

# AGENDA

# MATANUSKA-SUSITNA BOROUGH

350 East Dahlia Avenue, Palmer, Alaska 99645 – 907-861-7874

PLATTING OFFICER  
Fred Wagner

PLATTING  
ADMINISTRATIVE SPECIALIST  
Theresa Taranto



PLATTING TECHNICIANS  
Amy Otto-Buchanan  
Kimberly McClure  
Matthew Goddard

PLATTING ASSISTANT  
Kayla Kinneen

## ABBREVIATED PLAT AGENDA

CONFERENCE ROOM 110  
350 EAST DAHLIA AVENUE, PALMER

### REGULAR MEETING

8:30 A.M.

September 28, 2022

**Public Participation:** To participate in the Abbreviated Plat Hearing, you can attend in person, or you can submit written comments by email to [plattting@matsugov.us](mailto:plattting@matsugov.us) or by mail to Matanuska-Susitna Borough, Platting Division, 350 E. Dahlia Avenue, Palmer, AK 99645.

### 1. INTRODUCTION

A. Introduction of Staff

### 2. UNFINISHED BUSINESS:

*(None)*

### 3. PUBLIC HEARINGS:

A. **CASWELL LAKES RSB:** The request is to create one lot from Lots 531 and 532, Caswell Lakes, Plat 68-10, to be known as **LOT 531A**, containing 1.37 acres +/- . The property is located directly north of E. Caswell Lakes Road, east of S. Bendapole Road and south of E. Fishinfun Avenue (Tax ID # 6070000L0531 & L0532); within the NW ¼ Section 13, Township 22 North, Range 04 West, Seward Meridian, Alaska. In the Susitna Community Council and in Assembly District #7. *(Petitioner/Owner: Rick & Sheree Melton, Staff: Kimberly McClure, Case # 2022-131)*

THE ABBREVIATED PLAT HEARING WILL CONVENE AT **8:30 A.M.** on **September 28, 2022**, in the **Conference Room 110** at the Dorothy Swanda Jones Building, 350 E. Dahlia Avenue, Palmer, Alaska.

## Public Hearing Process

- **Platting Officer states/reads the case/item to be addressed into the record.**
- **Public Hearing Notices:** Secretary states the number of public hearing notices sent out and the date sent.
- **Staff Report:** The Platting Officer gives an overview of the project for the hearing and the public.
- **Public Testimony:** Members of the public are invited to sign in and testify before the officer.
  - **3-minute time limit per person for members of the public.**
  - The time limit may be extended at the discretion of the Platting Officer.
- **The public hearing is closed by the Officer.** No further public input is appropriate.
- **Petitioner Comments:** Petitioner, or his/her representative, comes before the officer to discuss staff recommendations and compliance with Title 43 and other applicable regulations.
  - **Testimony is limited to five (5) minutes for the petitioner/applicant.**
  - The time limit may be extended at the discretion of the Platting Officer
- **Motion to Approve:** Motion to approve is made by the Platting Officer.
  - No further unsolicited input from petitioner is appropriate.
  - Conditions and Findings must be written for all decisions made regarding the action being taken, whether it passed or failed.
  - Decisions are final unless reconsidered by the platting board MSB 43.35.005 or appealed to the board of adjustments and appeals. MSB 43.35.015

**STAFF REVIEW AND RECOMMENDATIONS  
PUBLIC HEARING  
SEPTEMBER 28, 2022**

ABBREVIATED PLAT: **CASWELL LAKES RSB L/531 & 532**

LEGAL DESCRIPTION: **SEC 13, T22N, R04W, S.M., AK**

PETITIONER: **RICK & SHEREE MELTON**

SURVEYOR: **R & K LAND SURVEYING, LLC**

ACRES: **1.37 +/-** PARCELS: **1**

REVIEWED BY: **KIMBERLY MCCLURE**

CASE: 2022-131

**REQUEST:**

The request is to create one lot from Lots 531 and 532, Caswell Lakes, Plat 68-10, to be known as **LOT 531A**, containing 1.37 acres +/- . The plat is located directly north of E. Caswell Lakes Road, east of S. Bendapole Road and south of E. Fishinfun Avenue, located within Section 13, Township 22 North, Range 04 West, Seward Meridian, Alaska. In the Susitna Community Council and Assembly District 7.

**EXHIBITS:**

Vicinity Maps **Exhibit A**

**AGENCY COMMENTS**

Development Services **Exhibit B**

**DISCUSSION:** The subject parcels are located within the Susitna Community Council. The proposed subdivision is heard under MSB 43.15.025, *Abbreviated Plats* and MSB 43.15.054(G), *Exemptions*. Elimination of common lot lines are exempt from survey and monumentation requirements and allows the surveyor to use record information from the prior plat.

**COMMENTS:**

Development Services (**Exhibit B**) had no comment. There were no objections or concerns received from Borough departments, outside agencies or the public at the time of this staff report.

**CONCLUSION**

The plat of CASWELL LAKES RSB L/531 & 532 is consistent with AS 29.40.070 *Platting Regulations*, MSB 43.15.025 *Abbreviated Plats* and MSB 43.15.054(G) *Exemptions*. Plats to remove lot lines are exempt from provisions of the code, which require soils report submittals, legal and physical access, as-built survey, and topographic information. There were no objections received from borough departments, outside agencies or the public at the time of this staff report.

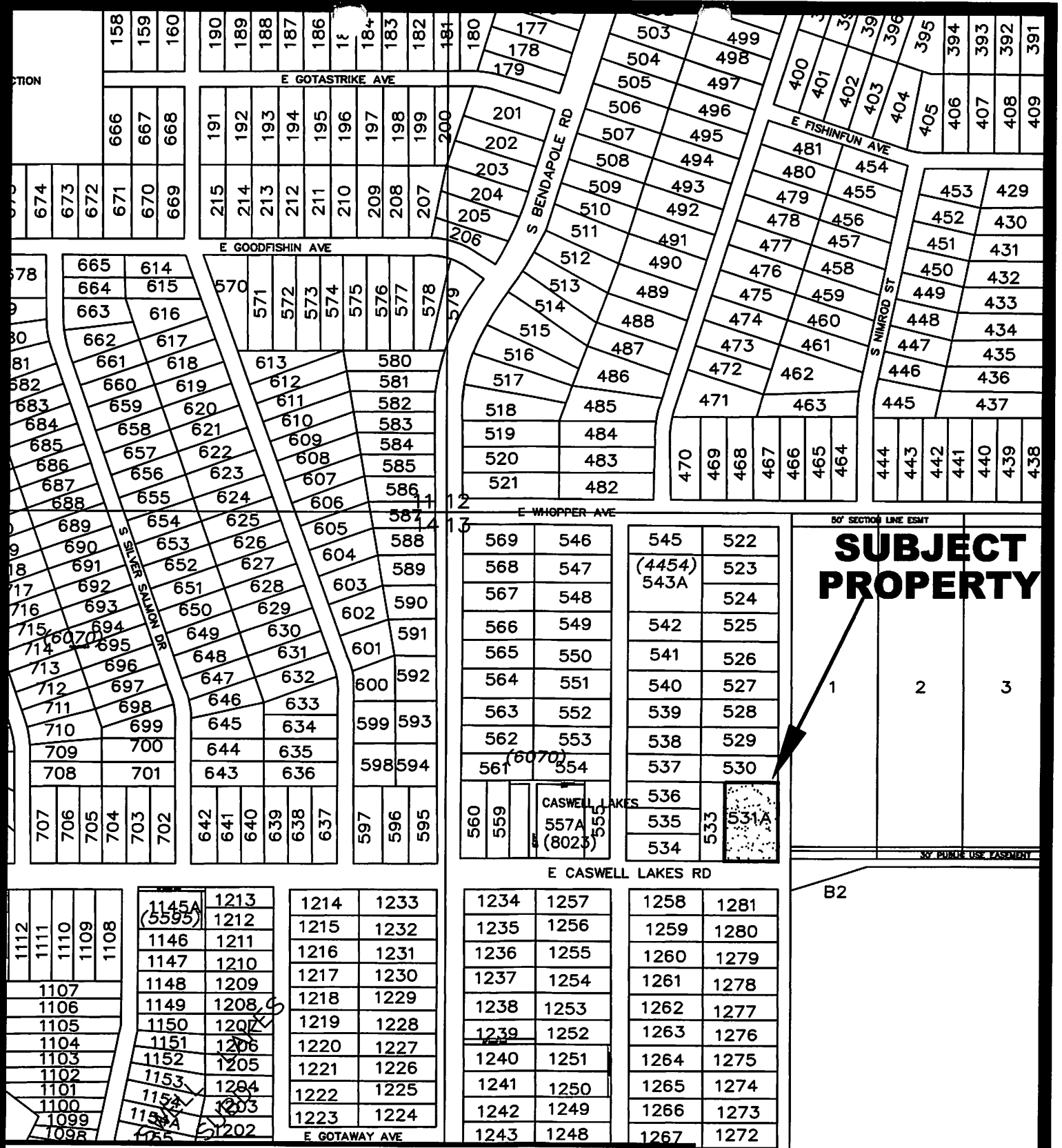
**FINDINGS of FACT:**

1. The abbreviated plat of CASWELL LAKES RSB L/531 & 532 is consistent with AS 29.40.070 *Platting Regulations*, MSB 43.15.025 *Abbreviated Plats*, and MSB 43.15.054(G) *Exemptions*.
2. This plat combines two lots within Caswell Lakes subdivision, lessening the lot density in the area.
3. There were no objections from any borough departments, outside agencies or the public.
4. An elimination of common lot line plat is exempt from provisions of the code, which require soils report submittals, legal and physical access requirements, as-built survey and topographic information.
5. MSB 43.15.054(G) allows the surveyor to use record information from the recorded plat of Caswell Lakes subdivision (Plat #68-10), and does not require additional monumentation.

**RECOMMENDED CONDITIONS OF APPROVAL:**

Staff recommends approval of the abbreviated plat of CASWELL LAKES RSB L/531 & 532 contingent on the following recommendations:

1. Pay postage and advertising fee.
2. Provide updated Certificate to Plat executed within 7 days prior to recording and provide beneficiary affidavits from holders of beneficial interest, if any.
3. Taxes and special assessments must be paid in full prior to recording the plat, per MSB 43.15.053(F) and AS 40.15.020. Pay taxes and special assessments (LIDs) by certified funds or cash.
4. Provide signed Owners Statement from all owners of record.
5. Submit recording fee payable to DNR.
6. Submit final plat in full compliance with Title 43.



**SUBJECT PROPERTY**

1                      2                      3

B2

C1

**EXHIBIT A**

**VICINITY MAP**  
 FOR PROPOSED CASWELL LAKES RSB  
 L/531 & 532  
 LOCATED WITHIN  
 SECTION 13, T22N, R04W, SEWARD MERIDIAN  
 CA01 MAP ALASKA

- 1349
- 1348
- 1347
- 1346
- 1345
- 1344

## Kimberly McClure

---

**From:** Permit Center  
**Sent:** Friday, September 2, 2022 2:37 PM  
**To:** Kimberly McClure  
**Subject:** RE: Caswell Lks RSB L/531 & 532

No comment

---

**From:** Kimberly McClure <Kimberly.McClure@matsugov.us>  
**Sent:** Wednesday, August 31, 2022 4:29 PM  
**To:** Myers, Sarah E E (DFG) <sarah.myers@alaska.gov>; colton.percy@alaska.gov; regpagemaster@usace.army.mil; pamelaj.melchert@usps.gov; Permit Center <Permit.Center@matsugov.us>  
**Subject:** Caswell Lks RSB L/531 & 532

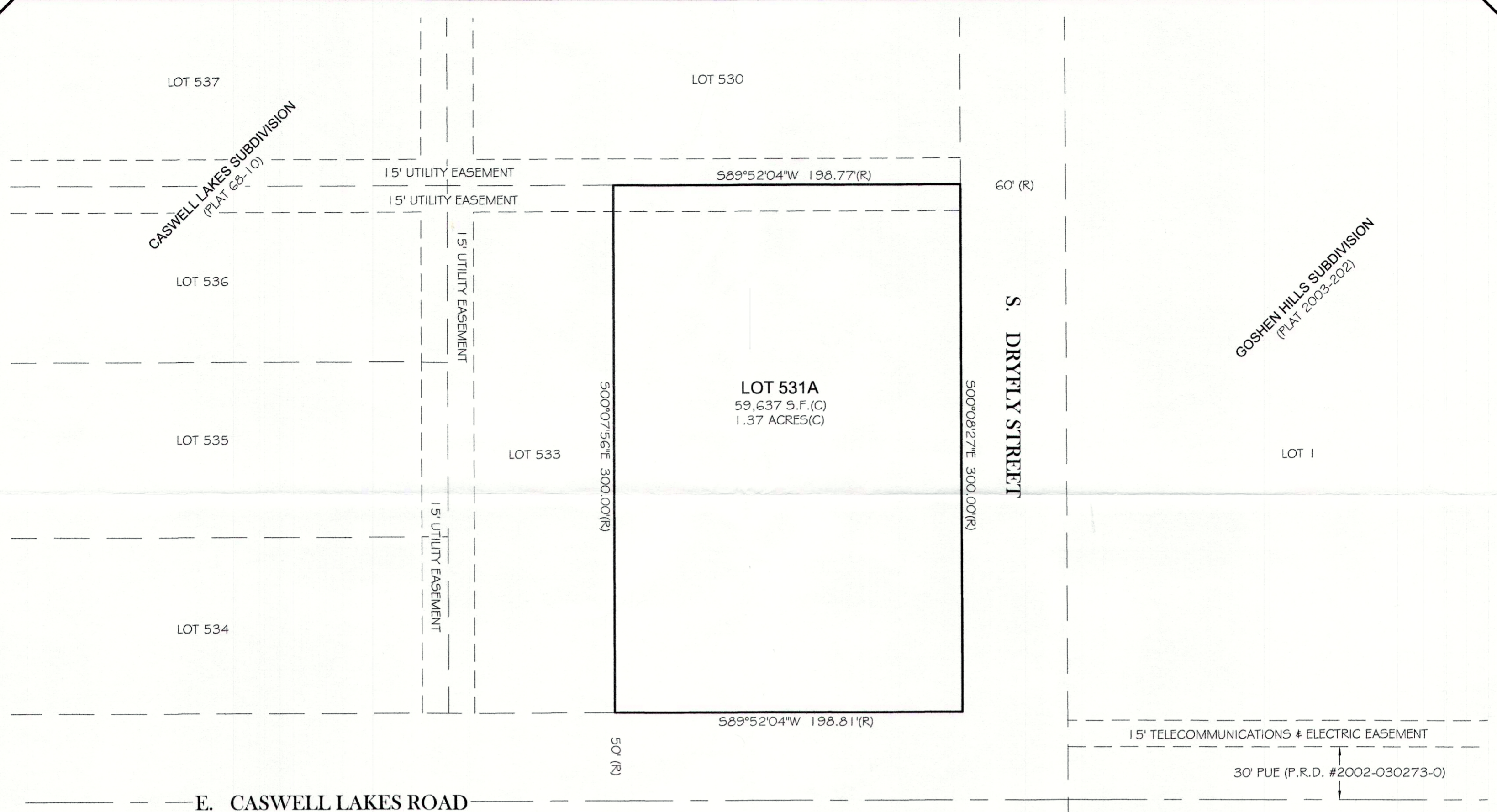
Below is a link to a request for comments for Caswell Lakes RSB L/531 & 532, Case #2022-131, Tech KMc.

**Comments due by September 16, 2022.**

[https://matsugovus-my.sharepoint.com/:f/g/personal/kimberly\\_mcclure\\_matsugov\\_us/Eke2eUoo\\_oJAgF62Lx4\\_im0BJrw5XXLYJfWFQTbulUPDIQ?e=Ee5t1A](https://matsugovus-my.sharepoint.com/:f/g/personal/kimberly_mcclure_matsugov_us/Eke2eUoo_oJAgF62Lx4_im0BJrw5XXLYJfWFQTbulUPDIQ?e=Ee5t1A)

***Please open the link in Chrome or copy and paste the link to your browser. Using Microsoft Edge seems to cause some viewing problems.***

Thank you,  
Kimberly McClure  
Platting Technician  
861-7873  
[Kimberly.McClure@matsugov.us](mailto:Kimberly.McClure@matsugov.us)



**E. CASWELL LAKES ROAD**

**CERTIFICATE OF OWNERSHIP**

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED IN THE PLAN AND THAT I ADOPT THIS PLAN OF SUBDIVISION BY MY FREE CONSENT.  
 SEE AFFIDAVIT  
 RICK LEE MELTON  
 HC 89 BOX 1418  
 WILLOW, ALASKA 99688

**NOTES:**

1. THERE MAY BE FEDERAL, STATE, AND LOCAL REQUIREMENTS GOVERNING LAND USE. THE INDIVIDUAL PARCEL OWNER SHALL OBTAIN A DETERMINATION WHETHER THESE REQUIREMENTS APPLY TO THE DEVELOPMENT OF PARCELS SHOWN ON THE PLAT TO BE RECORDED.
2. NO INDIVIDUAL WATER SUPPLY SYSTEM OR SEWAGE DISPOSAL SYSTEM SHALL BE PERMITTED ON ANY LOT UNLESS THE SYSTEM IS LOCATED, CONSTRUCTED, AND EQUIPPED IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION, WHICH GOVERNS THOSE SYSTEM.
3. RIGHT OF WAY EASEMENT FOR ELECTRICAL TRANSMISSION AND/OR TELEPHONE DISTRIBUTION LINE OR SYSTEM GRANTED TO MATANUSKA ELECTRIC ASSOCIATION RECORDED ON JULY 12, 2022 AS INSTRUMENT NO. 2022-016079-0 IN THE PALMER RECORDING DISTRICT.
4. RIGHT OF WAY EASEMENT FOR ELECTRICAL TRANSMISSION AND/OR TELEPHONE DISTRIBUTION LINE OR SYSTEM GRANTED TO MATANUSKA ELECTRIC ASSOCIATION RECORDED ON JULY 12, 2022 AS INSTRUMENT NO. 2022-016080-0 IN THE PALMER RECORDING DISTRICT.
5. RECORD PLAT INFORMATION FROM CASWELL LAKES SUBDIVISION RECORDED AS PLAT 68-10 IN THE PALMER RECORDING DISTRICT.
6. A FIELD SURVEY WAS NOT CONDUCTED TO PREPARE THIS PLAT.

**CERTIFICATE OF OWNERSHIP**

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED IN THE PLAN AND THAT I ADOPT THIS PLAN OF SUBDIVISION BY MY FREE CONSENT.  
 SEE AFFIDAVIT  
 SHEREE LINETTE MELTON  
 HC 89 BOX 1418  
 WILLOW, ALASKA 99688

**PLANNING AND LAND USE DIRECTOR'S CERTIFICATE**

I CERTIFY THAT THIS SUBDIVISION PLAN HAS BEEN FOUND TO COMPLY WITH THE LAND SUBDIVISION REGULATIONS OF THE MATANUSKA-SUSITNA BOROUGH, AND THAT THE PLAT HAS BEEN APPROVED BY THE PLATTING AUTHORITY BY PLAT RESOLUTION NUMBER \_\_\_\_\_, DATED \_\_\_\_\_, 20\_\_\_\_, AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE RECORDER IN THE PALMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA IN WHICH THE PLAT IS LOCATED

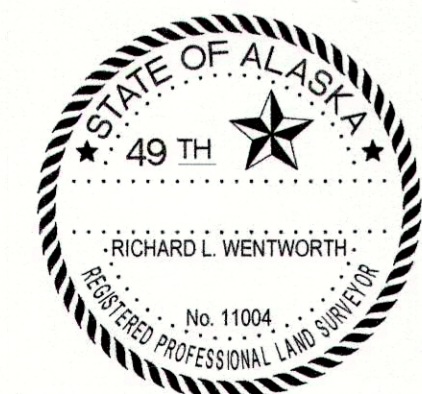
PLANNING AND LAND USE DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

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

**CERTIFICATION OF PAYMENT OF TAXES**

I HEREBY CERTIFY THAT ALL CURRENT TAXES AND SPECIAL ASSESSMENTS, THROUGH \_\_\_\_\_, 20\_\_\_\_, AGAINST THE PROPERTY, INCLUDED IN THE SUBDIVISION OR RESUBDIVISION, HAVE BEEN PAID.

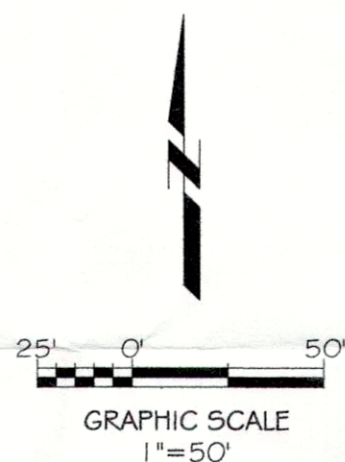
BOROUGH TAX COLLECTION OFFICIAL \_\_\_\_\_



**SURVEYOR'S CERTIFICATE**

I, RICHARD L. WENTWORTH, PLS#11004, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT WAS DRAFTED UNDER MY DIRECT SUPERVISION, AND THAT ALL DATA SHOWN HEREON IS TRUE AND CORRECT AS COMPILED FROM EXISTING RECORD INFORMATION FROM PLAT 68-10.

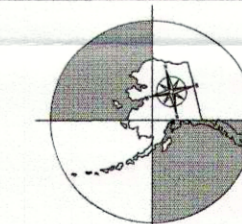
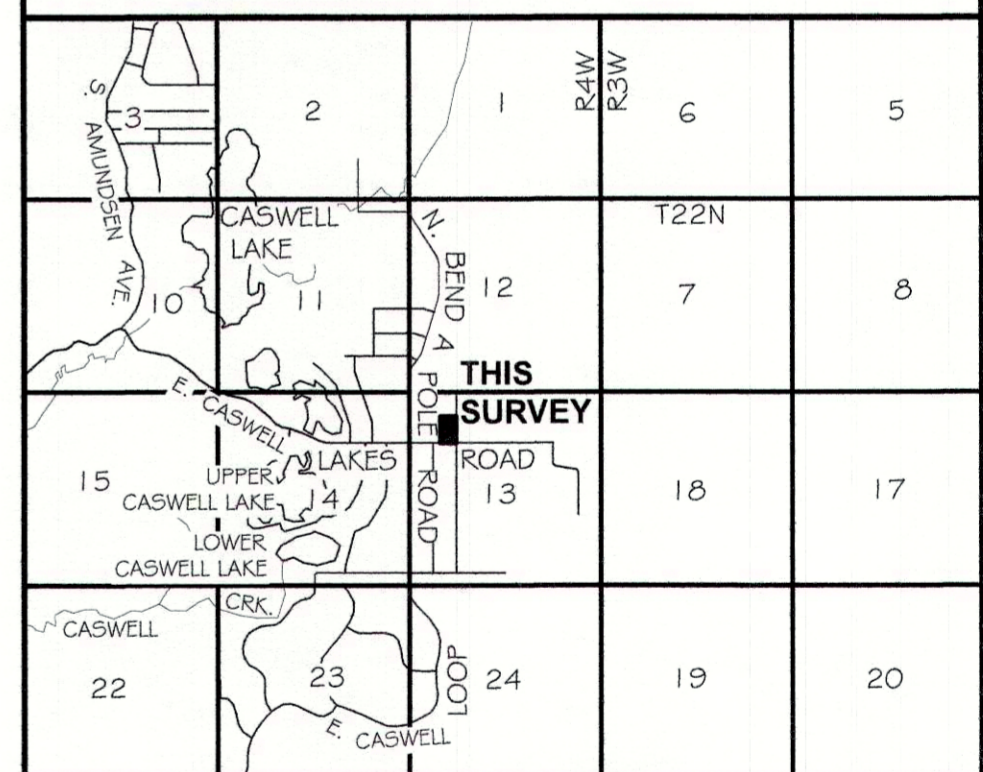
RICHARD L. WENTWORTH, PLS#11004



**LEGEND**

- (R) RECORD PLAT #62-28
- (C) CALCULATED
- PUE PUBLIC USE EASEMENT
- P.R.D. PUBLIC RECORD DOCUMENT

**VICINITY MAP**  
 1" = 1 MILE



**R & K LAND SURVEYING, LLC**  
 27250 WEST LONG LAKE ROAD  
 PO BOX 606  
 WILLOW, ALASKA 99688  
 (907) 495-0047  
 #156327

**Agenda Copy**  
 PRELIMINARY PLAT OF  
**CASWELL LAKES**  
**SUBDIVISION LOT 531A**

A RE-PLAT OF CASWELL LAKES SUBDIVISION LOT 531 AND 532, LOCATED WITHIN SECTION 13, T22N, R4W, SEWARD MERIDIAN, ALASKA CONTAINING APPROXIMATELY 1.37 ACRES

PALMER RECORDING DISTRICT,  
 THIRD JUDICIAL DISTRICT,  
 STATE OF ALASKA

**RECEIVED**  
 AUG 17 2022  
**PLATTING**

JOB NUMBER: 2022-063	CASE NUMBER: N/A	M5B TAX MAP: CA 01
FIELD BK: N/A	DATE: 08-15-2022	REVISION: N/A
DRAWN BY: RLW CHECKED BY: KEW	SCALE: 1" = 50'	SHEET: 1 OF 1