

Regular City Council Meeting
January 23, 2024 at 6:00pm
City of Palmer, Alaska
Palmer City Council Chambers
231 W Evergreen Avenue Palmer, Alaska 99645
www.palmerak.org



Mayor Steven J. Carrington
Deputy Mayor Carolina Anzilotti
Council Member John Alcantra
Council Member Richard W. Best
Council Member Jim Cooper
Council Member Pamela Melin
Council Member Joshua Tudor

City Manager John Moosey
City Clerk Shelly M. Acteson, CMC
City Attorney Sarah Heath, Esq.

- A. CALL TO ORDER:
- B. ROLL CALL:
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
 - 1. Approval of consent agenda
 - a. Action Memorandum No. 24-009
Confirmation of the Mayoral Appointment of Joyce Momarts to the Airport Advisory Commission
 - b. Approval of Minutes of January 9, 2024
- E. COMMUNICATIONS AND APPEARANCE REQUESTS:
 - 1. Elected Officials
 - 2. Board/Commission Members
 - 3. Promotion of Trey Lindstrom from Captain to Assistant Chief of Palmer Fire and Rescue
 - 4. Promotion of John Prevost from Assistant Chief to Deputy Chief of Palmer Fire and Rescue
 - 5. Proclamation Recognizing Kaelan Vesel
Recognizing Kaelan Vesel's success at the ASAA/First National Bank Division I State Championships in wrestling.
 - 6. Proclamation Recognizing Cody Vansiegman
Recognizing Cody Vansiegman's success at the ASAA/First National Bank Division I State Championships in wrestling.
 - 7. Polly-Beth Odom, Daybreak, Inc - Palmer Navigation Center Update
 - 8. Final Schematic Presentation, Palmer Library Project, by Wolf Architecture

- F. REPORTS:
 - 1. City Manager's Report
 - 2. Mayor's Report
 - 3. City Clerk's Report
 - 4. City Attorney's Report
- G. AUDIENCE PARTICIPATION:
- H. PUBLIC HEARINGS:
 - a. Ordinance No. 24-001: Amendment Enacting Palmer Residential Land Use Matrix Amending Palmer Municipal Code Chapters 17.08 Definitions, 17.20 R-1 Single-family Residential, 17.24 R-2 Low Density Residential, 17.26 R-3 Medium Density Multifamily Residential, 17.27 R-4 High Density Residential, 17.52 R-1E Single family Residential Estate, 17.54 RR Rural Residential, Adding Homeless Shelter and Homeless Shelter, Emergency, amending Commercial Land Use Matrix Chapter 17.28.020, and Enacting Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix - Public Hearing to be Held January 23, 2024.
- I. ACTION MEMORANDA:
 - 1. Action Memorandum No. 24-007: Grant Fund Purchase
Authorizing the City Manager to Purchase Portable Radios and Accessories in An Amount Not to Exceed \$104,514.24 Under the Awarded Grant EMW-2023-SS-00037-S01 From the State Homeland Security Grant Program
 - 2. Action Memorandum No. 24-008: Visitor Information Center Contract
Authorizing the City Manager to Sign a Three Year Contract With the Palmer Museum of History and Art for a Management Service Contract Agreement for Operation of the Visitor Information Center in the Amount of \$75,115 to Reflect 2024 Payments and Adjusted 2.5% Thereafter Annually to Reflect Inflation
- J. UNFINISHED BUSINESS:
 - A. City Manager Recruitment Process
- K. NEW BUSINESS:
- L. RECORD OF ITEMS PLACED ON THE TABLE:
- M. AUDIENCE PARTICIPATION:
- N. EXECUTIVE SESSION:
- O. COUNCIL COMMENTS:
- P. ADJOURNMENT



Palmer City Council Meeting

D. 1. a.

Meeting Date: 01/23/2024

Submitted For: Shelly Acteson, City Clerk

Department: Administration

Agenda Category: Consent Agenda

Legislation Number: AM 24-009

Subject

Confirmation of the Mayoral Appointment of Joyce Momarts to the Airport Advisory Commission

Summary Statement/Background

Public notice of recruitment for open seats on all City Boards and Commissions was posted on the City website and on social media.

According to PMS 2.18.020 A., "Members shall be nominated by the Mayor and confirmed by the Council."

Administration's Recommendation:

Approve Action Memorandum No. 24-009.

Attachments

AAC application - Momarts



City of Palmer • City Clerk's Office
231 W. Evergreen Ave. Palmer, AK 99645
Phone: (907) 761-1301 • Fax: (907) 761-1340

Sent E
up
2026

Application for City Board or Commission

Date: 11/3/2023

Name of Board/Commission Applying For: AIRPORT ADVISORY COMMISSION

Name: Joyce MOMARTS

Residence Address: 630 E Dogwood Ave

Mailing Address: " "

Phone Number(s):

Home: 907-745-3738 Work: _____ Cell: _____

Email: jmomarts@gmail.com

Employer: Retired Occupation: _____

Member or active interest in the following organizations:

Am current member

Please explain your reason for applying (if necessary, continue on back or on a separate sheet):

Renew - I enjoy helping out on the Airport Commission

You are welcome to attach an outline of your education, work and volunteer experiences, and other interests. Please note: this form and all of the information contained on the form is subject to the Public Records Act. All information will be treated as public information.

Signature Joyce Momarts Date 11/3/23

For office use only:

Date Received: 12/12/23 Received By: [Signature] Attachments? ☐ Yes ☐ No

Appointed: ☐ Yes ☐ No AM No.: _____ Council Meeting Date: _____

Reappointment Date(s): _____

Date Left Board or Commission: _____



Palmer City Council Meeting

D. 1. b.

Meeting Date: 01/23/2024

Submitted For: Shelly Acteson, City Clerk

Department: Administration

Agenda Category: Consent Agenda

Legislation Number: NA

Subject

Approval of Minutes of January 9, 2024

Summary Statement/Background

Administration's Recommendation:

Attachments

Minutes of January 9, 2024 Council Meeting

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on January 9, 2024, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Mayor Steve Carrington
Deputy Mayor Carolina Anzilotti
John Alcantra
Richard W. Best
Jim Cooper
Pam Melin
Joshua Tudor

Staff in attendance:

John Moosey, City Manager
Shelly M. Acteson, CMC, City Clerk
Benji Johnson, Deputy City Clerk
Sarah Heath, City Attorney (via Zoom)
Jude Bilafer, Public Works Director
Dwayne Shelton, Palmer Police Chief
Chad Cameron, Palmer Fire Chief
Brad Hanson, Community Development Director
John Diument, Airport Superintendent

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda

- A. **Introduction of Ordinance No. 24-001:** Amending Palmer Municipal Code Chapters 17.08 Definitions, 17.20 R-1 Single Family Residential, 17.24 R-2 Low Density Residential, 17.26 R-3 Medium Density Multifamily Residential, 17.27 R-4 High Density Residential, 17.52 R-1E Single Family Residential Estate, 17.54 RR Rural Residential, Adding Homeless Shelter, Emergency, amending Commercial Land Use Matrix Chapter 17.28.020, and Enacting Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix – **Public Hearing to be Held on January 23, 2024**
- B. **Action Memorandum No. 24-004:** Authorizing the City Manager to Execute a Management Services Agreement Amendment No. 3 with Eagle Golf Course Management Inc., for the Operation of the Palmer Municipal Golf Course in the Amount of \$425,000 to Reflect 2024 Payments
- C. **Action Memorandum No. 24-005:** Authorizing the City Manager to Execute Amendment No. 1 with Greene Garden Services for Seasonal Gardening/Horticultural Services at the Visitor Information Center Garden for 2024 in the Amount Not to Exceed \$48,540
- D. **Action Memorandum No. 24-006:** Authorizing the City Manager to Sign Amendment No. 3 for a Three-Year Brand License Agreement with Matanuska Telecom Association for the MTA Events

- Center in the Amount of \$20,000
2. Approval of Minutes of Previous Meetings
 - A. November 28, 2023, Regular Meeting
 - B. December 12, 2023, Special Meeting
 - C. December 12, 2023, Regular Meeting

Main Motion: To Approve the Agenda as Presented

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

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Elected Officials in Attendance:

Todd Smolden, representing Governor Dunleavy's Mat-Su office, presented Governor Mike Dunleavy's Executive Proclamation proclaiming January 9, 2024, as Alaska Law Enforcement Appreciation Day.
2. Board/Commission Members in Attendance - None
3. Swearing in of Palmer Police Officer Mike Lynch promoted to Sergeant; and new Palmer Police Officer Chris Gonzales – by Palmer Police Chief Dwayne Shelton
4. A Proclamation Recognizing Martin Luther King Jr. Day

Mayor Carrington read Proclamation Recognizing Martin Luther King Jr Day, The proclamation was received by Aundra Jackson and friends.

Mayor Carrington called for a recess at 6:15 pm, reconvened at 6:29 pm.

F. REPORTS

1. City Manager's Report
 - Legislative Session in Juneau starts Jan 16, 2024
 - Manager Moosey gave an overview of the budget proposal before Governor Dunleavy.
 - Encouraged Council Members to visit the Capitol and see the process in person.
 - Spoke to Job Corps' upcoming Anniversary.
 - Upcoming meeting with the Alaska Airman's Association Board to discuss the 2024 Great Alaskan Aviation.
2. Mayor's Report
 - Acknowledged the Clerk's completion of her master certificate.
 - Spoke about snow removal and challenges.
 - Attended a Technical committee meeting for the MVP-MPO, and let Council know he will write a letter appointing Jude Bilafer the technical committee representative, with Brad Hansen as the alternate. There were no objections from Council.
 - Requested to award the Golden Heart Award to John Combs. There were no objections.
 - Council Member Best spoke about a meeting he attended for the Mayor with local businesses concerning snow removal, and will be bringing legislation forward to offer alternatives for the issue.
3. City Clerk's Report
 - Written report in the packet.
4. City Attorney's Report
 - Reported that the Visitor's Center contract is finished and will be on the next agenda.

G. AUDIENCE PARTICIPATION

Dave Cruz:

- Spoke in support of creating seasonal position to clear snow at the Palmer Municipal Airport.
- Questioned why his airport property taxes go to the Mat-Su borough and not the City.

Doug Glenn:

- Recognized the struggle with snow removal and felt the crew did a good job but are overwhelmed and spoke in support of creating seasonal position at the Palmer Municipal Airport.

Travis Friesen:

- Commented on food waste by businesses and requested a community compost pile.

Gino DelFrate:

- Expressed that he was impressed by and thankful for the City snow removal efforts and that there was no snow berm left in front of their driveway.

Jennifer Williams:

- Thanked the Council for the city employee bonuses and thanked the Council for working on the situation with the sidewalk snow removal problems.

Jackie Goforth:

- Spoke to continuing concerns regarding the books at the Palmer Library.

Susan Pougher:

- Spoke about community activities that are happening at the Palmer Library.
- Clarified that there is a Borough Library Board, not a City Library Board.

Mike Chmielewski:

- Commented on a series of interviews he recently conducted with Shelly Hughes and Tom Begich.
- Commented favorably on the City's building permit process.

H. PUBLIC HEARINGS

1. **Resolution No. 24-006:** Identifying the City of Palmer's Capital Project Priorities for State, Federal and Other Interested Parties Funding

Mayor Carrington opened the public hearing. Seeing no one come forward, the public hearing was closed.

Main Motion: To Adopt Resolution No. 24-006, as amended by Primary Amendment #1

Moved by:	Melin
Seconded by:	Anzilotti
Vote:	Unanimous
Action:	Motion Carried

**Primary Motion to Switch Item 4 with Item 8 on the priority list
Amendment
#1:**

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

2. **Resolution No. 24-007:** Authorizing the City Manager to Sign and Execute a Five-Year Contract with the Matanuska Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area

Mayor Carrington opened the public hearing. Seeing no one come forward, the public hearing was closed.

Main Motion: To Adopt Resolution No. 24-007

Moved by:	Anzilotti
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

3. **Resolution No. 24-008:** Authorizing the City Manager to Allocate \$125,000 to Create a Fleet Replacement Fund for Palmer Fire and Rescue

Mayor Carrington opened the public hearing. Seeing no one come forward, the public hearing was closed.

Main Motion: To Adopt Resolution No. 24-008

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

4. **Resolution No. 24-009:** Authorizing the City Manager to Create a Seasonal Airport Equipment Operator Position

Mayor Carrington opened the public hearing.

Richard Young:

- Spoke in support of creating a Seasonal Airport Equipment Operator Position.

Eric Anderson:

- Spoke in support of Resolution No. 24-009.

Hearing no objections, the public hearing was closed.

Main Motion: To Adopt Resolution No. 24-009

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

Manager Moosey and Airport Superintendent Diumentti addressed questions regarding the position and lease rate increases.

Primary Amendment #1: Position to be used solely for Palmer Airport Snow Removal

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

I. ACTION MEMORANDA

1. **Action Memorandum No. 24-001:** Authorizing the City Manager to Negotiate a Contract with The Plug Hug Fire Hydrant Cleaning System and a Hydraulic Drive Motor Kit

Main Motion: To Approve Action Memorandum No. 24-001

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

2. **Action Memorandum No. 24-002:** I Heart Hockey 8 U Tournament, City Council Community Grant Funding Request of \$1,500

Main Motion: To Approve Action Memorandum No. 24-002

Moved by:	Melin
Seconded by:	Anzilotti
Vote:	Unanimous
Action:	Motion Carried

3. **Action Memorandum No. 24-003:** Authorizing the City Manager to Negotiate an Extension to the Professional services Agreement with Wolf Architecture for Design services and Construction Management of the Palmer Public Library

Main Motion: To Approve Action Memorandum No. 24-003

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

J. UNFINISHED BUSINESS

Mayor Carrington called for a recess at 7:47 p.m., reconvened at 8:00 p.m.

K. NEW BUSINESS

1. **Discussion of City Manager position recruitment process**

Discussion ensued and the revised recruitment notice, and job description will be brought back before Council during the January 23 Meeting. The revisions would be based on council discussion and suggestions.

L. RECORD OF ITEMS PLACED ON THE TABLE

M. AUDIENCE PARTICIPATION

Travis Friesen:

- Stated that he would like an airport terminal at the Palmer Airport.

Mike Chmielewski:

- Spoke to the Manager Position hiring process.

Susan Poucher:

- Spoke to the "bright" side of the Palmer Library.

Eric Anderson:

- Expressed concerns about traffic going up Bailey Hill and lack of visibility from the snow berms causing accidents and commented on snow removal.

N. EXECUTIVE SESSION

O. COUNCIL MEMBER COMMENTS

Council Member Melin:

- Hoped everyone had a wonderful holiday.
- Was impressed by tonight's turn out of the Public Safety/Police Officers.
- Also impressed with tonight's turn out for the Palmer Airport discussion.
- Asked for support regarding looking into the property tax situation for the lease holders at the Palmer Airport, as to why the Borough receives the taxes. Council Member Anzilotti offered support. Manager Moosey offered insight into the issue.

Deputy Mayor Anzilotti:

- Congratulated the officers on promotions.
- Expressed appreciation of having a Council that the business owners are comfortable approaching.
- Announced that she will not be able to attend the February 27 meeting due to being on her honeymoon.

Council Member Best

- Expressed that it was a pleasure to be the ear of the Council and work with the business owners regarding the snow removal issues.
- Commented on the local company redesigning bunny boots.

Council Member Cooper:

- Commented favorably on seeing Police Officers in attendance that have been with the force for long time.
- Informed everyone that food banks do collect food from local grocery stores.
- Spoke about sidewalk snow removal issues.
- Inquired about the Arctic Winter Games that are coming up this Spring.
- Wished everyone a good holiday and a good 2024.

Council Member Alcantra:

- Wished everyone a Happy New Year.
- Felt that the snow removal this year was better than last year.
- Congratulated the City Clerk on completing her leadership class.
- Thanked those that testified at the meeting tonight.

- Also expressed concern with the traffic on Bailey Hill by Eagle Street, when pulling in and out of Wood and Wire off the Glenn Highway.
- Encouraged the public to attend the Martin Luther King Jr Day event at the Glenn Massey Theatre on January 15, 2024.

Council Member Tudor:

- Congratulated Chief Shelton on a well-run department.
- Thanked Public Works for all their hard work.
- Thanked the public for coming out to support the Airport.
- Thanked Council Member Best for bringing up Airframes Alaska's bunny boot redesign information.

Mayor Carrington:

- Conveyed kudos to Deputy Mayor Anzilotti for being proactive concerning the airport snow removal issue by taking a tour of Palmer Airport and meeting with the lessors.

P. ADJOURNMENT

With no further business before the Council, the meeting was adjourned at 8:46 p.m.

Approved this 23rd day of January, 2024.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



Communications and Appearance Requests E. 5.

Palmer City Council Meeting

Meeting Date: 01/23/2024

Submitted For: Kristin Elieff, Administrative Assistant

Department: Administration

Proclamation Purpose

Recognizing Kaelan Vesel's success at the ASAA/First National Bank Division I State Championships in wrestling.



Communications and Appearance Requests E. 6.

Palmer City Council Meeting

Meeting Date: 01/23/2024

Submitted For: Kristin Elieff, Administrative Assistant

Department: Administration

Proclamation Purpose

Recognizing Cody Vansiegman's success at the ASAA/First National Bank Division I State Championships in wrestling.



Palmer City Council Meeting
Meeting Date: 01/23/2024
Department: Administration

E. 7.

Subject
Polly-Beth Odom, Daybreak, Inc - Palmer Navigation Center Update

Summary Statement/Background

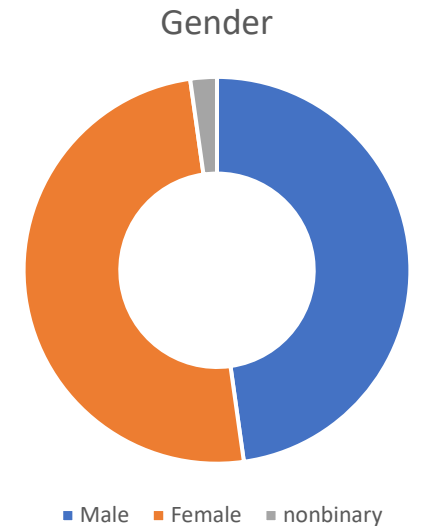
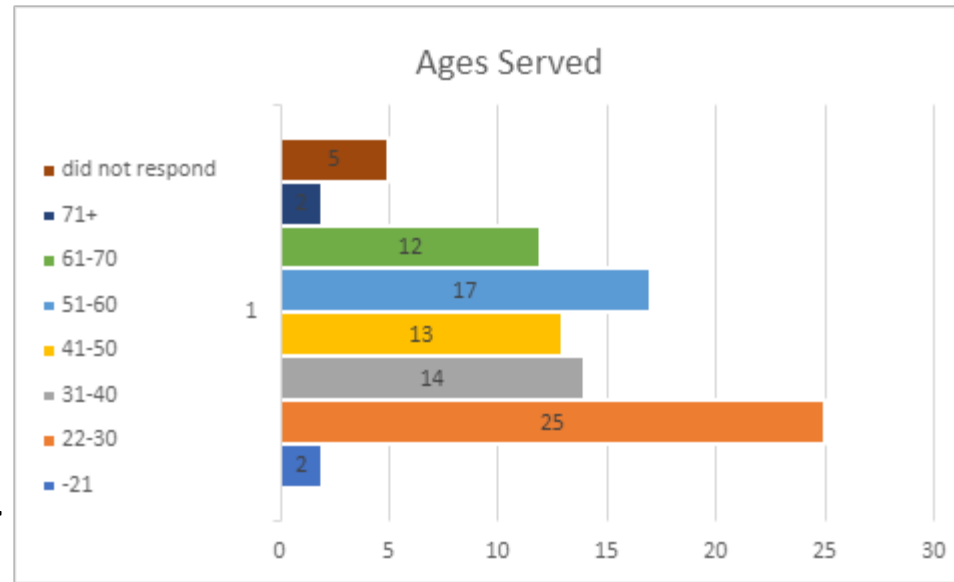
Administration's Recommendation:

Attachments

Navigation Center Update

Daybreak Navigation Center Statistics

- Ninety individuals have been served since July 13, 2023
- Seventeen people have been housed!
- Thirty-Six (36) people received shower & laundry vouchers
- Six people have received phones
- Seven I.D. cards have been replaced



17 people housed!



36 people
showered
& washed
clothes



90 people
served





E. 8.

Palmer City Council Meeting

Meeting Date: 01/23/2024

Submitted For: Brad Hanson, Community Development Director

Department: City Clerk's Office

Legislation Number: N/A

Subject

Final Schematic Presentation, Palmer Library Project, by Wolf Architecture

Summary Statement/Background

Administration's Recommendation:

Attachments

Palmer Library Executive Summary

Palmer Library Concept Design Update

**Palmer Library Replacement
Public Engagement, Programming and Concept Design
Executive Summary**

January 17, 2024

Phase I - Stakeholder and Public Input/ Programming/Pre-schematic Design

Beginning in August of last year, preliminary meetings with the Library Building Committee (LBC), were convened to confirm scope and requirements of the project.

A plan for collecting insights, opinions, and expertise regarding the development of the Palmer Library was initiated. The plan was built on objectives established by the request for proposal and reflected input from the Design Team, LBC, and City staff to create an efficient, effective, and inclusive process.

A purposeful effort ensued to learn and incorporate the aspirations of Library stakeholders, the concerns of Palmer residents, and the long-term abilities for the City library to serve the local and greater regional community.

Site specific conditions such as wind, daylight/solar, utilities, parking, invasive landscape species, historic significance and master planning considerations were researched and incorporated. Vehicular as well as pedestrian patterns and accessibility helped determine potential building layouts. On site parking capacity essential to City events will be retained.

Building programming considered current and future Library space needs, cost efficiency of form/levels, operation and maintenance costs, archives, storage, meeting space, interior and exterior, other user group needs/desires.

Public engagement successfully brought over 300 community members into the project via:

- Friday Fling--Informational Boards & Targeted Surveys
- Online Surveys—user group specific, teens, homeschoolers, etc.
- Informational Boards and Comment Cards at Library
- Public Work Sessions—three open house format meetings held at Palmer Depot
- Stakeholder outreach—

Visioning meetings, convened over a three-day period, invited participation from stakeholder groups including: Library Staff, Friends of the Palmer Library, Palmer Museum, Palmer Historical Society, Palmer Chamber of Commerce, LBC, City Directors, and others.

A design charrette open house engaged the public to explore site and building configurations. That charrette became the impetus for an iterative design process yielding five, themed concepts.

Phase 2 - Conceptual and Schematic Design and Cost Estimates

Following conclusion of the stakeholder and public engagement phase, the selected concepts were further developed by the design team and assessed by the LBC.

In addition, the team considered the viability of the current library structure to serve any future needs and examined at three alternatives:

1. Rebuilding the existing structure at current size and footprint
2. Incorporating the existing structure into a new, enlarged structure
3. Replacing the existing structure entirely with new construction

This analysis included structural, mechanical, and electrical system evaluations of the remaining components along with a hazardous materials assessment to help ascertain benefits and costs.

In November, a Community Open House was held where several design options—including at least one which re-used a portion of the existing structure--were presented for discussion and input. From that input, a preferred alternative was selected for final development by the Design Team.

With engineer and estimator input it was determined that options 1 and 2 were least desirable based on functionality, flexibility, and economy. Citing needs for a facility that meets current and future needs, the complexities and limitations of working with the existing building, and the lack of value, the LBC and City Council agreed to pursue replacement of the Library. This determination was affirmed by public respondents to the three options.

Next Tuesday, January 23rd, the preferred design will be presented to the Palmer City Council depicting the culmination of this phase of the project. Exterior and interior renderings along with site and floor plans will show how the new Library is envisioned. Design drawings along with design narratives were communicated to the estimator on Jan 12. A Rough Order of Magnitude cost estimate is currently underway and will be ready to share with Council at the January 23rd meeting.

Phase 3 – Design Development to Construction Administration

Given the City Council approval on Jan 9th to extend this design contract, the design team anticipates providing services for subsequent phases of this project. This will include:

- Finalize Schematic Design
- Design Development
- Construction Documents
- Bidding Assistance
- Construction Administration

Over the next several weeks, Wolf Architecture with the help of our engineering partners will be formulating and negotiating a contract with the City to cover the phases listed above. We anticipate the following disciplines to be included:

- Architecture
- Landscape Architecture
- Interior Design to include Finishes, Furniture & Equipment selection.
- Civil Engineering, Geotechnical Engineering, Survey
- Structural Engineering
- Mechanical Engineering, Fire Suppression
- Electrical Engineering,
- Specialty Systems – Audio/Visual, Equipment, Security, Access Control etc.
- Estimating

We anticipate continuing to work closely with the Library Building Committee throughout the remaining phases. Primary deliverable reviews are expected when the design reaches 65% and 95% completion.

Contingent on contract extension notice to proceed, we expect to complete construction documents in the Summer of 2024. We anticipate construction will take between 15 and 18 months to complete. Best value scheduling and procurement methodology will be considered further as the remainder of the design development and construction document phases progress.

One possibility to expedite the overall schedule is to separate the demolition package ahead of the general construction bid. This would allow the demolition work to progress simultaneously during the construction document phase.

PALMER LIBRARY UPDATE

01.23.24

Palmer Public Library

Phase 1 | Completed

August - September

Visioning / Community Engagement / Goal Setting

- Public Engagement
- Visioning Workshops
- Building Assessment/ Technical Assistance Related to the Existing Building

Phase 2 | Completed

Programming / Concept Design / Schematic Design

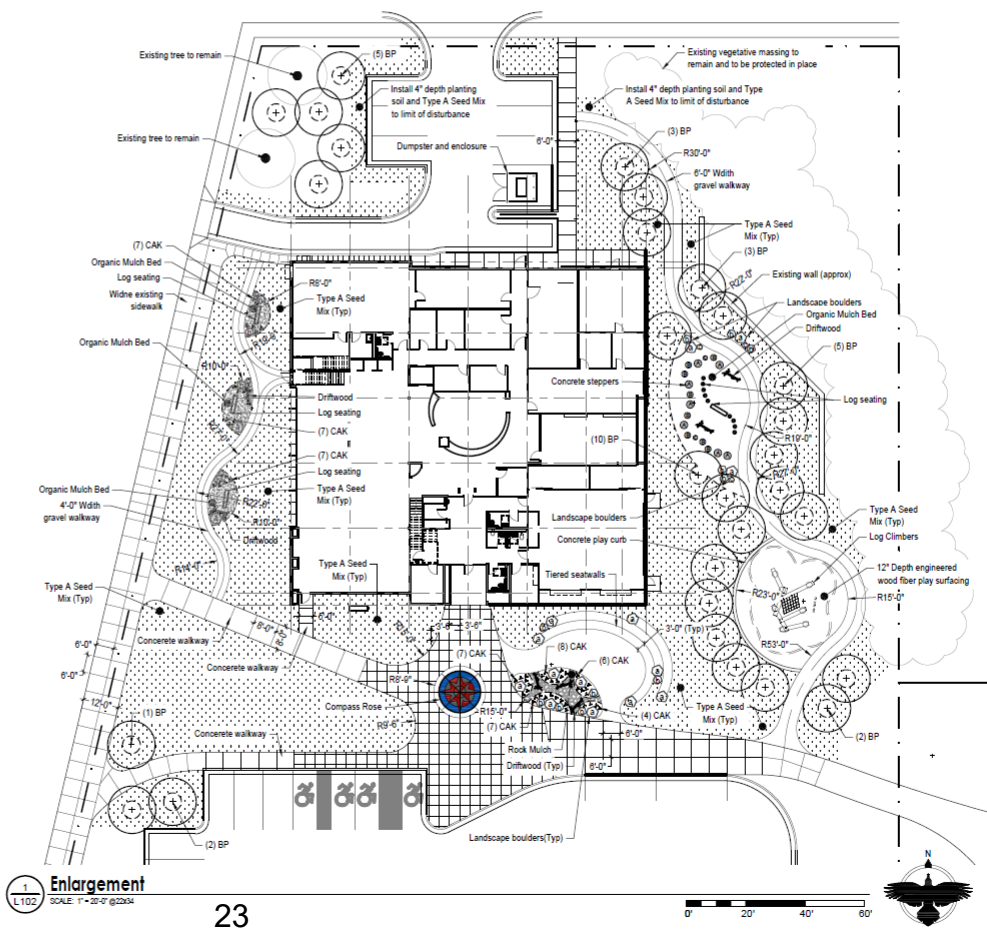
October - January 2024

- Develop & Refine Program
- Concept Design Charrette, Development & Exploration – Renovation, Addition & New Construction
- Advance and Complete Schematic Design – New Construction Only Option
- Develop Design Narrative – New Construction Only Option
- Re-Confirm Probable Cost of Construction Opinion
- City Council Approval to Extend Design Contract – January 9, 2024
- City Council Presentation - January 23, 2024 (In progress)

Phase 3 | Next Steps

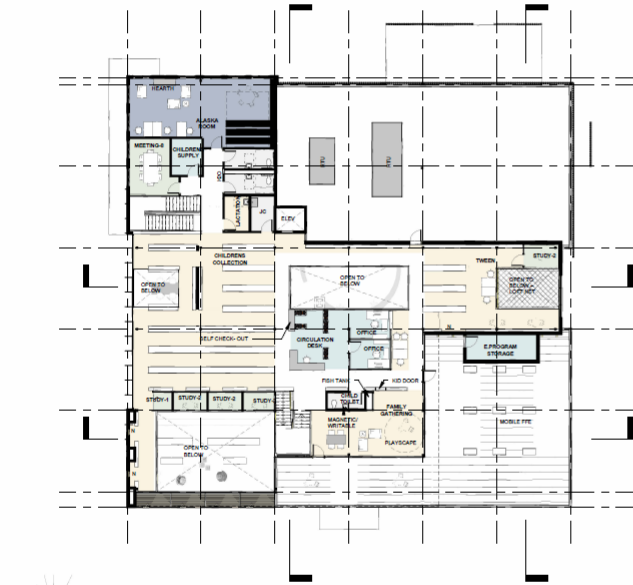
January 2024 -

- Negotiating a Design/Construction Management Contract with City
- Creation of Plans for Bid – Design Development through Construction Documents
- Bidding / Selecting a Contractor
- Construction / Construction Administration



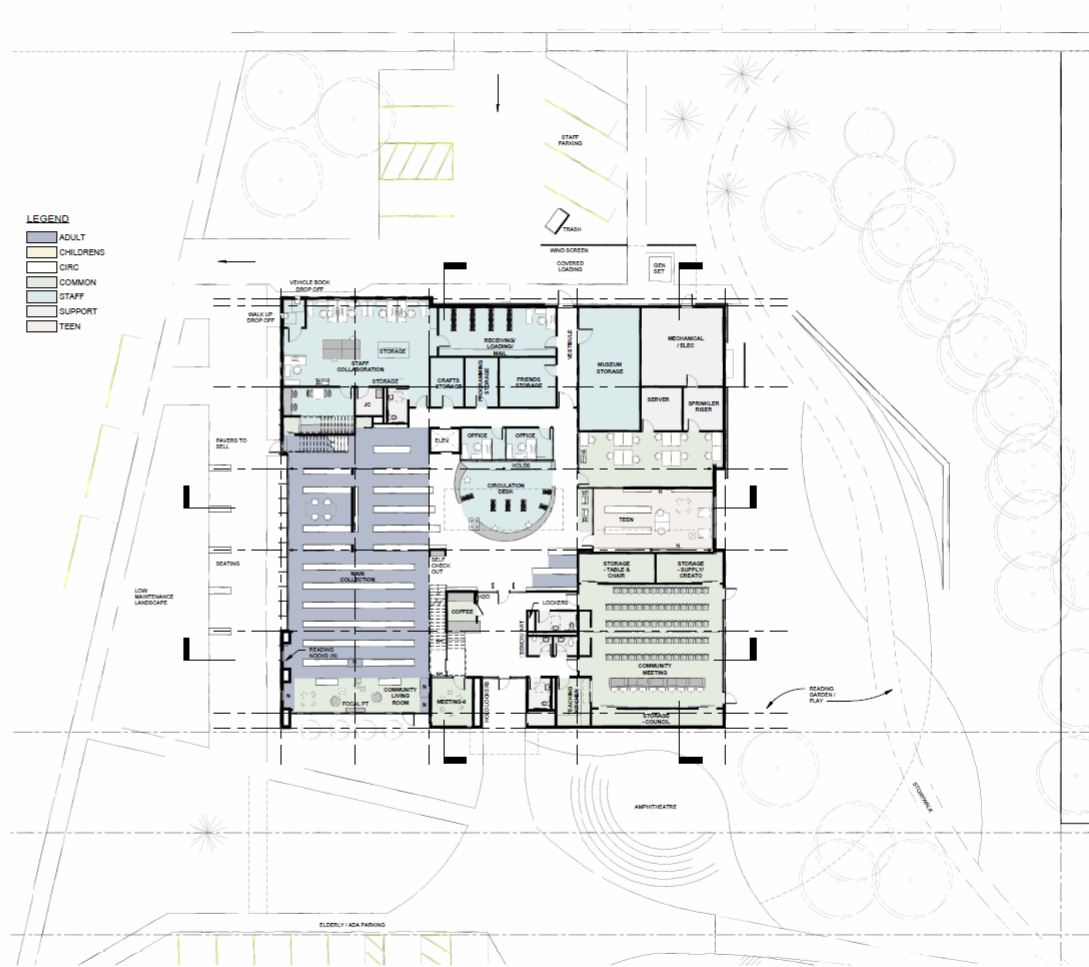
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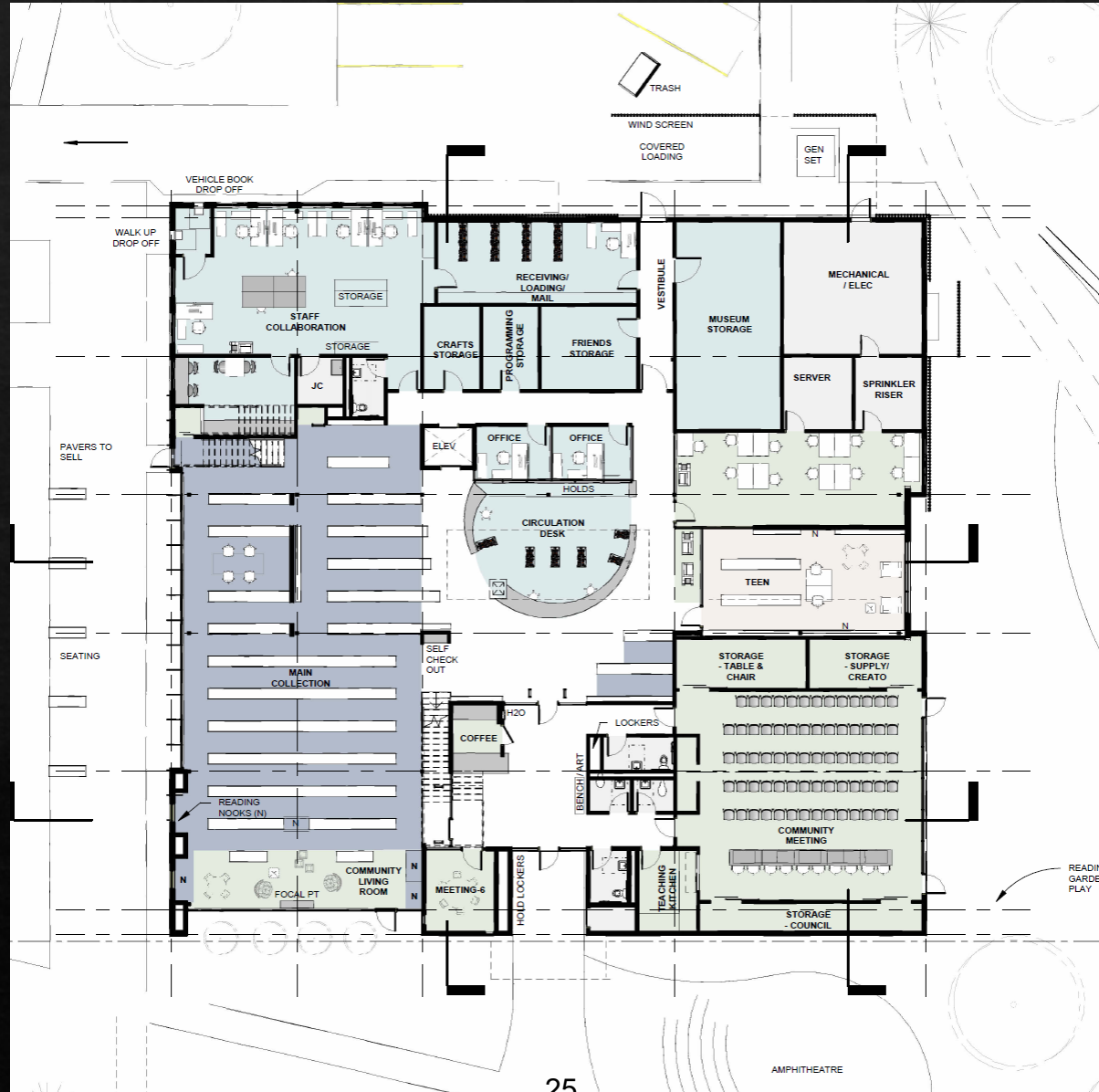


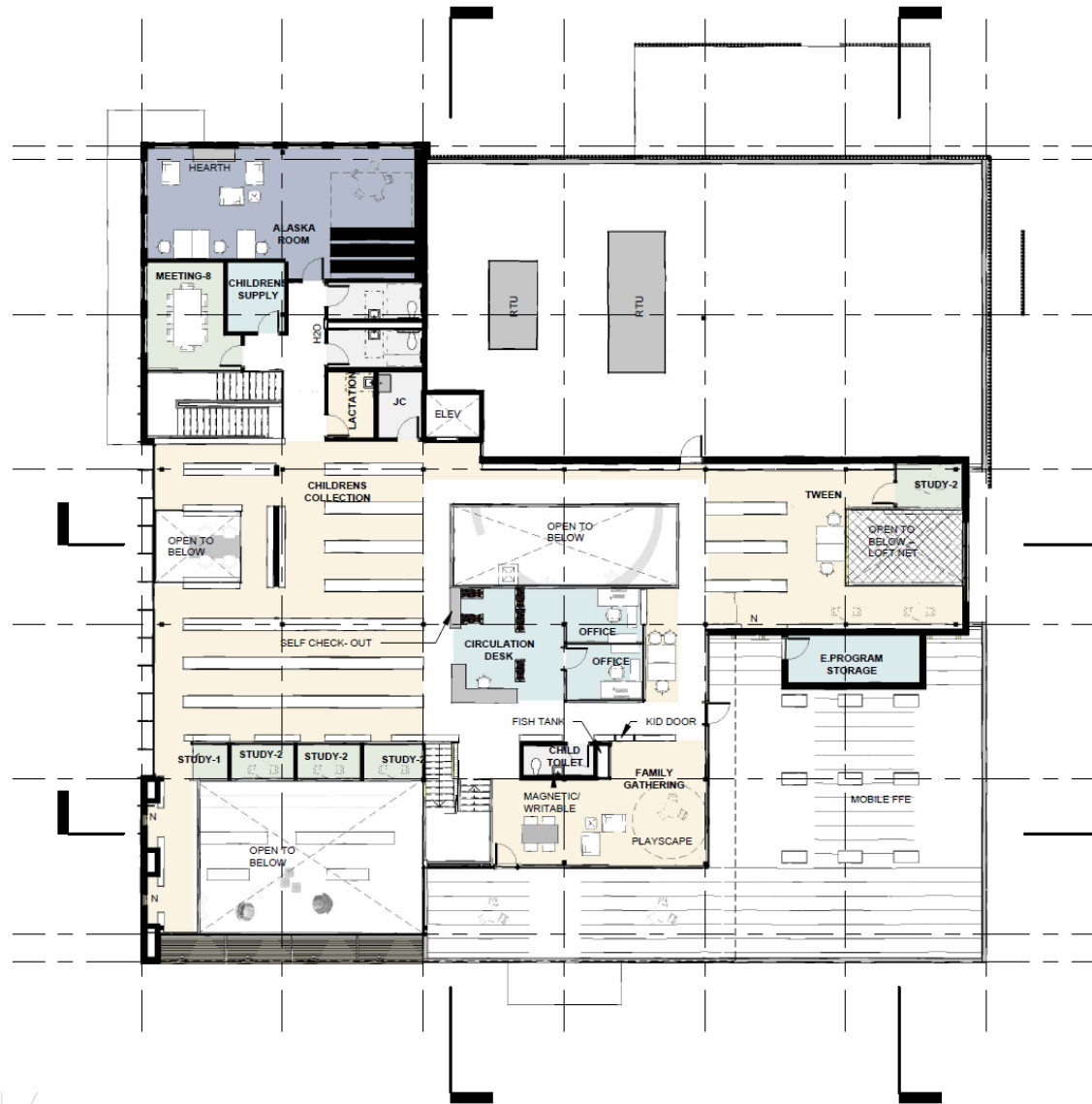
SECOND FLOOR PLAN

LEGEND
 ADULT
 CHILDRENS
 CIRC
 COMMON
 STAFF
 SUPPORT
 TEEN



FIRST FLOOR PLAN

















COMMUNITY
MEETING >





CIRCULATION









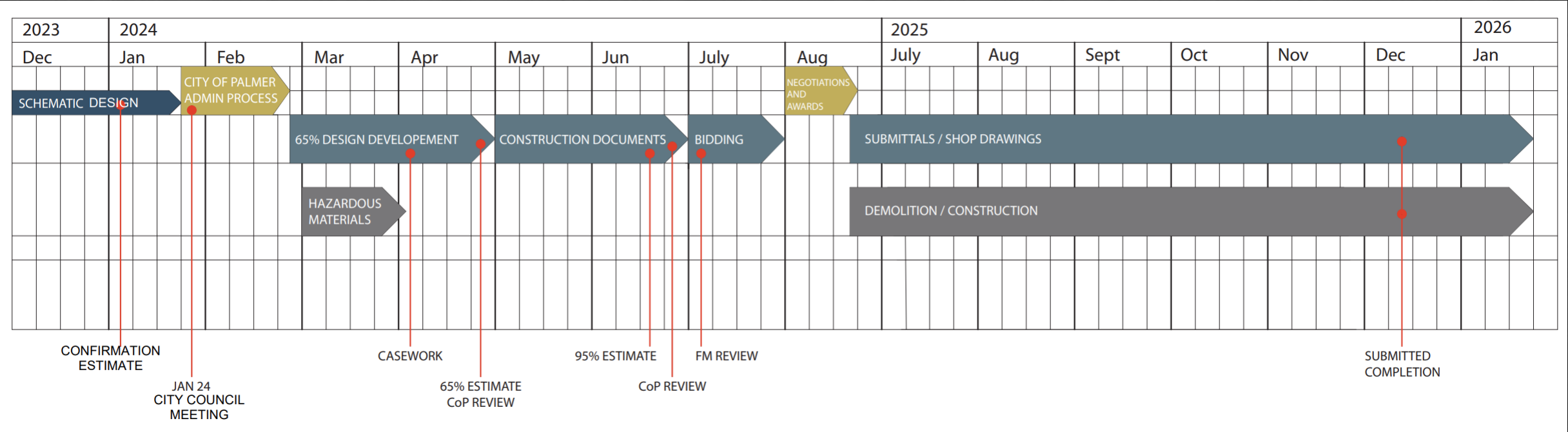


Palmer Public Library

Phase 3 Next Steps

Phase 3 – Design Development to Construction Administration

- Negotiate a design & construction management contract with the City
- Creation of construction documents for bid. City reviews at:
 - Design Development (65%)
 - Construction Documents (95%)
- Bidding
- Construction / Construction Administration



Possible Schedule*



F. 1.

Palmer City Council Meeting

Meeting Date: 01/23/2024

Submitted For: Shelly Acteson, City Clerk

Department: City Manager's Office

Legislation Number: N/A

Subject

City Manager's Report

Summary Statement/Background

Administration's Recommendation:



F. 2.

Palmer City Council Meeting

Meeting Date: 01/23/2024

Submitted For: Shelly Acteson, City Clerk

Department: City Manager's Office

Legislation Number: N/A

Subject

Mayor's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Mayor's Report

Tuesday January 23, 2024 Council Meeting

Upcoming Projects

Council Community Grants (PMC 2.04.160)

The council has mentioned a few times that we may want to consider modifying our Council Community Grants. There's a fair amount to this section of code. We may have to schedule a work session to work on this project. The section of the code can be found at <https://palmer.municipal.codes/PMC/2.04.160>

Matsu Valley Planning for Transportation (the MPO)

The Matsu Valley Planning for Transportation is in the process of incorporating at a nonprofit. One of the items coming up in the next few months will be paying our membership fee (\$29,890) and annual dues (\$2,690). Those will be the City of Palmer's cost for being part of the MPO but won't be due for a few months.

The money the MPO is budgeted for this next year is \$7.9 million for Community Transportation Program. There is also \$1.475 million for Congestion Mitigation and Air Improvements and \$1.58 million for Carbon Reduction Program. There is also \$954,543 for Transportation Alternatives Program and \$476,638 for MPO MVP Planning.

These monies will be part of the MPO which Palmer is a member of, and we will decide as an organization which projects will be chosen.

Also, attached to my report is an email the MVP4T sent to the Deputy Commissioner Keith concerning Alaska DOT&PF Policy and Procedure 09.03.080 which is of concern to Alaska MPOs in how the Feds interpret rules as to if you can proceed with a project if the project bids come lower than the engineering. It's technical, but a key potential problem particularly for us in Alaska with our limited construction season.

=====

Feb. 21 10 a.m. Palmer Community Resource Day

Come and learn about the social services agencies that are located in Palmer. Agency representatives will be available to answer questions and assist people in connecting to benefits and services.

Agenda Highlights

Consent Agenda (approved with the Agenda)

- A. Action Memo 24-009: Confirmation of the Mayoral Appointment of Joyce Momarts to the Airport Advisory Commission
- B. Approval of Jan. 9, 2024 Regular Meeting

Communication & Appearance Requests

Promotions of Assistant Fire Chief and Deputy Chief of Palmer Fire and Rescue
Proclamations for Kaelen Vesel and Cody Vansiegman
Palmer Navigation Center Update by Polly-Beth Odom
Final Schematic Presentation, Palmer Library Project by Wolf Architecture

Public Hearings

Resolution #24-001 – changes to chapter 17 of the Palmer Code

Action Memoranda

- AM 24-007: Purchasing Portable Radios \$104,514.24, State Homeland Security Grant
- AM 24-008: Palmer Museum of History & Art contract

Unfinished Business

City Manager Recruitment Process

Mayor Steve Carrington

cc: Alaska DOT&PF Policy and Procedure 09.03.080

Steve Carrington

From: Kim Sollien <Kim.Sollien@matsugov.us>
Sent: Tuesday, January 16, 2024 5:22 PM
To: Keith, Katherine M (DOT); Moser, Adam (DOT)
Cc: Bradway, Adam R (DOT); Donna Gardino; bcharles@kniktribe.org; Brian Winnestaffer; edevries@matsugov.us; Glenda Ledford; mike.brown@matsugov.us; Steve Carrington; Holland, Sean L (DOT); Natalie Lyon; Elise Blocker; White, Ben M (DOT)
Subject: Alaska DOT&PF Policy and Procedure 09.03.080

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Deputy Commissioner Keith,

Thank you for sharing the draft Alaska DOT&PF Policy and Procedure 09.03.080 with the new metropolitan planning organization (MPO), MVP for Transportation (MVP). We have reviewed this Policy and have the following comments for your consideration:

1. We appreciate the department's desire to formalize the procedures for MPO cooperation in the development of the Statewide Transportation Improvement Program (STIP). We believe this is a great step forward in solidifying the comprehensive, cooperative, and continuing (3 C's) planning process grounded in federal law.
2. We do not believe this proposed Policy should address how to formalize the department's procedures in the development of the MPOs' own plans, specifically the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP). There is already clear guidance and existing processes are in place to guide cooperation and public outreach for these plans. Such as:
 - "MPOs..... in cooperation with the state and public transportation operators must develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning" [23 USC 134(c)(1)].
 - MVP for Transportation, like the other MPOs in the state, has already developed and maintains a Public Participation Plan (PPP), attached, which addresses how the organization satisfies 23 USC 134 and how MVP will coordinate the development of the MPO's required planning documents, the MTP, TIP and UPWP. It outlines the minimum opportunities for participation in the development of these plans. It clearly states, on page 14, that a "separate public involvement plan will be developed with each MTP update to outline the specific strategies that will be used to gather and integrate public input into the plan."
 - The MPO currently contributes \$60,000 annually toward the State's planning budget to support coordinating with the MPO. MVP already works closely with the state's MatSu Area Transportation Planner on a continual basis. This person is an integral part of the MPO team and critical to the success of the 3 C's planning process.
 - The state has two official representatives on the Technical Committee and one on the Policy Board, which clearly illustrates a continuing and cooperative planning process. This method utilizes established committees to ensure that cooperation is achieved and documented.
 - The state is hosting quarterly cooperation meetings with the MPOs and has established an MPO Coordinator at headquarters.
3. Maintaining a comprehensive list of National Highway System (NHS), Community Transportation Program (CTP), Preventive Maintenance, Highway Safety Improvement Program (HSIP) and other projects planned within the MPA boundary, but outside of the fiscal constraint of the TIP, is a great idea. With the new STIP visualization tools, it should also not be difficult to develop. If developed, the MPO could list these DOT&PF-sponsored projects in the TIP for informational purposes only so it can provide its stakeholders with a more complete and

comprehensive picture of all the work that will be undertaken within the Metropolitan Planning Area Boundary. In the past, it has been difficult to identify and track these DOT&PF-sponsored projects occurring within the MPA, particularly HSIP efforts, without a lot of additional work on the part of the MPO. These projects often have a significant impact on the MPA, as the funding allocated to safety is substantial.

4. Specifically stating ***how the Alaska DOT&PF plans to consult and coordinate the development of its STIP or a STIP amendment with the MPOs and the public*** is something that we do expect to be included in this policy. For example, as a new MPO, we would expect that the state attends a Technical Committee and Policy Board meeting to communicate what projects are being included in the STIP within the Metropolitan Planning Area (MPA) boundary and allow for committee, board, and public comments. Just as the MPO documents its public participation efforts, we expect that the state would also document their efforts to ensure cooperation with the MPOs is achieved. Consultation with the staff of the MPO is not consultation with the MPO as the MPO is the Policy Board. MVP utilizes a Comments and Response Summary documenting the organization's receipt and responses to all submitted comments, which is a method that the state could outline in its MPO cooperation policy. If significant STIP changes occur, we expect the STIP or amendment to be re-released for an official public comment period. The MPO has the responsibility to define what is significant for the MPA and we think this would greatly improve transparency during the STIP development process.
5. With the current STIP development effort, and over 1300 public comments received to date, this should warrant another official public comment period particularly if significant modifications have been made. With the recent establishment of MVP for Transportation, the Policy Board and Technical Committee deserve the opportunity to understand what modifications have been made within the MPA and to review the comments and responses. We would appreciate presentations on this topic at future meetings of both the Technical Committee and Policy Board.

Thank you.

MVP for Transportation

Kim Sollien
Planning Services Manager
Planning and Land Use Department
Matanuska-Susitna Borough
907-861-8514



F. 3.

Palmer City Council Meeting

Meeting Date: 01/23/2024

Submitted For: Shelly Acteson, City Clerk

Department: City Clerk's Office

Legislation Number: N/A

Subject

City Clerk's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Clerk's Report



Shelly M. Acteson, CMC
City Clerk

Direct: (907) 761-1301
Fax: (907) 745-0930

231 W. Evergreen Ave.
Palmer, Alaska 99645-6952
www.cityofpalmer.org

TO: Mayor Carrington and Council Members
FROM: Shelly M. Acteson
DATE: January 18, 2024
SUBJECT: Report for January 23, 2024, Council Meeting packet

Elections:

To date, the Clerk's Office has received 17 Absentee by Mail Application for the October 1, 2024, election.

AML Winter Legislative Conference:

The annual Alaska Municipal League Winter Legislative Conference will be held in Juneau, February 20-22, 2024, at the Baranof Hotel.

Mayor Carrington, Council Member Best, Council Member Cooper and Council Member Tudor have requested to attend.

Golden Heart Lifetime Achievement Award:

Linda Combs will be in attendance during the February 13 Council Meeting to receive the award for John Combs.



Palmer City Council Meeting

H. a.

Meeting Date: 01/23/2024
Submitted For: Brad Hanson, Community Development Director
Department: Community Development
Agenda Category: Consent Agenda
Legislation Number: ORD 24-001

Subject

Amending Palmer Municipal Code Chapters 17.08 Definitions, 17.20 R-1 Single-family Residential, 17.24 R-2 Low Density Residential, 17.26 R-3 Medium Density Multifamily Residential, 17.27 R-4 High Density Residential, 17.52 R-1E Single family Residential Estate, 17.54 RR Rural Residential, Adding Homeless Shelter and Homeless Shelter, Emergency, amending Commercial Land Use Matrix Chapter 17.28.020, and Enacting Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix - Public Hearing to be Held January 23, 2024.

Summary Statement/Background

The recent discussion and approval of a conditional use permit for a residential care facility for five residents in an R-2 Low Residential District, prompted the Planning and Zoning Commission to review the code definitions and language regarding residential care facilities and group living in residential districts.

Some of the language in the definitions relating to group living in residential districts is outdated or redundant and confusing. It was also noted there is no code language or definitions regarding homeless shelters and in which districts they can be located.

The proposed amendments to the definitions and addition of the residential land use matrix are to promote housing opportunities and compatible values of the residential districts. The amendments are designed to eliminate confusing and redundant language; and to promote a diverse range of allowable land use activities within different residential land use districts to serve the needs of all people with or without disabilities.

An overview of the text amendments is listed below:

- Delete "day care" definition because it is redundant, since childcare definition is in code.
- Created definitions for homeless shelter and homeless shelter, emergency.
- More clearly defined difference in the residential and commercial land use matrix between assisted living home as small scale group living permitted in all residential areas for people needing some assistance, and residential care facilities as a larger scale operation more appropriately placed as a conditional use in the central business district and general commercial district.
- Created residential land use matrix to show permitted and conditional uses and an amended Commercial Land Use Matrix.

The adoption of the City of Palmer residential land use matrix should be more convenient for citizens to understand land use and their appropriate zoning district. Land uses are organized by district to allow a discernable comparison by zoning district.

The Planning and Zoning Commission discussed the draft ordinance and proposed a few amendments during the course of several meetings from April 20 through September 14, 2023. At the September 14, 2023, meeting the Commission discussed and reviewed the changes to the draft ordinance and voted unanimously to move the draft ordinance forward to City Council with a recommendation for adoption.

Administration's Recommendation:

Adopt Ordinance No. 24-001 amending Palmer Municipal Code Chapters 17.08 Definitions, 17.20 R-1 Single-family Residential, 17.24 R-2 Low Density Residential, 17.26 R-3 Medium Density Multifamily Residential, 17.27 R-4 High Density Residential, 17.52 R-1E Single-family Residential Estate, 17.54 RR Rural Residential, Adding Homeless Shelter and Homeless Shelter, Emergency and amending Commercial Land Use Matrix Chapter 17.28.020, and Enacting Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix.

Attachments

OR 24-001
PZ Minutes April
PZ Minutes June

LEGISLATIVE HISTORY

Introduced by: John Moosey

Date: 01-09-2024

Public Hearing: 01-23-2024

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Ordinance No. 24-001

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapters 17.08 Definitions, 17.20 R-1 Single-family Residential, 17.24 R-2 Low Density Residential, 17.26 R-3 Medium Density Multifamily Residential, 17.27 R-4 High Density Residential, 17.52 R-1E Single-family Residential Estate, 17.54 RR Rural Residential, Adding Homeless Shelter and Homeless Shelter, Emergency and amending Commercial Land Use Matrix Chapter 17.28.020, and Enacting Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix

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

WHEREAS, the commission proposes text amendments to Palmer Municipal Code Title 17 for the promotion of Palmer's unique character and general welfare; and

WHEREAS, the commission has reviewed and discussed the city of Palmer's residential districts and shortage of housing options comparing our residential districts to other residential codes in other cities and drafted code language to allow for more flexibility and housing choices that are compatible with residential land uses; and

WHEREAS, the commission determined there is a need to expand housing opportunities for community residences through sound land use principals and projects that contain a compatible mix of single-family and residential group living land uses.

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. Palmer Municipal Code Section 17.08.032 is hereby amended as follows (new language is underlined and deleted language is stricken):

17.08.032 Assisted living home.

"Assisted living home" means a residential facility, currently and duly licensed by the state of Alaska as an assisted living home, which combines housing, food service, general protective oversight and personalized assistance with the activities of daily living tasks such as eating, bathing, dispensing of medicines, housekeeping and other tasks and is compatible with the residential district.

Section 4. Palmer Municipal Code Section 17.08.113 is hereby deleted as follows (new language is underlined and deleted language is stricken):

~~17.08.113 Day Care.~~

~~"Day care" means providing care and supervision services for compensation between 6:00 a.m. and 10:00 p.m.~~

Section 5. Palmer Municipal Code Section 17.08.212 Homeless shelter is hereby added as follows (new language is underlined and deleted language is stricken):

17.08.212 Homeless shelter.

"Homeless shelter" means a building used primarily to provide on-site meals, shelter and secondary personal services such as showers and haircuts to the homeless and the needy on a nonpermanent basis.

Section 6. Palmer Municipal Code Section 17.08.214 Homeless shelter, emergency is hereby added as follows (new language is underlined and deleted language is stricken):

17.08.214 Homeless shelter, emergency.

"Homeless shelter, emergency" means a building offering temporary housing for residents on a nonpermanent basis solely as an accessory use to places of religious worship.

Section 7. Palmer Municipal Code Section 17.08.217 is hereby amended as follows (new language underlined and deleted language is stricken):

17.08.217 Home based commercial business.

"Home based commercial business" means an activity conducted for profit by the residents of a property in a rural residential district which has received a conditional use permit for operation of the business, unless activity is a permitted use. The business shall be secondary to the use of the dwelling for living purposes and shall be conducted in a manner that does not reasonably interfere with the primary residential character of the area.

Section 8. Palmer Municipal Code Section 17.08.380 is hereby amended as follows (new language underlined and deleted language is stricken):

17.08.380 Residential care facility.

"Residential care facility" means a ~~place~~ facility, currently and duly licensed by the State of Alaska, which provides 24-hour care for one or more people who are not related by blood, marriage or legal adoption to the owner or operator and includes facilities called group homes and institutions.

Section 9. Palmer Municipal Code Section 17.08.339 Senior Citizen Housing is hereby deleted as follows (new language is underlined and deleted language is stricken):

~~17.08.339 Senior citizen housing.~~

~~"Senior citizen housing" means housing in which each dwelling unit is occupied by individuals representing one or more of the following classifications:~~

~~A. One or more senior citizens;~~

~~B. The surviving spouse of a senior citizen who was, at the time of his or her death, living in the dwelling unit with the surviving spouse;~~

- ~~C. One or more individuals who reside in the same dwelling unit as a senior citizen, so long as such individuals are related to the senior citizen within two degrees of consanguinity and nieces and nephews;~~
~~D. One or more individuals who reside in the same dwelling unit as a senior citizen, so long as such individuals are essential to the care or well-being of the senior citizen.~~

~~Senior citizen housing also includes individuals who meet the eligibility requirements of a state or federal senior housing program that provides financing for projects so long as at least 80 percent of the units in the project are occupied exclusively by individuals who satisfy the requirements of subsection (A), (B), (C), or (D) of this section.~~

Section 10. Palmer Municipal Code Section 17.08.424 Special needs housing is hereby deleted as follows (new language is underlined and deleted language is stricken):

~~17.08.424 Special needs housing.~~

~~"Special needs housing" means a residential facility where tenants are physically or mentally disabled or are senior citizens.~~

Section 11. Palmer Municipal Code Section 17.20.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.20.020 Permitted uses.

Permitted principal uses and structures in the R-1 district are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

- ~~A. One single family dwelling per lot;~~
~~B. Gardens and greenhouses when incidental to residential use;~~
~~C. Home occupations;~~
~~D. Accessory buildings and uses not used or operated for gain nor used as a dwelling;~~
~~E. Parks and playgrounds;~~
~~F. Storage of travel trailers, campers, pleasure boats and motor homes neither used nor occupied as living quarters.~~

Section 12. Palmer Municipal Code Section 17.20.030 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.20.030 Conditional uses.

Uses which may be permitted in the R-1 district by obtaining a conditional use permit are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

- ~~A. Churches, synagogues, temples, chapels, mosques or similar places of religious worship, and related structures; provided, that no part of any building or structure used for such purposes shall be located nearer than 30 feet to an adjoining lot or street line;~~
~~B. Utility substation;~~
~~C. Child care facilities operating as a day care only; and provided, that no part of any building shall be located nearer than 30 feet to an adjoining lot or street line;~~
~~D. Special needs day care facilities; provided, that no part of any building shall be located nearer than 30 feet to an adjoining lot or street line.~~

Section 13. Palmer Municipal Code Section 17.24.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.24.020 Permitted uses.

Permitted principal uses and structures in the R-2 district are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section

17.18.020.

- ~~A. No more than a total of four dwelling units per lot. This may be a combination of single family dwellings, two family dwellings and/or multiple family dwellings with four or fewer units;~~
- ~~B. Boarding and roominghouses with four or fewer units;~~
- ~~C. Home occupations;~~
- ~~D. Parks and playgrounds;~~
- ~~E. Child care facilities and preschools, both operating as day care only;~~
- ~~F. Other compatible uses;~~
- ~~G. Storage of travel trailers, campers, pleasure boats and motor homes neither used nor occupied as living quarters;~~
- ~~H. Gardens and greenhouses when incidental to residential use;~~
- ~~I. Churches, synagogues, temples, chapels, mosques or similar places of religious worship, and related structures; provided, that no part of any building or structures used for such purposes shall be located nearer than 30 feet to any adjoining lot or street line;~~
- ~~J. Short term rentals, Type 1, Type 2, and Type 4 shall meet the requirements of PMC 17.89.070.~~

Section 14. Palmer Municipal Code Section 17.24.030 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.24.030 Conditional uses.

Uses which may be permitted in an R-2 district by obtaining a conditional use permit are:

- ~~A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.~~
- ~~A. Public and private schools;~~
- ~~B. Public buildings and structures;~~
- ~~C. Residential planned unit development;~~
- ~~D. Residential care facilities for four or fewer patients and special needs day care facilities;~~
- ~~E. Utility substation;~~
- ~~F. Short term rentals, Type 5 shall meet the requirements of PMC 17.89.070.~~

Section 15. Palmer Municipal Code Section 17.26.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.26.020 Permitted uses.

Permitted principal uses and structures in the R-3 district are:

- ~~A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.~~
- ~~A. No more than a total of eight dwelling units per lot. This may be a combination of single family dwellings, two family dwellings and/or multiple family dwellings with eight or fewer units;~~
- ~~B. Boarding and roominghouses with eight or fewer units;~~
- ~~C. Home occupations;~~
- ~~D. Parks and playgrounds;~~
- ~~E. Child care facilities and preschools, both operating as day care only;~~
- ~~F. Other compatible uses and accessory uses, such as storage structures for use by residents of the development;~~
- ~~G. Storage of travel trailers, campers, pleasure boats and motor homes neither used nor occupied as living quarters;~~
- ~~H. Gardens and greenhouses when incidental to residential use;~~
- ~~I. Churches, synagogues, temples, chapels, mosques or similar places of religious worship, and related structures; provided, that no part of any building or structure used for such purposes shall be located nearer than 30 feet to any adjoining lot or street line;~~
- ~~J. Short term rentals, Type 1, Type 2, Type 3, and Type 4 shall meet the requirements of PMC 17.89.070.~~

Section 16. Palmer Municipal Code Section 17.26.030 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.26.030 Conditional uses.

Uses which may be permitted by the R-3 district by obtaining a conditional use permit are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

~~A. Public and private schools;~~

~~B. Public buildings and structures;~~

~~C. Residential planned unit development meeting the requirements of Chapter 17.84 PMC;~~

~~D. Mobile homes that are used for occupancy in a mobile home court;~~

~~E. Residential care facilities with eight or fewer patients and special needs day care facilities;~~

~~F. Utility substation;~~

~~G. Short term rentals, Type 5 shall meet the requirements of PMC 17.89.070.~~

Section 17. Palmer Municipal Code Section 17.27.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.27.020 Permitted uses.

Permitted principal uses and structures in the R-4 district are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

~~A. One family dwellings;~~

~~B. Two family dwellings;~~

~~C. Multiple family dwellings;~~

~~D. Boarding and roominghouses;~~

~~E. Home occupations;~~

~~F. Parks and playgrounds;~~

~~G. Child care facilities and preschools, both operating as day care only;~~

~~H. Other compatible uses and accessory uses such as storage structures for use by residents of the development;~~

~~I. Storage of travel trailers, campers, pleasure boats and motor homes neither used nor occupied as living quarters;~~

~~J. Gardens and greenhouses when incidental to residential use;~~

~~K. Churches, synagogues, temples, chapels, mosques or similar places of religious worship, and related structures; provided, that no part of any building or structure used for such purposes shall be located nearer than 30 feet to any adjoining lot or street line;~~

~~L. Short term rentals, Type 1, Type 2, Type 3, Type 4, and Type 5 shall meet the requirements of PMC 17.89.070.~~

Section 18. Palmer Municipal Code Section 17.27.030 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.27.030 Conditional uses.

Uses which may be permitted by the R-4 district by obtaining a conditional use permit are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

~~A. Public and private schools;~~

~~B. Public buildings and structures;~~

~~C. Residential planned unit development meeting the requirements of Chapter 17.84 PMC;~~

~~D. Mobile homes that are used for occupancy in a mobile home court;~~

~~E. Residential care facilities with eight or fewer patients and special needs day services facilities;~~

~~F. Utility substation.~~

Section 19. Palmer Municipal Code Section 17.28.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.28.020 Commercial land uses.

Public Assembly	CBD Overlay	C-L	C-G	BP	I	P	A
Assembly halls – auditorium, civic center, concert hall, performing arts center, theaters, senior, youth	P	P	P			P	
<u>Homeless shelter</u>							
<u>Homeless shelter, emergency</u>							
Humanitarian service and shelter facilities, including Residential care facilities and nursing homes – long-term	C		C			<u>P</u>	
Funeral parlors and mortuaries	P		P				
Libraries, museums, art galleries	P		P			P	P
Recreational facilities – ice arena, swimming pools	P					P	
Private clubs or lodges with alcohol	P		P				
Private clubs or lodges without alcohol	P	P	P				
Racetrack – nonmotorized				C	C		C
Racetrack – motorized						C	C
Place of worship – churches	P	C	P				P
Outdoor concert venue	P		P	P			

Public Assembly	CBD Overlay	C-L	C-G	BP	I	P	A
Center – youth, senior	P	P	P				

Section 20. Palmer Municipal Code Section 17.52.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.52.020 Permitted uses.

Permitted principal uses and structures in the R-1E district are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

~~A. One-family dwellings;~~

~~B. Bed and breakfast establishments;~~

~~C. Parks and playgrounds;~~

~~D. Recreational courts, including, but not limited to, tennis and other similar uses;~~

~~E. One temporary subdivision sales office per subdivision in a residential structure, when located within the subdivision, and provided such use is discontinued when all lots have been sold and provided it complies with PMC 15.08.3103, Temporary buildings or structures.~~

Section 21. Palmer Municipal Code Section 17.52.030 is hereby deleted as follows (new language is underlined and deleted language is stricken):

~~**17.52.030 Permitted accessory uses and structures.**~~

~~The following accessory uses and structures are permitted in the R-1E district:~~

~~A. Uses and structures customarily accessory to a permitted use;~~

~~B. Gardens and greenhouses when incidental to residential use;~~

~~C. Home occupations;~~

~~D. Travel trailers, campers and motor homes not used or occupied as living quarters.~~

Section 22. Palmer Municipal Code Section 17.52.040 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.52.040 Conditional uses.

Uses which may be permitted in the R-1E district by obtaining a conditional use permit are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

~~A. Churches and related buildings, provided no part of any church building shall be located nearer than 30 feet to an adjoining lot or street line;~~

~~B. Public utility installations and substations;~~

~~C. Country clubs and golf courses;~~

~~D. Community and publicly owned recreational centers;~~

~~E. Public and private schools;~~

~~F. Cemeteries;~~

~~G. Child care facilities operating as a day care only; provided, that no part of any building is located nearer than 30 feet of a lot or street line;~~

~~H. Special needs day care facilities; provided, that no part of any building is located nearer than 30 feet from a lot or street line.~~

Section 23. Palmer Municipal Code Section 17.54.020 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.54.020 Permitted uses.

Permitted principal uses and structures in the RR district are:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

- ~~A. One family dwellings;~~
- ~~B. One accessory dwelling unit;~~
- ~~C. Two family dwellings;~~
- ~~D. Bed and breakfast;~~
- ~~E. Child care facilities and preschools, both operating as day care only;~~
- ~~F. Churches, synagogues, temples, chapels, mosques or similar places of worship and related structures;~~
- ~~G. Greenhouses, truck gardens, raising of bush and tree crops, flower gardens and nurseries, when incidental to residential use;~~
- ~~H. Home occupations;~~
- ~~I. Parks and playgrounds;~~
- ~~J. Recreational shop buildings not used for commercial purposes;~~
- ~~K. Storage of travel trailers, campers, pleasure boats and motor homes neither used nor occupied as living quarters, not to include commercial storage;~~
- ~~L. Storage sheds;~~
- ~~M. Senior care facility operating up to a 24-hour basis;~~
- ~~N. Assisted living centers operating on a 24-hour basis;~~
- ~~O. Hospice facilities.~~

Section 24. Palmer Municipal Code Section 17.54.030 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.54.030 Conditional uses.

Uses which may be permitted in the RR district by obtaining a conditional use permit are uses such as, but not limited to, the following:

A. Land uses as defined in the Palmer Residential Land Use Matrix in Palmer Municipal Code Section 17.18.020.

- ~~A. Community and publicly owned recreational centers;~~
- ~~B. Driving ranges and golf courses;~~
- ~~C. Home based commercial business;~~
- ~~D. Public and private schools and learning centers;~~
- ~~E. Public facilities such as fire stations, libraries and museums;~~
- ~~F. Public utility installations and substations, but not including corporate offices, storage or repair yards, warehouses, and similar uses;~~
- ~~G. Seasonal roadside stands for the sale of produce and flowers;~~
- ~~H. Special needs day care facilities.~~

Section 25. Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix is hereby added to read as follows (new language is underlined and deleted language is stricken):

17.18.020 Residential land uses.

**City of Palmer
Residential Land Use Matrix**

Residential	R-1 Max is one dwelling unit	R-2 Max is four dwelling units	R-3 Max is eight dwelling units	R-4	R-1E Max is one dwelling unit	RR
Dwelling Units, Types:						
Dwelling unit, Single-family	P	P	P	P	P	P
Dwelling units, Two-family		P	P	P		P
Dwelling units, Multiple family		P	P	P		
<u>Dwelling unit, Accessory, must meet requirements of PMC 17.86 Permit required</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	P
Mobile homes used for occupancy in mobile home court <u>must meet requirements of PMC 17.92</u>			CUP	CUP		
Accessory Uses:						
Accessory buildings and uses not used or operated for gain nor used as a dwelling	P	<u>P</u>	P	P	P	P
Gardens and greenhouses when incidental to residential use	P	P	P	P	P	P
Home based commercial business						CUP
Home Occupations	P	P	P	P	P	P
<u>Home Child Care as a Home Occupation (max is 6 children)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Home Special Needs Care as a Home Occupation (max is 5 people)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Recreational shop buildings not used for commercial purposes						P
Storage of travel trailers, campers, pleasure boats and motor homes neither used nor occupied as living quarters, <u>not to include commercial storage</u>	P	P	P	P	P	P
Truck gardens, raising of bush and tree crops, flower gardens and nurseries, when incidental to residential use						P
Group Residences:						
Assisted Living Centers operating on a 24-hour basis						P
<u>Assisted living home</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Homeless shelter</u>						
<u>Homeless shelter, emergency</u>						
Hospice Facilities						P
Residential Care Facilities		CUP	CUP	CUP		

Residential	R-1 Max is one dwelling unit	R-2 Max is four dwelling units	R-3 Max is eight dwelling units	R-4	R-1E Max is one dwelling unit	RR
Residential Planned Unit Development meeting requirements of PMC 17.84	<u>CUP</u>	CUP	CUP	CUP		
Senior care facility operating up to a 24-hour basis						P
Temporary Lodging:						
Bed and breakfast establishments					P	P
Boarding and roominghouses		P	P	P		
Short-term Rentals shall meet requirements of PMC 17.89, see matrix*	*	*	*	*	*	*
Community and Education Services:						
Child care facilities and <u>preschools</u> operating as a day care only (1)	CUP	P	P	P	CUP	P
Public and private schools and <u>learning centers</u>		CUP	CUP	CUP	CUP	CUP
Special needs day care facilities for more than five people (1)	CUP	CUP	CUP	CUP	CUP	CUP
Cemeteries					CUP	<u>CUP</u>
Recreational and Cultural Land Uses:						
Churches, synagogues, temples, chapels, mosques or similar places of religious worship, and related structures (1)	CUP	P	P	P	CUP	P
Community and publicly owned recreational centers					<u>CUP</u>	<u>CUP</u>
Country clubs and Golf courses					CUP	<u>CUP</u>
Driving ranges and golf courses						<u>CUP</u>
Parks and Playgrounds and <u>other similar uses</u>	P	P	P	P	P	P
Recreational courts, including, but not limited to, tennis and other similar uses					P	
Government and Business Services:						
One temporary subdivision sales office per subdivision in a residential structure (2)	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	P	<u>P</u>
Public buildings and structures		CUP	CUP	CUP	CUP	CUP
Seasonal roadside stands for sale of produce and flowers						CUP
Utility substation	CUP	CUP	CUP	CUP	CUP	CUP

Zoning District Matrix Key:

R-1 = Single-family Residential
R-4 = High Density Residential

R-2 = Low Density Residential
R-1E = Single-family Residential Estate

R-3 = Medium Density Residential
RR = Rural Residential

P = Permitted Use
C = Conditional use
Blank= Not permitted

- (1) Provided, that no part of any building or structure used for such purposes shall be located nearer than 30 feet to an adjoining lot or street line
- (2) When located within the subdivision, and provided such use is discontinued when all lots have been sold and provided it complies with PMC 15.08.3103, Temporary buildings or structures

Section 26. Palmer Municipal Code Chapter 17.18.021 Compatibility of land uses not defined is hereby added to read as follows (new language is underlined and deleted language is stricken):

17.18.021 Compatibility of land uses not defined.

Where a proposed use is not specifically identified or is unclear as to whether the use is allowed in a particular zone, the zoning administrator may find, based on a finding of facts, the use is similar to another use that is permitted, allowed conditionally or prohibited in the subject zone and apply code accordingly. Land use findings by the zoning administrator will be based on zoning district compatibility, intensity of use and comparison to like activities or land use. Land use rulings that require discretion on the part of the zoning administrator shall be confirmed by the planning and zoning commission at the next regular meeting that allows due public notice.

Section 26. Effective Date. Ordinance No. 23-0XX shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of ____, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, APRIL 20, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Casey Peterson, Chair
Penny Mosher, Vice Chair
John Murphy
Kristy Thom Bernier
(Vacant)

Absence(s) excused without objection:

Linda Combs
Lisbeth Jackson

Also present were:

Brad Hanson, Community Development Director
Kimberly McClure, Community Development Specialist
Pam Whitehead, Recording Secretary (via Zoom teleconference)

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The agenda was approved as presented without objection by all members present.
[Thom Bernier, Murphy, Mosher, Peterson; *Absent:* Combs, Mosher]

E. MINUTES OF PREVIOUS MEETING(S):

1. Regular Meeting of October 20, 2022 – pending
2. Regular Meeting of January 19, 2023 – pending
3. Regular Meeting of March 16, 2023 - pending

G. REPORTS:

Staff Report: Director Hanson:

- Updated regarding status of the Library, hopefully to be reopened at its temporary location on about May 1st;
- Updated with regard to the Railroad Right-of-Way;
- Announced City of Palmer Cleanup Day will be May 9-13, 2023;
- Announced and described all the activities of the upcoming Great Alaska Aviation Gathering on the weekend of May 5, 6, and 7;
- Inquired of the Commission if they find the subscription of the Zoning Bulletin of value and whether they would want to continue to receive it considering the increased cost;
- Responded to Commissioner questions.

G. AUDIENCE PARTICIPATION: None.

H. PUBLIC HEARINGS:

- 1. Resolution No. 23-003:** A Resolution of the Palmer Planning and Zoning Commission Granting a Conditional Use Permit to Operate a Residential Care Facility for Five Residents in an R-2, Low Density Residential District at 267 South Cobb Street, Palmer, Located on Lots 10 & 11 (10-1), Block 3, ARRC #1.

Chair Peterson inquired and confirmed there has been no *ex parte* communication on this topic involving any members of the commission.

Director Hanson provided a staff report on Resolution 23-003, summarizing the Applicant, Giant Cabbage Properties, LLC and Owners Jerod T. Perron & Kara C. Kusche, have applied for a conditional use permit to operate a residential care facility for five residents/patients; reported the request is a permitted use in an R-2 by obtaining a CUP. Community Development recommends approval of this request with certain conditions which are listed in the Resolution. He provided background, site information, and other considerations itemized in the packet. Notification and publication requirements pursuant to code have been met. A total of 17 written comments were received in response with 15 in favor, 0 opposed, and 2 no objection.

Findings of Fact: PMC 17.72.050 in granting a conditional use permit, the Commission must make the following findings:

Fact 1) The conditional use will preserve the value, spirit, character and integrity of the surrounding area.

- Chapter 6, Land Use, of the Comprehensive Plan Goal 2 of the Comprehensive Plan encourages maintaining high quality residential neighborhoods; promote development of a range of desirable new places to live in Palmer; and
- Chapter 6, Goal 2 under Objective A recommends promoting a diverse range of quality housing, from attractive higher density housing in or near downtown, to outlying housing in more rural settings; and
- Chapter 6, Goal 2 under Objective C speaks of encouraging infill and higher density housing in and around downtown, and to prepare new zoning standards and design guidelines to ensure higher density housing is high quality, to benefit the residents and the community.

Staff finds the following facts support a finding that this conditional use will preserve the value, spirit, character and integrity of the surrounding area:

- a) Based on the CUP application, the proposed residential care facility for five residents will be maintained by the property owner; provide staff 24 hours per day and will be properly licensed by the State of Alaska.
- b) The proposed conditional use permit for a residential care facility does create an opportunity to meet a need that is in high demand for those residents in our community who are developmentally delayed and will help support families desiring to stay in close proximity to their loved ones in Palmer. The property is located within the central business district near downtown, in a safe neighborhood that benefits the public infrastructure and has access to sidewalks, nearby parks, and open space.

- c) The property is surrounded by R-2 Low Density residential and R-4 High Density residential uses which will be compatible with the use of the structure for a residential care facility thereby preserving the value, spirit, character and integrity of the surrounding area.

Fact 2) The conditional use fulfills all other requirements of this title pertaining to the conditional use in question.

Staff finds the following facts support a finding that this conditional use fulfills all other requirements of this title pertaining to the conditional use in question:

- a) PMC 17.24.030 allows for a residential care facility for four or fewer patients through a conditional use permit in the R-2 Low Density Residential District; the applicant is applying for a conditional use permit for a residential care facility for five patients/residents in an R-2 Low Density Residential District.
- b) The proposed residential care facility for five residents fulfills all other requirements of this title pertaining to the conditional use in question as the parking requirement of four spaces will not change with the proposed conditional use. Landscaping is not required for parking lots for single-family and two-family dwellings. The proposed residential care facility will be located within the existing residential structure and does not change the existing setbacks and building height.
- c) The proposed residential care facility will be located within the existing residential structure that was built across the property line and met the minimum required lot size of 7,200 square feet and lot width of 60 feet at the time of construction as required by the zoning code.
- d) An ADU permit was approved on May 27, 2021, to convert the attached garage into a two-bedroom accessory dwelling unit. One of the conditions of the ADU permit is that the owner may not receive any rent from the owner-occupied unit. The ADU permit will need to be revoked upon final inspection of the residential care facility from the Building Inspector because the conversion of the principal dwelling unit (owner-occupied) into a residential care facility will prohibit the owner from receiving any rent from the residential care facility.

Fact 3) Granting the conditional use permit will not be harmful to the public health, safety, convenience and comfort of the neighborhood.

Staff finds the following facts support a finding that this conditional use permit will not be harmful to the public health, safety convenience and comfort of the neighborhood:

- a) The proposed residential care facility for five patients/residents will be located within the existing five-bedroom structure and will not be harmful to the public health, safety, convenience and comfort of the neighborhood because it will not increase the demand on the public services, such as sewer, water, traffic and public schools.
- b) The proposed residential care facility will be operated in compliance with the standards and conditions outlined in this conditional use permit, and any applicable codes, laws and regulations.
- c) The existing access will be sufficient for the proposed residential care facility use as the change of use from a five-bedroom residential dwelling into a residential care facility for five patients will not cause an increase in the amount of traffic.
- d) To ensure the safety, convenience and comfort of the neighborhood is preserved, all parking is required to be located on the east side of the property adjacent to the alley. No parking is permitted within the right-of-way of S. Cobb Street or W. Birch Avenue.

Fact 4) Sufficient setbacks, lot area, buffers, or other safeguards are being provided to meet the

conditions.

Staff finds the following facts support a finding that sufficient setbacks, lot area, buffers, or other safeguards are being provided to meet the conditions:

- a) The existing structure built in 1963 across lots 10 & 11 meets the setback requirements for the R-2, Low Density Residential District; no building expansion is proposed for the residential care facility.
- b) The existing structure met the required lot area of 7,200 square feet and the required minimum lot width of 60 feet in accordance with the zoning code at the time of construction. However, the current code requirement for minimum lot size for two dwelling units is 10,000 sf. No further expansion of the structure in its entirety for additional dwelling units will be permitted due to lot area requirements.
- c) Open space requirements do not apply since the structure was built prior to January 17, 1978, and the footprint has not been significantly altered.
- d) The use of the structure is a single-family residence with the allowance of up to five residential care patients plus required staff. Once the ADU permit has been revoked, the converted garage will not be eligible to become an additional rental unit. If the converted garage is to be used as a part of the Residential Care Facility, it will be subject to a Fire and Life Safety Plan Review.

Fact 5) If the permit is for a public use or structure, is the public use or structure located in a manner which will maximize public benefits.

Staff finds:

- a) The requested conditional use permit is not for a public use or structure as the proposed residential care facility and property is under the private ownership of Jerod T. Perron and Kara C. Kusche.

Staff Recommendation:

A residential care facility for four or fewer patients is a Conditional Use allowed in an R-2, Low Density Residential District. The applicant has applied for a conditional use permit to operate a residential care facility for five patients in an R-2, Low Density Residential District. Based on our review of the request, Community Development recommends approval of the Conditional Use Permit to allow for the operation of a residential care facility for five patients/residents in an R-2, Low Density Residential District, with the following conditions:

- 1) All development must comply with all federal, state and local regulations.
- 2) Obtain all necessary building permits and Fire and Life Safety Plan Review from the City of Palmer Building Department.
- 3) Remain in compliance with the quiet hours established in Palmer Municipal Code Chapter 8.36.025.
- 4) Accessory Dwelling Unit Permit will be revoked after all permitted work has been completed and final inspection of residential care facility from City of Palmer Building Inspector.
- 5) The use of the structure is a single-family residence with the allowance of up to five residential care patients plus required staff. Once the ADU permit has been revoked, the converted garage will not be eligible to become an additional rental unit. If the converted garage is to be used as a part of the Residential Care Facility, it will be subject to a Fire and Life Safety Plan Review.
- 6) No further expansion of the structure in its entirety for additional dwelling units will be permitted

due to lot area requirements.

- 7) To ensure the safety, convenience and comfort of the neighborhood is preserved, all parking is required to be located on the east side of the property adjacent to the alley. No parking is permitted within the right-of-way of S. Cobb Street or W. Birch Avenue.

It is recommended that the Planning Commission adopt Staff's analysis and findings and grant the requested Conditional Use Permit. The permit would allow the operation of the residential care facility for five residents in an R-2, Low Density Residential District.

Public Hearing: Chair Peterson opened the public hearing at 6:24 p.m.

Applicant's Testimony:

Kara C. Kusche, Co-Applicant/Property Owner, on behalf of herself and her husband Co-Applicant/Property Owner, Jerod T. Perron, testified in support of the requested Conditional Use Permit to operate a Residential Care Facility (synonymous with an assisted living facility). They are also owners of Grand Cabbage Properties. They propose to open an assisted living home for five intellectually and developmentally delayed adults. She described the 5-bedroom home setting, one adult in each bedroom. The home will be fully licensed by the State of Alaska, Department of Health, Division of Senior & Disability Services, and operate within the high standards. They will also hold Medicaid certification. She and Jerod will continue to live on the property with at least one of them there at all times with the residents. At some point in time months down the road after opening, they may consider hiring staff to assist. She described how assisted living homes operate and the services offered in the home with normal everyday living and household tasks. She also itemized services not provided, highlighting they are not a medical or nursing facility, or mental health or counseling facility, and residents will receive medical care at providers within the community. She is ready to submit the various plans needed for State Licensing. They are also prepared to submit a Fire and Life Safety Plan to the City and subsequently install the approved sprinkler system. In speaking with her neighbors, they have been met with only positivity and support with no expressed concerns or opposition. She concluded by addressing the Findings and Conclusions in Resolution 23-003 and believes they support approval of the Conditional Use.

There being no others coming forward to speak, Chair Peterson closed the public hearing at 6:38 p.m.

Main Motion: For approval of Resolution No. 23-003, A Resolution of the Planning & Zoning Commission granting a Conditional Use Permit to Operate a Residential Care Facility for Five Residents in an R-2, Low Density Residential District at 267 South Cobb Street, Palmer, located on Lots 10 & 11 (10-1), Block 3, ARRC #1, including Staff Findings of Fact 1-5, Staff Recommendation with conditions 1-7, as presented.

Moved by:	Mosher
Seconded by:	Murphy
Vote:	Unanimous [Murphy, Mosher, Peterson, Thom-Bernier [Absent: Combs, Jackson]
Action:	Motion Carried.

Director Hanson recited the appeal process.

I. UNFINISHED BUSINESS: None.

J. NEW BUSINESS:

1. **IM 23-006:** Annual Review of Accessory Dwelling Units (ADUs).

Director Hanson directed attention to packet p. 67, for the Accessory Dwelling Unit List, noting of the two listed, number 1 was closed, and number 2 was approved.

2. **Committee of the Whole:** Discuss IM 23-007, Review PMC Title 17 Zoning code language regarding Residential Care Facilities in residential districts (Note: Action may be taken by the Commission following the committee of the whole.)

Main Motion: To enter Committee of the Whole for Review of PMC Title 17 Zoning Code language regarding Residential Care Facilities in residential districts.

Moved by:	Thom-Bernier
Seconded by:	Mosher
Vote:	Unanimous [Murphy, Mosher, Peterson, Thom-Bernier [Absent: Combs, Jackson]
Action:	Motion Carried.

[The Commission entered Committee of the Whole at 6:47 p.m.; exited at 6:54 p.m.]

Director Hanson recommended to review and update, if needed, PMC Title 17 Definitions and code portions regarding Residential Care Facilities in residential districts and provide comments and feedback should further action be requested.

Chair Peterson called exit to Committee of the Whole at 6:54 p.m.

Main Motion: To allow Staff to update PMC Title 17 definitions, code language, and other administrative language in ADA Informational Handouts, R-1, R-2, R-3, R-4 and R-1E Residential Care Facilities in residential districts.

Moved by:	Mosher
Seconded by:	Thom-Bernier
Vote:	Unanimous [Murphy, Mosher, Peterson, Thom-Bernier [Absent: Combs, Jackson]
Action:	Motion Carried.

3. **Committee of the Whole:** Discuss IM 23-008, Matanuska-Susitna Borough establishment of Metropolitan Planning Organization in an urbanized area (Note: Action may be taken by the Commission following the committee of the whole.)

Main Motion: To enter Committee of the Whole to discuss IM 23-008.

Moved by:	Thom-Bernier
Seconded by:	Murphy
Vote:	Unanimous [Murphy, Mosher, Peterson, Thom-Bernier [Absent: Combs, Jackson]
Action:	Motion Carried.

[The Commission entered Committee of the Whole at 6:55 p.m.; exited at 7:28 p.m.]

Director Hanson directed attention to material in the packet concerning Metropolitan Planning

Organization (MPOs), and gave a presentation informing that communities with populations over 50,000 are required by the Federal Government to form an MPO. As a result of the 2020 US Census parts of the Mat-Su Borough meet that criteria and must form an MPO. No action is required at this point and the discussion tonight is meant to keep P&Z updated with the latest information.

While in Committee of the Whole, the Commission had open discussion regarding MPOs discussing the information contained in the packet.

Chair Peterson called exit to Committee of the Whole at 7:28 p.m.

K. PLAT REVIEWS: None.

L. PUBLIC COMMENTS: None.

M. COMMISSIONER COMMENTS:

Commissioner Thom Bernier:

- Commented the Alaska State Fair is still looking for a CEO; currently a previous CEO, retired, is serving as an interim CEO.
- The Air Show will be taking place the first weekend May, 2023.
- Discussed renovations taking place on the Fairgrounds.
- Announced she will be terming off the Board on May 17, 2023 after 11 years.

N. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 7:37 p.m.

APPROVED by the Planning and Zoning Commission this ____ day of _____, 2023.

Casey Peterson, Chair

Brad Hanson, Community Development Director

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, JUNE 15, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Casey Peterson, Chair
Penny Mosher, Vice Chair
Lisbeth Jackson
John Murphy
(Vacant)

Absence(s) excused without objection:

Linda Combs
Kristy Thom-Bernier

Also present were:

Brad Hanson, Community Development Director
Kimberly McClure, Community Development Specialist
Pam Whitehead, Recording Secretary (via Zoom teleconference)

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The agenda was approved as presented without objection by all members present.
[Murphy, Jackson, Mosher, Peterson; *Absent:* Combs, Thom-Bernier]

E. MINUTES OF PREVIOUS MEETING(S):

1. Regular Meeting of October 20, 2022 - pending
2. Regular Meeting of January 19, 2023 – pending
3. Regular Meeting of March 16, 2023 – pending
4. Regular Meeting of April 20, 2023 - pending

G. REPORTS:

Staff Report: Director Hanson:

- Director Hanson reported regarding status of the library noting decisions will be made soon as to repairing, renovating, or replacing the library expected to be announced at the June 27 City Council meeting.

G. AUDIENCE PARTICIPATION: None.

H. PUBLIC HEARINGS:

1. **Resolution No. 23-004:** A Resolution of the Palmer Planning and Zoning Commission

Recommending City Council Approve a Zoning Map Amendment to expand the Public Use (P) Zoning of Tract 5, Cedar Hills Subdivision, Unit 2, Phase 1 for establishment of an Emergency Medical Facility building to include Fire and Telecommunication services, Located in Section 29, Township 18 North, Range 2 East, Seward Meridian.

Chair Peterson confirmed there were no *ex parte* contacts related to this public hearing.

Staff Report: Director Hanson provided a staff report including site location and information including its history, to expand the public use zoning to include fire and telecommunications on Tract 5, Cedar Hills, Unit 2, Phase 1. The applicant is the Matanuska-Susitna Borough. Notification and publication requirements pursuant to code have been met. On May 30, 2023, 205 public hearing notices were mailed to property owners within 1200' of the site. A total of 7 written comments were received in response, with 4 in favor, 3 opposed, and 0 no objection. He outlined the considerations and code requirements. See area map in packet on page 10.

Findings of Fact:

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

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

Staff finds the following support in the Comprehensive Plan:

- Chapter 5, Transportation, Goal 1, states, "Shape the character and use of the Glenn Highway."
- Chapter 6, Land Use, Goal 3, Objective A states: "Provide for the continuation and expansion of Palmer's traditional role as a center for institutional and governmental users for the Mat-Su Borough and State."
- Chapter 4, Public Services, Facilities & Infrastructure, Goal 1, Objective B states, "Fire & Emergency Services – Provide adequate fire protection measures and services in Palmer to respond to current and future anticipated emergency service needs."
- Chapter 7, Economic Vitality, Goal 1, states: "Strengthen Palmer's competitiveness as the region's institutional center."

Staff finds the following facts in support:

- a) Tract 5 is large enough to support the development of an EMS, Fire and telecommunications building and achieve sufficient setbacks from the residential development to the west and future medium density residential development to the north.
- b) Accomplish objective of monitoring the needs of existing institutional uses and working with the organizations to meet their needs.
- c) Mat-Su Borough provides emergency medical services for the City of Palmer, and the City of Palmer provides fire and rescue. Locating the facility on the Glenn Highway will provide for faster and more efficient response times for medical emergencies. Fire response times will be improved if Dan Contini Fire Station (Palmer Fire and Rescue station 3-1) continues to operate.

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

Staff finds:

- a) Tract 5's original use was a nursery. Nurseries are a permitted use within the agriculture district, which can have a higher intensity of use than low density residential. The property has had limited

use since 1966. Tract 5's previous zoning of Commercial Limited (CL) indicated the property was to be developed to a higher intensity than low density residential. Tract 5 has been rezoned from CL-Commercial Limited to P-Public with the use limited to an emergency medical facility building (EMS) since June 2020. Expanding the use to include Fire and telecommunications is compatible with the current zoning designation and will continue to be compatible with surrounding zoning districts.

- b) The land is surrounded on the south by a working farm and to the east by commercial and a church. The expansion of the public use of an EMS building to include Fire and Telecommunications would be an acceptable use of property considering land use patterns around the property are as high of an intensity as a public use zone.
- c) Public use (P) zones are compatible with surrounding zoning districts because of the safeguards established in Palmer Municipal Code 17.40.050 requiring commission approval to ensure compatibility. The petitioner has provided a site plan, by Architects Alaska, showing orientation of the building, setbacks, snow storage, access and a parking plan for review and approval, if appropriate, by the Commission as required by PMC 17.40.050.
- d) Tract 5 contains a 30' wide greenbelt buffer along the west and north side of the property along with appropriately orienting the placement of the building to minimize the impacts to the low density residential to the west as shown on the submitted site plan.

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

Staff finds:

- a) Public facilities such as schools and utilities are established in Cedar Hills. A facility will have access to city sewer and water. Gas and electric are accessible to the property.
- b) The current approved zoning of Public for this property limits the use to an emergency medical facility. The expansion of use to include Fire services is conditional on plan review from all city Departments and any required necessary upgrades to water or sewer services to be provided by the applicant as required by City of Palmer Public Works Director.
- c) Facility vehicular access points will need approval from the Alaska Department of transportation Public Facilities (AK DOT/PF). The City of Palmer recommends acceptance of access as described in the rezone application.
- d) On June 7, 2023, State of Alaska Department of Transportation and Public Facilities (SOA DOT&PF) requested agency comments for the Glenn Highway, Arctic Avenue to Palmer-Fishhook Road Safety and Capacity Improvements project upgrades. The project includes acquisition of the Glenn Highway of up to 300'. Currently, there is 70' from the centerline of the Glenn Highway to Tract according to Plat No. 2017-60. Additional site plan review will be warranted if SOA DOT&PF has any taking of Tract 5.

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

Staff finds:

- a) Improvements to the Glenn Highway have spurred development in the area around Marsh Road. A proposed development of an emergency medical facility with fire and telecommunication services that is well conceptualized and appropriately placed will serve the greater Palmer community.
- b) Residential growth on Fishhook Roads and Farm Loop roads has necessitated the evaluation of how emergency services can better serve the public and the placement of facilities.
- c) Recent improvements to the Glenn Highway have increased safety for ingress and egress onto the highway.

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

Staff finds:

- a) The proposed map amendment is consistent with the public welfare as an appropriately placed facility will improve efficiency and response times for EMS and fire services.
- b) The map amendment request to expand the current public use for an emergency medical facility building to include Fire and telecommunications services does not grant a special privilege to the owners as this 5.72-acre parcel is large enough to sufficiently minimize impacts on non-compatible uses.

Staff Recommendation:

Based on the information provided by the applicant, public comments received before publication of this report and staff analysis, staff recommends approval of the request to expand the Public Use (P) of the property for an establishment of an Emergency Medical facility building to include Fire and telecommunication services to be located on Tract 5, Cedar Hills #2 Phase 1, is consistent with, and in conformance with the Palmer Comprehensive Plan. Pursuant to PMC 17.40.050, site plans have been provided showing side, front, and rear yard setbacks, landscaping, off-street parking, snow storage access for review and approval by the Planning and Zoning Commission.

If following the Public Hearing, the Commission finds that the applicant's proposal conforms to the Palmer Comprehensive Plan and Zoning Code provisions, then staff recommends that the Commission approve this request for zoning map amendment to expand the Public Use (P) of the property for an establishment of an Emergency Medical facility building to include Fire and telecommunications services for Tract 5, Cedar Hills #2 Phase 1 with the following considerations and forward a recommendation for approval to the City Council:

- A. The Public Use (P) of the property is limited to the establishment of an emergency medical facility, Fire and telecommunications building that is oriented in such a way that provides access to the Glenn Highway, as outlined in applicant's response.
- B. Development is limited to site plan provided that has been reviewed and approved by the Planning and Zoning Commission; any changes in setbacks, access, parking, building footprint or landscaping requires reevaluation by the City of Palmer Planning and Zoning Commission pursuant to PMC 17.40.050.
- C. The expansion of use to include Fire services is conditional on plan review from all city Departments and any required necessary upgrades to water or sewer services to be provided by the applicant.
- D. On June 7, 2023, State of Alaska Department of Transportation and Public Facilities (SOA DOT&PF) requested agency comments for the Glenn Highway, Arctic Avenue to Palmer-Fishhook Road Safety and Capacity Improvements project upgrades. The project includes acquisition of the Glenn Highway of up to 300'. Currently, there is 70' from the centerline of the Glenn Highway to Tract according to Plat No. 2017-60. Additional site plan review will be warranted if SOA DOT&PF has any taking of Tract 5.

Public Hearing: Chair Peterson opened the public hearing at 6:15 p.m.

Applicant's Presentation: Matanuska-Susitna Borough

Lisa Gray, Land Management Agent,
Ken Barkley, Emergency Services Director, and

Don Gibbs, Project Manager

- Testified or were present to answer any questions concerning the proposed project to establish an all-inclusive Emergency Medical Facility building located on the corner of Marsh and the Glenn Highway to include EMS, fire, and telecommunications;
- New facility will serve Palmer, Greater Palmer, Butte, Knik River Road, Sutton, and surrounding areas;
- Responded to Commissioner questions concerning the increased amount of traffic on the Glenn, whether there would be a traffic light, and DOT's plans to widen the highway.

There being no others coming forward, Chair Peterson closed public testimony on this topic at 6:28 p.m. and called for the motion.

There was discussion regarding DOT planned improvements for the Glenn and expression of understanding for those who have submitted comments in opposition, but most felt it was important for the community as a whole.

Main Motion: For approval of Resolution No. 23-004, A Resolution of the Palmer Planning and Zoning Commission Recommending Approval of a Zoning Map Amendment to expand the Public Use (P) Zoning of Tract 5, Cedar Hills Subdivision, Unit 2, Phase 1 for establishment of an Emergency Medical Facility building to include Fire and Telecommunication services, located in Section 29, Township 18 North, Range 2 East, Seward Meridian, including Staff Findings of Fact 1-5, Staff Recommendation as presented, and move forward to City Council with a recommendation for approval.

Moved by:	Jackson
Seconded by:	Mosher
Vote:	Unanimous [Murphy, Jackson, Mosher, Peterson [Absent: Combs, Thom-Bernier]
Action:	Motion Carried.

2. **Resolution No. 23-005:** A Resolution of the Palmer Planning and Zoning Commission Granting Conditional Use Permit to Construct an Electrical Substation in an R-1, Single-family Residential District at 1424 South Margaret Drive, Palmer, Located on Lot 2, Lucas Acres Subdivision.

Chair Peterson confirmed there were no *ex parte* contacts related to this public hearing.

Staff Report: Director Hanson provided a staff report including site location and information for a conditional use permit to construct an electrical substation in Lucas Acres Subdivision. The applicant/owner is R&M Consultants, Inc. on behalf of Matanuska Electric Association, Inc.

Notification and publication requirements pursuant to code have been met. On May 30, 2023, 158 public hearing notices were mailed to property owners within 1200' of the site. A total of 2 written comments were received in response, with 1 in favor, 0 opposed, and 1 no objection. He outlined the considerations and code requirements. See area map on page 54 of the packet.

Findings of Fact:

Pursuant to PMC 17.72.050, in the granting of a conditional use permit, the Commission must make the following findings:

Fact 1: The conditional use will preserve the value, spirit, character and integrity of the surrounding area.

Staff finds the following support in the Comprehensive Plan:

- Chapter 6, Goal 1 speaks of guiding growth to make Palmer an increasingly attractive place to live, invest, work and visit; and
- Chapter 6, Land Use, of the Comprehensive Plan Goal 2 of the Comprehensive Plan encourages maintaining high quality residential neighborhoods; promote development of a range of desirable new places to live in Palmer; and
- Chapter 6, Goal 2 under Objective A recommends promoting a diverse range of quality housing, from attractive higher density housing in or near downtown to outlying housing in more rural settings.

Staff finds the following facts support a finding that this conditional use will preserve the value, spirit, character and integrity of the surrounding area:

- a) The property is surrounded by the remaining 19 acres of a gravel operation to the north and west, and 47 acres of undeveloped commercial land to the south. Within the nearby vicinity are the residential neighborhoods of Brittany Estates Phase 1, Greatland Terrace and Hidden Ranch. The proposed electrical substation will provide a more reliable service and increase capacity for the surrounding areas and for future growth to promote continued development of new places to live, work, and invest in Palmer.
- b) The proposed electrical substation will be screened with appropriate landscaping to provide stabilization and minimize any visual impact thereby preserving the value, spirit, character and integrity of the surrounding area.
- c) The use/development of Lot 2 is limited due to the lot being platted as a utility lot with no water or septic on the lot, and the southern 60 feet of the lot being encumbered by an electric right of way easement. Permitting the lot to be used for the construction of an electrical substation through the conditional use permit process will allow the Commission to incorporate any safeguards that are necessary to preserve the value, spirit, character and integrity of the surrounding area.

Fact 2) The conditional use fulfills all other requirements of this title pertaining to the conditional use in question.

Staff finds the following facts support a finding that this conditional use fulfills all other requirements of this title pertaining to the conditional use in question:

- a) The proposed electrical substation fulfils all other requirements of this title pertaining to the conditional use in question as there is ample space on the property to meet setback requirements.
- b) In accordance with PMC 17.72.030, a detailed site plan was provided showing the proposed location of all buildings and structures on the site, access points, drainage, vehicular and pedestrian circulation patterns, parking areas and the specific location of the use. Landscaping requirements will be met with the screening vegetation being provided around the substation.
- c) Per PMC 17.20.050, the maximum building height in the R-1 district is 25 feet, excluding chimneys, steeples, antenna, and similar appurtenances which have no floor area. Appurtenances may not exceed 35 feet in height. This project does not include any enclosure that would exceed 25 feet in height. There are steel pole and multi-pole structures with a designed height of 51 feet above grade within the substation fence and transmission structures with a design height of 84 feet above grade located outside the substation fenced area. The pole and multi-pole structures are required as part of the utility substation, necessary to transmit/distribute electricity.

Fact 3) Granting the conditional use permit will not be harmful to the public health, safety, convenience and comfort of the neighborhood.

Staff finds the following facts support a finding that this conditional use permit will not be harmful to the public health, safety, convenience and comfort of the neighborhood:

- a) The lighting plan and fencing around the proposed substation are safeguards to ensure the public health and safety of the neighborhood.
- b) The proposed electrical substation will not be harmful to the public health, safety, convenience, and comfort of the neighborhood because it will not increase the demand on public services such as sewer, water, traffic and public schools.
- c) The proposed electrical substation will be operated in compliance with the standards and conditions outlined in this conditional use permit and any applicable codes, laws and regulations.
- d) As commented by City of Palmer Fire Chief, the roadway to the location will need to meet the requirements to be a "Fire Apparatus Access Road" as described in the International Fire Code, Appendix D.

Fact 4) Sufficient setbacks, lot area, buffers, or other safeguards are being provided to meet the conditions.

Staff finds the following facts support a finding that sufficient setbacks, lot area, buffers, or other safeguards are being provided to meet the conditions:

- a) The proposed electrical substation will exceed the required minimum setbacks of 25' front and rear yard and 10' side yard for the R-1, Single-family Residential District.
- b) Lot 2 exceeds the required minimum lot width of 60 feet and the required minimum lot area of 8,400 square feet for the R-1, Single-family Residential District.
- c) The landscaping and fencing will provide a visual and physical buffer to the proposed substation. Additional safeguards being provided will include administrative controls to prevent unauthorized entry; grid design to mitigate electrical touch potential hazards to the public and workers; and improved equipment safety, clearances and controls.
- d) The view of the utility substation will be obscured by the natural topography of the property and adjacent properties.

Fact 5) If the permit is for a public use or structure, is the proposed use or structure located in a manner which will maximize public benefits.

Staff finds:

- a) The requested conditional use permit is not for a public use or structure as the proposed property is under the private ownership of Matanuska Electric Association.

Staff Recommendation:

A utility substation is a Conditional Use allowed in an R-1, Single-family Residential District. Based on our review of the request, Community Development recommends approval of the Conditional Use Permit to allow for the construction of an electrical substation in an R-1, Single-family Residential District, with the following conditions:

- 1) All development must comply with all federal, state and local regulations.
- 2) Obtain all necessary building permits from the City of Palmer.
- 3) Remain in compliance with the quiet hours established in Palmer Municipal Code Chapter 8.36.025.
- 4) The roadway to the location will need to meet the requirements to be a "Fire Apparatus access Road" as described in the International Fire Code, Appendix D.

It is recommended that the Planning Commission adopt the Staff's analysis and findings and grant the requested Conditional Use Permit. The permit would allow the construction of an electrical substation in an R-1, Single-family Residential District.

Public Hearing: Chair Peterson opened the public hearing at 6:47 p.m.

Applicant's Presentation: Matanuska Electric Association

Tim McCullough, Project Lead for MEA, and

Van Le, representing MEA for the CUP for Lucas Avenue Substation relocation and upgrade

- Testified in support and responded to Commissioner questions concerning the project.
- Noted the upgrade will replace the aging infrastructure and improve overall grounding, safety, and system reliability.
- Testified that she and the MEA team agree with staff recommendations.

There being no others coming forward to testify, Chair Peterson closed public testimony at 7:03 p.m.

Main Motion: For approval of Resolution No. 23-005, granting a Conditional Use Permit to Construct an Electrical Substation in an R-1, Single-family Residential District at 1424 South Margaret Drive, Palmer, located on Lot 2, Lucas Acres Subdivision, including both Staff Findings of Fact 1-5 and Staff Recommendation as presented.

Moved by:	Jackson
Seconded by:	Mosher
Vote:	Unanimous [Murphy, Jackson, Mosher, Peterson [Absent: Combs, Thom-Bernier]
Action:	Motion Carried.

Director Hanson recited the appeal process for the Commission's action pursuant to PMC 17.98 within 20 calendar days of the decision.

I. **UNFINISHED BUSINESS:** None.

J. **NEW BUSINESS:**

1. **Committee of the Whole:** Discuss **IM 23-007**, Review PMC Title 17 Zoning code language regarding Residential Care Facilities in residential districts (Note: Action may be taken by the Commission following the committee of the whole)

Main Motion: To enter Committee of the Whole for open and ease of discussion regarding **IM 23-007**.

Moved by:	Mosher
Seconded by:	Murphy
Vote:	Unanimous [Murphy, Jackson, Mosher, Peterson [Absent: Combs, Thom-Bernier]
Action:	Motion Carried.

[The Commission entered Committee of the Whole at 7:10 p.m.; exited at 7:52 p.m.]

Director Hanson summarized the need to upgrade the language in Title 17 regarding residential care facilities in residential districts and recommended a review of the code and provide comments and feedback should further action be requested. (See PMC Title 17.08 Definitions, packet pp. 77-105) The Commission

was asked to review and provide feedback.

Somewhat lengthy committee of the whole open discussion took place regarding the differences between residential care facilities, assisted living, childcare facilities, etc. and compliance with federal regulations. The Commission was requested to review and be prepared for input at the next meeting.

[Chair Peterson declared exit of Committee of the Whole at 7:52 p.m.]

K. PLAT REVIEWS:

1. **IM 23-009:** Abbreviated Plat Review – To create two lots from Parcel 1, Waiver 99-36-PWm (Tax Parcel A39) in Section 32, Township 18 North, Range 2 East, Seward Meridian, to be known as Breezy Meadows, located outside Palmer city limits.

Director Hanson directed attention to packet p. 116, map showing close proximity to city limits and packet p. 111 for City Department comments by Community Development and Fire Chief. Other City Departments had no comments.

The Commission had no additional comments.

L. PUBLIC COMMENTS: None.

M. COMMISSIONER COMMENTS:

Commissioner Jackson:

- Inquired about the BED status of the Railroad Right-of-Way and expressed encouragement for it to move forward;
- Also inquired about MEA current substation and neighboring storage, if they have plans to relocate it away from the city center.

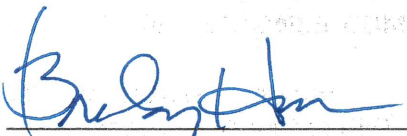
Commissioner Peterson:

- Commented in appreciation for staff's work on tonight's Resolutions;
- Inquired if there will be a joint City Council/P&Z meeting this year.

N. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 8:00 p.m.

APPROVED by the Planning and Zoning Commission this 20th day of July, 2023.



Brad Hanson, Community Development Director


Casey Peterson, Chair

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, July 20, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Casey Peterson, Chair
Penny Mosher, Vice Chair
Lisbeth Jackson
John Murphy
Kristy Thom Bernier
(Vacant)

Absence(s) excused without objection:

Linda Combs

Also present were:

Brad Hanson, Community Development Director
Kimberly McClure, Community Development Specialist
Pam Whitehead, Recording Secretary (via Zoom teleconference)

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The agenda was approved as amended by all members present, adding under Minutes of Previous Meetings, #5, Minutes of Regular Meeting of June 15, 2023.

[Thom Bernier, Murphy, Jackson, Mosher, Peterson; *Absent*: Combs]

E. MINUTES OF PREVIOUS MEETING(S):

1. Regular Meeting of October 20, 2022 -- pending
2. Regular Meeting of January 19, 2023 -- pending
3. Regular Meeting of March 16, 2023 -- pending
4. Regular Meeting of April 20, 2023 -- pending
5. Regular Meeting of June 15, 2023

The Minutes of the Regular Meeting of June 15, 2023 were unanimously approved as presented without objection by all members present.

[Thom Bernier, Murphy, Jackson, Mosher, Peterson; *Absent*: Combs]

F. REPORTS:

Staff Report: Director Hanson:

- Updated regarding status of the Library; Wolf Architecture has been selected as a Library Specialist to assist in plans going forward; will try to have a joint meeting with BED/P&Z/PRAB during the week of August 14; look for more to come;

- City is in the process of pursuing grants for the rebuild;
- Reminded about Palmer Pride celebration tomorrow;
- Discussed the planned Monument for commemoration of First Responders;
- Responded to Commissioner questions.

G. AUDIENCE PARTICIPATION: None.

H. PUBLIC HEARINGS: None.

I. UNFINISHED BUSINESS:

1. Committee of the Whole: Discuss **IM 23-007**, Review PMC Title 17 Zoning Code language regarding Residential Care Facilities in residential districts (Note: Action may be taken by the Commission following the committee of the whole).

Main Motion: To enter Committee of the Whole to discuss IM 23-007.

Moved by:	Mosher
Seconded by:	Jackson
Vote:	Unanimous [Thom Bernier, Murphy, Jackson, Mosher, Peterson [<i>Absent</i> : Combs]
Action:	Motion Carried.

[The Commission entered Committee of the Whole at 6:16 p.m.; exited at 7:12 p.m.]

While in Committee of the Whole, the Commission reviewed PMC Title 17 definitions and portions of the code regarding Residential Care Facilities in residential districts and provided comments and feedback related to PMC 17.08 Definitions related to group living/family, PMC 17 Assisted Care Uses & Zoning Table, Example definitions of Family, and Joint Statement HUD and DOJ regarding Fair Housing Act (see packet pages 21-50). Topics of discussion included which classes are protected and which are not protected under the Fair Housing Act; they reviewed current definitions and discussed whether any should be modified. Focus was on code definitions for single family housekeeping unit, terms for group living, combining special needs, and grouping definitions by zoning class.

J. NEW BUSINESS: None.

K. PLAT REVIEWS:

1. **IM-23-012:** Pre-Application Routing Slip Review – To create two lots from Lot 4, Block 2, Bailey Heights subdivision, Plat No. 7-46, located outside Palmer city limits.

Director Hanson reported comments from City Departments – outside city limits.

Community Development: If the proposed lots were located inside Palmer city limits and zoned R-1, Single-family Residential, the minimum required lot width would be 60 feet and the minimum required lot area would be 8,400 square feet. The proposed lots will have access from N. Hilltop Drive and N. 3rd Street.

Public Works: As part of this platting action, the City of Palmer is seeking a 20-foot-wide Right-of-Way dedication from the owner along their entire border on Hilltop Drive. This will allow the City to properly plow Hilltop Drive and provide Right-of-Way continuity along the entire Hilltop Drive.

Other City Departments: No changes necessary.

The Commission had no comments.

2. **IM-23-013:** Preliminary Plat Review – To create four lots from Tax Parcels A26, A28 & A29 in Section 9, Township 17 North, Range 2 East, Seward Meridian, located outside Palmer city limits.

Director Hanson reported comments from the following City Departments:

Community Development: The parcels are located within the designated Airport Influence Area; it is recommended that a plat note be added to the new plat reflecting this information. If the proposed lots were located inside Palmer city limits and zoned R-1, Single-family Residential, the minimum required lot width would be 60 feet and minimum required lot area would be 8,400 square feet per unit. A Public Use Easement is proposed.

Other City Departments: No changes necessary.

The Commission had no additional comments other than briefly discussing access.

3. **IM-23-014:** Pre-Application Routing Slip Review – To change the common lot line between Lots 4 and 5, Block 1, ARRC #1 subdivision, located inside Palmer city limits.

Director Hanson reported comments from the following City Departments:

Community Development: The lots are located within the designate Airport Influence Area; it is recommended that a plat note be added to the new plat reflecting this information. Both lots are zoned GC-General Commercial and located inside the Central Business District. The proposed new lots will need to meet the required minimum lot width of 60' and minimum lot area of 7,200 square feet. The proposed lots will need to meet residential setbacks of 25 feet for front and rear yards and 6 feet for side yards for ground level dwelling units.

Other City Departments: No changes necessary.

The Commission had no additional comments.

L. PUBLIC COMMENTS: None.

M. COMMISSIONER COMMENTS:

Commissioner Thom-Bernier:

- Provided an update regarding the upcoming Alaska State Fair;
- Responded to Commissioner questions;
- Announced new CEO, Jeff Curtis; former CEO of the Portland Rose Festival.

N. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 7:32 p.m.

APPROVED by the Planning and Zoning Commission this ____ day of _____, 2023.

Casey Peterson, Chair

Brad Hanson, Community Development Director

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, August 17, 2023
6:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Casey Peterson, Chair
Penny Mosher, Vice Chair
Linda Combs
Lisbeth Jackson
John Murphy
(Vacant)

Absence(s) excused without objection:

Kristy Thom Bernier

Also present were:

Brad Hanson, Community Development Director
Kimberly McClure, Community Development Specialist
Pam Whitehead, Recording Secretary (via Zoom teleconference)

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The agenda was approved as presented without objection by all members present.

[Murphy, Jackson, Combs, Mosher, Peterson; *Absent:* Thom Bernier]

E. MINUTES OF PREVIOUS MEETING(S): Pending

1. Regular Meeting of October 20, 2022
2. Regular Meeting of January 19, 2023
3. Regular Meeting of March 16, 2023
4. Regular Meeting of April 20, 2023
5. Regular Meeting of July 20, 2023

F. REPORTS:

Staff Report: Director Hanson:

- Updated status of Library meetings with Wolf Architects;
- Sometime soon expect to have a presentation to all the boards and commissions.

G. AUDIENCE PARTICIPATION:

Janet Kincaid, long time Palmer business owner (since 1976, Valley Hotel, Colony Inn) expressed concerns over having a homeless shelter in Palmer.

Jackie GoForth, near Palmer resident, also expressed concerns over the homeless shelter situation

noting it is a serious problem to have a homeless shelter anywhere near residential areas and bringing violent crime and blight to Downtown; itemized statistics around the country, noting homelessness is a national problem that needs to be solved but it is not fair to put residents in harm's way to solve it.

Michelle Kincaid, Palmer business owner (Kosloski Center, Palmer Hotel), also spoke to problems regarding the homeless in Palmer – spoke to drug use in public bathrooms, hotel room destruction, theft, panhandling; spoke to the trials that the business community is up against.

Lorie Koppenberg, property and business owner in Palmer (Vagabond Blues, Purple Moose), also testified to the problems posed by the homeless situation having dealt with the problems for 8 to 12 years and that it has progressively gotten worse with harassment of guests and staff; noted we cannot absorb a homeless shelter in our small town and advocated for not allowing it to be permitted.

Denise Stotz also testified to the homeless situation related to associated drug use, mental health, malnourishment, and complex social issues.

Shea O'Malley (Denise Stoltz' daughter) also spoke against having a homeless shelter in Palmer; spoke to some of her experiences working downtown and not feeling safe; advocated for not allowing a homeless shelter in Palmer.

H. PUBLIC HEARINGS: None.

I. UNFINISHED BUSINESS: None.

J. NEW BUSINESS:

1. **IM 23-007:** Consideration of Recommendation of a Text Amendment to Amend Palmer Municipal Code Chapter 17.08 Definitions, Palmer Municipal Code Chapter 17.20 R-1 Single-family Residential, Palmer Municipal Code Chapter 17.24 R-2 Low Density Residential, Palmer Municipal Code Chapter 17.26 R-3 Medium Density Multifamily Residential, Palmer Municipal Code Chapter 17.27 R-4 High Density Residential, Palmer Municipal Code Chapter 17.52 R-1E Single-family Residential Estate, Palmer Municipal Code Chapter 17.54 RR Rural Residential, Adding Homeless Shelter and Homeless Shelter Emergency, and Amending Humanitarian Service in Commercial Land use Matrix Chapter 17.28.020, and review of draft ordinance to Enact Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix.

Director Hanson provided a comprehensive staff report for people to understand the origin of the order and its implications (see Packet page 9 for a summary report on IM 23-015 (formerly IM 23-007). Definitions are provided on packet pages 11-28, and the proposed Text Amendment on pages 31-41. One of the major gaps upon which the City has received inquiries is Homeless Shelters. Currently there is no definition in the context of the Land Use Matrix so Homeless Shelter and Homeless Shelter-Emergency have been added. He emphasized these are definitions only, that it is up to the Commission as to how they are regulated. He also explained the other revisions, the reasons why, and responded to Commission questions related to and explained ADA Compliance as relates to the Residential District.

Community Development recommends approval of the proposed text amendment to enact Palmer Residential Land Use Matrix, amend definitions as appropriate, and forward same to the City Council with a recommendation for approval.

Main Motion: For approval of IM 23-007.

Moved by:	Jackson
Seconded by:	Mosher
Vote:	--
Action:	(postponed to the next meeting on September 14, 2023)

Discussion and questions/request for clarification followed regarding proposed amendments related to homeless shelter and humanitarian service (p. 36 under Public Assembly, delete CUPs for Central Business Overlay, Commercial General, and Public zone (leave blank which indicates it is not a permitted use)).

Primary #1: To amend 17.28.020 Commercial Land Uses to remove conditional use permits (C) under Public Assembly for a Homeless Shelter under CBD Overlay, Commercial General and Public zone, and leave blank which indicates it is not a permitted use (P).

Moved by:	Jackson
Seconded by:	Combs
Vote:	Unanimous [Murphy, Jackson, Combs, Mosher, Peterson; <i>Absent:</i> Thom Bernier]
Action:	Motion Carried

[The meeting recessed for a short break at 7:20 p.m.; reconvened at 7:26 p.m.]

Director Hanson noted there may be reason for additional amendments to the Land Use Matrix and Definitions before sending to City Council; suggested postponing final approval to the next meeting to further define Humanitarian Service and Shelter Facilities in a way the community desires. The Commission agreed.

Main Motion: To postpone voting on the main motion for further review of IM 23-015 (formerly IM 23-007), as amended, until the next meeting on September 14, 2023 (2nd Thursday instead of 3rd).

Moved by:	Mosher
Seconded by:	Combs
Vote:	Unanimous [Murphy, Jackson, Combs, Mosher, Peterson; <i>Absent:</i> Thom Bernier]
Action:	Motion Carried.

K. PLAT REVIEWS: None.

L. PUBLIC COMMENTS:

Michelle Kincaid thanked the Commission for their work, noting it was a very informative process.

Lorie Koppenberg commented that it makes a big difference when the community comes in to share their concerns, noting that tonight this Commission listened to their concerns. Well done.

Dusty Silva also thanked the Commission for the manner in which they addressed the concerns.

M. COMMISSIONER COMMENTS:

Commissioner Peterson:

- Thanked the public for coming and speaking their concerns; very much appreciate the feedback;
- Reminded the Commission that the next meeting has changed to September 14, 2023 (2nd as opposed to 3rd Thursday).

Commissioner Mosher:

- Thanked the community for coming, noting that we in Palmer are facing the same as every other community across America today, having to do with our homeless with behavioral and mental health issues; that we need to reach out to our congressional leaders as well as we face this together.

Commissioner Murphy:

- Thanked everyone as well, noting that the Commission does listen and works with the community and hear what everyone has to say in making our decisions and how we go forward.

Commissioner Jackson:

- Reiterated what everyone said and thanked them for coming. And thank you to Kimberly and Brad for their hard work on this matter tonight. We do want to have our code in compliance and up to date as much as possible.

Commissioner Combs:

- Also thanked the community for coming and commented that she really appreciates the public spending the time because that is what it takes to make Palmer the special community that it is.

N. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 7:39 p.m.

APPROVED by the Planning and Zoning Commission this ____ day of _____, 2023.

Casey Peterson, Chair

Brad Hanson, Community Development Director

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at 6:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Casey Peterson, Chair
Penny Mosher, Vice Chair
Linda Combs
Lisbeth Jackson
John Murphy
Kristy Thom Bernier
(Vacant)

Also present were:

Brad Hanson, Community Development Director
Kimberly McClure, Community Development Specialist
Pam Whitehead, Recording Secretary (via Zoom teleconference)

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The agenda was approved as presented without objection by all members present.
[Thom Bernier, Murphy, Jackson, Combs, Mosher, Peterson]

E. MINUTES OF PREVIOUS MEETING(S):

1. Regular Meeting of October 20, 2022
 2. Regular Meeting of January 19, 2023
 3. Regular Meeting of March 16, 2023
 4. Regular Meeting of April 20, 2023
 5. Regular Meeting of July 20, 2023
 6. Regular Meeting of August 17, 2023
- Approval of the Minutes were postponed.

F. REPORTS:

Staff Report: Director Hanson:

- Updated as to current status of the Library – open house public forum discussion at the Depot next Thursday, September 21, 2023, 4-6 p.m., conducted by Wolf Architecture;
- Reported it is budget time at City Council.

G. AUDIENCE PARTICIPATION: None.

H. PUBLIC HEARINGS:

1. **IM 23-015:** Consideration of Recommendation of a Text Amendment to Amend Palmer Municipal Code Chapters 17.08 Definitions, 17.20 R-1 Single-family Residential, 17.24 R-2 Low Density Residential, 17.26 R-3 Medium Density Multifamily Residential, 17.27 R-4 High Density Residential, 17.52 R-1E Single-family Residential Estate, 17.54 RR Rural Residential, Adding Homeless Shelter and Homeless Shelter Emergency and amending Commercial Land Use Matrix Chapter 17.28.020, and Enacting Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix.

Staff Report: Director Hanson explained the proposed amendments identified on pages 9-23 of the packet. Based on previous discussion, changes have been made to the ordinance and are highlighted in yellow. Homeless Shelter and Homeless Shelter, Emergency, have been left blank on the matrix indicating it is not a permitted or conditional use. Also based on prior discussions, a Residential Land Use Matrix has been created along with amending pertinent definitions and deleting redundant definitions.

The Residential Land Use Matrix was created to simplify uses and be consistent with the Commercial Land Use Matrix. The Commission was asked to review the matrix to ensure completeness and accuracy. In addition, it was asked to review the complex land uses related to homelessness and ADA compliance and appropriateness within the different zoning districts.

Community Development recommends approval of the proposed text amendment to enact the Palmer Residential Land Use Matrix, amend definitions as appropriate, and forward same to City Council with a recommendation for approval.

Public Hearing: Chair Peterson opened the Public Hearing at 6:13 p.m. There being no persons coming forward to testify, the public hearing was closed at 6:14 p.m.

Chair Peterson called for the motion. Following further discussion and questions of staff:

Main Motion: For approval of the proposed text amendment identified in IM 23-015 (formerly IM 23-007) to enact the Palmer Residential Land Use Matrix, as amended with the changes presented by staff, and move forward to City Council with a recommendation for adoption.

Moved by:	Combs
Seconded by:	Jackson
Vote:	Unanimous [Thom-Bernier, Murphy, Jackson, Combs, Mosher, Peterson]
Action:	Motion Carried.

I. UNFINISHED BUSINESS: None.

J. NEW BUSINESS: None.

K. PLAT REVIEWS:

1. **IM 23-016:** Preliminary Plat Review – To create two lots from Lots 2A and 3A, Homesite Tract No. 100, Plat No. 2019-29, to be known as Lot 2A1 and Lot 3A1, located outside Palmer city limits.

Director Hanson reported comments from the following City Departments:

Community Development: The parcels are located within the designated Airport Influence Area; it is

recommended that a plat note be added to the new plat reflecting this information. If the proposed lots were located inside Palmer city limits and zoned CG, General Commercial, the minimum required lot width would be 60 feet and the minimum required lot area would be 7,200 square feet. The proposed lots have access from W. Recon Circle.

Other City Departments: No changes necessary.

The Commission had no additional comments.

L. PUBLIC COMMENTS:

Michelle Kincaid commented regarding homeless encampments popping up on private property and could anything be done about it or addressed by the City.

Lorie Koppenberg thanked the Commission for listening to the community at its last meeting, noting that by this Commission taking the appropriate steps, we are safeguarding our city and citizens and safeguarding the economic viability of our town. Looks forward to the City Council following through. She also expanded on Michelle's comments regarding the homeless encroaching on private property; commended the Palmer Police Force and is very proud for what they do to help. She will be attending the City Council meeting when this topic is addressed because we are impacted individually and as a business every day.

M. COMMISSIONER COMMENTS:

Commissioner Murphy:

- Inquired as to procedure moving the proposed Ordinance to City Council.

Commissioner Jackson:

- Commented the action tonight is a great step forward to simplify with the matrix as opposed to extensive verbiage; thanked staff for all the work they've done.
- Commented on the topic of annexation being reminded by recent plat reviews on development occurring outside the city.

Commissioner Combs:

- Spoke in appreciation of the amount of thought put into proposed Ordinance with the focus on simplification for better understanding and thanked the public for their participation.

Commissioner Thom Bernier:

- Also thanked the community members for being here and taking part in the process.

Commissioner Mosher:

- Commented to the audience that she also appreciates their input; noted one of the things they brought up was homeless encampments, not just on private property but also on borough properties; encouraged the commissioners and public to attend the planning and zoning meetings at the Borough as well to make it clear that this is not acceptable in our community.
- Noted that she concurs with the comments on annexation.

Commissioner Peterson:

- Also thanked the public and the commission for speaking up, commenting that the homeless situation is a much bigger problem than just Palmer, that we should encourage the Borough in

conjunction with Wasilla, Palmer, and Sutton to come up with something that would be feasible.

N. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 6:45 p.m.

APPROVED by the Planning and Zoning Commission this ____ day of _____, 2023.

Casey Peterson, Chair

Brad Hanson, Community Development Director



Palmer City Council Meeting

I. 1.

Meeting Date: 01/23/2024
Submitted For: Dwayne Shelton, Police Chief
Department: Police Department
Agenda Category: Action Memorandum
Legislation Number: AM 24-007

Subject

Authorizing the City Manager to Purchase Portable Radios and Accessories in An Amount Not to Exceed \$104,514.24 Under the Awarded Grant EMW-2023-SS-00037-S01 From the State Homeland Security Grant Program

Summary Statement/Background

The City of Palmer (COP) has started changing over their radios from single band capable to dual-band capable starting in 2018. Through the State Homeland Security Grant Program (SHSP) grant funding, COP has been successful in changing over a portion of its radio fleet. This has been instrumental in ensuring better radio communication for all involved in public safety in and around COP. Additionally, COP proposes to use funding from this project to purchase new portable radios. The new radios will be compatible with ALMR and are dual-band capable. They can be used for interoperable communications with multiple other agencies including police, fire, ems, public works, the Department of Defense, etc.

At the November 28, 2023, Council meeting, the Palmer City Council accepted the SHSP grant awarded funds in the amount of \$104,517.15.

We originally were going to purchase Motorola Portable radios and the cost was \$104,517.15 for roughly 13 radios and necessary equipment. Through REVL Communications & Systems (REVL) we are able to purchase 17 radios and the necessary equipment for \$104,514.24.

Attached is the invoice from REVL and the approved Procurement Method Report from DHS and EM.

Administration's Recommendation:

The Administration recommends approving Action Memorandum No. 24-007.

Fiscal Impact

Total Amount of funds listed in this legislation: \$104,514.24

Line Item(s):

Legislation creates expenditure in the amount of: \$104,514.24

Budgeted Y/N?: Y

Line Item(s): 09-01-10-7125

Attachments

REVL PALMER PD 17 ea. Viking VP8000 NASPO
City of Palmer ~ 2023 SHSP ~ PMR for REVL, INC.



SAM Reg.

QUOTE

To: City of Palmer PD

Contact: Chief Shelton

FOB: Dest.

Date: 11-Dec-23

Terms: Net 30

From: Seth Burris

Estimate Start Date: TBD

Email: revlsale@revlinc.net

NASPO # 00318

Project Name:

VP8000 Viking Multi-band Portable

Materials/Equipment	Qty	Description	Each Price	Total Price
VP8000BKF2	17	Kenwood VP8000 M2, VHF, 7/800Mhz Portable 5watt, 1024CH	\$5,462.48	\$92,862.16
		Immersion housing	\$0.00	\$0.00
		Micro SD card slot	\$0.00	\$0.00
		Viking Li Ion battery immersion 3400mAh	\$0.00	\$0.00
		P25 CAI, AMBE+2	\$0.00	\$0.00
		P25 Trunking Phase 1/2	\$0.00	\$0.00
		True voice Noise Cancellation	\$0.00	\$0.00
		AES Multi-key encryption	\$0.00	\$0.00
		Conventional vote scan	\$0.00	\$0.00
		WiFi	\$0.00	\$0.00
		Blue tooth, low energy	\$0.00	\$0.00
		Wide Band Antenna	\$0.00	\$0.00
		KMC-70M Speaker Mic	\$0.00	\$0.00
		P25 Data / OTAR	\$0.00	\$0.00
		OTIP	\$0.00	\$0.00
		Man Down	\$0.00	\$0.00
		25Khz Ch. Spacing	\$0.00	\$0.00
			\$0.00	\$0.00
KSC-52BK	17	Kenwoodn Charger, Single bay Rapid	\$72.80	\$1,237.60
			\$0.00	\$0.00
KSC-52PBW	12	Kenwood Charger pocket B for Bank Charger	\$8.00	\$96.00
			\$0.00	\$0.00
KNB-L3M	37	Kenwood Lion Battery 3400mAh (Optional)	\$162.00	\$5,994.00
			\$0.00	\$0.00
KSC-526K	2	Kenwood Bank Charger 6 bay	\$610.40	\$1,220.80
			\$0.00	\$0.00
KNB-LS7	2	Kenwood Lion battery 3800mAh	\$270.40	\$540.80
			\$0.00	\$0.00
KW9130-LP	17	Kenwood VP8000 Leather case D swivel	\$60.00	\$1,020.00
			\$0.00	\$0.00
R50840000L30	17	Kenwood Belt loop leather 3" VP8000	\$20.00	\$340.00
			\$0.00	\$0.00
KMC-70M	6	Kenwood Speaker Mic.	\$117.28	\$703.68
			\$0.00	\$0.00
KRA-47MB	6	Kenwood Wideband Antenna	\$83.20	\$499.20
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
Total Price				\$104,514.24

Procurement Method Report Pre-Bid Contract

Use this form for Procurements (purchases/orders) that are from a Pre-Bid contract (i.e., GSA, NASPO or local equivalent).

Subrecipients shall accomplish **three (3)** requirements with this form: (1) identification of procurement method, (2) SAMS check, and (3) certification signature on third page. (Project Manager's signature is adequate certification that competition was done, and that the Subrecipient is complying with the most stringent procurement procedures-whether federal, state, or local).

Reminder: Procurements must be conducted applying the most stringent of applicable procurement requirements (whether federal, state or local). Jurisdictions must adhere to their local requirements for all procurements if they are more stringent than those listed below.

Subrecipient: _____ **City of Palmer** _____

Grant Award/Disaster Number: EMW-2023-SS-00037-S01 **PBD/PW/PJ:** _____

Procurement Method (per each Purchase/Order)

This may include multiple invoices for each purchase or order.

NOTE: DHS&EM will no longer approve (nor reimburse) this type of procurement after the purchase is made. E-mail to mva.grants@alaska.gov for approval

Pre-Bid Contract	
Pre-Bid Contract Type:	NASPO
Contract Vendor:	REVL Communications & Systems
Contract Number:	
Purchase Amount:	\$104,514.24
Justification for Vendor Selection. REVL and Motorola are the two vendors available in our area for the type of radios needed. REVL provides a quality radio at a lower cost than Motorola at the current time. We are able to purchase 17 radios and necessary equipment and accessories, through REVL whereas we would be able to only purchase 11 to 13 radios through Motorola.	
Send to DHS&EM for approval prior to purchase	

System for Award Management (SAMS) report is required for selected vendor

SAMS Report is a Mandatory Subrecipient Action	
<input checked="" type="checkbox"/>	1. Check System for Award Management (SAM) for debarment/suspension.
<input checked="" type="checkbox"/>	2. Print SAMS report page and attach to this form.

Certification

I certify the above information is true and accurate. Documents related to this procurement are on file and available upon request.

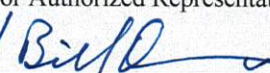


Subrecipient Project Manager's Signature

December 26, 2023
Date

Dwayne A. Shelton Chief of Police
Printed Name and Title

E-mail signed for to mva.grants@alaska.gov for approval

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT			
<input checked="checked" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification	Date
SAA/GAR Point of Contact or Authorized Representative			Date
Bill Dennis / 			12-27-23



Palmer City Council Meeting

I. 2.

Meeting Date: 01/23/2024
Submitted For: Brad Hanson, Community Development Director
Department: Community Development
Agenda Category: Action Memorandum
Legislation Number: AM 24-008

Subject

Authorizing the City Manager to Sign a Three Year Contract With the Palmer Museum of History and Art for a Management Service Contract Agreement for Operation of the Visitor Information Center in the Amount of \$75,115 to Reflect 2024 Payments and Adjusted 2.5% Thereafter Annually to Reflect Inflation

Summary Statement/Background

The Palmer Visitor Center is operated under a contract with the Palmer Museum of History and Art (PMHA). At the Council's direction, the attorney negotiated a new agreement, with the Palmer Museum of History and Art. The contract duration is January 23, 2024, thru December 31, 2026. The Visitor Information Management Service Contract is a fixed price of \$75,115.00 in year one and adjusted by 2.5% in subsequent years to reflect inflation. AM 24-008 supersedes the previous agreement that would have ended December 31, 2025.

The management service contract requires the PMHA to support and promote any City initiated marketing or promotional strategy and to staff seasonal operations from May 1 through Labor Day each year. Any alterations, additions, or improvements to the physical appearance of the Visitor Information Center facility or its grounds requires prior approval. PMHA has satisfactorily performed the duties and obligations for Visitor Information Services for the past 12 years.

PMHA was originally awarded a contract for visitor Information services on March 24, 2009, and there were five one-year extensions to the 2009 contract. In March 2015, PMHA was awarded the contract in the amount of \$61,400 per year. The 2015 contract was extended to a five-year service agreement with allowance for two additional one-year periods extensions, by a mutual written agreement. In 2017 PMHA and the City negotiated a new Visitor Information Service Contract price of \$70,115 and continued for the 2018 and 2019 contract years. On December 10, 2019, City Council approved the current contract for a five-year period beginning in 2020 and ending December 31, 2025.

Administration's Recommendation:

To approve Action Memorandum No. 24-008 Authorizing the City Manager to Execute a Management Service Contract with the Palmer Museum of History and Art to provide Visitor Information Services.

Attachments

Draft Contract

Agreement For the Operations of the Palmer Visitor Information Center

THIS AGREEMENT made and entered into this _____ day of _____, 2023, by and between the City of Palmer, Alaska, a municipal corporation (City) and The Palmer Museum of History and Art, a 501(C)(3) Alaskan nonprofit (PMHA). The City desires to retain the PMHA to operate the Palmer Visitor Information Center (VIC) according to the terms and conditions hereinafter set forth and PMHA is willing to perform such services.

Recitals:

Whereas, the City of Palmer owns the Palmer Visitor Information Center (VIC), located at 723 S. Valley Way Palmer, Alaska; and

Whereas, VIC is a premier feature within the community and in need of continued management; and

Whereas, as the Palmer Museum of History and Art is prepared to operate the Palmer Visitor Information Center and to assist the City in efforts to promote visitation of Palmer; and

Whereas, the parties originally entered into an Agreement for the Operation and Management of the VIC on March 24, 2009; and the Agreement has been extended and supplemented by various Amendments; and on December 10, 2019 a new contract was drafted for a five year period with the option to extend an additional five years upon mutual agreement of the parties; and

Whereas, both parties would like to amend and rescind the 2019 agreement to be superseded with this Agreement; and

Whereas, this contract was mutually agreed to by the Palmer City Council and the Palmer Museum of History and Art on_____.

1. Definitions

"Annual Payment" equals the annual contract payment [of \$75,115] plus applicable 2.5% annual inflation increase.

"City" is the City of Palmer.

"PMHA" is Palmer Museum of History and Art

"VIC" is Palmer Visitor Information Center

"Manager" is the manager of the City of Palmer or his/her authorized representative.

"Term" has the meaning set forth in Section 3.

"Services" mean the professional [and other] services to be provided by PMHA under this agreement, as described in more detail as PMHA's obligations under this Agreement.

2. Term and Non-Appropriations Clause

- A. Term. The services of the PMHA shall commence upon execution of this Agreement by the City and shall terminate, subject to the provisions of this Agreement or three (3) years after execution of this Agreement.
- B. Previous Agreements. All previous agreements between the Parties related to the operation of the VIC are superseded by this Agreement.
- C. Non-Appropriations Clause. Any continuation or renewal of this Agreement beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted and otherwise made available by the City Council. The City may terminate the agreement and the PMHA waives any and all claim(s) for damages, effective immediately upon receipt of written notice if, for any reason, funding is not appropriated.

3. PMHA's Obligations

The PMHA will provide the following services:

- A. Operations. Operate the Palmer Visitor Information Center as an independent contractor of the City of Palmer.
 - 1. PMHA will provide a phone number and email contacts for information requests and inquiries by the public throughout the year.
 - 2. PMHA will provide service to the public through answering questions and dissemination of information about the City of Palmer, the history of Palmer and the region, as well as about local businesses and attractions in the City and Greater Palmer area.
 - 3. PMHA will provide professional staff during all operating hours of the required period of operation by this contract with knowledgeable and trained individuals, on-scene, to accomplish the above services.
 - 4. Minimum operating hours shall be 9am to 6pm Monday through Saturday and 9am to 2pm on Sunday from May 1st through the Tuesday following Labor Day. During the winter season following Labor Day through April 30, the Palmer Visitor Information Center will be open twenty (20) hours a week, subject to weather and events.
 - 5. Additional hours of operation may be added to the regular operations schedule for special events. including but not limited to Colony Christmas, Colony Days, the Summer Garden and Art Faire.
 - 6. Maintain a walking map of the City of Palmer.
 - 7. The Palmer Visitor Information Center shall be staffed with at least 1 employee during operating hours; preference being 2 employees.
 - 8. The PMHA as an independent contractor shall have the right to hire and dismiss their employees.
 - 9. The PMHA is responsible for general operations of the VIC, overseeing the facility and grounds. PMHA will contact the City or the Palmer Police if there are trespassers or other disturbances or concerns.
- B. Reports. Submit the below written reports to the City Council detailing the results of services provided:
 - a. Summer Seasonal Report Due on October 1

- b. Winter/Spring Seasonal Report Due on April 1
- c. Reports shall include:
 - 1. A summary of the VIC's activities of the previous season such as art classes, nature walks, tours and other applicable events.
 - 2. The number of tourism companies that stop at the VIC for a tour.
 - 3. The number of people who have visited the VIC.
 - 4. A summary of challenges and successes of the previous season's activities.
 - 5. An explanation of how those numbers are tracked and counted.
 - 6. A summary of the projected next season activities such as advertisements, walks, tours, activities, and community events.
- C. Provide Public Restroom services within the VIC. Will notify the Public Works Department and/or the Palmer Police Department of any issues with outdoor community restrooms. The outdoor community restrooms are maintained by the City.
- D. Provide janitorial services for the VIC.
- E. Attend scheduled quarterly meetings with the City of Palmer and initiate additional meetings as needed.
- F. Designated Administrator. The services shall be administered, supervised, and directed by the PMHA's Designated Administrator.
- G. Compensation. PMHA is responsible for all PMHA personnel and for the payment of their compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments, and disability benefits.
- H. Independent Contractor. PMHA is an independent-contractor of the City. PMHA shall operate and manage the VIC in accordance with industry best practices.
- I. Security System. PMHA will maintain a building security system.
- J. Amendment. This contract may be amended from time to time with written agreement of both the PMHA and the City.

4. City's Obligations

The City Shall:

- A. Designate an Administrator. The City Manager will be the administrator and the point of contact for the PMHA for this Agreement.
- B. Use of the VIC Building. The City Manager will provide such access to the VIC building for the purposes of performing the obligations of this Agreement.

- C. Regular Communication: The City will meet with the PMHA on a minimum quarterly basis and be responsive to additional requests from the PMHA.
- D. Make Payment. The City will make payments to PMHAs according to the Timetable listed on Exhibit A.
- E. Non-Exclusive Revocable License. The City will continue to provide the PMHA a non-exclusive revocable license for use of:
 - a. The Name "Palmer Visitor Information Center"
 - b. The Phrase "Alaska at its Best"
 - c. The City Logo
 - d. All existing brochures and handouts both printed and electronic
- F. Interior and Exterior Maintenance. The City shall provide interior and exterior maintenance services for the building and the grounds.

5. Payment Terms

- A. Subject to the provisions of this Agreement, payment of the total sum for all services of **\$75,115** will be paid according to Exhibit A attached hereto and incorporated herein by reference, with 2.5% increase annually for inflation.
- B. Any modifications or amendments of payment terms must be agreed to in writing by both parties.
- C. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, use of facilities, service, or other thing(s) of value to the PMHA in connection with performance of this Agreement duties. The parties understand and agree that administrative overhead and other indirect or direct costs the PMHA may incur in the performance of its obligations under this Agreement have already been considered and are included in this Agreement.
- D. The City will pay to the PMHA the amount set forth in Exhibit A which shall constitute the full and complete compensation for the PMHA's professional services. That sum will be paid on receipt of invoices submitted two weeks prior to the schedule set forth in Exhibit A.
- E. All invoices must be submitted in duplicate and addressed as follows: City of Palmer, Community Development Dept., 645 E. Cope Industrial Way, Palmer, AK 99645
- F. It is expressly understood and agreed that the total compensation paid to the PMHA shall not exceed **\$75,115 without written agreement by the City.**

6. Lease

This Agreement does not constitute a deed or grant of an easement by City and does not constitute a lease.

7. Right to Enter

City, through the City Manager or his/her authorized representative may, upon reasonable notice, enter into the premises, at any and all reasonable times during the term of this Agreement for the purpose of determining whether PMHA is complying with the terms and conditions hereof or for any other purpose incidental to the rights of City for emergency reasons. PMHA shall be required to submit a key to all locked doors to the police department and shall also provide a key or other device to turn off the alarm system.

8. Utilities

- A. The City shall be responsible for prompt payment of utilities for the VIC building, to include electricity, natural gas, water, trash pickup and internet. PMHA will be responsible for long-distance phone charges. The installed telephone system and phones will remain the property of the City.

9. Improvements

- A. PMHA shall inform the CITY in writing of requests for major alterations, additions, or improvements at the VIC building and/or property. Work will not commence without written approval from the City.

10. Website Ownership and Control, Social Media Management and Brand Protection for the City of Palmer.

- A. Website Ownership: PMHA will produce and maintain a website with current information about Palmer's visitor information services and attractions. The City shall have the right to remove language or information associated with the visitor information center. The City shall notify in writing PMHA of its concerns and request to remove language.
- B. Social Media: PMHA agrees to provide a social media platform and social media management services such as a Facebook page solely for the Palmer Visitor Information Center. This social media page is separate from the PMHA's non-profits or internal social media accounts. Social media management services may include content creation, scheduling, monitoring and public engagement. The City reserves the right to request that posts be removed or created at the discretion of the City. At all times, social media posts and engagement will refrain from any social justice or political related topics. All social media posts must remain with the purpose and scope of the history of, visiting of, and promotion of, the City of Palmer.
- C. Brand Protection:
 - 1. The parties agree that the City retains full ownership and control of the brand of the City of Palmer, the City of Palmer Seal or Logo and the slogan "Alaska at its Best."
 - 2. In the event the City updates their social media guidelines, they will provide a written updated policy to the PMHA. The PMHA shall actively protect and promote the City's brand identity, image, and reputation across social media platforms. This includes adhering to the City's brand guidelines, tone of voice, and style, as well as promptly addressing any negative or damaging content that may arise. The PMHA shall exercise due diligence in monitoring and moderating user-generated content, ensuring it aligns with the City's brand values.

- D. Parties agree that the process to determine and document any ownership of items donated or acquired by the PMHA will be determined by the mutually agreed upon Palmer Museum's Collections Policy and Procedure.

11. Representations and Warranties

Each party represents and warrants to the other party that:

- A. It is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of the State of Alaska.
- B. It has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder.
- C. The execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the party.
- D. When executed and delivered by such party, this Agreement will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms.

PMHA's Representation and Warranty, and Manner of Performance.

- A. PMHA hereby represents and warrants to the City, and the City relies upon said representations and warranties, that PMHA is a professional in the subject area in which services are to be provided and the PMHA has the experience, skill, knowledge, and competence to perform the services set forth in this Agreement.
- B. PMHA accepts the relationship of trust and confidence between the PMHA and the City. PMHA covenants to perform its services under this Agreement with due diligence, due care, and in a good and professional manner.

12. Termination.

- A. Termination for Cause. If, through any cause, either party shall fail to fulfill in a timely and proper manner the obligations under this Agreement OR if the failing party shall violate any of the covenants, agreements, or stipulations of this Agreement, then the other party shall have the right to terminate this Agreement by giving written notice of at least ten (10) business days before the effective date of such termination. PMHA shall receive payment up to the date of termination.
- B. Termination Without Cause. The City at its sole discretion may terminate this agreement in whole or in part at any time without cause by providing at least thirty (30) days prior written notice to the other party. The PMHA shall be entitled to receive the remainder of the pro-rated annual equivalent of 6 months of annual payment from termination date.
- C. Effects of Termination or Expiration. Upon expiration or termination of this Agreement for any reason, PMHA shall within 10 working days deliver to City all finished or unfinished documents, data, studies, surveys and reports or other material prepared by the PMHA under this Agreement.

13. Modifications

The parties may mutually agree to modify the terms of the Agreement at any time. Modifications to the Agreement shall be incorporated into the Agreement by written amendments.

14. Audits and Inspections.

The City, after giving notice, may conduct on-going quality assurance in order to assure that the PMHA is providing quality and consistent visitor information services.

15. PMHA's Requirement to Pay City Tax Obligations.

The PMHA has an obligation to the City to keep their taxes current. Any violation of lack of payment of tax, assessment, lease, sale or rental payments, whether as an individual, or as a representative of a business, organization, firm, corporation, or partnership, shall cause the PMHA to not be awarded this Agreement or if already awarded, this Agreement may be terminated for cause. The PMHA has ten (10) calendar days from receipt of written notice sent by the City to cure delinquency. The City reserves any right it may have to offset amounts owed by an individual, firm, corporation or business for delinquent City taxes, moneys owed on sales, assessments, leases and rental agreements, against any amount owing to the same under an Agreement between the City and the PMHA.

16. Eminent Domain

If the entire premises shall be taken by condemnation by any governmental authority or conveyed in lieu of condemnation, or if a portion of the premises shall be so taken or conveyed so as to render the premises untenable for the purposes of this Agreement, this Agreement shall terminate as of the date possession shall be required by said governmental authority, and the parties shall be released from all further liability hereunder. If only a portion of the premises shall be so taken or conveyed and the remainder of the premises is not thereby rendered untenable for the purposes of this Agreement, CITY shall, at its expense, restore the premises, and this Agreement shall continue in force, otherwise unaffected. The entire award or compensation on account of such condemnation or conveyance shall belong and shall be paid to CITY without deduction therefrom for any estate vested in PMHA, and PMHA shall receive no part of any such award or compensation except any portion of the award or compensation made specifically for PMHA's trade fixtures and equipment, provided that said portion shall in no way decrease the amount of award or compensation which would otherwise be payable to CITY. The value of such improvements shall be negotiated and agreed upon between PMHA and CITY. The date of the taking for purposes hereof shall be the date PMHA is required to relinquish possession.

Provided however that notwithstanding anything to the contrary herein, CITY shall pay to PMHA, from the condemnation payment or award, a sum representing the "agreed value" of PMHA's approved improvements to the VIC.

17. Indemnification and Hold Harmless Agreement:

PMHA shall defend, indemnify, and hold harmless City and its officers, directors, employees, agents, successors, and permitted from and against all Losses arising out of

or resulting from any third-party claim, suit, action, or proceeding including attorney fees, arising out of or resulting from: (1) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the willful, fraudulent, or negligent acts or omissions of PMHA or PMHA Personnel; and (2) PMHA's breach of any representation, warranty, or obligation of PMHA set forth in this Agreement.

18. Insurance Requirements:

During the Term of this agreement, PMHA will procure and maintain, at its sole cost, at least the following types and amounts of insurance coverage.

A. Minimum Limits of Insurance.

PMHA shall maintain limits no less than:

1. Commercial General Liability Insurance: (Form CG0001) 4/13 or equivalent
 - \$1,000,000 Combined Single limit of liability per occurrence.
 - \$1,000,000 Personal/Advertising Injury Limit of Liability per occurrence
 - \$1,000,000 Participant Legal Liability
 - \$2,000,000 Annual General Aggregate Limit of Liability
 - \$2,000,000 Annual Products/Completed Operations Aggregate limit of liability
 - \$100,000 Fire Damage Limit of Liability any one fire
 - \$5,000 Medical Payment Limit of any one person
2. Workers' Compensation and Employers Liability:
 - Workers' Compensation shall be statutory as required by the State of Alaska.
 - Employer's liability shall be endorsed to the following minimum limits:

Bodily Injury by Accident -	\$500,000 each accident
Bodily Injury by Disease -	\$500,000 each employee
Bodily Injury by Disease -	\$500,000 policy limit

B. Verification of Coverage

PMHA shall furnish the City with certificates of insurance and with certified copies of all endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the City. All certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

C. Lapse in Coverage

A lapse in insurance coverage is a material breach of this Agreement, which shall result in immediate termination of the Agreement.

19. Force Majeure

No party shall be liable or responsible to the other party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or

performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("Impacted Party") reasonable control, including without limitation the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, OTHER POTENTIAL DISASTER(S) OR CATASTROPHE(S), SUCH AS EPIDEMICS, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; and (f) national or regional emergency; (g) other similar events beyond the control of the Impacted Party. The Impacted Party shall give notice within seven (7) days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue.

20. Miscellaneous Provisions

- A. Jurisdiction; Choice of Law. Any civil action arising from this Agreement shall be brought in the Superior Court of the Third Judicial District of the State of Alaska in Palmer. The laws of the State of Alaska and the City of Palmer shall govern the rights and obligations of the parties.
- B. Dispute Resolution: Prior to litigation, the parties shall first attempt in good faith to settle by mediation any dispute arising out of or relating to this Agreement or its breach. Each party may suggest a neutral mediator, should the parties not agree upon a mediator then the Mediation will be conducted by a retired Alaska Court Judge who provides mediation services. If the mediation is unsuccessful, only then may the parties resort to arbitration or litigation in the Third Judicial District Court located in Palmer, Alaska.
- C. Non-Waiver. The failure of the either party at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of the Agreement or any part thereof, or the right of either party thereafter to enforce each and every protection hereof.
- D. Permits, Laws and Taxes. The PMHA shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to the performance under this Agreement. All actions taken by the PMHA under this Agreement shall comply with all applicable statutes, ordinances, rules, and regulations. The PMHA shall pay all taxes pertaining to its performance under this Agreement.
- E. Relationship of the Parties. The PMHA shall fulfill its obligations hereunder as an independent contractor of the City. PMHA is associated with the City only for the purposes and to the extent specified in this Agreement, and in respect to performance of the contracted professional services pursuant to this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the City whatsoever with respect to the indebtedness, liabilities, and obligations of the PMHA or any other party.
- F. Publication, Reproduction and Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

- G. Notice. Any notice required pertaining to the subject matter of the Agreement shall be personally delivered or mailed by prepaid first-class, registered, or certified mail to the following address:

City: City of Palmer
Community Development Dept.
645 E. Cope Industrial Way
Palmer, AK 99645

PMHA: The Palmer Museum of History and Art
Attn: The Palmer Museum of History and Art
723 S. Valley Way
Palmer, AK 99645

- H. Entire Agreement. This Agreement, together with all Schedules, Exhibits, and Statements of Work and any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter.
- I. Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the remainder of this Agreement shall remain in full force and effect.
- J. Headings. The headings in this Agreement are for reference only and shall not affect the interpretation of this Agreement.
- K. Assignment. Neither party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement.

City of Palmer

Palmer Visitor Information Center

John Moosey, City Manager

The Palmer Museum of History and Art

Exhibit A: Payment Schedule



J. A.

Palmer City Council Meeting

Meeting Date: 01/23/2024

Submitted For: Kimberly Green, HR Director

Department: City Clerk's Office

Legislation Number: N/A

Subject

City Manager Recruitment Process

Summary Statement/Background

Administration's Recommendation:

Attachments

Job Announcement

Job Description and Specifications

Supplemental Questions

Proposed Hiring Process



City of Palmer

Job Announcement

City Manager

The City of Palmer, Alaska, seeks a City Manager who is a highly engaged, personable leader possessing solid, proven management skills and experience, with a passion for managing a vibrant and growing municipality. The City of Palmer is in the Matanuska-Susitna Borough, 40 miles northeast of Anchorage with a population of over 6,400. The City of Palmer has trademarked and incorporated into its city seal, “Alaska at its Best!” embodying the Community’s spirit.

The City of Palmer is a unique, home rule municipality with a council-manager form of government. The city manager is responsible for coordinating and implementing all city affairs as designated by law and the Palmer Municipal Code. The city manager implements City policies, as established by the city council, and exercises administrative direction over department directors.

The City Manager oversees daily operations, executes policies, and manages municipal departments to ensure efficient delivery to residents. This role is crucial for city governance, involving tasks like providing essential data to shape policies, ensuring smooth coordination among city departments, conducting research to improve operations, managing personnel matters, overseeing budgets, representing the City in committees, and actively participating in Council meetings to discuss key matters.

The minimum requirements for the position are usually, although not always, acquired through completion of a bachelor’s degree in business administration, Public Administration, or a related field, five (5) years’ experience in municipal administration at the level of City Manager, Deputy City Manager, Assistant City Manager, or other senior city management official, or as a private industry senior executive officer in an organization of comparable complexity. Equivalent combinations of education and experience will be considered.

The salary range for this position begins as \$130,000.00 and is based on experience. The City of Palmer offers a comprehensive benefits package that includes medical, dental, vision, prescription drug coverage, short-term disability, life insurance and retirement through State of Alaska, Public Employees Retirement System (PERS) as well as employee assistance program (EAP) benefits. Supplemental vision coverage is available. Paid time off and floating holidays combined with 10 paid holidays, contribute to the City’s value of work/life balance. This position is also eligible for a deferred compensation plan, monthly car allowance, and phone stipend. Pursuant to Palmer City Charter, the City Manager must reside within the city. Relocation is negotiable.

Applications are received via the city’s recruitment website: <https://www.governmentjobs.com/careers/palmerak>. A complete application packet will include:

- An application
- Cover letter including salary requirements.
- Resume
- Examples of applicants written work. This material may include memos, reports or correspondence written by the applicant within the past two years. This material must be related

to the applicant's current or previous employment. The material submitted with this application must not exceed six (6) total pages.

- Answers to the City Manager Supplemental Questions

Questions regarding the position may be directed to Kimberly Green, Human Resource Manager, 231 W Evergreen Avenue, Palmer, AK 99645 or by calling (907) 761-1302 or emailing kgreen@palmerak.org.



City of Palmer

Job Description and Specifications

Job Title: City Manager

Revision Date: 1/2024

Department: Administration

Reports To: City Council

Classification: FLSA Exempt

GENERAL FUNCTIONS

The City Manager serves as Chief Administrative Officer for the city and is responsible for proper administration of all city affairs placed in the manager's charge by law and ordinance and shall implement the policy of the city as established by the Palmer City Council.

DISTINGUISHING CHARACTERISTICS

The City Manager is expected to develop effective working relationships with elected, administrative, federal, state, and local officials as well as the public, to ensure cooperation and efficient operation of the city in providing services to the public.

The City Manager must be able to work well under pressure, stay focused and handle multiple tasks simultaneously. The City Manager must possess a high degree of initiative and responsibility to make decisions. He/she must exercise sound judgement and discretion and use sound management techniques and practices in a wide variety of administrative areas. The City Manager should possess excellent written and verbal communication skills, negotiation techniques and sound judgment.

The City Manager must perform his/her job duties with considerable independence and within prescribed guidelines and procedures and exercise appropriate judgement and discretion.

SUPERVISION RECEIVED

The City Manager receives general direction from the seven members of the City Council through broad policies and guidelines.

SUPERVISION EXERCISED

The City Manager exercises administrative direction over all department heads except for the City Attorney and City Clerks, direct supervision over all administrative staff.

EXTERNAL VISIBILITY/CONTACT

This position requires high contact with key city personnel, public, other government agencies, and must possess well-developed communication skills in maintaining effective relations with the public.

WORKING ENVIROMENT

Work is performed primarily in an office setting. The noise level in the work environment will normally be quiet to moderately noisy depending upon office equipment, telephones in use, and other employees/members of the public with business in the office. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch, and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus, drive to off-site meetings and inspections throughout the city and occasionally fly to meetings both in and out of state.

ESSENTIAL FUNCTIONS AND DUTIES

- Plans, directs, coordinates, and administers the activities of all administrative departments in carrying out the requirements of city ordinances, rules, regulations, and the requests of the City Council.
- Establishes operating procedures and performance standards for departments; directs organization staffing and supervision of operations as delegated to department heads daily; establishes long and short-range goals and objectives for the city based on requests established the City Council.
- Reports regularly to the Council concerning the status of all assignments, projects, and functions of the city; establishes departmental objectives and deadlines for meeting these requests; administers a variety of special programs and operations.
- Analyzes a variety of issues, state, and federal legislation, and prepares recommendations on items requiring council action.
- Studies and resolves a variety of difficult and complex administrative and management problems as directed by the City Council; interprets regulations and recommends policy changes.

- Responsible for Enterprise Departments of the Warren “Bud” Woods Palmer Municipal Airport, Palmer Water and Sewer and oversees contracts for Palmer Golf Course, Palmer Museum of History & Art, Palmer Visitor Center, and Palmer Garden.
- Represents the city and City Council in negotiations and related administrative and operational matters with governmental, non-governmental organizations and the public; communicates the mission and activities of the city.
- Assists the City Council with policy planning by gathering data and presenting alternative plans; recommends feasible alternatives based on effective management practices; discusses implications of alternatives.
- Is responsible for the employment of all city employees, except the City Attorney and City Clerk, and shall supervise and coordinate the personnel policies and practices of the city. Appoints, disciplines, and terminates city administrative officials and employees, as provided by statute; evaluates the performance of administrative support staff and department heads.
- Manages and administers the financial affairs of the city; coordinates the preparation of the city budget including capital improvements program, in liaison with the council, and department heads; administers the approved operating budget by monitoring expenditures and recommending changes to the council; oversees the investment of city funds to ensure the best possible interest; presents reports to the council on the city’s financial status.
- Directs emergency preparedness and recovery efforts for civil emergencies within the city.
- Exercises custody over all real and personal property of the city.
- Executes other powers or duties specified by statute or by council action.
- Performs related work as required.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALIFICATIONS

- The knowledge, skills, and abilities required are usually, although not always, acquired through completion of a bachelor’s degree in business administration, Public Administration, or a related field, five (5) years’ experience in municipal administration at the level of City Manager, Deputy City Manager, Assistant City Manager, or other senior city management official, or as a private industry senior executive officer in an organization of comparable complexity. Equivalent combinations of education and experience will be considered.
- Valid Alaska driver’s license within thirty (30) days of hire.
- Excellent attention to detail, accuracy, and quality.
- Extensive knowledge of federal, state, and city rules and regulations.
- Experience in successful management and conflict resolution. Ability to evaluate management practices and adopt effective courses of action.
- Must be a self-starter.

- Ability to establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors, business leaders, employees, and the public.
- Ability to analyze complex administrative problems, facts, programs, trends, costs and makes sound recommendations and comprehensive reports in oral and written forms.
- Ability to communicate effectively, orally and in writing with governmental officials, staff, employees, and the public.
- Must demonstrate ability to make executive decisions and exercise sound business judgment in the best interest of the city.
- Ability to perform under stress and thrive in a fast-paced, intense work environment.
- Ability to maintain the confidentiality of all activities and management.

RESIDENCY

The city manager shall reside in the city limits within 180 days of hire as prescribed in the city's charter.

ADA STATEMENT

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.



City Manager Supplemental Questions

In addition to the City of Palmer job application, three examples of your writing, and resume, all candidates must submit typed responses to the questions below. Answers should be single spaced with margins no less than one inch. There is no minimum requirement for answers, but no answer should exceed one 8.5 x 11-inch page. Please include your name and page number at the top of each page, as well as the question number for each response. The responses to these questions will be reviewed and evaluated prior to the next step in the selection process.

Questions

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.
2. Please describe your professional experience working with elected officials and boards. Describe the responsibility you believe the City Manager has to the Mayor and City Council and to the citizens of the community. Describe how you see your role and interactions with the 1) Mayor 2) City Council and 3) City Clerk.
3. Please explain your process for communicating critical and non-critical information to the Mayor and Council. How do you decide when or what is necessary to bring to the Mayor and Council's attention? How do you see your role as communicator to the Mayor and Council, staff, other governmental agencies, local businesses, and citizens?
4. The citizens and city council members are very diverse. Describe how you would handle a situation where two people wanted to take you in opposite positions on the same project.
5. Organization and planning is often a challenge when working in the community and juggling multiple tasks. How will you work to achieve the goals of this position while still completing paperwork, communicating effectively, and meeting the needs of Council, City Clerk, staff, and citizens?
6. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.
7. Explain your experience in developing, implementing, and monitoring a budget for a municipality.



City of Palmer

2024 City Manager Recruitment

Proposed Hiring Process

Posting Date: February 1, 2024

Posting Closing Date: March 1, 2024

Packets to Council: March 12, 2024

Interviewees Selected: March 19, 2024 (Special Council Session)

Interviews: April 2, 2024 (Special Council Session)

Announcement Posted With:

- Alaska Municipal Management Association
- Alaska Municipal League
- International City/County Management Association
- Neogov

Application Process:

- Human Resources receives/validates applications
- Council reviews and selects for interview
- Human Resources schedules interviews
- Council conducts interviews