

failed to be introduced  
6/12/00 H.

**WASILLA CITY COUNCIL INFORMATION MEMORANDUM**

**IM No. 00-72**

**SUBJECT:** Amendment request to WMC 16.43.402, 16.43.502 & 16.43.506, Procedure for mailout requirements for public notice.

PREPARED BY: Planning Staff  
FOR AGENDA OF: June 26, 2000

DATE: May 31, 2000

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**SUMMARY:**


In the past the city decided it was best to have the MSB Assessments Office prepare the mailing lists for public notice, because the borough has software that allows for the data that they have collected to be queried and listed. This software is not being fully utilized and requires a manual gathering of information for the mailing lists. Because of the way the borough uses their software the workload has reached a level where it is difficult for them to keep up with preparing mailing labels in a timely manner. The borough has requested that the city prepare their own mailing labels for the Public Notices required by WMC 16.43 Land Use and Local Improvement District notices. Because the city does not have database software or a direct link with the borough, due to technological restraints this task is laborious and will take hours to accomplish. By reducing the mailout distance we will reduce time and labor costs. The planning staff has contacted other similar cities in Alaska about their mailout distances and the result is that a majority of cities in Alaska have mailout distances that are 600 feet or less.

In 1997, the Wasilla Planning Commission unanimously supported modifications of the mailout distance, see IM 97-68.

**FISCAL IMPACT:** \_\_\_No \_\_\_Yes, amount requested: \$ N/A Fund:

**RECOMMENDED ACTION:**

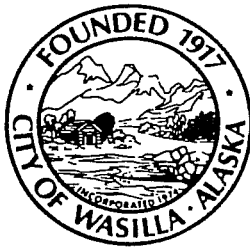
Move to approve Ordinance Serial No. 00-42, reducing the Public Notice mailout distance from 1200 to 600 radial feet.



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Reviewed by: SARAH PALIN, Mayor

Attachments: Ordinance Serial No. 00-42  
IM 97-68



# CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091

## INFORMATION MEMORANDUM 97-68

Area Code (907)

Administration

Ph: 373-9055

Fx: 373-9092

Clerks Office

Ph: 373-9090

Fx: 373-9092

Finance

Ph: 373-9070

Fx: 373-9085

Library

Ph: 376-5913

Fx: 376-2347

Museum

Ph: 373-9071

Fx: 373-9072

Parks &

Recreation

Ph: 373-9053

Fx: 373-9072

Planning

Ph: 373-9094

Fx: 373-9092

Police

Ph: 373-9077

Fx: 373-9051

Public Works

Ph: 373-9095

Fx: 373-9054

Ph: \_\_\_\_\_

Fx: \_\_\_\_\_

From: Tim Krug, City Planner 

Thru: Sarah H. Palin, Mayor 

To: Wasilla City Council

Date: October 20, 1997.

Subject: Ordinance No. 97-60 Mailout Requirements

I strongly encourage the approval of Ordinance 97-60 for the following reasons:

- Soldotna, a community similar to Wasilla, has a mailout distance of 300 feet minimum.
- Kodiak Island Borough, a community surrounded by water, has a mailout distance of 350 feet minimum.
- Ordinances as modified by Council don't have mailout requirements.
- We are duplicating the requirements of the Matanuska-Susitna Platting Division when a landowner requires a subdivision change.
- According to WMC§8.01.090(D) the Wasilla Planning Commission will periodically review the Wasilla Development Code and recommend to the City Council changes it determines are desirable. The Commission **unanimously** voted in favor of these modifications of mailout distances.
- The current code allows the administration to go beyond the mailout distance. Example: If someone requires a variance on Lake Lucille a mailout should go out to all the property owners on the lake. Another example would be if someone requires a use permit in a distant corner of their subdivision the entire subdivision would receive the mailout notice.