

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

**REGULAR MEETING
THURSDAY, OCTOBER 21, 2021
7:00 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 * p.m.

B. ROLL CALL:

Constituting a quorum, present in person were Commissioners:

Casey Peterson, Chair
Josh Tudor, Vice Chair
Lisbeth Jackson
Sabrina Shelton
Kristy Thom Bernier

Absence(s) excused without objection:

Linda Combs

Also present were:

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

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The agenda was approved as presented by all members present by roll call vote.

[Thom Bernier, Shelton, Jackson, Tudor, Peterson; *Absent:* Combs]

E. MINUTES OF PREVIOUS MEETINGS:

1. The minutes of the **August 19, 2021 Regular Meeting** were unanimously approved as presented by roll call vote of all members present.

[Thom Bernier, Shelton, Jackson, Tudor, Peterson; *Absent:* Combs]

F. REPORTS:

Director Hanson reported:

- Proposed budget by the City Manager includes roughly \$50,000 for development of an annexation plan and/or petition;
- The new City Clerk has been hired and will start on October 27;
- An RFP has been issued for a new City Attorney; will update further at the next meeting;
- It's time to consider updating and order a new zoning map (17.16.040); proposed legislation at the next meeting;
- City Council has proposed moving its meetings to 6:00 p.m.; let him know if P&Z wishes to do the same.
- Responded to Commissioner questions.

G. AUDIENCE PARTICIPATION: None.

H. PUBLIC HEARINGS:

1. **IM 21-024:** Consideration of proposed text amendment to Palmer Municipal Code Chapter 17.59 T Transitional District.

Director Hanson provided a staff report summarizing from previous meetings noting the Commission has drafted changes to Chapter 17.59 to support the areas of mixed use as well as provide consistency throughout the chapter removing section 17.16.060 Annexation Zoning and inserting section 17.59 T Transitional District to eliminate duplicate code in Title 17. The Commission is to review the draft Ordinance and if approved, move forward to City Council with a recommendation for adoption.

Public Hearing: Chair Peterson opened and closed the public hearing at 7:10 p.m. There was no public testimony.

Main Motion: For approval of proposed Ordinance No. 21-0XX, proposed text amendment to PMC Chapter 17.59 T Transitional District.

Moved by:	Shelton
Seconded by:	Tudor
Vote:	--
Action:	--

Following discussion:

Primary Amendment #1: To amend 17.59.030 C and E, replacing the word "shall" with the word "may" be classified as T transitional use.

Moved by:	Thom Bernier
Seconded by:	Shelton
Vote:	Unanimous (<i>Absent:</i> Combs)
Action:	Motion Carried.

Main Motion: For approval of Ordinance No. 21-0XX, proposed text amendment to PMC Chapter 17.59 T Transitional District, as amended, and move forward to City Council with a recommendation for adoption.

Moved by:	(Shelton)
Seconded by:	(Tudor)
Vote:	Unanimous (<i>Absent:</i> Combs)
Action:	Motion Carried.

I. UNFINISHED BUSINESS: None.

J. NEW BUSINESS:

1. **IM 21-023:** Annual Review of Conditional Use Permits.

Director Hanson provided a staff report noting the Commission annually reviews for compliance all active conditional use permits (see log in the packet, p. 30) reflecting 31 active CUPs and their status; reported all are in compliance. The Commission is to review the information and direct staff if further action is necessary for compliance.

Following brief discussion, the Commission had no additional direction or comments.

2. Committee of the Whole: Discussion of IM 21-018 regarding Palmer Municipal Code Chapter 17.60 General District Regulations (note: action may be taken by the Commission following committee of the whole)

Main Motion: To enter Committee of the Whole for discussion on IM 21-018.

Moved by:	Thom Bernier
Seconded by:	Tudor
Vote:	Unanimous (<i>Absent</i> : Combs)
Action:	Motion Carried.

[The Commission entered Committee of the Whole at 7:40 p.m.; exited at 8:25]

Director Hanson provided a staff report updating from previous meetings concerning 17.60 General District Regulations. The Commission is to review and provide comments should further action be requested.

Committee of the Whole discussion topics included:

- Projections into required yards, exceptions to setback requirements, fences and walls, garage or yard sales, sheds, and definitions.

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

3. **IM 21-025: Declaration of Land Use Determination.**

Director Hanson provided a staff report highlighting written report in the packet (p. 54). The City of Palmer amended PMC to allow the zoning administrator to make land use determinations that are not fully defined within commercially zoned districts. Resolution 21-006 confirms the zoning administrator's determination that food banks are a permitted use in the CG-Commercial General District.

Following brief discussion:

Main Motion: For approval of Resolution No. 21-006, confirming the land use determination of the zoning administrator to permit food banks as a use by right in the CG-Commercial General District.

Moved by:	Thom Bernier
Seconded by:	Jackson
Vote:	Unanimous (<i>Absent</i> : Combs)
Action:	Motion Carried.

K. PLAT REVIEWS: None.

L. PUBLIC COMMENTS: None.

M. COMMISSIONER COMMENTS:

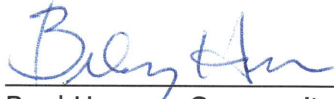
Chair Peterson:

- Inquired of the Commission its thoughts on changing the Regular meeting time from 7:00 p.m. to 6:00 p.m. Following discussion, there were no objections to the 6:00 p.m. start time.

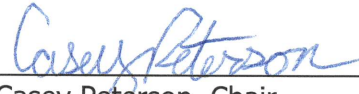
N. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 8:38 p.m.

APPROVED by the Planning and Zoning Commission this 18th day of November, 2021.



Brad Hanson, Community Development Director



Casey Peterson, Chair