



**MAYOR**                      **CITY PLANNER**  
Verne E. Rupright        Tina Crawford

**WASILLA PLANNING COMMISSION**

Vacant, Seat A  
Daniel Kelly Jr., Seat B  
Steven DeHart, Seat C  
Doug Miller, Seat D  
Glenda Ledford, Seat E  
Clark Buswell, Seat F  
Robert Webb, Seat G

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**CITY OF WASILLA  
PLANNING COMMISSION MEETING AGENDA  
WASILLA CITY COUNCIL CHAMBERS**

Wasilla City Hall, 290 E. Herning Avenue, Wasilla, AK 99654 / 907-373-9020 phone

**REGULAR MEETING                      7 P.M.                      SEPTEMBER 27, 2011**

- I.     CALL TO ORDER
- II.    ROLL CALL
- III.   PLEDGE OF ALLEGIANCE
- IV.   APPROVAL OF AGENDA
- V.    REPORTS
  - A.    City Attorney
  - B.    City Council
  - C.    City Planner
  - D.    City Public Works Director
  - E.    City Deputy Administrator
- VI.   PUBLIC PARTICIPATION *(five minutes per person, for items not scheduled for public hearing)*
- VII.  CONSENT AGENDA
  - A.    Minutes of September 13, 2011, regular meeting.
- VIII. NEW BUSINESS *(five minutes per person)*
  - A.    Public Hearing
    - 1.    **Resolution Serial No. 11-13:** Recommending that the Wasilla City Council adopt the proposed City of Wasilla Parks Master Plan.

- B. Planning Commission training
- IX. UNFINISHED BUSINESS
- X. COMMUNICATIONS
  - A. Permit Information
  - B. Enforcement Log
- XI. AUDIENCE COMMENTS
- XII. STAFF COMMENTS
- XIII. COMMISSION COMMENTS
- XIV. ADJOURNMENT

**I. CALL TO ORDER**

The regular meeting of the Wasilla Planning Commission was called to order at 7:00 PM on Tuesday, September 13, 2011, in Council Chambers of City Hall, Wasilla, Alaska by A.C. Buswell, III, Chairman.

**II. ROLL CALL**

Commissioners present and establishing a quorum were:

Vacant, Seat A  
Mr. Daniel Kelly, Jr., Seat B  
Mr. Steven DeHart, Seat C  
Mr. Doug Miller, Seat D  
Ms. Glenda Ledford, Seat E  
Mr. Clark Buswell, Seat F  
Mr. Robert Webb, Seat G

Staff in attendance were:

Mr. Archie Giddings, Public Works Director  
Ms. Tina Crawford, City Planner  
Ms. Tahirih Klein, Planning Clerk

**III. PLEDGE OF ALLEGIANCE**

A. Commissioner Webb led the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA**

GENERAL CONSENT: The agenda was approved as presented.

**V. REPORTS**

A. City Attorney  
No report given.

B. City Council  
Mr. Giddings:

- stated that the City Council approved the sign code variance ordinance;
- stated that a resolution was passed supporting Mat Su Services for Children and Adults, a non-profit organization that is community service oriented;
- stated that a Council member has requested adoption of a City ethics code; and
- stated that the City is finishing up paving projects within the City.

C. City Planner  
No report given

D. City Public Works Director  
Mr. Giddings:

- stated that the project to get the pioneer road to the airport and the work at two railroad crossings are almost completed;
- stated that work on Swanson Road is moving along and should be done in September; and
- stated that the Transportation Fair is September 15 in Raven Hall at the Alaska State Fairgrounds.

E. City Deputy Administrator  
No report given

**VI. PUBLIC PARTICIPATION** (*five minutes per person, for items not scheduled for public hearing*)

No one present

**VII. CONSENT AGENDA**

A. Minutes of August 23, 2011, meeting.

GENERAL CONSENT: Minutes were approved as amended.

**VIII. NEW BUSINESS** (*five minutes per person*)

A. Committee of the Whole

MOTION: Commissioner DeHart moved to enter into the Committee of the Whole at 7:09 PM.

VOTE: The motion to enter into the Committee of the Whole passed unanimously.

1. Parks Master Plan (review and discuss updated plan)
2. Title 16 revisions (identify and discuss potential code revisions)

MOTION: Commissioner Kelly moved to exit the Committee of the Whole at 8:02 PM.

VOTE: The motion to exit into the Committee of the Whole passed unanimously.

**X. UNFINISHED BUSINESS**

There was no unfinished business.

## **IX. COMMUNICATIONS**

No statements made regarding the following items.

- A. Permit Information
- B. Enforcement Log

## **X. AUDIENCE COMMENTS**

Mr. Richard Bay stated he appreciated the time of the meeting as it makes it easier to attend.

## **XII. STAFF COMMENTS**

Ms. Crawford stated she has been working with Commissioner DeHart about Planning Commissioner duties, and has ordered some training tools and would like to schedule training on the next agenda.

Discussion moved to the Commission and all were in agreement about the training materials and stated they are interested in having it at the next meeting.

## **XII. COMMISSION COMMENTS**

Commissioner Ledford stated she is looking forward to the Planning Commission training materials.

Commissioner Webb stated it was good to hear about the Fern Street project.

Commissioner Kelly stated he discovered the small business bureau and how they stated they would be interested in attending a meeting to discuss what needs to be done to start a business in the City.

Chair Buswell stated he looks forward to future meeting to discuss annexation and how rules and regulations maybe an issue for small businesses.

## **XIII. ADJOURNMENT**

The regular meeting adjourned at 8:20 PM.

ATTEST:

\_\_\_\_\_  
A.C. BUSWELL, III, Chairman

\_\_\_\_\_  
TAHIRIH KLEIN, Planning Clerk

Adopted by the Wasilla Planning Commission -, 2011.



**CITY OF WASILLA  
LEGISLATION STAFF REPORT**

**RESOLUTION SERIAL NO. 11-13:** A Resolution of the Wasilla Planning Commission recommending that the Wasilla City Council adopt the proposed City of Wasilla Parks Master Plan.

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**Agenda of:** September 27, 2011  
**Originator:** Planning Department

**Date:** September 19, 2011

**Attachments:** Proposed Resolution Serial No. 11-13 (2 pp)  
Exhibit A to Resolution Serial No. 11-13 (36 pp)

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**SUMMARY STATEMENT:** Over the past few years, the Parks and Recreation Commission, a citizen's advisory group, and a private consultant, Tryck Nyman Hayes (now URS) conducted numerous meetings, workshops, and public hearings to prepare a draft Parks Master Plan. In addition, a joint meeting with the Parks and Recreation Commission and the Planning Commission was held on August 9, 2011 to discuss the draft Plan.

The recommendations and suggestions provided at the August 9, 2011 joint meeting have been incorporated into a final draft Plan. The final draft Plan was reviewed by the Planning Commission on September 13, 2011 and by the Parks and Recreation meeting on September 14, 2011. Both commissions indicated support of the final draft Plan with a few minor revisions.

Included in this packet is a version showing the recommended additions and deletions in a strikethrough/underline format. Exhibit A to Resolution Serial No. 11-13 contains a clean version incorporating all of the edits.

**STAFF RECOMMENDATION:** Staff is recommending that the Planning Commission adopt Resolution Serial No. 11-13, which recommends that the City Council adopt the draft Parks Master Plan.



# PARKS AND TRAILS MASTER PLAN

**Draft**  
August 9, 2011

Deletions shown in ~~strikethrough~~ format and additions are underlined

## **Project Team:**

Archie Giddings	agiddings@ci.wasilla.ak.us	
Jim Holycross	jholycross@ci.wasilla.ak.us	
Bruce Urban	burban@ci.wasilla.ak.us	
Sandra Garley	sgarley@ci.wasilla.ak.us	
Norm Gutcher	normg@tnh-inc.com	
Jill Kovalsky	jillk@tnh-inc.com	
Burt Lent	burtl@tnh-inc.com	g3d@gci.net
Randy Lyons	randyl@tnh-inc.com	

## **Permanent Citizen Advisory Group (CAG) Members:**

Kristi Shea	shea628@mtaonline.net
Don Shiesl	sshiesl@gci.net
Vickie Wehe	wehe2go@alaska.com
Dave Tuttle	tuttle@mtaonline.net
Colleen Sullivan-Leonard	csleonard@hotmail.com
Joan Matthews	joanandmatt@hotmail.com
Rob Sande	aksande@mtaonline.net
Dan Feltz	daniel@mtaonline.net
John Haley	john_f_haley@akd.uscourts.gov

## **“As Needed” Members**

Pete Powell Barbara Peryam Janice Williams Jim Hayes Brenda Carr John Luster

## **“Resource” Parties**

Diane Keller



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## 5.0 Bibliography

## 6.0 Appendix A

- Project Website
- Project Questionnaire
- Citizen Advisory Group Meeting Agenda
- Public Welcoming Event Agenda

## 7.0 Appendix B

- List of Sites
- City of Wasilla Context Map
- Parks Inventory ~~Checklists~~

Deletions shown in ~~striketrough~~ format and additions are underlined

## 8.0 Appendix C

Questionnaire Results

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Existing Athletic Facilities

Proposed Athletic Facilities

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Recommended Classification System for Local and Regional Recreational Open  
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Park Area Analysis

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City of Wasilla Trails Map

Recommended Classification System for Local & Regional Recreational Trails

Trails Cross-section

## 1.0 Introduction

### 1.1 Background

The City of Wasilla contracted with Tryck Nyman Hayes, Inc. landscape architects to prepare a comprehensive master plan that will create a long-term plan for existing and future citywide parks, greenbelts and trails. This plan serves as a long range vision (5 to 20 year time frame) for future development and programming.

### 1.2 Scope and Objectives

The objective of this project is to inventory existing facilities within the City of Wasilla limits and engage the public in developing the future needs of the community.

- Conduct an inventory of the City of Wasilla parks and trails
  - Develop, distribute and summarize a Wasilla parks questionnaire
  - Organize a Citizen Advisory Group (CAG) and conduct meetings to discuss the project
  - Develop a project website informing the public about the project and the public process
  - Organize a public welcoming event to gather public information about parks and trails
  - Prepare a needs assessment for the City of Wasilla parks and trails
  - Consult National Recreation and Park Association Guidelines for Parks and Recreation Facilities
  - Consult City of Wasilla census information for estimated population counts
- Prepare a program for the City of Wasilla parks and trails
  - Consult the Matanuska-Susitna Borough Asset Management Plan - "Park, Recreation and Open Space Plan"
  - Consult the 1999 Trails Plan and the 1996 Comprehensive Plan
- Prepare schematic designs for future parks and greenbelts (ongoing)
- Prepare a comprehensive citywide master plan
  - Prepare a concept level cost analysis (will happen after the schematic designs are prepared)
  - Recommend an implementation plan (will happen after the schematic designs are prepared)

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## 2.0 Methods

### 2.1 Inventory and Assessment

During this inventory and assessment, the design team used a variety of methods, which are highlighted below:

- Project website
- Project questionnaire
- Field observation
- Collection of draft plans: Iditapark, Curtis D. Menard Memorial Sports Center and Bumpus Recreational Area
- Aerial photography and topography
- Site parcel / platting information within the City of Wasilla limits

Recognizing that the public was an essential part of the needs and assessment, a Citizen Advisory Group (CAG) was organized. Several CAG meetings were held throughout the process. A public welcoming event at the Sports Center included the public in the planning effort. A project questionnaire was mailed to all of the residents within the City limits to gather input on the current use of the existing parks and trails and future needs for park and trail facilities. The project website was updated to maintain public awareness of the project status and contact information.

A list of 20 sites within the City limits was developed and approved by the CAG. A checklist identifying existing facilities at these sites was developed prior to the field observations. Each site was photographed to document the current conditions of the existing facilities. ~~These checklists are included in Appendix B.~~ However, the list of sites was condensed down to only include the sites owned by the City. A chart listing these sites and identifying the amenities within each park is included in Appendix B.

The design team and the CAG recognized a number of existing recreational facilities and Matanuska-Susitna Borough schools just outside of the City limits that needed to be accounted for in the assessment. These schools and Matanuska-Susitna Borough recreational facilities within two miles of the City limits were surveyed by interviewing school personnel and utilizing plans and aerial photography to identify existing facilities. These facilities have been listed in ~~the~~ a separate chart titled “Existing Athletic Facilities (Not City owned),” but have not been included in the “Projected Facility Requirement” chart because they are not currently owned by the City.

The latest park, recreation, open space and greenway guidelines released by the National Recreation and Park Association (NRPA) appear to have been based on a new philosophy, with a “systems approach” to community facility planning. The new approach reconsiders the old notion of a national standard of 10 acres of park land for every 1,000 people, which has been in place since 1981 and is generally recognized as deficient in today’s recreation and open space environment.

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The new NRPA “systems approach” addresses the following trends:

- Need to accommodate different cultures
- Need to include public opinion
- Identification of the wellness movement
- Establishment of level of service standards
- Recognition that the residents of each community should be given the right to determine the size and use of land set aside for parks and recreation facilities

### **2.1.1 Project Website**

A project web page was established at the beginning of the project. This web page was linked to the City of Wasilla website under the heading of “What’s Up Today”. The link to the web page was posted on the public questionnaire and handed out at the public meetings. Throughout the project, the web page was updated with the most current project data and meeting dates. A screenshot has been included in Appendix A.

### **2.1.2 Public Questionnaire**

The public questionnaire included the project goal, the project team, and eight questions about citywide parks, trails and right-of-way acquisition. A copy of the questionnaire is in Appendix A. There was also a place for respondents to write in their comments. It was mailed to all residents living within the City limits. The City received 101 completed questionnaires by June 30, 2007 and the responses are included in Appendix C.

### **2.1.3 Public meetings**

The initial CAG meeting was held on June 25, 2007, and Dave Tuttle was elected as the chairperson. The CAG approved the list of sites to be inventoried by the design team. They also gave the design team their input as to what was needed within the City of Wasilla.

The public welcoming event on September 5, 2007, was advertised in the *Frontiersman*. The sports user groups were invited to attend. The design team had two interactive tables at the event; one for parks and one for trails and greenbelts. The public was invited to move back and forth between the two tables and provide input. The CAG meeting agenda and the public welcoming event agenda are in Appendix A.

## **2.2 Review of Existing Information**

The following items were reviewed prior to this event and assessment:

- “Wasilla Parks and Recreation Commission, Survey 1, April 1995”, prepared by City of Wasilla Parks & Recreation Commission
- *Parks, Recreation, Open Space and Greenway Guidelines*, James D. Mertes, Ph.D., CLP and James R. Hall, CLP
- *Matanuska-Susitna Borough Asset Management Plan*, assembly adopted June 2001, prepared by Land Design North

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- *Wasilla Trails Plan 1999 City Amendment*, prepared by Trails advisory subcommittee, Parks and Recreation Commission, City of Wasilla
- *Wasilla Comprehensive Plan Chapter 5- Parks and Recreation Plan*, April 1996
- Site visits to all twenty sites

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## 3.0 Findings

### 3.1 Public Questionnaire Results

The public questionnaire was mailed to each property owner within the City limits, and a total of 101 questionnaires were returned. The data was recorded to show the actual number of people responding to each question. A summary of comments shows additional comments that were written in to the eight questions on the questionnaire. The design team has posted the total comments provided by the respondents. These results are included in Appendix C. The results show 57 percent of respondents use city trails, 81 percent support government funding of parks, and 24 percent regularly use park and recreation facilities.

### 3.2 Existing Athletic Facilities

The City owns 30 athletic facilities ranging from indoor ice rink to outdoor MBX track for bicycles. The twenty existing sites specific to the parks master plan were inventoried to review the number of existing fields and courts. Sites owned by the City and sites not owned by the City were noted. The ten schools in the surrounding area were inventoried by phone to develop a list of facilities provided at each school. Because this information was taken over the phone, the information was included without field verification. The existing athletic facilities chart can be found in Appendix C.

### 3.3 Proposed Athletic Facilities

The City plans to review the existing athletic facilities on an annual basis to identify needed improvements or additional facilities. ~~on adding 16 new athletic facilities over the next 20 years as funding becomes available that~~ Additional facilities may include soccer and softball fields. Several approved master plans illustrating proposed facilities have not been constructed. These proposed facilities are listed and categorized by parks owned and parks not owned by the City. The proposed athletic facilities chart can be found in Appendix C.

### 3.4 Projected Facility Requirements

The results show in general that the number of existing facilities is adequate to serve the City ~~greater Wasilla area,~~ but as the population grows, additional facilities ~~will~~ may be needed. The projected facility requirements chart uses the National Recreation and Parks Association (NRPA) Standards and the revised local standards from the South Davis master plan for the Fairbanks North Star Borough completed by PDC, Inc. in June, 1999. Both sets of standards can be used as a guide for determining the number of facilities that are needed based on population counts for an area. The future growth for the City was projected using a ~~5~~ three percent growth factor. ~~This factor was determined by taking the median of the past 2000 and 2005 growth, which was six to eight percent, and the standard projected growth factor of three to three and one-half percent.~~ This chart is included in Appendix C.

Deletions shown in ~~strikethrough~~ format and additions are underlined

### 3.5 Recommended Classification System for Local and Recreational Open Space

A classification system for local and recreational open space from the *Park, Recreation, Open Space and Greenway Guidelines*, written by James D. Mertes and James R. Hall has been included in Appendix C. This classification system includes a description, location criteria, and size criteria for each open space classification.

### 3.6 Park Area Analysis

The City currently has seven parks and a boat launch facility. A brief description and history of each City park is listed below along with proposed future improvements. Additionally, a chart was created that ~~This chart~~ includes the classification and acreage for each of the ~~twenty sites that were inventoried and the ten schools that were analyzed in our study.~~ The sites are separated into two categories: parks owned by the City and parks not owned by the City. The chart also recommends the total acres of park area required for the City based on the original NRPA standard of 6.25 to 10.5 acres per 1,000 people. This chart can be found in Appendix C.

- Iditapark is located at the old Wasilla Airport site on 28 acres along Nelson Avenue between Lucille Street and Weber Drive. Over the last 10 years, the park has slowly been built-out. Wonderland Park was constructed with volunteers in the community as the first park improvement at this site. Since then, the area has been improved with the Skate Board Park, Honor Garden, Garden of Reflection, tennis courts, basketball courts, volley ball sand pits, amphitheater stage, sledding hill, trails and pavilions. The park also includes a series of ponds and creek that treat storm water from the downtown area and provide habitat for birds and ducks in the summer. This park complex has reached a level of completion but needs future improvements as follows:
  - Large pavilion structure over Amphitheater stage
  - Complete paving pathways
  - Provide lighting for winter time use along path ways
  - Add pavilions
  
- Nunley Park is located across the street from City Hall between Herning Avenue and Swanson Avenue. This park is named after Leo M. Nunley, a former Mayor of Wasilla. This park takes up about three-quarters of a city block and it is designed to be used by families with small children. It has new playground equipment and a full size railroad caboose for viewing. Future improvements include:
  - One or two pavilions
  - Pave east parking lot
  - Improve pathways
  - Improve/add new playground equipment

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- Carter Park is located at the east end of Lake Lucille and it provides lake access for swimming and canoeing. Carter Park is named after the Carter family who homesteaded on Lake Lucille and they donated the property for the park. This is a small park with new playground equipment for small children and it has areas for picnics.
- Newcomb Park is located at the west end of Wasilla Lake along the Parks Highway. This park is named after Harold Newcomb, a former Mayor of Wasilla. This park is very popular in the summer for swimming with a sandy beach area and lake access for canoeing. This park is great for picnics and it has one pavilion. It also provides winter time recreation where the City maintains an ice skating rink on the lake. Future improvements include :
  - New playground equipment for small children
  - Improved lighting for ice skating area
- Lake Lucille Park was originally built by the Matanuska-Susitna Borough in 1986 along the south side of Lake Lucille on 80 acres. This park has a large campground, trails and access to the lake for canoeing. This park has pavilions, soccer fields and playground equipment for small children. The City is in the process of obtaining the park from the Borough. Continued master planning is needed to determine the full build-out potential of the park.
- Bumpus Ballfields is located along Mystery Avenue in the north part of town. This park is named after Charlie Bumpus, a former Mayor of Wasilla. Bumpus Ballfields contains 120 acres of land dedicated for ballfields and trails. This area is approximately 50 percent built-out with four softball fields, one baseball field and one soccer field. These fields have been built by volunteer organizations who in two cases, lease the land from the City and make the fields available to the public when they are not in use. An equestrian trail is also present within the 120 acre park that is available for all non-motorized uses. Continued master planning is needed to determine the full build-out potential of the park.
- Cottonwood Creek Park was recently acquired by the City. It contains nine acres along Cottonwood Creek next to the Parks Highway. This area is planned for a nature trail to support viewing of the creek. Additional property acquisition could lead to a trail head on the opposite side of the creek and a pedestrian bridge over the creek. Master planning is needed for this park as no improvements currently exist.
- Susitna Avenue Boat Launch is located near Carter Park at the east end of Lake Lucille. It provides the only public access for boat launching on either lake in the City. This facility has parking one block away for vehicles and boat trailers. The boat launch has a simply gravel approach into the lake. Future improvements include:
  - Paved or concrete apron into the lake
  - Improved dock tie-down area

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## 4.0 Conclusions and Recommendations

~~A prioritized list of recommendations for parks and trails and greenways was developed for the City of Wasilla to implement. According to the Wasilla Park Master Plan questionnaire, the respondents believe that city government should provide money for community parks. The primary goal of the Parks Master Plan is to identify ways to enhance recreational opportunities within the City limits. This includes enhancing existing parks and trails as well as improving trail connectivity and creating new parks, as needed. Recommended actions to implement this goal are outlined below:~~

### 4.1 Program for Parks and Recreation facilities Recommended Actions

- **Creation of a Volunteer System.** ~~The Wasilla Parks Master Plan questionnaire reported that people believe city government should provide money for community parks, but the average person visited the existing parks one to five times within the last year. TNH recommends the City establish a design vocabulary for site furnishings for its parks to promote continuity. We also recommend~~ The City develop a volunteer system to help with maintenance of the parks and trails. Excellent examples are the “Adopt a Park” and “Adopt a Trail” volunteer programs.
- **Install Welcome Signs at City Gateways.** ~~A~~ Decorative “Welcome to the City of Wasilla” signs should be installed at two ~~four~~ locations within the City limits ~~should be created. The City already owns the Gateway site at the northeast corner of Wasilla Fishhook Road. This site would be an ideal location for a decorative sign. A second~~ The first recommended location for a decorative “Welcome to the City of Wasilla” sign would be at the western entrance on the Parks Highway. It appears this corner parcel is currently owned by the Alaska Department of Transportation and Public Facilities. A third The second location would be on a private parcel at the eastern entrance of the Parks Highway. This parcel is indicated on the City of Wasilla context map in Appendix C. The fourth location would be on Knik Goose Bay Road within the ADOT & PF right-of-way at the southwest entrance into the City.
- **Creation of Individual Conceptual Park Plans.** ~~We propose that New conceptual site plans should be created for Nunley and Newcomb~~ Bumpus, Lake Lucille and Cottonwood Creek parks. ~~The second future opportunity would be the acquisition of adjacent lands to the Lake Lucille Camper Park for development into a Sports Complex park focusing more on fields that accommodate the specific needs of user groups; for example, soccer, softball and Little League. The third opportunity would be the acquisition of a privately owned greenbelt in the southeast corner of the City limits. This greenbelt connects Cottonwood Creek and Fairview Loop Road providing open space for residents in the southeast quadrant of the City. Acquisition of lands adjacent to Cottonwood Creek and Lucille Creek would allow for a continuous trail for cross country skiing, biking, walking and running - similar to the Coastal Trail in Anchorage.~~

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- **Park Improvements.** The City will continue to identify ways to add improvements to existing parks. Listed below are recommended improvements:

Iditapark:

- Large pavilion structure over amphitheater stage
- Pave all pathways
- Provide lighting for wintertime use along pathways
- Add pavilions

Nunley Park:

- Add pavilions
- Pave east parking lot
- Improve pathways
- Improve/add new playground equipment

Newcomb Park:

- New playground equipment for small children
- Improve lighting for ice skating area on lake

Susitna Avenue Boat Launch:

- Create paved or concrete apron into Lake Lucille
- Improve dock tie-down area

Cottonwood Creek:

- Create parking area accessible from Bogard
- Install bridge to cross Cottonwood Creek
- Create trail through park

- **Trail Connectivity /Greenways.** A network of city trails has been designed to link existing and future neighborhoods, parks, and common open spaces. This trail system aims to separate vehicular and pedestrian traffic promoting safe pedestrian movement. In formulating this network, the *Matanuska-Susitna Borough Asset Management Plan - Parks, Recreation and Open Space Plan* was analyzed. Existing trails from this plan, as well as proposed trails and pathways specifically linking the City to other outlying areas, were recorded. The *Wasilla Trails Plan 1999 City Amendment* and the *Wasilla Comprehensive Plan 1996* were also reviewed. The Wasilla Trails Plan 1999 City Amendment will be used to address the trail systems within the City limits and will be updated as needed. In addition to the adopted Trails Plan, the a trails inventory was conducted as part of this plan, which noted the existing trails as well as proposed trails throughout the City limits.

From the Wasilla parks master plan questionnaire it was determined that 57 of 92 people currently use the city trails and want the trails to be designed for multi-modal use. A public welcoming event gathered public opinion for future trail connections throughout the city limits. Thirteen future connecting trail

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opportunities are listed below, and are ranked in order of importance. These trails are also on the Trails Map in Appendix D.

1. Downtown
2. Lucas Road
3. Southwest Wasilla
4. Lake to Lake
5. West Holiday Drive
6. North Beck
7. Denali Street
8. Riley Avenue
9. Cottonwood Creek Greenbelt
10. Lucille Creek Greenbelt
11. Bumpus Connector
12. South Thomas Street
13. Bumpus Equestrian

- |  |  |  |
|--|--|--|
| <del>1. Downtown Trails</del>          | <del>6. North Beck Trail</del>                 | <del>11. Bumpus Connector Trail</del>    |
| <del>2. Lucas Road Trail</del>         | <del>7. Denali Street Trail</del>              | <del>12. South Thomas Street Trail</del> |
| <del>3. Southwest Wasilla Trails</del> | <del>8. Riley Avenue Trail</del>               | <del>13. Bumpus Equestrian Trail</del>   |
| <del>4. Lake to Lake Trail</del>       | <del>9. Cottonwood Creek Greenbelt Trail</del> |  |
| <del>5. West Holiday Drive Trail</del> | <del>10. Lucille Creek Greenbelt Trail</del>   |  |

#### **4.2 Recommended Classification System for Local and Recreational Open Space**

The design team has included a classification system for Local and Regional Recreational Trails from the *Parks, Recreation, Open Space and Greenway Guidelines* by James D. Mertes, Ph.D., CLP and James R. Hall, CLP. This classification system can be found in Appendix D.

#### **4.4 Trail Descriptions in order of importance**

~~The design team has made recommendations for twelve new trails within the City limits. The descriptions for these trails can be found in Appendix D and are listed in order of importance.~~

#### **4.5 Greenways**

~~A separate recommendation by the design team is for the City to acquire property adjacent to the Cottonwood Creek, Lucille Creek and the greenbelt in the southeast corner of the City. This acquisition should begin immediately, but generally should be contained within the current 75-foot setback for clearing adjacent to these creeks.~~

Deletions shown in ~~strikethrough~~ format and additions are underlined

## 5.0 Bibliography

“Wasilla Parks and Recreation Commission, Survey 1, April 1995”, prepared by City of Wasilla Parks & Recreation Commission

*Parks, Recreation, Open Space and Greenway Guidelines*, James D. Mertes, Ph.D., CLP and James R. Hall, CLP

*Matanuska-Susitna Borough Asset Management Plan*, assembly adopted June 2001, prepared by Land Design North

*Wasilla Trails Plan 1999 City Amendment*, prepared by Trails advisory subcommittee, parks and recreation commission, City of Wasilla

*Wasilla Comprehensive Plan Chapter 5- Parks and Recreation Plan*, April 1996

# APPENDIX A

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# Home

## Wasilla Parks Masterplan

**Project Goal: To develop a masterplan for both citywide park and open space and for facilities at the Multi Use Sports Complex**

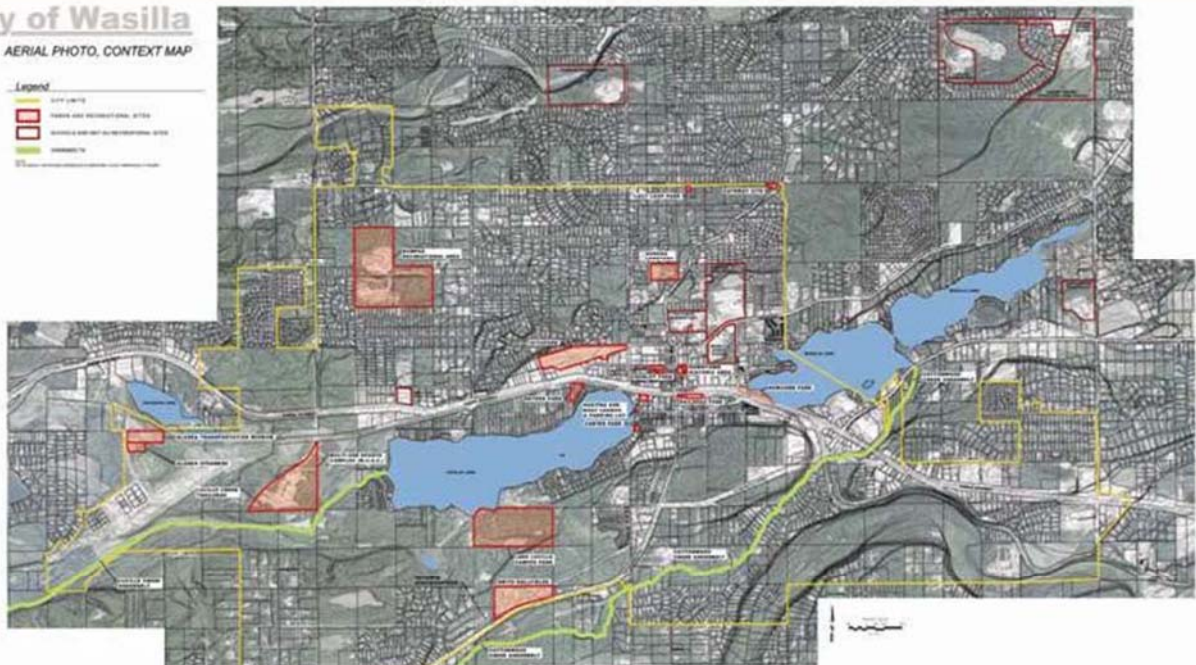


Multi Use Sports Complex

### City of Wasilla

AERIAL PHOTO, CONTEXT MAP

- Legend**
- CITY LIMITS
  - PARKS AND RECREATIONAL SITES
  - PARKS AND RECREATIONAL SITES
  - PARKS AND RECREATIONAL SITES
  - PARKS AND RECREATIONAL SITES



## WASILLA PARKS MASTERPLAN

This is the aerial photo / context map presented to the Citizen Advisory Group on June 26. The existing parks within the City Limits are highlighted in red. The City Limit line is yellow.



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## About Us

### Project Team:

Recreation and Cultural Services Dept.  
 Community and Economics Development Dept.  
 Department of Public Works  
 Citizen Advisory Group  
 Tryck Nyman Hayes, Inc.

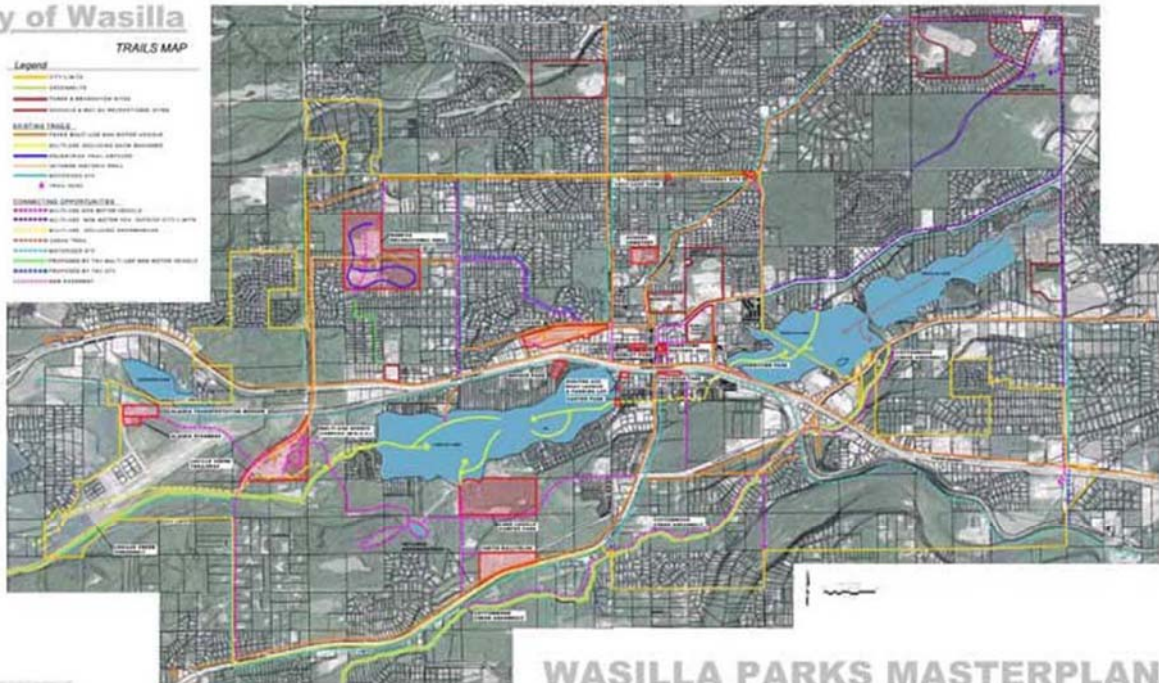


Iditapark

### City of Wasilla

#### TRAILS MAP

- Legend**
- CITY-OWNED
  - PRIVATELY OWNED
  - TRAIL & BIKEWAY ROUTE
  - ROUTE TO BE DEVELOPED BY CITY
- EXISTING TRAILS**
- TRAIL & BIKEWAY ROUTE
  - CITY-OWNED BIKEWAY ROUTE
  - PRIVATELY OWNED BIKEWAY ROUTE
  - BIKEWAY ROUTE
  - TRAIL ROUTE
- CONNECTING CORRIDORS**
- BIKEWAY ROUTE
  - BIKEWAY ROUTE
  - BIKEWAY ROUTE
  - BIKEWAY ROUTE
  - BIKEWAY ROUTE
  - BIKEWAY ROUTE
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  - BIKEWAY ROUTE
  - BIKEWAY ROUTE



This project includes an inventory of the existing trails and an assessment of areas where trails are needed to promote connectivity throughout the city.





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## Contact Us

### Tryck Nyman Hayes, Inc.

Anchorage and Wasilla Offices



**Tryck Nyman Hayes, Inc.**  
 851 East West Point Drive  
 Suite 309  
 Wasilla, AK 99654



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- Contact Us
- Public Questionnaire**
- Calendar

### Public Questionnaire

**1. What age groups live in your household?**

- Preschool (0-5 years)
- Elementary (6-11 years)
- Middle / High School (12-18 years)
- Young Adult (18-25 years)
- Adult

**2. Do you hike the trails inside the City Limits?**

- Yes
- No

**3. How can we make the trail system better?**

- Informational Map Boards at trailheads
- Markers / numbering on each trailhead
- Dedicated R.O.W.
- Design for multi-modal use: Walk, Bike, etc.

### Please Tell Us What You Think!

Please return the questionnaires to:

**The City of Wasilla  
290 East Hering Ave.  
Wasilla, AK 99654-7091**

**4. Why do you use the trail system in the city?**

- Recreation / Exercise
- Transportation to / from work
- Bird watching / nature viewing

**5. I would like to participate in a volunteer trails clean up maintenance committee?**

- Yes
- No

**6. What do you believe City government should provide money for?**

- Community Programs
- Athletic Fields
- Community Parks
- Trails

**7. What are the best ways to approach R.O.W. acquisition from private property interests?**

- Conservation Easement
- Land Trust Purchase
- Public Dedication
- Donation / Tax Write Off

**8. In the last 12 months, how often have you or other household members visited a city park or city recreation facility?**

- 1-5 times
- 11-15 times
- 6-10 times
- more than 15 times

**9. Other Comments: \_\_\_\_\_**



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## Calendar

### September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### Schedule of Events

09.05.07- Public Welcoming Event at the MUSC  
7-9 pm

1. What age groups live in your household?
  - Preschool (0-5 years)
  - Elementary (6-11 years)
  - Middle/High School (12-18 years)
  - Young Adult (18-25 years)
  - Adult
2. Do you hike the trails inside the City Limits?
  - Yes
  - No
3. How can we make the trail system better?
  - Informational Map Boards at trailheads?
  - Markers/numbering on each trail head
  - Dedicated R.O.W.
  - Design for multi-modal use: Walk, Bike, etc.
4. Why do you use the trail system in the city?
  - Recreation / exercise
  - Transportation to/from work
  - Bird watching / nature viewing
5. I would participate in a volunteer trails clean up maintenance committee
  - Yes
  - No
6. What do you believe City government should provide money for?
 

Community Programs	Athletic Fields
Community Parks	Trails
7. What are the best ways to approach R.O.W. acquisition from private property interests?
  - Conservation Easement
  - Land Trust Purchase
  - Public Dedication
  - Donation / Tax Write Off
8. In the last 12 months, how often have you or other household members visited a city park or city recreation facility?
 

1-5 times	11-15 times
6-10	more than 15
9. Other Comments: \_\_\_\_\_

## Project Goal:

To develop a masterplan for both citywide park and open space and for outdoor recreation facilities at the Multi Use Sports Complex .

## Project Team:

Recreation and Cultural Services Dept.  
 Community and Economic Dev.  
 Public Works Department  
 Citizen Advisory Group  
 TNH Eng. / Landscape Architects



Please take a moment to  
**Tell Us...**  
 what you think!  
[www.cityofwasilla.com](http://www.cityofwasilla.com)



## Wasilla Parks Masterplan

### Questionnaire

Please take a minute to fill out the attached postcard and return to The City of Wasilla



## **Citizen's Advisory Group Meeting Agenda**

Wasilla Parks and Trails Master Plan

Wasilla Multi-Use Sports Complex 7:00 PM, June 26, 2007

1. Introductions  
Citizen's Advisory Group (CAG) Organization  
Select Chairperson
2. Description of Project  
Intent  
Scope of Services
3. Distribute Handout – Binder-Notebook Containing: Minutes, Start-Up Meetings  
Public Involvement Plan  
Project Web Page  
Questionnaire  
List of Sites and Site Inventories
4. Update of Activities to date:  
Two Initial Kick-off Meetings  
Inventory/Photography  
Questionnaire  
Web Page  
Data Base Map(s), (these are to be mounted on wall):  
Aerial Map including vegetation and existing conditions  
Lots and Roadway Rights of Way  
Topography
5. Questions and Input from the CAG Members
6. Future Events: Public Welcoming Event (September 5, 2007)
7. Input from Audience – 3 minute limit
8. Adjournment

Deletions shown in ~~strikethrough~~ format and additions are underlined

## Public Welcoming Event Agenda

Wasilla Parks and Trails Master Plan

Wasilla Multi-Use Sports Complex 7:00 PM, September 5, 2007

1. Introductions  
Project Description and Goal of tonight's meeting  
Project Website: [www.cityofwasilla.com](http://www.cityofwasilla.com)  
Project E-mail: [LA@tnh-inc.com](mailto:LA@tnh-inc.com)
2. Progress to date  
Public Questionnaire  
First CAG Meeting  
Inventory of Existing Park Sites  
Assessment Charts including Matsu Schools: Cottonwood Creek Elementary  
Iditarod Elementary  
Larson Elementary  
Snowshoe Elementary Tanaina Elementary Teeland Middle School Wasilla Jr.  
Middle School Burchell High School Wasilla High School  
Mat-Su Career & Technical High School
3. Two Interactive Tables  
Parks Master Plan                      Randy Lyons  
Trails Map                                Eric Morey  
Invite the public to stop by each table and designate areas where additional  
parks and trails are necessary.
4. What's Next:  
Project Assessment  
Project Program  
Second CAG meeting  
Public Open House- develop a preferred alternative

Deletions shown in ~~strikethrough~~ format and additions are underlined

## **Citizen's Advisory Group Meeting Agenda**

Wasilla Parks and Trails Master Plan

Wasilla Multi-Use Sports Complex 6:30 PM, December 13, 2007

1. Purpose of tonight's meeting:  
Review and Comment on the Wasilla Parks Master Plan Draft Report
2. Distribute Handout – Draft Report: dated 11-12-2007
3. Review Report Findings:  
Four "Welcome to the City of Wasilla" signs  
New Schematic Concept Plans for Nunley, Newcomb and Carter Parks  
Twelve future connecting trail opportunities
4. Questions and Input from the CAG Members
5. Future Events: Third CAG meeting, mid-February
6. Adjournment

Deletions shown in ~~strikethrough~~ format and additions are underlined

# APPENDIX B

Deletions shown in ~~strikethrough~~ format and additions are underlined



## List of Sites: Wasilla Parks Master Plan

Updated August 1, 2011

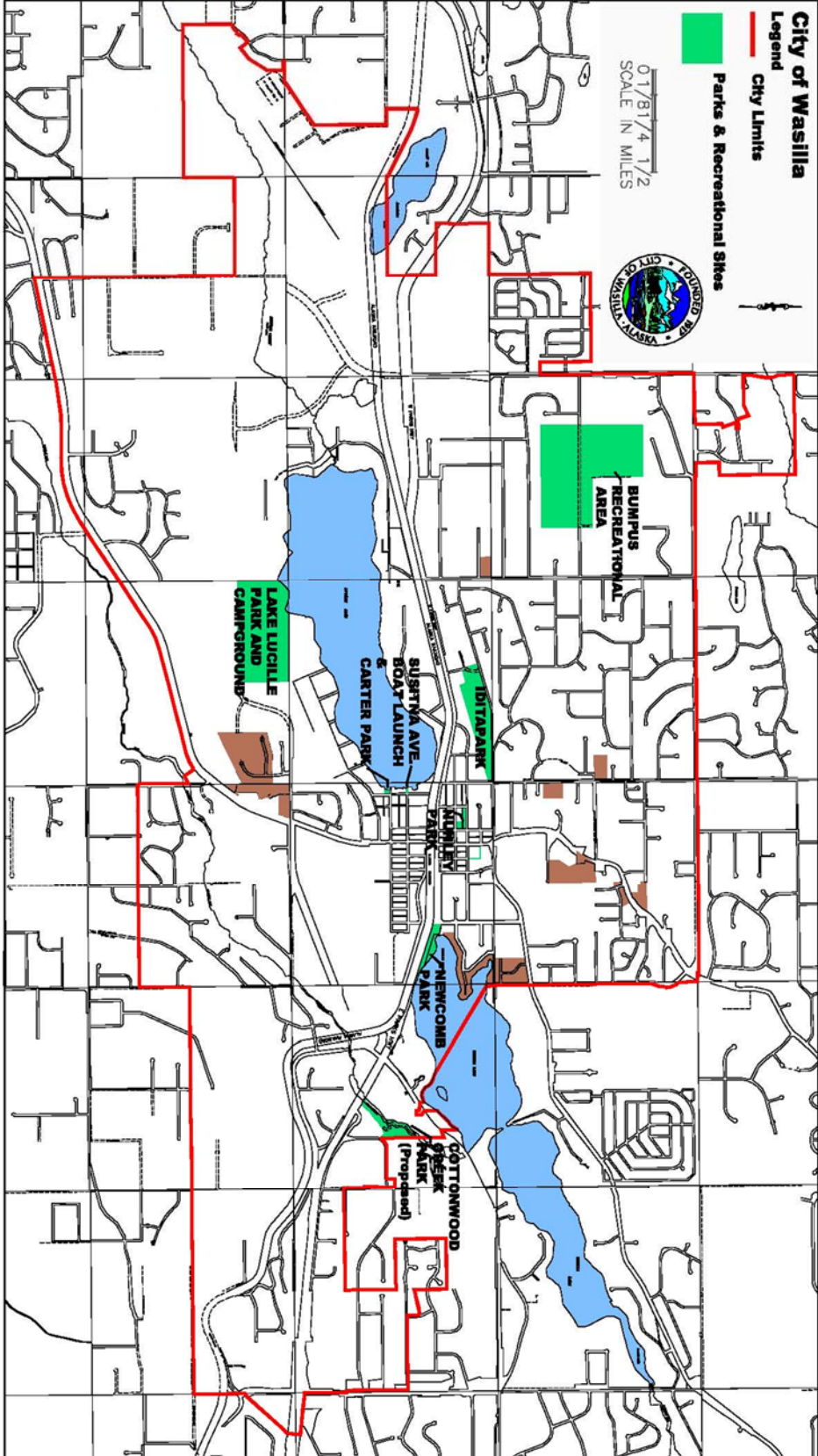
### Parks:

	<b>Approximate Acreage</b>
1. Bumpus Recreation Area	120 acres
2. Carter Park at Lake Lucille	.65 acres
3. Iditapark	28 acres
4. Newcomb Park at Wasilla Lake	5.4 acres
5. Nunley Park (opposite City Hall)	2.25 acres
6. Cottonwood Creek Park (proposed)	9 acres

### Additional Recreational Facilities:

1. Susitna Avenue Boat Launch	1.25 acres
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# WASILLA PARKS MASTER PLAN



<b>AMENITIES</b>	<b>Bumpus Recreation Area</b>	<b>Carter Park at Lake Lucille</b>	<b>Iditapark</b>	<b>Newcomb Park at Wasilla</b>	<b>Lake Lucille Park and Campground</b>	<b>Cottonwood Creek Park (proposed)</b>	<b>Susitna Avenue Boat Launch</b>	<b>Nunley Park</b>
Major League Baseball - 90°	1							
Little League Baseball - 60°								
Softball	4							
Soccer	1				2			
Campsites					57			
Multi-purpose Fields			1					
Tennis			2					
Volleyball			3					
Full Basketball Court			4					
Indoor Skating Rink								
Outdoor Skating Rink			1	1				
Children's Play Equipment*		X	X	X	X			X
Swimming				X				
Skateboard Park			X					
BMX Track			X					
Running Track/Staking Oval								
Equestrian Trails	X							
Trails	X		X		X			
Parking	X	X	X	X	X	X		X
Boat Launch							X	
Picnic Shelters			2	1	3			
Picnic Tables		X	X	X	X			X
Drinking Fountain			X					
Grills		X	X	X	X			X
Showers								
Vending Machines								
Restrooms	X	X	X	X	X			X
Garbage Cans	X	X	X	X	X			X
Benches			X					
Lights			X	X				
Flagpole			X					

# APPENDIX C



## Wasilla Parks Masterplan Questionnaire - Results

There were a 101 questionnaires returned. Not all were filled out in their entirety. The data is broken down by the actual number of people responding to each item.

	<u>Actual #</u>
<b>1. What are the age groups that live in your household?</b>	
Preschool (0-5 years)	12
Elementary (6-11 years)	12
Middle/High School (12-18 years)	24
Young Adult (18-25 years)	14
Adult	94
<b>2. Do you hike the Trails inside the City Limits?</b>	
Yes	57
No	35
<b>3. How can we make the trail system better?</b>	
Informational Map Boards at trailheads	36
Markers/numbering on each trailhead	23
Dedicated R.O.W.	20
Design for multi-model use: Walk, Bike, etc.	58
<b>4. Why do you use the trail system in the city?</b>	
Recreation/exercise	71
Transportation to/from work	8
Bird watching/nature viewing	21
<b>5. I would participate in a volunteer trails clean up maintenance committee?</b>	
Yes	34
No	48
<b>6. What do you believe City government should provide money for?</b>	
City Buildings	64
Community Parks	81
Ballfields	56
Trails	62
<b>7. What are the best ways to approach R.O.W. acquisition from private property interests?</b>	
Conservation Easements	21
Land Trust Purchase	40
Public Dedication	28
Donation/Tax Write Off	37
<b>8. In the last 12 months, how often have you or other household member visited a city park or city recreation facility?</b>	
1-5 Times	38
6-10 Times	19
11-15 Times	11
more than 15	24



## Wasilla Parks Masterplan Questionnaire - Comments

The following is a summary of comments from the questionnaires. They are in no particular order.

**1. What are the age groups that live in your household?**

No Comments

**2. Do you hike the Trails inside the City Limits?**

- 2 people said - Sometimes
- Historic trails only
- A little
- Very seldom
- I don't know where any are
- We have trails?

**3. How can we make the trail system better?**

- Design for Multi-use is very important.
- Exclude vehicle/ORVs/ Motorcycles, etc.
- ATV Trails
- They are good now
- Give 'miles between' info on signs
- Design for snow machine/ATV/motorcycle uses
- Motorized use
- Keep motorized vehicles off
- Advertise
- Keep motorized vehicles off
- Include motorized vehicles

**4. Why do you use the trail system in the city?**

- Haven't used trails!
- I haven't used them
- Bike Trails
- 3 people said - Don't use

**5. I would participate in a volunteer trails clean up maintenance committee?**

- Already do!
- I'm handicapped
- Educate high school age kids. I pick up as I can.
- We do this already as volunteers on our own time.
- 6 people said - Maybe
- Don't know
- No Time

**6. What do you believe City government should provide money for?**

- Sports complexes should be private enterprises.
- Enforce laws already in place.
- 2 people said - Library
- Not the sports complex, it's too expensive.
- Wasilla needs water and sewer before anything else.
- Bus System
- ROADS
- Use vacant buildings
- NONE
- Within the city

**7. What are the best ways to approach R.O.W. acquisition from private property interests?**

- Buy it!
- Whatever it takes
- Need more info to make a good decision
- Each area has different requirements
- Some of each
- Purchase in lieu of Taxes (ask Duffy)
- 3 people said - Don't know
- Offer fair market value
- DO NOT DO THIS!
- Unsure

**8. In the last 12 months, how often have you or other household member visited a city park or city recreation facility?**

- 7 people said - They have visited 0 times.

The following is a summary of comments from the questionnaires. They are in no particular order.

#### 9. Other Comments

- We need more green park and trail space.
- Trails are great. Keep up the good work. Keeps kids and families fit. Saves Fuel, traffic, etc.
- Adopt a program of land acquisition/upgrade landscape guidelines to preserve natural landscape in the city and adjacent to the lake.
- Don't waste our money
- Thanks for the great maintenance. City parks are for all citizens, especially families. More tables, roof covering and lighting needed to prevent parties and crime. Please add children's equipment.
- Seismic clearing could make possible trails
- Need to information about where city trails are and where they go.
- There needs to be a place for kids to play and a plan to keep them safe.
- We use the Bumpus trails almost daily. I have much more to say. Call if interested - Norm Fuller 373-4602.
- Purchase R.O.W. at appraised value.
- Still need 2 more picnic tables at Carter Park.
- Lake Lucille Trail is a mess.
- More restrooms around parks and trails.
- Please make the city more pedestrian friendly.
- Run an efficient municipal government. Keep costs at a minimum!
- Need to spend more money on traffic control ( signs, lights, enforcement).
- Parks and trails are great.
- We may not use them often, but I like having them here.
- We are Katrina refugees and still working in our house.
- We need a trail system for motorized vehicles desperately. With no trail to use, the users go elsewhere.
- Pave roadside trails - acquire domain.
- 4-wheelers are ruining our trails.
- FIX THE STREETS!
- Need a bypass route of city streets.
- I do not believe in acquisition of personal property for anything especially a bike trail or park!! Period!
- We are in our late 70's and have no need for the above.
- We're currently out of town.
- Please develop city trails for biking and walking.
- I don't feel safe on trails due to dirt bikes, 4-wheelers, and unrestrained dogs.
- What does R.O.W mean?
- Regular police patrol at trailheads.
- Increase patrol to keep motorized vehicle off!
- Get the motorized vehicles off the bike trails and out of the parks!! One warning and then impound them.
- How do we address the dust/intrusion by irresponsible ATV users?
- You need to provide a second access to the sports complex!
- This is a poorly worded and designed questionnaire.
- Contact and work with landowners.
- DOT property on Parks Highway next door to us needs landscaping and care.
- Please join trails together and give cross walks more.
- Concentrate on less spending.
- Need a picnic area with open shelters for tables to stay out of the weather, more picnic tables.
- We need to have a trail corridor for motorized vehicles.
- Please pack or plow a few trails in the winter.
- Why don't you explain what R.O.W. is?
- I own property on Lake Lucille drive. I am concerned about increased traffic/road widening if Lake Lucille drive is extended.

# Existing Athletic Facilities

Updated August 1, 2011

Facility	Total Facilities owned by the City								
	Bumpus Recreation Area	Carter Park	Iditapark	Newcomb Park	Nunley Park	Susitna Avenue Boat Launch & Parking Lot	Lake Lucille Park and Campground	Cottonwood Creek Park (proposed)	
Major League Baseball- 90'	1								1
Little League Baseball- 60'	0								0
Softball	4								4
Soccer	1						2		3
Football									0
Multi- Purpose Fields			3						3
Tennis			2		1				3
Volleyball			3						3
Full Basketball Court			4						4
Indoor Skating Rink									1
Outdoor Skating Rink				1					1
Children's Play Equipment *		1	1	1	1		1		5
Rope Course									0
Community Center *			1						1
Skateboard Park			1						1
BMX Track			1						1
Running Track / Staking Oval									0
Swimming Pool									0

\* Children's Play Equipment: Typical playground area; may consist of multiple pieces of play equipment.

\* Community Center: A meeting place used by members of a community for social, cultural, or recreational purposes.



# Proposed Athletic Facilities

Updated August 1, 2011

Facility	Parks owned by the City of Wasilla								Total Facilities owned by the City
	Bumpus Recreation Area	Carter Park	Iditapark	Newcomb Park	Nunley Park	Susitna Avenue Boat Launch & Parking Lot	Lake Lucille Park and Campground	Cottonwood Creek Park (proposed)	
Major League Baseball- 90'									0
Little League Baseball- 60'	2								2
Softball	4								4
Soccer	4								4
Football									1
Multi- Purpose Fields									0
Tennis									0
Volleyball									0
Full Basketball Court									0
Indoor Skating Rink									0
Outdoor Skating Rink									0
Children's Play Equipment *				1	1				1
Rope Coarse									0
Community Center *									0
Skateboard Park									0
BMX Track									0
Running Track / Staking Oval									0
Swimming Pool									0

\* Children's Play Equipment:

Typical playground area; may consist of multiple pieces of play equipment.

\* Community Center:  
purposes

A meeting place used by members of a community for social, cultural, or recreational

# Existing Athletic Facilities (Not City owned)

Facility	Parks not owned by the City of Wasilla						Schools								Total Facilities not owned by the City	Total School Facilities
	Alaska Museum of Transportation & Industry	Snyder Park	Smith Little League Ball Fields	Railroad Park	Lake Lucille Camper Park	Alcantara Recreational Area	Cottonwood Creek Elementary	Iditarod Elementary	Larson Elementary	Snowshoe Elementary	Tanaina Elementary	Teeland Middle School	Wasilla Jr. - Middle School	Burchell High School		
Major League Baseball- 90'			1												1	1
Little League Baseball- 60'			3			4					1			1	7	2
Softball														1	0	1
Soccer				2		4				1				1	6	3
Football										1				1	0	2
Multi- Purpose Fields							1		1	1					0	3
Tennis															0	0
Volleyball															0	0
Full Basketball Court							1		1	1	2				0	5
Indoor Skating Rink															0	0
Outdoor Skating Rink								1		1					0	2
Children's Play Equipment *	1						1	1	1	1					1	5
Rope Coarse													1		0	1
Community Center *															0	0
Skateboard Park															0	0
BMX Track															0	0
Running Track / Staking Oval														1	0	1
Swimming Pool														1	0	1

\* Children's Play Equipment:

Typical playground area; may consist of multiple pieces of play equipment.

\* Community Center :

A meeting place used by members of a community for social, cultural, or recreational purposes.

# Projected Facility Requirements

Updated August 1, 2011

Facility	NRPA Facility Standards**	South Davis Master Plan Facility Standards**	Existing facilities owned by the City	Proposed Facilities owned by the City	2010 Needs - Actual Population 7,831 ^	2014 Needs - Est. Population 8,848 ^	2024 Needs - Est. Population 12,007 ^	2034 Needs - Est. Population 16,294 ^	2010 Needs - Actual Population 7,831 ^	2014 Needs - Est. Population 8,848 ^	2013 Needs Est. Population 12,007 ^	2028 Needs Est. Population 16,294 ^
Major League Baseball- 90'	1/5,000	1/20,000	0	1	1.57	1.77	2.40	3.26	0.39	0.44	0.60	0.82
Little League Baseball- 60'	1/5,000	1/4,000	1	2	1.57	1.77	2.40	3.26	1.96	2.21	3.00	4.07
Softball	1/5,000	1/3,500	4	4	1.57	1.77	2.40	3.26	2.24	2.53	3.43	4.66
Soccer	1/10,000	1/4,000	1	5	0.78	0.89	1.20	1.63	1.96	2.21	3.00	4.07
Football	1/20,000	1/15,000	0	1	0.39	0.44	0.60	0.82	0.52	0.59	0.80	1.09
Multi- Purpose Fields	No Req.	No Req.	4	0								
Tennis	1/2,000	1/6,500	3	0	3.92	4.42	6.00	8.15	1.21	1.36	1.85	2.51
Volleyball	1/5,000	No Req.	3	0	1.57	1.77	2.40	3.26				
Full Basketball Court	1/5,000	No Req.	4	0	1.57	1.77	2.40	3.26				
Ice Hockey, Indoors	No Req.	1/20,000	1	0					0.39	0.44	0.60	0.82
Ice Hockey / Skating Rink, Outdoors	No Req.	1/3,000	1	0					2.61	2.95	4.00	5.43
Children's Play Equipment *	No Req.	No Req.	4	1								
Rope Coarse	No Req.	No Req.	0	0								
Community Center *	No Req.	No Req.	2	0								
Skateboard Park	No Req.	No Req.	1	0								
BMX Track	No Req.	1/30,000	1	0					0.26	0.30	0.40	0.54
Running Track / Staking Oval	No Req.	1/15,000	0	1					0.52	0.59	0.80	1.09
Swimming Pool	1/20,000	No Req.	0	0	0.39	0.44	0.60	0.82				

\* Children's Play Equipment:

Typical playground area; may consist of multiple pieces of play equipment.

\* Community Center:

A meeting place used by members of a community for social, cultural, or recreational purposes.

\*\* National Recreation and Park Association "Recreation, Park and Open Space Standards and Guidelines" (The standards should be used as a guide for short and long term facility planning. The actual quantity of facilities will vary as the needs of the community change.)

^ Projected population rates are based on a 3.1% factor. Census information was obtained from <http://factfinder2.census.gov>.

## Recommended Classification System for Local & Regional Recreational Open Space

<b>General Description</b>		<b>Location Criteria</b>	<b>Size Criteria</b>
<b>Mini-Park</b>	Used to address limited, isolated or unique recreational needs.	Less than 1/4 mile distance in residential setting.	Between 2500sq.ft. and one acre in size.
<b>Neighborhood Park</b>	Neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.	1/4 to 1/2 mile distance and uninterrupted by non-residential roads and other physical barriers.	5 acres is considered minimum size, 5-10 acres is optimal.
<b>School-Park</b>	Depending on circumstances, combining parks with school sites can fulfill the space requirements for other classes of parks, such as neighborhood, community, sports complex and special use.	Determined by location of school district property.	variable-depends on function
<b>Community Park</b>	Serves broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves two or more neighborhoods and 1/2 to 3 mile distance.	As needed to accommodate desired uses. Usually between 30 and 50 acres.
<b>Large Urban Park</b>	Large urban parks serve a broader purpose than community parks and are used when community and neighborhood parks are not adequate to serve the needs of the community. Focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site usually serves the entire community	As needed to accommodate desired uses. Usually a minimum of 50 acres, with 75 or more acres
<b>Natural Resource Areas</b>	Lands set aside for preservation of significant natural resources, remnant landscapes, open space and visual aesthetics/buffering.	Resource availability and opportunity.	variable
<b>Greenways</b>	Effectively tie park system components together to form a continuous park environment.	Resource availability and opportunity.	variable
<b>Sports Complex</b>	Consolidates heavily programmed athletic fields and associated facilities to larger and fewer sites strategically located throughout the community.	Strategically located community-wide facilities.	Determined by projected demand. Usually a minimum of 25 acre being optimal.
<b>Special Use</b>	Cover a broad range of parks and recreation facilities oriented toward single-purpose use.	Variable-dependent on specific use.	variable
<b>Private Park/Recreation Facility</b>	Parks and recreation facilities that are privately owned yet contribute to the public park and recreation system	Variable-dependent on specific use.	Variable

## Park Area Analysis

<b>Parks owned by the City of Wasilla</b>	<b>Park Classification</b>	<b>Approximate Existing Acreage 2011</b>
<b>Bumpus Recreation Area</b>	<b>Sports Complex</b>	<b>120</b>
<b>Carter Park</b>	<b>Mini Park</b>	<b>0.65</b>
<b>Iditapark</b>	<b>Community Park</b>	<b>28</b>
<b>Newcomb Park</b>	<b>Neighborhood Park</b>	<b>5.4</b>
<b>Nunley Park</b>	<b>Mini Park</b>	<b>2.25</b>
<b>Cottonwood Creek Park (proposed)</b>	<b>TBD</b>	<b>9</b>
<b>Susitna Avenue Boat Launch &amp; Parking Lot</b>	<b>Mini Park</b>	<b>1.25</b>
<b>TOTAL</b>		<b>166.55</b>

<b>City of Wasilla Population</b>	<b>Recommended Total Park Area ** (Acres)</b>
<b>7,831 (2010)</b>	<b>49 to 82</b>
<b>8,848 (2014)</b>	<b>55 to 93</b>
<b>12,007 (2024)</b>	<b>75 to 126</b>
<b>16,294 (2034)</b>	<b>102 to 171</b>

Projected Population uses a 3.1% growth factor

\*Acreages are approximate

\*\*National Recreation and Park Association "Recreation, Park and Open Space Standards and Guidelines" recommends 6.25 to 10.5 acres per 1,000 population. In 1996, NRPA guidelines were revised to include a Level of Service Standard.

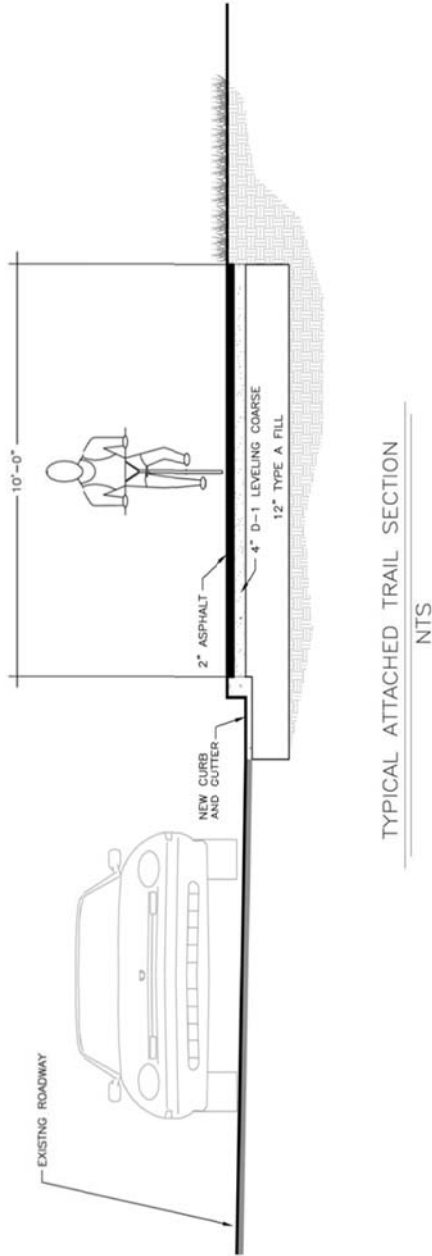
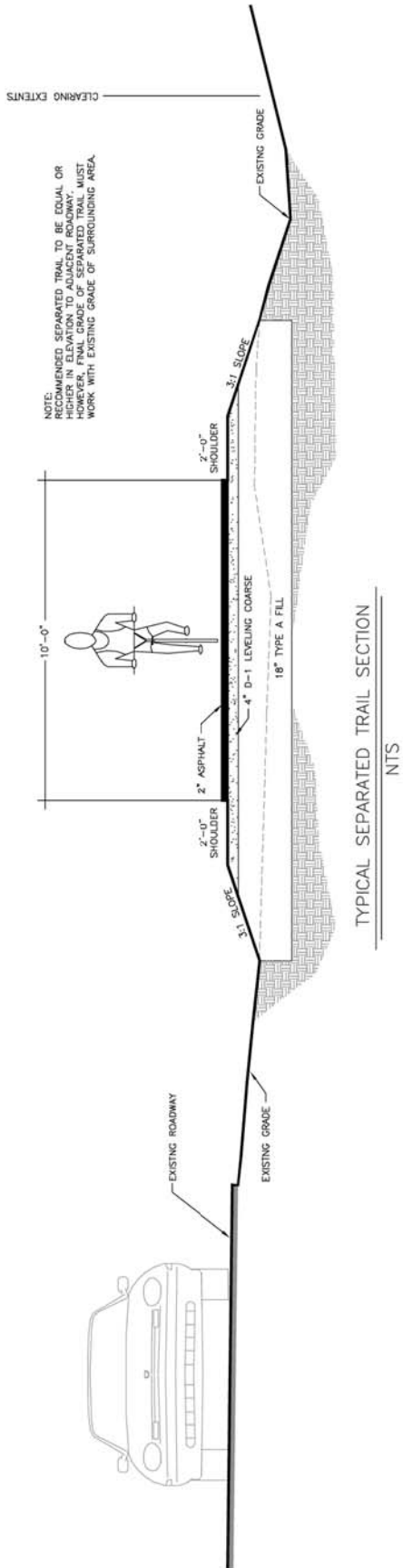
# **APPENDIX D**

**UPDATED TRAILS MAP  
WILL BE BROUGHT TO  
09/27/2011 MEETING**

## Recommended Classification System for Local & Regional Recreational Trails

Classification		General Description	Location Criteria	Size Criteria
Park Trails (Types I, II, and III)	Type I	Type I trails are used in situations where use patterns dictate separate paths for pedestrians and bicyclist / in-line skates. An example would be a trail around an intercity lake or along a riverfront.	Typically located within a greenway, park, or natural resource area (corridor width varies, with 100 feet being the recommended minimum when trail uses are separated)	Separate trails for pedestrians and bicyclists / in-line skaters: 10 foot wide bicycle and in-line skating hard surface trail. Separated by a natural landscape median strip, width varies. 8 foot wide pedestrian hard-surfaced trail.
	Type II	Type II trails are more suited to lighter use patterns, such as from a housing subdivision to a natural resource area.	Typically located within a greenway, park, or natural resource area (corridor width varies, with 50 feet being the recommended minimum)	10 foot wide pedestrian, bicycle, and in-line skating hard-surfaced trail.
	Type III	Type III trails are suited for areas requiring minimum impact, such as a nature preserve.	Typically located within a natural resource area or special use area such as a nature preserve.	6 to 8 foot wide soft-surface trail. Consideration should be given to augmenting soft-surfaced nature trails with hard-surfaced ones to allow universal access to all user groups.
Connector Trails (Type I and II)	Type I	Type I trails are used in situations where use patterns dictate separate paths for pedestrians, bicyclist and, if necessary, in-line skaters. An example would be a trail within the shoulder of right of way of a collector street or parkway.	Located within the roadway right-of-way and designed to accommodate heavy use patterns	10 foot wide hard-surfaced pedestrian, bicycle, and in-line skating trail (8 foot if pedestrian only) both side of the roadway. 10 minimum setback from roadway where space permits.
	Type II	Type II trails are suited to lighter use patterns, such as a link between a parkway or thoroughfare and a nearby housing development.	Located within the roadway right-of-way and designed to accommodate multiple uses and / or directional use.	10 foot wide hard-surfaced pedestrian, bicycle, and in-line skating trail (8 foot if pedestrian only). 10 minimum setback from roadway where space permits.
Bikeways	Bike Lanes	Bike lanes are designated portions of the roadway for the preferential or exclusive use of bicyclists. Bike lanes should be used in situations where traffic volumes are heavy enough to warrant clear separation between the bicycles and the vehicles.	Designated portion of the roadway	5 foot wide bike lane, both sides of the roadway if possible, and stripping
	Bike Routes	Bike routes are essentially paved shoulders or segments of the roadway that serve to separate bicyclists from traffic. Bike routes (paved shoulders) should be used in all other situations	Paved shoulder along roadway	4 to 6 foot paved shoulder, both sides of the roadway if possible, and stripping
Other	All-Terrain (Mountain) Bike Trails	All-terrain bike trails are similar to park trails in that they emphasize a strong relationship to the natural environment. They are most often located within natural resource areas, greenways, community parks and special use facilities, such as golf courses.	Natural Resource areas, greenways, community parks, and special-use areas	Trail design to coincide with the standards developed by regional park agencies and state resource agencies.
	Cross-Country Skiing Trails	These trails come in a variety of types and widths to accommodate two different styles: diagonal style and skate-ski. Similar to park trails, they should have a strong emphasis on the natural environment.	Natural Resource areas, greenways, community parks, and special-use areas	Diagonal style requires a set track, while shate-ski style requires a wider packed and groomed surface. Trail lengths vary considerably, with loops ranging from a few to 10 or more kilometers. Since quality and safety are important to all skiers, a few well groomed trails are preferable to extensive but poorly maintained ones. Trail design should coincide with the standards
	Equestrian Trails	Equestrian trails are usually grass or woodchip. In some instances, cross-country ski trails are used for horseback riding during the summer.	Natural Resource areas, greenways, community parks, and special-use areas	Trail length varies considerably, with loops extending out 10 miles or more. There are no specific standard for how many miles of trail should be developed within a given community. Trail design should coincide with the standards developed by regional park agencies and state resource agencies.
	Motorized ATV Trails	Motorized ATV trails are located in the roadway rights-of-ways and should be on the opposite side of the roadway as the pedestrian / bicyclist trail.	Roadway rights-of ways	N / A
	Historical Trails	Historic trail used for the Iditarod Dog Race	Original Route	N / A





By: Planning  
Public Hearing: 09/27/11  
Adopted:

**WASILLA PLANNING COMMISSION  
RESOLUTION SERIAL NO. 11-13**

**A RESOLUTION OF THE WASILLA PLANNING COMMISSION RECOMMENDING  
THAT THE WASILLA CITY COUNCIL ADOPT THE PROPOSED CITY OF WASILLA  
PARKS MASTER PLAN.**

---

WHEREAS, the City of Wasilla and the Parks and Recreation Commission have been considering the creation of a Parks Master Plan since June 2007; and

WHEREAS, the City employed qualified planning consultants to assist the Wasilla Parks and Recreation Commission and staff in the process of creating the Parks Master Plan through a number of public workshops and discussions held periodically at regular Wasilla Parks and Recreation Commission and Planning Commission meetings and joint meetings since the beginning of the planning process; and

WHEREAS, it was recognized that public input is an essential part of the needs and assessments, a Citizens Advisory Group was organized and held several meetings throughout the process; and

WHEREAS, comments received through the public process have been incorporated into the Parks Master Plan, to the greatest extent possible so that it is representative of the needs, wishes, and desires of Wasilla residents; and

WHEREAS, the Wasilla Planning Commission now believes that the final draft is complete and ready for review and adoption by the Wasilla City Council.

NOW THEREFORE BE IT RESOLVED, that the Wasilla Planning Commission, after due consideration of the proposed Parks Master Plan, public testimony, and other pertinent information brought before them, hereby recommend that the Wasilla City

Council adopt the proposed Parks Master Plan, attached hereto as Exhibit A and incorporate by reference the 1999 Trails Plan originally adopted as part of the 1996 Comprehensive Plan in November 1998 and also adopted as part of the 2011 Comprehensive Plan in June 2011.

ADOPTED by the Wasilla Planning Commission on -, 2011.

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A. C. Buswell, III, Chairman

ATTEST:

---

Tina Crawford, City Planner



# PARKS AND TRAILS MASTER PLAN

**Draft**  
August 9, 2011

## **Project Team:**

Archie Giddings	agiddings@ci.wasilla.ak.us	
Jim Holycross	jholycross@ci.wasilla.ak.us	
Bruce Urban	burban@ci.wasilla.ak.us	
Sandra Garley	sgarley@ci.wasilla.ak.us	
Norm Gutcher	normg@tnh-inc.com	
Jill Kovalsky	jillk@tnh-inc.com	
Burt Lent	burtl@tnh-inc.com	g3d@gci.net
Randy Lyons	randyl@tnh-inc.com	

## **Permanent Citizen Advisory Group (CAG) Members:**

Kristi Shea	shea628@mtaonline.net
Don Shiesl	sshiesl@gci.net
Vickie Wehe	wehe2go@alaska.com
Dave Tuttle	tuttle@mtaonline.net
Colleen Sullivan-Leonard	csleonard@hotmail.com
Joan Matthews	joanandmatt@hotmail.com
Rob Sande	aksande@mtaonline.net
Dan Feltz	daniel@mtaonline.net
John Haley	john_f_haley@akd.uscourts.gov

## **“As Needed” Members**

Pete Powell Barbara Peryam Janice Williams Jim Hayes Brenda Carr John Luster

## **“Resource” Parties**

Diane Keller

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Recommended Classification System for Local and Regional Recreational Open  
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City of Wasilla Trails Map

Recommended Classification System for Local & Regional Recreational Trails

Trails Cross-section

## **1.0 Introduction**

### **1.1 Background**

The City of Wasilla contracted with Tryck Nyman Hayes, Inc. landscape architects to prepare a comprehensive master plan that will create a long-term plan for existing and future citywide parks, greenbelts and trails. This plan serves as a long range vision (5 to 20 year time frame) for future development and programming.

### **1.2 Scope and Objectives**

The objective of this project is to inventory existing facilities within the City of Wasilla limits and engage the public in developing the future needs of the community.

- Conduct an inventory of the City of Wasilla parks and trails
  - Develop, distribute and summarize a Wasilla parks questionnaire
  - Organize a Citizen Advisory Group (CAG) and conduct meetings to discuss the project
  - Develop a project website informing the public about the project and the public process
  - Organize a public welcoming event to gather public information about parks and trails
  - Prepare a needs assessment for the City of Wasilla parks and trails
  - Consult National Recreation and Park Association Guidelines for Parks and Recreation Facilities
  - Consult City of Wasilla census information for estimated population counts
- Prepare a program for the City of Wasilla parks and trails
  - Consult the Matanuska-Susitna Borough Asset Management Plan - "Park, Recreation and Open Space Plan"
  - Consult the 1999 Trails Plan and the 1996 Comprehensive Plan
- Prepare schematic designs for future parks and greenbelts (ongoing)
- Prepare a comprehensive citywide master plan
  - Prepare a concept level cost analysis (will happen after the schematic designs are prepared)
  - Recommend an implementation plan (will happen after the schematic designs are prepared)



## 2.0 Methods

### 2.1 Inventory and Assessment

During this inventory and assessment, the design team used a variety of methods, which are highlighted below:

- Project website
- Project questionnaire
- Field observation
- Collection of draft plans: Iditapark, Curtis D. Menard Memorial Sports Center and Bumpus Recreational Area
- Aerial photography and topography
- Site parcel / platting information within the City of Wasilla limits

Recognizing that the public was an essential part of the needs and assessment, a Citizen Advisory Group (CAG) was organized. Several CAG meetings were held throughout the process. A public welcoming event at the Sports Center included the public in the planning effort. A project questionnaire was mailed to all of the residents within the City limits to gather input on the current use of the existing parks and trails and future needs for park and trail facilities. The project website was updated to maintain public awareness of the project status and contact information.

A list of 20 sites within the City limits was developed and approved by the CAG. A checklist identifying existing facilities at these sites was developed prior to the field observations. Each site was photographed to document the current conditions of the existing facilities. However, the list of sites was condensed down to only include the sites owned by the City. A chart listing these sites and identifying the amenities within each park is included in Appendix B.

The design team and the CAG recognized a number of existing recreational facilities and Matanuska-Susitna Borough schools just outside of the City limits that needed to be accounted for in the assessment. These schools and Matanuska-Susitna Borough recreational facilities within two miles of the City limits were surveyed by interviewing school personnel and utilizing plans and aerial photography to identify existing facilities. These facilities have been listed in a separate chart titled “Existing Athletic Facilities (Not City owned),” but have not been included in the “Projected Facility Requirement” chart because they are not currently owned by the City.

The latest park, recreation, open space and greenway guidelines released by the National Recreation and Park Association (NRPA) appear to have been based on a new philosophy, with a “systems approach” to community facility planning. The new approach reconsiders the old notion of a national standard of 10 acres of park land for every 1,000 people, which has been in place since 1981 and is generally recognized as deficient in today’s recreation and open space environment.

The new NRPA “systems approach” addresses the following trends:

- Need to accommodate different cultures
- Need to include public opinion
- Identification of the wellness movement
- Establishment of level of service standards
- Recognition that the residents of each community should be given the right to determine the size and use of land set aside for parks and recreation facilities

### **2.1.1 Project Website**

A project web page was established at the beginning of the project. This web page was linked to the City of Wasilla website under the heading of “What’s Up Today”. The link to the web page was posted on the public questionnaire and handed out at the public meetings. Throughout the project, the web page was updated with the most current project data and meeting dates. A screenshot has been included in Appendix A.

### **2.1.2 Public Questionnaire**

The public questionnaire included the project goal, the project team, and eight questions about citywide parks, trails and right-of-way acquisition. A copy of the questionnaire is in Appendix A. There was also a place for respondents to write in their comments. It was mailed to all residents living within the City limits. The City received 101 completed questionnaires by June 30, 2007 and the responses are included in Appendix C.

### **2.1.3 Public meetings**

The initial CAG meeting was held on June 25, 2007, and Dave Tuttle was elected as the chairperson. The CAG approved the list of sites to be inventoried by the design team. They also gave the design team their input as to what was needed within the City of Wasilla.

The public welcoming event on September 5, 2007, was advertised in the *Frontiersman*. The sports user groups were invited to attend. The design team had two interactive tables at the event; one for parks and one for trails and greenbelts. The public was invited to move back and forth between the two tables and provide input. The CAG meeting agenda and the public welcoming event agenda are in Appendix A.

## **2.2 Review of Existing Information**

The following items were reviewed prior to this event and assessment:

- “Wasilla Parks and Recreation Commission, Survey 1, April 1995”, prepared by City of Wasilla Parks & Recreation Commission
- *Parks, Recreation, Open Space and Greenway Guidelines*, James D. Mertes, Ph.D., CLP and James R. Hall, CLP
- *Matanuska-Susitna Borough Asset Management Plan*, assembly adopted June 2001, prepared by Land Design North
- *Wasilla Trails Plan 1999 City Amendment*, prepared by Trails advisory subcommittee, Parks and Recreation Commission, City of Wasilla
- *Wasilla Comprehensive Plan Chapter 5- Parks and Recreation Plan*, April 1996
- Site visits to all twenty sites

## **3.0 Findings**

### **3.1 Public Questionnaire Results**

The public questionnaire was mailed to each property owner within the City limits, and a total of 101 questionnaires were returned. The data was recorded to show the actual number of people responding to each question. A summary of comments shows additional comments that were written in to the eight questions on the questionnaire. The design team has posted the total comments provided by the respondents. These results are included in Appendix C. The results show 57 percent of respondents use city trails, 81 percent support government funding of parks, and 24 percent regularly use park and recreation facilities.

### **3.2 Existing Athletic Facilities**

The City owns 30 athletic facilities ranging from indoor ice rink to outdoor MBX track for bicycles. The twenty existing sites specific to the parks master plan were inventoried to review the number of existing fields and courts. Sites owned by the City and sites not owned by the City were noted. The ten schools in the surrounding area were inventoried by phone to develop a list of facilities provided at each school. Because this information was taken over the phone, the information was included without field verification. The existing athletic facilities chart can be found in Appendix C.

### **3.3 Proposed Athletic Facilities**

The City plans to review the existing athletic facilities on an annual basis to identify needed improvements or additional facilities. Additional facilities may include soccer and softball fields. Several approved master plans illustrating proposed facilities have not been constructed. These proposed facilities are listed and categorized by parks owned and parks not owned by the City. The proposed athletic facilities chart can be found in Appendix C.

### **3.4 Projected Facility Requirements**

The results show in general that the number of existing facilities is adequate to serve the City, but as the population grows, additional facilities may be needed. The projected facility requirements chart uses the National Recreation and Parks Association (NRPA) Standards and the revised local standards from the South Davis master plan for the Fairbanks North Star Borough completed by PDC, Inc. in June, 1999. Both sets of standards can be used as a guide for determining the number of facilities that are needed based on population counts for an area. The future growth for the City was projected using a three percent growth factor. This chart is included in Appendix C.

### **3.5 Recommended Classification System for Local and Recreational Open Space**

A classification system for local and recreational open space from the *Park, Recreation, Open Space and Greenway Guidelines*, written by James D. Mertes and James R. Hall has been included in Appendix C. This classification system includes a description, location criteria, and size criteria for each open space classification.

### 3.6 Park Area Analysis

The City currently has seven parks and a boat launch facility. A brief description and history of each City park is listed below along with proposed future improvements. Additionally, a chart was created that includes the classification and acreage for each of the sites. The chart also recommends the total acres of park area required for the City based on the original NRPA standard of 6.25 to 10.5 acres per 1,000 people. This chart can be found in Appendix C.

- Iditapark is located at the old Wasilla Airport site on 28 acres along Nelson Avenue between Lucille Street and Weber Drive. Over the last 10 years, the park has slowly been built-out. Wonderland Park was constructed with volunteers in the community as the first park improvement at this site. Since then, the area has been improved with the Skate Board Park, Honor Garden, Garden of Reflection, tennis courts, basketball courts, volley ball sand pits, amphitheater stage, sledding hill, trails and pavilions. The park also includes a series of ponds and creek that treat storm water from the downtown area and provide habitat for birds and ducks in the summer. This park complex has reached a level of completion but needs future improvements as follows:
  - Large pavilion structure over Amphitheater stage
  - Complete paving pathways
  - Provide lighting for winter time use along path ways
  - Add pavilions
- Nunley Park is located across the street from City Hall between Herning Avenue and Swanson Avenue. This park is named after Leo M. Nunley, a former Mayor of Wasilla. This park takes up about three-quarters of a city block and it is designed to be used by families with small children. It has new playground equipment and a full size railroad caboose for viewing. Future improvements include:
  - One or two pavilions
  - Pave east parking lot
  - Improve pathways
  - Improve/add new playground equipment
- Carter Park is located at the east end of Lake Lucille and it provides lake access for swimming and canoeing. Carter Park is named after the Carter family who homesteaded on Lake Lucille and they donated the property for the park. This is a small park with new playground equipment for small children and it has areas for picnics.

- Newcomb Park is located at the west end of Wasilla Lake along the Parks Highway. This park is named after Harold Newcomb, a former Mayor of Wasilla. This park is very popular in the summer for swimming with a sandy beach area and lake access for canoeing. This park is great for picnics and it has one pavilion. It also provides winter time recreation where the City maintains an ice skating rink on the lake. Future improvements include:
  - New playground equipment for small children
  - Improved lighting for ice skating area
- Lake Lucille Park was originally built by the Matanuska-Susitna Borough in 1986 along the south side of Lake Lucille on 80 acres. This park has a large campground, trails and access to the lake for canoeing. This park has pavilions, soccer fields and playground equipment for small children. The City is in the process of obtaining the park from the Borough. Continued master planning is needed to determine the full build-out potential of the park.
- Bumpus Ballfields is located along Mystery Avenue in the north part of town. This park is named after Charlie Bumpus, a former Mayor of Wasilla. Bumpus Ballfields contains 120 acres of land dedicated for ballfields and trails. This area is approximately 50 percent built-out with four softball fields, one baseball field and one soccer field. These fields have been built by volunteer organizations who in two cases, lease the land from the City and make the fields available to the public when they are not in use. An equestrian trail is also present within the 120 acre park that is available for all non-motorized uses. Continued master planning is needed to determine the full build-out potential of the park.
- Cottonwood Creek Park was recently acquired by the City. It contains nine acres along Cottonwood Creek next to the Parks Highway. This area is planned for a nature trail to support viewing of the creek. Additional property acquisition could lead to a trail head on the opposite side of the creek and a pedestrian bridge over the creek. Master planning is needed for this park as no improvements currently exist.
- Susitna Avenue Boat Launch is located near Carter Park at the east end of Lake Lucille. It provides the only public access for boat launching on either lake in the City. This facility has parking one block away for vehicles and boat trailers. The boat launch has a simply gravel approach into the lake. Future improvements include:
  - Paved or concrete apron into the lake
  - Improved dock tie-down area

## 4.0 Conclusions and Recommendations

According to the Wasilla Park Master Plan questionnaire, the respondents believe that city government should provide money for community parks. The primary goal of the Parks Master Plan is to identify ways to enhance recreational opportunities within the City limits. This includes enhancing existing parks and trails as well as improving trail connectivity and creating new parks, as needed. Recommended actions to implement this goal are outlined below:

### 4.1 Recommended Actions

- **Creation of a Volunteer System.** The City develop a volunteer system to help with maintenance of the parks and trails. Excellent examples are the “Adopt a Park” and “Adopt a Trail” volunteer programs.
- **Install Welcome Signs at City Gateways.** Decorative “Welcome to the City of Wasilla” signs should be installed at two locations within the City limits. The first recommended location would be at the western entrance on the Parks Highway. The second location would be on a private parcel at the eastern entrance of the Parks Highway.
- **Creation of Individual Conceptual Park Plans.** New conceptual site plans should be created for Bumpus, Lake Lucille and Cottonwood Creek parks. Acquisition of lands adjacent to Cottonwood Creek and Lucille Creek would allow for a continuous trail for cross country skiing, biking, walking and running - similar to the Coastal Trail in Anchorage.
- **Park Improvements.** The City will continue to identify ways to add improvements to existing parks. Listed below are recommended improvements:

#### Iditapark:

- Large pavilion structure over amphitheater stage
- Pave all pathways
- Provide lighting for wintertime use along pathways
- Add pavilions

#### Nunley Park:

- Add pavilions
- Pave east parking lot
- Improve pathways
- Improve/add new playground equipment

#### Newcomb Park:

- New playground equipment for small children
- Improve lighting for ice skating area on lake

#### Susitna Avenue Boat Launch:

- Create paved or concrete apron into Lake Lucille
- Improve dock tie-down area

Cottonwood Creek:

- Create parking area accessible from Bogard
  - Install bridge to cross Cottonwood Creek
  - Create trail through park
- **Trail Connectivity.** A network of city trails has been designed to link existing and future neighborhoods, parks, and common open spaces. This trail system aims to separate vehicular and pedestrian traffic promoting safe pedestrian movement. In formulating this network, the *Matanuska-Susitna Borough Asset Management Plan - Parks, Recreation and Open Space Plan* was analyzed. Existing trails from this plan, as well as proposed trails and pathways specifically linking the City to other outlying areas, were recorded. The *Wasilla Trails Plan 1999 City Amendment* and the *Wasilla Comprehensive Plan 1996* were also reviewed. The Wasilla Trails Plan 1999 City Amendment will be used to address the trail systems within the City limits and will be updated as needed. In addition to the adopted Trails Plan, a trails inventory was conducted as part of this plan, which noted the existing trails as well as proposed trails throughout the City limits.

From the Wasilla parks master plan questionnaire it was determined that 57 of 92 people currently use the city trails and want the trails to be designed for multi-modal use. A public welcoming event gathered public opinion for future trail connections throughout the city limits. Thirteen future connecting trail opportunities are listed below, and are ranked in order of importance. These trails are also on the Trails Map in Appendix D.

1. Downtown
2. Lucas Road
3. Southwest Wasilla
4. Lake to Lake
5. West Holiday Drive
6. North Beck
7. Denali Street
8. Riley Avenue
9. Cottonwood Creek Greenbelt
10. Lucille Creek Greenbelt
11. Bumpus Connector
12. South Thomas Street
13. Bumpus Equestrian

#### **4.2 Recommended Classification System for Local and Recreational Open Space**

The design team has included a classification system for Local and Regional Recreational Trails from the *Parks, Recreation, Open Space and Greenway Guidelines* by James D. Mertes, Ph.D., CLP and James R. Hall, CLP. This classification system can be found in Appendix D.

## **5.0 Bibliography**

“Wasilla Parks and Recreation Commission, Survey 1, April 1995”, prepared by City of Wasilla Parks & Recreation Commission

*Parks, Recreation, Open Space and Greenway Guidelines*, James D. Mertes, Ph.D., CLP and James R. Hall, CLP

*Matanuska-Susitna Borough Asset Management Plan*, assembly adopted June 2001, prepared by Land Design North

*Wasilla Trails Plan 1999 City Amendment*, prepared by Trails advisory subcommittee, parks and recreation commission, City of Wasilla

*Wasilla Comprehensive Plan Chapter 5- Parks and Recreation Plan*, April 1996



# APPENDIX A



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# Home

## Wasilla Parks Masterplan

**Project Goal: To develop a masterplan for both citywide park and open space and for facilities at the Multi Use Sports Complex**

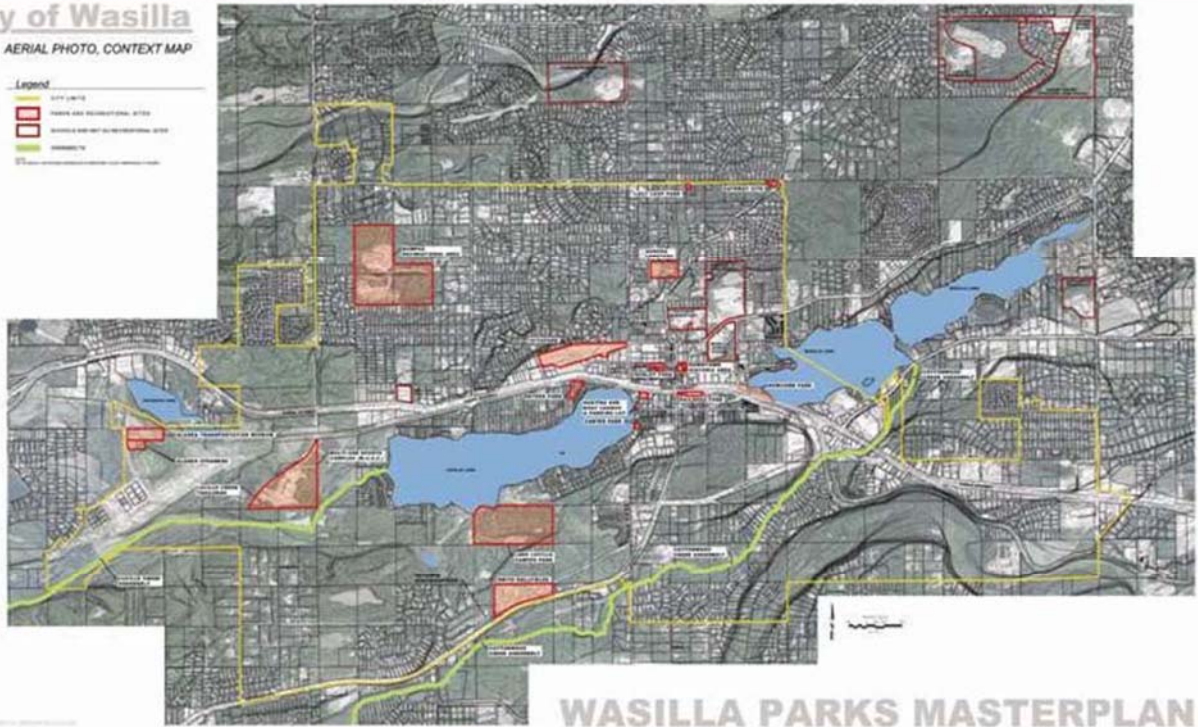


Multi Use Sports Complex

### City of Wasilla

AERIAL PHOTO, CONTEXT MAP

- Legend**
- CITY LIMITS
  - PARKS AND RECREATIONAL SITES
  - SERVICES AND NOT RECREATIONAL SITES
  - WATERSHEDS



This is the aerial photo / context map presented to the Citizen Advisory Group on June 26. The existing parks within the City Limits are highlighted in red. The City Limit line is yellow.



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## About Us

### Project Team:

- Recreation and Cultural Services Dept.
- Community and Economics Development Dept.
- Department of Public Works
- Citizen Advisory Group
- Tryck Nyman Hayes, Inc.

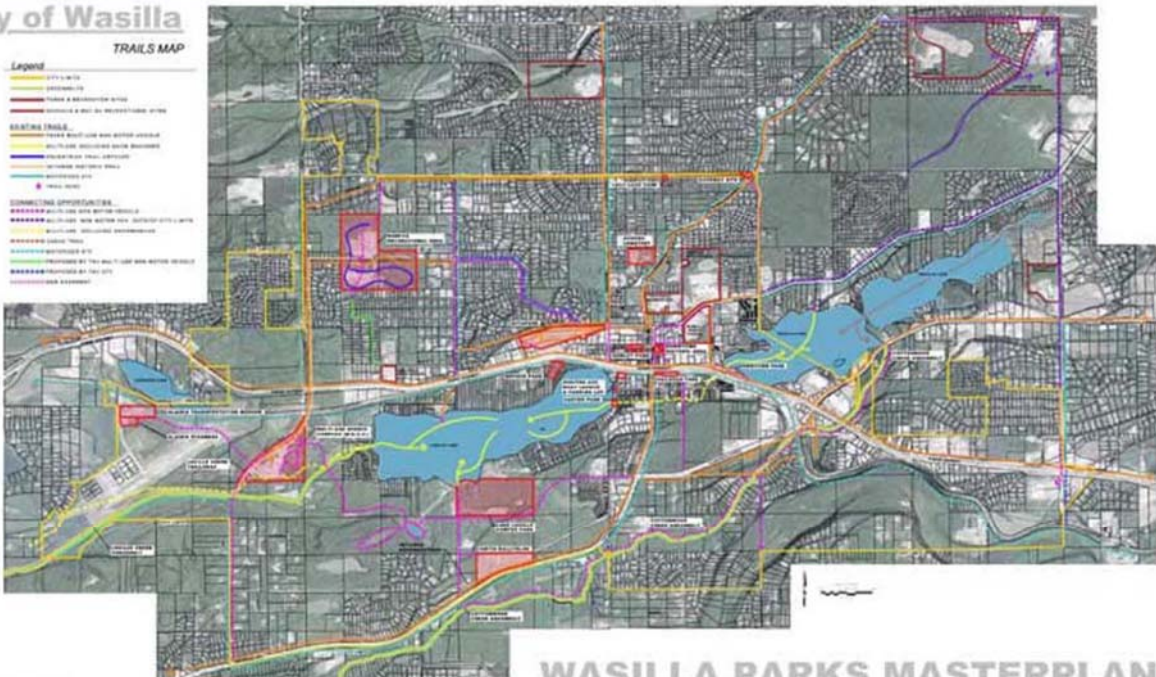


Iditapark

### City of Wasilla

#### TRAILS MAP

- Legend**
- CITY LIMITS
  - WATERSHED
  - TRAILS & RECREATION AREAS
  - BOUNDARIES & USE BY WATERSHED AREAS
- EXISTING TRAILS**
- TRAILS WITH NO USE AND NO PLAN
  - TRAILS WITH LIMITED USE AND NO PLAN
  - TRAILS WITH FULL USE AND NO PLAN
  - TRAILS WITH NO USE AND PLAN
  - TRAILS WITH LIMITED USE AND PLAN
  - TRAILS WITH FULL USE AND PLAN
- CONNECTING CORRIDORS**
- CORRIDORS WITH NO USE AND NO PLAN
  - CORRIDORS WITH LIMITED USE AND NO PLAN
  - CORRIDORS WITH FULL USE AND NO PLAN
  - CORRIDORS WITH NO USE AND PLAN
  - CORRIDORS WITH LIMITED USE AND PLAN
  - CORRIDORS WITH FULL USE AND PLAN



### WASILLA PARKS MASTERPLAN

This project includes an inventory of the existing trails and an assessment of areas where trails are needed to promote connectivity throughout the city.



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## Contact Us

### Tryck Nyman Hayes, Inc.

Anchorage and Wasilla Offices



**Tryck Nyman Hayes, Inc.**  
 851 East West Point Drive  
 Suite 309  
 Wasilla, AK 99654



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- [Public Questionnaire](#)
- [Calendar](#)

### Public Questionnaire

1. What age groups live in your household?

- Preschool (0-5 years)
- Elementary (6-11 years)
- Middle / High School (12-18 years)
- Young Adult (18-25 years)
- Adult

2. Do you hike the trails inside the City Limits?

- Yes
- No

3. How can we make the trail system better?

- Informational Map Boards at trailheads
- Markers / numbering on each trailhead
- Dedicated R.O.W.
- Design for multi-modal use: Walk, Bike, etc.

4. Why do you use the trail system in the city?

- Recreation / Exercise
- Transportation to / from work
- Bird watching / nature viewing

5. I would like to participate in a volunteer trails clean up maintenance committee?

- Yes
- No

6. What do you believe City government should provide money for?

- Community Programs
- Athletic Fields
- Community Parks
- Trails

7. What are the best ways to approach R.O.W. acquisition from private property interests?

- Conservation Easement
- Land Trust Purchase
- Public Dedication
- Donation / Tax Write Off

8. In the last 12 months, how often have you or other household members visited a city park or city recreation facility?

- 1-5 times
- 11-15 times
- 6-10 times
- more than 15 times

9. Other Comments: \_\_\_\_\_

### Please Tell Us What You Think!

Please return the questionnaires to:

The City of Wasilla  
290 East Herning Ave.  
Wasilla, AK 99654-7091



- [Home](#)
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## Calendar

### September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### Schedule of Events

09.05.07- Public Welcoming Event at the MUSC  
7-9 pm

1. What age groups live in your household?  
 Preschool (0-5 years)  
 Elementary (6-11 years)  
 Middle/High School (12-18 years)  
 Young Adult (18-25 years)  
 Adult
2. Do you hike the trails inside the City Limits?  
 Yes  
 No
3. How can we make the trail system better?  
 Informational Map Boards at trailheads?  
 Markers/numbering on each trail head  
 Dedicated R.O.W.  
 Design for multi-modal use: Walk, Bike, etc.
4. Why do you use the trail system in the city?  
 Recreation / exercise  
 Transportation to/from work  
 Bird watching / nature viewing
5. I would participate in a volunteer trails clean up maintenance committee  
 Yes  
 No
6. What do you believe City government should provide money for?  
 Community Programs  
 Community Parks  
 Athletic Fields  
 Trails
7. What are the best ways to approach R.O.W. acquisition from private property interests?  
 Conservation Easement  
 Land Trust Purchase  
 Public Dedication  
 Donation / Tax Write Off
8. In the last 12 months, how often have you or other household members visited a city park or city recreation facility?  
 1-5 times  
 6-10  
 11-15 times  
 more than 15
9. Other Comments: \_\_\_\_\_

## Project Goal:

To develop a masterplan for both citywide park and open space and for outdoor recreation facilities at the Multi Use Sports Complex .

## Project Team:

Recreation and Cultural Services Dept.  
 Community and Economic Dev.  
 Public Works Department  
 Citizen Advisory Group  
 TNH Eng. / Landscape Architects



Please take a moment to

# Tell Us...

what you think!

[www.cityofwasilla.com](http://www.cityofwasilla.com)



## Wasilla Parks Masterplan

### Questionnaire

Please take a minute to fill out the attached postcard and return to The City of Wasilla



## **Citizen's Advisory Group Meeting Agenda**

Wasilla Parks and Trails Master Plan

Wasilla Multi-Use Sports Complex 7:00 PM, June 26, 2007

1. Introductions  
Citizen's Advisory Group (CAG) Organization  
Select Chairperson
2. Description of Project  
Intent  
Scope of Services
3. Distribute Handout – Binder-Notebook Containing: Minutes, Start-Up Meetings  
Public Involvement Plan  
Project Web Page  
Questionnaire  
List of Sites and Site Inventories
4. Update of Activities to date:  
Two Initial Kick-off Meetings  
Inventory/Photography  
Questionnaire  
Web Page  
Data Base Map(s), (these are to be mounted on wall):  
Aerial Map including vegetation and existing conditions  
Lots and Roadway Rights of Way  
Topography
5. Questions and Input from the CAG Members
6. Future Events: Public Welcoming Event (September 5, 2007)
7. Input from Audience – 3 minute limit
8. Adjournment



## **Citizen's Advisory Group Meeting Agenda**

Wasilla Parks and Trails Master Plan

Wasilla Multi-Use Sports Complex 6:30 PM, December 13, 2007

1. Purpose of tonight's meeting:  
Review and Comment on the Wasilla Parks Master Plan Draft Report
2. Distribute Handout – Draft Report: dated 11-12-2007
3. Review Report Findings:  
Four "Welcome to the City of Wasilla" signs  
New Schematic Concept Plans for Nunley, Newcomb and Carter Parks  
Twelve future connecting trail opportunities
4. Questions and Input from the CAG Members
5. Future Events: Third CAG meeting, mid-February
6. Adjournment

## Public Welcoming Event Agenda

Wasilla Parks and Trails Master Plan

Wasilla Multi-Use Sports Complex 7:00 PM, September 5, 2007

1. Introductions  
Project Description and Goal of tonight's meeting  
Project Website: [www.cityofwasilla.com](http://www.cityofwasilla.com)  
Project E-mail: [LA@tnh-inc.com](mailto:LA@tnh-inc.com)
2. Progress to date  
Public Questionnaire  
First CAG Meeting  
Inventory of Existing Park Sites  
Assessment Charts including Matsu Schools: Cottonwood Creek Elementary  
Iditarod Elementary  
Larson Elementary  
Snowshoe Elementary Tanaina Elementary Teeland Middle School Wasilla Jr.  
Middle School Burchell High School Wasilla High School  
Mat-Su Career & Technical High School
3. Two Interactive Tables  
Parks Master Plan           Randy Lyons  
Trails Map                   Eric Morey  
Invite the public to stop by each table and designate areas where additional  
parks and trails are necessary.
4. What's Next:  
Project Assessment  
Project Program  
Second CAG meeting  
Public Open House- develop a preferred alternative

# **APPENDIX B**

## List of Sites: Wasilla Parks Master Plan

Updated August 1, 2011

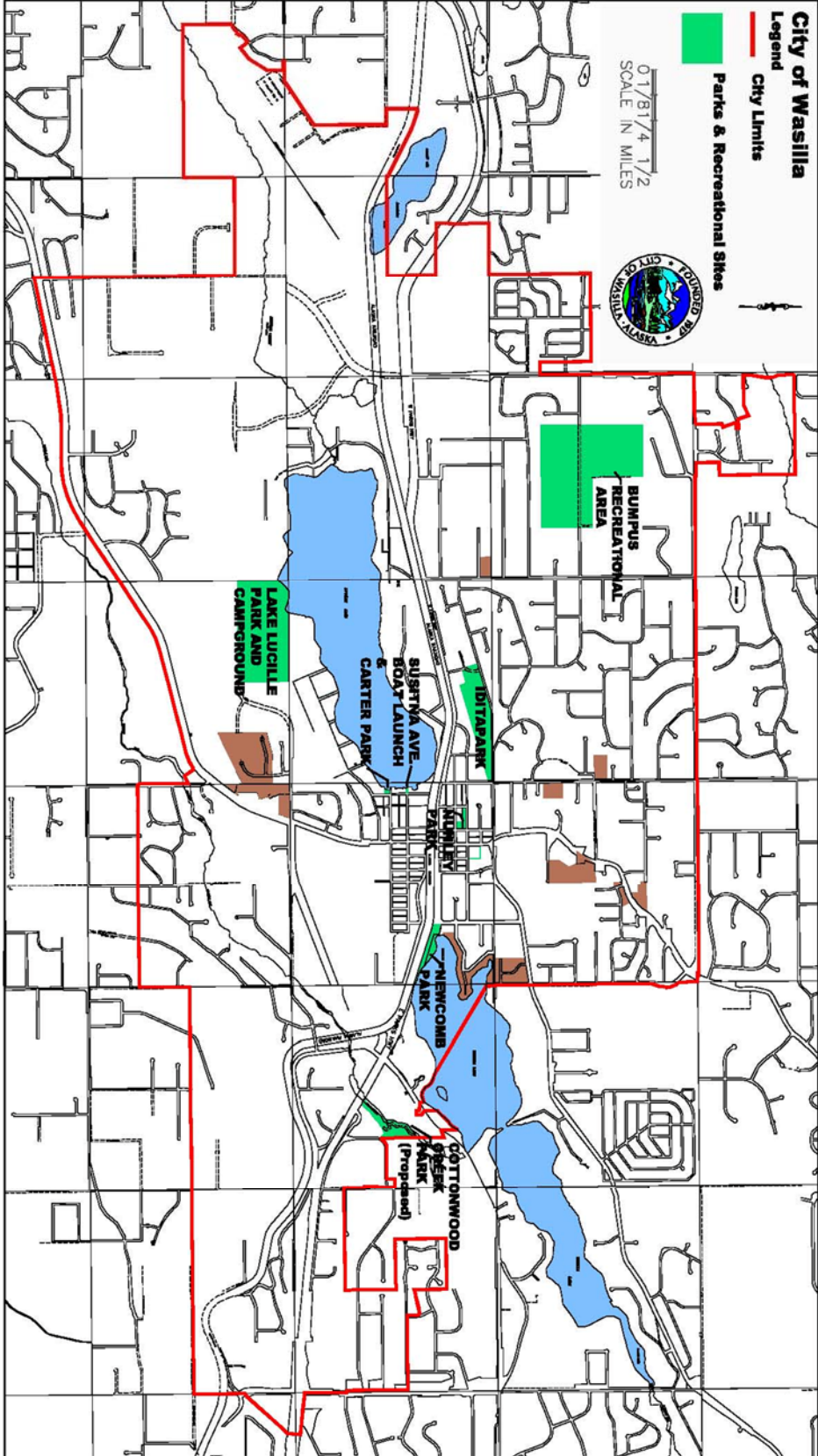
### Parks:

	<b>Approximate Acreage</b>
1. Bumpus Recreation Area	120 acres
2. Carter Park at Lake Lucille	.65 acres
3. Iditapark	28 acres
4. Newcomb Park at Wasilla Lake	5.4 acres
5. Nunley Park (opposite City Hall)	2.25 acres
6. Cottonwood Creek Park (proposed)	9 acres

### Additional Recreational Facilities:

1. Susitna Avenue Boat Launch	1.25 acres
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# WASILLA PARKS MASTER PLAN



<b>AMENITIES</b>	<b>Bumpus Recreation Area</b>	<b>Carter Park at Lake Lucille</b>	<b>Iditapark</b>	<b>Newcomb Park at Wasilla</b>	<b>Lake Lucille Park and Campground</b>	<b>Cottonwood Creek Park (proposed)</b>	<b>Susitna Avenue Boat Launch</b>	<b>Nunley Park</b>
Major League Baseball - 90°	1							
Little League Baseball - 60°								
Softball	4							
Soccer	1				2			
Campsites					57			
Multi-purpose Fields			1					
Tennis			2					
Volleyball			3					
Full Basketball Court			4					
Indoor Skating Rink								
Outdoor Skating Rink			1	1				
Children's Play Equipment*		X	X	X	X			X
Swimming				X				
Skateboard Park			X					
BMX Track			X					
Running Track/Staking Oval								
Equestrian Trails	X							
Trails	X		X		X			
Parking	X	X	X	X	X	X		X
Boat Launch							X	
Picnic Shelters			2	1	3			
Picnic Tables		X	X	X	X			X
Drinking Fountain			X					
Grills		X	X	X	X			X
Showers								
Vending Machines								
Restrooms	X	X	X	X	X			X
Garbage Cans	X	X	X	X	X			X
Benches			X					
Lights			X	X				
Flagpole			X					

# APPENDIX C



## Wasilla Parks Masterplan Questionnaire - Results

There were a 101 questionnaires returned. Not all were filled out in their entirety. The data is broken down by the actual number of people responding to each item.

	<u>Actual #</u>
<b>1. What are the age groups that live in your household?</b>	
Preschool (0-5 years)	12
Elementary (6-11 years)	12
Middle/High School (12-18 years)	24
Young Adult (18-25 years)	14
Adult	94
<b>2. Do you hike the Trails inside the City Limits?</b>	
Yes	57
No	35
<b>3. How can we make the trail system better?</b>	
Informational Map Boards at trailheads	36
Markers/numbering on each trailhead	23
Dedicated R.O.W.	20
Design for multi-model use: Walk, Bike, etc.	58
<b>4. Why do you use the trail system in the city?</b>	
Recreation/exercise	71
Transportation to/from work	8
Bird watching/nature viewing	21
<b>5. I would participate in a volunteer trails clean up maintenance committee?</b>	
Yes	34
No	48
<b>6. What do you believe City government should provide money for?</b>	
City Buildings	64
Community Parks	81
Ballfields	56
Trails	62
<b>7. What are the best ways to approach R.O.W. acquisition from private property interests?</b>	
Conservation Easements	21
Land Trust Purchase	40
Public Dedication	28
Donation/Tax Write Off	37
<b>8. In the last 12 months, how often have you or other household member visited a city park or city recreation facility?</b>	
1-5 Times	38
6-10 Times	19
11-15 Times	11
more than 15	24





## Wasilla Parks Masterplan Questionnaire - Comments

The following is a summary of comments from the questionnaires. They are in no particular order.

**1. What are the age groups that live in your household?**

No Comments

**2. Do you hike the Trails inside the City Limits?**

- 2 people said - Sometimes
- Historic trails only
- A little
- Very seldom
- I don't know where any are
- We have trails?

**3. How can we make the trail system better?**

- Design for Multi-use is very important.
- Exclude vehicle/ORVs/ Motorcycles, etc.
- ATV Trails
- They are good now
- Give 'miles between' info on signs
- Design for snow machine/ATV/motorcycle uses
- Motorized use
- Keep motorized vehicles off
- Advertise
- Keep motorized vehicles off
- Include motorized vehicles

**4. Why do you use the trail system in the city?**

- Haven't used trails!
- I haven't used them
- Bike Trails
- 3 people said - Don't use

**5. I would participate in a volunteer trails clean up maintenance committee?**

- Already do!
- I'm handicapped
- Educate high school age kids. I pick up as I can.
- We do this already as volunteers on our own time.
- 6 people said - Maybe
- Don't know
- No Time

**6. What do you believe City government should provide money for?**

- Sports complexes should be private enterprises.
- Enforce laws already in place.
- 2 people said - Library
- Not the sports complex, it's too expensive.
- Wasilla needs water and sewer before anything else.
- Bus System
- ROADS
- Use vacant buildings
- NONE
- Within the city

**7. What are the best ways to approach R.O.W. acquisition from private property interests?**

- Buy it!
- Whatever it takes
- Need more info to make a good decision
- Each area has different requirements
- Some of each
- Purchase in lieu of Taxes (ask Duffy)
- 3 people said - Don't know
- Offer fair market value
- DO NOT DO THIS!
- Unsure

**8. In the last 12 months, how often have you or other household member visited a city park or city recreation facility?**

- 7 people said - They have visited 0 times.

The following is a summary of comments from the questionnaires. They are in no particular order.

#### 9. Other Comments

- We need more green park and trail space.
- Trails are great. Keep up the good work. Keeps kids and families fit. Saves Fuel, traffic, etc.
- Adopt a program of land acquisition/upgrade landscape guidelines to preserve natural landscape in the city and adjacent to the lake.
- Don't waste our money
- Thanks for the great maintenance. City parks are for all citizens, especially families. More tables, roof covering and lighting needed to prevent parties and crime. Please add children's equipment.
- Seismic clearing could make possible trails
- Need to information about where city trails are and where they go.
- There needs to be a place for kids to play and a plan to keep them safe.
- We use the Bumpus trails almost daily. I have much more to say. Call if interested - Norm Fuller 373-4602.
- Purchase R.O.W. at appraised value.
- Still need 2 more picnic tables at Carter Park.
- Lake Lucille Trail is a mess.
- More restrooms around parks and trails.
- Please make the city more pedestrian friendly.
- Run an efficient municipal government. Keep costs at a minimum!
- Need to spend more money on traffic control ( signs, lights, enforcement).
- Parks and trails are great.
- We may not use them often, but I like having them here.
- We are Katrina refugees and still working in our house.
- We need a trail system for motorized vehicles desperately. With no trail to use, the users go elsewhere.
- Pave roadside trails - acquire domain.
- 4-wheelers are ruining our trails.
- FIX THE STREETS!
- Need a bypass route of city streets.
- I do not believe in acquisition of personal property for anything especially a bike trail or park!! Period!
- We are in our late 70's and have no need for the above.
- We're currently out of town.
- Please develop city trails for biking and walking.
- I don't feel safe on trails due to dirt bikes, 4-wheelers, and unrestrained dogs.
- What does R.O.W mean?
- Regular police patrol at trailheads.
- Increase patrol to keep motorized vehicle off!
- Get the motorized vehicles off the bike trails and out of the parks!! One warning and then impound them.
- How do we address the dust/intrusion by irresponsible ATV users?
- You need to provide a second access to the sports complex!
- This is a poorly worded and designed questionnaire.
- Contact and work with landowners.
- DOT property on Parks Highway next door to us needs landscaping and care.
- Please join trails together and give cross walks more.
- Concentrate on less spending.
- Need a picnic area with open shelters for tables to stay out of the weather, more picnic tables.
- We need to have a trail corridor for motorized vehicles.
- Please pack or plow a few trails in the winter.
- Why don't you explain what R.O.W. is?
- I own property on Lake Lucille drive. I am concerned about increased traffic/road widening if Lake Lucille drive is extended.

# Existing Athletic Facilities

Updated August 1, 2011

Facility	Total Facilities owned by the City								
	Bumpus Recreation Area	Carter Park	Iditapark	Newcomb Park	Nunley Park	Susitna Avenue Boat Launch & Parking Lot	Lake Lucille Park and Campground	Cottonwood Creek Park (proposed)	
Major League Baseball- 90'	1								1
Little League Baseball- 60'	0								0
Softball	4								4
Soccer	1						2		3
Football									0
Multi- Purpose Fields			3						3
Tennis			2		1				3
Volleyball			3						3
Full Basketball Court			4						4
Indoor Skating Rink									1
Outdoor Skating Rink				1					1
Children's Play Equipment *		1	1	1	1		1		5
Rope Course									0
Community Center *			1						1
Skateboard Park			1						1
BMX Track			1						1
Running Track / Staking Oval									0
Swimming Pool									0

\* Children's Play Equipment: Typical playground area; may consist of multiple pieces of play equipment.

\* Community Center: A meeting place used by members of a community for social, cultural, or recreational purposes.

# Existing Athletic Facilities (Not City owned)

Facility	Parks not owned by the City of Wasilla						Schools								Total Facilities not owned by the City	Total School Facilities	
	Alaska Museum of Transportation & Industry	Snyder Park	Smith Little League Ball Fields	Railroad Park	Lake Lucille Camper Park	Alcanta Recreational Area	Cottonwood Creek Elementary	Iditarod Elementary	Larson Elementary	Snowshoe Elementary	Tanaina Elementary	Teeland Middle School	Wasilla Jr. - Middle School	Burchell High School			Wasilla High School
Major League Baseball- 90'			1												1		1
Little League Baseball- 60'			3			4						1			7		2
Softball															0		1
Soccer					2	4			1			1			6		3
Football										1					0		2
Multi- Purpose Fields							1		1						0		3
Tennis															0		0
Volleyball															0		0
Full Basketball Court							1		1		2				0		5
Indoor Skating Rink															0		0
Outdoor Skating Rink								1		1					0		2
Children's Play Equipment *	1						1	1	1	1					1		5
Rope Coarse														1			1
Community Center *															0		0
Skateboard Park															0		0
BMX Track															0		0
Running Track / Staking Oval														1			1
Swimming Pool														1			1

\* Children's Play Equipment:

Typical playground area; may consist of multiple pieces of play equipment.

\* Community Center :

A meeting place used by members of a community for social, cultural, or recreational purposes.

# Proposed Athletic Facilities

Updated August 1, 2011

Facility	Parks owned by the City of Wasilla								Total Facilities owned by the City
	Bumpus Recreation Area	Carter Park	Iditapark	Newcomb Park	Nunley Park	Susitna Avenue Boat Launch & Parking Lot	Lake Lucille Park and Campground	Cottonwood Creek Park (proposed)	
Major League Baseball- 90'									0
Little League Baseball- 60'	2								2
Softball	4								4
Soccer	4								4
Football									1
Multi- Purpose Fields									0
Tennis									0
Volleyball									0
Full Basketball Court									0
Indoor Skating Rink									0
Outdoor Skating Rink									0
Children's Play Equipment *				<u>1</u>	<u>1</u>				1
Rope Coarse									0
Community Center *									0
Skateboard Park									0
BMX Track									0
Running Track / Staking Oval									0
Swimming Pool									0

\* Children's Play Equipment:  
 \* Community Center:

Typical playground area; may consist of multiple pieces of play equipment.  
 A meeting place used by members of a community for social, cultural, or recreational purposes

# Projected Facility Requirements

Updated August 1, 2011

Facility	NRPA Facility Standards**	South Davis Master Plan Facility Standards**	Existing facilities owned by the City	Proposed Facilities owned by the City	2010 Needs - Actual Population 7,831 ^	2014 Needs - Est. Population 8,848 ^	2024 Needs - Est. Population 12,007 ^	2034 Needs - Est. Population 16,294 ^	2010 Needs - Actual Population 7,831 ^	2014 Needs - Est. Population 8,848 ^	2013 Needs Est. Population 12,007 ^	2028 Needs Est. Population 16,294 ^
Major League Baseball- 90'	1/5,000	1/20,000	0	1	1.57	1.77	2.40	3.26	0.39	0.44	0.60	0.82
Little League Baseball- 60'	1/5,000	1/4,000	1	2	1.57	1.77	2.40	3.26	1.96	2.21	3.00	4.07
Softball	1/5,000	1/3,500	4	4	1.57	1.77	2.40	3.26	2.24	2.53	3.43	4.66
Soccer	1/10,000	1/4,000	1	5	0.78	0.89	1.20	1.63	1.96	2.21	3.00	4.07
Football	1/20,000	1/15,000	0	1	0.39	0.44	0.60	0.82	0.52	0.59	0.80	1.09
Multi- Purpose Fields	No Req.	No Req.	4	0								
Tennis	1/2,000	1/6,500	3	0	3.92	4.42	6.00	8.15	1.21	1.36	1.85	2.51
Volleyball	1/5,000	No Req.	3	0	1.57	1.77	2.40	3.26				
Full Basketball Court	1/5,000	No Req.	4	0	1.57	1.77	2.40	3.26				
Ice Hockey, Indoors	No Req.	1/20,000	1	0					0.39	0.44	0.60	0.82
Ice Hockey / Skating Rink, Outdoors	No Req.	1/3,000	1	0					2.61	2.95	4.00	5.43
Children's Play Equipment *	No Req.	No Req.	4	1								
Rope Coarse	No Req.	No Req.	0	0								
Community Center *	No Req.	No Req.	2	0								
Skateboard Park	No Req.	No Req.	1	0								
BMX Track	No Req.	1/30,000	1	0					0.26	0.30	0.40	0.54
Running Track / Staking Oval	No Req.	1/15,000	0	1					0.52	0.59	0.80	1.09
Swimming Pool	1/20,000	No Req.	0	0	0.39	0.44	0.60	0.82				

\* Children's Play Equipment:

Typical playground area; may consist of multiple pieces of play equipment.

\* Community Center:

A meeting place used by members of a community for social, cultural, or recreational purposes.

\*\* National Recreation and Park Association "Recreation, Park and Open Space Standards and Guidelines" (The standards should be used as a guide for short and long term facility planning. The actual quantity of facilities will vary as the needs of the community change.)

^ Projected population rates are based on a 3.1% factor. Census information was obtained from <http://factfinder2.census.gov>.

## Recommended Classification System for Local & Regional Recreational Open Space

<b>General Description</b>		<b>Location Criteria</b>	<b>Size Criteria</b>
<b>Mini-Park</b>	Used to address limited, isolated or unique recreational needs.	Less than 1/4 mile distance in residential setting.	Between 2500sq.ft. and one acre in size.
<b>Neighborhood Park</b>	Neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.	1/4 to 1/2 mile distance and uninterrupted by non-residential roads and other physical barriers.	5 acres is considered minimum size, 5-10 acres is optimal.
<b>School-Park</b>	Depending on circumstances, combining parks with school sites can fulfill the space requirements for other classes of parks, such as neighborhood, community, sports complex and special use.	Determined by location of school district property.	variable-depends on function
<b>Community Park</b>	Serves broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves two or more neighborhoods and 1/2 to 3 mile distance.	As needed to accommodate desired uses. Usually between 30 and 50 acres.
<b>Large Urban Park</b>	Large urban parks serve a broader purpose than community parks and are used when community and neighborhood parks are not adequate to serve the needs of the community. Focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site usually serves the entire community	As needed to accommodate desired uses. Usually a minimum of 50 acres, with 75 or more acres
<b>Natural Resource Areas</b>	Lands set aside for preservation of significant natural resources, remnant landscapes, open space and visual aesthetics/buffering.	Resource availability and opportunity.	variable
<b>Greenways</b>	Effectively tie park system components together to form a continuous park environment.	Resource availability and opportunity.	variable
<b>Sports Complex</b>	Consolidates heavily programmed athletic fields and associated facilities to larger and fewer sites strategically located throughout the community.	Strategically located community-wide facilities.	Determined by projected demand. Usually a minimum of 25 acre being optimal.
<b>Special Use</b>	Cover a broad range of parks and recreation facilities oriented toward single-purpose use.	Variable-dependent on specific use.	variable
<b>Private Park/Recreation Facility</b>	Parks and recreation facilities that are privately owned yet contribute to the public park and recreation system	Variable-dependent on specific use.	Variable

## Park Area Analysis

<b>Parks owned by the City of Wasilla</b>	<b>Park Classification</b>	<b>Approximate Existing Acreage 2011</b>
<b>Bumpus Recreation Area</b>	<b>Sports Complex</b>	<b>120</b>
<b>Carter Park</b>	<b>Mini Park</b>	<b>0.65</b>
<b>Iditapark</b>	<b>Community Park</b>	<b>28</b>
<b>Newcomb Park</b>	<b>Neighborhood Park</b>	<b>5.4</b>
<b>Nunley Park</b>	<b>Mini Park</b>	<b>2.25</b>
<b>Cottonwood Creek Park (proposed)</b>	<b>TBD</b>	<b>9</b>
<b>Susitna Avenue Boat Launch &amp; Parking Lot</b>	<b>Mini Park</b>	<b>1.25</b>
<b>TOTAL</b>		<b>166.55</b>

<b>City of Wasilla Population</b>	<b>Recommended Total Park Area ** (Acres)</b>
<b>7,831 (2010)</b>	<b>49 to 82</b>
<b>8,848 (2014)</b>	<b>55 to 93</b>
<b>12,007 (2024)</b>	<b>75 to 126</b>
<b>16,294 (2034)</b>	<b>102 to 171</b>

Projected Population uses a 3.1% growth factor

\*Acreages are approximate

\*\*National Recreation and Park Association "Recreation, Park and Open Space Standards and Guidelines" recommends 6.25 to 10.5 acres per 1,000 population. In 1996, NRPA guidelines were revised to include a Level of Service Standard.

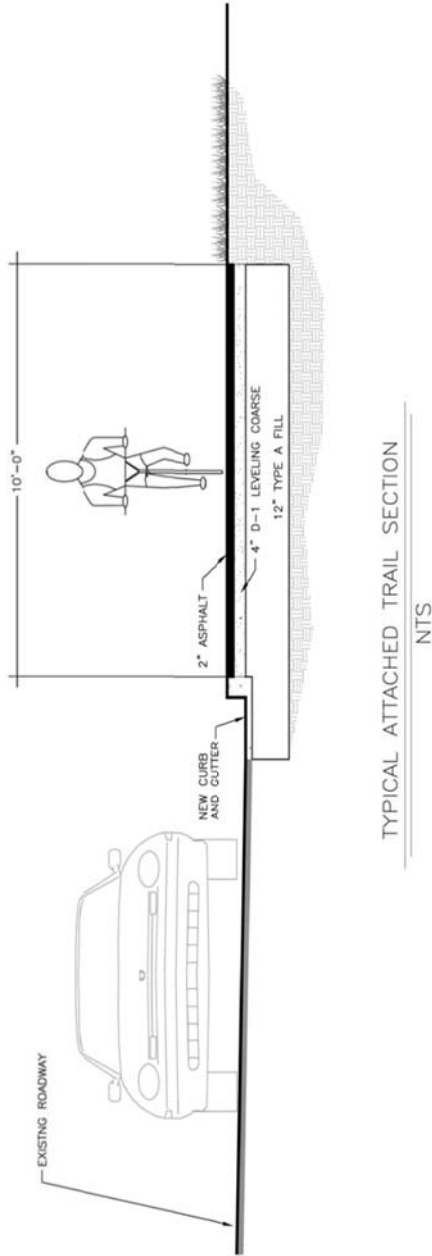
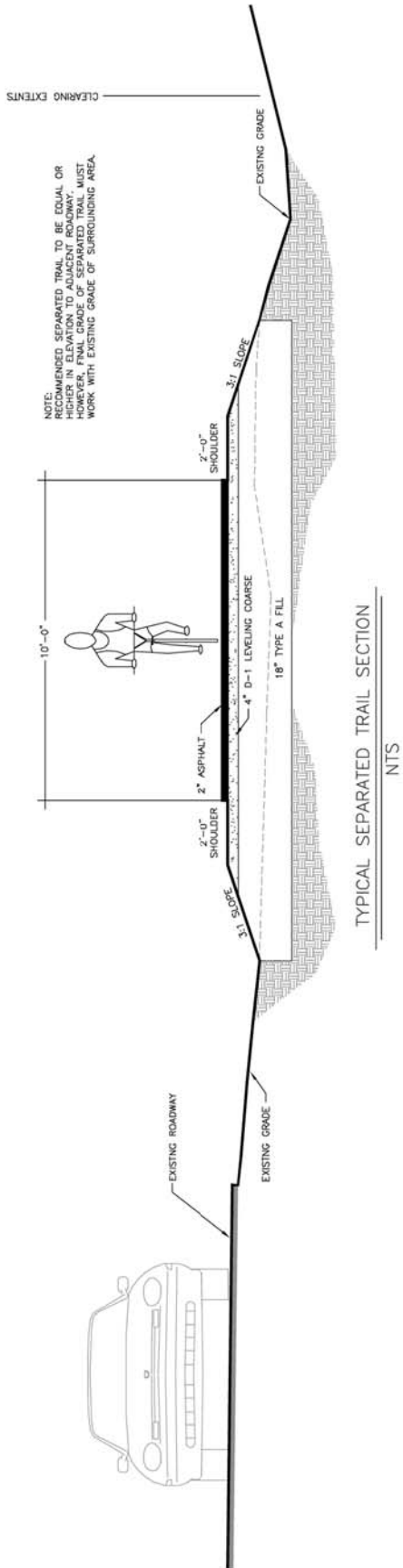


# APPENDIX D

**UPDATED TRAILS MAP  
WILL BE BROUGHT TO  
09/27/2011 MEETING**

## Recommended Classification System for Local & Regional Recreational Trails

Classification		General Description	Location Criteria	Size Criteria
Park Trails (Types I, II, and III)	Type I	Type I trails are used in situations where use patterns dictate separate paths for pedestrians and bicyclist / in-line skaters. An example would be a trail around an intercity lake or along a riverfront.	Typically located within a greenway, park, or natural resource area (corridor width varies, with 100 feet being the recommended minimum when trail uses are separated)	Separate trails for pedestrians and bicyclists / in-line skaters: 10 foot wide bicycle and in-line skating hard surface trail. Separated by a natural landscape median strip, width varies. 8 foot wide pedestrian hard-surfaced trail.
	Type II	Type II trails are more suited to lighter use patterns, such as from a housing subdivision to a natural resource area.	Typically located within a greenway, park, or natural resource area (corridor width varies, with 50 feet being the recommended minimum)	10 foot wide pedestrian, bicycle, and in-line skating hard-surfaced trail.
	Type III	Type III trails are suited for areas requiring minimum impact, such as a nature preserve.	Typically located within a natural resource area or special use area such as a nature preserve.	6 to 8 foot wide soft-surface trail. Consideration should be given to augmenting soft-surfaced nature trails with hard-surfaced ones to allow universal access to all user groups.
Connector Trails (Type I and II)	Type I	Type I trails are used in situations where use patterns dictate separate paths for pedestrians, bicyclist and, if necessary, in-line skaters. An example would be a trail within the shoulder of right of way of a collector street or parkway.	Located within the roadway right-of-way and designed to accommodate heavy use patterns	10 foot wide hard-surfaced pedestrian, bicycle, and in-line skating trail (8 foot if pedestrian only) both side of the roadway. 10 minimum setback from roadway where space permits.
	Type II	Type II trails are suited to lighter use patterns, such as a link between a parkway or thoroughfare and a nearby housing development.	Located within the roadway right-of-way and designed to accommodate multiple uses and / or directional use.	10 foot wide hard-surfaced pedestrian, bicycle, and in-line skating trail (8 foot if pedestrian only). 10 minimum setback from roadway where space permits.
Bikeways	Bike Lanes	Bike lanes are designated portions of the roadway for the preferential or exclusive use of bicyclists. Bike lanes should be used in situations where traffic volumes are heavy enough to warrant clear separation between the bicycles and the vehicles.	Designated portion of the roadway	5 foot wide bike lane, both sides of the roadway if possible, and stripping
	Bike Routes	Bike routes are essentially paved shoulders or segments of the roadway that serve to separate bicyclists from traffic. Bike routes (paved shoulders) should be used in all other situations	Paved shoulder along roadway	4 to 6 foot paved shoulder, both sides of the roadway if possible, and stripping
Other	All-Terrain (Mountain) Bike Trails	All-terrain bike trails are similar to park trails in that they emphasize a strong relationship to the natural environment. They are most often located within natural resource areas, greenways, community parks and special use facilities, such as golf courses.	Natural Resource areas, greenways, community parks, and special-use areas	Trail design to coincide with the standards developed by regional park agencies and state resource agencies.
	Cross-Country Skiing Trails	These trails come in a variety of types and widths to accommodate two different styles: diagonal style and skate-ski. Similar to park trails, they should have a strong emphasis on the natural environment.	Natural Resource areas, greenways, community parks, and special-use areas	Diagonal style requires a set track, while shate-ski style requires a wider packed and groomed surface. Trail lengths vary considerably, with loops ranging from a few to 10 or more kilometers. Since quality and safety are important to all skiers, a few well groomed trails are preferable to extensive but poorly maintained ones. Trail design should coincide with the standards
	Equestrian Trails	Equestrian trails are usually grass or woodchip. In some instances, cross-country ski trails are used for horseback riding during the summer.	Natural Resource areas, greenways, community parks, and special-use areas	Trail length varies considerably, with loops extending out 10 miles or more. There are no specific standard for how many miles of trail should be developed within a given community. Trail design should coincide with the standards developed by regional park agencies and state resource agencies.
	Motorized ATV Trails	Motorized ATV trails are located in the roadway rights-of-ways and should be on the opposite side of the roadway as the pedestrian / bicyclist trail.	Roadway rights-of ways	N / A
Historical Trails	Historic trail used for the Iditarod Dog Race	Original Route		N / A





# CITY OF WASILLA

• Planning Office •

290 East Herning Avenue • Wasilla • Alaska • 99654-7091

• Telephone 907-373-9020 •

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## MEMORANDUM

**DATE:** September 19, 2011

**TO:** City of Wasilla Planning Commission

**FROM:** Tina Crawford, City Planner

**RE:** Planning Commissioner Training – September 27, 2011

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As discussed at the last Planning Commission meeting, staff has scheduled a training session to discuss the role of the planning commissioner at the September 27, 2011 meeting. The training materials were prepared by the American Planning Association and consist of a narrated PowerPoint presentation, several technical briefs, and a local module to answer questions and address issues specific to the City.

There are two parts to the training and each part takes approximately two hours with an additional hour set aside as a local module. Review of Part I is scheduled for September 27, 2011 and the local module will be scheduled for the next available meeting. Copies of the training agenda and technical briefs for Part I have been included in the packet for your review prior to the meeting. Copies of the slides, with room for notes, will be provided at the meeting for your use and future reference.

I hope that you will find the information helpful in fulfilling your responsibilities as a Planning Commission member!

present

**Introduction to the Planning Commission  
Part One**

Audio/Web Conference

January 18, 2006

**Conference Agenda**

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Introduction to the Concept of Planning

1. Planning principles
2. The vision
3. Who does planning
4. Legal context
5. Roles of the planning commission

The Comprehensive Plan and Planning at Different Levels

1. The comprehensive plan
2. Elements of the comprehensive plan
3. State-mandated planning
4. Legal foundation of the plan
5. Levels of planning
  - a. Topical
  - b. Geographical
  - c. Special or specific plans
  - d. Regional and federal plans

The Tools of Planning

1. Legal framework for the tools
2. Zoning

3. Ordinances
4. Development review
5. Site plan review
6. Growth management
7. CIP

#### Decision Making by the Planning Commission

1. Legal framework for commission decisions
2. Ethics
3. Meeting conduct
4. Staff reports, testimony, findings of fact, recording decisions

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**American Planning Association and Lincoln Institute of Land Policy**

present

**Introduction to the Planning Commission  
Part One**

Audio/Web Conference

January 18, 2006

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**Supplemental Local Module** (1 hour)

Use this outline to structure your local training after the conference.

- Answer questions concerning the two-hour audio/web conference program
- The U.S. Constitution as foundation for planning
- State legislative authority for planning and the planning commission
- How planning commissions are organized and what they are authorized to do in your state and community
- State laws that relate to planning, such as impact fees
- Review of administrative rules and adopted ethics statements
- Review of comprehensive plan example
- Review of special plan example
- Review of the land use map plan
- Review of subdivision regulations, design standards, and checklists

Recommended Trainers

The people conducting the local module or program should include an attorney knowledgeable in planning and land-use law and a planning director, senior staff planner, or experienced planning commission trainer.

Worth Noting

If the attendees at this program are from different communities, select one community as an example. Direct commissioners to follow up with their own planning staff to obtain the proper handouts and orientation to their community.

Handout Materials



- U.S. Constitution. Call attention to the First, Fifth, and Fourteenth Amendments. Available online at [www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html).
- State Enabling Statutes or Summary of Statutes
- State Enabling Statutes as Pertains to Impact Fees (if relevant)
- (Your Community's) Comprehensive Plan
- Strategic Plans (if relevant)
- Administrative Rules for Meeting Conduct (if they exist)
- Adopted Ethical Principles (if they exist)
- (Your Community's) Special Plans (also called Special Area or System Plans)
- Land-use Plan Map
- (Your Community's) Subdivision Regulations
- Design Standards Section of Subdivision Regulations
- Site Plan Review Checklist (if available)
- Community Impact Fee Document (if relevant)

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# Technical Briefs

1

## Planning and the Comprehensive Plan

**The comprehensive plan is a community's compass. It is designed to help residents chart a course to a mutually agreed-upon future. The comprehensive plan is a tool that can be used to foster change or effectively deal with unanticipated changes. The planning commission plays a vital lead role in this process, deciding when an update is necessary and leading community involvement in shaping the plan.**

Every city or town has its own identity, much of which is derived from the physical layout of homes, business, industry, and agriculture. In communities where roads, parks, local services, and various amenities seem well integrated, it is usually because a comprehensive plan has guided the community's development. These plans are most effective when used as the basis for ongoing and daily decision making. That way everything—from the location of a shopping center to the development of houses to the widening of a main arterial—is integrated and compatible.

While land-use plans have existed in this country since the late 17th century, it is only in recent times that courts have begun relying on them as a basis for reviewing local government decisions. Increasingly, courts will uphold a zoning or land-use determination that is in

conformance with a comprehensive plan or strike down one that is not supported by the plan.

While there is much truth in the old adage, "if you fail to plan then plan to fail," there is no one, single plan that is a perfect fit for every city or town.

Comprehensive plans—their contents, graphics, and format—vary from one community to another. In general, however, a comprehensive plan should be:

- inclusive of all aspects of development;
- long range (15–20 years);
- focused on a community's physical development;
- able to relate physical development to the community's goals and its social and economic policies;
- developed with input from all segments of the community;

- formally adopted by the local legislative body;
- readily available and easily understood.

The unique conditions and circumstances of each community, as well as state statutes, will dictate a plan's contents. Some states require that local comprehensive plans include certain components and be updated at specific intervals. At a minimum, most plans contain a land-use, housing, transportation and infrastructure element. Other possibilities include:

- parks and open space;
- air quality and the environment;
- energy conservation;
- historic preservation;
- urban design;
- economic development;
- culture, arts, and leisure;
- education;
- health and human services.

The development of a comprehensive plan should be a community effort. All stakeholders should be involved in

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establishing the community's goals. In order to do that, it is essential to understand the current state of community affairs. The planning commission can lead community input in this process, and additional data can provide insight into community characteristics, land-use patterns, and social, economic, and demographic trends.

Potential plan elements and critical issues within the community will help determine what data to gather. If housing is a plan element, data might be collected about the existing housing stock—age, condition, number and types of units—and the existing and projected housing need. Once collected and analyzed, data will provide the basis for modifying earlier goals or setting new ones.

Goals are broadly written and encompass fundamental community values. They provide insight into what a community wants to preserve or change. Often, in the final document, goals and their accompanying objectives are grouped by element. For example, under economic development, a goal might be “to encourage a more diverse industrial mix to guard against cyclical fluctuations.”

For each goal, there usually are multiple objectives. An objective is a quantifiable step that, when taken, can help achieve a goal. If a community transportation goal is “to promote efficient circulation and accessibility,” then an objective might be, “establish a network of pedestrian and bicycle greenways

connecting neighborhoods with the town center and recreational facilities.”

Building consensus around goals and objectives is a time-consuming and sometimes controversial process. Because a comprehensive plan can affect residents' property, livelihood, and overall quality of life, they should be encouraged to participate in the planning process. Online, mail, or telephone surveys, public forums, focus groups, charrettes, and media and public information campaigns can be designed to either gauge public sentiment or elicit participation.

In putting together the actual plan document, it is important that it not only describe but show. Maps, charts, graphs, photos, and other visual elements can speak as loudly as words. Important components of the plan include the land-use maps. One map usually shows the location of existing land uses that will not change while another shows proposed land uses—residential, commercial, business, industrial, and mixed use.

Although the comprehensive plan communicates a community's vision, it is regulations, ordinances, and other governmental tools that turn the vision into reality. Zoning ordinances, subdivision regulations, incentives, capital improvements programs, and annexation agreements are among the implementation tools available. Some plans detail the implementation strategies that will be used.

Once adopted by the local governing body, the comprehensive plan should be widely disseminated and used to guide planning and land-use decisions, not left on a shelf. The plan is a guide to the community's future, and a document that can help keep planning

commissioners on track with the long-term goals for their community. The plan must be updated periodically to keep pace with the changing and growing community. Rules for amending comprehensive plans appear in state enabling legislation. ■■

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# Technical Briefs

2

## Decision Making: Powers and Duties of the Planning Commission

Since 1907, when the Hartford City Council in Connecticut appointed the nation's first planning commission, commissioners have served as independent advisors to their local governing body on matters of planning and land use. While the mission of planning commissions is similar, their roles may differ depending upon state legislation and how they fit within the local decision-making system. Some planning commissions are purely advisory, others function in a quasi-judicial capacity, and others serve as the sole local planning agency.

Planning commissions derive their powers from a variety of provisions. State enabling legislation, a state's constitution, or a statutory grant of power from the state legislature can confer the authority to plan and zone to localities. Local authorizing legislation then establishes a planning commission and outlines its responsibilities.

Publicly defining the powers and duties of a planning commission not only helps members better understand their roles but provides the community with insight into both the commission's range of responsibilities and the procedures it follows in fulfilling those responsibilities. A formally adopted mission statement, bylaws, and rules of procedure enhance focus, keep discussion relevant, and are an invaluable reference when situations become complicated.

- A mission statement is a clear, concise summary describing what the agency is, what it does, for whom and where. A good mission statement articulates the commission's essential nature, its values, and its purpose. Statements that work best tend to be motivational, free from jargon, and short enough that commissioners and residents can readily repeat it.
- Bylaws define a planning commission's operations. They typically address matters required by state law and include an explanation of leadership structure, including powers, duties, and terms of officers, and may address meetings, attendance requirements, voting, conflicts of interest, ex parte

communication, and the process for amending bylaws.

- Rules of procedure dictate planning commission conduct and, generally, are more specific than bylaws. These rules delve into detail about orientation and training; committees; meetings, including attendance, quorum, schedules, notice, and agendas (preparation, order, and form); minutes/record keeping; conflicts of interest; and fairness. Most planning commissions adopt Robert's Rules of Order to guide their deliberations.

The duties of a planning commission vary depending on the local legislative body's expectations and its delegation of specific duties and functions. Possible functions include:

- encouraging and facilitating public participation in the planning process;
- developing, updating, and recommending methods of implementation of a comprehensive plan (see *Technical Brief 1: Planning and the Comprehensive Plan* for more information);

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- determining a proposed project's consistency with the comprehensive plan;
- making findings regarding a development application's relationship to the comprehensive plan;
- creating a zoning ordinance and zoning districts for adoption by the local governing body; and
- hearing matters related to zoning regulations.

As the local planning agency or in an advisory position, the planning commission serves to guide and inform elected officials and planning staff as well as act as a community leader in planning. The commission may raise issues of concern to the community; monitor, provide suggestions for, and create the comprehensive plan; educate the public on good planning; and involve the public in the community's planning process.

In communities where a planning commission serves in a quasi-judicial manner, each commissioner acts not only as an advisor but as a judge. When a commission considers evidence for or against a proposal, implements adopted policy, or renders a decision that impacts specific parties, the action may be considered quasi-judicial.

Quasi-judicial proceedings require due process. This is the legal method used to reach a decision about a land-use request. Due process is mandated by provisions in the federal and state constitutions that prohibit government

from depriving a person of "life, liberty, or property without due process of law." Due process has both substantive and procedural elements.

The substantive due process clause of the U.S. Constitution requires land-use regulations to serve a legitimate governmental purpose, such as the protection of public health, safety, morals, or welfare. Substantive due process requires commissions to determine whether a valid governmental purpose exists and whether the proposed regulation advances that purpose.

Substantive decision making, then, focuses on the content of the deliberations and includes all the facts of a situation as well as related interests, rights, obligations, and estimates of merit and value (both financial and of importance to the community). Substantive decision making may also consider an individual's character and intentions, since human conduct influences whether a commitment or obligation will be fulfilled. Because character and intentions may be difficult to ascertain, the primary focus of substantive decision making tends to be on the comprehensive and long-range estimation of effects.

Determining the adequacy and reliability of facts is part of a commissioner's job. Staff members should provide an assessment of the situation and present relevant information from other public agencies or consultants. Testimony at public hearings or presentations at meetings may provide additional information. Commissioners themselves often have knowledge to share. Data sought from multiple sources generally constitutes a reasonable effort to obtain adequate and reliable information and can satisfy substantive due process requirements.

Procedural due process is designed to ensure fairness. It requires that the procedures and standards used to decide planning and land-use issues are clear and concise. Fairness exists when:

- advance notice of a hearing or potential action has been extended to all potentially interested parties;
- exhibits, studies, and staff reports are made available for study in advance of the proceedings;
- all participants are given the opportunity to testify and present evidence to an unbiased panel;
- there are no conflicts of interest (commissioners with conflicts must recuse themselves);
- the hearing takes place in a controlled environment that allows all parties to testify or present evidence without fear of intimidation or retaliation;
- the hearing allows for the compilation of a complete record; and
- any decision meets all legal requirements and is based on the record.

The official record must provide the basis for and support the decision reached by the commission. A court relies solely on the record when reviewing a land-use decision. It will not hear new testimony or review new evidence. Planning commissioners have the responsibility to act responsibly and to ensure, to the best of their abilities, that the integrity of the process is not compromised. ■■

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# Technical Briefs

3

## Ethical Meeting Conduct and How to Record Decisions

**Individuals appearing before a planning and zoning commission deserve a fair, impartial hearing and decisions based on fact. Applicants and concerned residents have much at stake in these proceedings, both financial and emotional. When decisions are tainted by bias, improper conduct, or a conflict of interest, not only may the community lose faith in the process but the courts may invalidate a commission's decision. Because allegations of unethical conduct can tie up projects for lengthy periods of time, it is in the community's best interest for commissioners to avoid even the appearance of impropriety.**

The purpose of a planning or zoning commission meeting is to collect relevant information, expert opinion, and analysis; establish a complete record; and reach a decision that is legally sound and based on the record. Unethical conduct can jeopardize decisions, no matter how rational or well documented.

To preserve the public trust, many state and local governments have adopted ethics statutes or ordinances. These often require the disclosure of information, such as sources of income, or they prohibit specific conduct. Many commissions address ethics, to some degree, in their bylaws and rules of procedure. To guide commissioners involved in planning and zoning matters, the American Planning Association has adopted its "Ethical Principles in

Planning." These guidelines provide the context for planning decisions and are especially useful for locales without local ethics ordinances or procedures.

The principles are available online at [www.planning.org/ethics](http://www.planning.org/ethics).

Individuals are appointed to boards and commissions because of their understanding of and close contacts with the community. Those close contacts, however, can create ethical dilemmas.

Over the years, courts have concluded that a variety of circumstances and behaviors can compromise a commission's ability to reach an unbiased decision. In a few states, courts have invalidated decisions when the mere appearance of unfairness exists. Elsewhere, courts have considered the appearance of unfairness along with evidence of

actual bias or a substantial interest or temptation.

While the specific circumstances of planning and land-use decisions vary, the types of conflicts of interest and bias that influence hearings can be grouped into distinct categories, with financial influences among the most common conflicts faced by commissioners.

- **Gifts and Rewards**—The solicitation or acceptance of gifts is generally prohibited. Board members should not accept items of value or promises of future reward (either monetary or consisting of special consideration) when it is clear that doing so would be construed by a reasonable person to have influenced a vote.
- **Financial Gain**—When a decision maker, or a member of her family, stands to benefit (as an employee, partner, or neighboring landowner) financially, the potential for a conflict of interest exists. The gain does not have to be immediate.
- **Relationships**—Certain personal or professional relationships can represent a conflict of interest. A board

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member serving as a legal guardian, trustee, administrator of an estate, or involved in an employer-employee or mortgagor-mortgagee relationship should disclose the relationship and potentially recuse herself.

- **Dual Office Obligations**—When commissioners serve on other local government boards or in an elected capacity, they face the potential for a conflict of interest unless local practice clarifies the relationship. This is the case where the performance of the duties of one office would interfere with the performance of another, or when there would be a subordination of one office to the other.
- **Communication**—By disclosing confidential information, commissioners open themselves up to allegations of unethical behavior. The same can be said of board members engaged in ex parte contacts—persuasive discussions with applicants outside of official proceedings. In some cases, a commissioner’s public statements have been used to prove prejudice or bias. Written debate and discussion via e-mail between a commissioner and applicant or among commissioners should be avoided.

A conflict of interest is neither unusual nor improper. Failure to disclose a conflict is. Sometimes, a board member will not realize a conflict of interest exists until the hearing is underway. The commissioner must disclose the conflict immediately.

When a conflict of interest exists or ex parte contact has taken place, commissioners must divulge the fact and must not participate in any aspect of the decision making process. It is not enough to abstain from voting. It is incumbent upon board members to review a meeting agenda at the earliest opportunity. That way if recusal is considered prudent, alternate board members (in states that allow them) may attend or the item may be postponed if a quorum is unlikely.

Commissioners have a responsibility to make legally sound decisions that are based on the facts presented. Decision making must not be arbitrary, capricious, or unreasonable. When a decision is alleged to be unfair, courts will look to the record for findings of fact. The lack or inadequacy of such findings can result in the invalidation of a board’s decision.

## Findings of Fact

Findings of fact should include a summary of the evidence presented at a hearing and indicate which evidence the board finds most credible. The findings must show a logical connection between facts and conclusions.

There are several ways to develop findings of fact. At the conclusion of a hearing, board members can make a decision and provide their rationale and the facts upon which they relied. This procedure can be time consuming. A well-written staff report can expedite the process. The board can adopt or modify the report’s findings of fact depending on whether members approve of or disagree with the staff recommendation. Occasionally, the board may delay its decision to allow staff to summarize the factual findings. This method may not work well if a decision is required within a short period of time.

The ideal staff report will provide a description of the proposal, factual information and data, analysis, comments from other agencies, and a recommendation. Factual information, which the board can use as a basis for the findings of fact, may include:

- a current description of the site based on survey and observation;
- current zoning;
- surrounding land uses;
- recent land-use actions in the area;
- existing and proposed public services, utilities, and amenities; and
- relevant data such as population projections, traffic counts, existence of endangered species, costs associated with environmental mitigation, etc.

While findings of fact and ethical meeting conduct cannot prevent allegations of unfairness, they can provide residents and the courts with important insight into the rational and principled process used to make decisions.

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# Technical Briefs

4

## Special Plans

**While the comprehensive plan serves as an overall guide to a community's future physical development, residents and planners often develop other, more specific, plans to address the needs of certain geographic areas or issues of concern. These special plans—for downtowns, neighborhoods, environmentally sensitive areas, historic preservation, pedestrian and bicycle needs, or wildlife protection—are not intended to replace but, rather, complement and supplement the comprehensive plan.**

Special plans go by many different names, depending on their purpose. Geography-based plans may be called special plans, special area plans, or may simply be denoted by the geographic location of the plan (Blue River Basin Plan). The issue itself often provides the name for issue-oriented plans, such as a bicycle and pedestrian plan. The words master, sector, corridor, and strategic often are found in the names of special plans, demonstrating their position as an extension of the comprehensive plan. Despite these different names, the process followed in developing special plans does not differ greatly from that used to create a comprehensive plan. It is not unusual for the focus of a special plan to have been addressed in a comprehensive plan, often as an element of the plan.

California has a well-defined system for creating and using special plans that are implementation-focused. These plans are called “specific plans” and they outline how concrete development proposals fit within the goals set out in the comprehensive or general plan for the area. California’s specific plans are an example of geography-based special plans.

Geography-based plans serve a clearly defined area with explicit boundaries inside the larger community. Neighborhoods and downtowns are often the subject of planning efforts. While many geography-based plans include elements similar to those found in a comprehensive plan (such as land use, transportation, open space, and housing), the main emphasis of these plans will undoubtedly be different.

Downtown plans might focus on economic development and urban design, whereas a coastal plan might emphasize ecosystem preservation and wastewater management.

The development of these area plans is often done in collaboration with existing public and private groups such as neighborhood advisory committees, airport commissions, and chambers of commerce, to name a few. Local residents also play a significant role in plan development.

Types of special plans that are geographically based include those for:

- agricultural areas;
- airports;
- coastal areas;
- downtowns;
- environmentally sensitive areas;
- industrial districts;
- neighborhoods;
- rail or other transportation corridors;
- river access;
- waterways.



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Issue-oriented plans may focus on specific geographic areas or include the entire community. Habitat conservation plans, for example, might involve just the shoreline or a certain forested area. A bikeway plan might encompass the entire community. Although an issue-oriented plan might have a limited geographic focus, the planning process must include the entire community as well as special interest groups within the region if the plan is created or adopted by elected officials.

Given the nature of some issue-oriented plans, such as wildlife protection or water and wastewater plans, certain levels of scientific or engineering expertise may be needed. Sometimes, these plans are developed jointly with other agencies or commissions—public works or historic preservation—that have access to such expertise. On occasion, consultants with expertise in the subject matter are hired to assist with plan development.

Included among issue-oriented plans are those that address:

- bicycle and pedestrian transportation;
- disasters and natural hazards mitigation or recovery;
- economic development;
- ecosystem, habitat, or wildlife protection;
- growth management;
- historic preservation;
- housing;

- parks and open space;
- public transit;
- recreation;
- urban forestry;
- water and wastewater management.

Some states require that communities address certain issues, such as growth management, through the planning process and develop special plans. These plans must conform with and implement state policies at the local level. There are often timelines for plan development and updates and a deadline for submission to the responsible state agency.

State and federal agencies may require special plans in order for a community to be eligible for grants or to receive individual exemptions. The U.S. Fish & Wildlife Service, for instance, requires that a habitat conservation plan accompany a request for a permit allowing development in areas where an incidental taking of an endangered species might occur. The Federal Emergency Management Agency (FEMA) recently required local disaster preparedness and recovery plans as a prerequisite to receive FEMA funds.

There are both opportunities and challenges inherent in developing and implementing special plans. For example, because the topic hits close to home, participation may be more easily garnered than when developing a comprehensive plan. While the numbers may be large, sometimes participation is not truly representative and is dominated by activists.

Special plans—both geography-based and issue-oriented—allow communities to focus on unique needs or areas of concern in a more in-depth manner.

As a companion to the comprehensive plan, they are able to foster change, manage unanticipated change, and ultimately, help realize a community's vision of the future. ■■

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# Technical Briefs

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## Development Review Process & Legal Issues

While the extent of local development review varies from one community to another, the purpose is the same—to ensure the highest quality environment, consistent with community values. The process generally involves an assessment of a project’s consistency and compliance with a community’s stated goals and objectives as set forth in its comprehensive plan, zoning ordinance, and other related regulations and standards. In many communities, the development review process is comprised of two categories, site plans and subdivision plats. (See *Technical Brief 7: Site Plan Review* and *Technical Brief 10: Subdivision Regulation*)

Planning commissions often are charged with development review. In some states, however, proposals are reviewed by a separate committee, which may or may not include members of the planning commission. There are other states where the planning commission functions in an advisory capacity and the authority to approve subdivisions rests with the local legislative body.

Planning commissions also are called upon to evaluate site plans for new commercial development. The role of the commission or review panel is threefold.

- Review the project’s conformance to community standards and technical criteria.

- Consider the development in light of the existing legal framework.
- Serve as an arbiter between planning staff, the applicant, and other interested parties.

The development review process begins with an application to develop land. While the planning department generally oversees the application and review process, other agencies—both local and state—or regulatory commissions may be asked to evaluate the proposal. Planners will assess the suitability of the proposed project as it relates to:

- consistency with the comprehensive plan;
- conformity with local zoning;

- concurrency (adequate public facilities);
- traffic and parking;
- building and landscape design;
- environmental and historic preservation efforts;
- economic impacts and job creation;
- hazard protection and safety;
- nuisance impacts (lights, noise, odor, and vibration);
- compatibility with surrounding development.

Planners work with applicants to resolve issues before placing the proposal on the planning commission’s agenda. Sometimes, however, the two parties cannot reach agreement or neighborhood opposition is so intense that the application comes before the commission with a recommendation from staff not to approve or to approve with conditions.

Conditions are requirements under which project approval is granted. Developments must not only meet local zoning standards but also those imposed as a condition of approval. The assign-

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nation of conditions generally is centered on the concept of compatibility.

Compatibility describes the relationship of buildings to neighboring structures. Compatibility exists when buildings, activities, and land uses are balanced and in harmony. Compatibility does not imply monotony in appearance or function. It means simply that new development fits with existing structures and uses and that the new use does not adversely impact the surrounding area.

Common types of conditions for approval include adjustments to building height, dimension, setback, orientation, and street layout. Site features that cause negative impacts—such as lighting, drive-up windows, dumpsters, and signage—are subject to conditions, as are, in some situations, architectural details and building materials.

Dedications and fees, also known as exactions, are imposed as conditions to offset new or increased demands on public resources. Dedications—when ownership of property is transferred to a local agency—are used to secure land for parks, bike paths, and schools. Development fees are imposed in lieu of dedications to finance sewers, affordable housing, and libraries, for example.

The basic rule when imposing exactions is that they be reasonably related in purpose and proportional in amount to the impacts caused by the development. When a planning commission agrees to an exaction, it must make specific findings that support its action. These findings

are part of a process—known as procedural due process—that requires planning commissions to offer interested parties and affected individuals a meaningful opportunity to rebut evidence that will serve as the basis for a decision.

The imposition of conditions, such as requiring a dedication of property, has resulted in takings claims against local governments. The Takings Clause of the U.S. Constitution limits the police power, not by prohibiting actions but by requiring compensation when actions unduly impinge upon private property rights. It is important to note that when a condition decreases property value or prevents the landowner from developing property in a specific way, it does not necessarily result in a taking.

Several states have statutes that protect the rights to develop land that has been acquired at certain points in the development review process. When this occurs, the right to develop is said to have “vested” or fixed. The rights cannot be abolished or restricted by subsequently enacted regulations. For development rights to be vested, the local government must have made a decision and the landowner, acting in good faith on that decision, must have committed resources to the development of the property. Generally, the right to develop is not vested until the last permit needed for construction has been issued and substantial expenditures have been made in reliance on the permit.

Planned Unit Developments (PUDs), both a type of development and a zoning classification, also require planning commission review. PUDs often consist of individually owned lots with common areas for open space, recreation and street improvements, as well as offices, shopping centers, and schools. The

planned unit development review process often involves more give and take between the community and the developer than conventional subdivisions.

Other legal tenets that come into play during the development review process include the First Amendment and the Establishment Clause of the U.S. Constitution, and the Religious Land Use and Institutionalized Persons Act (RLUIPA). The First Amendment issue of free speech is generally associated with the regulation of signage, news racks, and adult businesses. Under RLUIPA, governments may not enforce land-use regulations that impose a substantial burden on religion unless it can be demonstrated that there is a compelling government interest in doing so. The Establishment Clause requires that governments not favor one religious group over another.

Planning commission decisions regarding site plans or subdivision plats can generally be appealed to the local governing body and, ultimately, to the courts. Establishing an accurate record and providing findings of fact that demonstrate the rationale behind a decision are essential if the commission's determination is to stand. ■■

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# Technical Briefs

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## Design Review

**For more than 100 years, American communities have sought to protect community aesthetics. Initial efforts revolved around restrictions—such as height limits—that could be tied to a local government’s power to protect the public welfare. Today, aesthetics are considered by the courts to be a legitimate basis for regulation. While thousands of communities have adopted design ordinances, there remain a few states where such regulation is not permitted.**

Design review involves more than determining if a particular building is aesthetically pleasing. It is contextual. In other words, how does the proposed project relate to the surrounding environment? The idea is to look at an area not as a collection of buildings and streets but as a fabric of interwoven forms and uses that create community.

How do communities address design and review? One early example is historic preservation and the preservation ordinance. Subdivision regulation and neighborhood plans may address size, bulk, setback, landscaping, and other design elements such as building materials, colors, and types from a predetermined palette. Downtown plans and ordinances may seek to maintain a specific character that may determine parking location, setback, size, street furniture, and landscaping.

Local ordinances include or work with design guidelines that provide details, examples, and illustrations. In order for the planning commission to undertake design review, the ordinance must authorize that role for the commission. If the commission is not authorized to undertake extensive design review, it must review only those things established by the ordinance.

The challenge for planning commissions is not to lose sight of the big picture when acting on individual project applications. These incremental decisions ultimately shape a community’s form, function, and character. It is not unusual for the design review function to be given to a panel established for that sole purpose—the rationale being that a design or architectural review board, composed of those with architectural or construction

expertise, can not only determine whether a project meets the criteria, but offer suggestions for improvement. Some communities also provide staff assistance in design projects.

While design controls on new construction in historic areas are most common, many communities now review the design of new buildings in nonhistoric and suburban settings. When adopting one or more design ordinances, local governments describe the review and appeals processes in addition to the guidelines upon which these processes will rely. Such guidelines frequently employ both text and graphics to convey the community’s design objectives and establish an identifiable community image.

Design guidelines may go beyond specifications of building height, roof type, building materials, color, and texture to include scale, accessibility, transitions and connections, and cohesion and balance. When implementing a design review program, local governments should:

- involve the community in identifying that which is unique, special, or worth preserving;

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- develop flexible guidelines that include both aesthetic and non-aesthetic (physical safety, comfort, convenience) standards and protect against monotony or sameness;
- confine standards to areas of community importance;
- supplement written standards with visual renderings that demonstrate community expectations;
- develop procedures for both review and appeal;
- ensure administration by a well-qualified review panel;
- devote adequate staff and resources to administering the program.

Some communities promote design standards through recommendations, and others rely on design requirements. For this type of regulation, as with any ordinance, the standards must be applied uniformly to help make certain that they are legally defensible.

In areas that fall short of meeting criteria for historic designation but are otherwise significant, conservation districts may be established to preserve community character. Conservation district standards are less stringent than historic district regulations.

There are many examples of how design control and review is being implemented. The expansion of big box retail outlets—stores that typically occupy more than 50,000 square feet and derive profits from high sales

volume—has led to the enactment of design standards and guidelines to control the aesthetics of such establishments. The standards are intended to move big box retailers away from the one-design-fits-all pattern of development and toward more compatible, site-specific design. Corporate franchises, such as gas stations and fast-food restaurants, also are subject to specific design standards in some communities.

Design review may also consider the protection of natural resources and public amenities. Preserving panoramic vistas, view corridors, and scenic roads are priorities in many communities. Efforts to protect scenic views date back to the late 1800s. The most common type of view protection is that which protects scenic vistas that are visible from multiple vantage points. One type of ordinance imposes height limits, while another sharply curtails the type of permissible development. View corridors—openings that allow glimpses or an extended view of an important resource or natural feature—also can be regulated. Ordinances may attempt to protect the corridor from obstructions or shadows by limiting building height.

Often overlooked in a discussion of community aesthetics are trees and other vegetation which, when properly employed, do much to soften developments. Not only do trees prevent pollution, but they moderate weather effects—sun, wind, cold—and reduce erosion and runoff. Many such ordinances require a permit in order to clear vegetation or remove trees. Some may require the replacement of trees and greenery or specify types of vegetation suitable to the climate.

Aesthetics and design play a significant role in a community's effort to achieve

its vision as defined in its comprehensive plan. Long after a site has been developed, the community will be living with the results. It's in everyone's best interest to ensure that the activity engendered by the project and the architecture embodied in it promote the values the community holds dear. ■■

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This article focuses on conducting site plan reviews for as-of-right and discretionary uses. Some cautionary advice is in order. Site plan review is not site planning. The role of the reviewer—whether a professional staff member or a planning commissioner—is to make constructive suggestions about the applicant’s plan—how to improve it or ensure compliance. The review must be anchored to standards and criteria contained in the zoning ordinance, or guidance from a site plan review manual that interprets the ordinance.

Undertaking a site plan review involves checking the plan submission for five general areas: (1) required information; (2) compliance with objective standards; (3) consistency with the local comprehensive plan; (4) discretionary review of on-site issues; and (5) discretionary review of off-site issues. Many local governments employ checklists that follow the site plan through the review process and serve as permanent records of reviews.

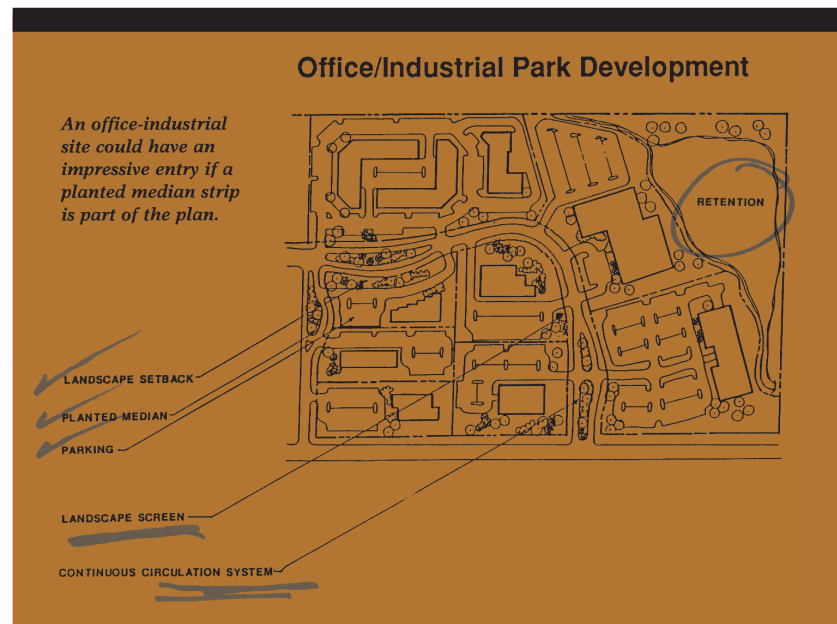
### Required Information

A starting point for all site plan reviews is determining whether the information that the zoning ordinance calls for actually appears on the site plan. This part of the application process is called a completeness review. Site plan requirements are fairly uniform throughout the country: a map of the site drawn to a specified scale that includes a date, north point, and calculation of total area; the location of proposed buildings, existing vegetation or forest structures (including free standing signs), sidewalks, public streets, easements, and off-street parking and loading spaces; distances between all buildings and front, rear, and side lot lines; location, type, and size of fencing,

retaining walls, and screening plants; contours; location of floodplains or wetlands; building plans (if required) and elevations; a landscaping plan; existing and proposed water and sanitary sewer facilities; a stormwater drainage plan with a professional engineer’s calculations; a statement of the uses contemplated for the property; and, if required, an erosion and sedimentation control plan. In some cases, the local government may ask for supporting studies such as a traffic analysis or soil study.

### Compliance with Objective Standards

The next step is checking to see whether the dimensions shown on the site plan match the ones the staff reviewer measures by using an engineer’s or architect’s scale, and verifying all calculations. Assuming there are no discrepancies, the reviewer then compares the dimensions and calculations against the requirements in the zoning code. Basic requirements include whether the various lot area, width, setback, building height, and parking requirements are satisfied, and whether the uses proposed are in fact allowed. In addition, the reviewer will compare floor area ratios or maximums, computed from the building plans and elevations, to the limitations in the zoning ordinance. The zoning ordinance may establish landscaping requirements that call for plant materials of a certain size, spacing, and type, and these must be checked as well for compliance. *continued on page 8*



Les Pollack

## General Site Planning Considerations Commercial/Office/Industrial/Multifamily

- Locate compatible uses adjacent to each other
- Physically buffer incompatible uses with open space, trees and shrubs, fences, earth berms, or transitional use areas
- Locate uses in direct proximity to that portion of the circulation system best suited to it
- Minimize changes in the existing topography and vegetation
- Organize density to place the largest number of people in closest proximity to their destination
- Don't site buildings in floodplains
- Restrict development on sensitive land including steep slopes, wetlands, areas of unique vegetation, and filled areas
- Locate detention or retention ponds to reflect aesthetics as well as utility function.
- Provide sidewalks across front of site
- Provide on-site bicycle storage
- Where campus-like environment is desired, provide large planted medians at entry
- Identify and preserve good views
- Minimize pavement generally
- Avoid forested terrain and maintain buffers
- Don't site within fault lines or soils subject to liquefaction in earthquakes
- Orient parking aisles 90 degrees to store/building
- Separate parking aisles from site circulation routes, and mark on-site pedestrian crossings
- Screen parking and loading areas from adjacent development and road.
- Break up parking lots with landscaped islands
- Place signs and light poles in landscaped areas
- Assure adequate stacking room at driveway/street intersections as necessary
- Separate buildings from pavement with landscaping or walkways
- Orient buildings toward street and buildings and form street patterns to allow for effective drainage off the lot without flooding homes or creating periodic backyard swamps
- For New Urbanist developments, bring buildings forward on site near or at the sidewalk, place parking in back or sideyards, and allow multiple transportation routes through the site
- Limit size of curb radii at driveway intersections with sidewalks to slow down traffic as it turns
- Connect new sidewalks to adjoining sidewalks
- Make open space usable for active and passive purposes in residential development
- Site residential building in clusters rather than strips
- Screen window-to-window view between dwellings

*continued from page 7* In some cases, the ordinance may prohibit certain plant species because they are invasive, easily damaged by wind, unable to survive very well in certain climactic zones, or in need of constant watering. In those cases where engineering plans are submitted, the local government's engineer will recalculate runoff formulas and verify conformity with the local government's site development standards, such as driveway width and placement, curb radii, sidewalks, and water and sewer connections. For most garden-variety site plans, this is when the local government would issue a zoning or similar permit. Sometimes, in the process of checking the site plan, the reviewer may determine a condition that may justify a variance and a trip to the board of zoning appeals or zoning hearing examiner, for example, where minimum lot width or setback requirements cannot be satisfied for the particular use.

### Consistency with the Local Comprehensive Plan

For discretionary permits, look at what the local comprehensive plan map shows for future land use, community facilities, and transportation facilities. In addition, it may be necessary to review written policies in the plan that amplify the plan map. Indeed, it is often at the site plan level where comprehensive plan policies have the greatest impact, such as those suggesting connections between adjacent residential subdivisions. Some basic questions are whether the specific uses and density or intensities are within the range shown on the map and whether proposed community and transportation facilities will affect site design. It is a good idea to examine the local government's capital improvement program as well to see if there are any current proposals for capital projects that the site plan would need to reflect or accommodate. For example, the local comprehensive plan may propose a public park in the general area of the site. The local government will then need to decide whether it wants to approach the owner about purchasing a portion of the land. A trunk sewer line extension and an easement or recapture agreement for the cost of oversizing sewers in the plan may be necessary so that properties at higher elevations can be served in the future.

### Discretionary Review of On-Site Issues

Where the local government has discretion to review a site plan, it can suggest to the applicant that changes be made. Alternately, it can impose reasonable conditions. The nature of the changes or conditions will depend on the site's characteristics and the type of land use. The table at left lists a number of considerations for commercial, office, industrial, and multifamily development. Some of these considerations, it should be noted, might need to be relaxed for a New Urbanist approach, which generally encourages *continued on page 10*



## States that Authorize Site Plan Review

**THE AUTHORITY FOR SITE PLAN REVIEW** in some states is implied from zoning statutes or home rule power. Other states have enabling legislation that specifically authorizes local governments to undertake site plan review. These include:

**Connecticut** (Conn. Gen. Stat. §§ 8-3(g) *et seq.*) allows local zoning regulations to require that a site plan be filed with the zoning commission or another municipal agency or officials to aid in determining the conformity of a proposed building, use or structure with specific provisions for such regulations. A site plan may be modified or denied only if it fails to comply with requirements already set forth in the zoning or inland wetland regulations. Approval is presumed unless a decision to deny or modify the site plan is rendered within 65 days after receipt, although an applicant may consent to extensions. A decision to deny or modify a site plan must set forth the reasons for such denial or modification and must be sent by certified mail to the applicant within 15 days after the decision is rendered.

**Michigan** (Mich. Comp. Stats. §125.286e (townships); §125.584d (cities and villages), §125.2163) allows a zoning ordinance to contain procedures and requirements for the submission and approval of site plans, which it defines as “the documents and drawings required by the zoning ordinance to ensure that a proposed land use or activity is in compliance with local ordinances and state and federal statutes.” The statute requires that the site plan be approved if it contains information required by the zoning ordinance, is in compliance with the zoning ordinance and the conditions imposed by it, and with other applicable ordinances, and state and federal statutes.

**New Hampshire** (N.H. Rev. Stat. Ann. §§ 674:43I *et seq.*) allows a municipality that has adopted a zoning ordinance and subdivision regulations to adopt an ordinance or resolution to further authorize the planning board to “review and approve or disapprove site plans for the development or change or expansion of use of tracts of nonresidential uses or multifamily dwelling units, defined as any structures containing more than two dwelling units, whether or not such development includes a subdivision or resubdivision of the site.” Before it can conduct site plan review, the planning board must adopt site plan review regulations, the scope of which is described in general terms in the statute.

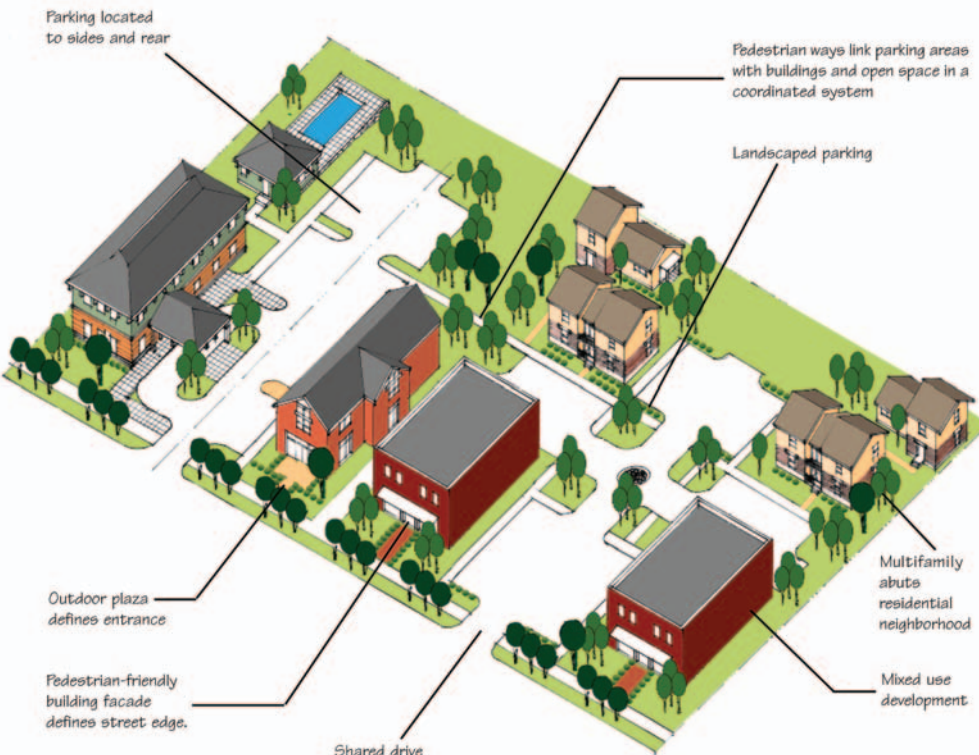
In contrast to other states, **New Jersey’s** site plan review requirements (N.J. Stat. Ann. §§40:55D-41, -46 *et seq.*) are lengthy, complex, and are grouped with the subdivision enabling legislation. They provide for a two-step approval process, with preliminary site plan approval, and a final site plan approval. The statute allows an abbreviated review for a “minor site plan,” which means a “develop-

*In the review of this site plan, you would look to see how designers have handled parking, which is in the interior of the block. In addition, you would look for how landscaping is*

*handled to buffer the sidewalk and buildings from the street. In a mixed use development, the location of the sidewalks is crucial as is the relationship of buildings to one another.*

ment plan for one or more lots which (1) proposes new development within the scope of development specifically permitted by ordinance as a minor site plan; (2) does not involve a new street or extension of any off-tract improvement, and (3) contains the information required in order to make an informed determination [that it meets the requirements established in the ordinance for approval as a minor site plan.]” The statute includes a list of standards and requirements that may be included in a site plan ordinance.

The **New York** statutes (N.Y. Village Law §7-725-a; N.Y. Town Law §274-a, and N.Y. Gen. City Law §27-a) are similar in approach to New Hampshire’s in authorizing the local planning board or other administrative body as the entity to review the site plan. The local government may require a hearing, but the statutes do not mandate one. The New York statutes give the planning board or other authorized body the ability to impose such reasonable conditions and restrictions as are “directly related to and incidental” to a proposed site plan. These conditions must be met in connection with permit issuance. □



Winter & Co.

*continued from page 8* mixed use, reemphasizing the street grid, and an additional degree of design formalism in laying out sites.

**Discretionary Review of Off-Site Issues**

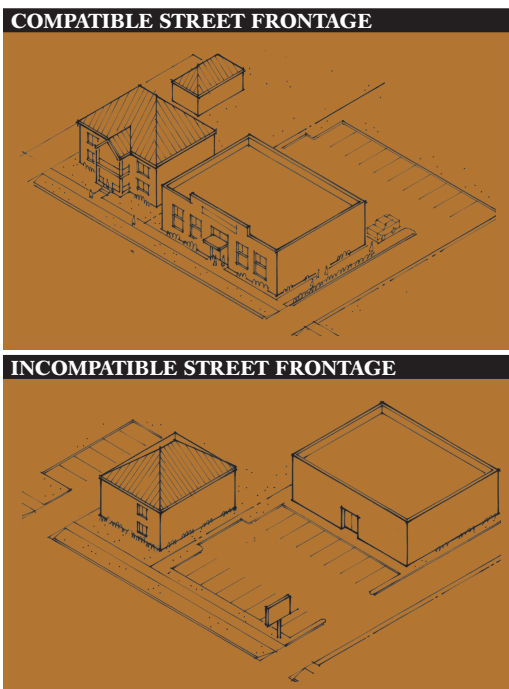
Where the local government has discretionary review, especially where it is considering the use of the property as well as the internal site design, it will look at the relationship of the proposed site plan to the surrounding area. In particular, it should ask these questions:

- Does the scale or massing of proposed buildings relate to the buildings off site? If not, does the site plan propose a step-down arrangement in building volume?
- Where there is an architectural or historic preservation review, is the detailing of the proposed buildings compatible with off-site buildings?
- Do internal streets connect to the adjoining street system? Are any intersections doglegged?
- If a traffic impact analysis has been conducted, what impacts will the site activities have on neighboring streets and intersections? What measures can be taken, if any, to address these impacts?
- How does the site plan relate to off-site public transit stops?
- Will the site plan, as proposed, result in any off-site impacts on stormwater that the existing system cannot accommodate?
- Will the proposed use be compatible with uses in the adjoining neighborhood? If not, what aspects about the use can be mitigated, if at all?

**Conclusion**

As part of the findings that a planning commission must make, reduce to writing any changes and conditions. The planning staff may take the site plan and mark it up, further illustrating what the commission intended. Then forward both written and graphic changes in a letter to the applicant, clarifying what needs to be done before a final approval can be issued. Don't leave anything to chance or potential misunderstanding. If the findings call for extensive changes in the site plan, it's a good idea to have a revised version of the site plan submitted to the local government before any zoning or building permits are issued, thus ensuring that the applicant acknowledges what the planning commission wanted. □

*Bringing buildings, entrances, and windows to the street adds to street activity, surveillance, and a sense of spatial enclosure. Codes should include "build-to," "build-near-to," or maximum setback requirements to attain this goal.*



**T**

he ability to analyze a site plan in a thorough manner is a skill that all commissioners should master. These resources can help you grasp the concepts involved and help you create a step-by-step process to ensure that you examine all the relevant factors.

**Site Plan Review**

**Publications available from APA's Planners Book Service**

**Planning Made Easy (1994)**

*by Efraim Gil, Enid Lucchesi, William Toner with Carol Barrett, EAICP, and Robert Joice, AICP*

Developing a program to train planning commissioners and zoning board members takes a lot of time and effort. This manual makes the process easier. It covers the basics of community planning, zoning, subdivision regulation, and ethics. With chapters organized in discrete modules, it's ideal for both self-study and classroom use. Exercises encourage users to think about the planning issues.

**Site Analysis (2001)**

*by James A. LaGro*

The complete analysis of a site and its surrounding context can lead to better development proposals, smoother design implementation, and, ultimately, better built environments. This book details each crucial step in the site analysis and planning process, from site selection through design development. It shows how these activities are integrated to arrive at a site plan that successfully balances needs.

**Site Design and Management Process (2000)**

*by George E. Fogg*

This "how-to" book covers all aspects of good site design, including preparing master plans and writing ongoing site management plans. Its 11 chapters trace the complete site-design process, from obtaining construction documents and navigating the bidding process to conducting site analysis, planning land use, and proceeding with construction. The book also examines social trends that impact the site-design process. A helpful reference for all beginning planners, landscape architects, and site managers.

**Site Planning and Design Handbook (2002)**

*by Thomas H. Russ*

This skillful blending of the technical and artistic aspects of site design was written to spark creativity and improve efficiency in both realms. The author provides standards and guidelines to support design choices and outlines a framework for educating clients and the public. Russ bridges the gap between traditional methods of site planning and design and the growing importance of sustainability.

**References from Legal Issues with Site Plan Review**

*Growing Smart Legislative Guidebook: Model Statutes for Planning and Management of Change.* American Planning Association, 2002.

Netter, Edith M. "Site Plan Review and Approval Processes" in *Zoning and Planning Law Report*, vol. 15, Nos. 10 & 11. November-December, 1992.

Ziegler Jr., Edward H., *Rathkopf's The Law of Zoning and Planning*. West. 2003. Ch. 87.

**References from Site Plan Review: A Primer for Planning Commissioners**

Jarvis, Frederick D. *Site Planning and Design for Great Neighborhoods*. Washington, D.C.: Home Builder Press, National Association of Home Builders, 1993.

Lynch, Kevin, and Gary Hack. *Site Planning*, Third Edition. Cambridge, Mass.: MIT Press, 1984.

Reed, Charles. "How to Red-Pencil Site Plans." In Albert Solnit, et al., *The Job of the Practicing Planner*. Chicago: Planners Press, 1988, Ch. 6.

Rubenstein, Harvey M. *A Guide to Site Planning and Landscape Construction*, 4th Edition. New York: John Wiley & Sons, 1996.

# the COMMISSIONER

spring 2003

## Other Sources of Information

Below are lists of websites and publications that provide additional information on the proper functioning of the planning commission.

**Fairfax County, Virginia**  
Planning Commission Meetings and Procedures  
[www.co.fairfax.va.us/gov/planning/procedure.htm](http://www.co.fairfax.va.us/gov/planning/procedure.htm)

*This is a description for the general public of the planning commission's procedures for conducting public meetings.*

**City of Santa Clara, California**  
[cho.ci.santa-clara.ca.us40685.html](http://cho.ci.santa-clara.ca.us40685.html)

*Similar to the site above, this provides the public with complete information on planning commission meetings, actions, and procedures.*

**Snohomish County, Washington**  
[www.co.snohomish.wa.us/pds/903-PlanComm/MeetingRules.asp](http://www.co.snohomish.wa.us/pds/903-PlanComm/MeetingRules.asp)

*Public Hearing Procedures outline the planning commission hearing process for the public.*

**Mastering Meeting Management**  
CD-ROM, 60 minutes, 2002; includes reading materials

*The ABCs of managing a planning commission meeting illuminated by a meeting management consultant, a planning commissioner, and a planning director. Contact Planners Book Service at 312-786-6344 or [www.planning.org](http://www.planning.org).*

**Meeting Management**  
video, 90 minutes, 1994; includes workbook

*This mock commission hearing recorded on video is accompanied by a workbook written by Michael Chandler. Contact Planners Book Service at 312-786-6344 or [www.planning.org](http://www.planning.org).*

## Rules of Procedure for Planning Commissions

By Stephen Sizemore, AICP

**P**lanning commissions play a variety of roles for the community. Sorting out these roles and their responsibilities can be very challenging. Although planning commissions across the country play a similar role in the development of planning policy, how they are constituted within the local decision-making system varies. Some planning commissions are purely advisory and others have quasi-judicial roles. Planning commissioners themselves are most often voluntary officials and the

demands on their time and talents can be considerable.

Rules of procedure are one means of making the planning commissioner's job easier. Many commissions have adopted rules of procedure for themselves. They find them to be a useful way of clarifying their roles, orienting new members, and providing a set of guidelines to refer to in complicated situations. It may also be helpful to supplement formal rules of procedure with summary information about the commission's duties and ethical

*(continued on page 2)*



Planning commissioners are most often voluntary officials and the demands on their time and talents can be considerable. . . . Rules of procedure are one means of making their job easier.

# Rules of Procedure

(continued from page 1)

responsibilities, as well as with outlines of the considerations and legal issues typically involved in the commission's most common proceedings.

In 1996 the Wake County (N.C.) Planning Board asked its staff to develop new, more detailed rules of procedure. The resulting procedural rules not only link the board's work to North Carolina law, but also emphasize the all-important role of the board as a policy making body.

The rules of procedure were formatted as part of a handbook and placed on the county's website. The

## Chapter 1.D: Responsibilities

### To Serve the Public Interest

In reconstituting the Planning Board, the Board of Commissioners defined the Planning Board's purpose as guiding and accomplishing a coordinated and harmonious development of the county that will, in accord with present and future needs, best and most efficiently promote the public health, safety, and general welfare. Appointment to the Planning Board, therefore, represents a public trust, giving a board member a responsibility to care for the general welfare of the county and an opportunity to help in shaping the present and future quality of life in Wake County.

retain an open mind to all viewpoints. They should not act as delegates of the particular municipalities, neighborhoods, occupations, interest groups, or socio-economic groups of which they are a part.

Furthermore, the Planning Board often serves as a public forum for citizen participation and discussion of planning issues important to the community. At such times, the Board should attempt to draw out and clarify the positions of people on all sides of the issue, and to identify the relationship of such positions to the public interest.

### To Acquire Adequate Information and Knowledge

Each Planning Board member has the responsibility to acquire whatever information and knowledge is necessary to fully understand and make wise decisions and recommendations in the interest of the County. To this end, a Board member is expected to depend on both his or her own personal background, experience, expertise, and familiarity with the County (especially that part of the County in which he or she resides), as well as the expertise and knowledge of, and information available to, County staff members.

Board members are expected to have a full understanding of the County's Land Use Plan and other adopted County policies concerning development. They are expected to be familiar with the general scope, applicability, and organization of the County's zoning and subdivision regulations and review procedures. And they are expected to have a thorough knowledge and understanding of those policies, regulations, and procedures most applicable to the Board's administrative responsibilities (particularly those concerning the review of preliminary subdivision plans and requests for hardship variances from Subdivision Ordinance standards).

Members are encouraged to expand their knowledge and understanding of planning issues through such means as attending planning workshops and conferences and reading planning-related literature. Board members may join the American Planning Association, which offers a number of workshops and conferences and provides the monthly *Planning* magazine. And Board members may review books, periodicals, and other documents located in the Planning Department's small reference library.

Members are also encouraged to improve their understanding of current applications and issues by discussing them individually with the relevant staff

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Internet makes public access to this information easy and accessible. (Visit [www.wakegov.com/county/zoning/](http://www.wakegov.com/county/zoning/), click on Boards, then Agendas and Minutes, then General.)

This article provides the complete table of contents for the online handbook as well as excerpts from that handbook that may be relevant to planning commissioners in other jurisdictions.

Each board member's primary responsibility is to represent the best interests of the county as a whole. Board members are therefore expected to keep consideration of the general public interest foremost during their deliberations. They should consider the interests of particular individuals or groups only in the context of their relationship to the general public interest. Board members are also expected to

members, either over the phone or in person. (But Board members should generally avoid contacting applicants and other interested parties outside of meetings—see L. in the Rules of Procedure.)

At Board meetings, members have the responsibility to insist that they are provided (by an applicant, interested party, or the staff) information of sufficient scope and depth to allow them to fully understand the issues before the Board and the alternative actions available to the Board. If the application, staff report, and other documents submitted to the Board regarding a particular item are insufficient to enable a Board member to fully understand the issues immediately before the Board, that Board member has the responsibility to ask questions of, or request additional information from, the applicant, other interested parties, and the staff (as appropriate) to acquire the necessary understanding.

### **To Be Fair**

The Board also has the responsibility to ensure that its decision-making process is fair. This means that persons likely to be interested in a particular subject coming before the Board must be provided adequate and timely notice of the meeting at which the Board will review the subject, an opportunity to attend that meeting and present views and information concerning the subject, and an opportunity to know the information and considerations on which the Board bases its action concerning the subject.

Fairness also requires that Board members avoid any bias or the appearance of any conflict of interest in their decisions, that the Board act in a timely manner, that the Board keep full and accurate records of its proceedings, and that the Board establish and make available the ground rules under which it conducts business. (The next Chapter, "Planning Board Rules of Procedure," sets forth such rules.)

### **To Make Rational Decisions**

The Planning Board has the responsibility to ensure that the decision-making process it applies to any issue before it is not only rational, but is also perceived as rational. This means the Board's decision should consist of conclusions that are based on findings related to the standards, policies, and considerations applicable to the particular type of decision. Furthermore, such findings should be supported by information available to the Board—that is, information contained in an application, staff report, or other document submitted to the

Board, or included in any testimony presented before the Board, or explicitly stated by a Board member from his or her personal observations, knowledge, or experience. Although this responsibility is important to all Planning Board decisions, it is an important legal requirement with administrative decisions concerning preliminary subdivision plans and quasi-judicial decisions concerning requests for hardship variances from Subdivision Ordinance standards.

### **To Take a Broad Perspective**

Board members have the responsibility to recognize the comprehensive and long-range nature of many of the Board's decisions. They must consider, as well as balance and integrate, not only the many physical aspects of the issue being decided, but often also its economic and social aspects. They must consider not only the decision's immediate impacts on those persons most affected, but also its future and secondary impacts on the County as a whole. The Board should thus explicitly evaluate all facts, alternatives, means, and consequences relevant to its decisions.

As the County's body of elected officials, the Board of Commissioners are principally occupied with resolving pressing current problems that usually demand immediate action and that often involve the need to balance competing interests. The Commissioners, therefore, rely on the Planning Board to give them advice that reflects a broader and longer-range viewpoint than that demanded of them.

## **Chapter 2.G: Meeting Agenda Preparation of the Agenda**

The agenda of a Board meeting serves two important functions: it focuses Board deliberations by determining what matters will be considered at the meeting, when each matter will be considered, and the context in which each matter will be considered; and it serves as the public's only guide to what will be considered at the meeting, how will the matter be dealt with, who will participate in the discussion, and when may public comment be made. The agenda should be prepared so as to best achieve these functions.

### **Order and Form of the Agenda**

The agenda shall generally organize matters to be addressed at the meeting so as to best promote opportunities for effective public input and the timely and efficient performance of Board responsibilities. Items of business likely to attract the attendance of many

interested persons (such as those involving notice to adjoining property owners and those involving other public notice) should generally be placed early on the agenda, thereby minimizing the time those persons must wait for consideration of the item that brought them to the meeting. The agenda should identify (by name and/or role) the leading participants at each step of the Board's review and indicate the step at which interested persons will have the opportunity to comment on the item.

## **Chapter 2.K: Conflicts of Interest**

To preserve public confidence in the integrity of the Planning Board and the County's governmental process, each Board member shall have the duty to avoid even the appearance of a conflict of interest. A Board member, therefore, shall ask the Chair to be excused from participation in any matter before the Board in which the member's impartiality might reasonably be questioned, including, but not limited to, instances where:

- a. The Board member has a personal bias or prejudice concerning any interested party, or representative of a party, to a matter before the Board; or
- b. The Board member has a close personal or financial relationship with any party or party representative; or
- c. The Board member, or a member of the member's household, has a personal or financial interest that may be substantially affected (directly or indirectly) by the Board's action on the matter.

If any other person questions the impartiality of a Board member before or during the Board's consideration of a matter, the Chair shall treat this as a request that the member be excused from participation. Any request that a Board member be excused from participation must disclose the basis for the request.

On concurring that an actual or apparent conflict of interest exists, the Chair shall excuse the member from participation in the matter. On finding that an actual or apparent conflict of interest does not exist, the Chair shall refuse the request and allow the member to fully participate in the matter. No actual or apparent conflict of interest shall be deemed to exist where the matter would similarly affect all citizens of Wake County (as generally with consideration of county-wide policies and regulations), or where the Board member's bias,

prejudice, relationship, or interest is so insignificant or so remote that it is unlikely to affect the member's actions in any way.

If excused from participation in a matter, a Board member may not sit with the Board during its consideration of the matter, and may not vote on, discuss, advocate, influence, or otherwise take part in the Board's consideration of the matter, either in public or in private.

## **Chapter 2.L: Outside Communications**

To preserve public confidence in the fairness of Planning Board deliberations and decisions, the Board should ensure that the public and interested parties have the opportunity to know, and respond to, all information the Board considers in making its decisions. The Board should also ensure that each Board member has the opportunity to know and consider the information available to other Board members.

When considering issues involving administrative determinations (such as a preliminary subdivision plan), or quasi-judicial determinations (such as a request for a hardship variance from Subdivision Ordinance standards), the Board deals with parties who are directly affected by the Board's decision (such as the applicant and neighbors of the proposed subdivision or variance site). Each of these interested parties needs the assurance that other interested parties will not have unfair advantage in presenting their version of the relevant facts or concerns to the Board. In such cases, therefore, Board members shall avoid communicating with applicants or other interested parties about the proposal except at the Board meetings at which the proposal is being considered. If a Board member receives unsolicited communications about such a proposal outside of a Board meeting, the member has the duty to reveal the communications during the Board's consideration of the proposal. This ensures that the communicated information will become part of the record and that other Board members and interested parties will have an opportunity to consider and refute the information.

When the Board considers issues pertaining to the County as a whole or principally to the general public interest (such as the Comprehensive Plan, the Land Use Plan, ordinance text amendments, and comprehensive rezonings), it often finds access to a broad range of public input helpful in making a decision on the issue. In such

cases, therefore, Board members may communicate with interested persons outside of the meetings at which the issue is being considered, but each member has the duty to reveal the general nature and scope of relevant information and opinions gleaned from such communications during the Board's consideration of the issue. To ensure that each Board member's decision is based on the full range of information and public opinion available to the Board, members should avoid committing themselves to a position on the issue during any outside communications.

When the Board considers rezoning petitions, it is considering a legislative determination, but one that generally pertains to a specific parcel of land, and thus directly affects the interests of specific parties. Because rezonings are legislative determinations, and the Planning Board's role is only advisory, Board members are not required to avoid outside communication about a rezoning proposal. To further foster the appearance of fairness in their deliberations, however, Board members are encouraged to do so.

## **Chapter 3.A: Zoning Ordinance Amendments Legal Considerations**

Because amendments to the Zoning Ordinance are considered legislative actions (as opposed to administrative or quasi-judicial actions), the Board has broad discretion in reviewing proposed amendments. This discretion is, however, subject to important constitutional limitations.

First, the County must have the authority to regulate in the manner proposed in the amendment. Local governments in North Carolina have no inherent powers, but are limited to those granted by the State constitution or enabling legislation. Most of the legislation authorizing county zoning regulations is set forth in Chapter 153A of the North Carolina General Statutes.

Second, the amendment must result in a regulation or rezoning decision that is sufficiently clear and precise to allow its administrative application and to give an individual exercising ordinary common sense a reasonable opportunity to comply with it. This means that text amendments regulating an activity must contain explicit standards or criteria that are capable of being clearly and precisely interpreted and applied in accord with commonly understood meanings and practices within the law of zoning.

Third, the amendment must result in a regulation that advances a legitimate

governmental purpose. This means that the regulation or rezoning must serve a clear purpose that is described in the State enabling legislation, that is described in the County's Land Use Plan, or that protects or advances the public health, safety, and general welfare. It also means that there must be an evident link between the regulation or rezoning and the public purpose(s) it serves. The purpose of a regulation may be described in the regulation itself, in the ordinance by which it is adopted (usually as a "Whereas . . ." statement), in reports and memoranda on the proposed regulation, or in a comprehensive plan.

Fourth, the amendment must not result in the "taking" of private property without compensation. This means that the regulation or rezoning must leave owners of property to which it is applied one or more uses that are economically viable. (It does not mean the regulation or rezoning may not result in a reduction in a property's value.)

Fifth, the County must follow established procedures when reviewing, holding a hearing on, and deciding an amendment petition. This means that the Planning Board's review of an amendment petition must comply with all applicable procedures set forth in the applicable ordinance and in the Board's Rules of Procedure (particularly those requiring the Board to base its recommendations on express conclusions as to whether the amendment is consistent with the Land Use Plan and otherwise advances the public health, safety, and general welfare).

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*Stephen Sizemore, AICP, is the editor of Land Use Law & Zoning Digest and Research Staff Attorney. He works in the Chicago office of the American Planning Association. He was formerly a planner and land-use attorney in the Wake County Planning Department.*

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*The Commissioner is a quarterly newsletter published by the Planning Commissioners Service of the American Planning Association. Planning commissioner/official members of APA receive the newsletter as part of their membership package. Carolyn Torma, Editor; Cynthia Cheski, Copy Editor; Lisa Barton, Design and Production; Susan Deegan, Designer. Editorial inquiries should be addressed to the editor.*

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 Printed on recycled paper, including 50-70% recycled fiber and 10% postconsumer waste.

## Effective Interaction of Planning Commissions, Planners, and Attorneys



By Owiso Makuku  
and  
Joseph E. McNeil

**L**and use issues often top of the agenda in communities where people actively participate at all levels of the regulation and planning process. The closest possible collaboration between professional planners, planning commissioners, appeals board members, and the city attorney is essential for success. This article suggests how the commission and its planning staff can make the best use of the time and talent available to them.

### Plan Preparation

In the typical community, planning commences with the preparation of a comprehensive plan, often referred to as a master plan. When comprehensive plans are developed, there are implications as to how they will be implemented. It is helpful for the commission and planners to present the broad policies they are trying to achieve to the attorney in the early stages of development. The attorney can provide the state legal context and identify potential legal obstacles to enacting the policies.

The attorney ensures that the requisite enabling authority exists for any particular regulation. This is particularly true in jurisdictions that do not have home rule authority. Commissions should make this determination in the early stages of consideration before a significant investment of time and precious resources have been spent.

### Conceiving, Writing, and Adopting Regulations

The next stage involves the development of specific regulations that implement the plan's policies. There are three parts to this: 1) what is being regulated; 2) application and review process, and 3) enforcement. First, the attorney must determine "Can we do this?" Next, "Does the process meet legal standards?" Finally, "How will we enforce it?" Once the plan and regulations are

adopted, the focus is on ensuring that applications for development are consistent with the standards and on enforcement against violators.

Everyone must understand the intent of the regulation or other planning action. Staff and commissioners should articulate what needs to be accomplished and how the measure should be formulated to meet the objective. This information also should be shared with the appeals board before any specific adjudication is required.

Coordination encourages everyone to engage in the "what if" exercise. It is amazing how much the first draft can be improved through open dialogue about all possible iterations. Both planners and attorneys or their predecessors will have interpreted the draft in their own ways. It is important to preserve consistency in public policy to the extent possible. Achieving this requires that all participants methodically examine existing plans and regulations to spot any inconsistencies and that they carefully review any previous advice or decision.

In large cities, ordinance writers may be planning staff while in smaller communities the commissioners themselves may draft the wording. In other communities, the agency or commission may hire a legal consultant to help draft the ordinance or amendment. In all these circumstances the municipal attorney needs

to review the work and discuss any potential problems. The attorney may even participate in the drafting.

The drafters must also review the pertinent court decisions affecting regulation. For example, problems could arise if the attorney fails to educate all parties concerning the current standards for regulatory takings or religious facilities. Conversely, in order for the attorney to provide useful advice, the planner must be able to explain such concepts as sustainability and floor area ratio.

### Managing the Planning Process and Commission Meetings

The most important of many components of coordination is the respect and collegiality with which all participants treat each other. Each has an essential professional role to play, and competition or avoidance among them will only serve to reduce the value of their contributions to the community.

It should not be necessary for the attorney to attend all planning commission meetings. However, attendance is common practice for zoning boards of appeal or zoning boards of adjustment. These meetings are bound by strict procedures and the attorney plays an important role in helping the board members understand how to accept evidence and how to make findings of fact. While a few planning commissions act as

the zoning board of appeals, this is not common.

The attorney attends the town council meetings and advises the elected officials. Therefore, it is vital to have had the attorney's review of plans, new ordinances, and revisions prior to these items coming before the elected officials.

### Mistakes to Avoid

It is imperative that cooperation and coordination begin at the onset of the process. By the time the new plan or regulation is nearing completion, it may be too late. The same applies to an application for development or an enforcement action. Coordinating early and often helps avert mistakes. One of the worst outcomes resulting from delays in collaboration is the possibility of the professional planner and attorney offering conflicting positions to the commission or appeals board. This only serves to undermine everyone's confidence both in the process and in the professionalism and competence of their staff.

When the professional staff and commission or board communicate effectively with each other throughout the process, the benefits extend beyond these parties to the community itself. A well-managed process engenders the perception among developers, elected officials, special interest groups, and the community as a whole that the process is working smoothly and is in good hands. □

PERMIT INFORMATION 2011									
DATE	PERMIT #	TYPE	SQ FTG	LEGAL	SUBD	NAME	STREET	STATUS/ ZONE	
ADMINISTRATIVE APPROVAL									
02/04/11	A11-01	DUPLEX TENANT SPACE	2,398 900	2253B02L005B 1901 B01L005C	LAKESHORE RSB SNIDER #3 RSB	MORAN, ANDREW MCKENZIE, JERRY	445 N WESTCOVE DR 181 W PARKS HWY	RM C	
02/04/11	A11-03	SIGN COMM <		4229B01L001A	WASILLA TWN	MARTIN, RANDALL	212 N BOUNDARY ST	C	
02/10/11	A11-04	10,000 SQ FT	1,500	5797000L002A	IDITAPARCEL ADD I	WOOD, JIM	483 W PARKS HWY	C	
02/22/11	A11-05	GREENHOUSE	1,133	1524000L003	RAVENSWOOD DIV I	PETERSON, WES	503 RAVENSWOOD	RR	
02/25/11	A11-06	SFD COMM <	2,300	6791B01L066	PRIMROSE POINTE	FENDER, ANOTOLY	241 W RIVERDANCE CIR	RR	
PENDING	A11-07	10,000 SQ FT		1066B01L07	WASILLA TWNST	ANDERSON, BRENDA	276 N BOUNDARY ST	C	
03/18/11	A11-08	10,000 SQ FT COMM <	1,400	2186B02L005	GVCII DIV I	WILLIAMS, TINA	1501 E BOGARD RD	C	
03/30/11	A11-09	SHORT TERM RENTAL		4143000L006	SOUTHVIEW TERRACE	FICEK, LARRY & JACKIE	3001 E SOUTHWAY	R2	
03/29/11	A11-10	SFD	1,164	1089B01L006	BUENA VISTA #2	TROY DAVIS HOMES	2041 W BAILEY AVE	RR	
03/29/11	A11-11	SFD TUP - STAGING AREA	1,135	1089B01L007	BUENA VISTA #2	TROY DAVIS HOMES	2021 W BAILEY AVE	RR	
03/22/11	A11-12	TENANT SPACE	14,552	6698B02L002B	YENLO SQUARE RSB	UNIT COMPANY STAGING	545 E SWANSON	C	
03/30/11	A11-13	TENANT SPACE	1,800	3224B03L001B	MTN VILLAGE	MYERS, CHUNG	991 S HERMAN RD	C	
03/29/11	A11-14	SFD	1,950	6791B01L065	PRIMROSE POINTE PH 1	PAULUS, IGOR	231 W RIVERDANCE CIR	RR	
04/01/11	A11-15	RETAIL/ COMM STORE	20,000	5797000L002A	IDITAPARCEL ADDN 1	AVANTI CORP	527 W PARKS HWY	C	
04/01/11	A11-16	IN HOME OCCUPATION		2377B03L003	SOUTHVIEW EXT	EKLE, JADE	3130 E DANNYS AVE	R-1	
04/08/11	A11-17	SHOP	1,400	2186B02L005	GVC II DIV I	STUBER, STEVE	1051 E BOGARD RD	C	
04/05/11	A11-18	SFD COMM <	2,150	1102B02L012	NORTHERN CAPITOL EST	VLADIMIR, BALETISKIY	851 N CHURCH RD	RR	
04/06/11	A11-19	10,000 SQ FT	800	1010B01L006	CARTER SUB	DOLECHEK, BRITTANY	220 E PARK AVE	C	



04/06/11	A11-20	SFD	1,979	6791B01L067	PRIMROSE PTE PH 1	FENDIEN, VICTOR	251 W RIVERDANCE CIR	RR
04/08/11	A11-21	SIGN		2959000T00A1	WASILLA MALL RSB	GLACIER SIGN	585 E PARKS HWY	C
PENDING	A11-22	HOME OCC		9044000U019	LAKE VW EST CONDOS	GIEBEL, MICHAEL	401 S WASILLA ST	C
		TUP - STAGING AREA						
04/14/11	A11-23		20,000	2959000T00A2	WASILLA MALL RSB	CARRS	595 E PARKS HWY	C
04/27/11	A11-24	SFD	2,250	1037T02P003A	LAKESHORE 1963	HARRIS FAMILY LLC	1240 E WESTPOINT DR	RM
04/19/11	A11-25	SFD	2,050	5945B02L012	MEADOW RIDGE 2	HALL QUALITY HOMES	380 N PINE RIDGE LP	R-1
PENDING	A11-26	ADDITION	1,682	3250000L002	CENTRAL WASILLA	ANDERSON, TED	251 PARKS HWY	C
04/22/11	A11-27	SFD	2,100	6790B02L006	MISSION HLS N	SPINELL HOMES INC	1211 N JACK NICKLAUS	R-1
04/28/11	A11-28	SFD	2,108	5521000L001	HANSON TRAIL	MEYER, TIM & ANITA	1650 S BAY VIEW DR	RR
04/29/11	A11-29	HORSE		1190B04L011	ADVENTURE EST	ERDMANN, LINDA & ROG	865 W WILDER AVE	RR
		COMM <						
05/02/11	A11-30	10,000 SQ FT		5482B05L001A	WASILLA TWNST RSB	CARR, KATHLEEN	300 N WILLOW ST	C
05/02/11	A11-31	SIGN						C
		OUTDOOR RETAIL						
05/02/11	A11-32			17N01W12D007		FISHER, MARK	2800 E PARKS HWY	C
05/03/11	A11-33	SFD	2,000	6791B01L062	PRIMROSE PTE	PAULUS, IGOR	181 W RIVERDANCE CIR	RR
05/04/11	A11-34	GARAGE	576	1277B05L003	BAY VIEW GARDENS	FONOV, NIKOLAY	700 EDEN CT	RR
		TENANT SPACE						
05/11/11	A11-35			4936000L002	ROGERS ROOSTE	TOTTEN, STEVEN	2530 S KGB RD	RR
		TUP - MOBILIE GREEN HOUSE						
05/05/11	A11-36			2964B03L001A	WASILLA HTS	RITCHER, LOI	1201 W PARKS HWY	C
PENDING	A11-37			1116B03L014	OVERLOOK BUS PK	MAGNUM MOTORS	1960 E INDUSTRIAL DR	C
05/10/11	A11-38	CAR SALES		1901B01L005D	SNIDER #3 RSB	CRAIG, BRIDGETTE	201 W PARKS HWY	C
05/12/11	A11-39	SFD	2,512	2876B01L005	INHERITANCE	ROGNESS, JOSH & JODI	600 W SELINA LN	R-1
05/12/11	A11-40	SFD	2,350	6791B01L069	PRIMROSE PT	PAVLUS, DMITRIY	271 RIVERDANCE CIR	RR
05/09/11	A11-41	SFD	1,613	5868B03L010	SILVERLEAF EST	TURNER, MARK	2301 ASHFORD	RR
05/11/11	A11-42	CLEARING		6830B01L008A	MEADOWS ADD 1	MESICK, GARY	1350 W SPRUCE AVE	RR
05/12/11	A11-43	TUP		5318000L001A	LAKEWOOD BUS PK	CARQUEST AUTO PARTS	790 E SWANSON AVE	C
05/16/11	A11-44	SHED	192	1104B04L034	WASILLA EST	JONES, LEAH	654 W HOLIDAY DR	RR
05/16/11	A11-45	SFD	2,002	6790B02L003	MISSION HLS N	SPINELL HOMES INC	1205 JACK NICKLAUS	R-1
05/16/11	A11-46	DUPLEX	2,650	1125000L029	ASPEN HTS ADDN 1	FONOV, DMITRI	1801 N CHURCH	RR
		COMM <						
05/18/11	A11-47	10,000 SQ FT	560	5912000L019	WASILLA AIRPORT	TRANS NORTHERN LLC	101 BEACON	I
					WASILLA JR & HIGH SCHOOL	MSB/SCHOOL	701 E BOGARD RD	C
05/16/11	A11-48	SIGN		2095000T00A-1				
05/26/11	A11-49	DUPLEX	3,500	5510000L001	HAND SUB	KAHLSTROM, HEATH	1550 S BAY VIEW DR	RR

05/31/11	A11-50	COMM < 10,000 SQ FT	630	1032B13L009	KENNDY ADD WASILLA	BORDAK, NATALYA	490 E RAILROAD AVE	C
05/31/11	A11-51	SFD	1,845	6791B01L064	PRIMROSE POINTE PH 1 AK INDUSTRIAL HARDWARE COMMONS	OBUKHOUSKRY, YEUGENIY	221 W RIVERDANCE CIR	RR
06/02/11	A11-52	TEMP UP		6940000L001 1010B02L008, L009, L010	CARTER SUB	JOHANSEN, BILL	801 W COMMERCIAL DR	C
07/18/11	A11-53	SUBD		5797000L002A	IDITA PARCEL ADD 1	TRESHAM, RONALD	190 E PARK AVE	C
06/13/11	A11-54	SIGN		6791B01L061	PRIMROSE POINTE PH 1	AVANT INC	503 W PARKS HWY	C
06/13/11	A11-55	SFD	1,350	6791B01L061	PRIMROSE POINTE PH 1	WILKEN, KURT	161 W RIVERDANCE CIR	RR
06/21/11	A11-56	MULTI FAM (4 PLEX) COMM <	4,500	2542000L003	PLEASANT VIEW	SUMMERS, AARON & ANGELA	1470 N WASILLA FISHHOOK	RM
07/07/11	A11-57	10,000 SQ FT		17N01W18D006		BROWN, DAVID & LISA	2181 S SMACK DR	RR
06/23/11	A11-58	TEMP UP		2705000L014A-1	SNIDER #4 RSB	NANEZ, LUCIA	705 W PARKS HWY	C
06/30/11	A11-59	SFD	1,781	5945B01L002	MEADOW RIDGE PH 2	HALL QUALITY HOMES	762 N PINE RIDGE LP	R-1
06/30/11	A11-60	SFD	1,930	5945B03L017	MEADOW RIDGE PH 2	HALL QUALITY HOMES	415 N PINE RIDGE LP	R-1
06/30/11	A11-61	GARAGE	1,024	2187B02L001A	N COUNTRY EST	MILLER, JAMES	2081 SWATHMORE AVE	R-1
06/23/11	A11-62	SIGN		3099B01L002	COTTONWOOD PK	OLYMPIC, FLYNN	1560 E FINANCIAL DR	C
06/23/11	A11-63	TENANT SPACE		5568B02L018A	PARKS MANOR RSB	MCCARROLL ALAN	320 E DANNA WAY	C
07/05/11	A11-64	COMM < 10,000 SQ FT	700	4359000L004A	LAKE LUCILLE LDG	SGB HOLDING LLC	1300 LAKE LUCILLE DR	C
07/07/11	A11-65	AUCTION		5930B02L010A	KENNEDY ADDN	PALMQUIST, ELLA	545 S BOUNDARY	C
07/11/11	A11-66	HORSE		2377B01L007	SOUTHVIEW EXT	GOODMAN, JULIAN	2900 E BROADVIEW	RR
07/22/11	A11-67	SFD	2,450	1190B01L030	ADVENTURE EST	DROBENKO INVEST	437 W HERITAGE DR	R-1
07/26/11	A11-68	COMM < 10,000 SQ FT	960	1032B01L003	KENNEDY ADDN	MITH, MIKE & EMMA	530 S DENALI ST	C
07/26/11	A11-69	SFD	1,800	6791B01L073 2884B02L005 & L006	PRIMROSE PNTE	PAULUS, IGOR	240 W RIVERDANCE CIR	RR
PENDING	A11-70	SUBD		4171B01L016A	BRIDGESTONE	MOLLOY, ROB & SANDRA	1370 IVY CIR	R-1
08/02/11	A11-71	ADDITION PORTABLE CAR SHELTER	873	4171B01L016A	SNIDER	PARTRIDGE, JAMES	824 W SELINA LANE	R-1
08/02/11	A11-72	SHELTER	260	2858B04L006	TALLERICO	FELTZ, DANIEL & LISA	1840 S ITASCA CIR	R-1
08/12/11	A11-73	COMM < 10,000 SQ FT	700	1032B13L009	KENNEDY ADD WSLLA	BURKE, KEVIN	490 E RAILROAD AVE	C
08/11/11	A11-74	SFD	2,000	1038B03L005	LAKE VIEW	MOOR, ALLEN	451 W LAKEVIEW AVE	R-1
08/11/11	A11-75	SFD	2,700	6791B1L072	PRIMROSE PTE PH I	MIKITIN, PETR	250 W RIVERDANCE CIR	RR
08/16/11	A11-76	SFD	1,000	1089B03L006	BUENA VISTA ADD#2	TROY DAVIS HOMES	1167 S CORKEY ST	RR

08/16/11	A11-77	SFD	1,104	1089B03L004	BUENA VISTA ADD#2	TROY DAVIS HOMES	1123 S CORKEY ST	RR
08/16/11	A11-78	SFD	1,160	1089B03L005	BUENA VISTA ADD#2	TROY DAVIS HOMES	1145 S CORKEY ST	RR
08/16/11	A11-79	SFD	1,000	1089B03L003	BUENA VISTA ADD#2	TROY DAVIS HOMES	1101 S CORKEY ST	RR
08/16/11	A11-80	SFD	1,135	1089B03L007	BUENA VISTA ADD#2	TROY DAVIS HOMES	1191 S CORKEY ST	RR
08/16/11	A11-81	COMM > 10,000 SQ ST	30,000	3250000L001 - L003	CENTRAL WASILLA	ANDERSON, TED	251 W PARKS HWY	C
08/16/11	A11-82	TUP		1032B13L012 & L013	KENNEDY ADDN WSLLA	SAMMY CHILDRENS CENTER INTERNATIONAL INC	439 & 451 S BOUNDARY ST	C
08/19/11	A11-83	SFD	1,300	PTN 6780000L004	ERIWOOD	MCNEIL, SUSAN	395 W RILEY AVE	RR
08/22/11	A11-84	SFD	2,500	6791B01L077	PRIMROSE PT PH 1	FENDICH, ANATOLY	180 W RIVERDANCE CIR	RR
08/25/11	A11-85	SFD	1,600	6791B01L071	PRIMROSE PT PH 1	NUGENT, HOWARD	260 E RIVERDANCE CIR	RR
08/26/11	A11-86	ADD ANTENNA TO EXITING CELL TOWER						
08/29/11	A11-87	DETACHED GARAGE	1,536	1032B13L014	KENNEDY ADDN WSLLA	EWING, MARK	465 BOUNDARY ST	C
08/29/11	A11-87	TENANT SPACE		17N01W14A010	N/A	PHILLIPS, DAN & LISA	2301 PHAINOPEPLA CIR	RR
08/30/11	A11-88	SPACE		2523B01L005A 5970B01L001	NELSON FRED RSB	JONES, GAIL SOUTHCENTRAL	290 N YENLO ST	C
09/06/11	A11-89	SUBD		5970000T00A	ROCK CENTER PH 1	FOUNDATION (DOWL)	1001 & 1191 S KGB RD	C
09/08/11	A11-90	COMM< 10,000 SQ FT	360	9010000U210	LAKEVIEW PROF BLDG	INSURANCE SERVICES	851 E WESTPOINT DR	C
09/13/11	A11-91	COMM< 10,000 SQ FT	4,928	1116B03L019	OVERLOOK BUS PK	RUBEO, ALINA	961 S ENTERPRISE ST	C
09/09/11	A11-92	ACCESSORY USE		4359...L004A	LAKE LUCILLE LDG	SECURED GOLD BUYERS	133 W LAKE LUCILLE DR	C
09/12/11	A11-93	DUPLEX	3,200	1113B01L005	WASILLA ACRES	FENDICH, ANOTOLY	450 N KIMBERLY ST	RR
09/14/11	A11-94	TUP COMM < 10,000 SQ FT		5797000L002A	IDITAPARCEL ADDN 1	HOLBROOK, JERRY	455 W PARKS HWY	C
PENDING	A11-95	COMM< 10,000 SQ FT	5,000	6698B02L002B	YENLO SQUARE	WEAVER, JOHN	545 E SWANSON AVE	C
09/19/11	A11-96	SFD	2,376	1039B08L004	LAKE VIEW ADDN #1	ANDERSON, JOHN	600 W LAKE VIEW AVE	R-1
<b>USE PERMITS</b>								
05/12/11	U11-01	ADULT DAY CARE		1190B01L015	ADVENTURE EST	ADAMS, WARREN	1632 N LUCILLE ST	R-2

04/25/11	U11-02	COMM< 10,000 SQ ST		9108000U002	WASILLA CENTER	FULLER, BRENDA	609 S KGB RD	C
04/25/11	U11-03	DAY CARE		2284B04L014B	TERRACE MANOR	THOMPSON, KIRA	1200 N CLINTON CIR	R-1
08/12/11	U11-04	OFFICE/RESI		17N01W10C003		FAMILY PROMISE INC	690 S KGB RD	C
09/14/11	U11-05	SFD	1,972	1097B05L005	SHADOWOOD VALLEY	ANDERSON, PAUL & MARY	721 N SHADOWOOD CIR	C
<b>CONDITIONAL USE PERMITS</b>								
03/22/11	CU11-01	COMM> 10,000 SQ FT	85,301	5970000T004 & 5970B01L001	ROCK CNETER PH I	SOUTHCENTRAL FOUNDATION	1001 KNIK-GOOSE BAY	C
<b>PLANNED UNIT DEVELOPMENT (PUD)</b>								
<b>REZONE</b>								
02/08/11	R11-01	REZONE		2542000L003		SUMMERS, AARON & ANGELA	1470 N WASILLA- FISHHOOK RD	RR
				17N01W07A004 PTN				
PENDING	R11-02	REZONE		17N01W08B004 PTN		LUNDGREN, GARY	401 N CHURCH RD	RR
6/27/11				4936000L002				
FAILED	R11-03	REZONE		17N01W19A009 17N01W20B004		OLYMPIC INVESTEMENT	2450 S KGB	RR
				17N01W10A014, A015, A016, A017,			900 950 1050 1150 E HORVATH DR & 1191 E PW HWY	RR
06/27/11	R11-04	REZONE		17N01W10D010		ELLIS, TERRY		RR
<b>LEGAL NON-CONFORMING USE</b>								
<b>SHORELINE SETBACK</b>								
<b>VARIANCE</b>								
03/22/11	V11-01	SETBACK & PERIMETER LANDSCAPING		4956000T00A3	OLSON SUB 199 ADD	BLUE ROCK ASSETS LLC	1491 E PARKS HWY	C
<b>AMNESTY</b>								



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8/1/2011	C	Whispering Woods & Hiro	N	N	RAL dogs	11-51521 unable to locate
8/1/2011	S	Whispering Woods & Seward Meridian	Y	N	ATV violation	11-51525 citation W 043962
8/1/2011	C	351 E Spruce	Y	N	Barking dog	11-51548 verbal warning
8/1/2011	FUP	161 Flag	Y	N	Impound trapped feral cat	11-50147
8/1/2011	FUP	3091 Longspur	Y	N	Return found property (HC placard)	11-51581
8/1/2011	S	Lake Lucille Park	N	N	Facility/security check	11-51648
8/2/2011	D	701 KGB	N	N	Found property (bicycle)	11-51743
8/2/2011	S	Lake Lucille Park	N	N	Facility/security check	11-51792
8/2/2011	C	Bailey & Lake Lucille	N	N	Traffic hazard	11-51803
8/2/2011	S	Boundary & Herning	Y	N	Abandoned vehicle	11-51819 moved on request
8/2/2011	D	Wal Mart	Y	N	Shoplift	11-51837 citation W 043963
8/2/2011	S	Lake Lucille Park	N	N	Facility/security check	11-51875
8/4/2011	FUP	901 Pinehurst	Y	N	Impound trapped feral cat	11-46364
8/4/2011	S	Parks & Lucus	Y	N	MVA traffic control	11-52277
8/4/2011	S	1055 Seneca	N	N	On street parking violation	11-52302 citation W 043964
8/4/2011	S	1045 Seneca	Y	N	Abandoned vehicle in ROW	11-52306
8/4/2011	S	Swanson & Willow	Y	N	ATV violation	11-52343 citation W 043967
8/8/2011	C	Museum	Y	N	Illegal dumpster use	11-53315 verbal warning
8/8/2011	C	KGB & Susitna	N	N	Sign violation	11-50657 unfounded
8/8/2011	S	Lake Lucille Park	N	N	Facility/security check	11-53386
8/8/2011	D	990 Jack Nicklaus	Y	N	Dog welfare check	11-53388 unfounded
8/10/2011	FUP	161 Flag	Y	N	Impound trapped feral cat	11-50147
8/10/2011	S	Nelson & Graybark	Y	N	ATV violation	11-53741 verbal warning
8/10/2011	S	Nelson & Knik	Y	N	ATV violation	11-53749 verbal warning
8/11/2011	S	Wonderland	Y	N	ATV violation	11-53948 verbal warning
8/11/2011	D	Wal Mart	N	N	HCP parking complaint	11-53954 unfounded
8/11/2011	S	Willow & Swanson	N	N	Abandoned vehicle in ROW	11-53964 red tag
8/11/2011	S	Target	Y	N	HCP parking violation	11-53975 citation W 043968
8/11/2011	S	Wonderland	N	N	Facility/security check	11-54002
8/11/2011	S	Holiday	Y	N	HCP parking violation	11-54025 citation W 043969
8/11/2011	D	841 Goldendale	Y	N	RAL dog	11-54026 verbal warning
8/15/2011	FUP	161 Flag	Y	N	Impound trapped feral cat	11-50147



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8/15/2011	C	2955 Tamarak	Y	N	Land use complaint- shed setback	11-55012 refer to planner
8/15/2011	D	Lakeview	N	N	Abandoned vehicle in ROW	11-55003 unfounded
8/15/2011	PAT	1101 Nelson	N	N	Trespassing violation	11-55026 assist patrol
8/15/2011	S	Lake Lucille Park	N	N	Facility/security check	11-55074
8/16/2011	D	Wal Mart	N	N	Report of dead fox	11-55135 no action taken
8/16/2011	PAT	801 Winter	Y	N	Trespassing violation	11-55183 assist patrol
8/16/2011	D	1051 Bogard	Y	N	RAL dog	11-55152 impound
8/16/2011	PAT	Skate Park	Y	N	Suspicious activity	11-55240 assist patrol
8/16/2011	S	Wasilla Lake Park	Y	N	Park rules violation	11-55281 assist patrol
8/16/2011	S	Wonderland	Y	N	ATV violation	11-55301 verbal warning
8/17/2011	D	First National Bank	N	N	RAL dog	11-55401 unable to locate
8/17/2011	D	Frontier Mall	Y	N	HCP parking complaints	11-55370 extra patrol
8/17/2011	D	PWH & Roberts	Y	N	Public assist	11-55390
8/17/2011	D	WHS	Y	N	Return found property (bicycle)	11-55459
8/17/2011	S	Lake Lucille Park	N	N	Facility/security check	11-55497
8/18/2011	D	Creste Foris & WFH	Y	N	RAL dog	11-55581 return to owner
8/18/2011	D	401 Wasilla	Y	N	RAL dog	11-55643 verbal warning
8/18/2011	C	1001 Snowhill	Y	N	Land use violation- chickens	11-55598 citation W 043970
8/18/2011	C	395 Riley	N	N	Land use violation	11-55597 unfounded
8/22/2011	D	440 Ponderosa	Y	N	Dog welfare check	11-56651 consult owner
8/22/2011	D	588 Autumn Mist	Y	N	Abandoned vehicle in ROW	11-56645 unfounded
8/22/2011	S	Carrs	Y	N	HCP parking violation	11-56710 citation W 043959
8/22/2011	C	101 Vincent	Y	N	Dog bite- accidental in nature	11-56714 home quarantine
8/22/2011	Pat	Mcdonalds	N	N	Dumpster fire	11-56755 assist patrol
8/22/2011	D	1001 Wilder	Y	N	Barking dog	11-56756 citation W 043972
8/23/2011	D	736 Holiday	Y	N	RAL dog	11-56802 verbal warning
8/23/2011	S	Holiday	Y	N	HCP parking violation	11-56823 citation W 04043971
8/23/2011	D	1000 Wesglenn	Y	N	RAL dogs x2	11-56870 verbal warning
8/23/2011	S	Lake Lucille Park	N	N	Facility/security check	11-56905
8/24/2011	D	Crestwood & Lucille	Y	N	DOA cat in road	11-56989 disposal/notify owner
8/24/2011	PAT	1401 Glenkerry	Y	N	RAL dog	11-57020 verbal warning
8/24/2011	S	Lake Lucille Park	N	N	Facility/security check	11-57109



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8/24/2011	S	MUSC	N	N	Facility/security check	11-57120
8/25/2011	D	590 Denali	Y	N	Illegal dumping	11-57318
8/29/2011	D	501 Lucille	Y	N	RAL dog	11-58775 neighbor vs neighbor
8/29/2011	FUP	1581 Centurian	Y	N	Illegal dumping	11-57318 cleaned up on request
8/29/2011	D	KGB & Susitna	Y	N	Sign violation	11-58849 unfounded
8/29/2011	PAT	Parks & Lucus	N	N	Littering complaint	11-58870 assist patrol
8/29/2011	S	Carrs	Y	N	Business/vending license violation	11-58896 verbal warning
8/29/2011	S	Target	Y	N	HCP parking violation- misuse	11-58903 citation W 043961, DWLS advisement, assist patrol with warrant arrest
8/29/2011	PAT	Parks & PWH	N	N	REDDI report	11-58951 gone on arrival
8/29/2011	S	Lake Lucille Park	N	N	Facility/security check	11-58979
8/30/2011	FUP	440 Ponderosa	Y	N	Dog welfare check	11-56651
8/30/2011	S	Carrs	Y	N	HCP parking violation- misuse	11-59299 citation W 043960
8/30/2011	S	Lake Lucille Park	N	N	Facility/security check	11-59341