

**Minutes of the Chase Community Council
Board of Directors Meeting**

Date/Time: 4/08/2020 6:00PM

Location: Gravel Pit RR 232

The meeting was called to order at ____ 6 ____ PM

A quorum was established with the following Board members present (minimum 3):

Jerry Boutte, James Tunnell, Orville James, Patricia Cox

Chase Community Members present:

Beth Pike, Tim Cox, Kevin Foster, Peg Foster, Johnny Murdock

AGENDA

James Tunnell made a motion to approve the agenda, Tim Cox seconded the motion.

All approved: Y

MINUTES

The minutes of the January 29, 2020 meeting were read by Patricia Cox
James Tunnell made a motion to approve the Minutes, Beth Pike seconded the motion.

All approved: Y

Correspondence :

No correspondence to report.

Treasurer's Report:

Balance of funds the same from October meeting. Funds still available for trail maintenance for summer 2020.

Announcements:

No annoucemtnets to report.

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Committee Reports

By-Law Committee

The new official by-laws are posted to our web site.

Susitna River Dam Committee

No new committee information to report.

Old Business

None to report.

New Business

Orville James announced he would be staying on as a member of the council for the remaining year. He will keep us informed if there are any changes.

Persons to be Heard

No persons to be heard at this time.

Adjourn

Tim Cox moved to adjourn the meeting and Johnny Murdock seconded.
The motion passed unanimously.
The meeting adjourned at 6:45 p.m.

Minutes respectfully submitted by _____ Patricia Cox (acting secretary)

Minutes Approved

Signature: Jerry Beuthe, Chairperson Date: 7-15-2020

Attested: Patricia Cox, Secretary Date: 7-15-2020

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Greater Butte
Road Service Area Board
RSA #26
Regular Meeting Minutes

Approved Mike Shields

Attested Lucy Klebesadle

by MS
per
telecon

Date July 9, 2020

January 9, 2020, at the MSB O&M Building

Meeting Called to Order at 6:22 pm

In Attendance:

Mike Shields, Supervisor

Lucy Klebesadle, Supervisor

Alex Senta, MSB Construction Manager

Visitors

Jim Stocker

Roll Call: A quorum of 2 RSA 26 Supervisors present.

Approval of Agenda: Approved as presented

Approval of Minutes from October 10, 2019, regular meeting; approved as written.

Borough Staff Reports

Road Superintendent's Report: Alex Senta reporting for Will Barickman:

Maintenance contracts performance: Remains very good and flexible as we finally transition into "winter". Mike noted there were no complaint calls in December.

Monthly Budget and Fund Balance Reports: Reports not available; Mike will follow up with Jennifer.

Additional Maintenance: None this quarter.

Construction Manager's Report:

CIP Projects status: Bergman et.al. reconstruction done. Funding available and design done for paving of Lois and Triple Crown subdivisions – "we're good to go".

Unfinished Business: Covered under Construction Manager's Report above.

New Business:

Status of Colonist access paving for spring 2020: Alex said it's within the overall paving contract. At Board request he will make it priority #1 in regard to timing.

FY 2021-22 CIP program and nominations due-date: Mike explained that this refers to the Borough CIP List, not our CIP List, and is meant to make their CIP prioritizing and funding extend beyond the immediate single year, which is a smart move. This RSA has only one project on the Borough list, the reconstruction of Smith Extension; we need to re-nominate it for this new List by March 6, and Will and Mike will make sure that happens.

Need for a new Board Member: Roy Nuttal has had to drop off the Board, so Mike is now recruiting for his replacement.

Persons to be Heard:

Jim Stocker spoke to his growing understanding of how road projects are funded and get prioritized, and how he might get his dust problem resolved sooner than now anticipated.

Adjourned: Meeting adjourned at 7:18 pm. Next regular scheduled meeting is April 9, 2020, at 6:00 pm in the O&M Building.


Greater Talkeetna Road Service Board of Supervisors
Minutes of Regular Meeting
June 11, 2020

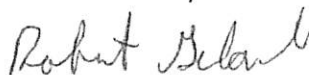
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A regular meeting of the Greater Talkeetna Road Service Area Board of Supervisors (RSA 29) was held outside at the parking area of the Talkeetna Public Library on June 11, 2020. Board members John Strassenburgh, Billy FitzGerald, and Robert Gerlach were present. District 7 Assemblymember Tam Boeve and Borough Road Superintendent Mike Lachelt also attended. This was our first RSA meeting since the coronavirus pandemic shutdown, and all attendees wore face masks.

- I. There was a quorum, and the meeting was called to order at 6:32 pm.
- II. Minutes of the March 12, 2020 meeting were approved. Note that our April 9, 2020 and May 14, 2020 meetings were cancelled due to the coronavirus pandemic shutdown.
- III. For legal reasons, neither Assemblymember Boeve nor Road Superintendent Lachelt was able to discuss the current status and potential future direction of Road Maintenance in RSA 29.
- IV. Robert described a situation on 2nd Street where calcium chloride was successfully applied about a week ago, putting the road in good condition, and was then today graded, with the effect of materially damaging the road surface. Billy described a situation where Beaver Road had been in good condition and then, a few days ago, graded with the similar effect of damaging the road surface. All present were perplexed, and Mike said he would look into it.
- V. The Board then discussed the recently completed work to bolster the Talkeetna riverfront revetment, which has been significantly eroded. However, there is also damage to the dike near its downstream end. Public Works is considering potential sources of funding to carry out the dike repair.
- VI. The Board then discussed two Additional Maintenance items, one being the emergency removal of water on 2nd street and the other being an emergency "call out". There was no further information. Mike will look into it.
- VII. The meeting was adjourned at 7:11 pm.

Respectfully submitted,


John Strassenburgh
RSA 29 Primary



LOCAL ROAD SERVICE AREA ADVISORY BOARD, MATANUSKA-SUSITNA BOROUGH

MEETING

Held 6:30 pm Thursday June 18, 2020 by teleconference/Microsoft "Team"

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IN ATTENDANCE:

RSA #

RSA Members Present

09-Midway	Dan Tucker P tc		
14-Fairview	Dan Elliott P tc	Craig Stewart tc	
15-Caswell Lakes	Donna McBride P tc	Donald Craig tc	
16-South Colony	Rhonda Stark P tc	Kathern Beck tc	
17-Knik			
19-Lazy Mountain	Nicole Yount P tc		
20-Greater Willow	Tom Phillips P tc		
21-Big Lake			
23-North Colony			
25-Bogard	Gary Hessmer P tc		
26-Greater Butte	Mike Shields P tc		
27-Meadow Lakes	Stephen Edwards P tc		
28-Gold Trails			
29-Greater Talkeetna	John Strassenburgh P tc		
30-Trapper Creek	Donna Massay P tc		
31-Alpine			

tc = by teleconference/"Team" P = Primary

RSAs not represented: Knik (17), Big Lake (21), North Colony (23), Gold Trails (28), and Alpine (31).

MSB Staff: Public Works: Terry Dolan, Director; Jamie Taylor, Engineer; Jennifer Ballinger (recorder)

Borough Staff (other than Public Works): Alex Strawn, Planning

Borough Mayor: None

Assembly Representatives: None

Visitors: None

CALL TO ORDER at 6:36 pm, with Pledge of Allegiance, Vice Chair Gary Hessmer presiding*.

ROLL CALL and QUORUM DETERMINATION: 11* of 16 RSAs represented. Quorum was met.
*(Chair Stephen Edwards joined meeting and took over approx.. 6:50)

APPROVAL OF AGENDA: Approved as presented.

APPROVAL OF MINUTES: Minutes of February 20, 2020, approved as written.

TRAINING: None

STAFF REPORTS:

A. O&M: Terry Dolan: Covid-19 is affecting normal operations, so he hopes to have the CIP projects status report available tomorrow; paving projects are awarded and under way. Re the Maintenance contracts, several bids were rejected for failing to meet the evaluation criteria, then Trapper Creek and Caswell Lakes were negotiated to proceed; that leaves us with 4 new contracts, at least one facing a possible termination for convenience. This caused the Assembly to question the bid evaluation criteria (are they too restrictive and closing the door to newer bidders?), and call for a "Panel" to review them; Terry led the Panel, which included Russ Krafft, 2 Assembly members, 2 RSA Supervisors, and a Road Superintendent. Recommendations for broadening the "qualifying experience" go to the Assembly July 14.

Approved July 23, 2020

BOARD MEMBER REPORTS

A. TAB: Dan Elliott reported they passed a Resolution similar to our draft 20-01; section CO2.5(c) had a few more specifics. A TAB + Planning meeting is scheduled for June 26.

UNFINISHED BUSINESS:

A. Draft Resolution 20-01 to approve the draft Subdivision Construction Manual with Amendment: Dan Elliott **moved**, Donna Massay **second**, to approve the draft presented at the February 20 meeting. By roll-call vote **approval was unanimous**. Mike will deliver the Resolution to Planning tomorrow.

NEW BUSINESS:

A. Draft Resolution 20-02 to approve the draft Code 11.12 Ordinance re Driveway Standards: Mike **moved** to accept the draft Resolution, noting that it's worded to allow for Amendment; Tom Phillips **second**. Discussion followed, with focus on how to obtain a copy of the Code (MSB website), sources for the standards (SCM, DOT, MSB policy), any controls on proliferating flaglots (MSB Title 43), prohibition of swales for drainage (might be allowed where a culvert cannot be used due to topography). Alex Strawn said this draft will be reviewed by the SCM Team July 20, and both documents will probably go to the Assembly in September or October; we have time for further review and comment. Tom Phillips **moved** to table discussion to the July 16 meeting, Craig Stewart **second**, **approved by unanimous voice vote**.

PERSONS TO BE HEARD: None

CORRESPONDENCE AND INFORMATION: None

OTHER BUSINESS: Gary Hessmer asked Terry to expand a bit on why we should look for another meeting place, which he did, leading Dan Tucker to suggest simply relying on this teleconference/Team method for the future. Brief discussion followed, with Kathern Beck stressing the value of face-to-face meetings and Mike Shields supporting her view.

BOARD COMMENTS: **Dan Elliott** attended SCM Team review of driveways draft, and they breezed right through it; there's been no change to the original SCM draft so far. **Mike Shields** noted that finding a new meeting place is a Board responsibility, not Terry's.

ADJOURNMENT: Tom Phillips moved, and by unanimous second and approval meeting adjourned at 7:58 pm.

NEXT MEETING: Thursday, July 16, 2020, presumably by teleconference/Team.



Stephen Edwards, Board Chair



Mike Shields, Board Secretary

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LOCAL ROAD SERVICE AREA ADVISORY BOARD
RESOLUTION 20-02

A RESOLUTION BY THE MATANUSKA-SUSITNA BOROUGH LOCAL ROAD
SERVICE AREA ADVISORY BOARD TO THE BOROUGH PLANNING DIRECTOR
REGARDING APPROVAL OF THE DRAFT MSB CODE 11.12 DRIVEWAYS
STANDARDS (Conditioned on Amendment?)

WHEREAS: The current Draft of MSB 11.12 is found to be generally acceptable; and

WHEREAS: The Driveways Standards have application to both new construction and long-existing driveways, and this Code is regularly cited as controlling in the current draft Subdivision Construction Manual; Now Therefore

BE IT RESOLVED: That the LRSAAB supports the draft 11.12 DRIVEWAYS STANDARDS in its current form.

APPROVED BY MAJORITY VOTE ON July 23, 2020

Stephen Edwards , chair

St. J. Edwards

Mike Shields, secretary

Mike Shields

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LOCAL ROAD SERVICE AREA ADVISORY BOARD
RESOLUTION 20-03
A RESOLUTION BY THE MATANUSKA-SUSITNA BOROUGH LOCAL ROAD
SERVICE AREA ADVISORY BOARD TO THE BOROUGH ASSEMBLY

WHEREAS: The LRSAAB has previously approved a Resolution 20-01 (attached) regarding our **conditional** approval of the Subdivision construction manual rewrite; and

WHEREAS: It now seems that our condition regarding maximum lift and compaction has not been included in the proposed document; and

WHEREAS: Similar language proposed by the Transportation Advisory Board has also been disregarded; Now Therefore

BE IT RESOLVED: The LRSAAB would like to affirm to the Assembly that we **do not support** the Subdivision Construction manual in its currently proposed form.

AND FURTHER THEREFORE: The LRSAAB believes that the general public will be adversely affected in the future as some of the new roads will fail and require reconstruction at RSA taxpayers' expense.

APPROVED BY UNANIMOUS VOTE on ^{July}~~June~~ 23, 2020

Stephen Edwards, chair 

Mike Shields, secretary 

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LOCAL ROAD SERVICE AREA ADVISORY BOARD
RESOLUTION 20-01

A RESOLUTION BY THE MATANUSKA-SUSITNA BOROUGH LOCAL ROAD
SERVICE AREA ADVISORY BOARD TO THE BOROUGH PLANNING DIRECTOR
REGARDING APPROVAL OF THE DRAFT SUBDIVISION CONSTRUCTION
MANUAL CONDITIONED ON AMENDMENT

WHEREAS: The current Draft update of the Subdivision Construction Manual (SCM) is a long-overdue improvement and generally acceptable, this Board has serious concerns with portions of Section CO2.5, Embankment Construction, as follow:

WHEREAS: A significant problem with many roads, both old and new, throughout the Borough is weak and/or unstable subgrades; and

WHEREAS: The normally acceptable (and DOT maximum) uncompacted subgrade lift depth is 12 inches, with a compacted density of 95%; and

WHEREAS: The allowance of an unspecified quantity of subgrade particles of 6-inch diameter (ie., "cobble") or more (eg., 10-inch-plus diameter "boulders"), coupled with the 20-inch compacted lift depth proposed, raises experience-based questions about the at-depth accuracy of density tests, even with nuclear densimeters; and

WHEREAS: Normal design of subgrade traffic load dispersal sections (eg., the top 6 inches of this section) requires that maximum particle diameter be no more than 50% of the section depth to prevent traffic-induced migration of the largest particles to the road surface; and

WHEREAS: The normal practice nation-wide is to include watering of the fill layer both prior to and during compaction to ensure retention and distribution of the material fines (sand, silt, clay) as "binder" among the gravel particles, but there is no mention of watering in this draft; Now Therefore

BE IT RESOLVED: That the LRSAAB can approve the draft SCM only provided that Section CO2.5 (c) is Amended as follows:

CO2.5(c) "Place material meeting, or verify in-situ material meets, the requirements for Subbase specified in subsection CO7 to a minimum [compacted] depth of 20 inches with the upper 6 inches ~~having no [being] material with a diameter larger than 6 inches~~ [which passes through a 3 inch mesh screen]. Place embankment in horizontal layers not to exceed ~~24~~ [12] inches (uncompacted) for the full width of the embankment and compact [with moisture and density control in accordance with the Standard Specifications for Highway Construction (ADOT&PF) and any MSB Standard Modifications and] as specified [in CO2.5(e)] before the next lift is placed. [Compaction shall start at the outer edges of the road prism and proceed inward to roadway centerline.]"

APPROVED BY UNANIMOUS VOTE ON June 18, 2020

Stephen Edwards , chair



Mike Shields, secretary



The regular meeting of the Matanuska-Susitna Borough Planning Commission was held on June 8, 2020, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:00 pm by Chair Colleen Vague.

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
Mr. Chris Elder, Assembly District #5
Mr. Sassan Mossanen, Assembly District #7

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Planning Commission members absent and excused were:

Mr. Stafford Glashan, Assembly District #6

Staff in attendance:

Ms. Eileen Probasco, Planning Department Director
Mr. Alex Strawn, Development Services Manager
Ms. Susie Lemon, Assistant Borough Attorney
Ms. Denise Michalske, Assistant Borough Attorney
Ms. Leslie Neu, Law Intern
Mr. Mark Whisenhunt, Planner II
Mr. Joseph Metzger, Planner II
Mr. Emerson Krueger, Land Management Specialist
Ms. Karol Riese, Acting Planning Commission Clerk

II. APPROVAL OF AGENDA

Chair Vague inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objection.

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Emerson Krueger.

IV. CONSENT AGENDA

A. Minutes

1. May 18, 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

(There were no introductions for legislative matters.)

Chair Vague read the consent agenda into record.

GENERAL CONSENT: The consent agenda was approved without objection.

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 public process and wearing masks in public:
Mr. Eugene Carl Haberman.

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

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 20-08**, a Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses, for the operation of a marijuana cultivation facility, located at 108 E. Schrock Road (Tax ID# 18N01W15C009); within Township 18 North, Range 1 West, Section 15, Seward Meridian (*Applicant: Michael Gallagher, on behalf of Bubba Greens, 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 approval of the resolution with conditions.

Commissioners questioned staff regarding:

(There were no questions of staff.)

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

Mr. Mike Gallagher, applicant, provided an overview of their application.

Commissioners questioned the applicant regarding:

- wastewater on the property and use of herbicides and pesticides
- odor mitigation techniques

Chair Vague opened the public hearing.

There were no persons to comment on Resolution PC 20-08.

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 20-08. The motion was seconded.

VOTE: The main motion passed without objection.

B. **Resolution PC 20-09**, a Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses, for the operation of a marijuana retail facility, located at 5675 E. Blue Lupine Drive (Tax ID# 1807B01L011); within Township 17 North, Range 1 East, Section 17, Seward Meridian (*Applicant: Chad Ragsdale, on behalf of MCC Flight, 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 approval of the resolution with conditions.

Commissioners questioned staff regarding:
(There were no questions of staff.)

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

Mr. Chad Ragsdale, applicant, provided an overview of their application.

Commissioners questioned the applicant regarding:

- driveway location and permits
- signage and lighting impacts

Chair Vague opened the public hearing.

The following person spoke regarding concerns with the public process: Ms. Susie Lemon asked the Commissioner to restate the call in number.

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

MOTION: Commissioner Mossanen moved to approve Resolution PC 20-09. The motion was seconded.

Discussion ensued regarding:

- Commissioner Mossanen stated that the application appears to be in order.

VOTE: The main motion passed without objection.

C. **Resolution PC 20-13**, a Conditional Use Permit in accordance with MSB 17.70 – Regulation of Alcoholic Beverage Uses; allowing the operation of an alcoholic beverage dispensary (bar), located at 2141 S. Church Road (Tax ID# 17N01E16C012); within Township 17 North, Range 1 East, Section 16, Seward Meridian. (*Applicant: Michelle Church, dba Moonstone Farm, Staff: Mark Whisenhunt*)

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. Whisenhunt provided a staff report:

- staff recommended approval of the resolution with conditions.

Commissioners had no questions for staff.

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

Ms. Michelle Church, applicant, provided an overview of their application and offered to answer questions.

Commissioners questioned the applicant regarding:

- beer garden association with tours

Chair Vague opened the public hearing.

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

MOTION: Commissioner Anderson moved to approve Resolution PC 20-13. The motion was seconded.

Discussion ensued regarding:

- well put together packet
- highlight of Alaskan made products is what we need right now

VOTE: The motion passed without objection.

D. **Resolution PC 20-16**, a Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses, for the operation of a marijuana retail facility, located at 2321 E. Palmer-Wasilla Highway (Tax ID# 17N01W11A020); within Township 17 North, Range 1 East, Section 11, Seward Meridian. (*Applicant: Sandra Millhouse, on behalf of Canna Get Happy, 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 approval of the resolution with conditions.

Commissioners questioned staff regarding:

- square footage increase

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

Mr. Sandra Millhouse, applicant, provided an overview of the application and would answer questions.

No Commissioners questioned the applicant regarding:

Chair Vague opened the public hearing.

No audience questioned the applicant regarding

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

MOTION: Commissioner Elder moved to approve Resolution PC 20-16. The motion was seconded.

Discussion ensued regarding:

- brightens the drive
- landscaping

VOTE: The main motion passed without objection.

X. PUBLIC HEARING LEGISLATIVE MATTERS

- A. **Resolution PC 20-15**, recommending Assembly approval of an ordinance amending the Definition of Encroachment in MSB 11.10.010(A)(1) and amending MSB 17.23.150 Port Development Permit Required. (*Staff: Alex Strawn and Emerson Krueger*)

Chair Vague read the resolution title into the record.

Mr. Emerson Krueger provided a staff report:

- staff recommended approval of the resolution.

Commissioners questioned staff regarding:

- public process
- process of permit
- Port Commission's role
- taking MSB land out of Title 11 – where will it be handled?
- Encroachment is taken out of Title 11
- To stop redundancy to streamline the process

Chair Vague opened the public hearing.

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

Chair Vague invited staff to respond to questions and statements from the audience.

Commissioner Anderson opined that she felt the commission should extend the public hearing to a time certain, to allow the Port Commission time to meet and comment on the ordinance.

MOTION: Commissioner Anderson moved to extend the public hearing to time certain, July 6, 2020 meeting, of Resolution PC 20-15. The motion was seconded.

Discussion ensued regarding:
No discussion

VOTE: The motion passed without objection.

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.

(Commission Business was presented, and no comments were noted.)

XV. DIRECTOR AND COMMISSIONER COMMENTS

Eileen Probasco:

- Presentations during the Agency/Staff Report next week.
- COVID money and social distancing of staff.

Alex Strawn:

- A lot of changes – new territory – be patient with us.

Commissioner: Elder:

- Pleasure being here. No comments

Commissioner Ortiz:

- No comments

Commissioner Mossanan:

- Thanks to Mr. Metzger and Mr. Whisenhunt on their well-prepared staff reports.
- Patience of applicants having to do mailing twice.
- Nice to get back to work and serve the community the best we can.

Commissioner Chesbro:

- Ditto
- one of the reasons things move so smoothly is because staff provides well-prepared packets

Commissioner Anderson:

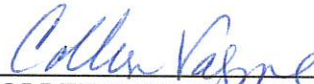
- ditto
- impressed that packet is already out
- Thank you for all the work you did to keep us going.

Commissioner Vague:

- There is another retirement on the horizon
- I appreciate the lengths that the staff is taking for the commission meetings and the public.

XVI. ADJOURNMENT

The regular meeting adjourned at 7:29pm.



COLLEEN VAGUE, Planning Commission
Chair

ATTEST:



KAROL RIESE, Planning Commission Clerk

Minutes approved: 7

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
June 15, 2020**

The regular meeting of the Matanuska-Susitna Borough Planning Commission was held on June 15, 2020, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:00 pm by Chair Colleen Vague.

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
Mr. Stafford Glashan, Assembly District #6 – Telephonically joined 6:12 pm
Mr. Sassan Mossanen, Assembly District #7

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Planning Commission members absent and excused were:

Mr. Chris Elder, Assembly District #5

Staff in attendance:

Ms. Eileen Probasco, Planning Department Director
Mr. Alex Strawn, Development Services Manager
Ms. Kim Sollien, Planning Services Manager
Ms. Susie Lemon, Assistant Borough Attorney
Ms. Denise Michalske, Assistant Borough Attorney
Mr. Mark Whisenhunt, Planner II
Mr. Theodore Eischeid, Planner II
Ms. Karol Riese, Acting Planning Commission Clerk

II. APPROVAL OF AGENDA

Chair Vague inquired if there were any changes to the agenda.

The minutes of June 8, 2020, were not complete, therefore, not included in the packet for approval.

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

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Assemblywoman Tam Boeve.

IV. CONSENT AGENDA

A. Minutes

The minutes of June 8, 2020, were not complete, therefore, not included in the packet for approval.

B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS

1. **Resolution PC 20-18**, a request under MSB 17.65 Variances, for a variance from the 75-foot shoreline setback requirement under MSB 17.55, located at 5782 S. Big Lake Road (Tax ID # 6142000L006), within 17 North, Range 3 West, Section 29, Seward Meridian; Public Hearing: July 6, 2020 (*Applicant: Dennelle Seetomona on behalf of Janice Ellsworth, Staff: Joe Metzger*).
2. **Resolution PC 20-19**, a Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses, for the operation of a marijuana cultivation facility, located at 2439 S. Ridgecrest Road (Tax ID# 17N02W20B005); within Township 17 North, Range 2 East, Section 20, Seward Meridian. Public Hearing: July 6, 2020 (*Applicant: Heather Allen, on behalf of Bristol Bay Bud Company, Staff: Mark Whisenhunt*).
3. **Resolution PC 20-20**, a Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses, for the operation of a marijuana cultivation facility, located at 47265 S. Brookestar's Circle (Tax ID # 22N04W01A004), within Township 22 North, Range 4 West, Section 01, Seward Meridian. Public Hearing: July 6, 2020 (*Applicant: Kenneth Champ, of Arctic Hydroponics, LLC, Staff: Mark Whisenhunt*).
4. **Resolution PC 20-21**, a Conditional Use Permit in accordance with MSB 17.30— Conditional Use Permit (CUP) for Earth Materials Extraction Activities, for the extraction of approximately 407,300 cubic yards of earth material from a 19-acre site within two parcels totaling 160 acres, located within Township 17 North, Range 1 East, Sections 1&2, Tax Parcels D21 & D5 (Tax ID # 17N01E02D021 & 17N01E01D005), Seward Meridian. Public Hearing: July 6, 2020 (*Applicant: MSB Land Management Division, Staff: Mark Whisenhunt*).

C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

(There were no introductions for legislative matters.)

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

V. COMMITTEE REPORTS

(There were no committee reports.)

VI. AGENCY/STAFF REPORTS

- A. Lake Management Plan Amendments Presentation. (*Staff: Eileen Probasco*)
This will be introduced to the Planning Commission on July 6, 2020, and public hearing on July 20, 2020. Provided more information regarding the ordinance amendments.

Ms. Eileen Probasco provided a presentation of the Lake Management Plan Amendments.

Commissioners questioned staff regarding:

- public meeting process – three meetings
- will MSB staff be at meetings to assist
- public notice/public engagement
- public process if there is a lake outside a Community Council
- staff availability for communities
- open house
- fee associated with costs

B. Wetlands Management Presentation. (Staff: Ted Eischeid)

Mr. Ted Eischeid provided a presentation of the Wetlands Management Plan process.

Commissioners questioned staff regarding:

- definition of waters
- costs (monetary compensation or wetlands)
- State and Federal land

VII. LAND USE CLASSIFICATIONS

(There were no land use classifications.)

VIII. AUDIENCE PARTICIPATION (Three minutes per person.)

The following person spoke regarding concerns with public process, continued public hearing when referring something to another board, and copies of Introduction documents in the back of the room: Mr. Eugene Carl Haberman.

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

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 Resolution PC 20-17**, a Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses, for the operation of a marijuana retail facility, located at 2323 S. Trunk Road, Suite #3 (Tax ID# 7432000L011A); within Township 17 North, Range 1 East, Section 16, Seward Meridian *(Applicant: Jane Weltzin & Country Cannabis, LLC, Staff: Mark Whisenhunt).*

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. Whisenhunt provided a staff report:

- staff recommended approval of the resolution with conditions.
- Stated that condition #4 concerning ADA parking could be removed as the applicant had already provided the required parking.

Commissioners questioned staff regarding:

- clarify the square footage
- signage

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

Ms. Sarah Lorimer and Ms. Jennifer Johnston, applicants, provided an overview of their application and introduced themselves.

Chair Vague opened the public hearing.

The following person spoke in favor of Resolution PC 20-17 was here to answer any regulatory questions from the Commission: Jana Weltzin, attorney for the applicant.

The following person spoke regarding concerns with the public process and the number of marijuana retail facilities in the MSB and Anchorage.: 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 Ortiz moved to approve Resolution PC 20-17. The motion was seconded.

MOTION: Commissioner Jason Ortiz moved a primary amendment to remove Item #4; Page 9 "The ADA parking access aisle shall be painted, and shall be compliant with the current ADA guidelines , within one year of the date of decision." This has been completed.

VOTE: The primary amendment passed without objection.

VOTE: The main motion passed without objection.

X. PUBLIC HEARING LEGISLATIVE MATTERS

(There were no legislative public hearings.)

XI. CORRESPONDENCE AND INFORMATION

North Lakes Community Council Resolution

XII. UNFINISHED BUSINESS

(There was no unfinished business.)

XIII. NEW BUSINESS

(There was no new business.)

XIV. COMMISSION BUSINESS

- A. Adjudicatory
- B. Upcoming Planning Commission Agenda Items

Mr. Strawn provided a brief update on projects that will be coming before the Planning Commission. We have a jam packed July and August with complex and controversial items.

XV. DIRECTOR AND COMMISSIONER COMMENTS

Ms. Susanne Lemons:

- Introduced Ms. Denise Michalske, Assistant Borough Attorney

Mr. Alex Straw:

- We do produce alot of maps, we can make a map available upon request for marijuana facilities.

Commissioner: Anderson:

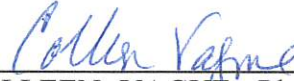
- I thought it was really great to see a community council actually respond and be very proactive in something that was happening in their community. This is the first one we have seen in a long time. I hope this is the first of many that will give us some ideas, at least of what is happening or what they think about it. That is their purpose for being there.

Commissioner: Vague:

- We have pot shops going in like coffee stands. I don't know if ABC board has something to check like the liquor stores. When the market floods itself, we are going to be flooded with pot shops. I know that is one of the concerns that people are having. There is nothing we can do as long as they meet the conditional use permits requirements.

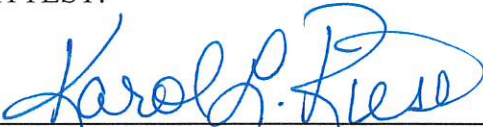
XVI. ADJOURNMENT

The regular meeting adjourned at 7:19 pm



COLLEEN VAGUE, Planning Commission
Chair

ATTEST:



KAROL RIESE, Acting Planning Commission
Clerk

Minutes approved: 1

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JUL 10 2020

CLERKS OFFICE

By: Joe Metzger
Introduced: June 15, 2020
Public Hearing: July 6, 2020
Action: *Approved*

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. PC 20-19**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MARIJUANA CULTIVATION FACILITY AT 2439 S. RIDGECREST ROAD (TAX ID# 17N02W20B005); WITHIN TOWNSHIP 17 NORTH, RANGE 2 WEST, SECTION 20, SEWARD MERIDIAN.

WHEREAS, an application has been received from Heather Allen on behalf of Bristol Bay Bud Company for a conditional use permit for the operation of a marijuana cultivation facility at 2439 S. Ridgcrest Road, (Tax ID# 17N02W20B005); within Township 17 North, Range 2 West, Section 20, Seward Meridian; and

WHEREAS, MSB 17.60.030(A)(5) requires a conditional use permit for the operation of a marijuana cultivation facility; and

WHEREAS, unless this type of use is maintained under and in accordance with a lawfully issued permit, marijuana cultivation facilities are declared to be a public nuisance; and

WHEREAS, the proposed use will be wholly contained within an existing structure approximately 4,540 square feet in size with approximately 1,650 square feet under cultivation; and

WHEREAS, access to the proposed use is from W. Rose Hill Circle onto a private driveway; and

WHEREAS, the closest residential structure is located to the west, and is approximately 265 feet from the proposed use; and

WHEREAS, the closest business, a commercial drilling operation, is located to the north and is approximately 155 feet from the proposed use; and

WHEREAS, the parcels located to the west and southwest are used for residential purposes and are approximately 1 acre in size; and

WHEREAS, the parcels located to the east and north are large in size. The parcel to the north is approximately 130 acres and is used for commercial purposes, while the parcel to the east is approximately 25 acres and is vacant and undeveloped; and

WHEREAS, according to the application material, the proposed use is set back approximately 139 feet from the north lot line, 985 feet to the east lot line, 128 feet from the W. Rose Hill Circle right-of-way and the south lot line, and 157 feet to the S. Ridgecrest Road right-of-way and the west lot line; and

WHEREAS, the subject parcel is approximately 10 acres in size and has been developed with a 40' x 60' structure and a 12' x 16' shed; and

WHEREAS, the facility will not be open to the public; and

WHEREAS, there are no outdoor processes associated with the proposed use that generates noise or dust; and

WHEREAS, the closest school (Goose Bay Elementary and Knik Elementary) is approximately 13,950 feet away from the proposed use; and

WHEREAS, persons under the age of 21 are prohibited from entering the premises of the proposed use; and

WHEREAS, according to the application material, the proposed use has a security plan in place, which includes education of employees on all security measures; and

WHEREAS, according to the security plan, a combination of surveillance video, alarms, sensors, and security doors will be used to secure the site and monitor all activities at the facility; and

WHEREAS, the Central Mat-Su Fire Department has issued Plan Review #2019-086 for the commercial structure; and

WHEREAS, the structure is in full compliance with the applicable State of Alaska fire code; and

WHEREAS, after proper notification to the State of Alaska Alcohol & Marijuana Control Office all marijuana products deemed unusable will be mixed with compostable waste, stored in a secure area, and disposed of at the landfill; and

WHEREAS, all of the required site plans and operational information have been provided by the applicant; and

WHEREAS, the facility will be fitted with charcoal canister filters to remove marijuana odors and the filters will be maintained according to the manufacturer's specifications; and

WHEREAS, according to the application material, the facility will be kept in a state of negative pressure in order to not allow odor to leave the premise; and

WHEREAS, Bristol Bay Bud Company has received delegated approval from the State Marijuana Control Board for marijuana cultivation license #17452, in accordance with 3 AAC 306.005; and

WHEREAS, written documentation showing delegated approval from the State Marijuana Control Board for marijuana cultivation license #17452 has been provided; and

WHEREAS, documentation from the Central Mat-Su Fire Department has been provided indicating the proposed facility is in full compliance with the applicable fire code; and

WHEREAS, according to the application material, the facility will use a top feed watering system. Runoff water from the plants will be collected in a container in the facility and recycled; and

WHEREAS, according to the application material, the facility will store and dispose of fertilizers, pesticides, herbicides, and any other hazardous chemicals in compliance with all local, state, and federal laws; and

WHEREAS, according to the application material, the facility will store and dispose of nutrients and chemicals in accordance with each manufacturer's recommendations; and

WHEREAS, the Planning Commission has reviewed this application with respect to standards set forth in MSB 17.60.100, 17.60.150 and 17.60.170; and

WHEREAS, the Planning Commission conducted a public hearing on July 6, 2020 on this matter.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 20-19:

1. The proposed use, with conditions, will not detract from the value, character, and integrity of the surrounding area (MSB 17.60.100(B)(1)).
2. The proposed use, with conditions, will not be harmful to the public health, safety, convenience, and welfare (MSB 17.60.100(B)(2)).
3. Sufficient setbacks, lot area, buffers or other safeguards are being provided (MSB 17.60.100(B)(3)).
4. The application material meets all of the requirements of this chapter (MSB 17.60.100(B)(4)).

5. The proposed use, with conditions, will not negatively affect other properties due to factors such as noise and odor (MSB 17.60.150(A)(1)).
6. Measures are in place, with conditions, to reduce negative affects upon adjacent properties (MSB 17.60.150(A)(2)(a-c)).
7. The proposed use, with conditions, is compatible with the character of the surrounding area (MSB 17.60.150(A)(3)).
8. The proposed use is more than 1,000 feet away from any school grounds (MSB 17.60.150(B)(1)).
9. The applicant has provided documentation demonstrating all applicable licenses pertaining to 3 AAC 306.005 have been obtained (MSB 17.60.150(D)(1)).
10. The applicant has provided documentation demonstrating the proposed use is in full compliance with all applicable fire code (MSB 17.60.150(D)(2)).
11. The wastewater and waste material disposal plan demonstrates compliance with the Alaska State Department of Environmental Conservation (MSB 17.60.160(A)).
12. The odor mitigation plan demonstrates mitigation measures will prevent odors from materially impacting adjoining properties (MSB 17.60.160(B)).


13. Storage of nutrients, natural pesticides, and cleaners will comply with all local, state, and federal laws (MSB 17.60.160(C)).
14. A security plan which includes education for employees on security measures has been provided (MSB 17.60.160(D)).
15. The proposed use meets the minimum setback requirements for marijuana cultivation facilities (MSB 17.60.160(E)).

BE IT FURTHER RESOLVED, that the Planning Commission finds this application does meet the standards of MSB 17.60 and does hereby approve the conditional use permit for the operation of a marijuana cultivation facility, with the following conditions:

1. The operation shall comply with all applicable state and local regulations.
2. All aspects of the operation shall comply with the description detailed in the application material and with the conditions of this permit. An amendment to the Conditional Use Permit shall be required prior to any expansion of the conditional use.
3. Borough staff shall be permitted to enter premises subject to this permit to monitor compliance with permit requirements. Such access will at minimum, be allowed on demand when activity is occurring, and/or with prior verbal or written notice, and/or at other times as

necessary to monitor compliance. Denial of access to
Borough staff shall be a violation of this Conditional
Use Permit.

ADOPTED by the Matanuska-Susitna Borough Planning Commission
this 6th day of July, 2020.



COLLEEN VAGUE, Chair

ATTEST



KAROL RIESE, Planning Clerk

(SEAL)

YES: 7

NO: 0

By: Mark Whisenhunt
Introduced: June 15, 2020
Public Hearing: July 6, 2020
Action: *Approved*

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

RECEIVED

JUL 10 2020

CLERKS OFFICE

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MARIJUANA CULTIVATION FACILITY AT 47265 S. BROOKESTAR'S (TAX ID# 22N04W01A004); WITHIN TOWNSHIP 22 NORTH, RANGE 4 WEST, SECTION 1, SEWARD MERIDIAN.

WHEREAS, an application has been received from Kenneth Champ, dba Arctic Hydroponics for a conditional use permit for the operation of a marijuana cultivation facility at 47265 S. Brookestar's (Tax ID# 22N04W01A004); within Township 22 North, Range 4 West, Section 1, Seward Meridian; and

WHEREAS, MSB 17.60.030(A)(4) requires a conditional use permit for the operation of a marijuana cultivation facility; and

WHEREAS, unless this type of use is maintained under and in accordance with a lawfully issued permit, marijuana cultivation facilities are declared to be a public nuisance; and

WHEREAS, the proposed use will be wholly contained within a commercial building, two greenhouses, and three connex structures; and

WHEREAS, the proposed use is accessed from Brookestar's Circle; and

WHEREAS, Brookestar's Circle is a substandard road and is maintained by the applicant; and

WHEREAS, the closest building not owned by the applicant is a dilapidated residential structure located approximately 2,800 feet to the south; and

WHEREAS, the subject parcel is surrounded by large undeveloped tracts of land ranging from 40 to 160 acres in size; and

WHEREAS, the closest school (Su-Valley High School) is approximately 42,000 feet away from the proposed use; and

WHEREAS, persons under the age of 21 are prohibited from entering the premises of the proposed use; and

WHEREAS, according to the application material, the proposed use has a security plan in place, which includes education of employees on all security measures; and

WHEREAS, a gate has been constructed on the south side lot line to prevent unauthorized vehicular access to the property; and

WHEREAS, according to the application material, a six-foot tall metal panel fence will be constructed around the proposed use; and

WHEREAS, according to the security plan, a combination of cameras and lighting will be used to secure the site and monitor all activities at the facility; and

WHEREAS, the State Fire Marshal has issued Plan Review #2019ABC1088, approving the construction of the proposed use; and

WHEREAS, the commercial structure is in full compliance with the applicable State of Alaska fire code; and

WHEREAS, after proper notification to the State of Alaska Alcohol & Marijuana Control Office; all marijuana products deemed unusable will be mixed with compostable waste and disposed of at the Borough landfill; and

WHEREAS, according to the application material, the proposed use is set back approximately 300 feet from the north side lot line, 140 feet from the Brookestar's Circle right-of-way, 925 feet from the south side lot line, 1,050 feet from the east side lot line; and

WHEREAS, all of the required site plans and operational information have been provided by the applicant; and

WHEREAS, according to the application material, the generators which supply power to the proposed use will be housed within one of the connex structures; and

WHEREAS, the subject parcel is approximately 40 acres in size; and

WHEREAS, there are no outdoor processes associated with the proposed use; and

WHEREAS, the facility will be fitted with carbon filters to remove marijuana odors; and

WHEREAS, Arctic Hydroponics has received delegated approval from the State Marijuana Control Board for marijuana cultivation license #19279, in accordance with 3AAC 306.005; and

WHEREAS, written documentation showing delegated approval from the State Marijuana Control Board for marijuana cultivation license #19279 has been provided; and

WHEREAS, a copy of the State Fire Marshal approval has been provided; and

WHEREAS, according to the application material, wastewater will be stored in holding tanks and disposed of at the borough central landfill; and

WHEREAS, according to the application material, nutrients and cleaning supplies will be stored within the facility according to each manufacturer's recommendations; and

WHEREAS, the Planning Commission has reviewed this application with respect to standards set forth in MSB 17.60.100, 17.60.150 and 17.60.160; and

WHEREAS, the Planning Commission conducted a public hearing on July 6, 2020 on this matter.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 20-20:

1. The proposed use, with conditions, will not detract from the value, character, and integrity of the surrounding area (MSB 17.60.100(B)(1)).
2. The proposed use will not be harmful to the public health, safety, convenience, and welfare (MSB 17.60.100(B)(2)).
3. Sufficient setbacks, lot area, buffers or other safeguards are being provided (MSB 17.60.100(B)(3)).
4. The application material meets all of the requirements of this chapter (MSB 17.60.100(B)(4)).
5. The proposed use will not negatively affect other properties due to factors such as noise and odor (MSB 17.60.150(A)(1)).
6. Measures are in place to reduce negative affects upon adjacent properties (MSB 17.60.150(A)(2)(a-c)).
7. The proposed use is compatible with the character of the surrounding area (MSB 17.60.150(A)(3)).
8. The proposed use is more than 1,000 feet away from any school grounds (MSB 17.60.150(B)(1)).
9. The applicant has provided documentation demonstrating all applicable licenses pertaining to 3 AAC 306.005 have been obtained (MSB 17.60.150(D)(1)).

10. The applicant has provided documentation demonstrating the proposed use is in full compliance with all applicable fire code (MSB 17.60.150(D)(2)).
11. The wastewater and waste material disposal plan demonstrates compliance with the Alaska State Department of Environmental Conservation (MSB 17.60.160(A)).
12. The odor mitigation plan demonstrates mitigation measures will prevent odors from materially impacting adjoining properties (MSB 17.60.160(B)).
13. Storage of nutrients, natural pesticides, and cleaners will comply with all local, state, and federal laws (MSB 17.60.160(C)).
14. A security plan which includes education for employees on security measures has been provided (MSB 17.60.160(D)).
15. The proposed use meets the minimum setback requirements for marijuana cultivation facilities (MSB 17.60.160(E)).

BE IT FURTHER RESOLVED, that the Planning Commission finds this application does meet the standards of MSB 17.60 and does hereby approve the conditional use permit for the operation of a marijuana cultivation facility, with the following conditions:

1. The operation shall comply with all applicable state and local regulations.

2. All aspects of the operation shall comply with the description detailed in the application material and with the conditions of this permit. An amendment to the Conditional Use Permit shall be required prior to any expansion of the conditional use.
3. Borough staff shall be permitted to enter premises subject to this permit to monitor compliance with permit requirements. Such access will at minimum, be allowed on demand when activity is occurring, and/or with prior verbal or written notice, and/or at other times as necessary to monitor compliance. Denial of access to Borough staff shall be a violation of this Conditional Use Permit.

ADOPTED by the Matanuska-Susitna Borough Planning Commission
this 6th day of July, 2020.

Colleen Vague
COLLEEN VAGUE, Chair

ATTEST

Karol Riese
KAROL RIESE, Planning Clerk

(SEAL)

YES: 7

NO: 0

**MATANUSKA-SUSITNA BOROUGH
PLATTING BOARD MINUTES**

**REGULAR MEETING
MAY 13, 2020**

The regular meeting of the Matanuska-Susitna Borough Platting Board was held on May 13, 2020, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The Meeting was called to order at 1:00 p.m. by Chair Jordan Rausa.

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JUL 17 2020

CLERKS OFFICE

1. CALL TO ORDER

A. ROLL CALL AND DETERMINATION OF QUORUM (by Administrative Specialist)

Platting Board members present and establishing a quorum:

Mr. Pio Cottini, Assembly District #1
Mr. LaMarr Anderson, Assembly District #2
Mr. Jordan Rausa, Assembly District #4, Chair
Mr. Dennis Vau Dell, Assembly District #5
Mr. Wilfred Fernandez, Assembly District #6, Vice Chair
Mr. George Thompson, Assembly District #7
Mr. Justin Hatley, Alternate

Platting Board members absent and excused were:

Mr. John Shadrach, Alternate
VACANT, District #3

Staff in attendance:

Mr. Fred Wagner, Platting Officer
Ms. Sloan Von Gunten, Platting Administrative Specialist
Ms. Peggy Horton, Platting Technician
Ms. Amy Otto-Buchanan, Platting Technician
Ms. Cheryl Scott, Platting Technician

B. THE PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Platting Board Member Dennis Vau Dell.

C. APPROVAL OF THE AGENDA

Chair Rausa inquired if there were any changes to the agenda.

- Item 3B was removed from the agenda.

GENERAL CONSENT: The agenda was approved without objection.

2. APPROVAL OF MINUTES

Chair Rausa inquired if there were any changes to the minutes for February 20, 2020.

- Platting Member Vau Dell asked for corrections to minutes on abstaining.

GENERAL CONSENT: The minutes for February 20, 2020 were approved with changes without objection.

Chair Rausa inquired if there were any changes to the minutes for March 5, 2020.

GENERAL CONSENT: The minutes for March 5, 2020 were approved with changes without objection.

15 Minutes Break for Phone call Log in.

TIME: 1:25 P.M.

CD: 0:24:20

3. AUDIENCE PARTICIPATION (*Three minutes per person, for items not scheduled for public hearing*)

(*There is no Audience Participation*)

4. UNFINISHED BUSINESS: Quasi-Judicial Matters

Platting Board 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. MARTIN HEIGHTS:** The request is revise Martin Heights Master Plan and Phase 1, Plat 2017-64, to eliminate all but one lot and one tract, vacate the platted rights-of-way and eliminate a 15' wide utility easement to be known as **MARTIN HEIGHTS PHASE 2**, containing 16.96 acres +/- . The property is located east of N. Pittman Road, and south of W. Spence Lane (Tax ID #'s 7652000T00A, 7652000L001, 7652000L003, 7652000L004); within the NW ¼ Section 19, Township 18 North, Range 01 West, Seward Meridian, Alaska. In Community Council: Meadow Lakes and in Assembly District #7 Tam Boeve
(*Owner/Petitioner: Randall Martin, Surveyor: Shadrach; Staff: Peggy Horton*)

Chair Rausa:

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

Platting Member Vau Dell does know the petitioner. He does not have any financial interest and can be impartial in a decision.

There was no objection from the platting board members in keeping Platting Member Vau Dell for the case hearing.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 52 public hearing notices were mailed out on March 19, 2020 and April 22, 2020

Ms. Peggy Horton provided a staff report

- Gave an overview of the case, #2006-169.
- Staff would like to continue the case to June 4, 2020.

Chair Rausa invited the petitioner for a brief overview.

The Petitioner and/or the Petitioner's representative was not present at the meeting.

Chair Rausa opened the public hearing for public testimony.

There being no one to be heard, Chair Rausa kept the public hearing open.

Chair Rausa invited the petitioner or their representative to provide their comments.

The Petitioner and/or the Petitioner's representative was not present at the meeting.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Thompson moved to continue Martin Heights MSP with Right-of-Way Vacation and Utility Easement Elimination to June 4, 2020. The motion was seconded by Platting Member Cottini.

VOTE: The motion to continue passed with general consent with in all favor.

TIME: 1:32 P.M.

CD: 0:31:47

5. RECONSIDERATIONS/APPEALS

(There is no Reconsiderations/Appeals at this time)

6. PUBLIC HEARINGS: Quasi-Judicial Matters

Platting Board 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. **JANNECK PUE:** The request is create an offset cul-de-sac Public Use Easement adjacent to the 83' wide Section Line Easement and on Tax Parcel B16, to be known as **Janneck PUE**, containing 5,500 sf +/- . The proposed Public Use Easement is located south of W. Beverly Lake Road and N. Fine Road intersection (Tax ID #118N02W35B016); within the S ½ SW ¼ and SW ¼ NW ¼ Section 35, Township 18 North, Range 02 West, Seward Meridian, Alaska. Community Council Meadow Lakes and in Assembly District #7 Tam

Boeve. (Owner/Petitioner: Howard Allen & Vicki Lou Janneck; Surveyor: Keystone; Staff: Amy Otto-Buchanan)

Chair Rausa:

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

There was no objection from the platting board members.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 111 public hearing notices were mailed out on March 11, 2020 and April 22, 2020

Ms. Amy Otto-Buchanan provided a staff report

- Gave an overview of the case, #2020-017.
- Staff recommend approval of the case with findings of fact and conditions.

Chair Rausa invited the petitioner for a brief overview.

Mr. Gary LoRusso, the petitioner's representative, gave a brief overview.

Chair Rausa opened the public hearing for public testimony.

There being no one to be heard, Chair Rausa closed the public hearing.

Chair Rausa invited the petitioner or their representative to provide their comments.

Mr. Gary LoRusso, the petitioner's representative, agrees with all the recommendations.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Thompson moved to approve the Public Use Easement for Janneck. With 4 recommendations. The motion was seconded by Platting Member Hatley.

VOTE: The main motion passed with general consent with all in favor. There are 5 findings of fact.

TIME: 1:45 P.M.

CD: 0:44:38

- B. **HIDEAWAY HEIGHTS & PATENT RESERVATION VACATIION**: The request is to create one lot from US Government Lot 48 (except the portion described at Two Jack Subdivision, Plat No. 73-83) and US Government Lot 56, to be known as **Hideaway Heights**, containing 1.32 acres +/- . The project is located southwest of W. Parks Highway, west of N. Buckingham Palace Drive, on a peninsula in Nancy Lake, (Tax ID# 219N04W33D014 & D020); lying within NE ¼ NE ¼ Section 33, Township 19 North, Range 04 West, Seward Meridian, Alaska. Petitioner also proposes to vacate 33' wide Patent Reserves on all three sides of the lot. Community Council: Willow Area and in Assembly District #7 Tam Boeve. (*Owner/Petitioner: Marc E. & Jennifer E. Canet; Surveyor: Farmer; Staff: Amy Otto-Buchanan*)

Chair Rausa:

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

There was no objection from the platting board members.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 36 public hearing notices were mailed out on March 11, 2020 and April 22, 2020

Ms. Amy Otto-Buchanan provided a staff report

- Gave an overview of the case, #2020-032.
- Staff recommend approval of the case with findings of fact and conditions.

The Platting Board Asked for the borough attorney, Mr. John Aschenbrenner, to provide information regarding patent reservations.

TIME: 1:50 P.M.

CD: 0:49:54

Break

TIME: 1:55 P.M.

CD: 0:53:54

Mr. John Aschenbrenner, MSB Attorney, answered the boards questions regarding patent reservations.

Chair Rausa invited the petitioner for a brief overview.

Ms. Joy Cypra, the petitioner's representative, gave a brief overview.

Chair Rausa opened the public hearing for public testimony.

There being no one to be heard, Chair Rausa closed the public hearing.

Chair Rausa invited the petitioner or their representative to provide their comments.

Ms. Joy Cypra, the petitioner's representative, Jennifer & Marc Canet, the petitioner, answered questions from the platting board and agrees with all the recommendations.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Cottini moved to approve the preliminary plat and the vacation of the 33' wide patent reservation for Hideaway Heights. With 10 recommendations. The motion was seconded by Platting Member Fernandez.

Discussion between the board members regarding the patent reservation, adding a recommendation if needed, and if they should do a continuance.

AMEND

MOTION: Platting Member Vau Dell moved to continue Hideaway Heights for patent research. There was no second.

The motion died as there was no second.

More discussion ensued between the board members on ownership and the patent reservation.

AMEND

MOTION: Platting Member Vau Dell moved to continue Hideaway Heights for research on ownership to July 2, 2020. There was no second.

The motion died as there was no second.

Discussion between the board members on the patent reservation.

AMEND

MOTION: Platting Member Anderson moved to amend the motion to add recommendation #11 for Hideaway Heights. The motion was seconded by Platting Member Fernandez.

RECOMMENDATION:

- Add #11: Obtain approval from the appropriate governmental agency interest in the Patent Reservation.

AMEND

VOTE: The Amended motion passed with general consent with all in favor. There are 5 findings of fact.

VOTE: The main motion passed with 6 in favor (Anderson, Rausa, Cottini, Thompson, Hatley, Fernandez) and 1 against (Vau Dell). There are 9 findings of fact.

TIME: 1:57 P.M.

CD: 1:56:19

C. **COTTONWOOD SLOUGH**: The request is to create two lots from Tax Parcel B3 (Parcel #3 of 40A Exemption 1995-3), to be known as **Cottonwood Slough**, containing 79.9 acres +/- . Petitioner also proposes to create a 60' wide Public Use Easement with a temporary cul-de-sac. The project is located north of W. Fairview Loop and east of W. Roan Drive, (Tax ID# 217N01W29B003); lying within S ½ NW ¼ Section 29, Township 17 North, Range 01 West, Seward Meridian, Alaska. Community Council: Knik-Fairview and in Assembly District #3 George McKee. (*Owner/Petitioner: Helen Sullivan; Surveyor: Bull Moose; Staff: Amy Otto-Buchanan*)

Chair Rausa:

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

Chair Rausa stated that he did do a building design for the petitioner in the past. He does not have a financial interest for this case and can be impartial in a decision.

There was no objection from the platting board members in keeping Chair Rausa for the case hearing.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 55 public hearing notices were mailed out on April 22, 2020

Ms. Amy Otto-Buchanan provided a staff report

- Gave an overview of the case, #2020-035.
- Staff recommend approval of the case with findings of fact and conditions.

Chair Rausa invited the petitioner for a brief overview.

Ms. Helen Sullivan, the petitioner, gave a brief overview.

Chair Rausa opened the public hearing for public testimony.

There being no one to be heard, Chair Rausa closed the public hearing.

Chair Rausa invited the petitioner or their representative to provide their comments.

Ms. Hellen Sullivan, the petitioner, answered questions from the platting board and agrees with all the recommendations.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Thompson moved to approve the preliminary plat for Cottonwood Slough. With 7 recommendations. The motion was seconded by Platting Member Cottini.

Discussion on the driveway and if a turn-around is needed.

VOTE: The main motion passed with general consent with all in favor. There are 7 findings of fact.

TIME: 3:07 P.M.

CD: 02:06:25

BREAK

TIME: 3:20 P.M.

CD: 02:19:18

D. SUMMIT VISTA PARK: The request is to create six lots from Tax Parcel B3 to be known as **Summit Vista Park**, containing 40.02 acres +/- . The plat is located on the northeast corner of Bear Den Circle and Edgerton Parks Road intersection (Tax ID #19N01E32B003); within the NW ¼ Section 32, Township 19 North, Range 01 East, Seward Meridian, Alaska. In Community Council: Fishhook and in Assembly District #6 Jesse Sumner (*Owner/ Petitioner: James & Evelyn Sampson & Katsutaka tanaka; Surveyor: VEI Consultants; Staff: Cheryl Scott*)

Chair Rausa:

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

There was no objection from the platting board members.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 35 public hearing notices were mailed out on April 22, 2020

Ms. Cheryl Scott provided a staff report

- Gave an overview of the case, #2020-036.
- Would like to modify finding #7.
- Staff recommend approval of the case with findings of fact and conditions.

Chair Rausa invited the petitioner for a brief overview.

Mr. James Samson, the petitioner, gave a brief overview.

Chair Rausa opened the public hearing for public testimony.

There being no one to be heard, Chair Rausa closed the public hearing.

Chair Rausa invited the petitioner or their representative to provide their comments.

Mr. Vernon Roelfs, the petitioner's representative, answered questions from the platting board and agrees with all the recommendations.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Cottini moved to approve the preliminary plat for Summit Vista Park. With 7 recommendations and modification to finding #7. The motion was seconded by Platting Member Thompson.

AMEND

MOTION: Platting Member Vau Dell moved to add recommendation #9, adding a turn-around on the driveway. The motion was seconded by Platting Member Anderson.

Discussion on the a turn-around at the end of the flag pole driveway.

AMEND

VOTE: The amended motion to add recommendation #9 failed with 6 against (Anderson, Thompson, Hatley, Cottini, Fernandez, Rausa) and 1 in favor (Vau Dell).

FINDINGS:

- Modify #7: There was one public objection and no borough or outside agency objections to this plat.

MAIN

VOTE: The main motion passed with 6 in favor (Anderson, Thompson, Hatley, Cottini, Fernandez, Rausa) and 1 against (Vau Dell). There are 7 findings of fact.

TIME: 3:40 P.M.

CD: 02:40:58

- E. **6 MILE:** The request is create a 3-Phase Master Plan of 36 lots from Tax Parcel A3, to be known as **6 MILE SUBDIVISION**, containing 39.87 acres +/- . Constructed access for the subdivision lots will be from E. Mile 6 Road. The property is located northeast of mile 6, Palmer-Fishhook Road at the east end of E. Mile 6 Road (Tax ID #18N01E02A003); within the SW ¼ NE ¼ Section 02, Township 18 North, Range 01 East, Seward Meridian, Alaska. In Community Council: Fishhook and Assembly District #6 Jesse Sumner
(Owner/Petitioner: Albert L. Allen, Personal Representative for the Estate of Lee Allen;
Surveyor: Hanson Land Solutions; Staff: Peggy Horton)

Chair Rausa:

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

There was no objection from the platting board members.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 38 public hearing notices were mailed out on April 22, 2020

Ms. Peggy Horton provided a staff report

- Gave an overview of the case, #2020-039.
- Staff recommend approval of the case with findings of fact and conditions.

Chair Rausa invited the petitioner for a brief overview.

Mr. Craig Hanson, the petitioner's representative, gave a brief overview.

Chair Rausa opened the public hearing for public testimony.

The following person objects to the development of the platting action. Has concerns regarding the road access and connections on the development: Mr. Jim Colver.

The following person spoke regarding their concern on the design development with just 1 acres lots. Concerned on the integrity of the ground water and wells, traffic safety and the wildlife in the area: Ms. Dawn Brettrager

The following person spoke regarding their concerns about road access and traffic safety: Ms. Abby Stovall

The following person spoke regarding their concerns on road access, road upgrade costs, and road connections. Concerned on traffic and emergency safety: Ms. Rhonda Stark

The following person spoke regarding their concerns on traffic safety, the development design, and access: Mr. Chad Stovall

The following person spoke regarding their concerns on road access to the new subdivision: Ms. Billie Haan

Phone connection was lost. 10 minute to reconnect the phone lines

TIME: 4:50 P.M.

CD: 03:49:50

BREAK

TIME: 5:00 P.M.

CD: 03:59:45

Having the phone line reconnected, started the public comments again.

The following person spoke regarding their concerns on road access to the new subdivision: Ms. Billie Haan

The following person spoke regarding their concerns on traffic and road access, traffic safety and community safety regarding the mail boxes: Mr. Dana August.

The following person spoke regarding their concerns on the well water table, traffic safety, and road access to the development: Ms. Kathy Hillis.

There being no one else to be heard, Chair Rausa closed the public hearing.

Chair Rausa invited the petitioner or their representative to provide their comments.

Mr. Craig Hanson, the petitioner's representative, answered questions from the platting board and agrees with all the recommendations.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Cottini moved to approve the preliminary plat for Mile 6 Master Plan. With 15 recommendations. The motion was seconded by Platting Member Thompson.

Discussion by the board members ensued on access to the development. Staff answered questions from the Platting Board regarding the subdivision development and case file information.

FINDINGS:

- Modify #14: There were no borough department objections to this plat.
- Add #15: There were several objections to the connection to Bemis Road. MSB 43.20.060(D) requires dedication to adjacent stub roads because the applicant has not shown that connection is unnecessary for future development or public safety.

VOTE: The main motion passed with 4 in favor (Anderson, Thompson, Hatley, Cottini) and 3 against (Vau Dell, Rausa, Fernandez). There are 15 findings of fact.

TIME: 5:50 P.M.

CD: 04:49:34

F. **C & R ACRES 2020** : The request is to divide Lots 1 & 2, C & R Acres, Plat 2010-21, into a 3-Phase Master Plan containing 22 lots within 38.36 acres, to be known as **C & R Acres 2020**. The petitioner is also requesting to vacate that portion N. Buroker Circle lying within this property and replace it with a dedicated right-of-way. Located north of N. Palmer-Fishhook Road and west of N. Farm Loop (Tax ID #6963000L001 6963000L002); within the SW ¼ Section 19, Township 18 North, Range 02 East and SE ¼ Section 24, Township 18 North, Range 01 East, Seward Meridian, Alaska. Community Council: Farm Loop and in Assembly District #1 Tim Hale (*Owner/Petitioner: Leonard & Mary Schultz; Surveyor: Keystone; Staff: Peggy Horton*)

Chair Rausa:

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

There was no objection from the platting board members.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 89 public hearing notices were mailed out on April 22, 2020

Ms. Peggy Horton provided a staff report

- Gave an overview of the case, #2019-181/182.
- Staff recommend approval of the case with findings of fact and conditions.

Chair Rausa invited the petitioner for a brief overview.

Mr. Gary LoRusso, the petitioner's representative, gave a brief overview.

Chair Rausa opened the public hearing for public testimony.

The following person thanked the petitioner on redesigning the development: Ms. Dawn Brettrager

There being no one else to be heard, Chair Rausa closed the public hearing.

Chair Rausa invited the petitioner or their representative to provide their comments.

Mr. Gary LoRusso, the petitioner's representative, answered questions from the platting board and agrees with all the recommendations.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Thompson moved to approve the Master Plan for C & R Acres 2020 and ROW Vacation of N. Buroker Circle. With 10 recommendations. The motion was seconded by Platting Member Cottini.

VOTE: The main motion passed with general consent with all in favor. There are 11 findings of fact.

TIME: 6:08 P.M.

CD: 05:07:05

G. **NEW HOPE ESTATES MSP:** The request is create a 2-phase master plan of 22 lots from Lot 1, Block 1, Hatcher View Estates, Plat 77-7, and Tax Parcels C17 in Section 3 and B6 & B7 in Section 10 to be known as **New Hope Estates Master Plan**, containing 120 acres +/- . Private roads will provide access to the majority of the lots. A 60' wide public use easement extends from N. New Hope Farm Road within Hatcher View Estates to the private road. Owners are requesting to vacate a 33' road easement on Lot 1, Block 1, Hatcher View Est and include that lot in this subdivision to create a 1-acre+ lot and satisfy a 1985 Platting Board Resolution. The property is located directly south of mile 9.5 N. Wasilla-Fishhook Road (Tax ID #18N01E03C017, 18N01E10B006, 18N01E10B007); within the SW ¼ SW ¼ Section 03 and N ½ NW ¼ Section 10, Township 18 North, Range 01 East, Seward Meridian. In Community Council: Fishhook and Assembly District #6 Jesse Sumner. Continued from March 5, 2020 Platting Board Hearing. (*Owner/Petitioner: Merle & Patricia Sikes and John & Monica James; Surveyor: Denali North; Staff: Peggy Horton*)

Chair Rausa:

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

There was no objection noted.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 81 public hearing notices were mailed out on February 13, 2020 from the March 5, 2020 meeting.

Ms. Peggy Horton provided a staff report

- Gave an overview of the case, #2020-012.
- Would like to continue the case to November 19, 2020 to address multiple issues on road design, useable area, and as-built information.

Chair Rausa invited the petitioner for a brief overview.

The petitioner and/or the petitioner's representative was not present at the hearing.

Chair Rausa opened the public hearing for public testimony.

There being no one to be heard, Chair Rausa kept the public hearing open.

Chair Rausa invited the petitioner or their representative to provide their comments.

The petitioner and/or the petitioner's representative was not present at the hearing.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MAIN

MOTION: Platting Member Cottini moved to continue New Hope Estates Master Plan to November 19, 2020. The motion was seconded by Platting Member Thompson.

AMEND

MOTION: Platting Member Cottini moved to add the wordage to "continue New Hope Estates Master Plan to November 19, 2020 for 6 months or sooner". The motion was seconded by Platting Member Thompson.

AMEND

VOTE: The amended motion passed with general consent with all in favor.

MAIN MOTION

VOTE: The main motion passed with general consent with all in favor.

TIME: 6:22 P.M.

CD: 05:21:57

7. ITEMS OF BUSINESS & MISCELLANEOUS

(There is no Items of Business & Miscellaneous)

8. PLATTING STAFF & OFFICER COMMENTS

- A. Adjudicatory (*if needed*)
- B. Upcoming Platting Board Agenda Items

Mr. Wagner provided a brief update on cases that will be coming before the Platting Board on June 4, 2020. There is no meeting for May 21, 2020. Gave an update on platting issues.

9. BOARD COMMENTS

Platting Member Cottini thanked the board members and staff for their work today.

Platting Member Anderson had no comments.

Platting Member Hatley will not be available for the June platting board meetings.

Platting Member Vau Dell asked about rescheduling the presentation from Emergency Services.

Platting Member Fernandez had no comments.

Platting Member Thompson had no comments.


Platting Member Rausa would like more information regarding expiration dates on cases. Thanked Mr. Strawn & Mr. Farrar on doing the phone lines.

10. ADJOURNMENT

With no further business to come before the Platting Board, Chair Jordan Rausa adjourned the meeting at 6:28 p.m. (CD: 05:27:31)


JORDAN RAUSA, Platting Board Chair

ATTEST:


SLOAN VON GUNTEN,
Platting Board Clerk

Minutes approved: June 4, 2020

**MATANUSKA-SUSITNA BOROUGH
PLATTING BOARD MINUTES**

**REGULAR MEETING
JUNE 4, 2020**

The regular meeting of the Matanuska-Susitna Borough Platting Board was held on June 4 2020, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The Meeting was called to order at 1:00 p.m. by Chair Jordan Rausa.

RECEIVED

JUL 17 2020

CLERKS OFFICE

1. CALL TO ORDER

A. ROLL CALL AND DETERMINATION OF QUORUM (by Administrative Specialist)

Platting Board members present and establishing a quorum:

Mr. Pio Cottini, Assembly District #1
Mr. LaMarr Anderson, Assembly District #2
Mr. Jordan Rausa, Assembly District #4, Chair
Mr. Dennis Vau Dell, Assembly District #5
Mr. Wilfred Fernandez, Assembly District #6, Vice Chair
Mr. George Thompson, Assembly District #7

Platting Board members absent and excused were:

Mr. John Shadrach, Alternate
Mr. Justin Hatley, Alternate
VACANT, District #3

Staff in attendance:

Mr. Fred Wagner, Platting Officer
Ms. Sloan Von Gunten, Platting Administrative Specialist
Ms. Peggy Horton, Platting Technician

B. THE PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Platting Board Member Dennis Vau Dell.

C. APPROVAL OF THE AGENDA

Chair Rausa inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objections.

2. APPROVAL OF MINUTES

Chair Rausa inquired if there were any changes to the minutes for May 13, 2020.

GENERAL CONSENT: The minutes for May 13, 2020 were approved without objections.

3. AUDIENCE PARTICIPATION & PRESENTATIONS *(Three minutes per person, for items not scheduled for public hearing)*
(There is no Audience Participation)

4. UNFINISHED BUSINESS: Quasi-Judicial Matters

Platting Board 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. **MARTIN HEIGHTS:** The request is revise Martin Heights Master Plan and Phase 1, Plat 2017-64, to eliminate all but one lot and one tract, vacate the platted rights-of-way and eliminate a 15' wide utility easement to be known as **MARTIN HEIGHTS PHASE 2**, containing 16.96 acres +/- . The property is located east of N. Pittman Road, and south of W. Spence Lane (Tax ID #'s 7652000T00A, 7652000L001, 7652000L003, 7652000L004); within the NW ¼ Section 19, Township 18 North, Range 01 West, Seward Meridian, Alaska. In Community Council: Meadow Lakes and in Assembly District #7 Tam Boeve
(Owner/Petitioner: *Randall Martin*, Surveyor: *Shadrach*; Staff: *Peggy Horton*)

Chair Rausa:

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

There was no objections from the platting board members.

Chair Rausa read the case title and description into the record.

Ms. Von Gunten provided the mailing report.

- Stating that 52 public hearing notices were mailed out on April 22, 2020

Ms. Peggy Horton provided a staff report

- Gave an overview of the case, #2006-169.
- Answered questions from the Platting Board.

Chair Rausa invited the petitioner for a brief overview.

Mr. Greg Burrill, the Petitioner's representative, gave a brief overview.

Chair Rausa opened the public hearing for public testimony.

There being no one to be heard, Chair Rausa kept the public hearing open.

Chair Rausa invited the petitioner or their representative to provide their comments.

Mr. Greg Burrill, the Petitioner's representative agrees with all the recommendations. Answered questions from the board.

Chair Rausa closed the petitioner's comments and discussion moved to the Platting Board.

MOTION: Platting Member Thompson moved approve Martin Heights Phase 2 with Right-of-Way Vacations and Utility Easement Elimination with 8 recommendations
The motion was seconded by Platting Member Vau Dell.

VOTE: The motion passed with all in favor. There are 9 findings of fact.

TIME: 1:24 P.M.

CD: 0:23:49

0

5. RECONSIDERATIONS/APPEALS

(There is no Reconsiderations/Appeals at this time)

6. PUBLIC HEARINGS: Quasi-Judicial Matters

Platting Board 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 2020-003:** The request is to update and revise changes to the Platting Board Policy & Procedure Manual.

Ms. Sloan Von Gunten provided an overview of the changes to the policy & procedure manual.

Discussion ensued by the platting board on abstaining & conflict of interest.

MAIN

MOTION: Platting Member Thompson moved to approve Resolution 2020-003 on the platting's policy & procedure manual second addition. The motion was seconded by Platting Member Cottini.

Discussion on changes made to the manual.

The Board went through all the changes to the policy & procedure manual.

AMENDED

MOTION: Platting Member Thompson moved to add the changes under section (4) Duties and Responsibilities in the policy & procedures. The motion was seconded by Platting Member Cottini.

AMENDED

VOTE: The amended motion passed with 4 in favor (Anderson, Thompson, Cottini, Fernandez) and 2 against (Vau Dell, Rausa)

Platting Member Anderson had to leave the meeting at this time. (2:42 P.M.)

MAIN

VOTE: The main motion passed with 4 in favor (Thompson, Cottini, Fernandez, Rausa) and 1 against (Vau Dell).

TIME: 2:46 P.M.

CD: 01:45:55

7. ITEMS OF BUSINESS & MISCELLANEOUS

(There is no Items of Business & Miscellaneous)

8. PLATTING STAFF & OFFICER COMMENTS

- A. Adjudicatory *(if needed)*
- B. Upcoming Platting Board Agenda Items

Mr. Wagner provided a brief update on cases that will be coming before the Platting Board on June 18, 2020. A presentation by Emergency Services will be presented at the next hearing.

Ms. Von Gunten updated the board on the upcoming planning commission meetings, the Construction Manual will be presented to the Assembly soon, and the new policy & procedure packet will be given to the platting board members at the next meeting.

9. BOARD COMMENTS


- Platting Member Cottini had no comments.
- Platting Member Vau Dell asked about the placement for presentations on the upcoming agenda at the next meeting.
- Platting Member Fernandez had no comments.
- Platting Member Thompson thanked staff for their work.
- Platting Member Rausa thanked the board members dialog and discussion during the meeting.

10. ADJOURNMENT

With no further business to come before the Platting Board, Chair Jordan Rausa adjourned the meeting at 2:51 p.m. (CD: 01:50:05)


JORDAN RAUSA, Platting Board Chair

ATTEST:


SLOAN VON GUNTEN,
Platting Board Clerk

Minutes approved: July 2, 2020

RECEIVED
JUL 17 2020
CLERKS OFFICE

MATANUSKA-SUSITNA BOROUGH
PLATTING BOARD RESOLUTION No. 2020-003

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLATTING BOARD
ADOPTING THE POLICIES AND PROCEDURES MANUAL, SECOND EDITION.

WHEREAS, the Platting Board wishes to ensure consistent processes and descisions on actions before them; and

WHEREAS, a policies and procedures manual has been compiled to provide a resource for platting board members and the platting officer to locate policies and procedures affecting Platting Baord Meetings and actions. This document shall be used as a guide in conjunction with MSB Title 43, Roberts Rules of Order and other applicable documents; and

WHEREAS, MSB 43.10.045 RULE OF PROCEDURE states:

(A) The board may, by resolution, adopt its own written rules of procedure, consistent with this title, governing the conduct of its proceedings. In all matters of procedure not governed by such rules or this title, the current edition of Robert's Rules of Order, Newly Revised, shall govern.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Platting Board does hereby adopt the Platting Board Policies and Procedures Manual, Second Edition, dated June 4, 2020; and

BE IT FUTHER RESOLVED that adoption of this manual repeals and replaces all policies previously adopted by the Platting Board.

ADOPTED by the Matanuska-Susitna Borough Platting Board this 4th day of June, 2020.



JORDAN RAUSA,
Platting Board Chair

ATTEST:



SLOAN VON GUNTEN,
Platting Board Clerk

(SEAL)



YES: Thompson, Cottini, Fernandez, Rausa,
NO: Vau Dell

**MATANUSKA-SUSITNA BOROUGH
PORT COMMISSION**

**REGULAR MEETING
June 15, 2020**

1. CALL TO ORDER; ROLL CALL; PLEDGE OF ALLIGENCE

The regular meeting of the Port MacKenzie Port Commission was called to order at 3:05 p.m. by Commissioner Anderson.

Commission members present and establishing a quorum were:

Mr. Tim Anderson	Mr. Rob Brown (Teams)
Mr. Randall Kowalke	Bryan Scoresby (Teams – joined 3:59)
Mr. Mike Janecek	Ms. Claudia Roberts (Teams)
Ms. Helga Larson (Phone)	

Staff in attendance were:

Mr. George Hays, Acting Borough Manager
Ms. Therese Dolan, Port Operations Manager
Mr. James Wilson, Internal Auditor (Teams)

Assembly members in attendance were:

Ms. Tam Boeve (Teams)
Ms. Stephanie Nowers (Teams)

2. APPROVAL OF AGENDA

The agenda was approved as written.

3. APPROVAL OF MINUTES

The minutes from the Port Commission meeting held on February 17, 2020 were approved as written.

4. AGENCY AND STAFF REPORTS

A. Mr. George Hays, Acting Borough Manager

1) Introduction

- Reviewed his position in the Borough
- Expressed his belief that the Port is the key to the Borough's financial success

2) Manager hiring action

- Hired Baker Tilley to recruit candidates nation wide
- Expect to receive a minimum of 5 candidates
- They will be flown in for in person interviews
- Process will take at least 120 days

B. Mr. James Wilson, Internal Auditor

1) NPI update

- NPI wishes to exit the marine/port business

- Asking for 20% revenue sharing agreement for future revenues generated by NPI's lease
 - Agreement would last until a certain date or a certain amount of revenue has been made, whichever comes first
 - Departments currently reviewing term sheet
 - Once feedback is received it will be brought to the Port Commission and Assembly for review
- 2) FERC/AGDC update
- We are submitting one final request to FERC asking that AGDC correct the record

C. Therese Dolan, Port Operations Manager

1) Operations

- Dalarna offloaded 24,500 tons of cement
- Cruz Construction brought in the ice class barge Atlas
- Combined dockage and wharfage for the week was \$85,996
- March 10th the USCG conducted annual inspection - - no deficiencies
- USCG returned while Dalarna was in port for a no notice inspection.
- USCG very pleased with our security and operations

2) Maintenance

- FEMA/Earthquake Repair
 - Terminal building is currently out for bid.
 - Rip rap and high mast lights should be ready to put out for bid shortly

3) EDA Grant Application

- Application has been completed and is under review
- Received positive feedback prior to applying, so we are hopeful that we will be successful

5. PERSONS TO BE HEARD

A. Mr. Todd Smolden talked about the proposed resolution between the AIDEA and the Borough for the West Susitna Access Road. He said the Governor supports investigating the positives and negatives. Mr. Smolden said, it is disturbing that there is opposition at this point in the process since it is only investigative work and there is no environmental impact at this time. He hopes the Assembly will approve so we can move forward with looking at possible impacts.

B. Mr. Haberman was not happy the meeting was not held in person and that people online did not identify themselves. He wants to see Audience Participation on the agenda.

6. OLD BUSINESS

A. Joint meeting with the Port of Anchorage

- Mr. Anderson asked if anyone had any new topics to recommend. There were none.

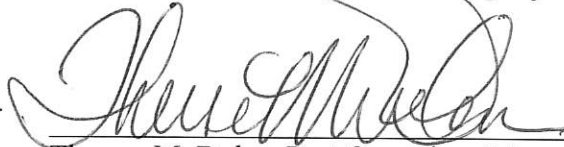
7. NEW BUSINESS

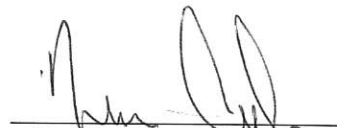
A. Permitting Fixes Resolution No. 20-01

- Streamline development processes and permitting requirements on Borough land
- Eliminates duplicative permits dealing with encroachments and right of ways
- Removes the requirement for a Port Development permit if a Land Use permit is required
- Discussion followed
- Mr. Janecek moved to approve Resolution No. 20-01
- Motion carried

8. ADMINISTRATION AND COMMISSION MEMBER COMMENTS: Closing comments were made by Assemblypersons, Borough staff and port commissioners.

9. ADJOURNMENT: The meeting adjourned at 4:22 p.m.


Therese M. Dolan, Port Operations Manager


Tim Anderson, Chairman

Minutes Approved 7/20/2020



RECEIVED
JUL 07 2020
CLERKS OFFICE

Meeting Minutes
June 4, 2020 7:00pm
Upper Susitna Senior & Community Center

- I. Establish Quorum – Ned Sparks, Herman Thompson, Joe Pride, Dona Malhiot Laubhan & Sheena Fort.
- II. Call Meeting to Order – 7:02pm
- III. Pledge of Allegiance
- IV. Approval of Meeting Agenda ✓
 - a. Motion by: Dona Malhiot Laubhan
 - b. 2nd by: Sheena Fort
 - c.
- V. Approval of Meeting Minutes ✓
 - a. Motion by: Herman Thompson
 - b. 2nd by: Sheena Fort
 - c.
- VI. Treasurer's Report
 - a. Checking Account – \$6,900.00
 - b. Savings Account – \$225.56
- VII. Persons to be Heard (suggested 3 minutes each)
 - a. Kathy Watkins- Chair of the Sunshine Community Health Center.
 - b. Jen Schmidt- from UAA doing research on the McKinley burn area.
 - c.
- VIII. Correspondence –
 - a. Royal Mountain Extracts- Change of ownership
 - b. Artic Hydroponics CUP- Request for cultivation facility
 - c.
- IX. Committee and Governmental Reports
 - a. Road Service Areas (15 & 29) – N/A
 - b. Borough Assembly Update – Tam Boeve informed the Council of the mill rate change, voting challenges, funding for PPE, funding for cleaning up more fire debris & road to the mining district.
 - c. Grant Expenditure Committee – July 2nd meeting at 6pm. Cut off date is June 30th.
 - d. Ways & Means Committee – N/A
 - e. Neighborhood Watch / Community Safety – Charles Smith was found in Caswell Lakes.
 - f. Fire District- N/A
- X. Old Business
 - a. Signage- no funding
 - b.
- XI. New Business
 - a. Grant application update (Senior Center, MOW, Food Bank, Moose Club, Talkeetna Elementary)
 - b.
 - c.
- XII. Adjournment – 8:00pm

A handwritten signature in black ink, appearing to read 'Herman J. Thompson'.

A handwritten signature in black ink, appearing to read 'Herman J. Thompson'.

WEST LAKES FSA
BOARD OF SUPERVISORS MEETING

RECEIVED
JUL 20 2020
CLERKS OFFICE

West Lakes Public Safety Building Station 73
10073 W. Parks Hwy.
Wasilla, AK 99623
June 8th, 2020

MEETING MINUTES

I. CALL TO ORDER

The meeting of the West Lakes Fire Service Area Board of Supervisors was called to order at **6:00 pm** at West Lakes Public Safety Building Station 73 at 10073 W. Parks Hwy. Wasilla, Alaska by Chairman Cathi Kramer on June 8th, 2020.

II. ROLL CALL AND DETERMINATION OF QUORUM

Board members present and establishing quorums:

West Lakes FSA:

Cathi Kramer – Chairman, Cindy Michaelson – Vice Chair, Steve Simpson, and Larry Fetchenhier

Present from West Lakes:

Chief Tawnya Hightower, and Admin. Assistant Theresa Elliott.

Also Present:

Deputy Director Brian Davis, and Assembly Member Dan Mayfield.

III. PLEDGE OF ALLEGIANCE

Cathi Kramer led the “Pledge of Allegiance”

IV. APPROVAL OF AGENDA

MOTION: Cindy Michaelson Moved to accept the agenda as corrected, (added 2 items to “New Business”) Steve Simpson second the motion

VOTE: Motion passed unanimously.

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION: Steve Simpson Moved to approve March 9th, 2020 meeting minutes as written. Larry Fetchenhier second the motion.

VOTE: Motion passed unanimously

WEST LAKES FSA
BOARD OF SUPERVISORS MEETING

VI. ANNOUNCEMENTS

- A. Tawnya Hightower: We have hand sanitizer and masks if it makes everyone more comfortable.
- B. Cathi Kramer: FireWise will have a chipping day. There will not be having a floatilla this year due to the COVID-19 and social distancing but Hobo Jim will be there to do a lawn concert where everyone can spread out on the lawn on June 20th.

VII. CHIEF'S REPORT

A. District Chief's Report – Tawnya Hightower *See Attached*

- Responded to 72 emergency calls in the community.
- Mike Solmonson was chosen as Firefighter of the quarter.
- 24 WLFD firefighters responded to the Moose Meadows Wild Land Fire.
- Participating in birthday Drive-By's.
- WLFD / Houston hosted a tree chipping day at Station 73.
- T82 out of service – waiting on parts.
- Installed 7 smoke alarms and 3 CO detectors in 3 residences.
- Received \$7000 IAFC Ready, Set, Go grant.
- Getting quotes on a new Pumper Tender.

VIII. UNFINISHED BUSINESS

No unfinished business to be heard.

IX. NEW BUSINESS

A. Board Vacancy

- No Applications for the Board Vacancy, it is being advertised now.

B. Memorial Plaque for Bill Browne

- Discussion of various options.

X. PERSONS TO BE HEARD

A. Dan Mayfield

- Budget - Expense discussion.

B. Cindy Michaelson

- Budget - Discussion of revenue.

XI. ADJOURNMENT MOTION: Cathi Kramer asked to adjourn meeting.

VOTE: Motion passed unanimously.

Meeting adjourned at **7:20 PM**

WEST LAKES FSA
BOARD OF SUPERVISORS MEETING

Cathi Kramer

Cathi Kramer, Chairman West Lakes FSA B.O.S.

ATTEST:

Theresa Elliott

Theresa Elliott, Admin Assistant, West Lakes FSA B.O.S.

Minutes approved on 7/13/2020 (West Lakes FSA B.O.S.)



West Lakes Fire Department

10073 W. Parks Hwy Wasilla, AK 99623

Phone: (907) 861-8200 Fax: (907) 861-8190

Chief's Report May 2020



Sparky during a birthday drive-by

West Lakes Fire partnered with Houston Fire Department to host a chipping day. We hope to make it an annual event.

Tender 82 is still out of service waiting for break parts to arrive. When they arrive we are crossing our fingers that they can be installed without further repairs. Tender 82 is 35 years old and needs replaced. WLFD is in the process of completing a needs analysis and investigating purchasing options for a Pumper/Tender that will serve the community more appropriately and more reliably for the future. We currently have 3 apparatus that are over 25 years old and past what NFPA says is safe to run as a reserve apparatus. NFPA 1911 recommends that apparatus not manufactured to fire apparatus safety standards or apparatus that are over 25 years old be replaced.

West Lakes Fire Dept. responded to 72 emergency calls from the community in the month of May with the Moose Meadows 56 acre wildland fire being the most notable. WLFD firefighters provided fire attack, water supply, and assistance to 2 families and 5 dogs that wanted leave the fire area. Crews assisted with water supply to support Alaska Division of Forestry operations until the fire was contained 3 days later.

West lakes Fire Dept. continues to provide birthday drive-bys for children. Keeping interactions with the community is challenging during the pandemic and social distancing. The birthday drive-by program is one way WLFD has adapted to the new social distancing guidelines.



*Moose Meadows Wildland Fire
May 16, 2020*



Operations:

24 West Lakes firefighters responded to Moose Meadows for a wildland fire that was initially reported as a 2 acre grass fire burning into the boreal forest. After 2 days, the Moose Meadow fire map included 56 acres.

WLFD was on the initial attack and continued with water support after the first day.



Major Incident Type	Number of Incidents		Significant Events
Fires	35	48.61%	Significant calls included; 5 structure fires, 2 Wildland fires, 6 grass fires, and 20 outside rubbish fires.
Rescue & Emergency Services	8	11.11%	Significant call: vehicle vs. motorcycle
Hazardous Conditions (no fire)	4	5.56%	
Service & Good Intent Calls	22	30.56%	
False Alarm	3	4.16%	
<i>Emergency Responses</i>	Total 72	100 %	

Prevention:

West Lakes Fire Dept. partnered with Houston Fire Dept. and held our first ever fuel reduction day on Saturday May 16, 2020 to coincide with the final day of Wildland Fire Prevention and Preparedness Week, as well as Community clean up week in Meadow Lakes and Big Lake. The daylong event was a great success. WLFD and HFD provided free chipping and free mulch. We chipped approximately 50 truckloads of brush, limbs and small trees. All of the resultant mulch was taken away by residents for their use.

WLFD installed 7 smoke alarms and 3 CO monitors in a total of 3 residences.

We continued to work with the IAFC Ready Set Go program in connection with our successful grant application for the development of a District 2 Community Wildland Protection Plan and Fuel Reduction project demonstration scheduled for spring of 2021.



HOW TO PREPARE YOUR HOME FOR WILDFIRES



WILDFIRE RISK REDUCTION STEPS THAT CAN MAKE YOUR HOME SAFER DURING A WILDFIRE

VEGETATION MANAGEMENT

1. HOME IGNITION ZONES

Limiting the amount of flammable vegetation, choosing fire-resistant building materials and construction techniques, along with periodic exterior maintenance in the three home ignition zones - increases the chances your home will survive a wildfire when exposed to embers and/or a surface fire. The zones include the **Immediate Zone**: 0 to 5 feet around the house; **Intermediate Zone**: 5 to 30 feet; and the **Extended Zone**: 30 to 100 feet.

2. LANDSCAPING AND MAINTENANCE

To reduce ember ignitions and fire spread, trim branches that overhang the home, porch and deck and prune branches of large trees up to (depending on their height) 6 to 10 feet from the ground. Remove plants containing resins, oils and waxes and ensure mulches in the **Immediate Zone** (0 to 5 feet around the house) are non-combustible options like crushed stone and gravel. Maintain vegetation annually.

FIRE RESISTIVE CONSTRUCTION

3. ROOFING AND VENTS

Class A fire-rated roofing products offer the best protection. Examples include: Composite shingles, metal, concrete and clay tiles. Inspect shingles or roof tiles and replace or repair those that are loose or missing to prevent ember penetration. Box-in eaves, but provide ventilation to prevent condensation and mildew. Roof and attic vents should be screened to prevent ember entry.

4. DECKS AND PORCHES

Never store flammable materials underneath decks or porches. Remove dead vegetation and debris from under decks/porches and between deck board joints.

5. SIDING AND WINDOWS

Embers can collect in small nooks and crannies and ignite combustible materials; radiant heat from flames can crack windows. Use fire-resistant siding such as brick, fiber-cement, plaster or stucco and dual-pane tempered glass windows.

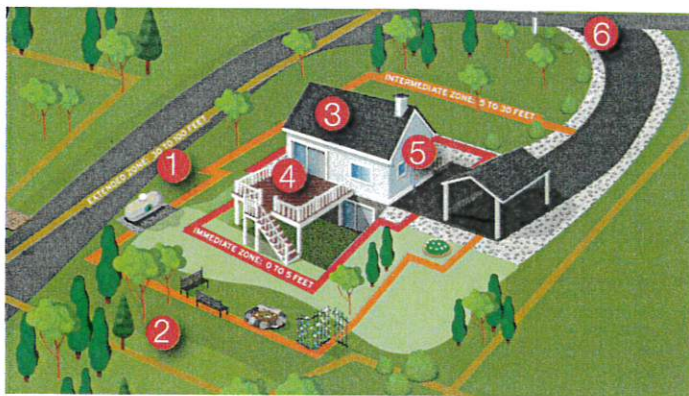
6. EMERGENCY RESPONDER ACCESS

Ensure your home and neighborhood has legible and clearly marked street names and numbers. Driveways should be at least 12 feet wide with a vertical clearance of 15 feet, for emergency vehicle access.

BE PREPARED

Develop, discuss and practice an emergency action plan with everyone in your home. Include details for pets, large animals and livestock. Know two ways out of your neighborhood and have a pre-designated meeting place. Always evacuate if you feel it's unsafe to stay – don't wait to receive an emergency notification if you feel threatened from the fire.

Conduct an annual insurance policy check-up to adjust for local building costs, codes and new renovations. Create/update a home inventory to help settle claims faster.



OTHER CONSIDERATIONS

- Store firewood away from the home
- Mow the lawn regularly
- Prune low-hanging tree branches
- Landscape with fire-resistant plants
- Create small fuel breaks with hardscaping features

TALK TO YOUR LOCAL FORESTRY AGENCY OR FIRE DEPARTMENT TO LEARN MORE ABOUT THE SPECIFIC WILDFIRE RISK WHERE YOU LIVE.



FIREWISE USA™
RESIDENTS REDUCING WILDFIRE RISKS

VISIT FIREWISE.ORG FOR MORE DETAILS

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Order a Reducing Wildfire Risks in the Home Ignition Zone checklist/poster at [Firewise.org](https://www.firewise.org)



Budget Performance Report

Fiscal Year to Date 05/31/20
Include Rollup Account and Rollup to Account

Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 249 - WEST LAKES FSA #136										
REVENUE										
Department 000 - Non-Departmental										
Division 000 - Non-Departmental										
311										
311.100	Real Property	2,851,500.00	.00	2,851,500.00	8,952.04	.00	2,801,309.47	50,190.53	98	2,691,697.66
311.102	Real Property-Delinquent	70,000.00	.00	70,000.00	3,739.10	.00	84,324.34	(14,324.34)	120	101,599.86
311.200	Personal Property	6,200.00	.00	6,200.00	.00	.00	2,683.06	3,516.94	43	6,318.19
311.202	Personal Property-Delinq	.00	.00	.00	.00	.00	2,838.28	(2,838.28)	+++	.00
311.400	Penalty & Interest	25,000.00	.00	25,000.00	2,774.32	.00	39,473.11	(14,473.11)	158	41,908.45
311.500	Vehicle Tax State Collec	34,990.00	.00	34,990.00	.00	.00	.00	34,990.00	0	34,280.00
311 - Totals		\$2,987,690.00	\$0.00	\$2,987,690.00	\$15,465.46	\$0.00	\$2,930,628.26	\$57,061.74	98%	\$2,875,804.16
342										
342.400	Building Rental	395,112.00	.00	395,112.00	.00	.00	395,112.00	.00	100	355,786.00
342.910	Fire - Illegal Burns	.00	.00	.00	.00	.00	460.00	(460.00)	+++	460.00
342 - Totals		\$395,112.00	\$0.00	\$395,112.00	\$0.00	\$0.00	\$395,572.00	(\$460.00)	100%	\$356,246.00
361										
361.100	Interest On Investments	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,131.00
361 - Totals		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%	\$2,131.00
367										
367.400	Capital Projects	.00	.00	.00	.00	.00	29,761.39	(29,761.39)	+++	1,184.78
367.700	Service Areas	.00	.00	.00	.00	.00	.00	.00	+++	5,150.92
367 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,761.39	(\$29,761.39)	+++	\$6,335.70
369										
369.100	Miscellaneous	10,000.00	.00	10,000.00	.00	.00	48,386.06	(38,386.06)	484%	1.00
369 - Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$48,386.06	(\$38,386.06)	484%	\$1.00
391										
391.100	Sale Of Gfa	.00	.00	.00	7,000.00	.00	7,000.00	(7,000.00)	+++	2,778.00
391 - Totals		\$0.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	(\$7,000.00)	+++	\$2,778.00
000 - Non-Departmental Totals										
Division		\$3,395,802.00	\$0.00	\$3,395,802.00	\$22,465.46	\$0.00	\$3,411,347.71	(\$15,545.71)	100%	\$3,243,295.86
Department		\$3,395,802.00	\$0.00	\$3,395,802.00	\$22,465.46	\$0.00	\$3,411,347.71	(\$15,545.71)	100%	\$3,243,295.86
REVENUE TOTALS		\$3,395,802.00	\$0.00	\$3,395,802.00	\$22,465.46	\$0.00	\$3,411,347.71	(\$15,545.71)	100%	\$3,243,295.86
EXPENSE										
Department 000 - Non-Departmental										
Division 000 - Non-Departmental										
411										
411.100	Permanent Wages	495,911.00	.00	495,911.00	19,713.41	.00	413,600.54	82,310.46	83	430,693.31
411.200	Temp Wages & Adjmts	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
411.300	Overtime Wages	25,000.00	.00	25,000.00	909.22	.00	21,262.77	3,737.23	85	8,671.38
411.400	Nonemployee Compensation	625,000.00	.00	625,000.00	47,604.84	.00	417,351.40	207,648.60	67	507,272.76
411 - Totals		\$1,175,911.00	\$0.00	\$1,175,911.00	\$68,227.47	\$0.00	\$852,214.71	\$323,696.29	72%	\$946,637.45



Budget Performance Report

Fiscal Year to Date 05/31/20
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 249 - WEST LAKES FSA #136										
EXPENSE										
Department 000 - Non-Departmental										
Division 000 - Non-Departmental										
412										
412.100	Insurance Contrib	157,241.00	.00	157,241.00	6,462.21	.00	121,884.73	35,356.27	78	133,982.00
412.150	On-Call Health Insurance	23,977.00	.00	23,977.00	.00	.00	266.28	23,710.72	1	704.62
412.190	Life Insurance	965.00	.00	965.00	41.39	.00	780.70	184.30	81	822.51
412.200	Unemployment Contrib	7,055.00	.00	7,055.00	123.75	.00	2,609.29	4,445.71	37	2,636.06
412.300	Medicare	17,051.00	.00	17,051.00	989.37	.00	12,742.64	4,308.36	75	13,729.55
412.400	Retirement Contrib. - DB Plan	150,545.00	.00	150,545.00	377.18	.00	4,337.58	146,207.42	3	.00
412.410	PERS Tier IV - DC Plan	.00	.00	.00	690.10	.00	72,243.20	(72,243.20)	+++	67,921.86
412.411	PERS Tier IV - Health Plan	.00	.00	.00	249.59	.00	5,354.34	(5,354.34)	+++	4,160.11
412.412	PERS Tier IV - HRA	.00	.00	.00	533.46	.00	11,339.00	(11,339.00)	+++	12,084.86
412.413	PERS Tier IV - OD&D	.00	.00	.00	66.21	.00	1,392.93	(1,392.93)	+++	1,760.78
412.600	Workers Compensation	83,852.00	.00	83,852.00	4,865.79	.00	59,050.56	24,801.44	70	66,915.71
412.700	Sbs Contribution	72,083.00	.00	72,083.00	4,182.33	.00	52,212.77	19,870.23	72	58,042.72
412 - Totals		\$512,769.00	\$0.00	\$512,769.00	\$18,581.38	\$0.00	\$344,214.02	\$168,554.98	67%	\$362,760.78
413										
413.100	Mileage - Within Borough	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
413 - Totals		\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
414										
414.100	Mileage - Outside Boro	.00	.00	.00	.00	.00	.00	.00	+++	115.54
414.200	Exp Reimb- Outside Boro	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	5,920.74
414.400	Travel Tickets	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	4,207.89
414 - Totals		\$13,800.00	\$0.00	\$13,800.00	\$0.00	\$0.00	\$0.00	\$13,800.00	0%	\$10,244.17
421										
421.100	Communication Network Services	35,000.00	.00	35,000.00	3,298.59	4,970.80	34,987.32	(4,958.12)	114	38,023.92
421.200	Postage	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	275.31
421.300	Communication Network	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
421 - Totals		\$41,000.00	\$0.00	\$41,000.00	\$3,298.59	\$4,970.80	\$34,987.32	\$1,041.88	97%	\$38,299.23
422										
422.000	Advertising	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
422 - Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
423										
423.000	Printing	5,000.00	.00	5,000.00	.00	.00	212.00	4,788.00	4	422.05
423 - Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$212.00	\$4,788.00	4%	\$422.05
424										
424.100	Electricity	120,000.00	.00	120,000.00	12,769.81	8,717.25	90,282.75	21,000.00	82	93,406.73
424.300	Natural Gas	45,000.00	.00	45,000.00	2,869.35	5,179.48	45,820.52	(6,000.00)	113	48,226.36
424.400	Lp-Propane	1,000.00	.00	1,000.00	.00	100.00	.00	900.00	10	.00
424 - Totals		\$166,000.00	\$0.00	\$166,000.00	\$12,769.81	\$13,896.73	\$136,103.27	\$15,000.00	86%	\$141,633.09



Budget Performance Report

Fiscal Year to Date 05/31/20
Include Rollup Account and Rollup to Account

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Fund 249 - WEST LAKES FSA #136										
EXPENSE										
Department 000 - Non-Departmental										
Division 000 - Non-Departmental										
424										
424.500	Garbage Pickups	10,000.00	.00	10,000.00	533.99	.00	6,413.37	3,586.63	64	6,558.27
424.600	Heating Fuel-Oil	7,000.00	.00	7,000.00	157.65	2,099.00	1,801.00	3,100.00	56	1,655.55
	424 - Totals	\$183,000.00	\$0.00	\$183,000.00	\$16,330.80	\$16,095.73	\$144,317.64	\$22,586.63	88%	\$149,846.91
425										
425.200	Building Rental	3,000.00	.00	3,000.00	.00	.00	500.00	2,500.00	17	500.00
425.300	Equipment Rental	7,000.00	.00	7,000.00	50.00	92.84	3,570.90	3,336.26	52	3,640.93
	425 - Totals	\$10,000.00	\$0.00	\$10,000.00	\$50.00	\$92.84	\$4,070.90	\$5,836.26	42%	\$4,140.93
426										
426.300	Dues & Fees	12,000.00	.00	12,000.00	475.00	1,364.00	7,805.00	2,831.00	76	6,153.50
426.600	Computer Software/Online Services	12,000.00	.00	12,000.00	490.76	221.33	11,257.94	520.73	96	21,633.46
426.700	Occupational Health	4,000.00	.00	4,000.00	.00	1,645.00	1,355.00	1,000.00	75	1,223.00
426.900	Other Professional Chgs	35,000.00	(2,000.00)	33,000.00	.00	.00	789.00	32,211.00	2	2,644.00
	426 - Totals	\$63,000.00	(\$2,000.00)	\$61,000.00	\$965.76	\$3,230.33	\$21,206.94	\$36,562.73	40%	\$31,653.96
427										
427.100	Property Insurance	25,000.00	.00	25,000.00	.00	.00	23,764.30	1,235.70	95	16,777.06
427.200	Vehicle Insurance	36,000.00	.00	36,000.00	.00	.00	24,733.02	11,266.98	69	26,591.85
427.500	Liability Insurance	3,000.00	.00	3,000.00	.00	.00	2,785.99	214.01	93	2,307.36
	427 - Totals	\$64,000.00	\$0.00	\$64,000.00	\$0.00	\$0.00	\$51,283.31	\$12,716.69	80%	\$45,676.27
428										
428.100	Building Maint Services	30,000.00	.00	30,000.00	59.02	12,797.50	15,119.75	2,082.75	93	9,747.32
428.200	Grounds Maint Services	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,950.00
428.300	Equipment Maint Services	40,000.00	.00	40,000.00	5,018.18	3,330.52	25,034.75	11,634.73	71	27,025.60
428.400	Vehicle Maint Services	32,000.00	.00	32,000.00	.00	1,251.00	6,133.35	24,615.65	23	6,099.16
428.500	Commun Equip Maint Servic	4,000.00	.00	4,000.00	.00	442.00	1,608.00	1,950.00	51	.00
428.920	Other Maintenance Service	5,000.00	.00	5,000.00	.00	2,428.72	3,971.28	(1,400.00)	128	3,387.87
	428 - Totals	\$114,000.00	\$0.00	\$114,000.00	\$5,077.20	\$20,249.74	\$51,867.13	\$41,883.13	63%	\$48,209.95
429										
429.200	Training Reimb/Conf Fees	30,000.00	.00	30,000.00	.00	.00	(681.00)	30,681.00	-2	6,318.90
429.210	Training/Instructor Fees	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
429.710	Testing	2,000.00	.00	2,000.00	.00	590.51	1,123.73	285.76	86	1,000.70
429.900	Other Contractual	35,000.00	.00	35,000.00	349.34	2,316.46	8,807.16	23,876.38	32	7,878.23
	429 - Totals	\$75,000.00	\$0.00	\$75,000.00	\$349.34	\$2,906.97	\$9,249.89	\$62,843.14	16%	\$15,197.83
430										
430.100	Office Supplies < \$500	6,000.00	.00	6,000.00	122.54	486.12	2,231.84	3,282.04	45	2,584.22
430.200	Copier/Fax Supplies	3,000.00	.00	3,000.00	.00	100.00	457.52	2,442.48	19	34.08
	430 - Totals	\$9,000.00	\$0.00	\$9,000.00	\$122.54	\$586.12	\$2,689.36	\$5,724.52	36%	\$2,618.30



Budget Performance Report

Fiscal Year to Date 05/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 249 - WEST LAKES FSA #136										
EXPENSE										
Department 000 - Non-Departmental										
Division 000 - Non-Departmental										
431										
431.100	Vehicle Maint Supplies	70,000.00	.00	70,000.00	13,618.39	15,197.50	41,044.72	13,757.78	80	57,492.05
431.200	Building Maint Supplies	10,000.00	.00	10,000.00	824.81	2,035.81	6,497.09	1,467.10	85	10,131.01
431.300	Equipment Maint Supplies	20,000.00	.00	20,000.00	1,108.86	7,741.96	7,117.53	5,140.51	74	13,213.98
431.400	Grounds Maint Supplies	5,000.00	.00	5,000.00	494.62	278.60	1,081.02	3,640.38	27	584.71
431.900	Other Maint. Supplies	2,000.00	.00	2,000.00	585.00	.00	881.00	1,119.00	44	585.00
431 - Totals		\$107,000.00	\$0.00	\$107,000.00	\$16,631.68	\$25,253.87	\$56,621.36	\$25,124.77	77%	\$82,006.75
432										
432.100	Oil & Lubricants	6,000.00	.00	6,000.00	310.24	866.70	1,620.56	3,512.74	41	1,713.23
432.200	Gas	70,000.00	.00	70,000.00	1,602.93	16,394.39	26,405.61	27,200.00	61	33,753.58
432 - Totals		\$76,000.00	\$0.00	\$76,000.00	\$1,913.17	\$17,261.09	\$28,026.17	\$30,712.74	60%	\$35,466.81
433										
433.100	Personnel Supplies	20,000.00	.00	20,000.00	3,114.85	2,744.75	7,331.07	9,924.18	50	11,227.98
433.110	Clothing	35,000.00	.00	35,000.00	507.00	22,471.75	11,541.42	986.83	97	31,623.75
433.120	Tools under \$500	6,000.00	.00	6,000.00	12.50	1,553.13	5,156.68	(709.81)	112	3,877.68
433.200	Medical Supplies	1,500.00	.00	1,500.00	.00	50.00	.00	1,450.00	3	.00
433.300	Books/Subscriptions	6,000.00	.00	6,000.00	.00	.00	1,680.68	4,319.32	28	1,864.09
433.500	Training Supplies	15,000.00	.00	15,000.00	1,987.37	500.00	3,459.42	11,040.58	26	9,689.11
433.900	Other Supplies	55,000.00	.00	55,000.00	740.56	16,416.54	19,670.40	18,913.06	66	66,386.83
433 - Totals		\$138,500.00	\$0.00	\$138,500.00	\$6,362.28	\$43,736.17	\$48,839.67	\$45,924.16	67%	\$124,669.44
434										
434.000	IT Equipment under \$5000	20,000.00	.00	20,000.00	.00	.00	11,270.00	8,730.00	56	6,350.09
434.100	Other Equip under \$5,000	15,000.00	2,000.00	17,000.00	.00	976.41	19,791.94	(3,768.35)	122	30,993.72
434.300	Furniture Under \$5,000	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	175.99
434 - Totals		\$38,000.00	\$2,000.00	\$40,000.00	\$0.00	\$976.41	\$31,061.94	\$7,961.65	80%	\$37,519.80
443										
443.100	Admin. & Audit Fsa	78,784.00	.00	78,784.00	.00	.00	78,784.00	.00	100	76,262.00
443.110	Telecomm-Admin & Audit	41,608.00	.00	41,608.00	.00	.00	41,608.00	.00	100	42,396.00
443.300	Maintenance	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	7,562.65
443.305	Fleet Maintenance	38,426.00	.00	38,426.00	.00	.00	37,600.00	826.00	98	37,695.00
443 - Totals		\$171,818.00	\$0.00	\$171,818.00	\$0.00	\$0.00	\$157,992.00	\$13,826.00	92%	\$163,915.65
445										
445.142	Trnfr To- Debt Svc (COPs)	565,900.00	.00	565,900.00	.00	.00	565,900.00	.00	100	563,300.00
445 - Totals		\$565,900.00	\$0.00	\$565,900.00	\$0.00	\$0.00	\$565,900.00	\$0.00	100%	\$563,300.00
446										
446.400	Transfer To- Fund 405/410	300,000.00	.00	300,000.00	.00	.00	300,000.00	.00	100	510,416.66
446 - Totals		\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00	100%	\$510,416.66



Budget Performance Report

Fiscal Year to Date 05/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 249 - WEST LAKES FSA #136	EXPENSE									
Department 000 - Non-Departmental										
Division 000 - Non-Departmental Totals										
Department 000 - Non-Departmental Totals										
EXPENSE TOTALS		\$3,665,698.00	\$0.00	\$3,665,698.00	\$137,910.21	\$135,360.07	\$2,704,754.36	\$825,583.57	77%	\$3,173,002.94
		\$3,665,698.00	\$0.00	\$3,665,698.00	\$137,910.21	\$135,360.07	\$2,704,754.36	\$825,583.57	77%	\$3,173,002.94
		\$3,665,698.00	\$0.00	\$3,665,698.00	\$137,910.21	\$135,360.07	\$2,704,754.36	\$825,583.57	77%	\$3,173,002.94
Fund 249 - WEST LAKES FSA #136 Totals										
REVENUE TOTALS		3,395,802.00	.00	3,395,802.00	22,465.46	.00	3,411,347.71	(15,545.71)	100%	3,243,295.86
EXPENSE TOTALS		3,665,698.00	.00	3,665,698.00	137,910.21	135,360.07	2,704,754.36	825,583.57	77%	3,173,002.94
		(\$269,896.00)	\$0.00	(\$269,896.00)	(\$115,444.75)	(\$135,360.07)	\$706,593.35	(\$841,129.28)		\$70,292.92
Grand Totals										
REVENUE TOTALS		3,395,802.00	.00	3,395,802.00	22,465.46	.00	3,411,347.71	(15,545.71)	100%	3,243,295.86
EXPENSE TOTALS		3,665,698.00	.00	3,665,698.00	137,910.21	135,360.07	2,704,754.36	825,583.57	77%	3,173,002.94
		(\$269,896.00)	\$0.00	(\$269,896.00)	(\$115,444.75)	(\$135,360.07)	\$706,593.35	(\$841,129.28)		\$70,292.92