



## CITY OF WASILLA

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### INFORMATION MEMORANDUM NO. 97-39

Date: July 23, 1997

TO: Wasilla City Council

From: <sup>KK</sup> Karol Kolehmainen, Acting City Planner

Subject: Information relating to Ordinance No. 97-39, per request of the Council at the July 14, 1997 regular Council Meeting.

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Staff was requested by Council to provide cost analysis information on implementation of the requested changes in Ordinance No. 97-39. The following provides background and recent data as available, relating to these changes.

#### Background

The Wasilla Revised Development Code (WRDC), as passed in August, 1996, Section 16.43.402, Administrative Approval and Use Permits, subsection C.1. Public Notice, described the distance required for a use permit mailout notice as a minimum of 600 feet. The procedures for elevations and Commission approvals, as described in their respective paragraphs, 16.43.502 A.5. And 16.43.506 B.5, requires notification of property owners of record adjoining the site and also allows the City Planner to expand the area of notification, based on an assessment of the impacts of the proposed use.

In the fall of 1996, a mailout was done for a controversial commercial rezoning, Case R96-102, on Tract D4, fronting on Glenwood Avenue. Throughout the review and application process for this rezoning, several mailouts were done and the mailout radius was adjusted as far as 1600 feet. The ultimate result of these adjustments was the current standard distance of 1200 feet which was established by Ordinance Serial No. 96-64 in November, 1996.

The City Planner then used his discretion, as allowed in the WRDC, to extend the minimum distance for all mailouts to 1200 feet, as he interpreted the Council's intention. Ordinance No. 97-39 officially changes what has been Office policy since the fall ordinance change.

**Mailing Costs (per Mailing), Staff Time and Total Costs for Case R96-102, as provided by Mr. Dvorak, then City Planner, at the request of Councilman Keller, in a document dated September 18, 1996)**

Staff does not keep a running total of costs for each permit review or request that is sent to the Planning Commission. Staff has reviewed the case file in order to come up with an estimate of costs. Costs for postage and materials should be fairly accurate, because of the ability to assign costs to stamps, envelopes, paper, etc. The amount of staff time is based on staff



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recollection during the fall and winter months that this case was reviewed, there were a large number of other cases also ongoing which makes it difficult to say exactly how much time was spent on this case alone. Staff costs are not calculated for meeting time.

Advertising	5 advertisements @ \$71.40 each =	\$357.00
Postage	378 notices mailed @ .32 cents each =	\$120.95
Envelops and Paper	378 notices @ .03 cents each =	\$ 11.34
Planning Clerk	23 hours @ \$15.05 =	\$345.00
City Planner	34 hours @ \$23.87 =	\$811.58
<hr/> Total Cost for Case R96-102		<hr/> \$1,645.87

### Costs by Mailing

Mailing #1	\$ 150.64	
Mailing #2	\$ 135.52	
Mailing #3	\$ 106.72	
Mailing #4	\$ 152.67	
Mailing #5	\$ 88.07	
<hr/> Total Cost of Mailings		<hr/> \$ 633.62

### Final Comments

What is interesting to note, in Mr. Dvorak's analysis, is that even though the first mailout was to a reduced area, the amount of Staff time required for compilation of the list is significant enough to make it nearly the most expensive mailing. This is probably the most meaningful factor in all of the mailouts the Planning Office does. The increased cost first occurred when the use permit mailout distance was doubled in the fall and has been ongoing, for all required mailouts, since.