

MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION AGENDA

Edna DeVries, Mayor

PLANNING COMMISSION
Doug Glenn, District 1
Richard Allen, District 2
C. J. Koan, District 3 - Chair
Andrew Shane, District 4 – Vice-Chair
Linn McCabe, District 5
Wilfred Fernandez, District 6
Curt Scoggin, District 7



Michael Brown, Borough Manager

PLANNING & LAND USE DEPARTMENT
Alex Strawn, Planning & Land Use Director
Majja DiSalvo, Planning Services Manager
Jason Ortiz, Development Services Manager
Fred Wagner, Platting Officer
Lacie Olivieri, Planning Clerk

*Assembly Chambers of the
Dorothy Swanda Jones Building
350 E. Dahlia Avenue, Palmer*

September 16, 2024
REGULAR MEETING
6:00 p.m.

Ways to participate in the meeting:

IN PERSON: You will have 3 minutes to state your oral comment.

IN WRITING: You can submit written comments to the Planning Commission Clerk at msb.planning.commission@matsugov.us.

Written comments are due at **noon on the Friday prior to the meeting.**

TELEPHONIC TESTIMONY:

- Dial 1-855-290-3803; you will hear “joining conference” when you are admitted to the meeting.
- You will be automatically muted and able to listen to the meeting.
- When the Chair announces audience participation or a public hearing you would like to speak to, press *3; you will hear, “Your hand has been raised.”
- When it is your turn to testify, you will hear, “Your line has been unmuted.”
- State your name for the record, spell your last name, and provide your testimony.

OBSERVE: observe the meeting via the live stream video at:

- <https://www.facebook.com/MatSuBorough>
- Matanuska-Susitna Borough - YouTube

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

II. APPROVAL OF AGENDA

III. PLEDGE OF ALLEGIANCE

IV. CONSENT AGENDA

A. MINUTES

Regular Meeting Minutes: August 19, 2024

B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS

C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

Resolution 24-28 A Resolution of the Matanuska-Susitna Borough Planning Commission Recommending Adoption of the Fiscal Year (FY) 2026 Capital Improvement Program (CIP). (Staff: Rodney Fodge, Long Range Planner)

V. COMMITTEE REPORTS

VI. AGENCY/STAFF REPORTS

VII. LAND USE CLASSIFICATIONS

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

IX. PUBLIC HEARING: QUASI-JUDICIAL MATTERS

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.

X. PUBLIC HEARING: LEGISLATIVE MATTERS

Resolution 24-21 A Resolution of the Matanuska-Susitna Borough Planning Commission Recommending Adoption of Processes for Community Councils to Develop a Community Comprehensive Plan or Special Land Use District. (Staff: Julie Spackman, Long Range Planner)

XI. CORRESPONDENCE & INFORMATION

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS

XIV. COMMISSION BUSINESS

A. Upcoming Planning Commission Agenda Items

XV. DIRECTOR AND COMMISSIONER COMMENTS

XVI. ADJOURNMENT (*Mandatory Midnight*)

Disabled persons needing reasonable accommodation in order to participate at a Planning Commission Meeting should contact the Borough ADA Coordinator at 861-8432 at least one week in advance of the meeting.

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
August 19, 2024**

The Matanuska-Susitna Borough Planning Commission's regular meeting was held on August 19, 2024, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. Chair C.J. Koan called the meeting to order at 6:00 p.m.

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

Planning Commission members present and establishing a quorum:

- Mr. Doug Glenn, Assembly District #1
- Mr. Richard Allen, Assembly District #2*
- Ms. C. J. Koan, Assembly District #3
- Ms. Linn McCabe, Assembly District #5
- Mr. Curt Scoggin, Assembly District #7
- Mr. Wilfred Fernandez, Assembly District #6

Planning Commission members tardy were:

- Mr. Andrew Shane, Assembly District #4* called in at 6:05

Staff in attendance:

- Mr. Alex Strawn, Planning and Land Use Director
- Ms. Lacie Olivieri, Planning Department Admin. Specialist/ Planning Commission Clerk
- Ms. Erin Dooling, Assistant Attorney
- Ms. Peggy Horton, Current Planner
- Mr. Rick Benedict, Current Planner

*Indicates that the individual attended telephonically.

II. APPROVAL OF AGENDA

Chair Koan inquired if there were any additions or changes to the agenda.

GENERAL CONSENT: The Agenda was approved without objection.

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Scoggin.

IV. CONSENT AGENDA

- A. Minutes Regular Meeting: August 5, 2024
- B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS
- C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

Resolution 24-21 A Resolution of the Matanuska-Susitna Borough Planning Commission recommending Assembly adoption of processes for Community Councils to develop a Community Comprehensive Plan or Special Use district.

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
August 19, 2024**

Public Hearing: September 16, 2024 (Staff: Julie Spackman, Long Range Planner)

GENERAL CONSENT: The consent agenda was approved without objection.

V. COMMITTEE REPORTS *(There were no committee reports.)*

VI. AGENCY/STAFF REPORTS

Comprehensive Safety Action Plan Presentation. – Joni Wilm and Sarah Schacher of Michael Baker International

VII. LAND USE CLASSIFICATIONS *(There were no land use classifications.)*

VIII. AUDIENCE PARTICIPATION (Three minutes per person)

The following persons spoke regarding Resolution 24-21: Esther Huddleston.

IX. PUBLIC HEARING: QUASI-JUDICIAL MATTERS

Resolution 24-15 A conditional use permit in accordance with MSB 17.30 – Conditional Use Permit for Earth Material Extraction Activities, for the extraction of up to 40,000 cubic yards of earth material annually through 2033. The activity will occur on two parcels, totaling 13.6 acres with the extraction occupying the eastern 5.96 acres. The activity is located at 8751 and 8901 E. Palmer-Wasilla Highway, Tax ID#s 18N01E35C006 & 18N01E35C009. (Applicant: Tim Alley for Mountain Gravel Investment Group LLC; Staff: Peggy Horton, Current Planner)

Chair Koan read Planning Commission resolution 24-15 into the record.

Chair Koan read the ex-parte memo asking questions of the Planning Commissioners.

Staff presented their staff report.

Chair Koan invited the applicant to speak and provide any additional information.

Chair Koan opened the public hearing.

The following persons spoke in regarding Planning Commission Resolution 24-15:

Cheri Sobczak-Crippen

Karel LaWalter

Paul Urbano

Dave Oliver

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

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

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
August 19, 2024**

Ms. Horton had no comment.

Chair Koan invited the applicant to respond to questions and statements from the audience.

Applicant Tim Alley responded to questions and statements from members of the audience.

The discussion moved to the Planning Commission.

Commissioners questioned the applicant.

MOTION: Commissioner Glenn moved to approve Planning Commission Resolution 24-15.
The motion was seconded by Commissioner McCabe

Discussion ensued

MOTION: Commissioner Fernandez moved a primary amendment to include a requirement that the petitioner use flaggers during school opening and closing hours or heavy traffic hours.
Discussion ensued.
The primary amendment was withdrawn by Commissioner Fernandez

VOTE: The main motion passed without objection.

Resolution 24-20 A conditional use permit in accordance with MSB 17.70 – Regulation of Alcoholic Beverage Uses for a package store known as Circle K Liquors located at 169 N. Meadow Lakes Loop, Tax ID 8478000L002. (Applicant: Holiday Alaska LLC; Staff: Rick Benedict, Current Planner)

Chair Koan read Planning Commission resolution 24-20 into the record

Chair Koan read the ex-parte memo asking questions of the Planning Commissioners.

Staff, Rick Benedict, presented their staff report.

Chair Koan invited the applicant to speak about their application

LaQuita Chmielowski gave a presentation.

Commissioner Glenn asked how long the store had been built. He also asked if the liquor store is completely separate from the convenience store side.

Commissioner Fernandez said thank you for working on this project.

Commissioner McCabe said congratulations on the new store.

Chair Koan asked if there were other questions.

Chair Koan opened the Public Hearing.

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
August 19, 2024**

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

MOTION: Commissioner Fernandez moved to approve Planning Commission resolution 24-20. The motion was seconded by Commissioner Scoggins

VOTE: The main motion passed without objection

X. PUBLIC HEARING LEGISLATIVE MATTERS

Resolution 24-16 The State of Alaska Office of History and Archaeology has submitted a proposal under MSB 15.04.025 – Naming Geographic Features, to name a currently unnamed 5,325-foot mountain peak as Arkose Peak. The peak is situated at the south end of Arkose Ridge, between the heads of Lone Tree Gulch and Iron Creek and approximately 6.8 miles north of the North Glenn Highway Moose Creek bridge. The proposal is concurrent with a proposal to rename the current Arkose Peak as Souvenir Peak. (Staff: Peggy Horton, Current Planner)

Chair Koan read Planning Commission resolution 24-16 into the record.

Staff, Peggy Horton, presented their staff report.

Commissioners questioned staff regarding: Commissioner Fernandez asked for clarification on the resolution numbers.

Chair Koan opened public hearing.

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

Commissioner Scoggin asked for clarification.

Ms. Horton responded.

MOTION: Commissioner Fernandez moved to approve Planning Commission resolution 24-16. The motion was seconded by Commissioner Glenn.

Commissioner Fernandez called the question.

Commissioner Fernandez objected to approving Planning Commission resolution 24-16.

VOTE: Motion failed unanimously.

MOTION: Commissioner Fernandez moved to approve Planning Commission resolution 24-23. The motion was seconded by Commissioner Glenn.

VOTE: The main motion passed without objection.

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
August 19, 2024**

Resolution 24-17 The State of Alaska Office of History and Archaeology has submitted a proposal under MSB 15.04.025 – Naming Geographic Features, to rename the 5,804-foot mountain peak currently named Arkose Peak to Souvenir Peak. The peak is located at the northeast end of Arkose Ridge and approximately 7.2 miles north of the North Glenn Highway Moose Creek bridge. (Staff: Peggy Horton, Current Planner)

Chair Koan read Planning Commission resolution 24-17 into the record.

Staff, Peggy Horton, presented their staff report.

Alex Strawn spoke to clarify.

Chair Koan opened the public hearing

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

MOTION: Commissioner McCabe moved to approve Planning Commission resolution 24-17. The motion was seconded by Commissioner Glenn.

Discussion ensued

MOTION: Commissioner Glenn moved a primary amendment to deny the renaming of Arkose Peak. The motion was seconded by Commissioner Scoggin.

Discussion ensued.

VOTE: The primary amendment passed without objection.

MOTION: Commissioner Glenn moved an amendment to 24-17 as read by Alex Strawn. The motion was seconded by Commissioner Shane.

VOTE: The amendment passed without objection.

VOTE: The main motion passed as amended without objection.

Resolution 24-18 The State of Alaska Office of History and Archaeology has submitted a proposal under MSB 15.04.025 – Naming Geographic Features, to name a currently unnamed mountain peak as Mount Carola. The peak is found in Denali National Park and Preserve between Ruth Glacier and Tokasitna Glacier, approximately 14 miles west of milepost 140 North Parks Highway. (Staff: Peggy Horton, Current Planner)

Chair Koan resolution 24-18 title into the record.

Peggy Horton provided a staff report.

Chair Koan opened the public hearing.

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
August 19, 2024**

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

MOTION: Commissioner Glenn moved to approve Planning Commission Resolution 24-18. The motion was seconded by Commissioner Fernandez

Discussion ensued

MOTION: Commissioner McCabe moved a primary amendment to add three Whereas statements concerning the Historical Preservation Commission's Resolution 24-01. The motion was seconded by Commissioner Fernandez.

VOTE: The primary amendment passed without objection.

VOTE: The main motion passed as amended without objection.

XI. CORRESPONDENCE AND INFORMATION
(There was no correspondence and information.)

XII. UNFINISHED BUSINESS - *(There was no unfinished business.)*

XIII. NEW BUSINESS

XIV. COMMISSION BUSINESS

A. Upcoming Planning Commission Agenda Items *(Staff: Alex Strawn)*

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

XV. DIRECTOR AND COMMISSIONER COMMENTS

Commissioner Allen: no comment

Commissioner Shane: Thank you staff and everyone that showed up.

Commissioner Fernandez: I love parliamentary procedure. Thanks everyone

Commissioner Glenn: This was an entertaining night. Missed the people that couldn't make it. 35th wedding anniversary coming up.

Commissioner McCabe: Happy anniversary

Commissioner Scoggin: no comment

Commissioner Koan: Thank you staff. 41st wedding anniversary coming up. Thanks everyone for your patience.

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

**REGULAR MEETING
August 19, 2024**

XVI. ADJOURNMENT

The regular meeting adjourned at 8:28 p.m.

C. J. KOAN
Planning Commission Chair

ATTEST:

LACIE OLIVIERI
Planning Commission Clerk

Minutes approved: _____

DRAFT

INTRODUCTION FOR PUBLIC HEARING LEGISLATIVE

Resolution No. 24-28

Recommending Adoption of the Fiscal Year (FY) 2026
Capital Improvement Program

(Pages 14-33)

CAPITAL IMPROVEMENT PROGRAM (CIP)

2025-2026 (FY 26)



Matanuska-Susitna Borough
Planning Division

<https://cip.matsugov.us/>



TABLE OF CONTENTS

Overview of Program	3-6
Project List	7-9
Priority Projects	10-13
Project Map	14
Schedule	15



Capital Improvement Program Overview



The Matanuska Susitna Borough (MSB) Capital Improvement Program (CIP) originated in 1965 as part of the MSB's capital budget. The CIP's purpose is to help the MSB plan and budget for community infrastructure improvements.

Throughout the past five decades, the CIP has taken many forms ranging from an itemized list of projects in the annual capital budget to a list of unfunded, community-supported transportation projects. In 2022, the CIP process and criteria were updated at the request of the Planning Commission and the Assembly to provide a better process for community members and MSB departments to nominate capital projects. While the new process will be further evaluated and refined, it is now functioning in its third cycle, providing a ranked list of priority projects for consideration in the upcoming budget cycle.

While each MSB Department submits operational capital budget nominations, the CIP program is designed to elevate projects with community support during the budget cycle. These projects contribute directly to the *Quality of Life* of residents and enhance the visitor experience. This year's nominations are mostly bike and pedestrian pathways, facility improvements and upgrades, trail and parking improvements, and trailhead amenity projects, but CIP projects can include libraries, transit facilities, and other infrastructure designed to make the Matanuska-Susitna Borough the *greatest community in Alaska to live, work, and play*.



FY 26 CIP REPORT

Nominations

The online CIP application is active year-round through the CIP portal on the MSB website. Submissions received between August 1, 2023, and August 1, 2024, were eligible for this year's FY 26 CIP consideration. Nominations submitted after August 1st, 2024, will be evaluated during next year's CIP review.



Public Engagement

The Planning Division solicited nominations and community input throughout the year through:

- Public Facing Website <https://cip.matsugov.us/>
- Social Media Campaign - Facebook Posts and *Planner Platform* E-Newsletter
- Direct E-Mail Communication with All Community Councils
- Presentations at Community Councils, as requested



FY 26 CIP REPORT

Qualifying Criteria

To qualify as a valid CIP project, nominations must be eligible for areawide funding and meet the requirements of MSB code.

All nominations are initially evaluated against the following criteria to ensure that the project fits the program.



- Must Fall Within Borough Powers (Generally Recreation)
- Cannot be Considered Routine Maintenance or Equipment Replacement
- Must Have a Minimum Cost of \$20,000
- Must Have a Lifespan of Over Five Years
- Must Align with a MSB Assembly Adopted Plan



FY 26 CIP REPORT

Scoring & Ranking

The scoring committee is comprised of MSB Department representatives from Public Works, Finance, Planning, Emergency Services, and Parks and Recreation Services.

All the nominations were presented to the CIP scoring committee for verification of validity. Then all valid projects were scored based on ten weighted criteria.

CIP Scoring Matrix





FY 26 CIP REPORT

FY 26 CIP NOMINATIONS RANKED

23 valid projects were nominated by the community and by the MSB Parks & Outdoor Recreation Services. The projects are listed in order of score by the committee. Cost estimates are rough order of magnitude for planning purposes. **The top twelve (12) projects, totaling \$2.7M are considered priority projects. If approved for funding, the twelve projects could be completed during the six-year CIP funding cycle if \$500,000 per year were allocated to the FY26 CIP program.**

RANK	PROJECT	SUMMARY	ESTIMATE
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01	Hollywood Road Pedestrian Pathway	Construct new pathway alongside Hollywood Road	\$97,590K
02	Jordan Lake Park	The establishment of green space/town center	\$52K
03	Kenlar Rd., Hawk Rd., and Parks Hwy Bike Lane	Designate safe walking/biking routes for pedestrian travel	\$100K
04	Whigmi Road Restroom	Installation of restroom at popular trailhead	\$100K
05	Jim Creek Campground Expansion	Expand camping area	\$250K
06	Beaver Lake Road Pedestrian & Bike Path	To build a non-motorized pathway to serve local communities	\$500k
07	GPRP Pioneer Loop Expansion & Bridge	Expansion of trail system and access	\$75k
08	Government Peak Traverse	Link trails together between Skeetawk and Recreation area	\$500k
09	Lion Head Trailhead Development	Develop trailhead including parking and restroom	\$350K



FY 26 CIP NOMINATIONS RANKED

The remaining eleven (13-23) projects scored below the priority category yet are still valid for consideration. These projects demonstrate the ongoing need for recreational and community-focused infrastructure.

RANK	PROJECT	SUMMARY	ESTIMATE
10	Alcantra Ball Field Renovation	Renovate baseball/softball fields with new soil	\$175K
11	Jim Creek Campground Electric & Water Upgrade	Campground utility upgrades	\$400K
12	GPRA Chalet Improvements	Install sound baffles, flooring, & restrooms	\$150K
13	Fish Creek Pedestrian Walkway	Construction of a safe walking route over Fish Creek	\$500K
14	Port Mackenzie Community Park Outdoor Restroom	Install outdoor restroom	\$75K
15	Settlers Bay New Aquisition Paving Trails and Restroom	Improvement of Coastal Park amenities & parking	\$250K
16	Crevasse Moraine Dog Park	To establish a MSB dog park and improve waste management	\$95K
17	Jim Creek Parking Lot Paving	Pave parking area to reduce maintenance costs	\$400K



FY 26 CIP NOMINATIONS RANKED

The following projects scored below the priority category yet are still valid for consideration. These projects demonstrate the ongoing need for recreational and community-focused infrastructure.

RANK	PROJECT	SUMMARY	ESTIMATE
18	Sutton Library to Alpine Historical Playground Pathway	Construct a safe walking route between both	\$85K
19	7th Summit Shooting Park	Develop two additional shooting fields	\$314K
20	Brett Ice Arena Maintenance Area Expansion	Construct structure for additional work space & storage	\$350K
21	Carpenter Lake Access	Expanding parking area	\$200K
22	7th Summit Education Center	Provide space for seminars, restrooms & meeting space	\$500K
23	Crevasse Moraine Parking Lot	Pave preexisting rock parking area	\$150K



FY 26 CIP PRIORITY PROJECTS (TOP 12)



#1 Hollywood Road Pedestrian Pathway

This project would create a pedestrian and bicycle pathway adjacent to Hollywood Road to provide safe passage to the Big Lake Elementary School, Jordan Lake Park, and the strip mall from the neighboring communities.



#2 Jordan Lake Park

This project will repair and rehabilitate a former gravel pit on the parkland to create a central green space area that the Big Lake community could utilize for community events, to improve playgrounds and community garden space, and to promote the creation of a town center.



#3 Kenlar Road, Hawk Lane, and Parks Highway Bike Lane

This project would complete a bike lane and pedestrian loop returning to Big Lake Rd via Hawk Ln, and Kenlar Rd., with access to the Parks Highway as well. It would provide a safe and designated route for Jr. and Sr. Houston High School students.



FY 26 CIP REPORT

FY 26 CIP PRIORITY PROJECTS (TOP 12)

#4 Whigmi Road Restroom



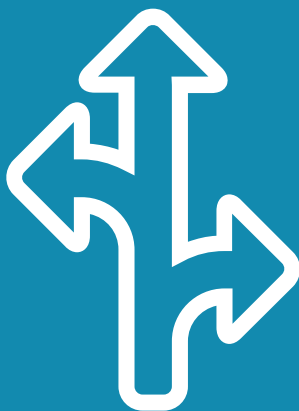
This project would install a concrete vaulted toilet at the popular Whigmi Road Trailhead. The trailhead provides access to the Talkeetna Lakes area where there's currently no restroom facilities.

#5 Jim Creek Campground Expansion



This project would expand the existing campground to nearly double its capacity. The current campground is often at capacity during summer months, and the Jim Creek facility is one of the most heavily used recreational amenities that the Borough manages.

#6 Beaver Lake Road Pedestrian & Bike Pathway



This project would construct a non-motorized paved pathway adjacent to the Beaver Lake Road, providing a safe cycling and pedestrian access along Beaver Lake Road to serve the Rocky Lake and Meadow Creek communities.



FY 26 CIP PRIORITY PROJECTS (TOP 12)



#7 GPRA Pioneer Loop Expansion & Bridge

The expansion would take advantage of the new lower parking area by expanding the current Pioneer loop trail system and extending it across the creek, and into the lower section of the recreation area with an access point.



#8 Government Peak Traverse

This project would construct 10-miles of new connector trails to improve public access between two non-motorized trails. The project would link the GPRA with the Skeetawk Ski Area and the 16-mile Downhill Mountain Bike Trail.



#9 Lion Head/Natsede'aayi Trailhead Development

The Lion Head Trail currently does not have an adequate trailhead or restroom, and portions of the trail trespass on private land. Borough's Land Management Division has made progress on securing easements/agreements. If formalized and improved, this trail and trailhead improvement can provide an additional recreational opportunity near the Chickaloon/Glacier View area.



FY 26 CIP REPORT

FY 26 CIP PRIORITY PROJECTS (TOP 12)

#10 Alcantra Ball Field



The sports complex baseball and softball fields have protruding rocks, uneven surfaces, and inadequate topsoil. The project would renovate one field as part of a multi-year program to improve the complex and return it back to a useable ballfield.

#11 Jim Creek Campground Electric and Water Upgrades



This project would upgrade the existing pull-through campground sites with electrical and water utilities.

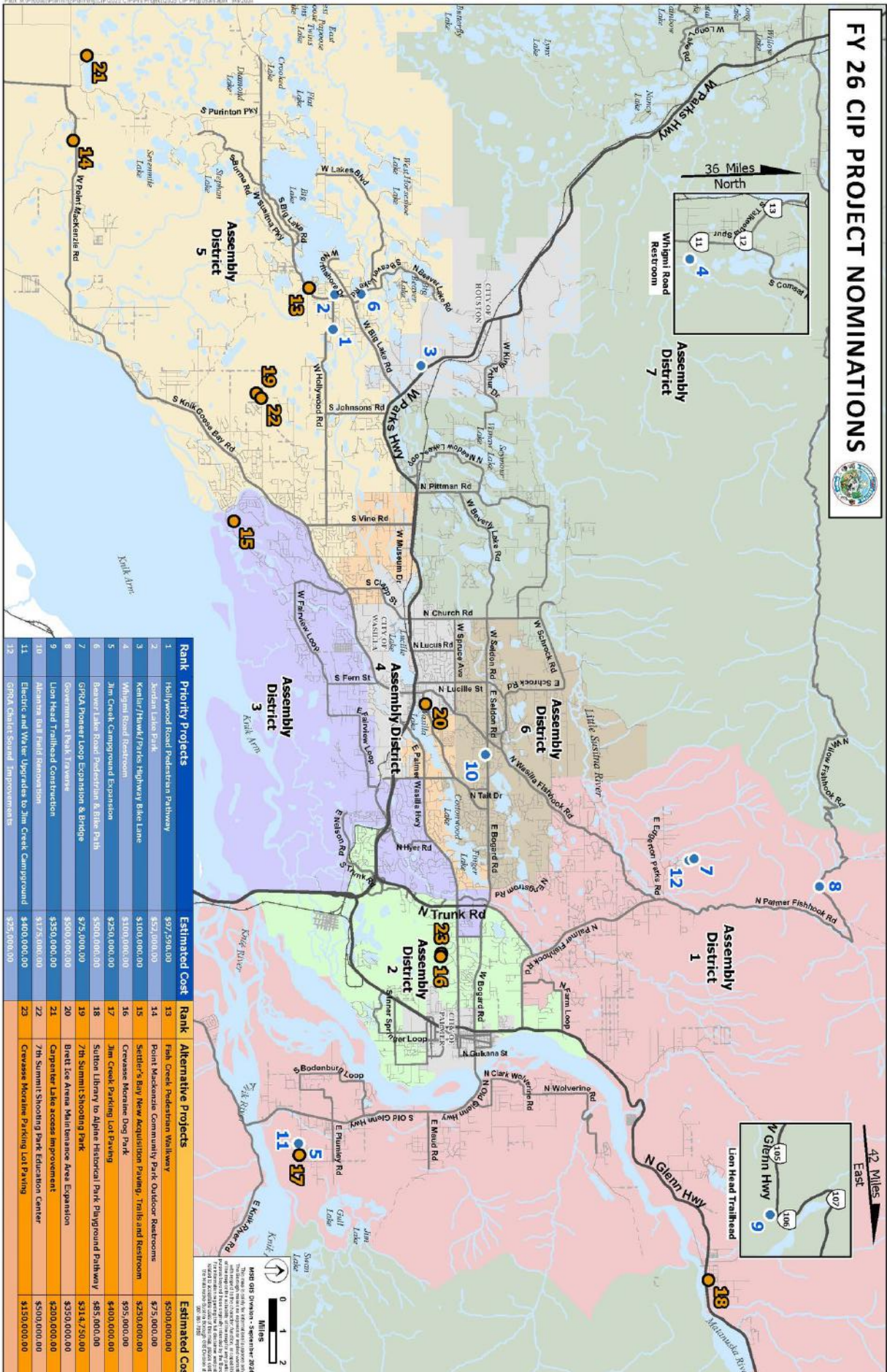
#12 GPRA Chalet Improvements



This project would include the following improvements to the Great Room: the installation of sound baffles, a modern audio/visual system, and hard flooring in high-traffic areas. Special high-traffic carpeting in the Foyer and attached heating bathrooms on the north side of the building.



FY 26 CIP REPORT





FY 26 CIP REPORT

SCHEDULE & PROCESS

MSB Code 3.04.060 requires that the MSB Manager submit the Capital Improvement Program projects to the Planning Commission for review and comment prior to presentation to the MSB Assembly. The CIP list and the Manager's recommendations are formalized via Borough Assembly Resolution. Assembly approval of the CIP list does not guarantee funding.

Following approval, the project list will be available to the Manager and the Assembly for inclusion in the annual budget.

FY 2025 CIP timeline:

DATE	MILESTONE	STATUS
Aug 2024	Scoring and ranking	
Sept-Oct 2024	Planning Commission	
Oct-Nov 2024	MSB Assembly	
Nov 2024	Approved projects are available for inclusion in the annual capital budget	



MSB Capital Improvement Program (CIP) FY 2026 Nomination Evaluation Sheet			Project Name: Project ID # 1 Name of Evaluator:				NOTES:
Project Met Criteria: Y/N			Possible Scores				
Score	Weight	Category	0	1	2	3	
	x5	Public Health and Safety	Project has no impact on existing public health and/or safety status	Project addresses a minor public health and/or safety issue, but is not an urgent, continual need or hazard	Project increases public health and/or safety but is not an urgent, continual need or hazard	Project addresses an immediate recognized safety hazard, public health and/or safety need	
	x5	Mandates or Other Legal Requirements	Project is not mandated or otherwise required by court order, judgment, or governmental agreements	Project addresses anticipated mandates, other legal requirements, or governmental agreements	Project addresses an imminent government mandate, grant requirement, court order or judgment, or is required as part of a governmental agreement	Project is due to government mandates, grants, court orders and/or judgments, or is required as part of a governmental agreement	
	x5	Relationship to Current Projects	Project is not related to other projects currently underway by MSB	Project is associated with other projects but is not essential to their completion	Project is linked to other MSB projects currently underway and public dollars will be maximized by combining projects	Project is linked to other projects currently underway and is essential to their completion	If it's not tied to an adopted MSB Plan or left blank, does it align with one of these Strategic Goals? If so, to what scale? *Economic Growth & Diversification *Deliver High Quality Service *Managing Growth
	x4	Quality of Life/Health & Wellness	Project does not affect the quality of life or health & wellness of MSB residents	Project moderately impacts the quality of life or health & wellness of a small percentage of MSB residents	Project greatly impacts the quality of life or health & wellness of a specific group of MSB residents	Project greatly impacts the quality of life or health & wellness for a wide range of MSB residents	
	x4	MSB Policies and Priorities	Project is not specifically mentioned in any Borough plan, and is vaguely tied to a goal or objective	Project is not specifically mentioned in any Borough plan, but clearly aligns with a goal or objective of a Borough plan	Project is specifically mentioned in a Borough plan as a community priority	Project is specifically mentioned in a Borough plan and directly relates to the Assembly's Strategic Plan	
	x3	Funding Status	Project cost has not been identified.	Project cost has been identified but there are no known funding sources.	Project cost has been identified and there are secured funding sources	Project has already received partial funding and is underway	
	x3	External Funding	0-25% known external funding source	26-50% known external funding source	51-75% known external funding source	76-100% known external funding source	
	x3	Environmental Quality	Project will have a negative effect on the environmental quality of the Borough	Project will not affect the environmental quality of the Borough	Project will improve current ecosystem services being provided to the Borough	Project will enhance the environment and provide added ecosystem services to the Borough	
	x2	Resolution or Letter of Support	Project has a resolution or letter in opposition to the project	Project does not have a resolution or letter of opposition or support	Project has a letter of support from an individual	Project has a resolution or letter of support from a community council, city, MSB Department, or other governing body	
	x2	Energy Conservation	Project would increase energy consumption	Project would neither increase nor decrease energy consumption	Project would conserve energy and provide a 20-year or less payback on investment dollar	Project would conserve energy and provide a 10-year or less payback on investment dollar	
Total =	0						

By: R.Fodge
Introduced: September 16, 2024
Public Hearing: October 7, 2024
Action:

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION SERIAL NO. 24-28**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION
RECOMMENDING ADOPTION OF THE FISCAL YEAR (FY)2026 CAPITAL
IMPROVEMENT PROGRAM.

WHEREAS, the Capital Improvement Program (CIP) is a program managed by the Borough's Planning Division designed to solicit, prioritize, and recommend community and Borough department nominations for public infrastructure projects on an annual basis; and

WHEREAS, the CIP provides the Assembly with a prioritized list of community-supported infrastructure projects for consideration during annual Borough budget deliberations; and

WHEREAS, the CIP provides the Assembly with a vetted list of community infrastructure and public facility projects to be included in the annual state and federal legislative priorities list; and

WHEREAS, the CIP is a budget planning tool used by governments to plan for annual investments necessary to build important public infrastructure over a six-year budget period; and

WHEREAS, in the 2023 Strategic Plan, the Assembly identified three Focus Areas: Economic Growth and Diversification, Delivering High Quality Services, and Managing Growth; and

WHEREAS, under the Managing Growth focus area, identifying and documenting needed public infrastructure and to support its development was called out as a strategy under Economic Growth and Diversification focus area, the CIP is a tool that assists with the implementation of the MSB 2023-2028 Strategic Plan focus area goals; and

WHEREAS, investment in community infrastructure is a function of the Matanuska-Susitna Borough government and supports residents' quality of life, recreation opportunities, tourism, and the economy; and

WHEREAS, the FY26 CIP valid nominations included twenty-three (23) projects; and

WHEREAS, the twelve (12) top-ranked projects being presented for FY26 CIP include:

- 1) Hollywood Road Pedestrian Pathway
- 2) Jordan Lake Park
- 3) Kenlar Road, Hawk Lane, and the Parks Highway Bike Lane
- 4) Whigmi Road Restroom
- 5) Jim Creek Campground Expansion

- 6) Beaver Lake Road Pedestrian and Bike Pathway
- 7) GPRA Pioneer Loop Expansion and Bridge
- 8) Government Peak Traverse
- 9) Lion Head Trail Construction
- 10) Alcantra Ball Field Renovation
- 11) Jim Creek Campground Electric and Water Upgrades
- 12) GPRA Chalet Improvements

These 12 projects, if approved, will make up the FY26 CIP project list; and

WHEREAS, MSB code 03.04.060 requires that the Borough Manager submit a Capital Improvement Program to the Planning Commission for review and comment annually.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby recommends to the Assembly the adoption of the FY26 Capital Improvement Program project list.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the MSB Planning Commission hereby recommends that the MSB Assembly allocate or seek funding to support the construction or advancement of projects identified in the FY26 Capital Improvement Program.

ADOPTED by the Matanuska-Susitna Borough Planning Commission this 7 day of October, 2024.

C.J. KOAN, CHAIR

ATTEST:

LACIE OLIVIERI, Planning Clerk

(SEAL)

**PUBLIC HEARING
LEGISLATIVE**

Resolution No. 24-21

Community Comprehensive Plan and Special Use
District Process

(Pages 35-58)



MATANUSKA-SUSITNA BOROUGH
Planning and Land Use Department
Planning Division
350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-7801
www.matsugov.us

**Community Council Process for Developing a
Community Comprehensive Plan or Special Land Use District in the MSB**

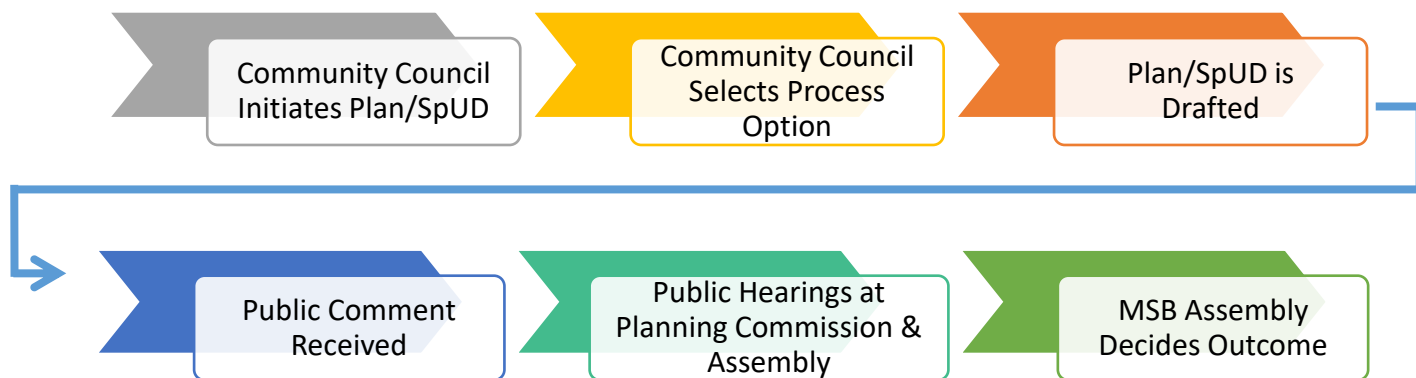
MSB 15.24 establishes the creation of a borough-wide comprehensive plan and districts within the Mat-Su Borough. Community comprehensive plans focus smaller geographic areas within the borough and are customizable to reflect the values and needs of the specific community. Special Land Use Districts (SpUDs) are one type of district represented in borough code. SpUDs can be crafted to meet the goals and needs of the community to which they apply. A SpUD must align with the local Community Comprehensive Plan.

**The following process applies to Community Councils that are developing a
Community Comprehensive Plan (Plan) or SpUD:**

Initiation of a Community Comprehensive Plan or Special Land Use District

Community Councils typically submit a written request to the Borough as a resolution that is submitted to the MSB Clerk's Office, with a copy provided to the Planning Department.

Plan/SpUD Process Overview





The following options are available to Community Councils when requesting a Comprehensive Plan or SpUD:		
Option 1	Option 2	Option 3
Limited Assistance from MSB Staff	Moderate Assistance from MSB Staff	In-Depth/Formal Assistance from MSB Staff

OPTION 1: Limited Assistance from MSB Staff

- A. Community Council develops a proposal for a Plan/SpUD on its own. Council follows its own bylaws and complies with the Open Meetings Act (more information on requirements are available from the MSB Clerk’s Office). It is recommended that the Council obtain sponsorship for the Plan/SpUD from an Assembly member or Mayor prior to investing time and energy into the Plan/SpUD development process.
- B. Community Council conducts outreach to the property owners and residents within its boundaries regarding the initiation and progress associated with creating a Plan/SpUD.
- C. MSB Planning staff provides **occasional** technical assistance during the Plan/SpUD development process (e.g., answering technical questions about MSB code, describing the MSB process for adopting Plan/SpUDs, etc.).
- D. Once the Plan/SpUD is drafted by the Community Council, they submit it to the MSB Planning department for staff review and comment. Staff has up to 30 days to review the document and provide comments to the Community Council. At a minimum, Planning staff review will address the administration and enforceability of the Plan/SpUD, as well as alignment with the local and MSB Community Comprehensive Plan. The Plan/SpUD will also be reviewed by MSB Law.
- E. Once any revisions to the draft of the Plan/SpUD are completed by the Community Council, the Council submits the draft Plan/SpUD document to the MSB Planning Department.
- F. Community Council obtains legislative sponsorship for the Plan/SpUD from Assembly member or Mayor.
- G. MSB Planning staff:
 - i. Makes the draft Plan/SpUD document available on the MSB website.
 - ii. Provides a paper copy upon request.
 - iii. Mails a general notice requesting comment on the drafted document to all property owners and registered voters (if a list is available) in the impacted area.
 - iv. Announces and provides a link to the Plan/SpUD draft on primary MSB electronic media platforms (such as Facebook, Planner Platform e-news, Instagram, Weekly Manager’s Post, etc.).



- H. After the comment period closes, MSB Planning staff compiles all the written public comments and provides them to the Community Council in a comment log.
- I. Community Council is responsible for revising the Plan/SpUD document as deemed appropriate.
- J. Community Council confirms sponsorship of Assembly member or Mayor of the Plan/SpUD.
- K. Community Council submits a formal resolution to the MSB Clerk's Office requesting the adoption of the attached final draft of the Plan/SpUD, with a copy to the MSB Planning Department.
- L. Final steps of the process are completed as indicated in the section titled: ***Process after Final Plan/SpUD Document is Submitted by Community Council.***

OPTION 2: Moderate Assistance from MSB Staff

- A. Community Council submits a formal resolution to the MSB Clerk's Office requesting Option 2 for staff assistance to develop a Plan/SpUD. The resolution should briefly state what type of staff assistance is requested (e.g., attending Community Council Plan/SpUD meetings, providing meeting facilitation, responding to and/or researching technical questions, etc.).
- B. MSB staff drafts a resolution (based on the information in the Community Council resolution) for the Planning Commission and the Assembly to allocate staff time to assist the Community Council with developing a Plan/SpUD document. If the Assembly approves the dedication of staff time, the process moves forward with the steps below.
- C. Community Council, determines who is involved in developing the Plan/SpUD. The Council follows its own bylaws and complies with the Open Meetings Act (more information on requirements are available from the MSB Clerk's Office).
- D. Community Council conducts outreach to the property owners and residents within its boundaries regarding the initiation and progress associated with creating a Plan/SpUD.
- E. Based on staff availability, as determined by the MSB Planning Director, MSB Planning staff provides **regular** technical assistance during the Plan/SpUD development process, as requested by the Community Council (e.g., attending Community Council Plan/SpUD meetings, providing meeting facilitation, responding to and/or researching technical questions, etc.).
- F. Once the Plan/SpUD is drafted, the Council submits it to the MSB Planning Department for staff review and comment. Staff has up to 30 days to review the document and provide comments to the Community Council. At a minimum, Planning staff review will address the administration and enforceability of the Plan/SpUD. The Plan/SpUD will also be reviewed by MSB Law.
- G. Once any revisions to the draft of the Plan/SpUD are completed by the Community Council, the Council submits the draft Plan/SpUD document to the MSB Planning Department.
- H. MSB Planning staff:
 - i. Makes the draft Plan/SpUD document available on the MSB website.
 - ii. Provides a paper copy upon request.



- iii. Mails a general notice requesting comment on the drafted document to all property owners and registered voters (if a list is available) in the impacted area.
- iv. Announces and provides a link to the Plan/SpUD draft on primary MSB electronic media platforms (such as Facebook, Planner Platform e-news, Instagram, Weekly Manager's Post, etc.).
- I. After the comment period closes, MSB Planning staff compiles all the public comments and provides them to the Community Council in a comment log.
- H. Community Council revises the Plan/SpUD document as deemed appropriate.
- I. Community Council obtains legislative sponsorship for the Plan/SpUD from an Assembly member or from the Mayor.
- J. Community Council submits a formal resolution to the MSB Clerk's Office requesting the adoption of the attached final Plan/SpUD document.
- K. Final steps of the process are completed as indicated in the section titled: ***Process after Final Plan/SpUD Document is Submitted by Community Council.***

OPTION 3: In-Depth/Formal Assistance from MSB Staff

- A. Community Council submits a formal resolution to the MSB Clerk's Office requesting Option 3 for staff assistance to develop a Plan/SpUD.
- B. MSB staff:
 - i. Drafts a resolution for the Planning Commission and the Assembly to allocate staff time to assist the Community Council with developing a Plan/SpUD document.
 - ii. Drafts a non-code ordinance to create a Board appointed by the Mayor to draft a Plan/SpUD document.
- C. If the Assembly adopts a resolution in favor of staff support and creation of a new MSB Advisory Board, vacancies for the MSB Board are advertised and accepted through the MSB Board vacancy process.
- D. The MSB Mayor appoints, and the Assembly confirms, a seven to eleven member advisory board from the applicant pool. As feasible, advisory board members will be from the following groups:
 - i. 2 members from the Community Council requesting the Plan/SpUD;
 - ii. 3 property owners representing distinctly different geographic areas of the impacted Council area;
 - iii. 2 business owners within the impacted Council boundaries;
 - iv. 4 at-large members from within the impacted Council boundaries.

Nothing in the ordinance obligates the Mayor to make specific appointments, nor the Assembly to confirm specific appointments. The determination of feasibility of membership will be made only by



the Mayor in making appointments, and only by the Assembly in confirming or declining appointments.

- E. The advisory board follows Robert’s Rules of Order and Open Meetings Act.
- F. The advisory board may meet for up to 12 months, preparing a written report for the Assembly no more than one year after the first meeting of the advisory board. The board Chair presents the report to the Assembly. If drafting the Plan/SpUD will require more than 12 months, the board Chair may request an extension.
- G. The advisory board is empowered to develop a draft Plan/SpUD within or encompassing the boundaries of the Community Council requesting the Plan/SpUD.
- H. MSB Planning staff:
 - i. Clerks the advisory board.
 - ii. Creates an advisory board web page on the MSB website where information is posted and updated on a regular basis.
 - iii. Drafts and revise the Plan/SpUD document on behalf of the advisory board.
 - iv. Makes the draft Plan/SpUD document available on the MSB website.
 - v. Provides a paper copy upon request.
 - vi. Mails a general notice requesting comment on the drafted document to all property owners and registered voters (if a list is available) in the impacted area.
 - vii. Announces and provides a link to the Plan/SpUD draft on primary MSB electronic media platforms (such as Facebook, Planner Platform e-news, Instagram, Weekly Manager’s Post, etc.).
 - viii. Maintains a log of written public comments.
 - ix. After the comment period closes, compiles all the written public comments and provides them to the advisory board and Community Council in a comment log; documents advisory board responses in the log for each comment.
 - x. Revises the Plan/SpUD as needed, based on advisory board responses to public comments received.
- J. Final steps of the process are completed as indicated in the section titled: ***Process after Final Plan/SpUD Document is Submitted by Community Council.***



Process after Final Plan/SpUD Document is Submitted

- I. MSB Planning staff:
 - a. Drafts the appropriate legislation required for the Plan/SpUD to be addressed by the Planning Commission and the Assembly.
 - b. Notifies Community Council of the dates for Planning Commission and Assembly meetings when the Plan/SpUD legislation is introduced and public hearings are conducted.
 - c. Provides a staff report at Planning Commission and at Assembly public hearings.
- II. Planning Commission conducts one or more public hearings on the Plan/SpUD, prior to making a recommendation to the assembly on the Plan/SpUD.
- III. Assembly conducts one or more public hearings on the Plan/SpUD, prior to making a determination on the Plan/SpUD.
 - a. A designated representative from the Community Council is given five minutes to speak about the Plan/SpUD during the public hearings at the Planning Commission.
 - b. Additional audience participation may occur during the public hearings, with three minutes per person.
- IV. If adopted, the language of the Plan/SpUD becomes a chapter of Title 17 of borough code. Special Land Use District code is enforceable by the borough in accordance with MSB 1.45.



OVERVIEW OF TASKS AND ROLES

Task	Option 1		Option 2		Option 3	
	CC	MSB	CC	MSB	CC	MSB
Obtain Assembly approval of staff assistance to develop a Plan/SpUD			✓		✓	
Conduct public meetings to draft the Plan/SpUD	✓		✓			✓
Initiate and maintain outreach to impacted public	✓		✓			✓
Select people to draft the Plan/SpUD	✓		✓			✓
Draft and revise the Plan/SpUD documents	✓		✓	✓		✓
Review Plan/SpUD for enforceability, administration, and legal implications		✓		✓		✓
Solicit public comments, document using a comment log, and respond to public comments on FINAL DRAFT of the Plan/SpUD		✓		✓		✓
Obtain sponsorship for the Plan/SpUD final draft by Assembly member or Mayor	✓		✓			
Submit a formal Community Council resolution requesting adoption of the final Plan/SpUD document	✓		✓			
Conduct public hearings (Planning Commission and Assembly) prior to Assembly Plan/SpUD determination		✓		✓		✓

RECEIVED

APR 14 2009

MATANUSKA SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION 09-14 (AM) CLERKS OFFICE

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION UPDATING GUIDELINES FOR THE DEVELOPMENT OR UPDATE OF COMMUNITY BASED COMPREHENSIVE PLANS OR SPECIAL LAND USE DISTRICT (SPUD) REGULATIONS.

WHEREAS, the planning commission is responsible for making recommendations to the assembly on the Matanuska-Susitna Borough comprehensive plan; and

WHEREAS, the borough assembly has determined that comprehensive plans and implementation of their recommendations shall be conducted on a community by community basis; and

WHEREAS, community based planning efforts should have a well-defined process so that the goals of borough residents are expressed in a productive manner; and

WHEREAS, review of the existing process and increased community planning efforts have revealed the need to update and clarify the guidelines; and

WHEREAS, the planning commission has carefully evaluated the comprehensive planning process, and strives to ensure the wishes of borough residents are expressed, that a balance of interests is achieved, that the process can be conducted in a civil and productive manner, and that the resulting plan is consistent with the 1970 MSB comprehensive plan and associated updates.

NOW, THEREFORE BE IT RESOLVED, that the Matanuska-Susitna Borough planning commission does hereby establish the following guidelines for the development or update of community-based comprehensive planning efforts, or special land use districts (SpUD):

Request: According to assembly policy, the request for development or update of a community comprehensive plan or Special Land Use District (SpUD) shall be initiated upon written request by the community council or its equivalent local representative body (for the remainder of this document, community council refers to the local representative body).

Scheduling: Community based planning efforts will be scheduled and will be prioritized to accomplish the communities planning goals.

Commission approval of start-up: Once the request is scheduled, staff assistance for the planning effort and the boundaries of the affected area shall be reviewed and approved by the commission. The boundaries of the affected area should generally be consistent with the community council boundaries (except that the Core Area comprehensive plan boundaries shall generally consist of the communities of Gateway, North and South Lakes, Tanaina, Farm Loop, and those areas generally between the

cities of Palmer and Wasilla that are not within any community council).

Guidelines which have been formally adopted by the planning commission shall be utilized for the planning effort.

Notice and planning team appointment: Upon planning commission approval of a planning effort, a general notice will be mailed to the area's property owners and registered voters (if voter list is available) notifying them of the planning effort, the proposed schedule, purpose of the effort, request for planning team nominations, and the contact staff person. At the same time an advertisement will be placed in the newspaper of general circulation also requesting nominations for the planning team. The applications for planning team representatives will be reviewed by a subcommittee of the commission, consisting of the commissioner from the subject area, the council chair or designee, and the staff project manager. The subcommittee's recommendations will be forwarded to the commission for review and comment.

A planning team will be formed with the emphasis placed on ensuring a broad range of representation consisting of community representatives (i.e. property owners, local business owner, education/youth, real estate, etc.), borough staff and agency representatives if needed. The number of community

representatives should range between six and 15 individuals unless otherwise approved by the commission. No more than two community council board members may hold both positions of board member and planning team member. No more than one member of a household unit may be on the planning team.

Planning team members shall complete a commitment form, ensuring the following:

- Lives, owns property, owns a business or other community/agency representative within the planning area;
- Will make the voluntary commitment of time to be available for meetings during the planning effort;
- Will consider compromises that will help manage conflict between competing segments of the community;
- Will listen to and consider testimony from the public and other government agencies as it affects the comprehensive plan;
- Will commit to develop a comprehensive plan that will represent the entire planning area;
- Will commit to distribute accurate information to other community members and clarify misunderstandings.

If any appointed member of the planning team fails to meet the commitments outlined above, he/she may be removed by the

subcommittee upon written request by a majority of the remaining planning team members.

Planning team meetings and public outreach methods: Once the planning project is underway, borough staff will conduct research, inventory resources, prepare background text, and prepare base maps. This information will be prepared in draft form prior to the first working meetings of the planning team. Once working meetings begin, the planning team will determine which public participation methods will be used (i.e. questionnaires, workshops, etc.) to identify major issues within the planning area.

All planning team meetings and other workshops shall be advertised, at a minimum, in the local newspaper and on the borough web-site. Additional notification efforts such as radio public service announcements, flyers posted at public locations, or other methods may be used.

Planning team meetings will be public meetings held in a facility within the community. They will be facilitated by borough staff and public input will be received at a designated time during the meeting. Decisions will be made by appointed team members only. The intent is to provide a forum in which team members can discuss issues, make decisions and reach

consensus as necessary based on their understanding of the wishes of the community.

Workshops will be held at times determined by the planning team throughout the planning process. They will be public meetings in an open house format and will be held in a facility within the community. The workshops will be scheduled over a period of several hours to allow members of the public to stop in at their convenience and talk with team members and borough staff. The intent of the workshops will be to allow the team members to remain abreast of the community on key issues and more importantly to allow community residents to remain informed.

Draft document is produced: Once a draft document is prepared by the planning team, it will be made available at a minimum, at the nearest library and on the borough web-site. A second general notice will be mailed to all property owners and registered voters (if voter list is available) of the area notifying them and requesting their comments on the draft. A notice will also be advertised in the newspaper of general circulation. At least one public meeting will be held to obtain comments on the draft plan or SpUD.

After the comment period closes on the draft document the planning team will review all comments and make appropriate

changes to the plan or SpUD. The team will indicate how comments were either incorporated into the plan or explain why it chose not to incorporate such comments. The team will then forward the planning team approved draft to the community council.

Community Council Review: The community council shall thoroughly review and make a recommendation to the planning commission, on each specific chapter of the plan or SpUD.

Public Hearings: One or more public hearings will be held by the planning commission prior to making a recommendation to the assembly on a community plan or SpUD. The public hearing is to allow the public the opportunity to voice their support or objections prior to the commission's final decision.

Elevation: From time to time issues will arise that members of the planning team will not be able to agree upon. Due to limited resources it will be necessary to resolve the impasse. Upon reaching impasse, the borough project staff will notify the planning director of such and instruct representatives of each side of the issue to prepare briefing papers describing the issue and supporting their position. The briefing papers will be forwarded to the planning director and a meeting scheduled at which a representative of each side would make a presentation. The planning director will issue a written

decision on the issue(s) with supporting rationale. The decision will be forwarded to the planning team and planning commission. The decision will be considered "final" for the purpose of preparing the draft plan or SpUD: that is, the issue will be open for public comment during the public comment stage of the draft plan or SpUD and during the planning commission and assembly's public hearing.

BE IT FURTHER RESOLVED, that all comprehensive plan and SpUD efforts underway at the time of adoption of this resolution, shall comply with this updated planning process for the remainder of the project.

ADOPTED, by the Matanuska-Susitna Borough Planning Commission this 6th day of April 2009.



MARK MASTELLER, Chair

ATTEST:



JUDY E. THOMPSON, Planning Clerk

(SEAL)

MATANUSKA-SUSITNA BOROUGH INFORMATION MEMORANDUM IM No. 24-149

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ADOPTING PROCESSES FOR COMMUNITY COUNCILS TO DEVELOP A COMMUNITY COMPREHENSIVE PLAN OR SPECIAL LAND USE DISTRICT.

AGENDA OF: October 1, 2024

Assembly Action:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To	Signatures
Originator: Julie Spackman	X
Planning Dept. Director: Alex Strawn	X
Finance Director	X
Borough Attorney	X
Borough Manager	X
Borough Clerk	X

ATTACHMENT (S) : Resolution Serial No. 24-078 (2 pp)
 Planning Commission Resolution 09-14 (AM) (8 pp)
 2024 Community Council Process for Developing a
 Community Comprehensive Plan or Special Land Use
 District (7 pp)
 PC Resolution Serial No. 24-21 (3 pp)

SUMMARY STATEMENT :

The Assembly passed RS 24-052 directing staff to assist the South Knik River Community Council in developing a Special Use District (SpUD). Upon review of the Planning Commission action memorandum adopting guidelines for development or update of community based comprehensive plans and SPUDS (09-14 AM), the Planning Department determined that the guidelines were outdated and needed revision.

Staff has developed a new process with three different levels of staff support for Community Councils developing a draft SpUD/Community Comprehensive Plan. The document clarifies the roles and responsibilities of the Community Council and the MSB under each option. Councils may select one of the three options outlined in the document, depending on what level of MSB staff support will best meet their needs. This allows Community Councils flexibility, while assuring that MSB requirements are also met once the plan is drafted.

Staff is requesting Planning Commission review and Assembly adoption of these process options prior to beginning the process of developing a SpUD with the South Knik River Community Council.

RECOMMENDATION OF ADMINISTRATION: Respectfully request approval.

DRAFT

Action:

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 24-078**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ADOPTING PROCESSES FOR COMMUNITY COUNCILS TO DEVELOP A COMMUNITY COMPREHENSIVE PLAN OR SPECIAL LAND USE DISTRICT.

WHEREAS, the borough assembly has determined that implementation of community comprehensive plans and special land use districts shall be conducted on a community by community basis; and

WHEREAS, community councils afford citizens an opportunity for maximum community involvement and self-determination; and

WHEREAS, community-based planning efforts should have a well-defined process so communities have clear expectations of the process and can develop a community comprehensive plan or special land use district in a productive manner; and

WHEREAS, transparency and inclusivity in planning processes are essential for building trust and engagement within communities; and

WHEREAS, development of community comprehensive plans and special land use districts are strengthened by the same type of public engagement processes; and

WHEREAS, the planning commission is responsible for making recommendations to the assembly on the Matanuska-Susitna Borough

community comprehensive plans and special land use districts; and

WHEREAS, in 2009, the Planning Commission adopted a process for community councils to develop community comprehensive plans and special land use districts; and

WHEREAS, in May 2024, the Planning Department determined that the 2009 process needed to be updated and drafted a new process for community councils to develop comprehensive plans and special land use districts; and

WHEREAS, the Planning Commission carefully evaluated the new planning process developed by the Planning Department and recommends Assembly adoption of the planning process.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Assembly hereby adopts a resolution outlining the new Community Council process for developing a community comprehensive plan or special land use district.

ADOPTED by the Matanuska-Susitna Borough Assembly this 1st day of October, 2024.

EDNA DeVRIES, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

DRAFT

By: Julie Spackman
Introduced: 8/19/24
Public Hearing: 9/16/24
Action:

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. 24-21**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION RECOMMENDING ASSEMBLY ADOPTION OF PROCESSES FOR COMMUNITY COUNCILS TO DEVELOP A COMMUNITY COMPREHENSIVE PLAN OR SPECIAL LAND USE DISTRICT.

WHEREAS, the planning commission is responsible for making recommendations to the assembly on the Matanuska-Susitna Borough community comprehensive plans and special land use districts; and

WHEREAS, the borough assembly has determined that implementation of community comprehensive plans and special land use districts shall be conducted on a community by community basis; and

WHEREAS, community councils afford citizens an opportunity for maximum community involvement and self-determination; and

WHEREAS, community-based planning efforts should have a well-defined process so communities have clear expectations of the process and can develop a community comprehensive plan or special land use district in a productive manner; and

WHEREAS, transparency and inclusivity in planning processes are essential for building trust and engagement within communities; and

WHEREAS, development of community comprehensive plans and special land use districts are strengthened by the same type of public engagement processes; and

WHEREAS, in 2009, the Planning Commission adopted a process for community councils to develop community comprehensive plans and special land use districts; and

WHEREAS, in May 2024, the Planning Department determined that the 2009 process needed to be updated and drafted a new process for community councils to develop comprehensive plans and special land use districts; and

WHEREAS, the planning commission has carefully evaluated the new planning process developed by the Planning Department.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby recommends Assembly adoption of a resolution outlining the new Community Council process for developing a community comprehensive plan or special land use district.

ADOPTED by the Matanuska-Susitna Borough Planning Commission this 19th day of August, 2024.

C.J. KOAN, Chair

ATTEST

LACIE OLIVIERI, Planning Clerk

(SEAL)

YES:

NO:

DRAFT

COMMISSION BUSINESS
Future Agenda Items

(Pages 60-61)



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

350 East Dahlia Avenue • Palmer, AK 99645


Phone (907) 861-7822

www.matsugov.us

MEMORANDUM

DATE: September 4th, 2024

TO: Planning Commissioners

FROM: Alex Strawn, Planning and Land Use Director 

SUBJECT: Tentative Future PC Items

Upcoming PC Actions

Quasi-Judicial

- Houdini's Herbs – Marijuana Retail Facility; 6298B01L002 (Staff: Peggy Horton)
- The Aardvark – Alcoholic Beverage Dispensary; 1454000L001 (Staff: Peggy Horton)
- Craft Cannabis Cabin – Marijuana Retail Facility; 1842B01L007 (Staff: Rick Benedict)
- Ficklin Gravel Products LLC – Earth Materials Extraction; 16N04W03A009 (Staff: Rick Benedict)
- Butte Land Co. – Earth Materials Extraction; 17N02E35A024 (Staff: Peggy Horton)
- New Horizons Telecom – Tall Structure; 17N03E30A012 (Staff: Rick Benedict)
- Central Gravel Products – Earth Materials Extraction; 18N01E27A002, D001, & D002 (Staff: Peggy Horton)
- Big Dipper – Earth Materials Extraction; 1341000T001 & 1341000T002 (Staff: Rick Benedict)
- Susitna Sungrown LLC – Standard Marijuana Cultivation Facility; 24N04W30A014 (Staff: Rick Benedict)
- Mass excavation inc. – Earth Materials Extraction; 17N01E18A005, A012, A013, & A014 (Staff: Peggy Horton)
- The Ark at Denali RV Campground – Denali SpUD; U04998000L024 (Staff: Peggy Horton)
- Little Mount Susitna Wind LLC – Tall Structure; 16N10W13, 16N09W16, 16N09W29, 16N09W33, 16N09W32, 15N09W05 (Staff: Rick Benedict)

Legislative

- Historic Preservation Plan (HPP) (Staff: Leda Borys)
- MSB Borough-Wide Comprehensive Plan (Staff: Alex Strawn)
- Corridor Studies (Staff: Julie Spackman)
- Public Transit Plan (Staff: Alex Strawn and Maija DiSalvo)
- Amending MSB 17.59 Standardize Definitions for Lake Management Regulations (Staff: Alex Strawn)
- Fuller Lake Management Plan (Staff: Rodney Fodge)