

Planning Commission
REGULAR MEETING
CITY HALL CONFERENCE ROOM
TUESDAY, June 14th, 2011
MINUTES

In those matters coming before the Cordova Planning Commission at 7:00 p.m.;
Tuesday, June 14th, 2011, in the City Hall Conference Room, 602 Railroad Road Cordova,
Alaska, are as follows:

- A. Call to order –
- B. Roll Call Present for roll call were Chairman Tom Bailer, David Reggiani, Roy Srb, John Greenwood and Tom McGann.
Also present were City Planner Samantha Greenwood and Assistant Planner Faith Wheeler-Jeppson.
There were 7 people in the audience.
- C. Record Absences
None
- D. Approval of Agenda
M/Reggiani S/Greenwood to Amend the Agenda
Upon voice vote, motion passed unanimously
- E. Approval of Consent Calendar
M/Srb S/McGann
Upon voice vote, motion passed unanimously
- F. Disclosure of Conflict of Interest
None
- G. Correspondence
None
- H. Communication by Visitors
1. Guest Speakers
Kathy Zamudio gave a visual presentation regarding the Safe Routes to School program and grants that have been applied for to install a raised crosswalk at the intersection of Third Street and Lake Avenue for safer foot traffic for the children going to Mt. Eccles Elementary School.

Moe Zamarron, Director of Public Works ~ I wanted to speak with the Planning Commission about permits, primarily with site prep work, not building permits. According to the Code we have already, anytime there is dirt being moved on a piece of property, even if its privately owned there is a permit involved in it, it is to have a permit. And there are good reasons for that, we're not trying to discourage development by any means but what we do want do is known what is going on in case there is larger issues at stake. The primary reason for having this oversight of this kind of work is to protect the neighbors. Just to make sure that the neighbor's property is preserved in the state that it is. And we have our exclusions; we don't have to be responsible for these big projects to that extent. But the small ones that we can look at and say "Yeah, that's going to be O.K.". Again, we hand them this (application) and it's up to them to interpret it and follow through with the Code that's in place. What I'm starting here for tonight is to make people aware that we're going to be requiring this, even of some of the simplest projects and it's again just to have it on record that somebody is aware of it, because we're getting complaints quite often; noise, run-off, obstruction of traffic, we have lane closures on State Highways and nobody knows about them, all of a sudden you come up and there's cones and trees blocking the road. So we want to get a handle on that from the City's standpoint that we know what's going on. In a nutshell that's what I have, if you have any questions I am here to answer them now and at any point in the future.
 2. Audience comments regarding items in the agenda
Linda Krider ~ provided material to the Commissioners showing grants that have been submitted and letters of support have been received. The Whitshed Road multi-use path has been placed on the STIP list for 2012. Scenic Byway for the Copper River Highway, we did get that nomination from the State of Alaska and we had a ribbon cutting ceremony out there at the kiosk. I also submitted a grant to the Federal Transit Administration it is the same grant I did for the NVE the Alternative Transportation Plan, I proposed it as a kind of follow up next step and the STIP nominations. Hopefully those will be coming to Cordova with the funding.

3. **Chairpersons and Representatives of Boards and Commissions**
David Reggiani ~ At the last Council meeting we expanded an item on our current CIP list that would interest the Planning Department and Planning Commission. You might remember the South Fill Sidewalks that one is on our CIP requests list. We expanded the scope of that project and E.J. coined the phrase "South Side Sidewalks" which basically means the South Fill crossing Railroad Avenue towards the Pool and extending a sidewalk all the way to Council Street on the City Hall side of the road. So with that expansion we're going to be spending some funds to do some engineering and cost analysis so we're for next year going to the legislature.

I. **Planners Report**

Samantha Greenwood ~ I don't have a lot to add to it really, Moe and I have been doing a lot of talking, walking, looking, going to people's lots and trying to get a handle on what's going on. Lots of paperwork and sales going through, it's been really busy I'm going to spend all day, from 6am to about 4pm at the lawyer's office going over the Code.

J. **New Business**

1. **Code and Policies Discussion**

David Reggiani ~ I'm trying to find the connection where Planning and Zoning would review the proposals that are listed on our Agenda as 4's and 5's, and I'm trying to figure out what Planning and Zoning's role in that, what is our criteria? How are we judging these specific proposals?

2. **Site Plan review for Trident North for Dolphin Pilings in the tideland area off of Lot 2, Block 1, North Fill Development Park.**

M/Reggiani S/McGann "I move to recommend to the City Council approval of the Site Plan by Trident Seafoods Corporation to install two Dolphin Pilings in the tidal area off Lot 2, Block 1, North Fill Development Park based upon the findings as contained in the staff report.

Upon voice vote, motion passed unanimously

3. **Purchase request for Parcel A and Parcel B 30'X80' ATS 220 by Shoreside Petroleum.**

M/Reggiani S/Srb "I move that the resolution of the Planning and Zoning Commission of the City of Cordova, Alaska, recommending the City Council accept the application of Shoreside Petroleum Inc. and dispose of Parcel A, ATS 220 and a section of tidelands of ATS 1589 to be determined by a survey defining the tidelands needed for daily operations of the finger pier."

M/Reggiani S/McGann "motion to amend the main motion to read as follows: I move that the resolution of the Planning and Zoning Commission of the City of Cordova, Alaska, recommending the City Council accept the application of Shoreside Petroleum Inc. and dispose of Parcel A, ATS 220 and a section of tidelands of ATS 1589 to be determined by a survey defining the tidelands needed for existing daily operations of the finger pier."

Upon voice vote, motion passed unanimously

4. **Plat Amendment by Linden O'Toole for Lots 1B & 3B, Block 49, Original Townsite.**

M/Reggiani S/Srb "I move to approve the Amendment to the Final Plat "A Plat of Cordova Townsite Lots 1B & 3B, Block 49, Lots 1A, 19A, 20A & 21A, Block 48 and a Vacation of R.O.W. and Alleyway; A Replat of Lots 1, 2, 3, 4, 5 & 6, Block 49; Lots 1, 19, 20 & 21, Block 48."

Upon voice vote, motion passed unanimously

5. **Review proposals for Lot 3, Block 5, South Fill Development Park**

M/Reggiani Move to recess for 5 minutes at 8:46 pm

Back in session at 8:49 pm

M/Reggiani S/Srb "I move to forward all three proposals to purchase Lot 3, Block 2, South Fill Development Park to the Cordova City Council as they meet the Zoning Regulations and are consistent with the development plan for the South Fill Development Park.

Upon voice vote, motion passed 4-1

6. **Review proposals for Lot 5, Block 2, South Fill Development Park.**

M/Reggiani S/Srb "I move to forward all four proposals to purchase Lot 5, Block 2, South Fill Development Park to the Cordova City Council as they meet the Zoning Regulations and are consistent with the development plan for the South Fill Development Park."

Upon voice vote, motion passed 4-1

K. OLD BUSINESS

1. Land Disposal Maps

At the last Planning Commission meeting a lengthy discussion ensued about labeling some City owned parcels as "Available with Conditions". Upon continuing that discussion the Planning Commission concurred that those parcels can be labeled as "Available", they will go through the Land Disposal process and any specific concerns will be addressed at that time.

Roy Srb ~ We did discuss the little parcel on LeFevre next to George Clubb's old house and in 18.5 the Code speaks to the Eyak Lake AMSA and there are special criteria involved with that.

Samantha Greenwood ~ They are going to have to meet Code, if they come up and express interest it's going to go through the same process that we just did. Code will be attached to it; it will have to be addressed. We're working through Grading Permits. The other issue that you guys had brought up was 'Recreational Value' and that was an issue that never could be defined.

David Reggiani ~ I'm surprised to see that the City owns such a large chunk of land up the hill behind Vina Young and then behind Cordova Air, my question is why hasn't that been developed already?

Roy Srb ~ Like the parcel above Vina Young, legal access would be an issue.

Tom Bailer ~ That's the developers problem.

Roy Srb ~ So if someone came in after a proposal then then how would that work if they wanted to buy a portion of it? Would they then be responsible for the survey costs?

Tom Bailer ~ That's basically what Sanderson did, and we gave them the leeway to purchase the property, have the site plan and then realize they "couldn't go left, they had to go right". Trying to make someone design that on paper prior to is just not feasible.

Tom Bailer ~ So was there property that we didn't get to that we need to go over?

Samantha Greenwood ~ And so this little lot (next to Blake's on Power Creek Road) we could mark it as available.

John Greenwood ~ So that's separate from the one behind it?

Samantha Greenwood ~ Yes

Roy Srb ~ That would almost be an access point to get up into there.

Tom Bailer ~ Well I looked at developing this project a few years ago and that is kind of an access point to get up in there, but again that's something to deal with when it comes forward. I don't think you'd want to sell that particular lot by itself because then you'd be blocking the rest of it. So, that may be your "Special Condition" that this lot remain as kind of the keystone for the rest of it.

John Greenwood ~ Why not make that lot part of that block and then you can't.

Tom Bailer ~ Well, it's already surveyed right?

Samantha Greenwood ~ It's subdivided yes.

Tom Bailer ~ I think that would be your "Special Condition" that it is sold with the understanding that it would need to provide access to the rest of the City's property. They can still buy it and develop it but they'd have to put a road in to where it dead ends.

Samantha Greenwood ~ So you want an easement on there is that what you're saying? Or are you saying you can only buy it if you buy the other lot?

Tom Bailer ~ No, you're right the easement. You just have to allow for access.

Samantha Greenwood ~ So we're positive that that is the only access point?

Tom Bailer ~ No we're not, but you could put that in there and if they want to develop it then you'd have to go out and look at it.

Samantha Greenwood ~ Is that lot big enough to build something and provide?

Tom Bailer ~ Sure, you've got to get up to it anyway.

Tom Bailer ~ Well, it's not really our concern, it's our concern that we don't tube lock ourselves.

David Reggiani ~ Why don't we throw a question mark on it and give Sam an opportunity to go look at it and investigate it. If we're going to identify an easement as a 'Special Condition' we've got to let her look at it and give us something.

Tom Bailer ~ Why are we worrying about it until someone comes in to buy it? We're talking a 25' wide swath through it.

John Greenwood ~ But this swath might be from corner to corner through that whole thing.

Tom Bailer ~ What I'm saying is we shouldn't be trying to plan out this lot, all I'm saying is let's leave access to the rest of it. If somebody wants to develop it we'll go look at it, if it makes sense then fine, if not it's just a note for 20 years down the line if somebody wants to do it we don't want them to tube lock the rest. That was my thought.

Samantha Greenwood ~ So are you saying if you purchase this lot, then an easement will be placed on it? There is a whole process to go through.

David Reggiani ~ That would be a requirement to purchase it, you can purchase it but you've got to have an easement. But, I would think if we're going to put that kind of 'Special Condition' on it we would want to know where that easement is going to go.

Samantha Greenwood ~ And that it's feasible.

David Reggiani ~ Yes, so that's why I'm suggesting giving you a little bit more time, maybe throw a question mark on that one. So whether it's next week or twenty years, you know what easement you're looking at.

Tom Bailer ~ Wait time out, it's late but, I could go buy that lot, that one lot and I could put my driveway up there and I could continue on and I could dead end at that City property and then make a 'T' and there's my house. There's your easement, that's all you've got to do. You don't want to have a guy take that slope, build his house right there and then you can't get around him to access the rest. It's a real common thing to do, require an easement. They don't even have to clear it, it just has to be there.

John Greenwood ~ But what if that's the easiest building site?
Tom Bailer ~ Then he can't do it.
Samantha Greenwood ~ Then why are we offering it for sale?
Tom Bailer ~ Then he won't buy it.
David Reggiani ~ I'm suggesting if we know where we want the easement, we should identify it. That's all I'm saying.
Tom Bailer ~ O.K. what's the next one?
Samantha Greenwood ~ What's the decision?
Tom Bailer ~ Sell it.
Samantha Greenwood ~ Are we all going to bobble head on it?
John Greenwood ~ I would want to know where the easement goes.
David Reggiani ~ I want to refer that back to Staff.
Roy Srb ~ My thought would be, if you think we'll need it to access that back property then eyeball it and put an easement on the property. Have it for sale with a platted easement.
Tom Bailer ~ A 'Special Condition' you will have to provide access Lot, Block whatever that is.
Roy Srb ~ But then you're putting someone in here arguing with Sam over that whole minutia well we want this, my septic has to go here.
Tom Bailer ~ That's too bad, I mean you've got to provide an easement, that's it. I mean, you don't get to come in and say I don't want to do it.
Roy Srb ~ Or recognize it as conditional for the development of that whole area, not allow that to be sold as a single lot.
John Greenwood ~ That's what I was thinking, replat it, if that's the access point make it a part of that whole plat.
Tom Bailer ~ O.K., move on.
Tom McGann ~ I like the notion of replatting it.

Samantha Greenwood ~ We have this large parcel up by the Meals Reservoir.
David Reggiani ~ Available

Samantha Greenwood ~ We have the whole area behind the burn pile, less the area that AIGCO is back on the burner with.
Tom Bailer ~ I would say no.
John Greenwood ~ I agree.
David Reggiani ~ I agree.

Samantha Greenwood ~ We have ATS220, we don't have that much anymore, but at the last meeting we agreed that it would be on a case by case basis. Is that still what you want?
David Reggiani ~ I agree with that (case by case)

2. **South Fill Sidewalks**

Samantha Greenwood ~ So if you remember at the last meeting we talked about sidewalks in the South Fill, the road is fifty feet we have enough room for a two way road twelve feet per lane and we have plenty of room for seven foot rolled curb sidewalk in the street which is what Don Sjostedt and I had talked about in the past. So, that's what you guys wanted to know is if we had room to put it in the road.
John Greenwood ~ So, we have plenty of room in the right-of-way it looks like.

3. **Site Plan review Discussion**

Samantha Greenwood ~ Ok, that was at the same meeting the question was why we were doing Site Plan Reviews. Our previous discussion over Code it had been asked that we do a Site Plan Review for every Zoning District except residential, so there needs to be a discussion about do you want to do Site Plan Reviews, where do you want to do Site Plan Reviews and if we're going to do it then we're going to do it. So, when we went over that 'cheat sheet' that was one of the special things you asked for in Code, all zones with the exception of residential got through a Site Plan Review with Planning and Zoning. So, if doing Site Plan Reviews is giving you heartburn you probably don't want to increase the number of them that you're doing.

David Reggiani ~ I don't have heartburn.

Roy Srb ~ I think we should myself.

Tom Bailer ~ On residential you issue the Building Permit, in that they should give a Site Plan right?

Samantha Greenwood ~ They submit a drawing of where their set-backs are, where the driveway is. We don't have plans as in engineered drawings which we don't require in all of the other zones.

Tom Bailer ~ The Building Permits and Site Plans are basically just showing where you building is going to sit and all of your off-sets is that right? So for the Commercial and Industrial permits those come before us.

Samantha Greenwood ~ Currently, Planned Mobile Home Parks, Commercial and Industrial. So, no Business, Central Business and Unrestricted come before you. At our meeting I was specifically asked why are we reviewing all of these Site Plans? Do we need to do all of these? You (staff) do all of the work and its fine.

Tom Bailer ~ I think I put it a little more politely than that. Basically it was, is this necessary?

David Reggiani ~ But Planning and Zoning, kind of thinking bigger they have already established the criteria so really what's happening is verification that the Site Plan is meeting all of those things. That does sound like something for Sam rather than us.

Roy Srb ~ What fell off on the Copper River Fleece addition?

Samantha Greenwood ~ They don't have to have a Site Plan.

Faith Wheeler-Jeppson ~ They did get their Fire Marshal review, it was approved and it's in their file.

Tom Bailer ~ It would be interesting to see what was allowed.

Tom Bailer ~ When I looked at it, you did all of the work you checked to see that the set-backs were met, make sure that there was adequate parking. Then we had to have a Special meeting for that one, it just didn't make sense to me that you had already done it all. With that being said, if there was an issue that they weren't conforming to, you could always throw it to Planning and Zoning for discussion. That's where I was heading with it.

John Greenwood ~ I'm for letting Staff do their job, if there's something special we're going to see it anyway. We don't need to double check the work.

David Reggiani ~ So we would need a recommendation to Council for a Code change.

L. MISCELLANEOUS BUSINESS

None

M. PENDING CALENDAR

David Reggiani ~ I'd like to see a copy of Brian Rutzer's lot to see if we need to do anything with that lot.

N. AUDIENCE PARTICIPATION

None

O. COMMISSION COMMENTS

Roy Srb ~ Good Meeting, appreciate the deliberation.

David Reggiani ~ 3.40.080 item E says "Submit annually to the city council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year". That is really good help for Council, because Council is going in maybe this direction and having the Planning Department kind of weigh in on where we need to go punching roads in hillsides, doing sidewalks or those types of infrastructure things. We need something before October.

John Greenwood ~ We really need to work on the sidewalks in the South Fill, the deeper we get into this the messier it's going to be.

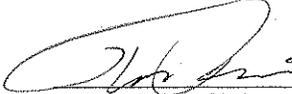
Tom McGann ~ No comment.

Tom Bailer ~ Thanks everybody for showing up.

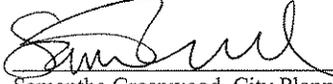
P. ADJOURNMENT

M/Reggiani S/Greenwood

Motion to adjourn at 10:10 pm



Thomas Bailer, Chairman Date 12/13/11



Samantha Greenwood, City Planner Date 12/13/11