

MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION AGENDA

Edna DeVries, Mayor

PLANNING COMMISSION
Doug Glenn, District 1
Richard Allen, District 2
Patricia Chesbro, District 3, Vice-Chair
Mike Rubeo, District 4
Bill Kendig, District 5
Stafford Glashan, District 6, Chair
Curt Scoggin, District 7



Michael Brown, Borough Manager

PLANNING & LAND USE
DEPARTMENT
Alex Strawn, Planning & Land Use Director
Kim Sollien, Planning Services Manager
Jason Ortiz, Development Services
Manager
Fred Wagner, Platting Officer
Karol Riese, Planning Clerk

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

December 5, 2022
REGULAR MEETING
6:00 p.m.

Ways to participate in the meeting:

IN PERSON: Dorothy Swanda Jones Building, 350 E. Dahlia Avenue, Palmer, Alaska.

IN WRITING: You can submit written comments to the Planning Commission Clerk at msb.planning.commission@matsugov.us. Comments must be submitted by **12:00 PM the Friday before 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.” (There may be a delay, please be patient with the system.)
- 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.

Ways to observe the meeting:

FACEBOOK LIVE at www.facebook.com/MatSuBorough

Questions or comments will **not** be answered; please call the number above if you have a comment or concern.

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

II. APPROVAL OF AGENDA

III. PLEDGE OF ALLEGIANCE

IV. CONSENT AGENDA

- A. MINUTES November 21, 2022 – Regular Meeting
- B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS
- C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

V. COMMITTEE REPORTS

VI. AGENCY/STAFF REPORTS

- A. Long Range Planning Project Updates (MSB Planning Division)

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

VIII. LAND USE CLASSIFICATIONS

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

XI. CORRESPONDENCE & INFORMATION

- A. Commissioner Patricia Chesbro Proclamation (Staff: Jason Ortiz, Development Services Manager)
- B. Commissioner Stafford Glashan Proclamation (Staff: Jason Ortiz, Development Services Manager)

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS

XIV. COMMISSION BUSINESS:

- A. Approval of 2023 Planning Commission Meeting Calendar
- B. Upcoming Planning Commission Agenda Items

XV. DIRECTOR AND COMMISSIONER COMMENTS

XVI. ADJOURNMENT (*Mandatory Midnight*)

Disabled persons needing reasonable accommodation 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
November 21, 2022**

The regular meeting of the Matanuska-Susitna Borough Planning Commission was held on November 21, 2022, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:00 p.m. by Chair Stafford Glashan.

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. Patricia Chesbro, Assembly District #3, Vice-Chair
Mr. Michael Rubeo, Assembly District #4
Mr. Bill Kendig, Assembly District #5
Mr. Stafford Glashan, Assembly District #6, Chair
Mr. Curt Scoggin, Assembly District #7

Planning Commission members absent and excused were: None

Staff in attendance:

Ms. Peggy Horton, Planner II
Mr. Jason Ortiz, Development Services Manager
Mr. Alex Strawn, Planning and Land Use Director
Ms. Kim Sollien, Planning Division Manager
Ms. Kelsey Anderson, Planner III
Ms. Hannah Steketee, Assistant Attorney
Mr. Rick Benedict, Planner II
Ms. Karol Riese, Planning Department Administrative Specialist/Planning Commission Clerk

*Indicates that the individual attended telephonically.

II. APPROVAL OF AGENDA

Chair Glashan 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 Mr. Rick Benedict, Planner II.

IV. CONSENT AGENDA

A. Minutes: Regular Meeting Minutes: October 3, 2022
Regular Meeting Minutes: October 17, 2022

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION MINUTES**

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

C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

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.)**
(There were no persons to be heard.)

IX. **PUBLIC HEARING: QUASI-JUDICIAL MATTERS**

Resolution 22-33 A conditional use permit in accordance with MSB 17.60 – Conditional Uses, for a marijuana retail facility located at 9351 N. Palmer Fishhook Road, Tax ID #4316B01L006A; within Township 19 North, Range 1 East, Section 34, Seward Meridian. (Applicant: Caleb Saunders dba Green Jar Hatcher Pass; Staff: Jason Ortiz, Develop.m.ent Services Manager).

Chair Glashan read the resolution title into the record.

Mr. Ortiz provided a staff report:

- Staff recommended approval of the resolution with conditions.

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

Ms. Stuart, applicant, provided an overview of their application.

Commissioners questioned the applicant regarding:

- Live events on the property

Chair Glashan opened the public hearing.

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

MOTION: Commissioner Kendig moved to approve Planning Commission Resolution 22-33. The motion was seconded.

Discussion ensued.

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MOTION: Commissioner Chesbro moved a primary amendment add to condition 1 “by October 15, 2023”. The motion was seconded.

Condition 1 will read as follows: “The ADA parking spaces and access aisle shall be painted and provide a firm, stable, and slip-resistant surface, in compliance with the current ADA guidelines, by October 15, 2023.”

VOTE: The primary amendment passed without objection.

VOTE: The main motion passed as amended without objection.

Resolution 22-35 A conditional use permit in accordance with MSB 17.60 – Conditional Uses, for operation of a marijuana retail facility located at 12825 W. Big Lake Road, Building #2, Tax ID #17N03W14C019; within Township 17 North, Range 3 West Section 14, Seward Meridian. (Applicant: Daniel Rogers for Stash Cannabis Company; Staff: Peggy Horton, Planner II)

Chair Glashan read the resolution title into the record.

Ms. Horton provided a staff report:

- Staff recommended approval of the resolution with conditions.

Commissioners questioned staff regarding:

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

Mr. Dan Rogers, applicant, and Jana Weltzin, representative, provided an overview of their application.

Chair Glashan opened the public hearing.

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

MOTION: Commissioner Kendig moved to approve Planning Commission Resolution 22-35. The motion was seconded.

VOTE: The main motion passed without objection.

X. PUBLIC HEARING LEGISLATIVE MATTERS

Resolution 22-36 A resolution of the Matanuska-Susitna Borough Planning Commission recommending the Matanuska-Susitna Borough Assembly adopt the 2022 Capital Improvement Program (CIP) (Staff: Kelsey Anderson, Planner II)

Chair Glashan read the resolution title into the record.

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Mr. Anderson provided a staff report.

Commissioners questioned staff regarding:

- Clear process
- Maintenance items that would be associated with certain nominations

Chair Glashan opened the public hearing.

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

MOTION: Commissioner Kendig moved to approve Planning Commission Resolution 22-36. The motion was seconded.

Discussion ensued.

VOTE: The main motion passed without objection.

Resolution 22-37 A resolution of the Matanuska-Susitna Borough Planning Commission recommending approval of an ordinance amending MSB 17.60 to create an administrative permit process for marijuana cultivation facilities. (Staff: Alex Strawn, Planning and Land Use Director)

Chair Glashan read the resolution title into the record.

Mr. Strawn provided a staff report.

Commissioners questioned staff regarding:

- notification timeline; streamline the process/lighten the load for staff; and public notice period

Chair Glashan opened the public hearing.

Michelle LaRosa; Tainana Community Council

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

MOTION: Commissioner Kendig moved to approve Planning Commission Resolution 22-37. The motion was seconded.

Discussion ensued

VOTE: The main motion passed without objection.

Resolution 22-38 A resolution of the Matanuska-Susitna Borough Planning Commission

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recommending approval of an ordinance amending MSB 17.60 to create hours of operation for marijuana retail facilities and adding additional standards for retail facilities with marijuana consumption areas. (Staff: Alex Strawn, Planning and Land Use Director)

Chair Glashan read the resolution title into the record.

Mr. Strawn provided a staff report.

Commissioners questioned staff regarding:

- Existing retail owners hours of operation be grandfathered; number of retail facilities in MSB; whether Fairbanks has had any issues; why would this not mimic alcohol laws

Chair Glashan opened the public hearing.

The following person spoke to Planning Commission Resolution 22-38:

Ms. Bailey Stuart

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

MOTION: Commissioner Kendig moved to approve Planning Commission Resolution 22-38. The motion was seconded.

Discussion ensued.

VOTE: The main motion passed without objection.

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

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS - *(There was no 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

Alex Strawn: Congratulations to Jason for processing his first Conditional Use Permit; Introduced Rick Bendict, new Planner II; referral on gravel ordinance at the Assembly meeting; cancellation of December 21st meeting (nothing on the schedule); last meeting December 5th regular meeting and workshop at 4:00 p.m.

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Jason Ortiz: Training on December 5th 4:00 p.m. then regular meeting at 6:00 p.m.
Commissioner Chesbro: Thank you to staff for the remarkable job that they do. I won't be so busy on Monday nights.

Commissioner Kendig: Thank you to staff.

Commissioner Glashan: Who wants to take my place on Recreational Rivers Advisory Board seat?

XVI. ADJOURNMENT

The regular meeting adjourned at 7:19 p.m.

STAFFORD GLASHAN,
Planning Commission Chair

ATTEST:

KAROL RIESE,
Planning Commission Clerk

Minutes approved: _____

MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION

Regular Meeting Schedule for 2023

Approved: _____

Planning Commission Regular Meetings

Planning Commission Meeting Date	Agenda Items Due Cut-Off Date 5 P.M.	Packet Items Due Cut-Off Date 5 P.M.
Monday, January 16, 2023	Wednesday, December 28, 2022	Wednesday, January 4, 2023
Monday, February 6, 2023	Friday, January 20, 2023	Wednesday, January 25, 2023
Monday, March 6, 2023	Friday, February 17, 2023	Wednesday, February 22, 2023
Monday, March 20, 2023	Friday, March 3, 2023	Wednesday, March 8, 2023
Monday, April 3, 2023	Friday, March 17, 2023	Wednesday, March 22, 2023
Monday, April 17, 2023	Friday, March 31, 2023	Wednesday, April 5, 2023
Monday, May 1, 2023	Friday, April 14, 2023	Wednesday, April 19, 2023
Monday, May 15, 2023	Friday, April 28, 2023	Wednesday, May 3, 2023
Monday, June 5, 2023	Friday, May 19, 2023	Wednesday, May 24, 2023
Monday, June 19, 2023	Friday, June 2, 2023	Wednesday, June 7, 2023
Monday, July 17, 2023	Friday, June 30, 2023	Wednesday, July 5, 2023
Monday, August 7, 2023	Friday, July 21, 2023	Wednesday, July 26, 2023
Monday, August 21, 2023	Friday, August 4, 2023	Wednesday, August 9, 2023
Monday, September 18, 2023	Thursday, August 31, 2023	Wednesday, September 6, 2023
Monday, October 2, 2023	Friday, September 15, 2023	Wednesday, September 20, 2023
Monday, October 16, 2023	Friday, September 29, 2023	Wednesday, October 4, 2023
Monday, November 20, 2023	Thursday, November 2, 2023	Wednesday, November 8, 2023
Monday, December 4, 2023	Friday, November 17, 2023	Monday, November 20, 2023
Monday, December 18, 2023	Friday, December 1, 2023	Wednesday, December 6, 2023
Monday, January 15, 2024	Friday, December 29, 2023	Wednesday, January 3, 2024

There will be no meetings on February 20, July 3, September 4, and November 6 due to holidays and elections

Joint Assembly/Planning Commission Meetings

Assembly/Planning Commission Meeting Date		
Tuesday, March 14, 2023		
Tuesday, October 10, 2023		



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

350 East Dahlia Avenue • Palmer, AK 99645


Phone (907) 861-7822

www.matsugov.us

MEMORANDUM

DATE: November 25, 2022

TO: Planning Commissioners

FROM: Alex Strawn, Planning and Land Use Director 

SUBJECT: Tentative Future PC Items

Upcoming PC Actions

Quasi-Judicial

- Talkeetna Connection – Marijuana Retail Facility; 24N04W29D002 (Staff: Peggy Horton)
- Dime Bag – Marijuana Retail Facility; 6298B01L002 (Staff: Peggy Horton)
- Premier Homes – Earth Materials Extraction; 17N02W34D003 (Staff: Peggy Horton)
- Green Go, LLC – Marijuana Cultivation Facility; 17N01W11A020 (Staff: Rick Benedict)
- QAP – Church-Seldon – Earth Materials Extraction; 18N01W31A015 (Staff: Peggy Horton)
- The Aardvark – Alcoholic Beverage Dispensary; 1454000L001 (Staff: Peggy Horton)
- Durham School Services – Core Area CUP; 7954000L002 & 8913000L009A (Staff: Peggy Horton)
- Smoke Out Point – Marijuana Retail Facility; 2209B02L001A (Staff: Peggy Horton)
- Harmon Schrock – Earth Materials Extraction; 18N01W15B010 (Staff: Peggy Horton)
- Jewels Acres – Earth Materials Extraction; 6469B02L006 (Staff: Peggy Horton)
- Debach Auto Salvage – Junk Yard; 17N02W22A009 & A010 (Staff: Peggy Horton)
- Big Lake Brewing Company – Alcoholic Beverage Dispensary; 9228000U012 (Staff: Peggy Horton)
- MSB Mile 56 Glenn Highway – Earth Materials Extraction; 18N02E01A005 (Staff: Peggy Horton)

Legislative

- Historic Preservation Plan (HPP) (Staff: Adam Bradway)
- Municipal Separate Storm Sewer System (MS4) (Staff: Rick Antonio)
- Bike and Pedestrian Plan (Staff: Kelsey Anderson)
- MSB Borough-Wide Comprehensive Plan (Staff: Kim Sollien)
- Glacier View Comprehensive Plan Update (Staff: Leda Borys)
- Coordinated Human Services Transportation Plan (Staff: Leda Borys)
- Metropolitan Planning Organization (MPO) Formation (Staff: Kim Sollien)
- Sub-Area Solutions Studies (SASS) (Staff: Kim Sollien/Adam Bradway)

Referred

- An Ordinance of the Matanuska-Susitna Borough Assembly Amending MSB 17.30 Conditional Use Permit for Earth materials Extraction Activities, to allow for an exemption of 10,000 cubic yards annually without a permit (Due back to Assembly: 02-20-2023)