



**MATANUSKA-SUSITNA BOROUGH**  
**Planning and Land Use Department**  
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**Community Council Process for Developing a  
Community Comprehensive Plan or Special Land Use District in the MSB**

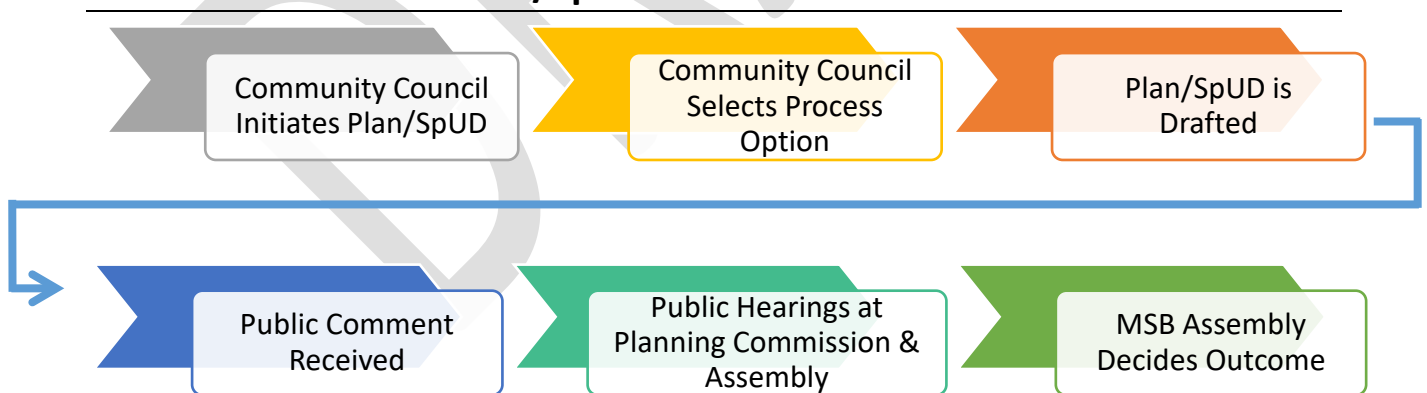
MSB 15.24 establishes the creation of a borough-wide comprehensive plan and districts within the Mat-Su Borough. Community comprehensive plans focus smaller geographic areas within the borough and are customizable to reflect the values and needs of the specific community. Special Land Use Districts (SpUDs) are one type of district represented in borough code. SpUDs can be crafted to meet the goals and needs of the community to which they apply. A SpUD must align with the local Community Comprehensive Plan.

**The following process applies to Community Councils that are developing a  
Community Comprehensive Plan (Plan) or SpUD:**

**Initiation of a Community Comprehensive Plan or Special Land Use District**

Community Councils typically submit a written request to the Borough as a resolution that is submitted to the MSB Clerk’s Office, with a copy provided to the Planning Department.

**Plan/SpUD Process Overview**





**The following options are available to Community Councils  
when requesting a Comprehensive Plan or SpUD:**

Option 1	Option 2	Option 3
<b>Limited Assistance from MSB Staff</b>	<b>Moderate Assistance from MSB Staff</b>	<b>In-Depth/Formal Assistance from MSB Staff</b>

**OPTION 1: Limited Assistance from MSB Staff**

- A. Community Council develops a proposal for a Plan/SpUD on its own. Council follows its own bylaws and complies with the Open Meetings Act (more information on requirements are available from the MSB Clerk’s Office). It is recommended that the Council obtain sponsorship for the Plan/SpUD from an Assembly member or Mayor prior to investing time and energy into the Plan/SpUD development process.
- B. Community Council conducts outreach to the property owners and residents within its boundaries regarding the initiation and progress associated with creating a Plan/SpUD.
- C. MSB Planning staff provides **occasional** technical assistance during the Plan/SpUD development process (e.g., answering technical questions about MSB code, describing the MSB process for adopting Plan/SpUDs, etc.).
- D. Once the Plan/SpUD is drafted by the Community Council, they submit it to the MSB Planning department for staff review and comment. Staff has up to 30 days to review the document and provide comments to the Community Council. At a minimum, Planning staff review will address the administration and enforceability of the Plan/SpUD, as well as alignment with the local and MSB Community Comprehensive Plan. The Plan/SpUD will also be reviewed by MSB Law.
- E. Once any revisions to the draft of the Plan/SpUD are completed by the Community Council, the Council submits the draft Plan/SpUD document to the MSB Planning Department.
- F. Community Council obtains legislative sponsorship for the Plan/SpUD from Assembly member or Mayor.
- G. MSB Planning staff:
  - i. Makes the draft Plan/SpUD document available on the MSB website.
  - ii. Provides a paper copy upon request.
  - iii. Mails a general notice requesting comment on the drafted document to all property owners and registered voters (if a list is available) in the impacted area.
  - iv. Announces and provides a link to the Plan/SpUD draft on primary MSB electronic media platforms (such as Facebook, Planner Platform e-news, Instagram, Weekly Manager’s Post, etc.).



- H. After the comment period closes, MSB Planning staff compiles all the written public comments and provides them to the Community Council in a comment log.
- I. Community Council is responsible for revising the Plan/SpUD document as deemed appropriate.
- J. Community Council confirms sponsorship of Assembly member or Mayor of the Plan/SpUD.
- K. Community Council submits a formal resolution to the MSB Clerk's Office requesting the adoption of the attached final draft of the Plan/SpUD, with a copy to the MSB Planning Department.
- L. Final steps of the process are completed as indicated in the section titled: ***Process after Final Plan/SpUD Document is Submitted by Community Council.***

#### **OPTION 2: Moderate Assistance from MSB Staff**

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- A. Community Council submits a formal resolution to the MSB Clerk's Office requesting Option 2 for staff assistance to develop a Plan/SpUD. The resolution should briefly state what type of staff assistance is requested (e.g., attending Community Council Plan/SpUD meetings, providing meeting facilitation, responding to and/or researching technical questions, etc.).
- B. MSB staff drafts a resolution (based on the information in the Community Council resolution) for the Planning Commission and the Assembly to allocate staff time to assist the Community Council with developing a Plan/SpUD document. If the Assembly approves the dedication of staff time, the process moves forward with the steps below.
- C. Community Council, determines who is involved in developing the Plan/SpUD. The Council follows its own bylaws and complies with the Open Meetings Act (more information on requirements are available from the MSB Clerk's Office).
- D. Community Council conducts outreach to the property owners and residents within its boundaries regarding the initiation and progress associated with creating a Plan/SpUD.
- E. Based on staff availability, as determined by the MSB Planning Director, MSB Planning staff provides **regular** technical assistance during the Plan/SpUD development process, as requested by the Community Council (e.g., attending Community Council Plan/SpUD meetings, providing meeting facilitation, responding to and/or researching technical questions, etc.).
- F. Once the Plan/SpUD is drafted, the Council submits it to the MSB Planning Department for staff review and comment. Staff has up to 30 days to review the document and provide comments to the Community Council. At a minimum, Planning staff review will address the administration and enforceability of the Plan/SpUD. The Plan/SpUD will also be reviewed by MSB Law.
- G. Once any revisions to the draft of the Plan/SpUD are completed by the Community Council, the Council submits the draft Plan/SpUD document to the MSB Planning Department.
- H. MSB Planning staff:
  - i. Makes the draft Plan/SpUD document available on the MSB website.
  - ii. Provides a paper copy upon request.



- iii. Mails a general notice requesting comment on the drafted document to all property owners and registered voters (if a list is available) in the impacted area.
- iv. Announces and provides a link to the Plan/SpUD draft on primary MSB electronic media platforms (such as Facebook, Planner Platform e-news, Instagram, Weekly Manager's Post, etc.).
- I. After the comment period closes, MSB Planning staff compiles all the public comments and provides them to the Community Council in a comment log.
- H. Community Council revises the Plan/SpUD document as deemed appropriate.
- I. Community Council obtains legislative sponsorship for the Plan/SpUD from an Assembly member or from the Mayor.
- J. Community Council submits a formal resolution to the MSB Clerk's Office requesting the adoption of the attached final Plan/SpUD document.
- K. Final steps of the process are completed as indicated in the section titled: ***Process after Final Plan/SpUD Document is Submitted by Community Council.***

### **OPTION 3: In-Depth/Formal Assistance from MSB Staff**

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- A. Community Council submits a formal resolution to the MSB Clerk's Office requesting Option 3 for staff assistance to develop a Plan/SpUD.
- B. MSB staff:
  - i. Drafts a resolution for the Planning Commission and the Assembly to allocate staff time to assist the Community Council with developing a Plan/SpUD document.
  - ii. Drafts a non-code ordinance to create a Board appointed by the Mayor to draft a Plan/SpUD document.
- C. If the Assembly adopts a resolution in favor of staff support and creation of a new MSB Advisory Board, vacancies for the MSB Board are advertised and accepted through the MSB Board vacancy process.
- D. The MSB Mayor appoints, and the Assembly confirms, a seven to eleven member advisory board from the applicant pool. As feasible, advisory board members will be from the following groups:
  - i. 2 members from the Community Council requesting the Plan/SpUD;
  - ii. 3 property owners representing distinctly different geographic areas of the impacted Council area;
  - iii. 2 business owners within the impacted Council boundaries;
  - iv. 4 at-large members from within the impacted Council boundaries.

Nothing in the ordinance obligates the Mayor to make specific appointments, nor the Assembly to confirm specific appointments. The determination of feasibility of membership will be made only by



the Mayor in making appointments, and only by the Assembly in confirming or declining appointments.

- E. The advisory board follows Robert’s Rules of Order and Open Meetings Act.
- F. The advisory board may meet for up to 12 months, preparing a written report for the Assembly no more than one year after the first meeting of the advisory board. The board Chair presents the report to the Assembly. If drafting the Plan/SpUD will require more than 12 months, the board Chair may request an extension.
- G. The advisory board is empowered to develop a draft Plan/SpUD within or encompassing the boundaries of the Community Council requesting the Plan/SpUD.
- H. MSB Planning staff:
  - i. Clerks the advisory board.
  - ii. Creates an advisory board web page on the MSB website where information is posted and updated on a regular basis.
  - iii. Drafts and revise the Plan/SpUD document on behalf of the advisory board.
  - iv. Makes the draft Plan/SpUD document available on the MSB website.
  - v. Provides a paper copy upon request.
  - vi. Mails a general notice requesting comment on the drafted document to all property owners and registered voters (if a list is available) in the impacted area.
  - vii. Announces and provides a link to the Plan/SpUD draft on primary MSB electronic media platforms (such as Facebook, Planner Platform e-news, Instagram, Weekly Manager’s Post, etc.).
  - viii. Maintains a log of written public comments.
  - ix. After the comment period closes, compiles all the written public comments and provides them to the advisory board and Community Council in a comment log; documents advisory board responses in the log for each comment.
  - x. Revises the Plan/SpUD as needed, based on advisory board responses to public comments received.
- J. Final steps of the process are completed as indicated in the section titled: ***Process after Final Plan/SpUD Document is Submitted by Community Council.***



### Process after Final Plan/SpUD Document is Submitted

- I. MSB Planning staff:
  - a. Drafts the appropriate legislation required for the Plan/SpUD to be addressed by the Planning Commission and the Assembly.
  - b. Notifies Community Council of the dates for Planning Commission and Assembly meetings when the Plan/SpUD legislation is introduced and public hearings are conducted.
  - c. Provides a staff report at Planning Commission and at Assembly public hearings.
- II. Planning Commission conducts one or more public hearings on the Plan/SpUD, prior to making a recommendation to the assembly on the Plan/SpUD.
- III. Assembly conducts one or more public hearings on the Plan/SpUD, prior to making a determination on the Plan/SpUD.
  - a. A designated representative from the Community Council is given five minutes to speak about the Plan/SpUD during the public hearings at the Planning Commission.
  - b. Additional audience participation may occur during the public hearings, with three minutes per person.
- IV. If adopted, the language of the Plan/SpUD becomes a chapter of Title 17 of borough code. Special Land Use District code is enforceable by the borough in accordance with MSB 1.45.



**OVERVIEW OF TASKS AND ROLES**

Task	Option 1		Option 2		Option 3	
	CC	MSB	CC	MSB	CC	MSB
Obtain Assembly approval of staff assistance to develop a Plan/SpUD			✓		✓	
Conduct public meetings to draft the Plan/SpUD	✓		✓			✓
Initiate and maintain outreach to impacted public	✓		✓			✓
Select people to draft the Plan/SpUD	✓		✓			✓
Draft and revise the Plan/SpUD documents	✓		✓	✓		✓
Review Plan/SpUD for enforceability, administration, and legal implications		✓		✓		✓
Solicit public comments, document using a comment log, and respond to public comments on FINAL DRAFT of the Plan/SpUD		✓		✓		✓
Obtain sponsorship for the Plan/SpUD final draft by Assembly member or Mayor	✓		✓			
Submit a formal Community Council resolution requesting adoption of the final Plan/SpUD document	✓		✓			
Conduct public hearings (Planning Commission and Assembly) prior to Assembly Plan/SpUD determination		✓		✓		✓