



**City of Palmer**  
**Planning and Zoning Commission Packet**  
**May 20, 2021**







## **AGENDA**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- P. 3 E. Minutes of Previous Meetings
  - 1. Regular Meeting of April 15, 2021
- F. Reports
- G. Audience Participation
- P. 9 H. Public Hearings
  - 1. IM 21-015: Amending Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units to allow ADU's as a permitted use in commercial districts and eliminate size restrictions inside the Central Business District
- I. Unfinished Business
- P. 23 J. New Business
  - 1. A Committee of the Whole: Discussion of IM 21-016 regarding Palmer Municipal Code Chapter 17.59 T Transitional District (note: action may be taken by the Commission following the committee of the whole)
- P. 47 K. Plat Reviews
  - 1. IM 21-013: Pre-application plat request to combine Lots 5, 6 and 7, Block 1, South Denali, Plat #84-316 into one lot to be known as Lot 5A
  - 2. IM 21-014: Pre-application routing slip to vacate a 20' MEA Utility Easement within Lot 7-1, Matanuska Maid, Plat #63-14 and replace it with a smaller MEA Utility Easement in the southeast corner to contain existing utility pole
- L. Public Comments
- M. Commissioner Comments
- N. Adjournment

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## Minutes

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

**REGULAR MEETING  
THURSDAY, APRIL 15, 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 7:01 p.m.

**B. ROLL CALL:**

Constituting a quorum, present in person were Commissioners:

Casey Peterson, Chair  
Josh Tudor, Vice Chair  
Linda Combs  
Lisbeth Jackson  
Linda Combs  
Sabrina Shelton

Present via Zoom video/teleconference were Commissioners:

Pamela Melin

Absence(s) excused without objection:

Kristy Thom Bernier

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.

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

**E. MINUTES OF PREVIOUS MEETINGS:**

1. The minutes of the **March 4, 2021 Special Meeting** were unanimously approved as presented by roll call vote of all members present.

2. The minutes of the **March 18, 2021 Regular Meeting** were unanimously approved as presented by roll call vote of all members present.

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

**F. REPORTS:** There were no reports.

**G. AUDIENCE PARTICIPATION:** None.

**H. PUBLIC HEARINGS:** None.

**I. UNFINISHED BUSINESS:** None.

**J. NEW BUSINESS:**

1. Committee of the Whole: Discussion of **IM 21-002** regarding Community and Economic Analysis for evaluation of an Annexation petition (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 21-002.**

Moved by:	Combs
Seconded by:	Shelton
Vote:	Unanimous by roll call vote (Absent: Thom Bernier)
Action:	Motion Carried.

[The Commission entered Committee of the Whole at 7:10 p.m.; exited at 8:43 p.m.]

Director Hanson directed attention to the packet for Agnew::Beck's Community and Economic Analysis for the Presentation of an Annexation Petition which was presented to the City Council earlier this week. As P&Z would be an integral part of the annexation process, he wanted the Commission aware of exactly what was presented by the consultants should the Council choose to pursue it. Beginning at p. 145 of the packet is the slide presentation presented to Council for the Commission's review and discussion. Director Hanson provided background and spoke to the annexation process, emphasizing this is not the petition, this is *in preparation for a petition*.

While in Committee of the Whole, Director Hanson guided the Commission through the slide presentation and there was at-length open discussion on the points presented, covering:

- Why Cities annex land;
- Palmer's Goals for Annexation;
- Annexation Process (Palmer is in the pre-planning/fact-finding stage; no specific annexation is planned or decided yet);
- Fiscal Analysis;
- Community Analysis;
- Recommendations from the consultants and Next Steps – continuing conversation is important;
- See: <http://palmerannexstudy.org> for more information.
- Commissioner Jackson spoke to getting information out to the public; suggested a monthly newsletter to keep people informed would go a long way toward a positive outcome for annexation; or perhaps a public relations officer. Further discussion continued in favor of a newsletter.
- Discussion regarding city growth and the upcoming census.

[The Commission exited Committee of the Whole at 8:43 p.m.]

**K. PLAT REVIEWS:**

1. **IM 21-011**: Pre-application routing slip to create two lots from Lots 2, 3, 4, Block 1, Glacier View, Plat No. 96-27.

Director Hanson provided a brief staff report, thinks it is probably an improvement.

The Commission had no additional comments.



2. **IM 21-012:** Pre-application routing slip to create three lots from Tax Parcel C24 (Parcel #1, MSB Waiver 71-107) in Section 32, Township 18 North, Range 2 East, Seward Meridian, located inside Palmer city limits.

There was no staff report and the Commission had no additional comments.

**L. PUBLIC COMMENTS:**

**Eric Anderson** commented that he attended the Annexation presentation to the City Council and applauded Director Hanson's summary of the Agnew::Beck Report; spoke in favor of annexation for the City of Palmer.

**M. COMMISSIONER COMMENTS:**

**Commissioner Combs:**

- Recommended keeping the Study pages close at hand for ideas moving forward;
- Spoke in appreciation of Mr. Anderson's comments on annexation;
- Commented regarding the expanding medical services in Palmer and spoke to senior advocacy;
- Thank you for the good meeting.

**Commissioner Jackson:**

- Commented thank you to Director Hanson for a great presentation and laying it out so nicely;
- Thank you also to Mr. Anderson for sharing his thoughts.

**Chair Peterson:**

- Also spoke in appreciation of the presentation and Mr. Anderson participating in the public process;
- Spoke to elements of the annexation process; would like Palmer to grow but that it be thoughtful and strategic.

**N. ADJOURNMENT:**

There being no further business, the meeting adjourned without objection at 8:57 p.m.

**APPROVED by the Planning and Zoning Commission this 20th day of May, 2021.**

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Casey Peterson, Chair

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Brad Hanson, Community Development Director

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## Public Hearings

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**CITY OF PALMER  
PLANNING & ZONING COMMISSION  
INFORMATION MEMORANDUM 21-015**

**SUBJECT:** Consideration of text amendment to Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units to allow ADU's as a permitted use in commercial districts and eliminate lot size restrictions within the Central Business District.

**AGENDA OF:** May 20, 2021

**ACTION:** Review and comment

**Attachment(s):** 1) Ordinance 21-0XX  
2) Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units

**Summary:** Palmer Municipal Code 17.86 allows Accessory Dwelling Units (ADU) in residential and agriculturally zoned property within the city. This proposed amendment allows an ADU to be a permitted use within the Central Business District zoned Commercial Limited and Commercial General when the property use is a single-family residence.

Within the Central Business District there will not be any lot size requirements for either detached or attached ADU's. If there is any other use associated with the property then an ADU would not be permitted. ADU's will be required to meet all other provisions of PMC Title 17 including parking and setback requirements for residential use.

**Recommendation:** Review draft Ordinance No. 21-0XX and if approved, move forward to City Council with recommendation for adoption.

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**City of Palmer  
Ordinance No. 21-0XX**

**Subject:** Amending Palmer Municipal Code Chapter 17.86, Accessory Dwelling Units (ADU), Allowing ADU's in the Commercial Limited and Commercial General Districts and Elimination of Lot Size Requirements Within the Central Business District

**Agenda of:** Month Day, Year

**Council Action:**     **Adopted**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Brad Hanson, Director

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

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

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ \_\_\_\_\_
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted

Director of Finance Signature: \_\_\_\_\_

**Approved for Presentation By:**

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

**Attachment(s):**

1. Ordinance No. 21-0XX
2. Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units

**Summary Statement/Background:**

On February 23, 2021, the Palmer City Council approved Ordinance 21-002 enacting the Commercial Land Use Matrix. These amendments to commercial districts promote opportunities for economic development and reinvestment, as well as offer flexibility of permitted activities within different commercial districts, by allowing a more compatible use of land through appropriate land use regulations. Goals of these amendments are:

1. To promote opportunities for investment and reinvestment by allowing a more compatible use of land through appropriate land use regulations and uniformity of code.
2. To encourage economic opportunities through sound land use practices.
3. To promote land use flexibility to encourage quality, scale and character of development consistent with Palmer's existing or planned uses.

Ordinance No. 21-0xx will allow accessory dwelling units as a permitted use on a single-family residence within the Central Business District, as well as eliminate lot size restrictions for single-family residences containing an ADU inside the Central Business District. This should encourage densification of the Central Business District and increase economic opportunities. Lot size requirements have been for ADU's, however developments will still have to provide adequate parking as required by Palmer Municipal Code Chapter 17.64 and meet all setback requirements for residential developments.

At the May 20, 2021 Planning and Zoning 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. 21-0XX amending Palmer Municipal Code Chapter 17.86, Accessory Dwelling Units, allowing ADU's as a permitted use in the Commercial Limited and Commercial General Districts and eliminating lot size requirements within the Central Business District .



**LEGISLATIVE HISTORY**

Introduced by:

Date:

Public Hearing:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

**Ordinance No. 21-0XX**

**An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 17.86, Accessory Dwelling Units, allowing the permitted use and eliminating size restrictions within the Central Business District**

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 has reviewed and determined Palmer Municipal Code Chapter 17.86 Accessory Dwelling Units can more adequately address the current residential housing demands of the community for accessory dwelling units, and;

WHEREAS, the Commission has reviewed and discussed accessory dwelling units from other similar communities and has drafted code language to help meet the increasing residential demands of the community, and;

WHEREAS, due to a growing residential market for downtown housing opportunities, the Commission has determined there is a need to encourage infill and higher density housing in the Central Business District, the size restrictions of Accessory Dwelling Units have been reduced.

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 17.86 Accessory Dwelling Units classifications are hereby amended to read as follows (new language is underlined, and deleted language is stricken):

**17.86.030 General Provisions**

A. One attached ADU is permitted per residentially or agriculturally zoned lot larger than 10,000 square feet. An ADU may be developed on a limited commercial or general commercial zone within the central business district with no lot size restriction.

E. Detached ADUs not part of a garage the primary residential structure may be developed only on lots of 20,000 square feet or larger. An ADU may be developed on a limited commercial or general commercial zone within the central business district with no lot size restriction.

J. Subsections A and E of this section notwithstanding, an ADU in the established Central Business District Overlay zone is permissible on any legally conforming lot or use.

Section 4. Palmer Municipal Code Section 17.86.040 Development standards are hereby amended to read as follows (new language is underlined, and deleted language is stricken):

**17.86.040 Development standards.**

H. Size. The ADU shall not be more than 40 percent of the gross floor area of the principal dwelling unit. An ADU may not be less than 300 square feet or more than 900 square feet. A maximum of two bedrooms is permitted. An ADU in the established Central Business District Overlay zone may not exceed 50 percent of the gross floor area of the principal dwelling unit.

Section 5. Effective Date. Ordinance No. 21-0XX shall take effect upon adoption by the city of Palmer City Council.

**Passed and approved** this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

Chapter 17.86  
ACCESSORY DWELLING UNITS

Sections:

- 17.86.010 Intent.
- 17.86.020 Application and approval.
- 17.86.030 General provisions.
- 17.86.040 Development standards.
- 17.86.060 Lot covenant.
- 17.86.080 Transfer of property.
- 17.86.090 Prior illegal uses.
- 17.86.100 Right to appeal.
- 17.86.110 Annual review.

17.86.010 Intent.

This chapter sets out the criteria under which accessory dwelling units (ADUs) may be incorporated into certain zoning districts. Accessory dwelling units promote a diverse range of quality housing, allow for more efficient and flexible use of existing housing stock and infrastructure, and respond to changing family needs and smaller households by allowing a mix of housing. The development standards set forth in this chapter help maintain high quality residential neighborhoods and protect neighborhood stability, property values, and single-family residential appearance of the neighborhood by ensuring that ADUs are developed under the provisions of this chapter. (Ord. 07-026 § 4, 2007)

17.86.020 Application and approval.

- A. An application for an ADU permit shall be initiated by the owner on a form prescribed by the zoning administrator. For the purposes of this chapter, the "owner" shall mean any person named on the deed, a contract purchaser, or the beneficiary of a trust named on the deed.
- B. The permit shall be accompanied by the notarized affidavit affirming that at least one owner will occupy the principal dwelling or the accessory unit, and that the ADU will conform to the requirements of the permit and the requirements of this chapter.

- C. A nonrefundable fee of \$50.00 shall accompany the application.
- D. The zoning administrator shall review the application for code compliance within 30 calendar days.
- E. The zoning administrator shall notify the applicant in writing of approval or denial. Approved applications shall be issued an ADU permit. (Ord. 07-026 § 4, 2007)

#### 17.86.030 General provisions.

The following provisions apply to accessory dwelling units:

- A. One ADU is permitted per residentially or agriculturally zoned lot larger than 10,000 square feet.
- B. One ADU may be added to or created within a detached single-family dwelling on a lot, tract, or parcel, if the detached single-family dwelling is the sole principal dwelling on the lot, tract, or parcel.
- C. The owner must occupy either the principal or accessory dwelling unit a minimum of six months each calendar year.
- D. The owner may not receive any rent from the owner-occupied unit.
- E. Detached ADUs not part of a garage may be developed only on lots of 20,000 square feet or larger.
- F. An ADU may be developed in either an existing or a new dwelling unit.
- G. An ADU shall not be permitted on any lot with a bed and breakfast or child care center. Other home occupations shall be allowed, subject to existing regulation, in either the ADU or the principal dwelling unit, but not both.
- H. For purposes of securing financing, a potential owner may request and receive a letter of pre-approval from the city indicating property is eligible for an ADU permit if the potential owner completes the application process and construction in accordance with this section.
- I. An ADU shall not be sold separately unless legally subdivided. (Ord. 07-026 § 4, 2007)

### 17.86.040 Development standards.

Development standards ensure that accessory dwelling units maintain and are compatible with the single-family appearance and character of the principal residence, lot, and neighborhood. All ADUs must conform to the following standards:

- A. *Codes.* The ADU shall conform to all applicable codes, laws, and regulations.
- B. *Design.* Attached ADUs shall maintain the style and exterior finishes consistent with the existing structure. Detached ADUs shall have exterior finishes that are consistent with local industry standards for residential exterior cladding. All exterior work shall be completed within eight months of start of construction.
1. Accessory dwelling units contained within the principal dwelling unit shall be connected to each other by an interior door.
  2. There may be only one entrance located on each front or street side of the residence.
- C. *Height.* The maximum height of a detached ADU shall be 25 feet.
- D. *Lot Area.* The combined square footage of the principal and accessory dwelling units may not exceed the lot area coverage in the underlying zoning district.
- E. *Orientation.* On lots of 40,000 square feet or less, detached ADUs shall be located at least 10 feet behind the front plain of the principal dwelling unit. On lots of 20,000 square feet or over, should the placement of the ADU in the rear of the lot negatively impact a neighbor's view shed, a waiver from this requirement may be requested from the planning and zoning commission. Testimony from the impacted neighbors is encouraged.
- F. *Parking.* One parking space shall be provided on site for each studio and one-bedroom ADU. Two parking spaces shall be provided on site for each two-bedroom ADU. Parking for the accessory unit is in addition to the required parking for the principal dwelling.
- G. *Setbacks.* ADUs are subject to the setback and coverage requirements of the underlying zone.
- H. *Size.* The ADU shall not be more than 40 percent of the gross floor area of the principal dwelling unit. An ADU may not be less than 300 square feet or more than 900 square feet. A maximum of two bedrooms is permitted. (Ord. 07-026 § 4, 2007)

**17.86.060** Lot covenant.

As a condition of the building permit for an ADU the property owner shall file with the State of Alaska Recorder's Office a covenant pertaining to the property stating that the title company shall notify the city of Palmer within 30 calendar days of change of ownership. The above declaration is binding upon any successor in ownership of the property; lack of compliance shall be cause for revocation of the permit. (Ord. 07-026 § 4, 2007)

**17.86.080** Transfer of property.

An ADU permit is not transferable to any other property or person. When a property with an ADU is sold or otherwise transferred, the new owner must apply for an ADU permit as set forth in PMC 17.86.020 within 60 days from the date of transfer. (Ord. 07-026 § 4, 2007)

**17.86.090** Prior illegal uses.

A. All structures which meet the definition of accessory dwelling unit which are not recognized as legal nonconforming structures or uses of structures under Chapter 17.68 PMC shall comply with this subsection. Such structures may continue in existence, provided the following requirements are met:

1. A permit application for an ADU is submitted to the zoning administrator within six months after the ordinance codified in this chapter becomes law.
2. The unit complies with the requirements of this section.

B. If the unit does not comply with the requirements of this section at the time the permit application is filed, the zoning administrator may grant six months to bring the unit into conformance.

C. All owners of illegal units shall also be required to either legalize the unit or remove it.

D. This subsection does not apply to existing legal nonconforming uses of structures established pursuant to PMC 17.68.050. (Ord. 07-026 § 4, 2007)

**17.86.100 Right to appeal.**

The commission's decision on a waiver for the placement of any accessory dwelling unit in PMC 17.86.040(E) may be appealed pursuant to Chapter 17.98 PMC. Right of appeal is forfeited unless a written appeal is delivered to the clerk within 20 days of the commission's decision. (Ord. 07-026 § 4, 2007)

**17.86.110 Annual review.**

The zoning administrator shall report annually to the planning and zoning commission the number of ADU units established, the geographic distribution of the units, the average size of the units, the number and type of complaints, and completed enforcement actions. The commission shall reassess this chapter if records show that 20 percent of the single-family structures within the city have ADUs. (Ord. 07-026 § 4, 2007)

**The Palmer Municipal Code is current through Ordinance 21-002, and legislation passed through April 13, 2021.**

Disclaimer: The city clerk's office has the official version of the Palmer Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

**Note:** This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

City Website: [www.palmerak.org](http://www.palmerak.org)

Code Publishing Company

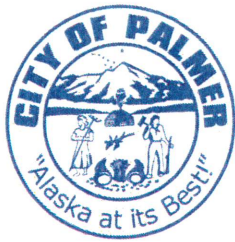
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## **New Business**

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**CITY OF PALMER  
PLANNING & ZONING COMMISSION  
INFORMATION MEMORANDUM 21-016**

**SUBJECT:** Transition District (PMC 17.59)  
**AGENDA OF:** May 20, 2021  
**ACTION:** Review and comment  
**Attachment(s):** 1) Community Analysis Attachments  
2) PMC 17.59 T Transitional District

**Summary:** The T – transitional district applies to those small areas of mixed residential, commercial, and /or industrial uses annexed into the city that do not generally conform to the other land use districts in PMC 17 Zoning.

The city undertook an Economic and Community analysis in preparation of an annexation petition during 2020. The analysis is complete and the final edition has been presented to the City Council. At the May 11, 2021 city council meeting they were to conduct a committee of the whole to discuss the analysis. This discussion did not occur because of other agenda items and was postponed until the May 25, 2021 meeting.

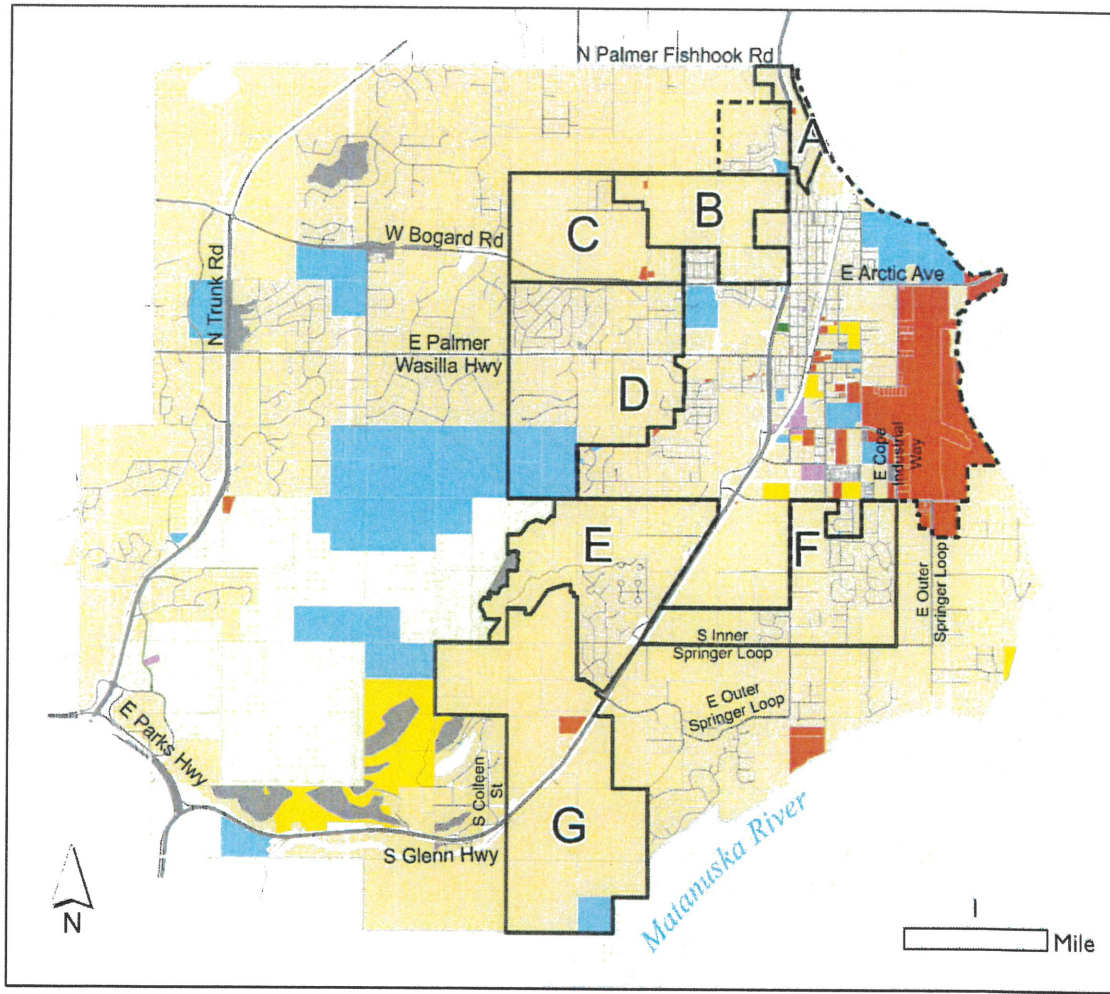
The Planning and Zoning Commission, if the council decides to pursue an annexation petition will serve in an advisory role. Providing the council with feedback on process, boundary considerations and recommending any code changes necessary to better assimilate annexed areas into the city.

Review of the annexation study areas will allow determination of current land use patterns and determine if compatibility issues with current city code needs to be addressed to better fit annexed areas with current city boundaries.

**Recommendation:** Review Community Analysis information and the relationship between the Transitional zone to determine if adjustments will be required to formulate a successful annexation petition.

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Figure 5. Greater Palmer Land Ownership, 2021



City of Palmer  
**2020 Annexation Study**  
 Date: 3/19/2021 11:24 AM  
 Source Data: Matanuska Susitna Borough GIS

Land Ownership	
<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span>	Private
<span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black;"></span>	Federal
<span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span>	City
<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span>	State
<span style="display:inline-block; width:15px; height:15px; background-color:lightblue; border:1px solid black;"></span>	Borough
<span style="display:inline-block; width:15px; height:15px; background-color:purple; border:1px solid black;"></span>	Cooperative
<span style="display:inline-block; width:15px; height:15px; background-color:lightyellow; border:1px solid black;"></span>	University
<span style="display:inline-block; width:15px; height:15px; background-color:grey; border:1px solid black;"></span>	Other



### Property Tax Base

Property taxes are the City of Palmer’s second most important revenue source after sales taxes, generating approximately 15 percent of all tax revenue and 11.5 percent of all revenue. The current city mil rate is 3.0 mils (0.3 percent) per annum. In addition, the city residents also pay property taxes to the Matanuska-Susitna Borough equal to 10.3 mils (1.03 percent) per annum. City residents avoid paying roughly 3.08 mils (0.308 percent) of non-area-wide Matanuska-Susitna Borough taxes because the City of Palmer provides certain services which displace borough services. All things being equal (i.e., if tax rates didn’t change), annexed properties would see a drop in property tax rates of 0.08 mils based on 2020 rates. This change would provide at least equivalent road and fire services and more responsive police service.

# Community Analysis

## Community Analysis Methodology

The community analysis focuses on public perception as well as non-fiscal annexation impacts that would affect annexed areas, such as the application of City land use and other regulations. The community analysis is used to: a) inform the fiscal modeling assumptions, if applicable, b) clarify the changes and resulting impacts of a proposed annexation, and c) identify actions the City of Palmer could take to ameliorate unwanted effects of annexation, d) understand how members of the greater Palmer community weigh the potential benefits and challenges of annexation.

The project team conducted public outreach to identify specific annexation effects through a variety of methods, including interviews and meetings and two rounds of an online survey. The Project team reviewed relevant comments and testimony offered at City Council meetings about the annexation study and responded to emails and telephone calls about the study from concerned citizens.

Information about the study was posted to the project website: <https://palmerannexstudy.org/>, and a project email list was used to send updates about key project developments and opportunities for community involvement.

## Interviews and Meetings

The project team conducted 10 key informant interviews and focus group discussions, including city staff, LBC staff, Palmer-area farmers and hobby farmers, Mat-Su Borough staff, and a local Economic Development Committee Board Member.

The project team also conducted several public meetings, listening sessions and presentations, as well as a radio show that aired on Radio Free Palmer. Because the study was completed during the COVID-19 pandemic, all public meetings were conducted virtually. Meetings featured a presentation of key findings from the study as well as opportunity for general discussion and questions to be answered. Recordings of the February 4 and February 20 meetings were posted online for general viewing at Radio Free Palmer (<https://www.radiofreepalmer.org/streamed-meetings/>) and the Palmer Annexation Study project website (<https://palmerannexstudy.org/>), respectively.

1. August 25, 2020 and September 8, 2020: presentations of study methodology and plan to Palmer City Council.
2. February 4, 2021: online public meeting, attended by 17 community members.
3. February 8, 2021: online listening session, with three community members registered.
4. February 10, 2021: Presentation to the Palmer Chamber of Commerce.
5. February 11, 2021: online listening session, with 11 community members registered.
6. February 20, 2021: online listening session, with 27 community members registered.
7. April 13, 2021: presentation of findings to Palmer City Council.

## Survey

The Palmer Annexation Study survey was open November 3 to November 20, 2020 and from January 25 to February 22, 2021. The survey had a grand total of 610 responses. Questions were designed to reveal how people weigh the potential benefits and detriments of annexation (included in the Appendices). The survey had a majority of white respondents and a diversity of income levels. Respondents were fairly well distributed by age with just over one-third in the younger age cohort. In comparing survey responses to

City of Palmer demographics, respondent demographics are fairly but not exactly consistent with trends citywide. It is fair to suggest that the younger demographic is slightly less represented, compared to City demographics. Similarly, people of color are slightly less represented when compared to Palmer demographics. Finally, lower income households are notably less represented compared to household income distribution in Palmer overall.

**Table 12. Respondent Demographics**

	All Survey Respondents		City of Palmer 2018 ACS (US Census Bureau)	City of Palmer and Study Areas 2020*
Female	273	45%	48%	50%
Male	243	40%	52%	50%
Prefer not to answer	87	14%		
<b>Total</b>	<b>603</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
Age 20-44	220	36%	57%	49%
Age 45-64	229	38%	28%	34%
Age 65 and over	86	14%	15%	17%
Prefer not to answer	69	11%		
<b>Total Age 20 and over</b>	<b>604</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
White or Caucasian	377	62%	76%	74%
American Indian or Alaska Native	18	3%	8%	8%
Black or African American	6	1%	3%	2%
Asian or Asian American	2	0%	2%	2%
Two or more races	33	5%	10%	8%
Another race	12	2%	2%	6%
Prefer not to answer	157	26%		
<b>Total</b>	<b>605</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
Under \$25,000	7	1%	17%	18%
\$25,000-\$49,999	42	7%	24%	18%
\$50,000-\$74,999	73	12%	19%	17%
\$75,000-\$99,999	118	20%	14%	12%
Over \$100,000	205	34%	25%	36%
Prefer not to answer	158	26%		
<b>Total</b>	<b>603</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

2020 Data from ESRI adjusted by the Alaska Map Co. using Mat-Su Borough housing assessment counts.

## Research and Reflection

The project team reviewed previous annexation studies conducted for the City of Palmer, Palmer Municipal Code, as well as prior-year annexation petitions and other procedural resources on file with the

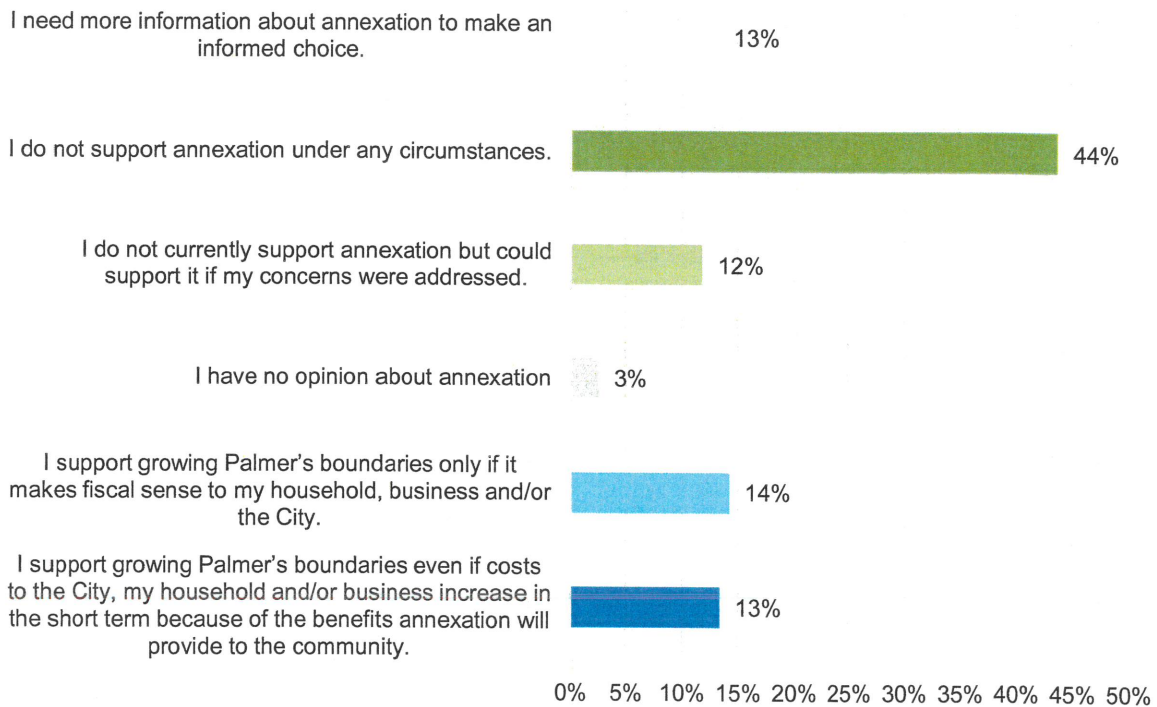
LBC. Specific concerns were researched to clearly communicate the changes that would occur upon annexing land. If potential actions were identified to avoid or ameliorate negative impacts, these have been noted in the analysis and transition plan chapters. Where possible, examples of code used by comparable to cities to accommodate specific regulatory concerns have also been noted.

## Community Impact Analysis

### Level of Support for Annexation

Survey findings show that 62 percent of those who live in the city support annexation and 17 percent do not support, whereas 15 percent of those who live in the study areas support annexation and 67 percent do not support it. This trend is similar for business owners in City versus the study areas. Business owners within the City are more evenly split (43 percent indicated possible support, whereas 39 percent indicated a lack of support). Business owners in the study areas indicated a stronger lack of support (74 percent). These results indicate that Palmer residents want more people to join the City and possibly understand some of the benefits of annexation.

**Figure 9. General Level of Support for Annexation**





**Table 13. Resident Support for Annexation**

	Live in City		Live in Study Area		Live Outside SA & City		All Residents	
Response indicated a lack of support	17	17%	244	67%	76	54%	337	56%
No Opinion, Need More Info, or None of the above	21	21%	62	17%	19	14%	102	17%
Response indicated possible support	61	62%	56	15%	45	32%	162	27%
Total	99	100%	362	100%	140	100%	601	100%

**Table 14. Resident Support for Annexation by Study Area**

Study Area	Total Resident Respondents	# Support Annexation	% Support Annexation
Study Area A	7	3	43%
Study Area B	6	0	0%
Study Area C	14	1	7%
Study Area D	80	15	19%
Study Area E	98	15	15%
Study Area F	153	19	12%
Study Area G	7	3	43%

**Table 15. Business Owner Support for Annexation**

	Own Business in City		Own Business in Study Area		Own Business Outside Study Area and City		All Business	
Response indicated a lack of support	20	39%	53	74%	31	62%	104	60%
No Opinion, Need More Info, or None of the above	9	18%	11	15%	3	6%	23	13%
Response indicated possible support	22	43%	8	11%	16	32%	46	27%
Total	51	100%	72	100%	50	100%	173	100%

### *Severance Tax*

Open-ended survey responses that specifically mentioned other types of city taxes and fees indicated support for a severance tax on local quarries and/or gravel pits as well as a road tax against quarry trucks. The City does not currently have a severance tax. The City may consider implementing a severance tax on materials extraction, although the City has no intention to impose significant new taxes. The City would have to consider the maturity of existing extraction operations and how long a severance tax could be a reliable revenue source.

### *Bed Tax*

One survey response included a question about whether the city would collect a bed tax. The Matanuska-Susitna Borough currently collects a five percent bed tax on businesses that provide traveler accommodations. Annexed hospitality businesses would still pay the Borough bed tax, but the City of Palmer does **not** have a bed tax. These businesses would only be responsible to the City for collecting City sales tax. Note that Palmer's zoning codes (PMC 17.89 Short-Term Rentals) include regulation and standards for bed and breakfast-style lodging.

### *Other Fees*

Survey responses mentioned concerns about local improvement district assessments, building permit/inspection fees, as well as fees for specific city services (e.g., garbage collection, City water/sewer connection fees). The City of Palmer charges a number of fees that would apply to annexed residents or businesses, depending on the individual situation or activities the resident or business is engaged in. For example, businesses in the City of Palmer must have a City business license, which costs \$25 per year. For an up-to-date listing, please reference the resources below.

**City of Palmer Fee Schedule:** [www.palmerak.org/finance/page/fee-schedule](http://www.palmerak.org/finance/page/fee-schedule).

**Quick Reference Guide to Establishing a Business in Palmer, Alaska:**

[www.palmerak.org/community-development/page/quick-reference-guide-establishing-business-palmer-alaska](http://www.palmerak.org/community-development/page/quick-reference-guide-establishing-business-palmer-alaska)

## **Planning and Growth Management**

As the Palmer area's population grows and land is developed, annexation would allow the City to apply its land use powers to help plan for and manage development in annexed areas. Some real estate developers prefer to develop land within City boundaries to benefit from services like City Police. As land is proposed for development or redevelopment, planning and land use regulation can reduce incompatible adjacent land uses and help protect the small-town feel of the area that people value, especially along main road corridors like the Glenn and Palmer-Wasilla Highways, where State road improvements make development more attractive. The study areas include gravel pits, which will eventually close, and it is not known how that land will be re-developed. A well-timed annexation would give the City greater influence over what happens with the land once the gravel operations close, ensuring that future uses are compatible with existing land uses in the area and local community character.

*"If all the farmland leading into Palmer is built on, it's just going to look like any other town, not home anymore."*

*"Palmer is a small town that is perfect for families, and we want it to stay exactly as it is."*

Greater Palmer also includes significant areas of farmland. Not only is maintaining agriculture important to Palmer's character and identity, the greater Palmer area has some of the cleanest and most productive (Class 2) soils in the state. City zoning could help protect farmland that is intended for perpetual use as agricultural land. Some area farmers are already putting conservation easements on their prime farmland

for this reason through the Alaska Farmland Trust. Farmers may also want to keep the flexibility of having at least part of their property remain un-zoned land that can maintain a higher value for sale and redevelopment.

Annexation could give the City more reason to promote economic development inside its boundaries. Unlike most other City taxes and fees, Palmer's City sales tax generates revenue from local *and* non-local taxpayers through business sales. The more businesses inside the City that generate sales tax revenue from sales to non-local customers or clients, the more the City can reduce its local tax burden to area residents.

### ***Key Findings***

Public outreach revealed very mixed viewpoints about the planning and growth management aspects of annexation. Some view annexation and the City's ability to do land use planning as the key to growth for Palmer, attracting businesses and families, opening more economic opportunities and allowing the community to develop with assurances of zoning control to avoid incompatible uses and maintain the small-town feel of the area. Some area residents and business owners would value City land use controls to protect Palmer's character as land is developed, especially along the Palmer-Wasilla Highway and Glenn Highway corridors. Some area residents view zoning and regulation as good for residents, rather than intrusive.

*"Palmer's layout is much better than the 'anything goes' Matanuska-Susitna Borough zoning." "With the Matanuska-Susitna Borough you can have a business' sheet metal building constructed in a residential area."*

Others expressed concerns that annexation would encourage growth and, with it, crime, high density housing without the infrastructure to support it, traffic, and unwanted levels of commercial development. Some commented about the importance of maintaining Palmer's small town feel and protecting farmland.

Responses indicated support for protecting Palmer's small-town character, including support for farmland preservation. Responses revealed a difference of opinion about annexation as either opportunity to extend City land use regulations to manage growth or the belief that annexation would drive population growth and thereby irreversibly destroy Palmer's small-town lifestyle. Comments included a request for the study to describe the long-term goals of the City in pursuing annexation as well as to provide growth, traffic and land value projections. These respondents want to know if annexation would affect the value of annexed land, as well as the costs and ripple effects of increased development and the population growth that would follow, such as impacts to traffic volume and patterns.

### ***Land Use Regulations***

67 percent of survey respondents viewed City zoning and land use regulations as a detriment. Open-ended responses revealed mixed attitudes toward land use regulations. Some voiced concerns about how annexed land will be zoned and whether the City has appropriate land use designations. People generally want to be able to keep doing what they have been doing with their land; many expressed support for grandfathering existing land uses in any annexed territory. Some people expressed general opposition to zoning and other land use regulations, while others voiced the desire for greater enforcement of existing city regulations inside the City.

Some responses support zoning or other land use regulations for a variety of reasons including:

- protect Palmer's small-town character;
- prevent sprawl;
- protect the quality of Palmer's downtown and commercial district(s);
- protect farmland and hobby farm activities on primarily residential;

- protect public health and sanitation (i.e., disallow septic systems where they would endanger public health);
- limit high-density housing.

One respondent suggested a green buffer next to the Mountain Ranch subdivision. Another respondent suggested allowing buildings over three stories. Other responses oppose zoning or other land use regulations for fear that it would decrease land value or disallow the existing mix of uses on individual properties.

*Building Codes, Permits, etc.*

62 percent of survey respondents viewed City building codes and permits as a detriment. Open-ended responses that mentioned building codes, permits and inspections reflected a desire for the City to be more flexible or not require these for structures like sheds, decks, storage buildings, fences, etc. Some concerns focused more on the costs associated with code compliance and permitting for building and land use.

Issue	Explanation
<b>General Regulations</b>	As part of an annexation petition, the City must submit a transition plan for the areas proposed for annexation to the State Local Boundary Commission. The transition plan would describe when and how City regulations would be applied to annexed areas, including applicable zoning, as well as any regulatory changes that would take effect upon incorporating annexed territory into the city. Some land uses and building structures that would not meet existing Palmer Municipal Code (PMC) could be grandfathered (allowed inside expanded City boundaries by "grandfather rights"). The City could also change certain existing City regulations upon annexation for the entire City or create regulations that apply only in certain areas or land use designations. Existing Palmer Municipal Code can be viewed at <a href="http://palmer.municipal.codes/PMC">http://palmer.municipal.codes/PMC</a>
<b>Subdivisions</b>	Matanuska-Susitna Borough Code, Title 16 (Subdivisions) was repealed by ordinance in 2006. Palmer Municipal Code, Title 16 (Subdivisions) regulates land subdivisions within the City. The Palmer City Planning and Zoning Commission reviews plats and provides subdividers with guidance to ensure compliance with Palmer Municipal Code, and formally approves or disapproves final plats.
<b>Homeowner Association covenants, codes and restrictions (CCRs)</b>	Homeowner Association covenants, codes and restrictions (CCRs) are not affected by annexation and are up to the homeowner association to enforce. If private CCR(s) conflict with City code, the City will enforce its code.
<b>Zoning and Conditional Use Permits</b>	With a few exceptions, the Matanuska-Susitna Borough currently requires Land Use Permits, as well as Conditional Use Permits for certain high impact uses (e.g., adult entertainment, materials extraction) in all areas of the Borough outside the cities of Houston, Palmer and Wasilla. <sup>9</sup>  Upon annexation, the City's zoning powers would be applied to annexed territory by recommendation to the Palmer Planning and Zoning Commission. Palmer Municipal Code, Title 17 (Zoning) currently contains 17 different zoning districts that provide a wide range of by right and conditional uses. Generally, annexed territory would be zoned to match the existing land use of the parcel and adjacent or nearby properties with similar land uses that are already zoned. For example, an annexed property with a single-family home on it that is located adjacent to a single-family residential neighborhood in the City would be zoned the same as the parcels in the adjacent neighborhood. The City would work with the owners of annexed properties to identify the zoning for each parcel, especially if existing

<sup>9</sup> Matanuska-Susitna Borough. *Zoning*. Accessed February 9, 2021 from: <https://www.matsugov.us/zoning>.

Issue	Explanation
	<p>land uses do not clearly match a particular existing zoning district. For mixed-use properties, multiple Palmer zoning districts could apply, depending on the intensity and type of existing land uses on the parcel. PMC 17.16.060 (Annexation zoning) provides guidance for the City to zone annexed land; it describes several situations in which a land parcel would be zoned T-Transitional District (PMC 17.59) upon annexation and until an appropriate zoning designation and any conditional use permits are applied and granted. Palmer's Transitional Zoning has been amended over time to better accommodate the needs of property owners who wish to continue their regular and planned business or other operations, such as a planned building expansion, during the transitional period.</p>
<p><b>Building permits, fees and codes</b></p>	<p>The Matanuska-Susitna Borough adopted building codes and requires a plan review for new or renovated commercial buildings. The Borough also requires a Flood Hazard Development Permit for any development located in designated special flood hazard areas and a permit for the construction of a driveway or other development that will affect a Borough-managed public right-of-way or easement. The Borough recommends contacting the MSB Code Compliance Office before buying or building in the Borough.<sup>10</sup></p> <p>The City of Palmer adopted building safety codes (PMC Title 15 Buildings and Construction) and requires building permits for new construction, additions and alterations, which include decks, small storage buildings, greenhouses, etc.<sup>11</sup> The City requires building permits for fences, signs and temporary structures if the structure will remain in place longer than six months (PMC 15.08.3103).</p> <p>The City charges a sliding scale for the permits based on the value of the structure to be built. This fee scale<sup>12</sup> assumes that the greater the value of the structure, the more complex it is, and the more time and expertise will be needed to review it for compliance with all applicable plans, ordinances and regulations before approving its construction.</p> <p>To better accommodate the desire for greater flexibility in building code compliance, the City of Palmer could review and amend code to make some degree of the building permitting and inspection process optional or voluntary. For example, Anchorage Municipal Code 23.05.030 makes the requirements to apply for and complete the building permit, plan review, and building inspection processes optional in areas outside the Anchorage Building Safety Service Area (ABSSA), which is defined in AMC 27.30.040. The boundaries of the ABSSA are outlined on a map in AMC 27.30.700.</p>
<p><b>Fences</b></p>	<p>At the time of writing, the City may issue a one-time fence permit for \$26 per parcel; the property owner must update the City on the fence location if it is moved.<sup>13</sup> The City tracks the location of electric fences on agricultural lands for public health reasons and to enforce height restrictions on residential land.</p>
<p><b>Signs</b></p>	<p>Sign permits are required for permanent signs (PMC 14.08.020), which must comply with PMC 14.08 Sign regulations. At the time of writing, sign permit fees are \$25 plus \$1.50/sf of sign area (non-electrical signs) and \$50 plus \$3/sf of sign area (electrical signs).<sup>14</sup></p>

<sup>10</sup> Matanuska-Susitna Borough. *Code Compliance*. Accessed February 9, 2021 from: <https://www.matsugov.us/codecompliance>.

<sup>11</sup> City of Palmer. *Building Codes*. Accessed February 9, 2021 from: <https://www.palmerak.org/community-development/page/building-code-enforcement-information>.

City of Palmer. *Building Reports*. Accessed February 9, 2021 from: <https://www.palmerak.org/community-development/page/building-reports>.

<sup>12</sup> City of Palmer. *Fee Schedule*. Accessed February 4, 2021 from: [www.palmerak.org/finance/page/fee-schedule](http://www.palmerak.org/finance/page/fee-schedule).

<sup>13</sup> City of Palmer. *Fence Permit Application*. Accessed February 9, 2021 from: <https://www.palmerak.org/community-development/page/residential-fence-permit-application>.

<sup>14</sup> City of Palmer. *Fee Schedule*. Accessed February 4, 2021 from: [www.palmerak.org/finance/page/fee-schedule](http://www.palmerak.org/finance/page/fee-schedule).

# Transition Plan

## Transfer Process

An annexation petition must include a practical plan, informed by the City of Palmer, the State of Alaska, the Matanuska-Susitna Borough and general community that demonstrates the capacity of the City government to:

- extend essential City services into the territory proposed for annexation in the shortest practicable time after annexation, not to exceed two years following annexation.
- assume all relevant and appropriate powers, duties, rights, and functions presently exercised by the Matanuska-Susitna Borough in the territory proposed for annexation.
- transfer and integrate all relevant and appropriate assets and liabilities of the Matanuska-Susitna Borough in the territory proposed for annexation.

The estimated staffing, equipment and capital needed to annex the Study Areas identified in this report are included in the fiscal study assumptions. If the City proposes to annex a different land area, the transition plan for that annexation petition will provide comparable estimates adjusted to the area included in the petition.

Generally, the transition process occurs within one year of an annexation decision. The impact to the City of Palmer of extending services to areas proposed for annexation would be greatest for areas with the greatest population and existing development. As the City prepares the transition plan for a given annexation petition, it will confer and coordinate with other governmental agencies and service providers, such as those listed in **Table 15**.

**Table 16. Pre-Annexation Consultation**

Entity	Topic(s) of Coordination
<b>Mat-Su Borough (various departments)</b>	Status of annexation petition; voting districts; alcohol and marijuana licensing; emergency and hazard planning; tax receipts, timing of tax collection/effective dates; improvement districts; bond repayment; planning and land development; gravel pits; subdivision and platting procedures; mapping; general coordination
<b>South Colony Road Service Area</b>	Borough road contracts; existing maintenance and capital projects, service levels; general coordination
<b>Alaska Department of Transportation and Public Facilities</b>	Confirm ownership and maintenance of State roads/infrastructure; ADOT policies; general coordination
<b>Alaska State Troopers</b>	Impact to Trooper workload; problem areas; dispatch; staffing levels; general coordination
<b>Alaska Alcohol and Marijuana Control Office</b>	Alcohol and marijuana licensing; marijuana and alcohol licenses; license types; conditions of approval; general coordination
<b>Alaska Fire Marshal</b>	Application of City building and fire safety codes/policies; general coordination
<b>School District</b>	Police response; safe routes to schools; general coordination
<b>State of Alaska Local Government Specialist</b>	Anything City has questions about; general coordination

## ***General Government Services***

All areas of potential City annexation are currently governed by the Matanuska-Susitna Borough, so general government services for any territory proposed for annexation would be transferred from the Matanuska-Susitna Borough to the City of Palmer. Some specific government services and functions would remain with the Borough and are noted in the following pages. Once annexation is effective, the City would work with the Matanuska-Susitna Borough to ensure that all affected departments are made aware of the boundary change.

### ***Transition of voter roles***

Voter registration would shift from the Matanuska-Susitna Borough to the City of Palmer for all residents of annexed territory upon effective annexation. Annexed residents would be assigned to City of Palmer voting precincts. Voting precincts are set by the State of Alaska and reviewed every ten years after the Census. The City of Palmer currently has two precincts, located at:

- 11-070: Matanuska-Susitna Borough Administration Building Assembly Chambers (350 E. Dahlia Avenue)
- 11-075: Senior Center (350 E. Dahlia Avenue)

A map of Palmer's existing voting precincts may be viewed at: [www.palmerak.org/city-clerks-office/page/polling-locations](http://www.palmerak.org/city-clerks-office/page/polling-locations).

## ***Licenses***

### ***Business licenses***

Businesses located in annexed areas would be required to obtain a City of Palmer business license, effective upon annexation.

### ***Alcohol and Marijuana Licenses***

The Alaska Alcohol and Marijuana Control Office (AMCO) would continue to oversee the licensing of alcohol and marijuana businesses. Any annexed business holding an alcohol or marijuana license issued by AMCO would be permitted to continue operating consistent with their license and any restrictions or conditions that were placed on the license at its approval or most recent renewal. Renewal of licenses post-annexation would be reviewed according to Palmer Municipal Code. Once annexation is effective, the new city boundaries would be provided to the AMCO for future licensing and renewals.

### ***Property Tax***

The Matanuska-Susitna Borough assesses and collects property taxes for properties inside and outside organized cities in the borough; this system would not change. However, the Matanuska-Susitna Borough Assessing Department would be notified of the new property in the city to make sure that the property receives the proper assessment. Annexed parcels would be transitioned to the correct tax code area for Palmer, which would begin at the beginning of the next calendar year following the effective date of annexation. Annexed properties would no longer pay the Borough's Non-Area Wide millage, Road Service Area millage nor separate Greater Palmer Consolidated Fire Service Area millage, and would instead pay the City of Palmer millage.

### ***Sales Tax***

The Matanuska-Susitna Borough at this time has not imposed a sales tax. The City of Palmer currently has a sales tax in the amount of three percent. Once annexation is effective, all future sales, rentals and services made on or from businesses within the annexed area would be subject to the City of Palmer sales tax. The procedures that are currently in place when developers and/or businesses apply for a Building Permit or Business License ensure that individuals are informed of the City sales tax and proper collection and reporting requirements.

### ***Other taxes and fees***

A transient accommodations taxation (bed tax) is collected by the Matanuska-Susitna Borough. This tax would continue to be collected by the Borough for all applicable businesses operating within the City and annexed areas. The City of Palmer does not collect a bed tax.

Once annexation is effective, all applicable fees charged by the City of Palmer would be required upon the associated action. The City's current Fee Schedule may be viewed at:

<https://www.palmerak.org/finance/page/fee-schedule>.

### ***Economic Development***

Economic Development would transfer from the Matanuska-Susitna Borough to the City of Palmer.

### ***Planning, Land Use and Zoning***

Some planning and land use powers would transfer from the Matanuska-Susitna Borough to the City of Palmer, including subdivisions and plat review, zoning, and the application of building permits.

Subdivisions and platting for land within City boundaries is done by the City of Palmer, with approval by the Palmer Planning and Zoning Commission. Palmer Municipal Code provides guidance for these actions in PMC Title 16 Subdivisions (<https://palmer.municipal.codes/PMC/16>). Once annexation is effective, landowners would work with City of Palmer staff to subdivide and plat their land in accordance with City code.

Palmer Municipal Code provides guidance for the application of City zoning upon annexation of territory into the city (PMC 17.59.030: <https://palmer.municipal.codes/PMC/17.59>). Following the effective date of annexation, the Palmer Planning and Zoning Commission will conduct public hearings to take public comment on land use and potential zoning for the newly annexed territory. After due considerations, the City would designate initial zoning districts for annexed parcels. Owner-initiated zoning amendments can be made at any time, so landowners can propose the zoning of their choice to the city as part of the initial zoning or afterward. City staff would work with landowners to determine how best to accommodate any non-conforming territory within study areas, which may include some combination of zoning application, conditional use permits, variances or some other land use regulatory tool.

Palmer Municipal Code also provides guidance about the initial zoning of annexed properties (PMC 17.16.060: <https://palmer.municipal.codes/PMC/17.16.060> and PMC 17.59.040 <https://palmer.municipal.codes/PMC/17.59>), copied below. These designations are intended to make the zoning process smooth by allowing existing uses to continue to the extent possible during transition into the City.

**17.16.060 Annexation zoning.** When land becomes a part of the city by means of annexation, the land shall be zoned as follows:

- A. Privately owned parcels primarily used for single-family residential purposes shall be classified as R-1, single-family residential;
- B. Parcels owned by a governmental agency and intended for uses allowed in a public use district shall be classified as P, public use;
- C. Parcels owned by a governmental agency and not intended for uses allowed in a public use district shall be classified as T, transitional use;
- D. Privately owned parcels primarily used for other than single-family residential purposes shall be classified as T, transitional use;



E. Privately owned parcels not in use upon the effective date of the annexation shall be classified as T, transitional use. (Ord. 632 § 3, 2004; Ord. 454 § 4, 1992)

**17.59.040 Permitted principal and accessory uses and structures.** Principal uses and structures in the T – transitional district are:

A. Lawful uses are to continue in the transitional district, except those prohibited uses specified in PMC 17.59.060 and those permitted to continue only by conditional use.

B. Lawful accessory uses and structures are allowed to continue. (Ord. 13-009 § 6, 2014; Ord. 632 § 4, 2004)

Once annexation is effective, property owners would also be required to obtain City of Palmer building permits and meet City building codes for new construction or significant repairs.

### ***Water and Sewer***

There would be no effective change in water and wastewater upon annexation for the affected territory. The Palmer Water and Sewer Utility provides sewers, sewage treatment, water treatment and distribution, including fire hydrants to areas within its service area, which already includes all areas that may be considered for annexation. The Matanuska-Susitna Borough does not provide these utility services to Borough residents. Regardless of any annexation, the Palmer Water and Sewer Utility would consider extensions to its existing services and infrastructure on a case-by-case basis. Many properties in the study areas are serviced by their own water wells and septic systems. These properties would be permitted to continue to use their existing systems per Palmer Municipal Code Chapter 13.16.

### ***Public Safety***

Public safety services would transfer from the Alaska State Troopers to the Palmer Police Department. Once annexation is effective, the City would notify the Alaska State Troopers and the Palmer Police Department that the annexed territory is inside the Palmer Police Department's jurisdiction. Fire and Emergency Response service would continue to be provided by the Palmer Fire and Rescue within the Greater Palmer Fire Service Area, which would include all annexed areas.

### ***Roads and Road Maintenance***

All Matanuska-Susitna Borough-owned streets, roads, sidewalks, paths and trails including related utility easements, water drainage, landscaping, parking and approximately 40 streetlights would transfer from the South Colony Road Service Area to the City of Palmer. Once annexation is effective, Palmer Public Works maintenance crews would be informed of the new area to be serviced. Road maintenance of State Highways would continue to be provided by the State of Alaska in annexed areas.

### ***Libraries, Parks and Recreation***

The Palmer Library is already operated by the City of Palmer. The Matanuska-Susitna Borough makes contributions to the City on behalf of residents that use the Palmer Library outside City boundaries, which would likely be reduced to reflect the City's new boundaries. The Matanuska-Susitna Borough would maintain ownership of Borough parks, playgrounds, sports fields and other recreation facilities, but would delegate the powers to maintain and develop Borough-owned parkland to the City of Palmer upon annexation.

### ***Services Not Affected by Annexation***

Airport and aviation services would continue to be available to annexed areas and provided by the City of Palmer, Municipal Airport. The following services would continue to be provided by the Matanuska-Susitna Borough to annexed areas: Animal Control, Education, Air pollution control, and Historic preservation.

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Chapter 17.59  
T TRANSITIONAL DISTRICT

Sections:

17.59.010	Application and intent.
17.59.030	Initial zoning upon annexation.
17.59.040	Permitted principal and accessory uses and structures.
17.59.050	Conditional uses.
17.59.060	Prohibited uses.
17.59.080	Limitations to change of land use and structures.
17.59.090	Setbacks and buffers for expansion or new structures.
17.59.100	Maximum height of structures.
17.59.110	Off-street parking and loading.

17.59.010      Application and intent.

A. The T – transitional district applies to those small areas of mixed residential, commercial, and/or industrial uses annexed to the city that do not generally conform to the other land use districts in this title.

B. The city recognizes that some or all of the land annexed into the city has not been previously subject to zoning districts and that there is a need to provide a reasonable transition toward land use regulation by the city. Over time, property in the T – transitional district should develop a pattern of land uses more appropriate to one of the more traditional zoning districts found in Chapters 17.20 to 17.58 PMC. (Ord. 13-009 § 3, 2014; Ord. 632 § 4, 2004)

17.59.030      Initial zoning upon annexation.

A. Following annexation, the commission shall conduct public hearings regarding land use in the annexation area. After the hearings, the city, giving due consideration to the results of the public hearing process, shall designate an initial zoning district for newly annexed parcels.

B. Owner-initiated zoning map amendments may be made at any time in accordance with Chapter 17.80 PMC. (Ord. 13-009 § 5, 2014; Ord. 632 § 4, 2004)

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17.59.040 Permitted principal and accessory uses and structures.

Principal uses and structures in the T – transitional district are:

- A. Lawful uses are to continue in the transitional district, except those prohibited uses specified in PMC 17.59.060 and those permitted to continue only by conditional use.
- B. Lawful accessory uses and structures are allowed to continue. (Ord. 13-009 § 6, 2014; Ord. 632 § 4, 2004)

17.59.050 Conditional uses.

Uses which may be permitted in the transitional district by obtaining a conditional permit are:

- A. Any expansion or change of legal use for all conditional uses for which the Matanuska-Susitna Borough granted a conditional use permit under Chapter 17.60 or 17.61 MSBC;
- B. Any expansion or change of legal use for all uses for which the Matanuska-Susitna Borough granted a permit under Chapter 17.48 MSBC (mobile home park), Chapter 17.70 MSBC (use involving alcohol beverage sales and dispensing), or Chapter 17.90 MSBC (adult business);
- C. Cemeteries;
- D. Storage of more than 10,000 gallons of petroleum products;
- E. Chemical plant;
- F. Manufacture or storage of explosives, gunpowder, or fireworks; and
- G. Noxious, injurious or hazardous uses, as defined in PMC 17.59.060, are prohibited; provided, however, that the city may grant a conditional use for such uses when it finds that the public health, safety, welfare and convenience will be adequately protected by location, topography, buffer landscaping or a screening structure. This subsection does not apply to agricultural facilities or operations to the extent protected by AS 9.45.235.
- H. A conditional use permitted under this section shall be subject to the terms and conditions of the conditional use permit and the use does not have the expansion rights set out elsewhere in this chapter. (Ord. 13-009 § 7, 2014; Ord. 632 § 4, 2004)

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**17.59.060 Prohibited uses.**

The following uses are prohibited in the transitional district:

- A. Conditional uses that were subject to the Matanuska-Susitna Borough Code immediately before the date of the annexation but were not in full compliance with the code at the time of annexation. Examples are mobile home parks (Chapter 17.48 MSBC), uses involving alcohol beverage sales and dispensing (Chapter 17.70 MSBC), adult businesses (Chapter 17.90 MSBC) and all uses subject to Chapters 17.60 and 17.61 MSBC;
- B. Uses that constitute a nuisance as set out by Chapter 8.36 or 8.37 PMC; provided, however, this subsection does not apply to agricultural facilities or operations to the extent protected by AS 9.45.235;
- C. Noxious, injurious or hazardous uses, which are defined as any use that may be noxious, injurious, or hazardous to surrounding property or persons by reason of the production or emission of dust, smoke, refuse matter, odor, gas fumes, noise, vibration, or similar substances or conditions; provided, however, this subsection does not apply to agricultural facilities or operations to the extent protected by AS 9.45.235. (Ord. 13-009 § 8, 2014; Ord. 632 § 4, 2004)

**17.59.080 Limitations to change of land use and structures.**

- A. The use of land upon the effective date of annexation into the city may not be changed to another use without rezoning under Chapter 17.80 PMC if the use existing at the time of annexation or the use to be changed to is a use described by or similar to a use described by Chapters 17.28 through 17.58 PMC. For example, if a parcel's use upon annexation is a second-hand store (PMC 17.28.020), the use of the land may not be changed to refrigeration maintenance and repair (PMC 17.36.020(12)) without rezoning under Chapter 17.80 PMC. Similarly, if a parcel's use upon annexation is nursery and Christmas tree sales (PMC 17.28.020), the use of the land may not be changed to motel or hotel use (PMC 17.28.020) without approval under Chapter 17.80 PMC.
- B. If the use of land upon the effective date of annexation is a use described by or similar to a use described by Chapter 17.24 or 17.26 PMC (R-2/R-3 low/medium density residential districts), the use of the land must remain residential; however, the number of dwelling units may be increased by 50 percent without rezoning under Chapter 17.80 PMC.

C. For all structures in the transitional district except single-family residential structures and accessory uses to such residential structures, the square footage of structures upon the effective date of annexation may not be increased by more than 50 percent without rezoning under Chapter 17.80 PMC.

D. For all uses in the transitional district, the area of land in use upon the effective date of annexation may not be increased by more than 50 percent without approval under Chapter 17.80 PMC. For example, if five acres of a 40-acre parcel is in use upon annexation, the amount in use may not be increased by more than 50 percent without approval under Chapter 17.80 PMC.

E. The limitations set out in this section are in addition to and not in lieu of limitations set out elsewhere in this title or at law. (Ord. 13-009 § 10, 2014; Ord. 632 § 4, 2004)

#### 17.59.090 Setbacks and buffers for expansion or new structures.

The following establish the setback and buffer requirements for expansion or new structures on a parcel in this district. These requirements do not apply to structures existing as of the date of annexation, but only to expansion of, or new, structures. The setback and buffer requirements vary depending upon the nature of the expanding or new structure and the nature of the zoning or use of the abutting parcel.

A. As a minimum setback, any expansion or new structure must be set back at least 25 feet from any public right-of-way and 10 feet from any other property line.

B. Expansions and new structures used for permitted uses, or uses similar to permitted uses, listed in the general commercial, industrial, business park, airport commercial, or airport industrial zoning districts, excluding uses listed in the limited commercial district, shall be set back 25 feet from all property lines.

C. Expansions and new structures used for permitted uses, or uses similar to permitted uses, listed in the general commercial, industrial, business park, airport commercial or airport industrial zoning districts, excluding uses listed in the limited commercial district, that are within 35 feet of property zoned or used for residential purposes shall have buffer landscaping. The landscaping shall be along the property line facing the residential use for the length of the expanded or new structure, plus 30 feet on either side of the structure.

1. Buffer landscaping shall consist of shrubs, trees, or a combination which will attain a mature height of at least six feet, with an average height of eight feet, planted at intervals less than 10 feet on center. The landscaping bed shall be eight feet in width. Deciduous trees or bushes may no make up more than 50 percent of the mixture.
2. All landscaping requirements must be met within 12 months of occupancy, and continue to meet such standards thereafter. All dead shrubs and trees shall be replaced to maintain the landscaping. (Ord. 632 § 4, 2004)

17.59.100 Maximum height of structures.

Maximum height of structures is 35 feet. (Ord. 632 § 4, 2004)

17.59.110 Off-street parking and loading.

Off-street parking and loading shall comply with Chapter 17.64 PMC. (Ord. 632 § 4, 2004)

**The Palmer Municipal Code is current through Ordinance 21-002, and legislation passed through April 13, 2021.**

Disclaimer: The city clerk's office has the official version of the Palmer Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

**Note:** This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

City Website: [www.palmerak.org](http://www.palmerak.org)

Code Publishing Company

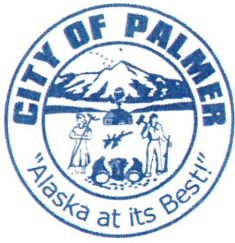
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## Plat Reviews

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**CITY OF PALMER  
PLANNING & ZONING COMMISSION  
INFORMATION MEMORANDUM 21-013**

**SUBJECT:** To combine Lots 5, 6 and 7 Block 1, South Denali, Plat #84-316 into one lot to be known as Lot 5A

**AGENDA OF:** May 20, 2021

**ACTION:** Review and comment

**Attachment(s):** 1) Pre-Application package from MSB Platting Division

**Summary:** To create three lots from Tract C24 (Parcel #1, MSB Waiver 71-107) in Section 32, Township 18 North, Range 2 East, Seward Meridian, located inside Palmer city limits

**Recommendation:** The staff comments regarding the abbreviated plat packet are attached.

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## MEMORANDUM

TO: Fred Wagner, Chief of Platting  
FROM: Nichole Degner, Community Development  
DATE: April 28, 2021  
SUBJECT: Pre-Application Plat Review South Denali Lot 5A

Inside City Limits

Outside City Limits

---

We have distributed the pre-application packet for the subject project and have received the following comments from the following departments:

1. City Manager: No comment.
2. Building Inspector: No changes necessary.
3. Community Development: No changes necessary.
4. Fire Chief: Concur with Public Works
5. Public Works: Are all driveway going to be retained when combined into one lot? If they are to remain please submit new driveway applications and drawing with new address.
6. Planning and Zoning Commission: The proposed platting action is scheduled to be reviewed at the May 20, 2021 Planning & Zoning Commission meeting; any additional comments will be forwarded at that time.



# MATANUSKA-SUSITNA BOROUGH

• PLATTING DIVISION •

350 EAST DAHLIA AVENUE, PALMER, ALASKA 99645-6488  
PHONE 861-7874 • FAX 861-8407

Comments Due: April 28, 2021

April 13, 2021

## Abbreviated Plat Request for Comments

AK Dept. of Transportation – Anchorage	MSB – Emergency Services
AK Dept. of Transportation – Palmer	MSB – Community Development
AK Dept. of Transportation – Aviation	MSB – Cultural Resources
AK DNR, Division of Mining/Land/Water	MSB – Capital Projects, Engineering
AK DNR, Public Access Defense	MSB – Public Works, O&M
AK DNR, Division of Agriculture	MSB – Assessments
AK DF&G, Habitat Mgmt. & Permitting	<b>MSB – Code Compliance</b>
<b>AK DF&amp;G, Division of Sport Fish</b>	MSB – Planning Division
AK Railroad, Engineering Department	MSB – Pre-Design Division
<b>Corp of Engineers</b>	MSB – Permit Center
<b>U.S. Postmaster</b>	M.E.A.
<b>City of: Palmer</b>	M.T.A.
Community Council:	Enstar
Fire Service Area:	GCI
Road Service Area:	Assembly District #2 Stephanie Nowers
MSB – Borough Attorney	

Title:	South Denali RSB B/1 L/5-7
Location:	Sec 04, T17N, R02E, S.M, AK
Petitioner:	Harold & Verda Lewis
Address:	1438 S. Denali Street, Palmer, AK 99645
Surveyor:	Bull Moose Surveying
Address:	200 Hygrade Lane, Wasilla, AK 99654

**The request is to combine Lots 5, 6 & 7, Block 1, South Denali, Plat #84-316 into one lot to be known as Lot 5A, containing 0.74 acres +/- . The property is located east of S. Chugach Street, west of S. Denali Street and north of E. Commercial Drive lying within the SW ¼ Section 4, Township 17 North, Range 2 East, Seward Meridian, Alaska.**

Please submit your comments in writing, specifying any easements or other requirements that your department or agency may need or any data which you feel should be incorporated on the abbreviated plat to help us more effectively enforce our subdivision regulations.

All comments, existing files and correspondence that you may have relating to this case must be submitted to the Platting Division by **April 28, 2021** so that we may incorporate this information into our recommendations to the Platting Officer, for the public hearing to be held on **May 5, 2021**.

Kindest Regards,

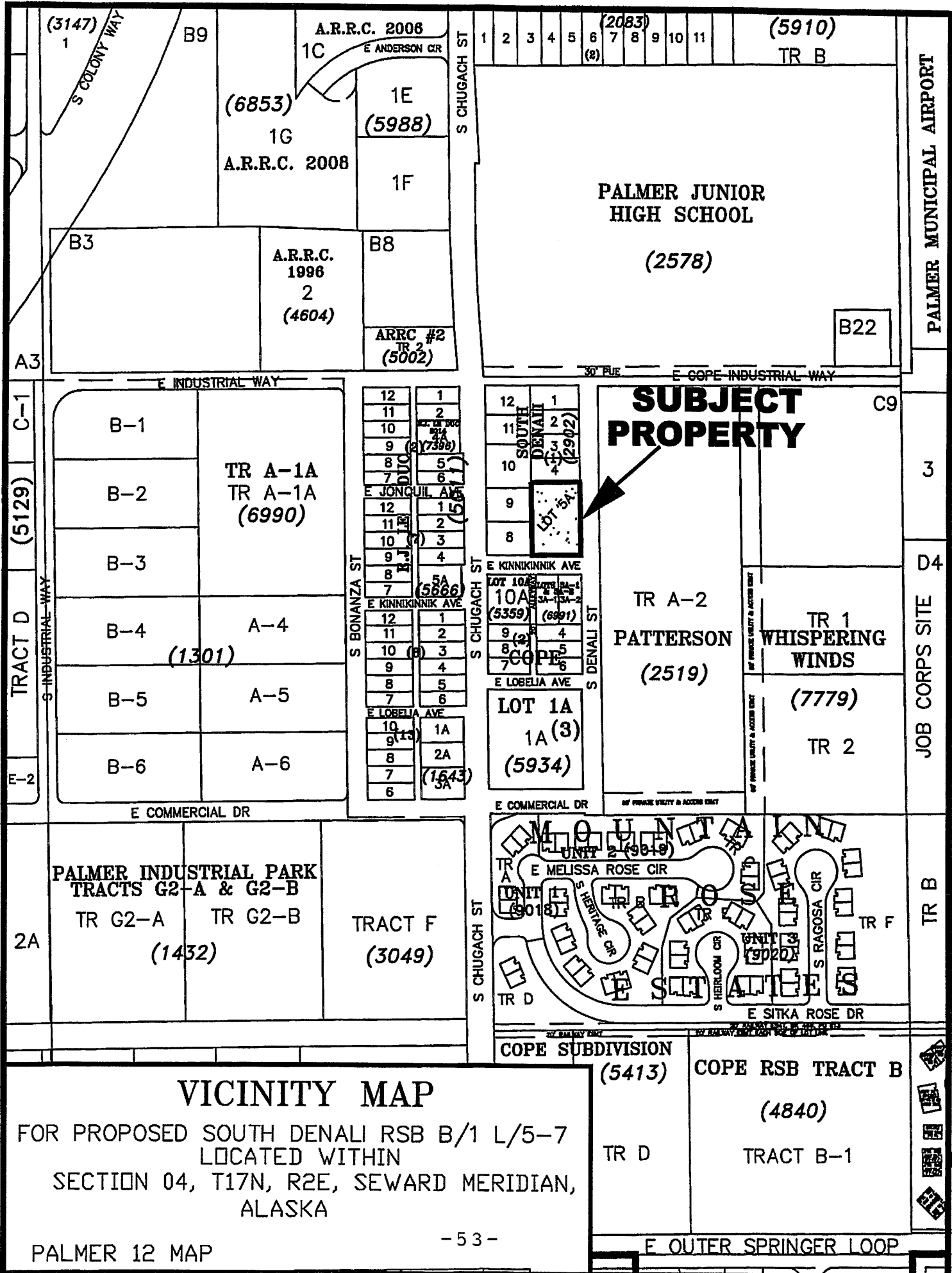
*Kimberly A. McClure*

Kimberly A. McClure

Platting Technician

[Kimberly.McClure@matsugov.us](mailto:Kimberly.McClure@matsugov.us)

*Providing Outstanding Borough Services to the Matanuska-Susitna Community.*

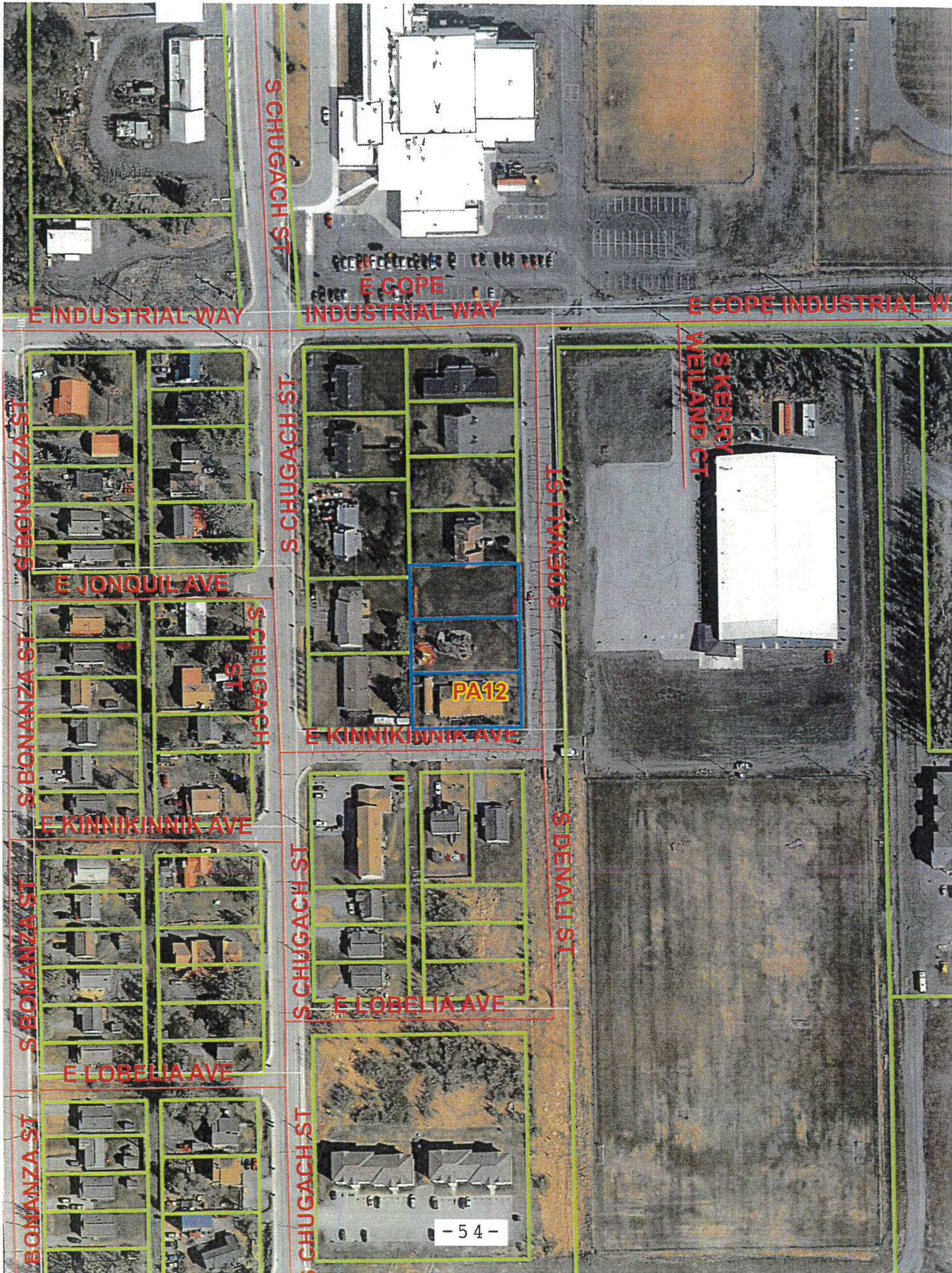


**VICINITY MAP**

FOR PROPOSED SOUTH DENALI RSB B/1 L/5-7  
 LOCATED WITHIN  
 SECTION 04, T17N, R2E, SEWARD MERIDIAN,  
 ALASKA

PALMER 12 MAP

E OUTER SPRINGER LOOP



S CHUGACH ST

E INDUSTRIAL WAY

E COPE INDUSTRIAL WAY

E COPE INDUSTRIAL W

S BONANZA ST

E JONQUIL AVE

S CHUGACH ST

S ILYANAG S

S KERRY  
WEILAND CT

S BONANZA ST

S CHUGACH ST

PA12

E KINNIKINNIK AVE

S BONANZA ST

E KINNIKINNIK AVE

S CHUGACH ST

S DENALI ST

E LOBELIA AVE

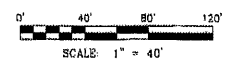
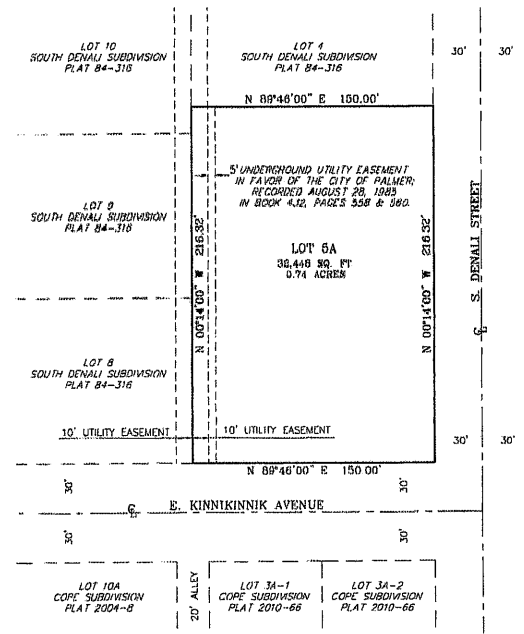
S BONANZA ST

E LOBELIA AVE

S CHUGACH ST

- 5 4 -





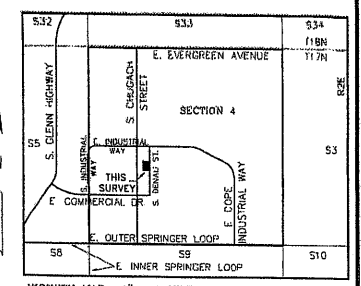
**PLANNING & LAND USE DIRECTOR'S CERTIFICATE.**  
 I CERTIFY THAT THIS SUBDIVISION PLAT HAS BEEN FOUND TO COMPLY WITH THE LAND SUBDIVISION REGULATIONS OF THE MATANUSKA - SUSITNA BOROUGH, AND THAT THE PLAT HAS BEEN APPROVED BY THE PLATTING AUTHORITY BY \_\_\_\_\_

PLAT RESOLUTION NO. \_\_\_\_\_

DATED \_\_\_\_\_ AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE RECORDER IN THE PALMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA, IN WHICH THIS PLAT IS LOCATED

PLANNING AND LAND USE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

ATTEST: \_\_\_\_\_ PLATTING CLERK \_\_\_\_\_



**CERTIFICATE OF OWNERSHIP.**  
 WE CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED IN THIS PLAN AND THAT WE ADOPT THIS PLAN OF SUBDIVISION BY OUR FREE CONSENT

HAROLD W. LEWIS Sr. (As to Lot 7) DATE \_\_\_\_\_  
 1438 S. DENALI STREET  
 PALMER, ALASKA 99645

VERDA M. LEWIS (As to Lot 7) DATE \_\_\_\_\_  
 1438 S. DENALI STREET  
 PALMER, ALASKA 99645

HAROLD LEWIS (As to Lots 5 & 6) DATE \_\_\_\_\_  
 1438 S. DENALI STREET  
 PALMER, ALASKA 99645

VERDA LEWIS (As to Lots 5 & 6) DATE \_\_\_\_\_  
 1438 S. DENALI STREET  
 PALMER, ALASKA 99645

**NOTARY ACKNOWLEDGEMENT**  
 SUBSCRIBED AND SWORN BEFORE ME  
 THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
 FOR HAROLD W. LEWIS Sr.  
 FOR VERDA M. LEWIS

NOTARY FOR THE STATE OF ALASKA  
 MY COMMISSION EXPIRES \_\_\_\_\_

**PRELIMINARY**

**CERTIFICATE OF PAYMENT OF TAXES.**  
 I HEREBY CERTIFY THAT ALL CURRENT TAXES AND SPECIAL ASSESSMENTS THROUGH \_\_\_\_\_ AGAINST THE PROPERTY INCLUDED IN THE SUBDIVISION OR RESUBDIVISION HEREON HAVE BEEN PAID

DATE \_\_\_\_\_ BOROUGH TAX COLLECTION OFFICIAL \_\_\_\_\_

**SURVEYOR'S CERTIFICATE.**  
 I HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION USING RECORD DIMENSIONS FROM PLAT #84-318.

ROBERT S. HOFFMAN, P.L.S.  
 LS 10609 PROFESSIONAL LAND SURVEYOR

DATE 4/2/2021

**Agenda Copy**

A PLAT OF  
**SOUTH DENALI SUBDIVISION**  
**LOT 5A, BLOCK 1**

A REPLAT OF:  
 LOTS 5-7, BLOCK 1  
 SOUTH DENALI SUBDIVISION  
 PLAT #84-318

LOCATED WITHIN:  
 SECTION 4, T17N R2E  
 SEWARD MERIDIAN, ALASKA  
 PALMER RECORDING DISTRICT  
 THIRD JUDICIAL DISTRICT  
 STATE OF ALASKA  
 CONTAINING 0.74 ACRES MORE OR LESS

**BULL MOOSE SURVEYING**  
 ROBERT S. HOFFMAN P.L.S. OFFICE: (907) 357-6957  
 200 HYGRADE LANE  
 WASILLA, ALASKA 99654 bob@bullmoosesurveying.com

DRAWN BY: RSH DRAWING SCALE: 1" = 40'  
 DATE: 3/25/2021 SHEET: 1 OF 1  
 CHECKED BY: TGC

- NOTES**
- 1 THERE MAY BE FEDERAL, STATE AND LOCAL REQUIREMENTS GOVERNING LAND USE. THE INDIVIDUAL PARCEL OWNER SHALL OBTAIN A DETERMINATION WHETHER THESE REQUIREMENTS APPLY TO THE DEVELOPMENT OF PARCELS SHOWN ON THE PLAT TO BE RECORDED.
  - 2 NO INDIVIDUAL WATER SUPPLY SYSTEM OR SEWAGE DISPOSAL SYSTEM SHALL BE PERMITTED ON ANY LOT UNLESS THE SYSTEM IS LOCATED, CONSTRUCTED AND EQUIPPED IN ACCORDANCE WITH THE REQUIREMENTS, STANDARDS AND RECOMMENDATIONS OF THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION, WHICH GOVERN THOSE SYSTEMS.
  - 3 COVENANTS, CONDITIONS AND RESTRICTIONS: RECORDED APRIL 27, 1997, IN BOOK 4, PAGE 328

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**CITY OF PALMER  
PLANNING & ZONING COMMISSION  
INFORMATION MEMORANDUM 21-014**

**SUBJECT:** Pre-Application Plat Review MEA Utility Easement (VAC)

**AGENDA OF:** May 20, 2021

**ACTION:** Review and comment

**Attachment(s):** 1) Pre-Application package from MSB Platting Division

**Summary:** To vacate a 20' MEA Utility Easement within Lot 7-1, Matanuska Maid, Plat #63-14 and replace it with a smaller MEA Utility Easement in the southeast corner to contain existing utility pole.

**Recommendation:** The staff comments regarding the abbreviated plat packet are attached.

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## MEMORANDUM

TO: Fred Wagner, Chief of Platting  
FROM: Nichole Degner, Community Development  
DATE: May 12, 2021  
SUBJECT: Pre-Application Plat Review MEA Easement (VAC)

Inside City Limits

Outside City Limits

---

We have distributed the pre-application packet for the subject project and have received the following comments from the following departments:

1. City Manager: No comment.
2. Building Inspector: No comment.
3. Community Development: No changes necessary.
4. Fire Chief: No changes necessary.
5. Public Works: PW does not concur with vacating this utility ROW. There is a 12" steel sewer main that runs the entire length of the easement.
6. Planning and Zoning Commission: The proposed platting action is scheduled to be reviewed at the May 20, 2021 Planning & Zoning Commission meeting; any additional comments will be forwarded at that time.

MATANUSKA-SUSITNA BOROUGH  
 PLATTING DIVISION  
 PRE-APPLICATION ROUTING SLIP

CS

DUE DATE: May 13, 2021  
 PRE-APP DATE: May 18, 2021  
 PETITIONER / #: Michael Chmielewski/Lee Henrickson      PHONE: (907)982-7149  
 OWNER(s) / #: same      E-MAIL: [mike.cskl@me.com](mailto:mike.cskl@me.com)  
 SEC/TWP/RNG: SEC 04, T17N, R02E      TAX MAP: PA12  
 SUBDIVISION: Matanuska Maid, Plat #63-14      RSA#: N/A  
 TAX ID: 5014B02L007-1      CITY OF: PALMER  
 REQUEST: To vacate a 20' MEA Utility Easement within Lot 7-1, Matanuska Maid, Plat #63-14  
 and replace it with a smaller MEA Utility Easement in the southeast corner to  
 contain existing utility pole.

**SENT PRE-APP PACKET TO:**

ASSESSMENTS, CHARLYN SPANNAGEL  
 ASSESSMENTS, MSB FARMERS  
 ATTORNEY, JOHN ASCHENBRENNER  
 PLANNING DEPARTMENT, ALEX STRAWN  
 PLANNING DIVISION, PLANNING EMAIL  
 PLATTING OFFICER, FRED WAGNER  
 PLATTING ASSISTANT, KIMBERLY MCCLURE  
 DEVELOPMENT SERVICES, THERESA TARANTO,  
 ANDY DEAN, PERMIT CENTER

LIDS, MARCIA VONEHR  
 O & M DIVISION, TERRY DOLAN, JIM JENSON,  
 JAMIE TAYLOR  
 COMMUNITY DEVELOPMENT, JILL IRSIK &  
 ERIC PHILLIPS  
 PRE-DESIGN & ENGINEERING, CINDY COREY  
 (IF OUT CC: DEBBIE PASSMORE)  
 CAPITAL PROJECTS, BRAD SWORTS  
 EMS SERVICES, FIRE CODE  
 City of Palmer  
 MEA

**COMMENTS:**

PA20210102

PRE-APP CHECK LIST.	
TASK	COMPLETE
Collect \$50 / Receipt	√
Collect Map	√
Collect Application	√
Schedule Date	√
Apt. Sheet to Customer	√
My Property	√
GIS Tax Map	√
Aerial Map	√
SOA Road ?	No
Cartograph Sheet	N/A
CITY OF PALMER	Yes
Cross Check	
E-Mail for Comments	
Add to Platting Calendar	√

RECEIVED

APR 20 2021

**Pre-Application Conference Request**

Name of Requestor: Michael Chmielewski / Lee Henrikson  
Mailing Address: 325 E. Firweed Ave, Palmer, AK  
Phone Number: 982-7149  
Email: mike.cski@me.com

Owner's name (if different)  
PLATTING

*The pre-application conference requires preparation by both parties to maximize the benefits to everyone. The more information you provide, the better staff can assist you in achieving your goals.*

**Required Items:**

1. Fee of \$50.00. Payable to MSB. TAX MAP # PA12
2. Location of land (Township, Range, Section; Tax Account #; Subdivision Name and Lot & Block, etc.):  
Palmer, Matanuska Maid Subdivision, acct. 5014 B02L007-1  
Parcel ID 17390 TRS S17N02E04
3. Provide **Basic dimensions** of the lots to be created, the road to be built, the area to be vacated, etc.
4. Show existing rights of way with road names. #3-5 - see attached as built
5. **If eliminating lot lines or vacating easements or right-of-ways:** show the area of vacation or the lot line to be eliminated.
6. **If creating a street or road:** show proposed rights of way.
7. Please explain the purpose of the proposed action. For lot line eliminations or easement/right-of-way vacations, please explain the reason, i.e., setback violation, encroachment, topography, etc.:

Request vacating of utility easement on East side of property with the exception of the southern section providing access to the Delatic utility pole

Optional: Provide development plans to better assist borough departments with providing appropriate comments:

*For Industrial, Commercial, or multi-family development, the Subdivision standards may not meet International Fire Code requirements for access. Contact Fire Code Official at 907-861-8030 for more info.*

**Pre-application conferences are scheduled ten to 21 days after acceptance of fees.**

Provide if available:  
Easement Documentation  
As-Built Survey

**PRE-APPLICATION CONFERENCE DATE & TIME:**  
5/18/2021  
5/11/2021 Comments 5/12 5/13

Return to: Matanuska-Susitna Borough  
Attention: Pre-App on hold Platting Division  
350 E. Dahlia Ave  
Palmer AK 99645  
Petitioner gave word to move forward w/ pre-app

For Office Use Only  
Date Rcvd: 4/20/2021  
How Paid: CA# 4320  
Initials: CS

CS  
Received pre-app on 4/22 from FW

**LEGEND:**

MEASURED DATA  
 RECORD DATA N 90°00'00" W  
 CALCULATED DATA N 90°00'00" W (calc)

**NOTE!**

- STRUCTURES SHOWN WERE VISIBLE AT THE TIME OF THE SURVEY. OTHER IMPROVEMENTS MAY BE COVERED BY SNOW.
- THIS LOT IS SERVED BY CITY OF PALMER WATER AND SEWER.
- THIS REPRESENTS A RECERTIFICATION OF A SURVEY DONE BY THIS COMPANY ON JANUARY 9, 2007.

BLOCK 2  
 LOT 4

LOT 5

LOT 6

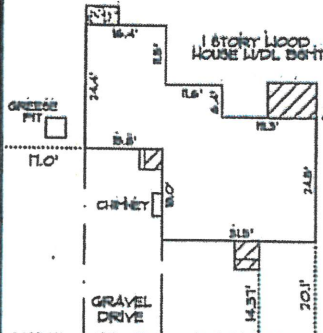
EAST

98.00'

8'x8' WOOD SHED

LOT 7  
 15,288 sq.ft.(calc)

156.00'  
 NORTH



WATER VALVE  
 98.00'

EAST FIREWEED AVE.



PLAT #76-108  
 LOT 10

Proposed  
 20' Utility Easement  
 Vacation

LOT 9

LOT 8

Proposed  
 Replacement  
 Easement

30' UTILITY  
 EASEMENT

10' UTILITY  
 EASEMENT

**NOTE:**

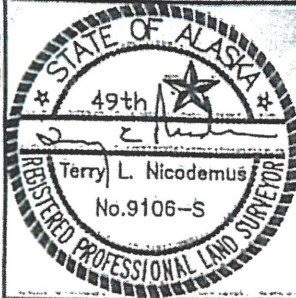
ALL BEARINGS, DISTANCES AND AREAS SHOWN ARE RECORD, UNLESS NOTED OTHERWISE.

**EXCLUSION NOTE:**

IT IS THE RESPONSIBILITY OF THE OWNER TO DETERMINE THE EXISTENCE OF ANY EASEMENTS, COVENANTS, OR RESTRICTIONS WHICH DO NOT APPEAR ON THE RECORDED SUBDIVISION PLAT. UNDER NO CIRCUMSTANCES SHOULD ANY DATA HEREON BE USED FOR CONSTRUCTION OR FOR ESTABLISHING BOUNDARY OR FENCE LINES.

**MORTGAGE SURVEY CERTIFICATE:**

I HEREBY CERTIFY THAT I, OR SOMEONE UNDER MY DIRECT SUPERVISION, HAVE PERFORMED A MORTGAGEE'S INSPECTION ON THE FOLLOWING DESCRIBED PROPERTY:  
 LOT 7, BLOCK 2, MATANUSKA MAID SUBDIVISION  
 AND THAT NO ENCROACHMENTS EXIST EXCEPT AS INDICATED.



LOT 7	BLOCK 2
SUBDIVISION: MATANUSKA MAID SUBDIVISION	
SECTION 4	TOWNSHIP 17N RANGE 2E
SEWARD MERIDIAN	
PLAT No. 63-14	RECORDING DISTRICT PALMER
MAP No. PA 12	REVISION No. 1

acutec company		
185 EAST PARKS HWY., SUITE 205A WASELA, AK 99554-7053 (907) 378-8800 FAX (907) 378-8829 E-MAIL: acutec@acutec.com		
DATE: 3/22/06	JOB NUMBER: 00-03.16	P.L.S. NUMBER: 99-04.20
SCALE: 1" = 30'	DRAWN: JRB/TAN	CHECKED: TLN
MORTGAGE SURVEY		





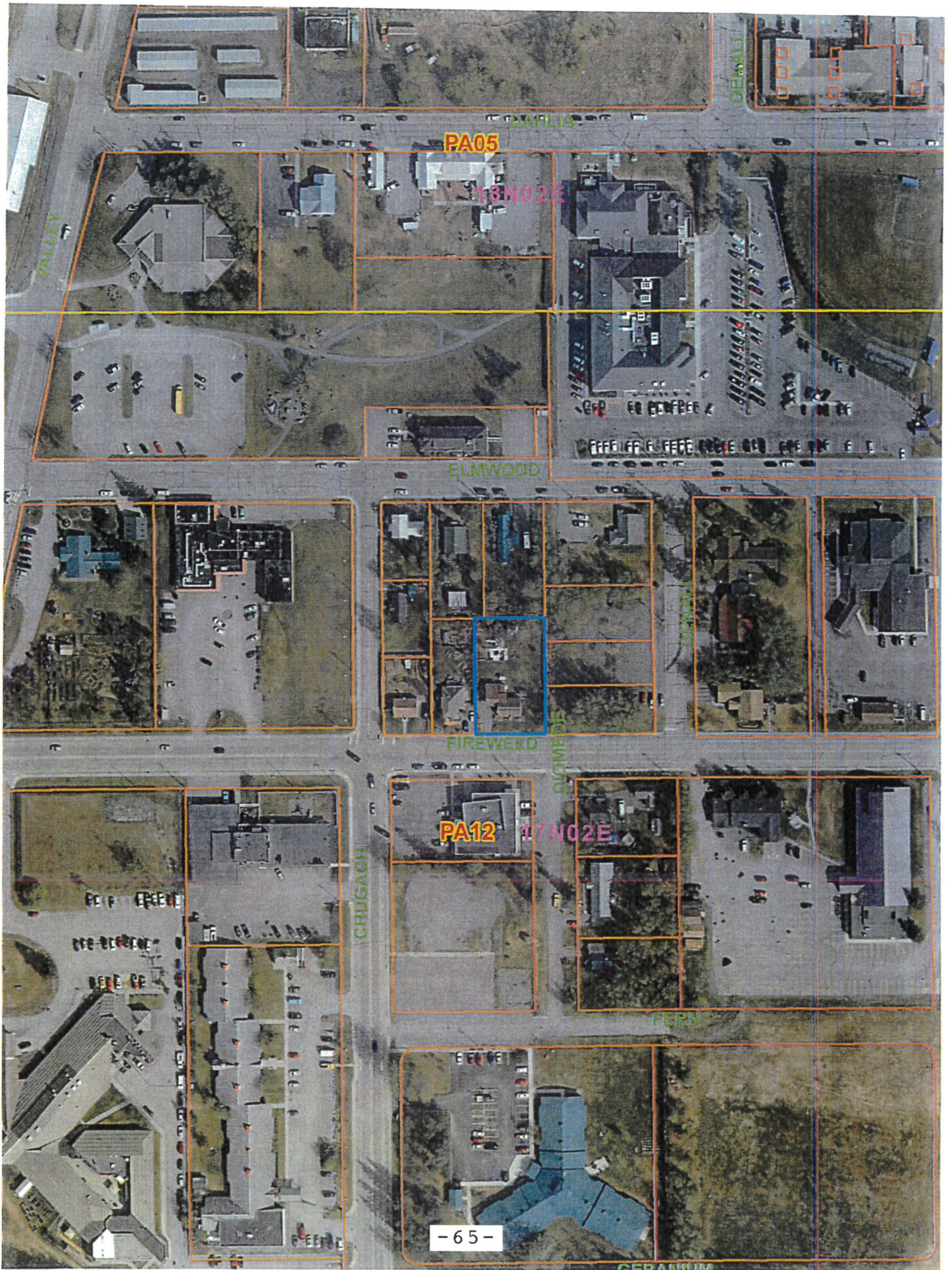
CHUGACH

DIOMEDE

PA12

17N02E

FIREWEED





# MATANUSKA-SUSITNA BOROUGH

## Real Property Detail for Account: 5014B02L007-1

### Site Information

Account Number 5014B02L007-1 Subdivision MATANUSKA MAID  
 Parcel ID 17390 City Palmer  
 TRS S17N02E04 Map PA12  
 Abbreviated Description (Not for Conveyance) MATANUSKA MAID BLOCK 2 LOT 7-1

Site Address 325 E FIREWEED AVE

### Ownership

Owners CHMIELEWSKI MICHAEL R HENRIKSON LEE M Buyers  
 Primary Owner's Address PO BOX 3454 PALMER AK 99645-3454 Primary Buyer's Address

### Appraisal Information

Appraisal				Assessment			
Year	Land Appraised	Bldg. Appraised	Total Appraised	Year	Land Assessed	Bldg. Assessed	Total Assessed <sup>1</sup>
2021	\$59,500.00	\$143,200.00	\$202,700.00	2021	\$0.00	\$0.00	\$0.00
2020	\$59,500.00	\$130,500.00	\$190,000.00	2020	\$0.00	\$0.00	\$0.00
2019	\$59,500.00	\$126,600.00	\$186,100.00	2019	\$0.00	\$0.00	\$0.00

### Building Information

Structure 1 of 1  
 Residential Units 1 Use Residential Building  
 Standard Design One Story Condition  
 Full Construction Type Frame Basement  
 1940 Grade 04.5 Year Built  
 Poured Concrete Building Appraisal \$143200 Foundation  
 Well P - Public Water Septic Septic P - Public Septic Well

### Building Item Details

Building Number	Description	Area	Percent Complete
1	Garage (10.3) Area - 11M		384 Sq. Ft. 100%
1	First Story		774 Sq. Ft. 100%
1	Unfinished Basement - 2A		816 Sq. Ft. 100%
1	Fin. Basement Living - 2C		744 Sq. Ft. 100%
1	Gas Heat		1 Sq. Ft. 100%
1	Fireplace Heatilator - 8N		1 Sq. Ft. 100%

### Tax/Billing Information

Year	Certified	Zone	Mill	Tax Billed
2021	No	0012		::
2020	Yes	0012	13.322	\$0.00
2019	Yes	0012	13.386	\$0.00

### Recorded Documents

Date	Type	Recording Info (offsite link to DNR)
8/1/2018	TRANSFER ON DEATH	<a href="#">Palmer 2018-015533-0</a>
4/5/2006	WARRANTY DEED (ALL TYPES)	<a href="#">Palmer 2006-008654-0</a>
3/3/2005	QUITCLAIM DEED (ALL TYPE)	<a href="#">Palmer 2005-004911-0</a>

### Tax Account Status <sup>2</sup>

Status	Tax Balance	Farm	Disabled Veteran	Senior	Total	LID Exists
Current	\$0.00		\$0.00	\$150,000.00	\$202,700.00	No

### Land and Miscellaneous

Gross Acreage 0.35 Taxable Acreage 0.35 Assembly District 002 Precinct 11-070 Fire Service Area Palmer Fire Service is under the jurisdiction of the City of Palmer Road Service Area No Borough Road Service, for City of Palmer road service info, call (907)745-3400  
 Last Updated: 4/16/2021 12:00:23 AM

<sup>1</sup> Total Assessed is net of exemptions and deferrals, rest, penalties, and other charges posted after Last Update Date are not reflected in balances.

<sup>2</sup> If account is in foreclosure, payment must be in certified funds.

City of Palmer