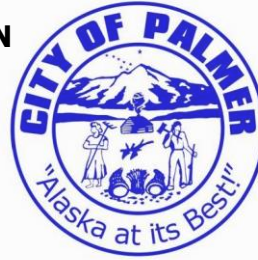


**PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**6 PM, THURSDAY, AUGUST 15, 2024**  
**CITY COUNCIL CHAMBERS**  
**231 W. EVERGREEN AVENUE, PALMER**  
[www.palmerak.org](http://www.palmerak.org)



CHAIR PENNY MOSHER  
VICE CHAIR CASEY PETERSON  
COMMISSIONER LINDA COMBS  
COMMISSIONER LISBETH JACKSON  
COMMISSIONER JOHN MURPHY  
COMMISSIONER BARBARA HUNT  
COMMISSIONER ERIK ANDERSON

**AGENDA**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
  - 1. Regular Meeting July 25, 2024
- F. Reports
- G. Audience Participation
- H. Public Hearings
- I. Unfinished Business
  - 1. Committee of the Whole: Discussion of IM- 24-011 Review of Title 17 Zoning code language regarding 17.89 Short-term Rental (Note: Action may be taken by the commission following the committee of the whole)
- J. New Business
  - 1. Committee of the Whole: Discussion of IM 24-012 Review of Title 17 Zoning Code language regarding 17.64 Parking and Loading (Note: Action may be taken by the commission following the committee of the whole)
- K. Plat Reviews
- L. Public Comments
- M. Commissioner Comments
- N. Adjournment



## Minutes

**PLANNING & ZONING COMMISSION  
CITY OF PALMER, ALASKA**

**REGULAR MEETING  
THURSDAY, JULY 25, 2024  
6:00 P.M. - COUNCIL CHAMBERS**

**A. CALL TO ORDER:**

The regular meeting of the Planning and Zoning Commission was called to order by Chair Mosher at 6:00 p.m.

**B. ROLL CALL:**

Present and constituting a quorum were Commissioners:

Penny Mosher, Chair  
Casey Peterson, Vice Chair  
Linda Combs  
Lisbeth Jackson  
John Murphy  
Erik Anderson

Absence(s) excused without objection:

Barbara Hunt

Also present were:

Gina Davis, Acting City Manager

**C. PLEDGE OF ALLEGIANCE:** The Pledge was performed.

**D. APPROVAL OF AGENDA:**

The agenda was approved as presented without objection by all members present.

**E. MINUTES OF PREVIOUS MEETING(S):** The Minutes of the regular meeting of May 30 were amended to correctly spell Commissioner Jackson's first name, and then unanimously approved as presented without objection by all members present. The minutes of the joint meeting with City Council were unanimously approved as presented by all members present.

**F. REPORTS:** None.

**G. AUDIENCE PARTICIPATION:**

Maria Krinock

- Spoke in favor of modifying the STR code to allow for lots smaller than 20,000 sq feet to host B&Bs

Clinton Cerda

- Property owner within City limits, supports changes to the code (hard to hear)

Lorie Koppenberg, Vagabond Blues & Purple Moose Espresso (hard to hear)

- Spoke about parking concerns in the Central Business District
- Spoke in favor of STR's within the City

Michelle Kincaid, Valley Hotel & Caboose Lounge

- Spoke about parking concerns within the Central Business District
- Supports smaller lots being allowed to have STRs

Shuree Cerda

- Spoke in favor of smaller lots being allowed to have STRs

**H. PUBLIC HEARINGS:** None.

**I. UNFINISHED BUSINESS:** None.

**J. NEW BUSINESS:** Committee of the Whole: Discussion of IM- 24-011 Review of Title 17 Zoning code language regarding 17.89 Short-term Rental (Note: Action may be taken by the commission following the committee of the whole)

*The Commission entered Committee of the Whole at 6:21pm and exited at 6:59pm*

Acting City Manager Gina Davis provided a brief overview of the packet section regarding STRs. The commission discussed the redlines put in by staff. Further discussion is needed with the Director of Community Development.

After exiting Committee of the Whole, Commissioner Peterson made a motion to postpone a decision on IM 24-011 to the regular meeting of August 15<sup>th</sup>. The motion was seconded by Commissioner Jackson. Motion passed unanimously.

**K. PLAT REVIEWS:** None.

**L. PUBLIC COMMENTS:**

Michelle Kincaid, Valley Hotel

- Spoke about the STR discussion and offered support

Maria Krinock

- Spoke about the process and how exciting it is to see

Lorie Koppenberg, Vagabond Blues & Purple Moose Espresso

- Spoke about the CBD and parking examples from other places
- Provided examples of other B&B locations

**M. COMMISSIONER COMMENTS:**

**Commissioner Jackson:**

- Thanks to everyone who provided comments
- Thanks, Gina, for stepping in
- Welcome to Erik

**Vice Chair Peterson:**

- Thanks for providing input, most consistent he has seen
- Welcome to Erik

**Commissioner Anderson:**

- Thanks for the welcome and he looks forward to serving
- STR is a very important decision for the City
- Thanks to Janet, Lorie, and Michelle. A wealth of information exists between all three of them.

- Thanks to commissioners and Brad.

**Commissioner Combs:**

- Always learning something new by being here
- Invited everyone out for Palmer Community Pride tomorrow
- Welcome to Erik

**Commissioner Murphy:**

- Good discussion on STRs, need to make sure we do our due diligence
- Appreciates everyone coming out

**Chair Mosher:**

- Thanks to everyone for being here tonight
- Thanks for the history lesson on Palmer Pride
- Something needs to be done for STRs
- Thanks to Gina for stepping in

**N. ADJOURNMENT:**

There being no further business, the meeting adjourned without objection at 7:18 p.m.

**APPROVED by the Planning and Zoning Commission this \_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
Penny Mosher, Chair

\_\_\_\_\_  
Brad Hanson, Community Development Director



**CITY OF PALMER  
PLANNING & ZONING COMMISSION  
INFORMATION MEMORANDUM 24-011**

**SUBJECT:** Preview of 17.89 Short-term Rental

**AGENDA OF:** August 15, 2024  
July 25, 2024

**ACTION:** Review and make recommendation

**Attachment(s):** PMC 17.89 Short-term Rental – Staff Recommendations (in red)  
Request to Amend PMC 17.89  
City Council Ordinance 18-006  
    1. Staff Report, presented to Council  
    2. Meeting Minutes  
City Council Ordinance 19-003  
    1. Staff Report, presented to Council  
    2. Meeting Minutes

**Summary:**

**August Update**

Staff has taken out the original ordinances as introduced.

**July Update**

The Palmer City Council has referred PMC 17.89 Short-term Rental (STR) to the Planning and Zoning (P&Z) Commission for recommended changes to the ordinance enacted in 2018. This ordinance was originally established in response to the increasing trend of property owners converting long-term residential units into short-term rentals. It was designed to align with current zoning regulations, the purpose and intent of zoning districts, property values, and the preservation of neighborhood character.

The ordinance categorizes different types of STRs based on ownership and operation to ensure their compatibility within various zoning districts.

Since the ordinance's enactment, implementation by staff has proceeded smoothly. However, a primary issue has been identifying unpermitted STRs online. Most of these cases have occurred in R-1 districts where the lot sizes do not meet the requirements for a conditional use permit. Letters have been sent to these owners, resulting in the cessation of their operations. This issue is expected to persist, as STR platform hosts do not verify whether the use is allowed within the jurisdiction.

Staff and Council have received a request from a resident to amend the ordinance to allow STRs in R-1 districts, eliminating the lot size restriction. The commission will have the opportunity to provide feedback on this proposal and suggest amendments to any part of the ordinance. Staff have highlighted specific areas that should be considered for review.

When the City Council was presented with the Short-term Rental Ordinance 18-006 on September 25, 2018, it addressed the regulation of Type 1 Short-Term Rentals (STRs) in R-1 Districts. Initially, Type 1 STRs were classified as non-permitted use in these districts, and the ordinance was approved.

Subsequently, the City Council requested an amendment to allow Type 1 STRs in R-1 Districts as a conditional use. This amendment, Ordinance 19-003, was approved on April 9, 2019. The packet includes both ordinances (18-006, 19-003) as presented to the Council, the Staff Report, and the City Council Meeting minutes. A lot size restriction for Type 1 STRs is a condition for obtaining a conditional use permit.

**Recommendation:**

Review PMC 17.89 and provide recommendation for the need to draft an ordinance for the Palmer City Council to review.

**PMC 17.89**

**Short-Term Rental  
Ordinance with Staff  
Recommendations to  
Review**



## Chapter 17.89

### SHORT-TERM RENTALS

#### Sections:

- 17.89.010 Purpose and intent.**
- 17.89.020 Definitions.**
- 17.89.030 Short-term rental classifications.**
- 17.89.040 Application and approval.**
- 17.89.050 Annual renewal.**
- 17.89.060 General provisions.**
- 17.89.070 Standards.**
- 17.89.080 Standards for a conditional use permit.**
- 17.89.090 Signs.**
- 17.89.100 Violations – Enforcement.**
- 17.89.110 Appeals – Generally.**
- 17.89.120 Appeal notice and hearing before commission.**

#### **Staff Recommended Review: In Red**

#### **17.89.010 Purpose and intent.**

The purpose of this chapter is to provide for the regulation of short-term rentals in certain zoning districts within the city in order to preserve neighborhood character while encouraging economic activity and diversity, and to promote public health, safety, and welfare. (Ord. 18-006 § 5, 2018)

#### **17.89.020 Definitions.**

“Bed and breakfast” means a private residential property providing up to 15 guest rooms for accommodation of travelers with breakfast in a common eating area.

“Bed and breakfast homestay establishment” means an owner-occupied residential property where short-term lodging is provided that contains no more than five guest rooms and where breakfast service may be provided to overnight guests only.

“Bed and breakfast inn” means a resident-managed residential property where short-term lodging is provided that contains no more than 15 guest rooms and where breakfast service may be provided to overnight guests only.

“Hosting platform” means a person or entity that provides a means through which an owner may advertise and offer for rent a short-term rental to the general public.

“Operation of” or “operating” means the short-term rental has been rented by or on behalf of the owner to the general public for compensation for transient occupancy. “Operation of” or “operating” a short-term rental does not include mere advertisement of or offering to rent short-term rental(s).

“Owner” means any person named on the deed, a contract purchaser, or the beneficiary of a trust named on the deed.

“Owner occupied” means owner must reside on the property and be present at the property for the duration of any short-term rental.

“Responsible person” means the person responsible for addressing all maintenance, nuisance, and safety concerns related to a short-term rental.

“Short-term rental” means a residential dwelling unit(s) that is rented out for compensation on a temporary basis, to a single person or group for a period of less than 30 consecutive days. (Ord. 19-014 § 3, 2019; Ord. 18-006 § 5, 2018)

### **17.89.030 Short-term rental classifications.**

Short-term rentals are classified as:

Type-1: A short-term rental of one or more bedrooms in an owner-occupied dwelling, to a single person or group, while the owner is occupying the same dwelling unit for the entire rental period.

Type-2: A short-term rental of a single family or duplex residential property where short-term lodging is provided to only one group at a time per dwelling unit. The owner of the property is or is not present at the property for the duration of any short-term rental.

Type-3: A short-term rental of a multifamily residential property where short-term lodging is provided to only one group at a time per dwelling unit. The owner of the property is or is not present at the property for the duration of any short-term rental.

Type-4: A “bed and breakfast homestay establishment” means an owner-occupied residential property where short-term lodging is provided that contains no more than five guest rooms and where breakfast service may be provided to overnight guests only. The owner must reside on the property and be present at the property for the duration of any short-term rental. The property may be rented out to multiple short-term lodging groups at a time.

Type-5: A “bed and breakfast inn” means a resident-managed residential property where short-term lodging is provided that contains no more than 15 guest rooms and where breakfast service may be provided to overnight guests only. The resident manager must reside on the property and be present at the property for the duration of any short-term rental. The property may be rented out to multiple short-term lodging groups at a time. (Ord. 19-014 § 4, 2019; Ord. 18-006 § 5, 2018)

### **17.89.040 Application and approval.**

- A. An application for a short-term rental permit shall be initiated by the owner on a form prescribed by the zoning administrator. For the purposes of this chapter, the “owner” shall mean any person named on the deed, a contract purchaser, or the beneficiary of a trust named on the deed and is valid for a period of one year.
- B. All applications for a permit shall be accompanied by a payment of the fee(s) according to the current, adopted budget.
- C. The zoning administrator shall review the application for code compliance within 30 calendar days.
- D. Short-term rentals shall conform to all applicable codes, laws, and regulations.
- E. A site plan with a description of the short-term rental, including street address, number of bedrooms, and number of off-street parking spaces available for guests’ use.
- F. The zoning administrator shall notify the applicant in writing of approval or denial. Approved applications shall be issued a short-term rental permit. (Ord. 18-006 § 5, 2018)

### **17.89.050 Annual renewal.**

Application for renewal of a short-term permit and payment of the renewal fee shall be made before February 1st of the applicable year. (Ord. 18-006 § 5, 2018)

### **17.89.060 General provisions.**

The following provisions apply to the operation of short-term rentals:

- A. It is unlawful for any person to operate within the city a short-term rental without having been approved by the department of community development. **A separate registration shall be required for each short-term rental. (Add Context to “Separate” if it is a Type 3, should not need a separate permit.) if it is a different physical location is will be required.**
- B. Short-term rentals shall conform to all applicable codes, laws, and regulations.
- C. A short-term rental shall not be permitted on any lot with an accessory dwelling unit or child care center. Other home occupations shall be allowed, subject to existing regulations.
- D. A short-term rental permit is not transferable to any other property or person. When a property with a short-term rental is sold or otherwise transferred, the new owner must apply for a permit as set forth in PMC [17.89.040](#) within 60 days from the date of transfer.
- E. **Additional Notice Requirements. For registrations and registration renewals of Type-1, Type-2 or Type-4 short-term rentals as defined in PMC [17.89.030](#) in R-1, R-1E and R-2 residential zoning districts, the applicant must give**

notice on a form provided by the city to each residence adjacent, including those residences adjacent across a

public right-of-way and properties connected to the applicant’s property by property corners. The notice must include a description of the proposed use and the name, address, telephone number and email address (if any) of the responsible person. (Ord. 19-003 § 3, 2019; Ord. 19-002 § 3, 2019; Ord. 18-006 § 5, 2018)  
 (CONSIDER MOVING TO 17.89.080 Standards for a conditional use)

**17.89.070 Standards.**

- A. One additional parking space shall be required for each bedroom or dwelling unit rented ~~shall be provided~~, in addition to the parking requirements required in Chapter [17.64](#) PMC, Parking and Loading. No on-street parking shall be allowed for short-term rental facility guests.
- B. The exterior of the building shall not reflect the operation of a short-term rental there, except that one sign, not to exceed four square feet in area, is permitted in all residential districts.
- C. The responsible person shall be available at all times the property is being rented. A sign must be posted conspicuously in the common area of each unit and shall contain all of the following information:
  - 1. The name and contact information of the owner and/or responsible person; and
  - 2. The license number of the short-term rental facility; and
  - 3. The occupancy limits and requirements set forth in the license.
- D. The owner of the short-term rental must ensure that use of the short-term rental by guests is in compliance with the noise provisions of Chapter [8.36](#) PMC.
- E. The operation of a short-term rental is permitted as indicated in the following districts:

	Type 1	Type 2	Type 3	Type 4 (Bed and Breakfast Homestay)	Type 5 (Bed and Breakfast Inn)
R-1	CUP	N	N	N	N
R-1E	CUP	CUP	N	CUP	CUP
R-2	P	P	N	P	CUP
R-3	P	P	P	P	CUP
R-4	P	P	P	P	P
Agri	P	P	P	P	P
C-L	P	P	P	P	P

	Type 1	Type 2	Type 3	Type 4 (Bed and Breakfast Homestay)	Type 5 (Bed and Breakfast Inn)
C-G	P	P	P	P	P

Key:

P = Permitted

N = Not permitted

CUP = Conditional Use Permit

F. The licensee shall comply with the quiet hours established in PMC [8.36.025](#).

G. The licensee will comply with all building, electrical and other city codes and ordinances.

H. Functions such as meetings, receptions, weddings and other social events provided for compensation or held by guests are not permitted as part of the short-term rental use unless such residential property is located in an agriculture district or commercial zoning district.

I. The license number and occupancy limit shall be included in all marketing materials, advertisements, and online listings for the short-term rental. **(Extremely hard to monitor this provision)**

J. A residential dwelling incorporating a Type-4 as an accessory use shall be a minimum of 2,000 square feet. (Ord. 19-014 § 5, 2019; Ord. 19-003 § 4, 2019; Ord. 18-006 § 5, 2018)

**17.89.080 Standards for a conditional use permit.**

In addition to the requirements of PMC [17.72.050](#), the following standards shall be met for a conditional use permit, if required:

A. The use shall not unreasonably interfere with or cause undue annoyance to residential uses by reason of visual appearance, bright or flashing lights, odor, noise, dust, traffic, or other negative effects.

B. Sufficient access is provided.

C. Conditions may be imposed by the commission with respect to location, screening, fencing, buffering, hours of operation, traffic, landscaping, setbacks or otherwise if reasonably necessary to satisfy these standards.

D. A Type-1 short-term rental must be on a minimum lot size of 20,000 square feet. (Ord. 19-002 § 4, 2019; Ord. 18-006 § 5, 2018)

## **17.89.090 Signs.**

In agriculture and commercial districts, signs for a short-term rental shall meet PMC [14.08.080](#). (Ord. 18-006 § 5, 2018)

## **17.89.100 Violations – Enforcement.**

A. *Registration Suspension or Revocation.* The zoning administrator may suspend or revoke a short-term rental permit when the licensee commits one or more of the following acts or omissions:

1. Failure to comply with any provision of this title.
2. Operating or allowing the operation of the short-term rental in such a manner as to create a public nuisance, cause a breach of the peace, constitute a danger to the public health, safety, welfare or morals, or interfere with the rights of abutting property owners.
3. The securing of the registration by fraud or misrepresentation to specifically include false or incorrect information on the registration application.

B. *Procedure.* Should the zoning administrator decide to suspend or revoke a registration, the licensee will be given notice and an opportunity to respond following the procedures in this subsection, except that should the zoning administrator determine the short-term rental or its operation presents a safety hazard or requires immediate remedy, the zoning administrator may order operation of the short-term rental to cease immediately.

1. The licensee will be notified in writing by the zoning administrator at least seven days prior to the action contemplated and the reasons therefor.
2. Upon receipt of the notice, the licensee may request a meeting with the zoning administrator. Such request must be in writing and must be received by the zoning administrator within seven days of the licensee's receipt of the notice. Failure on the part of the licensee to request in writing a meeting and within the specified time period shall be a waiver of the licensee's right to a meeting.
3. If a meeting is requested by the licensee, the zoning administrator will set a time, date and place and will so notify the licensee, in writing.
4. When a meeting is conducted, the city will present the evidence supporting the contemplated action. The zoning administrator may request evidence be presented by other parties. The licensee may present evidence. The zoning administrator will take all evidence admitted under advisement and once a decision has been made the zoning administrator will notify the licensee of the findings and decision in writing.

C. *Appeal.* Any person aggrieved by a decision of the zoning administrator will have the right to appeal to the commission by following the procedures in PMC [17.89.110](#). (Ord. 18-006 § 5, 2018)

### **17.89.110 Appeals – Generally.**

- A. *Appeals – Standing.* Any person or persons aggrieved by an action or determination taken under this chapter may appeal said action or determination.
- B. *Jurisdiction.* Appeals of actions and determinations of the zoning administrator are heard by the commission. The commission’s action may be appealed pursuant to Chapter [17.98](#) PMC by any party, including a city official.
- C. *Time Limitation.* An appeal of a decision of the zoning administrator or of the commission must be filed within 20 calendar days of the action or determination being appealed. The right of appeal is forfeited unless a written appeal is delivered to the clerk within 20 calendar days of the zoning administrator’s or commission’s action or determination. Computation of the time period for filing an appeal shall commence with the date on which the action or determination is mailed or delivered to the parties involved. Any decision not appealed within this time limit shall become final.
- D. *Applications.* The appeal application for each appeal shall be filed with the clerk, on a form prescribed by the city clerk, and contain at least the following information:
1. The name and address of the appellant and that of the appellant’s representative, if appellant is represented; and
  2. A description of the action or determination from which the appeal is sought; and
  3. The reason for the appeal which must show a grievance to the applicant.
- E. *Fees.* All applications for appeals shall be accompanied by a payment of a non-refundable fee according to the current, adopted budget. (Ord. 18-006 § 5, 2018)

### **17.89.120 Appeal notice and hearing before commission.**

- A. Upon receipt of a valid application appealing an action or determination of the zoning administrator, the clerk shall schedule an appeal hearing before the commission to be held within 45 days. All parties to the action or determination being appealed shall be provided with written notice not less than 15 days prior to the appeal hearing.
- B. Written statements are to be submitted to the clerk as follows:
1. An appellant may file a written statement summarizing the facts and setting forth pertinent points and authorities in support of the points contained in the notice of appeal, provided such statement must be filed not less than 12 days prior to the date set for the appeal hearing.
  2. Any interested party wishing to file a written statement in rebuttal to the appeal may do so, provided such statement must be filed not less than six days prior to the appeal hearing date.



- C. At the hearing the order of presentation is as follows:
1. The zoning administrator shall summarize the issues and state his/her decision.
  2. The applicant shall present his/her evidence, including witnesses and documents.
  3. The zoning administrator shall present his/her evidence, including witnesses and documents.
  4. The licensee may close his/her presentation.
  5. The zoning administrator may close his/her presentation.
- D. The commission, the applicants and the administration may question any witness. Any person may be represented by counsel. The applicant must prove the facts by a preponderance of the evidence. All hearings shall be tape recorded. Formal rules of evidence need not be followed.
- E. A hearing, and any reconvening thereof, shall be open to the public.
- F. Within 15 days following the hearing, the commission shall issue its decision in the form of written findings of fact and conclusions of law.
- G. The findings of fact and conclusions of law shall reference specific evidence in the record and the controlling sections of this chapter and shall briefly explain the reasons for the decision. The commission may affirm, modify, vacate, set aside or reverse any decision brought before it for review, and may remand the case and direct the entry of such appropriate order, or require further proceedings to be had as may be justified under the circumstances.
- H. The findings of fact and conclusions of law shall be signed by the presiding officer and filed with the clerk, who shall promptly mail a copy to the appellant. (Ord. 18-006 § 5, 2018)

---

**The Palmer Municipal Code is current through Resolution 24-014, passed February 13, 2024.**

Disclaimer: The city clerk's office has the official version of the Palmer Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.palmerak.org](http://www.palmerak.org)

[Hosted by General Code.](#)

**Request to Amend  
17.89 from  
Maria Krinock**



# Maria Krinock

---

## PMC 17.89 Short Term Rentals Requesting a change/addendum to CUP for Type R1

### Introduction:

#### **Section 17.89.080 Standards D:**

A Type-1 R1 short term rental must be on a minimum lot of 20,000 square feet.

My husband and I recently purchased our first home with intent to occupy it, and do a short term rental to compensate for high mortgage. Our CCRs stated we can do short term rentals up to 3 rooms. After closing, we found out our lot did not qualify with the city for short term rentals as it was under 20,000 square feet.

**REQUESTING FOR LEGISLATION TO BE MADE TO INCLUDE LOTS UNDER 20,000 SQ FT FOR SHORT TERM RENTAS BY ADDING A STANDARD/ADDENDUM OF:**

-ONLY ONE DWELLING UNIT CAN BE RENTED A TIME.

-3 OR MORE COMPLAINTS FROM NEIGHBORS TO CITY WITH IN ONE YEAR, WOULD BE GROUNDS FOR REVOKING SHORT TERM RENTAL PERMITS

**NOTES:** SOME UNITS MIGHT HAVE 3 ROOMS THAT THEY ARE WANTING TO RENT – BUT ONLY ONE CAN BE RENTED AT A TIME. This will ensure that there will be no off street parking, and not a lot of traffic for small lot neighborhoods, keeping our neighborhoods still family oriented, and not commercial.

**\*\*CONDITIONAL USE PERMIT WILL STILL BE NECESSARY UNDER NEW LEGISLATION – JUST ADDING TWO MORE CONDITION FOR LOTS UNDER 20,000 SQUARE FEET.**

1c	<b>WHY LEGISLATION IS BEING REQUESTED:</b>	<p>Shouldn't smaller lots be given the same equal right &amp; opportunity to make extra income and abide by all the standards listed <b>17.89.070 and 080???</b></p> <p><b>Current standards for CUP, 20k sq ft lots are:</b></p> <ol style="list-style-type: none"> <li>1. QUIET HOURS 10PM-6AM</li> <li>2. PARKING ONE ADDITIONAL CAR SPACE ONSITE</li> <li>3. EXERIOR OF BUILDING NOT TO REFLECT SHORT TERM RENTAL</li> <li>4. OWNER OR RESPONSIBLE PERSON AVIALBLE AT ALL TIMES ON PROPERTY</li> <li>5. FUNCTIONS/EVENTS ON SHORT TERM PROPERTY <b>NOT PERMITTED</b></li> <li>6. OCCUPANCY LISTED ON ALL MARKETING MATERIALS</li> <li>7. NOT TO INTERFERE WITH OR CAUSE ANY UNDUE ANNOYANCE TO RESIDENTIAL USE, BRIGHT LIGHTS, NOISE, ETC...</li> <li>8. SUFFIEICIENT ACCESS TO PROPERTY IS PROVIDED</li> </ol> <p><b>**Our home and short term rental meets ALL the required criteria above, and fully intends to follow all standards listed in city code.</b></p>
----	--	--

**Benefits of allow smaller lots – short term rentals:**

1. Strengthen local families economy
2. Help local businesses w/more customers
3. Tax revenue for the city- 3%
4. Helps tourism in Palmer, & awareness
5. Create job opportunities for House cleaners
6. Alleviate strain on traditional accommodations such as hotels/motels that are full vacancy during tourist season.

**DETAILS BENEFITS:**

**1. Family Economy-**

- a.** with the ever increasing housing market and high interest rates, this allows sincere Palmer residents to compensate for high mortgages, without have to get a second or find other employment opportunities.
- b.** Families will also receive certain tax deduction benefits.
  - i.** According to the IRS TOPIC 415: *"If you receive rental income for the use of a dwelling unit, such as a house or an apartment, you may deduct certain expenses. These expenses, which may include mortgage interest, real estate taxes, casualty losses, maintenance, utilities, insurance, and depreciation, will reduce the amount of rental income that's subject to tax."*

**2. Local Business'**

- a.** With more people lodging in Palmer, will increase more customers for the local business person, from restaurants, city wide fairs, state fair, gift & book shops, grocery stores and business like the Idita-wash (laundry) etc... more business is more revenue for our hard-working, self employed business' people.

## Aggrievements:

2a	<b><u>CCR reliance</u></b>	The decision to purchase our property was reliant upon the CCR (covenants, conditions, and restrictions) that explicit states "short term rentals are allowed".
2b	<b><u>Monetary Loss</u></b>	The estimated loss I will suffer is equal to the estimated gross revenue of my short term rental business is \$20,000 to \$30,000 annually.
2c	<b><u>Start up Expenses wasted</u></b>	Over the past two months, I have expended <b>\$3747.40</b> for home improvements and supplies. <i>Receipts upon request.</i>
2d	<b><u>Mortgage</u></b>	My family is relying upon short-term rental income. Denying short-term rentals will significantly impede our family's ability to pay our mortgage.

## Additional Considerations:

3a	Peaceful/Quiet/non-commercial Neighborhoods	I understand one of the primary objectives of PMC 17.89 is to peaceful/quiet/non-commercial neighborhoods. I entirely agree with this principle and intend to operate my AirBnB short term rental in full compliance with that directive.  (Please see letter of referral from 4 area citizens.)
3b	Parking	My property has 4 off road parking spaces
3c	Number of Guests	Maximum number of guest is two (2)
3c	Economic Development	Our property is on the hill just west of the Noisy Goose Restaurant. It has a spectacular view of Pioneer Peak, Matanuska Peak, and Lazy Mountain. It showcases the artistry and natural grandeur of Palmer. My short term rental business increase tourism and augment the City of Palmer's economic development.
3d	Property Inspection	You are welcome to a site inspection of my property.

**Potential for Negative Impact Fully Mitigated:**

In the highly unlikely event that my short-term rentals precipitate negative impacts to the neighborhood, the City of course retains the right to revoke my permit. Therefore, there exists literally no down side of the granting my permit.

**City Council  
Meeting Minutes  
Ordinance 18-006  
9-25-18**

## 2. City Clerk's Report

City Clerk Alley highlighted her written report and announced early voting started, stated there were openings on all boards and commissions, and reminded the City Council that weekly budget meetings were starting in a few weeks.

## 3. Mayor's Report

Mayor DeVries highlighted her written report.

## 4. City Attorney's Report

None.

## G. AUDIENCE PARTICIPATION

Mrs. Dorrell Coytay asked for City Council to consider options for North Alaska Street as she felt it was not safe due to the amount of traffic and speed of cars.

Mr. Tom Roberson asked for City Council support for an emergency stand pipe in the Palmer pool to provide water in the event of a catastrophe or emergency.

Mr. Mike Chmielewski stated he was a member of the emergency preparedness committee and requested the City Council review the Emergency Operations Plan for Palmer. City Manager Wallace stated he and department directors recently attended an emergency preparedness planning meeting and reassured that staff was forward thinking in emergency preparedness.

## H. PUBLIC HEARING

1. **Ordinance No. 18-006:** Amending Palmer Municipal Code Title 17 by Repealing Chapter 17.88 and Section 17.08.038 Bed and Breakfast and Enacting Chapter 17.89 Short Term Rentals

Mayor DeVries opened the public hearing on Ordinance No. 18-006.

Mr. Mike Chmielewski stated he was very grateful for the time that was spent on the review of short term rentals and suggested the city provide a handout to future business owners which would outline the requirements and details of short term rentals.

Hearing no objection from the Council, the public hearing was closed.

Council Member S. Combs declared she owned a rental property inside the City and stated she did not see a substantial financial gain from the adoption of Ordinance No. 18-006. Discussion ensued regarding City Council's desires for her abstention.

### Vote: For S. Combs to Recuse Herself and Abstain From Voting

Action:	Motion Failed
In favor:	Best, DeVries
Opposed:	Carrington, L. Combs, Fuller, LaFrance
Abstained:	S. Combs

City Manager Wallace summarized his staff report and provided explanation for staff recommended amendments as provided in a handout.



**Main Motion: To Adopt Ordinance No. 18-006, as Amended**

Moved by:	L. Combs
Seconded by:	Carrington
Action:	Motion Carried
In favor:	Best, Carrington, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None

**Primary Amendment #1: To Adopt Staff Recommended Amendments**

Moved by:	Carrington
Seconded by:	LaFrance
Action:	Motion Carried
In favor:	Best, Carrington, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None

**Primary Amendment #2: To Strike CUP from R-1 Type 1 Under 17.89.070(F)**

Moved by:	Best
Seconded by:	L. Combs
Action:	Motion Failed for Lack of Majority
In favor:	Best, L. Combs, DeVries,
Opposed:	Carrington, S. Combs, Fuller, LaFrance.

**Primary Amendment #3: To Add R-1E to 17.89.060(E)**

Moved by:	S. Combs
Seconded by:	L. Combs
Action:	Motion Carried
In favor:	Best, Carrington, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None

**Primary Amendment #4: To Add the Definition for Bed and Breakfast Homestay and Bed and Breakfast Inn Under 17.89.020**

Moved by:	S. Combs
Seconded by:	L. Combs
Action:	Motion Carried
In favor:	Best, Carrington, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None

Mayor DeVries called a recess from 9:27 p.m. to 9:37 p.m.

**Primary Amendment #5: To Change CUP to N in R-1 Type 1 Under 17.89.070(F)**

Moved by:	L. Combs
Seconded by:	Best
Action:	Motion Carried
In favor:	Best, Carrington, L. Combs, DeVries
Opposed:	S. Combs, Fuller, LaFrance

**Primary Amendment #6: To Change R-1 Type 2 From N to CUP Under 17.89.070(F)**

Moved by:	Fuller
Seconded by:	LaFrance
Action:	Motion Failed for Lack of Majority
In favor:	S. Combs, Fuller, LaFrance
Opposed:	Best, Carrington, L. Combs, DeVries

# Staff Report for Ordinance 19-003

**Attachment(s):**

- Ordinance No. 19-003
- Planning and Zoning Minutes of February 21, 2019 (draft copy)

**Summary Statement/Background:**

This text amendment will amend the short-term rental ordinance to allow Type-1 STRs by a conditional use permit in the R-1, Single-family Residential District as requested by City Council.

While preparing the amendment to the STR ordinance, staff realized a possible conflict in the STR matrix located under PMC 17.89.070(F). Due to the single-family residential restriction of the R-1E district, a Type-3 short-term rental of a multi-family residential property is not applicable and should be appropriately marked as N, not permitted.

At the February 21, 2019 Planning and Zoning meeting, the Commission discussed and reviewed the changes to the STR ordinance and voted unanimously to move the draft ordinance forward to City Council with a recommendation for adoption.

**Administration's Recommendation:**

Adopt Ordinance No. 19-003 amending the Palmer Municipal Code Sections 17.89.060(E) and 17.89.070(F).

**City Council  
Meeting Minutes  
Ordinance 19-003  
4-9-19**

## 2. Presentation of a Proclamation Recognizing Education and Sharing Day

Mayor DeVries read and presented the proclamation to Rabbi Mendi Greensburg recognizing Education and Sharing Day. Rabbi Greenberg spoke on the importance of education, character building and communities supporting the young people.

## F. REPORTS

### 1. City Manager's Report

City Manager Wallace highlighted his written report and stated:

- Street sweepers would begin soon;
- Police foot patrol had resumed;
- Construction season had started;
- Palmer Golf Course is open; and
- His recent radio interview was available on the Radio Free Palmer website.

### 2. City Clerk's Report

City Clerk Alley highlighted her written report.

### 3. Mayor's Report

Mayor DeVries highlighted her written report and announced she would be attending the Palmer High School graduation, so she would be absent from the May 14 meeting.

### 4. City Attorney's Report

None.

## G. AUDIENCE PARTICIPATION

Dr. Jill Valerius spoke to the Palmer Spring Classic bike event and encouraged the Council to approve the Council Community Grant.

Mr. Mike Chmielewski thanked the Council for considering changing some of the short-term rental language.

Mrs. Lee Henrikson asked for Colony High School graduation be included in list of events for the Council.

Parks, Recreation and Cultural Resources Advisory Board Member Stephanie Allen announced funding had been secured through THRIVE, Palmer Community Foundation, and Palmer Rotary in the amount of \$13,000.00 for lighting improvements at local parks.

Mr. Larry Hill spoke to the thirty-day duration for of short-term rental stays as being too long and encouraged the Council to find a way to enforce the current ordinances.

## H. PUBLIC HEARING

1. **Ordinance No. 19-003:** Amending Palmer Municipal Code Section 17.89.060(E) and Section 17.89.070(F) Relating to Short Term Rentals

Mayor DeVries opened the public hearing on Ordinance No. 19-003.

Deputy Mayor LaFrance asked for definitions be given on the short-term rental language. Community Development Director Bard Hanson spoke to the definitions and brought clarity to the ordinance.

Mr. Dean Phipps stated he supported the conditional use permit process, encouraged the Council to adopt Ordinance No. 19-003, and felt it will benefit Palmer by giving more opportunities for people to stay in the area as there are limited hotel options in the city.

Ms. Cassy Campbell spoke in favor of Ordinance No. 19-003 and asked the Council to adopt the ordinance.

Mayor DeVries closed the public hearing.

**Main Motion: To Adopt Ordinance No. 19-003**

Moved by:	S. Combs
Seconded by:	Fuller
In favor:	Berberich, S. Combs, Fuller, LaFrance
Opposed:	Carrington, L. Combs, DeVries
Action:	Motion Carried

Discussion ensued regarding the amount of time that was allowed for a single stay and potential impacts on allowing short-term rentals in the R-1 Zone.

**Primary Amendment #1: To Postpone Ordinance No. 19-003 to April 23 and Set it to a Second Public Hearing**

Moved by:	Carrington
Seconded by:	L. Combs
In favor:	Carrington, L. Combs, DeVries,
Opposed:	Berberich, S. Combs, Fuller, LaFrance
Action:	Motion Failed

**Vote on Main Motion: To Adopt Ordinance No. 19-003**

In favor:	Berberich, S. Combs, Fuller, LaFrance
Opposed:	Carrington, L. Combs, DeVries
Action:	Motion Carried

2. **Resolution No. 19-012:** Accepting and Appropriating the 2019 Volunteer Fire Assistance Grant from the State of Alaska, Department of Natural Resources, Division of Forestry in the Amount of \$3,641.06 for the Purchase of Wildland Firefighting Equipment

Mayor DeVries opened the public hearing on Resolution No. 19-012. Seeing no one come forward to speak and hearing no objection from the Council, the public hearing was closed.

**Main Motion: To Approve Resolution No. 19-012**

Moved by:	S. Combs
Seconded by:	Fuller
In favor:	Berberich, Carrington, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Action:	Motion Carried

**I. NEW BUSINESS**

1. **Action Memorandum No. 19-042:** Approving a Council Community Grant in the Amount of \$1,000.00 to the Palmer Spring Classic Organizers to Support the Palmer Spring Classic 2019 Bike Event

Council Member Berberich was recused due to her business being the primary sponsor for the event.

**Main Motion: To Approve Action Memorandum No. 19-042**



## **New Business**



**CITY OF PALMER  
PLANNING & ZONING COMMISSION  
INFORMATION MEMORANDUM 24-012**

**SUBJECT:** Preview of 17.64.050 Central Business District Parking  
**AGENDA OF:** August 15, 2024  
**ACTION:** Review and make recommendation  
**Attachment(s):** PMC 17.64

**Summary:**

The Palmer City Council has referred PMC 17.64.050 Parking in the Central Business District to the Planning and Zoning (P&Z) Commission for any recommended changes to the ordinance. The City Council motion for referral was "To Direct the Planning and Zoning Commission to review Title 17 and come up with an action plan to improve parking and pedestrian activities in the Central Business District." This should be the P&Z's starting point.

I believe the Commission should be very deliberate in evaluating altering the parking code for downtown. This will affect every property owner in downtown in some way. Existing businesses will be grandfathered for the use relative to their parking. (Legal Non-Conforming Use) A site plan analysis is initiated when a property owner has a change of use or there is an expansion of a Legal Non-conforming use. For instance, if a property changes from retail to office a site plan evaluation would take place. Likewise, if a property is an office and wishes to expand either with an addition or change of use inside the building a site plan evaluation would also take place. To stay in compliance with zoning regulations business owners would be required to maintain their existing use.

I would recommend that if the commission would like to consider an amendment to existing code, a mailer is sent to all property and business owners in the Central Business District explaining any proposal for change and effects of the change on their operations. Input for an amendment of this nature should be clearly communicated to ensure that it is the will of downtown property and business owners.

Cities play a vital role in developing vibrant downtowns. Clean streets & open spaces, public safety, reliable sewer & water systems, rational transportation systems and public parking. The referral motion by City Council stated an "action plan to improve parking and pedestrian activities in the Central Business District." The commission should consider the nature of the issues being addressed by identifying potential solutions to issues that are identified.

The City of Palmer is facing familiar parking challenges, characteristic of many growing communities. While additional parking spaces might seem like an easy solution, we must also



consider aesthetics, business activity, and the optimal utilization of our limited space. Our focus should not only be on increasing parking infrastructure, but on effective parking management strategies that enhance our city's functionality and attractiveness.

The Central Business District is particularly affected by these parking concerns. Although our residential population is declining, business activities, recreation, and special events have significantly increased. This growth and influx of visitors puts pressure on our limited parking resources, which must be managed effectively to prevent any negative impact on our city's vibrant downtown culture.

1. What is the City's responsibility to create more parking? Currently, we have 185 public parking spaces. Should we invest more?
2. How can we balance limited downtown space for business opportunities against space for cars?
3. How does parking enhance or detract from business growth, given that our city's revenue is primarily based on sales tax?
4. What is the proper balance between what the city receives from its business community (sales tax) and what the city invests in business opportunities?

#### Other Considerations:

1. Lack of Parking Infrastructure: As we grow, explore creative solutions such as adding public parking, shared parking agreements, and better public transportation to reduce the dependency on cars.
2. Parking Restrictions: Ensure that parking restrictions are clear, consistent, and well-communicated to avoid confusion and accidental violations.
3. Parking Enforcement: Consideration should be given to outsourcing parking enforcement to a professional service, which can operate more effectively and efficiently than our current resources allow.
4. Parking for Businesses: We need to work closely with businesses to identify their parking needs and offer feasible solutions such as parking permit programs, shared parking agreements or off-site parking facilities.

Please be prepared to discuss what course of action the commission would like to pursue including a mailer and additional information provided by staff.

#### **Recommendation:**

Review PMC 17.64.050 and provide recommendation for the need to draft an ordinance for the Palmer City Council to review.

Palmer Municipal Code

Title 17

Section 17.64

Parking & Loading

## **Chapter 17.64**

### **PARKING AND LOADING**

Sections:

- 17.64.005 Intent.**
- 17.64.015 General provisions.**
- 17.64.021 Parking lot design standards.**
- 17.64.031 Parking spaces required.**
- 17.64.035 Off-site parking.**
- 17.64.041 Shared use parking.**
- 17.64.050 Central business district.**
- 17.64.060 Off-street loading.**
- 17.64.070 Development plan requirements.**
- 17.64.080 Landscaping requirements.**

#### **17.64.005 Intent.**

The intent of this chapter is to promote the safety, convenience, comfort and common welfare of the public by providing minimum standards to regulate vehicle parking in a safe and efficient manner, to avoid the unnecessary congestion and interference with public rights-of-way, to reduce traffic hazards, and to provide safe operation of traffic circulation. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 4, 2005)

#### **17.64.015 General provisions.**

- A. Permanently maintained parking facilities for the use of occupants, employees and patrons of buildings shall be provided for all new buildings at the time of construction.
- B. Outside the central business district, free parking shall be required for any addition or enlargement of an existing building and for any change in the use of any building that would result in additional parking space being required. The number of parking spaces shall be that specified in this chapter unless it is demonstrated to the zoning administrator that the addition or enlargement of the existing building or the change in the use of any proposed building will not increase parking demand or reduce the total number of pre-existing required parking spaces and that the amount of proposed off-street parking is within 90 percent of the total requirement for all proposed uses and structures, including the enlargement of the existing building.
- C. The intended use of all parking spaces required in this chapter is the temporary use by operable vehicles. Parking spaces shall not be used for the storage of delivery vehicles or trailers, motor homes, campers, dumpsters or other objects.

D. No existing parking area and no parking area provided for the purpose of complying with the provisions of this title shall, after January 17, 1978, be relinquished or reduced in any manner below the requirements established in this title. (Ord. 21-006 § 3, 2021; Ord. 06-017 § 3, 2006; Ord. 05-036 § 6, 2005)

### **17.64.021 Parking lot design standards.**

- A. Standard parking stalls shall be a minimum of nine feet in width and 20 feet in length.
- B. Parking lots with 90-degree parking stalls shall have a minimum aisle width of 25 feet.
- C. All parking areas, except for single- and two-family dwellings, shall be designed so no parking space requires the backing of a vehicle into public rights-of-way, except for alleys in the central business district, or across a sidewalk.
- D. Turning and maneuvering space shall be located entirely on private property. Vehicles backing into central business district alleys or departing single- and two-family dwellings are exempt from this requirement.
- E. Ingress and egress to parking facilities shall be designed to maintain adequate sight distance and safety.
- F. A secured wheel bumper to prevent encroachment of vehicles on pedestrian, bicycle or traffic routes shall be provided in parking stalls which are perpendicular to building fronts or abut property lines. This requirement does not apply when a fence or sight-obscuring landscaping occupies the same property line of the parking area or to single-family and two-family residences. The bumper shall not be less than six inches high.
- G. No wall, post, guardrail or other obstruction that will restrict car door opening shall be permitted within five feet of the centerline of a parking space.
- H. Parking lots shall be designed to avoid erosion damage to grading and surrounding landscaping.
- I. Accessible parking for persons with disabilities shall be designed in accordance with the Accessibility Guidelines for Buildings and Facilities for Americans with Disabilities Act.
  - 1. An access aisle shall be provided of not less than five feet in width for each space, except accessible parking spaces may share a common access aisle.
  - 2. Accessible space shall be designated by the international symbol of accessibility.
  - 3. Accessible spaces shall be located near building entrances and have an unobstructed route to accessible entrances and along a path at least 36 inches in width without going behind parked cars.
  - 4. One in every eight accessible spaces, but not less than one, shall be served by an access aisle with a width of at least eight feet and shall be designated "van accessible."

<b>Total Parking Spaces in Lot</b>	<b>Minimum Required Accessible Spaces</b>
1 – 25	1
26 – 50	2
51 – 75	3
76 – 100	4
101 – 150	5
151 – 200	6
201 – 300	7
301 – 400	8
401 – 500	9
501 – 1,000	2 percent of total spaces

J. Prior to approval by the city for use, all parking facilities within the city shall be permanently surfaced with a suitable gravel base or paved with concrete or asphalt compound.

K. Parking facilities which adjoin the side of a lot in residential districts shall be separated from the residential district by a fence or sight-obscuring landscaping. Fences shall be six feet in height; landscaping shall not be less than four feet. The fence or landscaping shall be maintained in good condition and shall comply with the requirements of PMC [17.60.070](#).

L. All parking areas in nonresidential use districts and parking areas which serve nonresidential uses shall have lighting which meets the level of illumination, uniformity ratios and minimum lumen intensities specified in the illumination guidelines set by the Illuminating Engineering Society of North America. The lighting system shall be designed to prevent glare to motorists on public rights-of-way and shall be arranged to reflect the light away from adjoining premises and streets.

M. Signage or other provisions designating parking lot layout shall be required if the city determines that the layout is not apparent to the general public. (Ord. 17-014 § 3, 2017; Ord. 07-032 § 3, 2007; Ord. 06-017 § 3, 2006; Ord. 05-036 § 8, 2005)

### 17.64.031 Parking spaces required.

A. The following minimum number of free parking spaces shall be provided for all structures and uses. For uses not specifically identified in this section, the requirement for free off-street parking shall be the same as for the use duly determined by the zoning administrator to be the most similar.

Use	Parking Requirement
Airport use	One parking space for each 1,600 square feet of gross floor area
Automobile service stations, repair garages	Four parking spaces for each vehicle repair bay, plus three parking spaces
Churches, auditoriums, theaters and other similar places of assembly	One parking space for every four seats in the principal auditorium or assembly room
Dance hall, bowling alley or skating rink	One parking space for each 400 square feet of gross floor area
Hospitals, nursing, convalescent homes	One parking space for each three beds based on maximum capacity
Hotel	One parking space for each two guest rooms
Laundromat	One parking space for each 250 square feet of gross floor area
Manufacturing uses; industrial, research, testing, processing, assembling, all industries	One parking space for each 500 square feet of gross floor area, plus one parking space for each 300 square feet of office gross floor area

<b>Use</b>	<b>Parking Requirement</b>
Medical offices and clinic	One parking space for each 300 square feet of gross floor area
Mortuary	One parking space for each four seats in the principal seating area
Motel	One parking space for each guest room
Post office	One parking space for each 100 square feet of gross floor area
Professional, offices, financial institutions	One parking space for each 300 square feet of gross floor area
Residences, multifamily	One and one-half parking spaces for each one-bedroom unit; two parking spaces for two-bedroom units; two and one-half parking spaces for each three-bedroom unit, plus one guest parking space for each five units
Residences, single-family and two-family	Two parking spaces per dwelling unit up to 1,800 square feet and three parking spaces for each dwelling unit over 1,800 square feet
Restaurants and bars	One parking space for each four seats based on maximum seating capacity

<b>Use</b>	<b>Parking Requirement</b>
Retail space, under 1,000 square feet	One parking space for each 500 square feet of gross floor area
Retail space, over 1,001 square feet	One parking space for each 350 square feet of gross floor area
Retail space, for furniture, large appliances, carpets or similar use	One parking space for each 500 square feet of gross floor area
Retail, shopping center	One parking space for each 350 square feet of gross leasable space
Rooming houses or boardinghouses	One parking space for every two guestrooms
Schools – Elementary	Two parking spaces for each classroom
Schools – Middle	Three parking spaces for each classroom
Schools – Senior high	One parking space for every three students based on the proposed building capacity at the time of initial construction
Self-storage facilities	One parking space for each 2,000 square feet of gross floor area, plus one parking space for each 300 square feet of gross floor area used for offices



Use	Parking Requirement
Swimming pools	One parking space for every four persons based on pool capacity
Warehouses, storage and wholesale businesses	One parking space for each 2,000 square feet of gross floor area, plus one parking space for each 300 square feet of gross floor area used for offices, or a minimum of three, whichever is greater

B. *Calculation of Amounts of Required Parking.*

1. Unless a specific use is listed above, the required number of parking spaces shall be the sum of the combination of uses on the lot.
2. If the calculation of required spaces results in a fraction of a parking space, the number shall be rounded up to the nearest whole number. (Ord. 21-006 § 4, 2021; Ord. 06-017 § 3, 2006; Ord. 05-036 § 10, 2005)

### **17.64.035 Off-site parking.**

A. All parking spaces provided shall be on the subject lot with the main building they serve, except that the commission, by conditional use, may permit the parking spaces to be on an abutting lot or any lot within 300 feet of the building if it determines that it is impracticable to provide parking on the subject lot.

1. Effective March 27, 2001, if the commission permits parking spaces to be on a lot other than the subject lot, then the commission, as a matter of law, shall require at a minimum the following conditions: that the off-site lot be made subject to duly recorded enforceable covenants running with the land reasonably acceptable to the city, which covenants:
  - a. Burden the off-site lot to the extent necessary to provide adequate incremental parking for the benefit of the subject lot;
  - b. Make the city a third-party beneficiary of the covenants;
  - c. Prohibit the termination, amendment, or subordination of the covenants without council approval; and

- d. Have a priority position prior to any deed of trust, mortgage or other encumbrance that can foreclose out the covenants.
2. The required priority position of the covenants may be obtained by due subordination of any existing encumbrance.
3. Upon the recording of the covenants, the owner of the subject lot must reimburse the city for obtaining a title policy on the off-site lot showing the covenants have the required priority position.
4. The owner of the subject lot shall post and maintain signs on the subject lot and on the off-site lot informing the public of the off-site parking relationship between the off-site lot and the subject lot.
5. If through change of use of the subject lot or otherwise the off-site parking is no longer required or if the extent of such requirement is significantly reduced, then the city, upon the written request duly signed by both the owner of the subject lot and the owner of the off-site lot and delivered to the city manager, shall in due course and after council action allow the termination or amendment of the covenants to meet the then-current requirements for parking for the subject property. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 11, 2005)

#### **17.64.041 Shared use parking.**

Joint use of off-street parking facilities within 600 feet may be permitted by the commission subject to the following conditions:

- A. The off-street parking requirements for buildings of limited uses, for example churches, auditoriums, clubs, or lodges, may be supplied through the use of off-street parking facilities provided for other uses, for example, business offices, retail stores, and manufacturing or wholesale buildings whose operations are not normally conducted during the same hours.
- B. Off-street parking space designated for joint use shall meet all other requirements as set out in this chapter.
- C. Sufficient evidence shall be presented to the commission to demonstrate that there will be no substantial conflict in the principal operating hours of the use or structures for which the joint use is proposed.
- D. The owner of the parcel seeking a shared parking agreement has adequate area on the lot or within 300 feet of the lot which could be used for parking in the event it is no longer possible to obtain shared parking.
- E. The use of off-street parking space for joint use shall be subject to the prior approval of the commission. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 13, 2005)

#### **17.64.050 Central business district.**

In order to encourage economic growth in the downtown core and permit the redevelopment of property to its highest commercial use, parking requirements may be waived after review by the city council. It is the intent of

this clause to provide as much off-street parking as practical while allowing commercial development in the core area. The central business district is described as follows:

Beginning at the intersection of the Palmer/Wasilla Highway & the Glenn Highway centerlines, then north along the centerline of the Glenn Highway, then east to the northwest corner of parcel 18N02E32 Lot D9, then east along the north side of parcels 18N02E32 Lot D9, Tract B, Colony Fair, 18N02E32 Lot D8, 18N02E32 Lot D7, then north along the west side of parcel Tract A-1, Colony Fair RSB T/A & C, then east along the north side of said parcel to the centerline of S. Cobb St., then north along the centerline of S. Cobb St., to the centerline of W. Blueberry Ave., then east along the centerline of W. Blueberry Ave., then southeast to the centerline of E. Blueberry Ave., then east along the centerline of E. Blueberry Ave., then crossing over S. Colony Way to continue east along the centerline of E. Blueberry Ave., to the centerline of S. Denali St., then south along the centerline of S. Denali St., to the centerline of E. Cottonwood Ave., then east along the centerline of E. Cottonwood Ave., to the centerline of S. Gulkana St., then south along the centerline of S. Gulkana St., to the southeast corner of Tract A, Arbor Estates, then west along the south property line of Tract A to Lot 4, Block 2, Arbor Estates, then south to the southeast corner of Lot 4, Block 2, Arbor Estates, then west along the south property lines of Lots 4, 3, 2, and 1, Block 2, Arbor Estates, then west to the junction of S. Eklutna & E. Fern Ave., then west along the centerline of E. Fern Ave., to the centerline of S. Chugach St., then north along the centerline of S. Chugach St., to the centerline of E. Fireweed Ave., then west along the centerline of E. Fireweed Ave., to the centerline of S. Colony Way, then south along the centerline of S. Colony Way, then west to the southeast corner of parcel 17N02E04 Lot B4, then west along the south side of said parcel, to the centerline of S. Cobb St., then north along the centerline of S. Cobb St., to the centerline of W. Fern Ave., then west along the centerline of W. Fern Ave., to the centerline of S. Dimond St., then north along the centerline of S. Dimond St., to the centerline of W. Elmwood Ave., then west along the centerline of W. Elmwood Ave., to the junction of W. Elmwood and the Glenn Highway, then north along the centerline of the Glenn Highway to the point of beginning.

A. The following minimum number of parking spaces shall be provided for all structures and uses in the central business district only. For uses not specifically identified in this section, the requirement for parking shall be the same as for the use duly determined by the zoning administrator to be the most similar.

Use	Parking Requirement
Churches, auditoriums, theaters and other similar places of assembly	One parking space for every five seats in the principal auditorium or assembly room

Use	Parking Requirement
Dance hall, bowling alley or skating rink	One parking space for each 500 square feet of gross floor area
Hospitals, nursing, convalescent homes	One parking space for each four beds based on maximum capacity
Hotel	One parking space for each three guest rooms
Laundromat	One parking space for each 350 square feet of gross floor area
Medical offices and clinics	One parking space for each 400 square feet of gross floor area
Mortuary	One parking space for each five seats in the principal seating area
Professional, offices, financial institutions	One parking space for each 400 square feet of gross floor area
Residences, multifamily	One parking space per dwelling unit.
Residences, single-family and two-family	Two parking spaces per dwelling unit.
Restaurants and bars	One parking space for each five seats based on maximum seating capacity

Use	Parking Requirement
Retail space, all types	One parking space for each 500 square feet of gross floor area

- B. No required existing parking spaces in the downtown district shall be relinquished as a result of this section.
- C. In areas with designated public on-street parking, each 25 feet in front of a lot will be counted towards the parking requirement for the lot.
- D. *Repealed by Ord. 21-006.*
- E. *Repealed by Ord. 21-006.*
- F. To promote growth in the central business district, the city council may waive the fee-in-lieu fees. (Ord. 21-006 § 5, 2021; Ord. 16-015 § 4, 2016; Ord. 06-017 § 3, 2006; Ord. 05-036 § 14, 2005)

### **17.64.060 Off-street loading.**

- A. All uses involving the receipt of or distribution of materials or merchandise by vehicles shall provide and maintain sufficient off-street loading space on the premises so as not to obstruct the freedom of traffic movement on public rights-of-way.
- B. On the same lot or premises with every building structure or part thereof erected and occupied for commercial, manufacturing or industrial use, or other uses similarly involving the receipt of or distribution of materials or merchandise by vehicles, there shall be provided and permanently maintained adequate space for standing of vehicles and unloading services in such manner as not to obstruct the freedom of traffic movement upon public rights-of-way. The space shall not be less than 15 feet wide by 25 feet long with a 14-foot height clearance and shall have access to an alley or street. (Ord. 06-017 § 3, 2006; Ord. 05-036 § 16, 2005)

### **17.64.070 Development plan requirements.**

Plans for all parking and loading areas shall accompany the building plans when the application for a building permit is made. Such plans shall show the following:

- A. Area of the lot involved;
- B. Layout and dimensions of each parking space;
- C. Entrance and exit to the parking area and the direction of traffic;
- D. Widths of all curb cuts, entrances, exits and driveways serving each parking or loading area;

- E. Lighting plan (see item in parking lot standards);
- F. Landscaping (see PMC [17.64.080](#)). (Ord. 06-017 § 3, 2006; Ord. 05-036 § 17, 2005)

### **17.64.080 Landscaping requirements.**

- A. All parking lots shall have landscaping as required by this section, except those parking lots for single-family and two-family dwellings.
- B. All required parking lots of five spaces or more shall provide a landscape buffer at least five feet in width along any property line adjacent to a street, except for those in the airport commercial, airport industrial, airport mixed use, business park, and industrial districts where they do not border a residential district.
- C. For parking lots containing less than five spaces, an area equal to at least five percent of the parking lot shall be in landscaping which is visible to the street, except in the airport commercial, airport industrial, airport mixed use, business park, and industrial districts.
- D. For parking lots containing five or more spaces, an area equal to at least 10 percent of the parking area shall be in landscaping which is visible to the street, except in the airport commercial, airport industrial, airport mixed use, business park, and industrial districts.
  - 1. Any interior landscaping planter counted towards the percentage requirement must have a minimum five-foot-wide area exclusive of any vehicle overhang. Only low-level shrubs, ground cover and grass shall be used in vehicle overhang areas.
  - 2. Any landscaping between the building and the parking lot counted towards the percentage requirement must have a minimum five-foot-wide area exclusive of any vehicle overhang. Only low-level shrubs, ground cover, and grass shall be used in vehicle overhang areas.
- E. No parking lot shall contain 45 or more contiguous parking spaces without a curbed planting area. Interior landscaping planters shall be dispersed throughout the entire parking lot area. Parking lots in the industrial and business park zoning districts may be exempt from interior landscaping requirements. Applications may be submitted to the commission requesting substitution of interior landscaping in exchange for common use area(s) for employees, such as a picnic or exercise area. (Ord. 21-006 § 7, 2021; Ord. 06-017 § 3, 2006; Ord. 05-036 § 18, 2005)

**The Palmer Municipal Code is current through Ordinance 24-002, passed April 23, 2024.**

Disclaimer: The city clerk's office has the official version of the Palmer Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.palmerak.org](http://www.palmerak.org)

[Hosted by General Code.](#)