

**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. 3<sup>rd</sup> 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:**

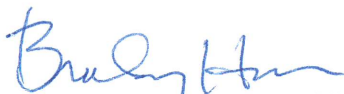
**Commissioner Thom-Bernier:**

- 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 21<sup>st</sup> day of December, 2023.**



Brad Hanson, Community Development Director



Casey Peterson, Chair