



# MATANUSKA-SUSITNA BOROUGH

PLANNING DEPARTMENT

350 East Dahlia Avenue, Palmer, Alaska 99645-6488

Phone 745-4801 • Fax 745-9876

January 24, 1997

Mr. Donald W. Zoerb  
P.O. Box 3002  
Palmer, Alaska 99645

COPY

RE: MSB 002467

Dear Mr. Zoerb:

Per your request I have completed a review of the application to purchase borough land submitted by Mr. Victor Trygstad on September 17, 1996 (MSB 002467). You specifically requested information about the availability of the applicant's site plan. The applicant allowed his site or concept plan to be reviewed by Ms. Parson, borough Land Management Officer, Mr. Moore, borough Manager and myself on or about September 17, 1996 as part of a general presentation to us of his proposed project. Mr. Trygstad did not leave the site/concept plan with us at the end of this meeting.

A site plan is a required component of an application to purchase, lease or use borough owned land or resources and although the application notes that a development plan is attached, it was not submitted as noted by Ms. Parson. In my conversation with Ms. Parson she indicated that Mr. Trygstad stated that the site/concept plan was proprietary information. A copy of Mr. Trygstad's narrative description of his proposed project was also reviewed by the Finance Director during late September, 1996; however, this narrative was returned to Mr. Trygstad by Land Management Division personnel.

During the first or second week of December, 1996 Mr. Trygstad presented his site/concept plan to Mr. Brown, borough Platting Officer and Mr Strother, borough Engineer as part of an informational meeting on platting requirements. The purpose of this meeting was to provide Mr. Trygstad with information about the borough's platting process. A copy of the site/concept plan was not filed with the Platting Division or Department of Public works at that time.

As I stated earlier, a site plan is a required component of an application to purchase, lease or use borough owned land and I directed, by memorandum dated January 8, 1997, the Land Management Officer to obtain a copy of the concept development plan, (i.e., the site plan). I also personally requested Mr. Trygstad to submit a copy of the concept development plan at a

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meeting held on January 14, 1997 where, among other things, my memorandum of January 8, 1997 was discussed. On January 21, 1997 I informed Mr. Trygstad by certified mail that the Planning Commission of the Matanuska-Susitna Borough had requested a copy of his concept development plan for their review and consideration.

In conclusion, the Department of Planning does not have on file, and has yet to receive, a copy of the applicant's site/concept plan even though borough personnel, including myself, have seen at least one version of it. I wish to also note that it has come to my attention that other members of the community have also seen the applicant's site/concept plan. As Mr. Moore is also aware that Mr. Trygstad has allowed members of the community and borough personnel to review his site/concept plan, Mr. Moore has been under the impression that a copy was subsequently filed with the Department's Land Management Division. Lastly, I have sought to rectify the Department's failure to obtain the site/concept plan by requesting a copy on more than one occasion.

If you require any additional information or have any questions please do not hesitate to contact me at 907-745-9850.

Sincerely,



John Duffy  
Director of Planning

Enclosures: Memorandum dated January 8, 1997  
Correspondence of January 21, 1997