject to impound under Section 7.60.040 immediately or upon any future return to the airport.

- F. For the purpose of this section, a “transient aircraft” is an aircraft that is brought to the airport on a temporary basis with the intent to remain at the airport for not more than ten (10) days.

7.60.030 Aircraft parking on leaseholds.

No aircraft on the premises of a land lease on the airport shall be parked in a manner that results in a wing, tail, nose, or other portion of the aircraft extending outside the boundaries of the leased premises.

7.60.040 Aircraft impound.

- A. An aircraft parked in violation of these regulations may be impounded at the discretion of the airport superintendent by:
1. affixing a seal or tag to the door of the aircraft;
 2. affixing a locking device on the propeller of the aircraft; or
 3. moving the aircraft to an impound location determined by the airport superintendent.
 4. Enchainment of aircraft to a stationary object.
- B. All aspects of the impound process, including any damage to the impounded aircraft and any inconvenience to the aircraft owner, shall be at the sole cost and risk of the aircraft owner.
- C. The airport superintendent shall not release an impounded aircraft to the owner unless the owner redeems the aircraft by paying
1. The impound fee required;
 2. The daily impound storage fee; and
 3. The city’s actual cost of towing or otherwise relocating of the aircraft, including legal and administrative costs.
- D. An impounded aircraft that is not redeemed by the owner within 90 days after the date on which the aircraft was impounded shall be considered abandoned and shall be subject to sale by the city at public auction. Notice of any auction shall be published in a newspaper of general circulation in the city at least once during each of three consecutive weeks. The first and last appearances of the published notice shall not be more than thirty days nor less than seven days, respectively, before the time set for the auction.

**Chapter 7.70
AIRCRAFT PARKING REGISTRATION**

7.70.010 Aircraft registration.

A person who brings an aircraft to the airport and does not park the aircraft on the premises of a land lease shall, as soon as possible, register the aircraft with the Airport Superintendent or the city of Palmer Finance Department and obtain a parking location assignment.

7.70.020 Failure to register aircraft.

- A. The owner or operator of an aircraft who fails to register the aircraft as required shall be subject to having the aircraft impounded in accordance with PMC 7.60.040.
- B. This regulation shall not apply to an aircraft that, immediately after arriving at the airport, is parked on the premises of a land lease with the lessee’s permission and remains there until departure from the airport.

Chapter 7.80 ACCIDENTS

7.80.010 Aircraft accidents.

- A. The owner or operator of an aircraft involved in an aircraft accident or incident on the airport shall report the accident or incident to the airport superintendent by calling 911 and the FAA. Other reporting shall be in accordance with the requirements of the National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA):
 - 1. immediately, if the aircraft or a condition of the airport poses an imminent safety hazard,
 - 2. immediately, if the accident or incident involves death or serious injury,
 - 3. within one hour of the accident or incident, or as soon as possible thereafter, if the accident or incident involves minor bodily injury or damage to any one person's property in excess of \$500; and
 - 4. if otherwise, within twenty-four hours of the accident or incident or as soon as possible thereafter.
- B. The accident report shall include:
 - 1. the make, model, and registration number of the aircraft involved;
 - 2. the names and mailing addresses of all persons involved;
 - 3. a description of the accident or incident;
 - 4. the name and mailing address of the owner(s) of the aircraft involved; and
 - 5. such other information as the airport superintendent or federal agencies may require.

7.80.020 Motor vehicle accidents.

The owner or operator of a motor vehicle involved in an accident that occurs on city-owned property on the airport, other than a public street, shall report the accident to the Police Emergency Dispatch Center by calling 911.

7.80.030 Bodily injury and property damage.

- A. Any person who damages, by any means, a fence, gate, gate control, light, fixture, or other city-owned property on the airport shall:
 - 1. report the damage:
 - a. immediately to the airport superintendent and the FAA Flight Service Station, if the damage is likely to adversely impact the safety of aircraft operations on, or the security of, the airport; or
 - b. as soon as possible, but no later than 24 hours after the damage occurred, to the airport superintendent, if the damage will not adversely impact the safety of aircraft operations on, or the security of, the airport;
 - 2. be fully responsible:
 - a. to pay all costs related to the repair, restoration, or replacement of the damaged property, including the city's legal and administrative costs; and
 - b. for any bodily injury or property damage that occurs as a direct or indirect result of the person's damage to city-owned property.
- B. If a person who is injured on the airport by, or owns property on the airport damaged by, the city, a city employee, or by city-owned property, the injured person or their representative, or the owner of the damaged property, as applicable, shall report the accident to the airport superintendent within:

1. one hour after the injury or damage, or as soon as possible thereafter, if the accident involves bodily injury or death or damage to any one person's property in excess of \$500; and
2. if otherwise, within twenty-four hours of the accident or as soon as possible thereafter.

Chapter 7.90 AIRCRAFT OPERATION

7.90.010 Engine Maintenance tests.

- A. An aircraft engine shall not be warmed up or run in engine test operations in any area of the airport or in any manner that would result in a hazard to other aircraft, persons or property.
- B. Under no circumstances shall a person engage in an aircraft engine test operation, unless:
 1. a competent operator is at the controls of the aircraft;
 2. the test takes place between the hours of 6:00 AM and 10:00 PM, prevailing local time. If engine testing needs to take place after 10:00 PM and before 6:00 AM a permit must be issued 72 hours prior to the effective time of the permit. Permit applications shall be submitted to the chief of police on forms prescribed by the city.
 3. it is a required preflight check on a non-maintenance flight and is required for the safe operation of the aircraft.

7.90.020 Certification.

All aircraft operating on the airport shall be in conformity with the requirements of the FAA.

7.90.030 Equipment.

No aircraft shall be operated on the airport unless it is equipped with main gear wheels, tail or nose wheel, and wheel brakes, or skis when conditions permit, except with the permission of the airport superintendent.

7.90.040 Runway and taxiway use.

- A. The normal maximum CMGTW for aircraft landing on RW 9/27 is 12,500 pounds and unlimited on RW 16/34.
- B. A pilot taxiing an aircraft on the airport shall use the taxiways established for that purpose, subject to such aircraft size, type, or weight restrictions as may be established by the airport superintendent.
- C. Upon landing a fixed wing aircraft, the pilot shall taxi the aircraft ahead down the runway and exit at the first available taxiway.

7.90.050 Helicopters.

A pilot operating a helicopter carrying a sling load to or from the airport shall fly a course away from residential areas, golf course, and areas congested with buildings or parked aircraft.

7.90.060 Aircraft repair.

- A. No person shall commercially maintain, modify, or repair an aircraft, aircraft engine, propeller or other aircraft equipment on the Airport runways, taxiways or parking aprons.
- B. A person may perform the maintenance, modification or repairs described in (A) of this section as outlined below with adequate spill prevention measures and equipment available on site:
 1. on the premises of a land lease that authorizes the operation of an aircraft; or
 2. in an area designated or approved by the Airport Superintendent for that purpose; or

3. as specified in a formal Commercial Operating Agreement as defined in section 7.130.040 for a Non-FBO; or
4. by a mobile mechanic that has a current City of Palmer business license with the approval of the Airport Superintendent; or
5. is the owner of a non-commercial aircraft on a rented tie down space from the City of Palmer and is performing routine maintenance on that aircraft.

7.90.070 Boundary crossing.

No person shall taxi or tow an aircraft onto the airport from property outside the airport unless authorized to do so in writing by the airport superintendent and in strict accord with the directions and requirements of the airport superintendent.

7.90.080 Noise Abatement

In an effort to reduce aircraft noise over adjoining neighborhoods, all pilots utilizing the airport shall endeavor to adhere to the following fly friendly practices. The airport is not encouraging unsafe flying practices, but encouraging a more thoughtful approach to help alleviate aircraft noise.

- A. Utilize the entire length of the runway; Do not depart at intersections
- B. Follow the established traffic pattern; Do not make an early cross wind turn on departure
- C. Maintain the lowest propeller RPM setting necessary for safe flight; Do not over power your aircraft.

**Chapter 7.100
GENERAL RULES OF CONDUCT**

7.100.010 General rules of conduct.

- A. All persons (visitor, business owner, employee, agent or guest) at the airport shall comply with:
 1. the airport regulations, PMC and other applicable laws and regulations; and
 2. orders the airport superintendent issues under applicable city, state or federal law and regulations; and
 3. instructions, requirements, and restrictions that the airport superintendent has posted or indicated by sign, signal, or other control device, unless otherwise directed by an authorized person directing aircraft, vehicle, or pedestrian traffic.
- B. No person on the airport shall:
 1. Alter, make additions to, erect any building or sign, place fill material, or make any excavations on the airport without first obtaining the approvals or permits required by these regulations or Palmer Municipal Code.
 2. Abandon any personal property on the airport.
 3. Smoke, light a match, or have any open flame within 50 feet of an aircraft being fueled or defueled.
 4. Interfere with, tamper with, unlawfully remove or injure any part of the airport or any of the equipment thereof.
 5. Knowingly or willfully make any false statement or report to the airport superintendent or a city employee.
 6. Enter any area posted as being closed to the public, except as may be permitted by these regulations.
 7. Enter upon the field area except:

- a. persons assigned to duty therein by the airport superintendent or city manager;
 - b. authorized representatives of the city and FAA;
 - c. persons authorized by the airport superintendent or city manager; and,
 - d. passengers, under appropriate supervision, entering the area for purposes of boarding or leaving an aircraft.
8. Travel on the airport other than on the roads, walks, or places provided for the particular class of traffic the person is using;
 9. Hinder or obstruct a vehicle, aircraft, or another person from the lawful use of the airport.
 10. Drive, walk, ride a bicycle or travel in any fashion in an "aircraft operational area" without the purpose of meeting a parked aircraft.
 11. Walk their dog without the use of a leash or allow their animal to run freely.
 12. Interfere or tamper with, any aircraft or put in motion the engine of any aircraft, or use any aircraft, aircraft parts, instruments or tools on the airport without permission of the aircraft owner or by specific direction of the airport superintendent.
- C. Any person who is authorized or needs to be on an "aircraft operational area", shall always yield the right of way to any aircraft and travel on the edge of the "aircraft operational area".
- D. A person may not dump or plow snow anywhere on the airport except
1. in a location the airport superintendent has designated for that purpose;
 2. in a manner and location approved in writing by the airport superintendent; or
 3. as specifically authorized under a lease or permit issued to the person by the city.
- E. Any person who has been denied the use of the airport by the airport superintendent under PMC 7.30 may come upon or use the airport only while travelling through as a passenger in a taxicab or other vehicle or when enplaning or deplaning as a passenger of an aircraft operating on the airport.

7.100.020 Penalties.

Any person who violates any airport regulation, or any order or instruction issued thereunder, shall be subject to the penalties provided in PMC 1.08.

7.100.030 Violation of regulations.

- A. If a person acts in violation of the airport regulations or fails to act as required by the regulations, the airport superintendent may, in addition to the penalties herein, take one or more of the following actions:
1. order the person to, either immediately or within a specified time,
 - a. stop the violation;
 - b. begin the required act; or
 - c. leave the airport;
 2. provide written notice to the person that describes how the person may correct the violation or omission and the time within which the violation or omission must be corrected;
 3. correct the violation or omission; or
 4. in an emergency or when the airport superintendent finds such assistance necessary for safety, maintenance, or operation of the airport, request enforcement assistance by the Police Department.
- B. If the airport superintendent acts under A.3. of this section to correct a violation or omission by a person, the city may seek reimbursement from the person of all costs, plus interest, that the city incurs in acting to correct the violation or omission, including but not limited to site

assessment costs, clean-up costs, collection costs, legal and administrative costs, applicable fines, and costs resulting from interference with or delay of projects or operations on the airport.

- C. If the FAA fines the city for a violation of a federal statute or regulation or for an occurrence or omission on the airport, the person who caused the violation, occurrence, or omission shall, upon written demand from the city, reimburse the city for the amount of the fine, plus interest and the costs incurred by the city in obtaining the reimbursement.

7.100.040 Explosives at airport.

- A. A person who brings or possesses an explosive to or on the airport shall comply with the current hazardous materials provisions of 49 CFR Part 175 Carriage by Aircraft.
- B. A person shall give the airport superintendent at least 24 hours advance written notice before bringing explosives onto the airport.
- C. The airport superintendent may, based on considerations of the safety of airport users and the general public,
 - 1. condition, direct, supervise, or prohibit an operation involving an explosive on the airport; and
 - 2. require that an aircraft with an explosive aboard
 - a. be fueled, serviced, and parked in a remote or other designated area of the airport; and
 - b. depart the airport as soon as air traffic and safety considerations allow.
- D. In this section, "explosive" also has the meaning given in AS 11.81.900; "explosive" also includes fireworks as defined in AS 18.72.100.

Chapter 7.110 FUEL

7.110.010 Fueling and Fuel Storage.

- A. No aircraft shall be fueled or defueled while the engine is running, unless running the engine is allowed for hot fueling of a helicopter under the most current National Fire Protection Association Code 407, "Standard for Aircraft Fuel Servicing", which is adopted in this regulation by reference.
- B. No person shall smoke, light a match, or have any open flame within 50 feet of an aircraft being fueled or defueled.
- C. Persons engaged in the fueling or defueling of aircraft shall prevent the overflow or spilling of petroleum products.
 - 1. In the event of a petroleum products overflow or spill, the person shall immediately take appropriate measures to contain and clean up the petroleum products, prevent the petroleum products from draining into soil, and report the overflow or spill to the airport superintendent.
 - 2. The person shall also promptly report the petroleum products overflow or spill to each regulatory agency that requires a report of that overflow or spill and repair any petroleum products leak and equipment failure or defect that caused or contributed to the overflow or spill.
- D. No person shall start an engine of any aircraft when there is any liquid fuel on the ground under the aircraft.
- E. Fuel hoses, containers, storage tanks, and related equipment shall be maintained in a safe, sound and non-leaking condition.

- F. Fuel trucks with tanks shall be utilized only in a safe and operable condition. Inoperable fuel trucks shall never be used as above ground storage tanks.
- G. No person shall fuel or defuel an aircraft without adequate fire extinguishers or equivalent fire protection equipment immediately available to the fueling location.
- H. All fueling, defueling, and fuel transfer on the airport shall be conducted in accordance with applicable city and state of Alaska fire codes.
- I. All fuel storage tanks, whether above ground storage tanks (ASTs), underground storage tanks (USTs) or mobile storage tanks (MSTs), are subject to Plan review, approval and inspection by the city of Palmer's Department of Community Development and the Department of Fire and Rescue per the most currently adopted Palmer Municipal Code, as well as any other governing body responsible for same (state and federal).

7.110.020 Fueling sources.

- A. Aircraft fueling shall be conducted only from approved fuel handling systems that conform to city and State of Alaska fire codes, and only by persons authorized by the airport superintendent.
- B. All fueling shall be conducted only using equipment operated in a manner consistent with its designed purpose.

7.110.030 Fuel personnel training.

Any person who engages in commercial fuel delivery, fueling, defueling or fuel storage on the airport shall ensure that line service personnel and supervisors who handle fuel on the airport are trained in safe fuel handling practices, fire safety, spill prevention and spill response.

7.110.040 Spill Prevention, Control and Countermeasure Plan (SPCC) and Fuel Loading Plan Required.

- A. Storing bulk fuel. The following requirement is applicable to all vendors or other operations storing bulk fuel at the airport:
 - 1. SPCC Plan: A stamped Spill Prevention, Control and Countermeasure (SPCC) plan must be submitted to the airport superintendent for review.
 - 2. Spill Response Kit: A Spill Response Kit which is in conformity with the SPCC. The kit and its contents must be approved by the Palmer Fire & Rescue Chief or designee.
- B. Delivering, transporting or loading/unloading bulk fuel. The following requirement is applicable to all vendors or other operations delivering, transporting or loading/unloading bulk fuel (including, but not limited to: fuel trucks; aircraft engaged in hauling bulk fuel using the Palmer Municipal Airport):
 - 1. Submit Fuel Loading Plan: Any entity transporting bulk fuel for resale to or from the Palmer Municipal Airport must submit a fueling (fuel loading/unloading) plan to the airport superintendent for review and approval.
- C. Any person who engages in fuel delivery, fueling, defueling or fuel storage on the airport shall maintain spill prevention and response capability readily accessible to the site or on the vehicle where the fuel is handled, stored, transported, or dispensed.
- D. Any person who engages in commercial fuel delivery, fueling, defueling or fuel storage on the airport shall, before operating on the airport,
 - 1. Submit to the airport superintendent a copy the person's spill prevention control and countermeasures plan prepared under 14 CFR 112: or

2. If 14 CFR 112 does not apply to the person's fuel related activities on the airport, submit to the airport superintendent a written fuel spill prevention and response plan that includes:
 - a. The measures the person will take to prevent a spill or release of fuel;
 - b. The steps the person will take, in the event of a spill or release of fuel, to
 - i. stop the spill or release; and
 - ii. contain and prevent spreading or migration of any fuel released;
 3. The person's plan for immediate notification describing any spill or release of fuel to the airport superintendent and to each regulatory agency that requires such a report.
- E. Neither the submission of a plan by a person under this section, nor the receipt of the plan by the airport superintendent shall be construed as approval of the plan by the airport superintendent or the city.

7.110.050 Fueling apparatus electrical bonding.

Before fueling an aircraft from a tanker truck, fuel tender, or fixed fueling facility, the aircraft and the truck, tender, or fixed facility shall be connected by cable so as to establish a condition of zero electrical potential between them.

7.110.060 Labeling.

In addition to any labels or signs required by applicable law, a person who engages in fuel delivery, fueling, defueling or fuel storage on the airport shall place on the person's storage tank, tank truck, fuel tender or other fuel container placards consistent with regulations established by the Department of Transportation (DOT).

7.110.070 Fueling facilities.

- A. Any fuel storage tank (greater than 200 gallons in aggregate), fuel dispensing apparatus or other fuel handling facility placed or used on the airport must conform to applicable environmental law and the city's fire prevention code.
- B. Before constructing or installing a fuel storage tank, fuel dispensing apparatus or other fuel handling facility on the airport, a person must:
 1. obtain a lease for the land from the city; and
 2. obtain a city building permit and the airport superintendent's written approval under PMC 11.10.160.
 3. obtain a plan review submitted to and approved by the state of Alaska fire marshal.

7.110.080 Commercial fueling.

No person shall engage in fuel delivery, dispensing or storage for commercial purposes on the airport without first obtaining a land lease or fuel dispensing permit and city of Palmer business license from the city authorizing the activity and paying any required fees.

Chapter 7.120 Safety and Sanitation

7.120.010 Storage.

- A. No person shall keep or store any flammable liquids, gases, signal flares or other similar materials in a hangar or any other building on the airport, unless the materials are kept:
 1. in aircraft in proper receptacles installed in the aircraft; or

2. in rooms or areas specifically approved for such storage by the airport superintendent, or in storage containers that are designed for that purpose and comply with applicable fire codes.
- B. Lessees shall provide suitable metal receptacles with covers for the storage of waste, rags and other rubbish. All waste and used rags or other rubbish shall be removed in accordance with PMC 8.20.

7.120.020 Open flame operations.

Except as may be specifically authorized by the airport superintendent, no person shall conduct any open flame operations anywhere on the airport unless fire extinguishers of sufficient size and type are close at hand to control any hazard that may arise.

7.120.030 General requirements.

- A. The holder of a land lease on the airport shall keep the premises leased by them and the apron and ramp areas used in their operations, clean and clear of oil, grease, waste materials and trash.
- B. No person shall keep uncovered trash containers on any part of the airport.
- C. No motor vehicle for hauling trash, dirt, or any other materials shall be operated on the airport unless the vehicle is constructed so as to prevent the contents thereof from dropping, shifting, leaking, or otherwise escaping.
- D. No person shall spill dirt or any other materials from a vehicle on the airport.
- E. Areas used for trash or garbage containers shall be kept clean and sanitary at all times.
- F. No persons shall dispose of garbage, papers, refuse or other material on the airport except in receptacles provided for that purpose, and in accordance with PMC 8.20.
- G. Wind scattered debris. All users of the airport are responsible for preventing debris release and wind scattering of debris. No wind scattered debris shall be allowed at the airport. Any person or company responsible for wind scattered debris shall be subject to fines and/or associated cleanup costs.

7.120.040 Fire extinguishers.

All tenants or lessees on the airport shall supply and maintain such adequate and readily accessible fire extinguishers as are required by the city fire codes for the particular fire hazards involved.

7.120.050 Hazards.

No tenant or lessee on the airport shall store or stock material or equipment in such a manner as to constitute a hazard to persons or property.

7.120.060 Hazardous substance release.

- A. A person who releases a hazardous substance on the airport shall immediately contain and clean up the release, using methods that ensure that contamination does not enter or spread on or in airport land or water or in an airport storm water drainage system.
- B. A person responsible under this chapter for a release shall immediately report the release to the airport superintendent and to each regulatory agency that requires such a report.
- C. Submission of a report to the airport superintendent under this subsection does not satisfy any other applicable requirement for reporting a release of a hazardous substance to any regulatory agency that has jurisdiction.

- D. If a person responsible under this section for a release does not take immediate action to report, contain, and clean up the release, the city may report, contain, or clean up the release as the city determines appropriate under the circumstances.
- E. The city may seek reimbursement for the city's direct costs of assessment, reporting, containment, cleanup, and indirect costs, as applicable, from any person responsible for the release.

Chapter 7.130 Standard Operating Procedure

7.130.010 Statement of Policy

The city of Palmer, as the owner and operator of the Palmer Municipal Airport, hereby gives notice of the following as a statement of minimum operating procedures for Aeronautical Services, Commercial Operations and Personal Hangars at the airport.

These standards are intended to be the threshold entry requirements for those wishing to provide aeronautical services or other services to the public or have a personal hangar at the airport and to insure that those who have undertaken to provide aeronautical services or other services are not exposed to unfair or irresponsible competition and aeronautical operations. These minimum standards were developed taking into consideration the aviation role of the airport, the future development of the airport, and the city's obligations as an airport improvement sponsor under 14 C.F.R. part 152. The uniform application of these minimum standards relates primarily to the public interest and discourages the offering of substandard services to users of the airport.

7.130.020 Application Information

Persons interested in operating a business or service on the Palmer Municipal Airport grounds should contact the airport superintendent.

7.130.030 Minimum Standards for (Lessee's) fixed based operators (FBO)

- A. Approved Lease on file with the city.
- B. Leases shall be for a term determined upon the basis of the applicant's proposed financial investment in permanent improvements on the premises to be leased.
- C. An applicant must demonstrate, to the satisfaction of the city that the applicant has sufficient experience, knowledge, certifications, and licensing to be reasonably capable of lawfully and successfully operating the aeronautical service proposed by the applicant.
- D. An applicant must demonstrate, to the satisfaction of the city, that the applicant has adequate resources to complete the construction of the proposed improvements on the proposed premises and to successfully operate the proposed FBO business.
- E. The applicant shall lease at a minimum, sufficient land to provide adequate space as determined by the city, to accommodate the applicant's proposed building, aircraft parking, customer vehicle parking, and employee parking needs.
- F. As a condition of the lease, the applicant must:
 - 1. Invest \$100,000 in buildings and other permanent improvements on the premises in support of the applicant's proposed FBO business.
 - 2. Comply with all zoning and building code regulations for the city.
 - 3. Operate the proposed FBO business on a continuous basis throughout the term of the lease, uninterrupted by any period of closure over 15 consecutive days or 24

aggregate days within any 12-month period without permission of the airport superintendent, unless the business is by nature seasonal.

4. Have personnel in attendance on the premises during all operating hours who are qualified to perform the service offered by the proposed FBO business.
5. Indemnify and defend the city and maintain insurance coverage, as required under the lease.
6. Make all lease payments timely, when due without undue collection efforts on behalf of the city.

7.130.035 Minimum Standards for (Lessee's) Personal Hangar

- A. Approved Lease on file with the city.
- B. Leases shall be for a term determined upon the basis of the applicant's proposed financial investment in permanent improvements on the premises to be leased.
- C. An applicant must demonstrate, to the satisfaction of the city, that the applicant has adequate resources to complete the construction of the proposed improvements on the proposed premises.
- D. The applicant shall lease at a minimum, sufficient land to provide adequate space as determined by the city, to accommodate the applicant's proposed building, aircraft parking, and vehicle parking needs.
- E. As a condition of the lease, the applicant must:
 1. Invest \$75,000 in buildings and other permanent improvements on the premises in support of the applicant's proposed hangar.
 2. Comply with all zoning and building code regulations for the city.
 3. Indemnify and defend the city and maintain insurance coverage, as required under the lease.
 4. Make all lease payments timely, when due without undue collection efforts on behalf of the city.

7.130.040 Minimum Standards for (Non-Lessee's) Commercial Businesses and Organizations

- A. Approved commercial operating agreement to conduct business on airport grounds.
- B. An applicant must demonstrate, to the satisfaction of the city that the applicant has sufficient experience, knowledge, certifications, and licensing to be reasonably capable of lawfully and successfully operating the aeronautical service proposed by the applicant.
- C. The applicant shall rent or sub-lease at a minimum, sufficient land to provide adequate space as determined by the city, to accommodate the applicant's proposed business, aircraft parking, customer vehicle parking, and employee parking needs.
- D. As a condition of operating a business on airport grounds, the applicant must:
 1. Invest sufficient funds in support of the applicant's proposed business.
 2. Indemnify and defend the city and maintain insurance coverage, as required under the operating agreement.
 3. Pay all user airport user fees timely, when due without undue collection efforts on behalf of the city.

7.130.050 Through the Fence Operations

- A. Agreement for through the fence airport access on file with the city.
- B. Written agreement with the city for access from the applicant's property, and applicant will meet all requirements for on field operations for insurance, safety, personnel and equipment.

C. Such written agreement shall include provision for payment of an access fee, as applicable, as established for such type activity by the airport.

An access fee ensures that those commercial activities that are using the airport to conduct their business to earn a profit are participating in the cost of maintaining the airport. The written agreement also ensures they are maintaining safe operations and minimum standards while using the airport.

Section 5. Effective Date. Ordinance No. 17-003 shall take effect upon adoption by the city of Palmer City Council.

Adopted this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 17-023**

Subject: City Council Statement of Non-Objection to the Renewal of Liquor License #2098, for Carr-Gottstein Foods Co. doing business as Oaken Keg #1739, Located at 644 W. Evergreen Avenue

Agenda of: March 28, 2017

Council Action: **Approved** **Amended:** _____
 Denied


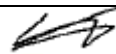

Originator Information:

Originator: City Clerk

Department Review:

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: \$ _____

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: 

Attachment(s):

- Review Form
- Renewal Notice

Summary Statement:

Carr-Gottstein Foods Co. doing business as Oaken Keg #1739 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's Recommendation:

To approve Action Memorandum No. 17-023 directing the City Clerk to notify the State of Alaska the City Council makes a statement of non-objection to the renewal of Liquor License #2098 for Carr-Gottstein Foods Co. doing business as Oaken Keg #1739.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Oaken Keg #1739
LICENSE TYPE: Package Store
LOCATION: 644 W. Evergreen Avenue

OWNER: Carr-Gottstein Foods Co.

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

3/14/17

Date

Route to: Department of Community Development

Department of Community Development

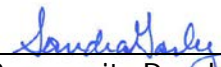
Code Compliant: ✓ Yes No

If no, explain: _____

Fire Compliant (Plans Review): ✓ Yes No

If no, explain: _____

Other Comments: _____



Community Development Director

3/14/17

Date

Route to: Police Department

Department of Public Safety

Code Compliant: ✓

Yes No

If no, explain:

Other Comments:



3-14-17

Chief of Police

Date

Route to: City Manager's Office

City Manager's Office

Other Comments:



3/14/17

City Manager

Date

Route to: City Clerk's Office

FORWARD TO COUNCIL FOR AGENDA OF: March 28, 2017



March 14, 2017

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:	Package Store	License Number:	2098
Licensee:	Carr-Gottstein Foods Co.		
Doing Business As:	Oaken Keg #1739		

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,

Jedediah Smith, Local Government Specialist
amco.localgovernmentonly@alaska.gov

**City of Palmer
Action Memorandum No. 17-024**

Subject: Confirm the Mayor's Nomination of Public Works Director Chris Nall to the Matanuska Susitna Borough Wastewater and Septage Advisory Board to Fill the City of Palmer Representative Position

Agenda of: March 28, 2017

Council Action: **Approved** **Amended:** _____
 Denied



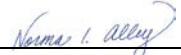
Originator Information:

Originator: City Manager Wallace

Department Review:

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

Approved for Presentation By:

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

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: 

Attachment(s):

- WSAB application

Summary Statement:

The Wastewater and Septage Advisory Board (WASB) was established to advise the assembly on matters relating to wastewater and septage issues within the borough. All matters pertaining to the board, shall be governed by MSB 4.05.

The board shall consist of seven voting members, who are residents of the borough, and has representatives from the following:

1. a staff representative from the Matanuska-Susitna Borough;
2. a representative from the city of Houston;
3. a representative from the city of Palmer;
4. a representative from the city of Wasilla
5. a representative with an environmental engineering background;
6. a representative from the septage industry;
7. an at-large member.

This position has been filled by previous public works directors from the City of Palmer. Chris Nall is intimately familiar with wastewater issues effecting the city.

Tom Healy was the City's last representative and recently provided his resignation to the Borough Mayor as he felt he was no longer able to be as effective on the board, as he is less familiar with city issues as time goes by.

Administration's Recommendation:

To approve Action Memorandum No. 17-024 nominating Public Works Director Chris Nall to the MSB WSAB as the City Representative.

DATE RECEIVED:

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM

INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to debra.wetherhorn@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 861-7845. If you have questions, please call 861-8683.

Board and position for which I am applying: City of Palmer Representative
(For example, Board of Equalization, Member 3)

Applicant Name: William C. Nall

Residence Address: 3251 S. Sky Ranch Loop, Palmer AK 99645

Mailing Address: 231 W. Evergreen Ave, Palmer AK 99645

Home/Cell phone: 907-863-0741 Work phone: 907-761-1350 Email: cnall@palmerak.org

Name and Address of Employer: City of Palmer, 231 W. Evergreen Ave, Palmer AK 99645

Can you regularly attend meetings? Yes No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or any family member have a personal or financial interest with the Borough? Yes No

If yes, list positions and or interest: _____
(For example: employee, emergency responder, RSA or FSA area supervisor, board member, contractor etc.)

How long have you lived in the Borough? 9 mos

Briefly explain, why you are interested in serving on the board in which you are applying? _____

As the City of Palmer Public Works Director I have the first hand information to best represent the City on the board.

List professional or personal experiences that qualify you for membership on the board? You may attach a brief resume to highlight your qualifications: City of Palmer Public Works Director

List three professional or personal references: Name: Nathan Wallace Phone: 907-761-1317
Name: Tom Healy Phone: 907-841-0331
Name: Terry Dolan Phone: 907-745-9818

Applicant Signature: W. Nall Date: 03/13/17

PLEASE CONTINUE TO THE OTHER SIDE TO COMPLETE PAGE 2

Office Use Only: Precinct: _____ Assembly District: _____ Service Area: _____
Position on Board: _____ Term Ends: _____
Residence Checked: Yes Map Checked: Yes Code Checked: 1st 2nd

Applicant Name: William C. Nall

1. Do you have any civil judgment against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or manner? NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty? NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.
