

350 E Dahlia Ave., Palmer, Alaska 99645

CHAIRPERSON

Joshua Cross

MSB STAFF

Kim Sollien



BOARD MEMBERS

Scott Adams
Jennifer Busch
Cindy Bettine
Emily Dodge
Dan Elliott
Antonio Weese

**Transportation Advisory Board
AGENDA
Lower Level Conference Room**

REGULAR MEETING **9:00 AM** **January 24th, 2020**

- I. CALL TO ORDER; ROLL CALL
- II. APPROVAL OF AGENDA
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
 - a. December 19th, 2019
- V. AUDIENCE INTRODUCTION/PARTICIPATION
- VI. STAFF/AGENCY REPORTS & PRESENTATIONS
 - a. Kim Sollien (MSB): Assembly Meeting update Jan 7th, 2020
 1. MOU between MSB and DOT
 2. Ordinance introduction for the MPO and Earmark Funding
 - b. Eileen Probasco (MSB) Subdivision Construction Manual Update
 - i. Draft Resolution supporting the SCM
 - c. Capital Improvements Plan (CIP) Solicitation
- VII. ITEMS OF BUSINESS
 - a. New Board Member Discussion
 - b. Calendar of 2020 Meetings
 - April 24th, 2020
 - August 28th, 2020
 - October 30th, 2020
- VIII. MEMBER COMMENTS
- IX. NEXT MEETING – TBD
- X. ADJOURNMENT

MATANUSKA-SUSITNA BOROUGH
TRANSPORTATION ADVISORY BOARD

REGULAR MEETING MINUTES
Thursday, December 5, 2019

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

The regular meeting of the Matanuska-Susitna Borough Transportation Advisory Board was called to order at 3:03 pm on Thursday, December 5, 2019, in the Matanuska-Susitna Borough Lower Level Conference Room, 350 E. Dahlia Avenue, Palmer, Alaska.

Transportation Advisory Board members present and establishing a quorum were:

Mr. Scott Adams
Ms. Cindy Bettine
Mr. Joshua Cross
Ms. Emily Dodge
Mr. Dan Elliott
Mr. Antonio Weese

Staff and Agency Representatives in attendance were:

Mr. Ben Coleman, MSB Transportation Planner
Ms. Kim Sollien, MSB Planning Division Manager

II. APPROVAL OF TODAY'S AGENDA

MOTION: To approve agenda. 1st: Joshua Cross; 2nd: Antonio Weese

Discussion:

Motion carried unanimously.

III. PLEDGE OF ALLEGIANCE

IV. MINUTES

MOTION: To approve minutes of June 27, 2019. 1st: Antonio Weese; 2nd: Scott Adams

No discussion

Motion carried unanimously

MOTION: To approve minutes of July 18, 2019. 1st: Cindy Bettine; 2nd: Joshua Cross

No discussion

Motion carried unanimously

V. AUDIENCE INTRODUCTION/PARTICIPATION (*3 minutes per person*)

VI. STAFF/AGENCY REPORT

A. Ben Coleman (MSB): Introduce Kim Sollien; Planning Division Manager

- B. Ben Coleman (MSB): Community Transportation Program Update
- C. Dan Elliott & Joshua Cross (TAB): Subdivision Construction Manual Update

VII. ITEMS OF BUSINESS

A. Select Chair & Vice Chair

Motion: Joshua Cross for Chair. 1st Antonio Weese; 2nd: Scott Adams

No discussion

Motion carried unanimously

Motion: Antonio Weese for Vice Chair. 1st Emily Dodge; 2nd Cindy Bettine

No discussion

Motion carried unanimously

B. Calendar of 2020 Meetings

January 24, 2020 at 9 a.m. selected for next meeting. Following meetings would be decided at a later time.

VIII. Member Comments:

Emily Dodge: Thanks to the board; happy to have served
Dan Elliott: Reappointed to represent RSAs on the TAB

IX. Next Meeting: January 24, 2020; 9 a.m.

X. ADJOURNMENT

Meeting adjourned at 4:45

Joshua Cross, Chair

Date

ATTEST:

Kim Sollien, MSB Planning Service Manager

Date

MATANUSKA-SUSITNA BOROUGH
TRANSPORTATION ADVISORY BOARD RESOLUTION NO. TAB 20-01

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH TRANSPORTATION ADVISORY BOARD SUPPORTING AN ORDINANCE AMENDING MSB 43.05.015 (B) 3 TO ADOPT THE 2020 SUBDIVISION CONSTRUCTION MANUAL, AND AN ORDINANCE ADOPTING MSB 11.12 DRIVEWAYS.

WHEREAS, the Assembly adopted Resolution 17-003 requesting an update of the 1991 subdivision construction manual; and

WHEREAS, the MSB planning department, capital projects department and public works department worked together and created a "first revision" public review draft document and distributed it for public review and comment; and

WHEREAS, as a result of the first revision draft, an informal working group was formed, consisting of subject matter experts including MSB staff, RSA and TAB representatives, utilities, engineers, surveyors, road builders and developers; and

WHEREAS, the working group met 26 times between July 2018 and January 2020 and created a second revision draft document, for further review and submittal to the appropriate boards; and

WHEREAS, one of the actions taken by the working group was to take the driveway section out of the subdivision construction manual and to add it to borough code instead; and

WHEREAS, a draft ordinance creating MSB 11.12 Driveways was prepared with the intent to establish a permit process and standards for driveways within borough rights-of-way and provide standards for proper placement and design of driveways in order to ensure drainage, maintenance, movement and safety of the traveling public; and

WHEREAS, the draft ordinance was reviewed by the subdivision construction manual working group and distributed for public review; and

WHEREAS, the working group adopted their resolution 20-01 recommending approval of the 2020 Subdivision Construction Manual, an ordinance creating MSB 11.12 Driveways, and that the Assembly consider a variety of other actions concerning land use, subdivisions, transportation issues and road funding at a future date.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Transportation Advisory Board hereby recommends adoption of an ordinance amending MSB 43.05.015(B)3 to adopt the 2020 Subdivision Construction Manual.

BE IT FURTHER RESOLVED, that the board recommends adoption of an ordinance adopting MSB 11.12 Driveways.

BE IT FURTHER RESOLVED, that the board supports the additional recommendations of the subdivision construction manual working group as outlined in their resolution.

ADOPTED by the Matanuska-Susitna Borough Transportation Advisory Board this ___ day of _____, 2020.

JOSHUA CROSS, Chair

ATTEST

KIM SOLLIEN, PLANNING SERVICE
MANAGER/CLERK

DRAFT

**MATANUSKA-SUSITNA BOROUGH
SCM UPDATE WORKING GROUP
RESOLUTION 20-01**

A RESOLUTION OF THE MSB SUBDIVISION CONSTRUCTION MANUAL UPDATE WORKING GROUP RECOMMENDING ADOPTION OF THE 2020 SUBDIVISION CONSTRUCTION MANUAL AND ADDITIONAL RECOMMENDATIONS.

WHEREAS, the Assembly adopted Resolution 17-003 requesting an update of the 1991 subdivision construction manual; and

WHEREAS, the MSB planning department, capital projects department and public works department worked together and created a "first revision" public review draft document and distributed it for public review and comment; and

WHEREAS, as a result of the first revision draft, an informal working group was formed, consisting of MSB staff and TAB representatives, utilities, engineers, surveyors, road builders and developers; and

WHEREAS, the working group met 26 times between July 2018 and January 2020 and created a second revision draft document, for further public review and submittal to the Local Road Service Area Advisory Board, Transportation Advisory Board, Platting Board, and Planning Commission; and

WHEREAS, the working group is committed to ensuring that quality residential development and road construction occurs in the borough; and

WHEREAS, the working group strove to create a document that would:

1. Keep the cost of housing affordable in the valley,
2. Ensure that future roads are designed and constructed in a way that will not inhibit efficient maintenance;
3. Ensure that connectivity of subdivision roads is considered during subdivision design;
4. Reduce the cost burden of road maintenance and upgrades .

NOW, THEREFORE, BE IT RESOLVED, that the MSB SCM working group recommends assembly adoption of the 2020 Subdivision Construction Manual.

BE IT FURTHER RESOLVED that the working group recommends adoption of an ordinance amending MSB Title 11 Roads, Streets, Sidewalks and Trails, to add a section that specifically addresses driveways.

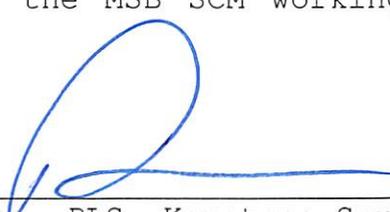
BE IT FURTHER RESOLVED that the working group recommends further actions that the assembly should take, including but not limited to:

1. Reinstitute the mandatory land use permit.
2. Fund an update to the current Official Streets and Highways Map.
3. Create a more detailed Design Criteria Manual that would include regulations for current and future borough roads as well as bridges, etc.
4. Continue to review the subdivision code and subdivision construction manual to identify areas for improvement.

5. Review options for improving the structure for funding of road construction and maintenance including but not limited to:
- a. Implement some type of an impact fee or transaction fee that could be designated for road maintenance/improvements, to supplement the current RSA tax structure.
 - b. Review the current RSA tax structure for more funding flexibility (i.e. fewer RSA's covering the same area).
 - c. Pursue adoption of road powers by putting the question on the ballot.

BE IT FURTHER RESOLVED that if substantial changes are proposed to the document following its distribution for review, the SCM working team reserves the opportunity to review the changes prior to final assembly approval

ADOPTED by the MSB SCM working group this 14th day of January, 2020.



Gary LoRusso, PLS, Keystone Surveying



Pio Cottini, PLS, Cottini Land Surveying



Jess Hall, Hall Quality Homes

Dan Elliott

Dan Elliott, Local RSA Advisory Board and TAB Member

Josh Cross

Josh Cross, PE, PTOE, Kinney Engineering LLC, and TAB Member

Curt Holler

Curt Holler, PE, Holler Engineering

Signature Pending

Dave Miller, Summit Development

Robert Yundt

Robert Yundt, Robert Yundt Homes, and Mat-Su Homebuilders Past Chair

Bill Klebesadel

Bill Klebesadel, PE, Pioneer Engineering and previously City of Wasilla

Matt Garner

Matt Garner, Borough Right-Of-Way Inspector

Jamie Taylor

Jamie Taylor, PE, Borough Civil Engineer

Fredric Wagner

Fredric Wagner, PLS, Platting Officer

Eileen Probasco

Eileen Probasco, Planning Director

Date Received	
ID Number	
Section	



MATANUSKA-SUSITNA BOROUGH

Capital Improvement Plan

FY 2021 - FY 2022

NOMINATION FORM

Type of Nomination: New Resubmittal – ID# _____ Project Delete Request

Name of Project: _____

Organization: _____

Contact Person: _____

Phone Number: _____

Email: _____

Photos, maps, or diagrams are helpful to illustrate a project nomination.



Project Description

Brief Description: Please describe your project as fully as possible. What is it? Why is necessary? Will it save the Borough money? If it's a road, how long is the road? Where will the road begin and end? If it's equipment, is it new equipment? Why is needed? If it's a structure describe its functions, what it will house, and why it's needed. **If this is a resubmittal – please include any new or updated information.**

Location. Include reference points such as Parks or Glenn Highway, nearby lakes, well-known landmarks, or subdivision names. If it is a road project, please specify the beginning and the end of the proposed project. Attach a map or aerial photo showing the project location if possible. **If this is a resubmittal – please include any new or updated information.**



General Information & Project Funding

Have the project costs been identified? Yes No Unsure

If yes, what is the total anticipated cost of the project?

Is the project partially or fully funded? Yes No Unsure

Is the project underway? Yes No

Is this project in response to a public health or safety problem? Yes No

If yes, please describe the problem.

Is this project included in an approved Borough Plan (comprehensive plan, transportation plan, trails plan, etc.) Yes No If yes, identify plan(s).



MATANUSKA-SUSITNA BOROUGH
Planning and Land Use Department
Planning Division

350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-7855 • www.matsugov.us

January 6, 2020

To whom it may concern:

The Matanuska-Susitna Borough is currently soliciting nominations for the FY2021-2022 Capital Improvement Plan (CIP). Beginning this year, in an effort to eliminate duplication and increase efficiency, we will be submitting a list of CIP projects on a biennial basis on odd fiscal years (ie: FY2021, FY2023, & FY2025), as part of the Borough Budget. In the fall of each year state and federal legislative priorities will be selected by the Assembly from the CIP list during their annual priority setting.

In an effort to easily facilitate this change we will be starting a new list of projects each CIP cycle, while maintaining the historical list for reference.

New project nominations for the FY 2021-2022 CIP are due no later than Friday, March 06, 2020. Nomination must be for **public project**, with an estimate of \$50,000 or more, and a useful life of greater than three years. If you have previously submitted a project, you will need to resubmit the project and include any new information. There is a list of previously submitted projects located at <https://www.matsugov.us/projects/fy2021-2022-capital-improvement-plan-cip>. Be sure to check the list and include the appropriate CIP ID No. on the form. A fillable PDF is also available on the website. Please include any funding that has been received. ***If you do not nominate the project again, it will not be on the list.***

If you have any questions about this new process, please contact Pamela Graham, at 907-861-8525 or by email at pam.graham@matsugov.us

Sincerely,

Eileen Probasco
Director of Planning and Land Use

Distributed via email to:
Community Councils
Boards & Commissions
MSB Directors and Administration