

The regular meeting of the Matanuska-Susitna Borough Planning Commission was held on January 6, 2020, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:00 p.m. by Vice-Chair Mary Anderson.

**I. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM**

Planning Commission members present and establishing a quorum:

Ms. Mary Anderson, Assembly District #1, Vice-Chair  
Mr. Jason Ortiz, Assembly District #2  
Ms. Patricia Chesbro, Assembly District #3  
Ms. Colleen Vague, Assembly District #4, Chair (*arrived at 6:05 p.m.*)  
Mr. Sassan Mossanen, Assembly District #7

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Planning Commission members absent and excused were:

Mr. Chris Elder, Assembly District #5  
Mr. Stafford Glashan, Assembly District #6

Staff in attendance:

Mr. Alex Strawn, Development Services Manager  
Ms. Susie Lemon, Assistant Borough Attorney  
Mr. Joseph Metzger, Planner II  
Ms. Mary Brodigan, Planning Commission Clerk

**II. APPROVAL OF AGENDA**

Vice-Chair Anderson inquired if there were any changes to the agenda.

MOTION: Commissioner Mossanen moved to pull Resolution PC 20-05, 2020 Subdivision Construction Manual and Resolution PC 20-07, Driveway Standards from the agenda to be reintroduced at a later date. The motion was seconded.

VOTE: The motion was approved without objection.

GENERAL CONSENT: The agenda was approved as amended without objection.

**III. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Ms. Janet Flaherty, a member of the audience.

**IV. CONSENT AGENDA**

**A. Minutes**

1. February 3, 2020, regular meeting minutes

**B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS**

*(There were no introductions for quasi-judicial matters.)*

**C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS**

1. **Resolution PC 20-12**, recommending Assembly adoption of MSB 17.68, Outdoor Shooting Facilities, in order to establish standards for commercial, educational, and nonprofit outdoor shooting facilities. Public Hearing: March 16, 2020. *(Staff: Alex Strawn)*

Vice-Chair Anderson read the consent agenda into the record.

Vice-Chair Anderson inquired if there were any changes to the consent agenda.

GENERAL CONSENT: The consent agenda was approved without objection.

*(Commissioner Vague entered the meeting at 6:05 p.m., and assumed the powers of the Chair.)*

**V. COMMITTEE REPORTS**

*(There were no committee reports.)*

**VI. AGENCY/STAFF REPORTS**

*(There were no agency/staff reports.)*

**VII. LAND USE CLASSIFICATIONS**

*(There were no land use classifications.)*

**VIII. AUDIENCE PARTICIPATION (Three minutes per person.)**

The following person spoke regarding concerns with the public process: Mr. Eugene Carl Haberman.

*(The meeting recessed at 6:12 p.m., and reconvened at 6:15 p.m.)*

**IX. PUBLIC HEARING: QUASI-JUDICIAL MATTERS** *(Public Hearings not to begin before 6:15 P.M.)*

*Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application.*

- A. **Resolution PC 20-06**, an application under MSB 17.65 Variances, for an exception to the minimum 25-foot right-of-way setback requirement under MSB 17.55. The variance would allow the existing single-family home to remain 21.3 feet from the E. Rough Cut Circle

(Tax ID# 6333B02L008) right-of-way, and the existing garage to remain 1.9 feet from the E. Rough Cut Circle right-of-way. (*Applicant: Adam Copson and Janet Flaherty, Staff: Joe Metzger*)

Chair Vague read the resolution title into the record.

Chair Vague:

- read the memorandum regarding quasi-judicial actions into the record;
- queried commissioners to determine if any of them have a financial interest in the proposed Conditional Use Permit (CUP);
- have had any ex parte contact with the applicant, members of the public, or interested parties in the proposed CUP; and
- if all commissioners are able to be impartial in a decision.

Mr. Metzger provided a staff report:

- staff recommended denial of the resolution.

Commissioners questioned staff regarding:

- clarification of how close the buildings are to the right-of-way (ROW);
- the process for obtaining a legal non-conforming status if the variance is not approved;
- whether the garage is eligible to be granted a legal non-conforming status;
- clarification of all of the options that the applicants have if the variance is not approved; and
- what was it that initiated this action.

Chair Vague invited the applicant or their representative to provide an overview of their application.

Ms. Janet Flaherty and Mr. Adam Copson, applicants, provided an overview of their application.

Commissioners questioned the applicant regarding whether they were aware of the location of the ROW when they built the garage.

Chair Vague opened the public hearing.

The following person spoke regarding concerns with the public process: Mr. Eugene Carl Haberman.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

**MOTION:** Commissioner Anderson moved to approve Resolution PC 20-06. The motion was seconded.

**VOTE:** The main motion failed unanimously.

1. **Resolution PC 20-10**, adopting findings of fact and conclusions of law to support the denial of Resolution PC 20-06.

Chair Vague read the resolution title into the record.

MOTION: Commissioner Anderson moved to approve Resolution PC 20-10. The motion was seconded.

Commissioner Anderson acknowledged the difficulty in failing this variance.

VOTE: The motion passed without objection.

#### **X. PUBLIC HEARING LEGISLATIVE MATTERS**

- A. **Resolution PC 20-05**, supporting an ordinance amending MSB 43.05.015(B)(3) to adopt the 2020 Subdivision Construction Manual. (Staff: Eileen Probasco)

*(This item was pulled from the agenda during the Approval of the Agenda.)*

- B. **Resolution PC 20-07**, recommending Assembly approval of an ordinance adopting MSB 11.12 Driveway Standards in order to ensure driveways within borough right-of-ways minimize negative impact to drainage, maintenance, and safety of the traveling public. (Staff: Eileen Probasco)

*(This item was pulled from the agenda during the Approval of the Agenda.)*

#### **XI. CORRESPONDENCE AND INFORMATION**

*(There was no correspondence and information.)*

#### **XII. UNFINISHED BUSINESS**

*(There was no unfinished business.)*

#### **XIII. NEW BUSINESS**

*(There was no new business.)*

#### **XIV. COMMISSION BUSINESS**

- A. Adjudicatory *(if needed)*
- B. Upcoming Planning Commission Agenda Items

Mr. Strawn provided a brief update on projects that will be coming before the Planning Commission.

**XV. DIRECTOR AND COMMISSIONER COMMENTS**

Ms. Brodigan reminded commissioners about the joint Assembly/Planning Commission Meeting scheduled for 6:00 p.m. on Tuesday, March 10, 2020.

Commissioner Chesbro stated that Mr. Metzger did a thorough job with the variance request.

Commissioner Mossanen:

- wished that the applicants had a better understanding of their other options; and
- noted that Mr. Metzger did a really good job in laying out the facts.

Commissioner Vague:

- reminded everyone to turn in their APOC (Alaska Public Offices Commission) statements;
- noted that commissioners do a great job preparing for meetings;
- decisions are made based on the information that is provided by staff;
- opined that everyone tries to be just and fair;
- stated her appreciation for the quality of information provided by staff even when the Planning Department is short-staffed;
- appreciates everyone that makes conscientious decisions on behalf of this community; and
- stated that she is proud to be a member of this board.

**XVI. ADJOURNMENT**

The regular meeting adjourned at 7:00 p.m.

  
\_\_\_\_\_  
COLLEEN VAGUE, Planning Commission  
Chair

ATTEST:

  
\_\_\_\_\_  
MARY BRODIGAN, Planning Commission  
Clerk

*Minutes approved: May 15, 2020*



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By: Nancy Cameron  
Action: Approved

**MATANUSKA-SUSITNA BOROUGH  
PLANNING COMMISSION RESOLUTION NO. PC 20-11**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION RECOMMENDING TO THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVAL OF LAND CLASSIFICATION OF TWO PARCELS AS RESERVED USE FOR FUTURE FIRE STATION AND SCHOOL FACILITIES, AND EIGHT PARCELS FOR CONVEYANCE THROUGH BOROUGH LAND SALES OR OTHER ALLOWED METHODS OF DISPOSAL IN ACCORDANCE WITH TITLE 23 AND ADOPTED LAND & RESOURCE MANAGEMENT POLICY AND PROCEDURES (MSB007557).

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WHEREAS, land classification is done in accordance with Title 23 and adopted Land & Resource Management Policy and Procedures to reserve certain parcels for future public facilities or for conveyance through borough land sales or other allowed methods of disposal; and

WHEREAS, the parcels herein were selected through public nomination, 1995 tax foreclosed property with extinguished repurchase rights of the former record owner, and parcels vetted through an internal land disposal plan developed in 2014 using information from the Natural Resource Management Units (NRMU) Plan and the 2012 fifty-year Buildout Analysis; and

WHEREAS, the Land & Resource Division utilizes public land sales as a revenue source to sustain current and future department and area-wide funding requirements for community organization projects, Borough road projects, trail surveys, and acquisitions; and

WHEREAS, the proposed land classifications reflect future potential development of the parcels; and

WHEREAS, conveying public lands into private hands increases the tax rolls and vacant land when developed gains economic value by virtue of the development - whether for recreation cabin, single-family residence or commercial use;

WHEREAS, retention of public lands for future public need is good policy and practice so that the Borough does not have to acquire land for public facilities; and

WHEREAS, the Best Interest Finding attached hereto provides a summary of the parcels to include historical data, topography, access, adopted plans, land value, desirability of location, surrounding land use and recommended land classification; and

WHEREAS, the parcels have undergone extensive departmental review and public notice was conducted in accordance with Title 23 procedures; and

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby recommends approval by the Matanuska-Susitna Borough Assembly of land classification of Borough-owned lands as follows:

Parcel 1: Tax #3321B01L001, Reserved Use

Parcel 2: Tax #18N01E34D015, Reserved Use

Parcel 3: Tax #19N05E05A005, General Purpose

Parcel 4: Tax #17N01W13D007, General Purpose

Parcel 5: Tax #6573B06L015, General Purpose

Parcel 6: Tax #15N03W10C001, Private Recreation

Parcel 7: Tax #6532000L004, General Purpose

Parcel 8: Tax #20N05024D012, Private Recreation

Parcel 9: Tax #24N05W15C001, Private Recreation

Parcel 10: Tax #24N05W15D003, Private Recreation

ADOPTED by the Matanuska-Susitna Borough Planning Commission  
this 18<sup>th</sup> day of May, 2020.

  
\_\_\_\_\_  
COLLEEN VAGUE, Chair

ATTEST

  
\_\_\_\_\_  
MARY BRODIGAN, Planning Clerk

(SEAL)

YES: *Vague, Ortiz, Chesbko, Elder, Alaskan, and*  
          *Moskauer*  
NO:



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John Meising, President  
Corine Hickey, Vice President  
Rachel Lund, Treasurer \* Aaron Edwards, Board Member \* Michelle LaRose, Board Member

## Board Meeting Minutes February 21, 2020

Location Starbucks in Target Parking lot

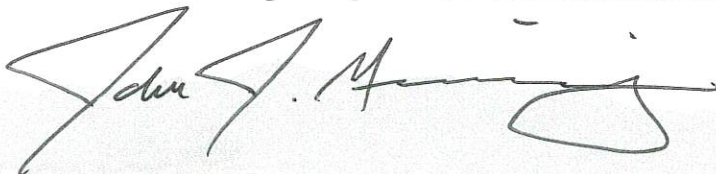
1. **Call to Order:** The meeting was called to order at 7:37 p.m. by John Meising.
2. **Approval of Agenda:** There was discussion to add small business license to new business. The new item was added and the vote to accept the agenda was unanimous in favor.
3. **Attendance:**

In attendance were President John Meising, Vice President Corine Hickey, and Treasurer Rachel Lund,

4. **Old Business:-** None

### 5. New Business

- IRS tax status and requirements for 2019
  - EIN # 84-4368977 for Tanaina Community Council
  - Rachel Lund will send copy of the IRS Department of the Treasury letter to board members
  - Rachel Lund will file an electronic 990-N, the e-postcard for exempt organizations
- determination of legal nonconforming status of tax id 2350B02L008
  - Benedict's / Pedalino porch approved via President John Meising
- conditional use permit for a marijuana grow-- tax id 18N01W15C009
  - Gallagher marijuana grow invited to attend general membership meeting February 25<sup>th</sup> at 7pm at Amvets
  - The invitation will be extended by President John Meising
- nominations for FY2021-2022 CIP -- due March 06, 2020
  - An email will be sent to the general membership and board with ideas presented at board meeting. The ideas will be compiled and listed on the agenda for the general membership meeting February 25<sup>th</sup> at 7pm at Amvets. Then the ideas will be voted on at the same meeting February 25<sup>th</sup>. Then the necessary form will be completed by TBA. Once the form is completed it will be turned into the MSBSD by President John Meising.
- Discuss meeting with pam and Debra about MSB requirements and CIP program

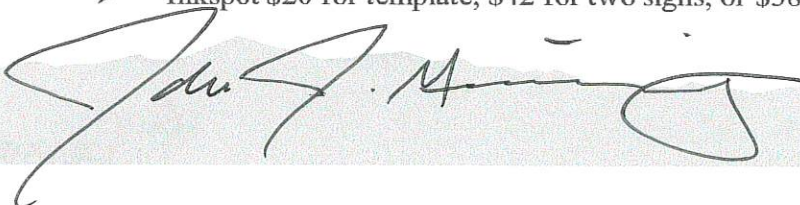


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John Meising, President  
Corine Hickey, Vice President  
Rachel Lund, Treasurer \* Aaron Edwards, Board Member \* Michelle LaRose, Board Member

- 
- Pam Graham at the borough has asked that she work with one representative from TCC. President John Meising will be the main contact with the borough.
  - The TCC needs to provide borough with a letter from the presiding officer requesting official recognition by the borough. The letter should contain documentation that you have met the requirements outlined in MSB regulations. This will be done by John Meising.
  - Motion was made by Rachel Lund and seconded by Corine Hickey that every document turned into borough has two signatures from the board. The motion passed with discussion that the signatures can be any two people on the board. One signature does not have to be John Meising.
  - MSB Directory of Organizations list -- update with missing information
    - Colin Fay was listed as a board member. This will be updated to reflect that he is not a board member.
    - John Meising, President
    - Corine Hickey, Vice President
    - Rachel Lund, Treasurer
    - Aaron Edwards, Board Member
    - Michelle LaRose, Board Member
  - use of the TCC email -- user name and password for login and use
    - An email was made at [TanainaCommunityCouncil@hotmail.com](mailto:TanainaCommunityCouncil@hotmail.com) but have been locked out because the wrong password was entered too many times. This email will NOT be used.
    - The official email address will be [TanainaCommunity@gmail.com](mailto:TanainaCommunity@gmail.com) PW is Tanainarocks! Thanks Corine Hickey for setting this up.
    - Need to update the email with the borough
    - Need to update the email with Mat-Valley Credit Union
  - board director status
    - In Bylaws there is no board of director
    - Michelle LaRose, will be listed as Board Member
  - proposed TCC signage
    - Inkspot \$20 for template, \$42 for two signs, or \$38 for six signs





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- 
- Corine Hickey will purchase and be reimbursed for one sign, John Meising will purchase and be reimbursed for 2-6 signs.
  - bank account set up, use, and sample checks
    - An official Tanaina Community Council account was set up at MVCU.
    - Rachel made a motion to make this checking account a reimbursement account only. There was no second. More discussion to happen at the general membership meeting.
    - Debit Card
    - Need to set up on-line banking
  - establish board meeting schedule
    - Board meetings will be the 2<sup>nd</sup> Tuesday of every month via Zoom or in person. TBD by the board. Corine Hickey will set up the Zoom meeting. The meeting in person will be held at Starbucks
  - organize Feb. 25th general meeting agenda
    - Corine Hickey will prepare the general membership meeting agenda on 2-25-2020
  - general membership application disbursement
    - General membership applications will be made available by Rachel Lund to each meeting.
  - Income/expense Treasure Report
    - Will be presented at each general membership meeting. For the next meeting 12 copies will be made

5  
**6. Adjournment:** The meeting was adjourned at 9:00 p.m.

*Rachel Lund took the notes and prepared minutes*





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February 25, 2020

General Meeting minutes

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**Attendees: all Board Members**

John Meising; Corine Hickey; Rachel Lund; Aaron Edwards; Michelle Larose and Gretchen Watson

In addition, we had our largest assembly of new members and guest speakers to date, almost 20 people

Meeting start: 7:00 pm

Meeting adjourned: 9:10 pm

Our January 28th minutes were approved with only two corrections needed and approved, the names Harris to Meising and Para to Tara

Jamie Taylor, from MSB Platting, gave a great presentation regarding the rewrite of the current 2020 Subdivision Construction Manual. - Alex Strawn, Development Services Manager, also gave his insight on this topic as well.

Brad Pickett, Borough Assessor, presented the 2020 Property Appraisal Annual Report including an overview of the real property assessment process. He also entertained a brief question and answer session.

Alex Strawn then gave a brief presentation on driveway permits, what to do about junk & trash collecting on properties amid the valley, and the ramifications of receiving a notice or citation regarding said junk & trash.

Rachel Lund presented a current Treasurer's Report with one approved correction to reflect a \$25 deposit, by John Meising, for the creation of a TCC bank account.

Following the proposed agenda regarding old business --

Jesse Sumner, MSB Assemblyman, was absent.

"Spring clean-up" follow up information was tabled till the next General Meeting.

Secretary recruitment was successful. Gretchen Watson – a concerned resident and property owner in our boundary area, volunteered her services as secretary. Rachel Lund made a motion to accept Gretchen as secretary with a second by Aaron Edwards. A vote to accept was passed unanimously. This action should also reflect that Gretchen Watson be considered an acting Board Member as well.





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An official email account for the TCC has been created and is currently in use.  
tanainacommunity@gmail.com -- Thanks to Corine Hickey.

John Meising gave a report updating the status of our current TCC signage project, submitted a cost receipt to the treasurer, and submitted a letter for approval requesting donations to complete said project.

Following the proposed agenda regarding new business --

Michael and Bea Gallagher introduced themselves and gave reasoning for their request of a Conditional Use Permit regarding the creation of "Bubba Greens", a marijuana cultivation facility located at 108 E Schrock Road, with a brief discussion of the "pros and cons" and entertained questions to their proposal. With only two Board Members showing inclinations of negativity on the matter the TCC voted to give them a recommendation of non-opposition. John Meising submitted that recommendation, via email, to Joe Metzger, Planner II, on time and in accordance with the request of the MSB.

John Meising gave his reasoning, explained his policy used to determine, and action taken to meet the MSB request of our opinion for an Application Determining the Legal Nonconforming Status regarding a preexisting porch located at 3026 N Eureka Circle. He submitted that recommendation, to Joe Metzger, Planner II, on time and in accordance with the request of the MSB.

John presented a few fliers in follow-up to the topic of "What to do about spruce beetle affected trees?" A voluntary permission request and application from the MEA addressing affected trees outside the easement restrictions and where to deposit tree remnants and debris via the waste facilities operated by the MSB.

Membership applications were distributed to all new attendee's present. They were completed, received, and a collection of dues from all present then commenced. Rachel Lund, Treasurer, took possession of the applications to file, dues to deposit, and can distribute receipts for said dues upon request.

Rachel Lund led an open discussion regarding the creation, use, and function of a TCC bank account. Topics included the "risk vs. reward" of using debit cards, the importance of a two-signature checking account, and the use of the account for reimbursement only purposes. A motion was made by Rachel and a second given by Michelle LaRose, then a vote was cast, with approval, given to adopt these ideals for future bank account activity.

John Meising opened the floor for discussion regarding a letter from the MSB asking the TCC for nominations for the FY2021-2022 Capital Improvement Plan. He gave a visual display of what a completed





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nomination packet should look like and include. All nominations discussed and approved for submission by the TCC are to be collected and filed, by John, on or prior to the Mar 06, 2020 deadline.

John presented a "Letter of Recognition", required to be on file with the MSB. It is the last requirement needed to complete the checklist "Process for Forming or Reactivating a Community Council". The letter was read aloud, accepted "as is", and signed by the Board. It was then submitted to the secretary for formatting with the TCC letterhead for final submission to the MSB.

With no other topics for discussion or new business items on the agenda, the General Meeting adjourned at approximately 9:10 pm.



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Board Meeting minutes

APR 22 2020

March 10, 2020

**Attendees: all Board Members**

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John Meising; Corine Hickey; Rachel Lund; Aaron Edwards; Michelle LaRose and Gretchen Watson.

Meeting start: 7:06 pm Location: Starbucks

Meeting End: 8:00 pm

**Treasury Report:** provided by Rachel Lund, Treasurer and John provided Rachel with the most current Bank statement. John and Rachel discussed the Ink Spot receipt for approx. \$400.

John Meising opened a discussion regarding the location and method of Board meetings. The Board concluded we would implement an in person and a Zoom meeting option for easier attendance. Participating Board members will download the Zoom app. A new location is to be considered on future meetings to limit noise distractions.

**Board Participation:** the need to seek additional Board members will be revisited at a later date. The current 6 Members including President appears to be sufficient at this time.

**By Laws:** John recapped the By Laws and duties of the Secretary. The By Laws and Articles of Incorporation documents were emailed to and received by Gretchen Watson for review.

**Capital Improvement Projects (CIP):** The topic of a committee to handle CIP nominations will become a focus next year. John submitted the approved CIP nominations discussed at the February General Meeting. John Meising, Corine Hickey, David Darrington, and Teri Newell submitted nominations

**Guest Speakers:** Michelle resubmitted the request, of Alaska State Trooper Belinda Bohanan, that if possible, the TCC supply a PowerPoint or projector for use during her upcoming presentation to the membership.

**Signage:** Attempts to obtain donated lumber and supplies from Lowes of Wasilla have been unsuccessful, although Lowes would supply the requested materials at cost. John was given permission to reword the approved written request for submission to other possible suppliers.

**Motion:** Corine motioned for John to handle all aspects of the sign creation and installation.

**Second:** Rachel seconds the motion with understanding all costs get pre-approved before spent

John has indicated he can complete the creation and installation before the next scheduled meeting.



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John then presented the MSB required "Encroachment Permit Application" for review and support of the Board to officially place our signage in accordance with MSB Permitting Services. He will complete the form and submit it in a timely manner. John has spoken with Pam Graham who can assure us an exemption for permit costs.

**Grow Operations:** Board discussed the need to have a streamlined approach when reviewing these new requests for consideration going forward. The need to have a consistent approach included reviewing a Plat Map, location to schools and daycares as well as a specific amount of miles between similar businesses. This will be placed on the next General meeting agenda.

#### **Old Business**

- John is to get updated information on the Spring Cleanup project to share by the next general meeting
- The new TCC Letterhead, as submitted to the MSB, was again changed to include the language "Tanaina Community Council Inc".
- John noted a correction needed from the February General Meeting Agenda to reflect a change of MSB Tax ID for a Legal Nonconforming Status issue - Parcel Tax ID from 18N01W5C009 to 2350B021L008.
- John created business cards with the TCC contact information, active Board Members, and General Meeting schedule, time, and place which were passed out to all attendees for their consideration and use.

#### **New Business**

John proposed a suggestion to obtain shirts with the TCC labeling. Identifying himself as a representative of the TCC while gathering information researching, visiting properties, and talking to neighbors offering the TCC informed and accurate information on such topics as Legal Nonconforming Status and Condition Use Permit situations. He offered to pay out of pocket at this time. Corine suggested seeking a quote from a Wasilla business rather than a Palmer vendor. Gretchen recommended shirts have actual Logo if representing the council.

Membership Application- needs revision as the \$10 fee should not say "optional". All Board members agreed this needs to be reworded.

Michelle brought forth the idea to create an Electronic Communication Committee (ECC) if we are to adopt a website in the future to announce events. She currently handles the Facebook account and Board members agree she is to retain that responsibility and consider a committee in future if becomes a concern.





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Board Meeting minutes

April 14, 2020

**Attendees: all Board Members**

John Mesising; Corine Hickey; Rachel Lund; Aaron Edwards; Michelle LaRose and Gretchen Watson.

Call to Order meeting start: 7:09 pm      Location: Virtual/Zoom-recorded      Meeting End: 8:50 pm

**Approval of Current Agenda:**

Motion to approve Corine    Second to approve Rachel with no objections

**Approval of March Board Meeting minutes:**

Motion to approve Corine    Second to approve Michelle-with no objections

**Announcements and Project updates**-John indicated there was no feedback or updates on the CIP submissions.

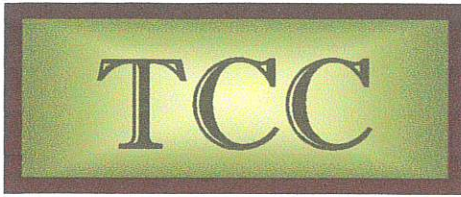
**Treasury Report:** provided by Rachel Lund, Treasurer.

- Discussed the need to pay mail box fees by June 1, 2020 but the TCC bank account may not have full funding. Michelle offered to donate the fees to get it paid and will discuss payment options directly with Rachel. Approximate costs range from \$95 for 6 months to \$190.00 for 12 months.
- John mentioned we should get some funding from the Borough soon.
- Rachel explained the \$25 bank account open fee does not count towards the current balance of \$90.
- This current balance is comprised of mainly the new membership fees collected at last General Meeting.
- Corine offered to cover cost of one Council sign to reimburse John (approx.\$42) John mentioned he will let her know when he is ready to collect.
- Rachel and John confirmed understanding that all checks out of the TCC bank account require two signatures.

**Spring Cleanup Committee:** Michelle mentioned she has been closely monitoring the Parks and Rec's email communications with the City of Wasilla. There has not been an official cancellation of the planned clean up but feels we should know more in 1 week. It may be proposed that the cleanup be more of a private/homeowner effort this year. There may be no trucks or bags to distribute due to the social distancing concerns. Collection of larger items such as tires and furniture will not be done as in the past. We may need to provide some guidance on Facebook page with tips on disposal options.

**Old Business**

- TCC Shirts-John has agreed to purchase shirts at his own expense not to be reimbursed by the Council bank account.
- Signage: John has provided by email, attachments showing possible sign locations. Originally we planned for 3 signs and John spent a little extra to purchase 10. The 10 signs made do not have any location information.
- Corine suggested making a hanger attachment for "AmVets 9" to identify meeting place.
- John is filling out the Encroachment Permit and must identify each location with possibly a separate application if within the City of Wasilla.



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**Location of signage:**

1. Seldon and Lucille
  2. Seldon and Wasilla Fishhook
  3. Creste Foris meeting place
  4. Spruce and Fishhook
  5. Forest and Lucille
- Applicant Voting: discussion as to allow open or closed voting while member is present in the room. Board members discussed at length alternatives to rushing a vote without ample time to consider all details.
  - Rachel re summarized the need to have a procedure to approach "all" businesses, not just grow operations with a standardized approach. Items such as distance to schools, parks & other operations of similar use as well as viewing any plans or plat maps.
  - Michelle mentioned a possible committee, but Gretchen indicated we may not need to go that far as long as we can come up with a Policy and a Procedure to expedite the review needed.
  - Aaron and Gretchen volunteered to collaborate and develop such Policy and Procedure. We can then share this with the Borough so they know what to expect from the Council on future requests.

**Temp Conditional/Limited Use Permits-Voting Process:** pending Procedure development-(Aaron/Gretchen) All Board members agreed to avoid the need to rush to decision, members leave the room while Board is considering a vote and/or additional questions:

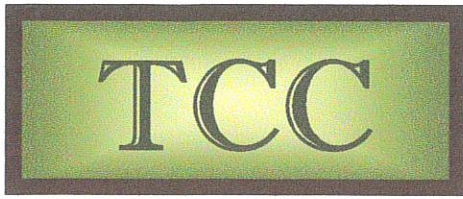
1. Applicant is allowed scheduled Agenda time of up to 10 minutes to present
2. Applicant is to leave room while Board members discuss concerns and generate additional questions
3. Applicant returns and if questions remain outstanding can provide clarity or explanation for additional review
4. State a 48 hour voting consideration and applicant can return to next General Meeting

**Electronic Communications:** Michelle mentioned concern about who sends the meeting announcements and monitors Council emails and responses outside of Facebook. Board members agreed to assign this task to Gretchen and Michelle agreed to be back up. Corine forwarded email and password to Gretchen and offered to help with access.

**New Business**

- Exempt Tax Status-all members agreed John can process this request
- IRS Tax Form 990-N-Rachel confirmed she completed and filed this as needed.
- Voting using electronic email:
  1. Motion-Michelle – all Board members vote with a max time deadline of 72 hours.
  2. Second-Gretchen-decisions can be rendered earlier if 100% participation, otherwise deadline 72 hours.
- No TEXT reminders will be sent to Board members that have not responded. This will ensure ample voting opportunity has been given to all members and avoid only a few making all decisions.
- Gretchen offered to prepare a short procedure as addendum to the Temp Voting process.





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### **Zoom Meeting**

John asked for input on have a consistent *Zoom background* set on each Board Members PC.

Corine indicated these backgrounds take up band width and can cause garbled noise.

Board members agreed this will not be mandated.

John questioned concern over *zoombommbing*- Rachel and Corine responded there should not be an issue as we will not be posting the meeting ID and password on Facebook. When we email the membership of a meeting we can ask them to contact us to obtain login access after providing us with their full name so we know who is attending.

Corine volunteered to develop a *welcome page* on the Zoom meeting for benefit of the membership to provide instructions such as, mute yourself (or we have muted everyone) encourage using Chat for questions etc. Once this cover page is created it can be included with any electronic meeting notification sent by Gretchen.

*General Meeting*- John questioned if we are still having since Borough requires 2 week notice to cancel. All Board members agreed, this meeting will take place but will be 100% virtual using Zoom.

*Permit Uses*: John will advise the Millers (1125 W Gail Dr) can come to meeting and present their Conditional/Limited Use Permit proposal with an allotted 10 minutes. The Board will utilize the new Temp voting process which allows up to 48 hours for a decision which may not occur in the same day.

*Property Address numbers*: John attached a Borough document requesting homeowners have clear and visible house numbers which we will share with the membership at next General meeting and possibly our Facebook page.

A handwritten signature in blue ink, appearing to read 'J. Young', is located at the bottom of the page.



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General Membership Meeting minutes

April 28, 2020

**Attendees: all Board Members**

John Meising; Corine Hickey; Rachel Lund; Aaron Edwards; Michelle LaRose and Gretchen Watson.

Call to Order meeting start: 7:00 pm      Location: Virtual/Zoom-recorded      Meeting End: 8:31 pm

**7:01pm-Approval of Current Agenda:**

Motion to approve Corine    Second to approve Michelle with no objections

**7:02pm-Approval of April Board Meeting minutes:**

Motion to approve Corine    Second to approve Michelle-with no objections

**7:05pm-Announcements:** Mary and Marv Wilson called into Zoom-currently not members but were advised about the application and fee. Rachel to forward membership application.

**7:08pm-Projects:**

- Property Address notice has been posted to Facebook page per Michelle
- CIP-No feedback from Borough as of yet
- Signs ready once permit is approved

**7:10pm-Treasury Report:** provided by Rachel Lund, Treasurer.

- Rachel confirmed that Michelle donated \$95 to get PO Box paid.
- John is using some of his personal sign materials since no local companies donated

**7:12pm-Grow Operation-Mr. Greg Miller** joined late (W Gail Dr): Mr. Miller made presented statements regarding his venture to commercially grow marijuana at his residence for what looks like, 1 season. He plans to move to Kodiak and wanted to try this as a "science experiment". The following questions were asked:

- John- how many plants? Mr. Miller stated 500 SF of cultivated soil he plans to use baskets, so estimated 40-50.
- Corine-If moving in 1 year how does he recover the expenses? He claims if he makes \$5k he's happy and is not concerned about the income. He did state he has no prospects for buyers other than a few retails stores locally.
- Rachel-where are you in the process? Mr. Miller has obtained a Business Lic.; advertised in paper, Fire department needs to inspect; met with MEA about fence; has completed soil testing and build up with organic fertilizer and will have carbon filters in the greenhouse that is already on property. Mentioned the application deadline is 5/10/20.
- Aaron asks if he can have 5 plants with no license why cost out to become a commercial grower? We are concerned with the crime and neighborhood. Mr. Miller believes he can make \$4k a pound. He has been at his residence for 17yrs and stated there were no children in the area to speak of. There will be no traffic in or out of the property. He said one of his neighbors asked him for a job.
- Rachel-asked about security. Mr. Miller indicated he will have the required fence, cameras in and outside, lights and 2 dogs to alert him of any trespassers.
- Gretchen-asked when you move in 1 year what will happen to any equipment that remains. He did not know.

RECEIVED  
MAY 19 2020  
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**7:30pm** Finally, Mr. Miller stated there is really nothing the council can do to stop him, so he is proceeding regardless of our input. He was hoping to get a decision from the council and not have to wait until the June Board Meeting. He thanked us as we did him and he exited the meeting.

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**7:31pm Spring Cleanup Committee:** Michelle discussed options for volunteers to meet at the Alaska Waste location on Polar Bear Dr. where she has gained approval for us to park. The plan is to meet there to get bags and discuss routes depending on the number of volunteers that arrive. John indicated he has obtained approval to dispose of batteries and tires w/no cost should we collect such items. Appliances may require a \$30 fee if Freon is not removed prior to drop off. Everyone is encouraged to post the Clean Up flyer to get the word out.

Event Date: May 5, 2020 from 1-5pm (meet at 12:30)

Backup Date: May 6, 2020

Saturday optional but the refuse only open from 10am to 2pm

#### **Old Business**

**7:48pm-Mission Statement or Vision Statement-** John asked for feedback on the proposed statement submitted by Aaron Edwards as follows:

"The Tanaina Community Council has a vision for the future of our local community. We envision a safe community, relatively free of crime. A community of individuals, families and businesses who should be unified in the healthy development of our community. We look forward to planned sustainable growth which aligns with the strong family oriented nature of the community in unison with the residents and businesses within."

**Motion** to approve: Michelle La Rose

**Second** to approve: Gretchen Watson

**7:52pm-Sustainable Growth Policy and Procedure-**submitted by Gretchen Watson

**Policy:** TCC Community Council Inc. is tasked with providing opinions to the Matsu Borough on Conditional or Limited business permits. In order to address each new business individually and without prejudice the following guidelines may be in place to ensure consistency of evaluation. The future and safety of the local community is to be considered. Healthy development should align with the strong family oriented nature of the community.



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#### **Sustainable Growth Procedure**

1. Tanaina Community Council will require business applicants to submit a request in writing to TCC via mail or other electronic means.
2. The applicant request must be received by the council at least two weeks (2) prior to a general meeting in order to be added to the Agenda.
3. If the applicant is scheduled on the agenda they could be allowed up to 10 minutes to present and field questions.
4. Requestor will be required to leave the room after the presentation, during any further discussion. They may be brought back in for additional questions if needed.
5. The requestor is not permitted to be present for the vote. Decisions will be made by the board, typically at their next meeting. The decision will be provided in writing by the next monthly membership meeting.
6. TCC Board members will evaluate and return vote of in favor, not in favor or no objection.
7. Applicant will be provided a written response at the following General Meeting.
8. Written response communication will also be provided to the Borough.

#### **The following conditions are to be considered by the TCC Board:**

Type of Business/request

Location of Business

A site visit may be considered to ensure understanding of location (John)

Location within miles as to similar businesses (no saturation)

Visibility of business as it relates to residential areas

Attempt to approach neighboring residents for their understanding and input

Access to business aka traffic (volume, entering and exiting)

Hazardous and/or Environmental conditions (debris removal, garbage and road conditions)

If controlled substances are involved; how close is business located to Schools, Daycares, and Churches?

Plans or Plat Maps should be gathered to validate proposal if necessary

**Motion** to approve Policy and Procedure: Rachel Lund

**Second** to approve Policy and Procedure: Aaron Edwards

John recommends creating a package for hand out to include Vision Statement and Sustainable Growth Policy





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Michelle recommends creating a tracking method of all businesses that present to the council and our overall vote results.

Gretchen volunteered to create the Business presentation tracking.

Rachel is going to seek out information that may allow us to use a "shared folder/drive" so all have access to the specific documents in one central location.

**8:02pm-Signage**-John has not received any feedback from the Borough and has two calls into them. He will attempt to reach Pam Graham for a quicker response.

**8:04pm-Board Voting on Miller proposal: (W Gail Dr)**

**Opposed:** Corine H. concerned with high residential area, this to be a hobby and no real security

**Opposed:** John M. has spoken with some of the neighbors who are not in favor, no security

**Opposed:** Michelle L. not satisfied with answers about safety, setback from the right of way and access is questionable.

**Opposed:** Rachel L. even with a well thought out plan not comfortable with this commercial business in residential area.

**Opposed:** Aaron E. very concerned with crime possibility and residential area.

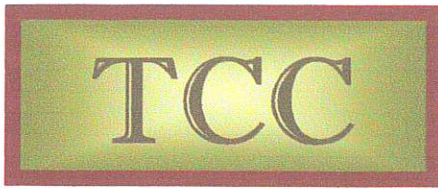
**Opposed:** Gretchen W. confused at all efforts for one (1) year then moving. Concerned with the residential location, security and no real business plan since he has no prospects for buyers. Concerned with home resale value after Mr. Miller vacates.

**8:15pm New Business**

- A new business proposal Alaska Botanical Farms 5300 Infinite Rd coming soon.
- Joe Metzger Planning Dept.-John to contact for potential guest speaker.
- Jessie Sumner-approach for clarity on number of Marijuana Grow thresholds and how TCC can be a part of the process development. If we put in writing, John can drop it off.
- Tax Exempt now has coupons John to provide to Rachel.
- Official recognition of TCC Officers- table to next Board Meeting
- Zoom meetings have no time limit and should always have the same meeting ID

8:31pm Adjourn





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### Board Meeting Agenda

Date: May 12, 2020

Time: 7:00pm

Location: Zoom

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Join Zoom Meeting

<https://alaska.zoom.us/j/98199972536?pwd=UjRabiZBcUEyS0hReTFMQXRKSmM2dz09>

Meeting ID: 981 9997 2536

Password: 171025

One tap mobile +1-253-215-8782 US (Tacoma)  
+1-346-248-7799 US (Houston)

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**Requested Attendees:**

John Meising

Rachel Lund

Corine Hickey

Aaron Edwards

Michelle La Rose

Gretchen Watson

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7:00pm: Call to Order

7:02pm: Announcements/Recognition

7:03pm: Approval of General Meeting Minutes from 4/28/20

7:05pm: Approval of current Board Agenda

**7:06pm Guest Speakers:**

**FIRST** Attached is the proposed MSB application for CAP funds. Tomorrow at the board meeting. Then I will complete an electronic form and email to Eileen Pickett.

1. We need a potential alternate designee- meaning non-profit organization. I propose 4-H and MyHouse (homeless shelter for teens) but this could be any non-profit organization.
2. We need to designate a primary contact and secondary contact. I will submit my name as one of the contacts
3. We need a statement that identifies how the TCC plans to use the CAP funds I propose: The Tanaina Community Council, TCC, intend to use the Community Assistance Program funds for the public purpose of paying for starting cost associated with reorganizing the TCC, organizing community events, and supporting future goals/events of the TCC.

**SECOND**

Also, I want to thank Mr. Sumner for contacting Eileen Pickett so we could receive the CAP application. Mr. Sumner is going to talk specifically how we can influence the community development for future marijuana grows. He might be referring to CUP, conditional use permit and increasing regulations on commercial marijuana facilities. Mr. Sumner said typically the way this would work is to refer to the planning commission so that they can develop the new regulations, it could also be done directly by assembly actions faster but at a lower chance of success. Most regulatory projects were paused indefinitely though because of the coronavirus. He mentioned that CUPS for limited facilities is most likely to succeed and he will talk about this tomorrow.



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7:46pm: Treasury Report-(Rachel)  
7:49pm: Committee Reports-Spring Clean-up (Michelle/John)  
7:55pm: Review of Previous Action Items-Signage (John)  
7:58pm: Project updates (if applicable)

**7:59pm Old Business**

- I. Time: Shared Document drive (Rachel)
- II. Time: Written Voting results (John)
- III. Time: Official voting of Board Members
- IV. Time: Business tracking-need information on the first (1<sup>st</sup>) applicant

**8:00pm: Review of New Assignments**

**8:05pm Action/Business Items:**

- Guest Speakers for next General Meeting-Jesse Sumner, Kathy Thompson of Sunshine Community Center and/or Linda Bohanan of AK State Troopers (crime watch)
- Food Bank drive (?)
- Community Summer BBQ

Time: Adjourn

**Notes:**

MINUTES  
TRAPPER CREEK COMMUNITY COUNCIL

Trapper Creek Community Center, Milepost 115.2 George Parks Highway. Turn left on E. TC Park Circle.  
Teleconference: Locally dial 373-2663 / Participant Code 991090 or dial 907-622-2663 if not in local area

**Regular Meeting, 6:30 PM, Thursday, February 20, 2020**

- I. Meeting called to order: 6:46pm
- II. Determination of Quorum
- III. Board Members in Attendance: Ritenburgh, Miller, Grelson and Morrill. Members: Duronda Twigg, Chrystal Mayer
- IV. Approval of Agenda
- V. Reading and approval of Regular January Meeting minutes
- VI. Borough Assembly Report, Tam Boeve, District 7: No report
- VII. Treasurer's Report: Total Disbursements: Visa Debit: \$34.77 for printer ink. Deposits: None. Dividends: None. Checking: \$1,136.96, Savings: \$25.43 = \$1,162.39.
- VIII. Revenue Sharing/Community Assistance Program (CAP) Grant Project Updates:
  - A. FY2018:
    - Trapper Creek Volunteer Fire Dept (TCVFD): CAP: \$1,000.00. Expenditures to date: \$455.00-Grant Writing Class; QuickBooks-\$50.00. Remaining: \$495.00
    - TCCSA Operating – CAP: \$10,000.00. Current expenditures: \$1,122.50. Remaining: \$4,077.55
    - Trapper Creek Community Council (TCCC): CAP: \$1,000.00. Current expenditures: \$34.77-printer ink. Remaining: \$699.27
    - Upper Susitna Food Pantry Operations: CAP: \$3,789.00. Current expenditures: \$122.65. Remaining: \$274.01  
43 families were served in January; 96 people; and 19 seniors for the CSFP Boxes. 16 Trapper Creek families enrolled in the Second Access Program. Currently have 57 families (118 people) from Trapper Creek signed up to use regular pantry services



IX. Committee Reports:

- TCCSA Water Committee: Water Committee met to review and discuss draft plan sheets (site plan, and the interior piping/layout). Committee will address with KAE modifications. Water Committee reviewed and concurred on the advertising for the water point; and awaits the water test results. TCCSA Water Committee will continue to update TCCC
- Volunteer Fire Department Committee (TCFVD): TCVFD received a US Forestry Grant. In contact with State Fire Marshall. Continuing with obtaining equipment and equipment housing
- RSA (Road Service Area) 30: Summary of the February 12, 2020 meeting was provided by Donna Massay and read at the meeting. Official minutes will not be available until approved at the May 13, 2020, 10:30 am meeting at the TC Community Center.

Among the items from the draft minutes:

- Exploring options for bringing the Bradley Road Bridge up to State standards as well as funding for the project
- The scope of work is being developed for improving the road width just before Amber Lake on Oilwell (an additional benefit will be a few more parking spaces from the gravel source area)
- The Road Hotline has been upgraded to have unlimited capacity and is monitored 24/7. Only urgent calls-unplowed roads, downed trees, drifts closing a road, etc., will receive an afterhours response (the Hotline number for MSB roads in 861-7755)
- There is a vacancy on the RSA Board. Anyone interested will find more info on the MSB website under "Boards and Commissions". Meeting times can be adjusted to accommodate a new board member's schedule

X. Correspondence/Current Mail: All mail was read at meeting, and/or previously emailed to the membership and/or posted at the TC Post Office

XI. Public Forum: None

XII. Unfinished Business:

A. Mat-Su Community Councils for Public Safety (MSCCPS) update: No report

B. Seating of New Board/Business items-

- Under Article IV, Section 2D of the TCCC bylaws, the TCCC Board may appoint to fill a Board vacancy until the next General Election. Duronda Twigg was appointed to the TCCC Board as Treasurer. A motion was made to appoint Duronda Twigg by Morrill, seconded by Miller, and all Board members approved.  
Appropriate documentation will be drawn up, signed and brought to the Council's financial institution to show current TCCC authorized account signers and previous signer to be removed

- State of Alaska Statement of Change to be submitted (\$25.00 applicable fee), reflecting current list of TCCC Board members
- C. FY2019 CAP Funds: Information and deadlines for accepting proposed FY2019 CAP fund projects was sent out to TCCC e-mail list as well as posted at the Trapper Creek Post Office and the Trapper Creek Library. Applications are also available to be sent via e-mail by contacting the Council at: [trappercreek2010@gmail.com](mailto:trappercreek2010@gmail.com)

**Project application forms are at the TC Post Office and must be submitted to TCCC by the April 16, 2020 TCCC meeting**

Proposed project submitters are encouraged to attend the April 16, 2020, TCCC meeting in person or telephonically. (Teleconference is available locally: 373-2663 or dial 907-622-2663 if not in local area; Participant Code 991090), to answer any questions that may arise regarding their proposals

**Trapper Creek Community voting on proposed projects meeting the project criteria will be April 20-May 9, 2020 at the Trapper Creek Library, during normal business hours**

**Voting results will be at the May 21, 2020 TCCC meeting**

XIII. New Business: None

XIV. Date of next meeting: scheduled for **Thursday, March 19, 2020, 6:30 pm**

XV. Meeting adjourned: 7:37pm

Approved:

Chairperson

Date

Secretary

Date

(Minutes taken by Council Secretary, Janet Grelson)