

**PLANNING COMMISSION REGULAR MEETING  
SEPTEMBER 10, 2019 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B**

**Chair**

Tom McGann

**Commissioners**

Scott Pegau

John Baenen

Allen Roemhildt

Nancy Bird

Chris Bolin

Trae Lohse

**City Planner**

Leif Stavig

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

Chair Tom McGann, Commissioners Scott Pegau, John Baenen, Allen Roemhildt, Nancy Bird, Chris Bolin, and Trae Lohse

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record excused absence for Trae Lohse from the June 18, 2019 Regular Meeting
- b. Record excused absence for Allen Roemhildt from the July 9, 2019 Regular Meeting
- c. Minutes of June 18, 2019 Regular Meeting .....Page 2
- d. Minutes of July 9, 2019 Public Hearing .....Page 5
- e. Minutes of July 9, 2019 Regular Meeting .....Page 6
- f. Minutes of July 25, 2019 Special Meeting .....Page 9
- g. Minutes of August 29, 2019 Public Hearing .....Page 12
- h. Minutes of August 29, 2019 Special Meeting .....Page 13

**5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS**

**6. CORRESPONDENCE**

**7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

- a. Guest Speakers
- b. Audience comments regarding agenda items (3 minutes per speaker)

**8. PLANNER'S REPORT .....Page 15**

**9. NEW/MISCELLANEOUS BUSINESS**

- a. Resolution 19-08 – Capital Improvement List .....Page 16  
A resolution of the Planning Commission of the City of Cordova, Alaska, recommending a Capital Improvement List to the City Council of the City of Cordova, Alaska

**10. PENDING CALENDAR**

- a. September 2019 Calendar .....Page 19
- b. October 2019 Calendar .....Page 20

**11. AUDIENCE PARTICIPATION**

**12. COMMISSION COMMENTS**

**13. ADJOURNMENT**

PLANNING COMMISSION REGULAR MEETING  
JUNE 18, 2019 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:30 PM on June 18, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners, **Scott Pegau, John Baenen, Allen Roemhildt, Nancy Bird,** and **Chris Bolin**. **Trae Lohse** was absent.

Also present was City Planner **Leif Stavig**.

One person was in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Baenen to approve the agenda.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Baenen, Pegau, Roemhildt, Bird, Bolin**

Absent: **Lohse**

4. APPROVAL OF CONSENT CALENDAR

a. **Minutes of May 7, 2019 Regular Meeting**

b. **Record excused absence for John Baenen and Trae Lohse from the May 7, 2019 Regular Meeting**

M/Pegau S/Baenen to approve the consent calendar.

**Bird** said that she was noted as absent in the minutes, but remembered attending the meeting. **Stavig** said she arrived right after roll call and that under the Approval of Consent Calendar, the minutes state she arrived.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Baenen, Pegau, Roemhildt, Bird, Bolin**

Absent: **Lohse**

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. **Guest Speakers**

**Sam Greenwood**, Public Works Director, gave a presentation on the BUILD grant application that the city was submitting.

b. **Audience comments regarding agenda items**

## 8. PLANNER'S REPORT

*Stavig* thanked the commission for being flexible with scheduling the meetings; with only one person in the Planning Department, he expects they will need to be flexible in the future as well.

## 9. NEW/MISCELLANEOUS BUSINESS

### a. Resolution 19-06 – Support for BUILD Grant Application

M/Bird S/Bolin to approve Resolution 19-06.

*Bird* said that the grant seems like a good opportunity. *Bolin* said that the harbor needs work. *Baenen* said it was a no-brainer.

Upon voice vote, resolution passed 6-0.

Yea: *McGann, Baenen, Pegau, Roemhildt, Bird, Bolin*

Absent: *Lohse*

### b. Resolution 19-07 – Vacation of Utility Easement for Lauren Padawer

M/Roemhildt S/Bird to approve Resolution 19-07.

*Roemhildt* said that all of the utilities were in agreement and he was curious why the easement was so large to begin with. *Pegau* said that the resolution was not specific enough about what portion was being vacated. *Pegau* said he wanted to make sure that it was the previous owner who was on the wrong side of the line. *Baenen* said the whole utility easement should be vacated. *Stavig* said that if this gets approved, a plat will be created showing the vacation. It would be perfect to further specify the vacation area in the resolution language.

M/Pegau S/Bird to amend the second whereas to state “as shown in the as-built.”

Upon voice vote, motion to amend passed 6-0.

Yea: *McGann, Baenen, Pegau, Roemhildt, Bird, Bolin*

Absent: *Lohse*

Upon voice vote, amended resolution passed 6-0.

Yea: *McGann, Baenen, Pegau, Roemhildt, Bird, Bolin*

Absent: *Lohse*

### c. Comprehensive Plan Discussion

*Stavig* said that they finally have a draft plan out for public review. There are two documents: the Executive Summary and the full Comprehensive Plan. He recommended that the commission review and provide comments on the full plan, as the summary repeats a lot of what is in the plan. There will be appendices that will be released later in the summer as well with a lot of the backup data. Ultimately, it will be coming to the commission in the fall for a recommendation to City Council to approve the plan.

*Bird* said that she read the Executive Summary and it jives with what they have been hearing. There were also some interesting stats, especially concerning housing and income. *Stavig* said that the plan was definitely still a draft subject to change. *Roemhildt* said that he was very pleased with the plan.

*Pegau* said that the land use maps have a large overlap with what the commission does. *McGann* said that now that they are getting a Comprehensive Plan, there is more work for staff and the commission. He wonders how a one-person Planning Department will be able to work on a lot of the items. *Stavig* said that in the housing and land use sections, a lot of the strategies are action items that require staff time. That will be an

important conversation that they will have to have in the future about how they will tackle so much with limited resources.

*Stavig* said that a separate Work Session concerning the future Land Use Map is warranted, so he will look into getting that set up. *Pegau* said he would like to look closely and compare the Land Use Map to the existing zoning map. *Stavig* said that the future Land Use Map also guides decisions outside of rezoning.

**10. PENDING CALENDAR**

**11. AUDIENCE PARTICIPATION**

**12. COMMISSION COMMENTS**

*Pegau* said he appreciated having the plan with time to comment.

*Baenen* said that he was happy to see the city making an effort to get grants. *Stavig* said that the city was successful at getting the grant for the Cordova Center stairs.

*Bolin* said he also appreciated the grant efforts and the efforts by staff for the comprehensive plan.

*Bird* said that she hopes the future City Manager appreciates staff as much as they all do.

**13. ADJOURNMENT**

M/Bird S/Baenen to adjourn the Regular Meeting at 7:23 PM.  
With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom McGann, Chair

\_\_\_\_\_  
Leif Stavig, City Planner

PLANNING COMMISSION PUBLIC HEARING  
JULY 9, 2019 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Public Hearing to order at 6:30 PM on July 9, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau, John Baenen, Nancy Bird, and Chris Bolin. Allen Roemhildt** and **Trae Lohse** were absent.

Also present was City Planner **Leif Stavig**.

Two people were in the audience.

3. PUBLIC HEARING

a. **Conditional Use Permit for Three Boardinghouses on a Portion of USS 829**

**Tom Carpenter**, 501 Lakeview Drive, employee of Copper River Seafoods (CRS), said that his biggest concern was that there is a tremendous amount of water that comes through the rock. CRS had to raise the fill on their property because it floods. The state removed a culvert that used to cross the highway, so the water has no place to go. He thinks it is dangerous to have housing with the rock behind overhanging. CRS took lots of rock off the hill two years ago, and several pieces fell out almost to the road.

M/Pegau S/Baenen to recess until 6:44 PM.  
With no objection, the hearing was recessed.

Lohse joined the meeting via teleconference during the recess.

The Public Hearing came back to order at 6:44 PM.

4. ADJOURNMENT

M/Bird S/Pegau to adjourn the Public Hearing at 6:45 PM.  
With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom McGann, Chair

\_\_\_\_\_  
Leif Stavig, City Planner

PLANNING COMMISSION REGULAR MEETING  
JULY 9, 2019 AT 6:45 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:45 PM on July 9, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau, John Baenen, Nancy Bird, Chris Bolin,** and **Trae Lohse.** **Allen Roemhildt** was absent.

Also present was City Planner **Leif Stavig.**

Two people were in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Bird to approve the agenda.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin, Lohse**

Absent: **Roemhildt**

4. APPROVAL OF CONSENT CALENDAR

a. Record excused absence for Trae Lohse from the June 18, 2019 Regular Meeting

M/Pegau S/Bird to approve the consent calendar.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin, Lohse**

Absent: **Roemhildt**

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items

8. PLANNER'S REPORT

**Stavig** said the retail marijuana store state license is on the City Council agenda next week. That is the license for the Conditional Use Permit granted by the commission. All legislative actions for the CoHo are complete. **Stavig** encouraged the commission to comment on the draft Comp Plan. **Bird** verified that the marijuana state license was completed.

9. NEW/MISCELLANEOUS BUSINESS

a. Conditional Use Permit for Three Boardinghouses on a Portion of USS 829

M/Bird S/Pegau to approve the conditional use permit request by Mark and Robin Irving for three boardinghouses on a portion of USS 829 as described in the application and to adopt and incorporate the findings and special conditions contained in the staff report.

**Bird** said that she was confused by the application being by someone other than the landowner. **Stavig** said that Conditional Use Permits go with the land and transfer from owner to owner. She said she was open to putting action off for some time to look at some of the issues. **Baenen** said he was in favor of the project, but he did have some concern about the rock above the property. **Pegau** verified that a Site Plan Review was not required for the project. **Lohse** shared some of the concerns about the rock, but thought the project would be an asset to the town.

On the first conditional use standard, the commission concurred that the condition was met with the findings in the staff report.

On the second conditional use standard, **Lohse, Bird, Bolin, and Baenen** concurred that the condition was met with the findings in the staff report. **Pegau** said that it would be met with a special condition that the buildings undergo a Site Plan Review which would include a drainage plan. **McGann** agreed.

M/Pegau S/Bird to amend the motion to add a Special Condition that the building project undergo a Site Plan Review.

Upon voice vote, motion to amend passed 6-0.

Yea: McGann, Pegau, Baenen, Bird, Bolin, Lohse

Absent: Roemhildt

On the third conditional use standard, **Lohse** agreed that the condition was met. **Bird** was wondering if all of the bathrooms were full bathrooms. **McGann** said that the buildings would have to be reviewed by the State Fire Marshal, so they would have to meet the code requirements for boardinghouses. The commission concurred that the condition was met with the findings in the staff report.

On the fourth conditional use standard, **Lohse** agreed that the condition was met. **Bird** said that she had some concerns about how close cars would be parked to the highway. **McGann** said the application said there was room to turn around, but it is a busy road. **Bolin** agreed with **Bird** about the parking concerns. **McGann** said that a parking plan was part of the Site Plan Review, so it would be addressed at that time. **Pegau** disagreed that seasonal residents don't have vehicles. **McGann** said that if fishermen were staying in the bunkhouse, then each person would have a vehicle. **Stavig** said that four parking spaces per bunkhouse is what the code requires. The commission concurred that the condition was met with the findings in the staff report.

On the fifth conditional use standard, **Lohse** said he had some concern about the cliff. **Stavig** suggested for the Site Plan Review, the commission could request additional information from the applicant. **McGann** verified that Conditional Use Permits had to be acted upon within 30 days of the Public Hearing. **Baenen** said that something needs to be done with the rock.

M/Pegau S/Bird to amend the motion to add a Special Condition to require a cliff stabilization plan.

Upon voice vote, motion to amend passed 6-0.

Yea: McGann, Pegau, Baenen, Bird, Bolin, Lohse

Absent: Roemhildt

**Stavig** said that he was concerned about there not being staff at the city who could review a cliff stabilization plan and determine if it was adequate. **Baenen** said it would probably require an engineer. **Stavig** said it would be helpful to have more information from the applicants, as the commission does not know how or if they were planning on addressing it. **Bird** said she was leaning towards referring the decision and having a

Special Meeting. **Baenen** said there was definitely a safety issue. **McGann** said that they don't have a definition for a cliff stabilization plan, so it would be helpful to hear from the applicants about what their current plan is.

M/Pegau S/Bird to refer the Conditional Use Permit back to staff.

Upon voice vote, motion to refer passed 6-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin, Lohse**

Absent: **Roemhildt**

## 10. PENDING CALENDAR

**Stavig** said he would schedule a Special Meeting during the evening in the coming weeks.

## 11. AUDIENCE PARTICIPATION

## 12. COMMISSION COMMENTS

**Bird** wanted to emphasize she was in support of boardinghouses and rooms for people and she would like to see it move forward, she just had a few questions.

**McGann** agreed and said that seasonal housing has come up at every Comprehensive Plan meeting.

**Bolin** said that the town needs more housing, especially in the summer. He thanked **Carpenter** for coming in and voicing his concerns.

**Pegau** said he was in favor of affordable housing, but it needed to be done safely.

## 13. ADJOURNMENT

M/Bolin S/Baenen to adjourn the Regular Meeting at 7:21 PM.

With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom McGann, Chair

\_\_\_\_\_  
Leif Stavig, City Planner

PLANNING COMMISSION SPECIAL MEETING  
JULY 25, 2019 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Special Meeting to order at 6:30 PM on July 25, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau, John Baenen, Nancy Bird, Chris Bolin,** and **Trae Lohse.** **Allen Roemhildt** was absent.

Also present was City Planner **Leif Stavig.**

Two people were in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Bolin to approve the agenda.

Upon voice vote, motion passed 6-0.

Yea: McGann, Pegau, Baenen, Bird, Bolin, Lohse

Absent: Roemhildt

4. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Audience comments regarding agenda items

**Dan Scott** said that he was available for questions during the agenda item for his Conditional Use Permit request.

6. UNFINISHED BUSINESS

a. Conditional Use Permit for Three Boardinghouses on a Portion of USS 829

M/Pegau S/Bolin to approve the conditional use permit request by Mark and Robin Irving for three boardinghouses on a portion of USS 829 as described in the application and to adopt and incorporate the findings and special conditions contained in the staff report.

**Stavig** said that when an item is referred back to staff it comes back to the commission anew. In the memo there are three special conditions which are a part of the motion, and two additional special conditions based upon the special conditions that the commission added at the last meeting that will need to be added by amending the main motion. **McGann** said that at the last meeting, they went through the five conditional use standards and agreed that they had been met.

M/Bird S/Pegau to amend the motion to add Special Condition 4 from the staff memo.

**Bird** said that at the last meeting they wanted a whole Site Plan Review. She agreed with staff's suggestion that they limit it to parking and drainage. **Pegau** said he likes the full Site Plan Review, but he can agree with the motion; he didn't think it was necessary for City Council to review. **Scott** said that

all buildings would be two feet above road level. The state filled a culvert which used to drain the area and he doesn't know how the state will fix the issue. **Scott** said he would dig a ditch in the back of the lot. **McGann** said that what they wanted was a plan, and a ditch is a plan. **Scott** said that there was plenty of room on the property for parking. **Pegau** said that four parking spaces per building was not sufficient. **Stavig** said that was what the code required; the commission has the ability to alter that.

Upon voice vote, amendment passed 6-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin, Lohse**

Absent: **Roemhildt**

**Robin Irving** clarified that she was a business partner, but that **Scott** would own the property. **Scott** said they would subdivide the property. **Pegau** was wondering who would end up owning the steep cliff section. **Scott** said they would likely go halfway up the hill with the property line. **Pegau** said that he was concerned about a hazard being owned by someone besides the developer. **Pegau** said he wanted there to be some sort of mitigation plan that addressed the hazard. He thought that reconfiguring the buildings or securing the rocks would address the hazard.

M/**Pegau** S/**Bird** to amend the motion to add a special condition for a mitigation plan for falling rocks to be reviewed by the Planning Commission prior to issuance of the building permit.

**Baenen** said that he thought that the staff special condition of having a geotechnical evaluation was appropriate. **Bird** said that she thought it was overkill. She thought that having the builders recognize the hazard was enough. The geotechnical evaluation would cost a lot and slow down the project and she would not support it. **McGann** said that he agreed. **Scott** said that having the buildings away from the cliff and having a ditch along the back help mitigate against the rocks. **Pegau** said he wanted to see how things would be laid out.

**Baenen** said that rocks go through freeze-thaw and weaken. He is in favor of the project; he just wants to be sure nothing will happen. **Lohse** said that because it was residential, he had concerns. He agrees with **Bird** and **Pegau** that the geotechnical investigation may be costly. **Bolin** said safety was his biggest concern. **McGann** said that mitigation can be a lot of things. **Lohse** suggested moving and rotating one of the buildings to put more distance between the cliff and the building. **Stavig** said that they were mainly approving the use, and as part of the mitigation plan, they can look at moving the buildings closer to the road.

Upon voice vote, amendment passed 6-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin, Lohse**

Absent: **Roemhildt**

Upon voice vote, main motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin, Lohse**

Absent: **Roemhildt**

## 7. AUDIENCE PARTICIPATION

**Scott** said they can do what the commission wants. They care about safety as well.

**Irving** said she understands that the commission just wants to see they are addressing the issue.

## 8. COMMISSION COMMENTS

**Lohse** was happy that the applicants came in and clarified their plans.

**Bird** appreciated that they came up with the idea of a mitigation plan.

*Pegau* said that they just want to see the threat taken into consideration. He is looking forward to the project.

*Baenen* said he was in favor of the project and more housing.

*Bolin* thanked the applicants for clarifying their application and he thinks they are on a good path forward.

*McGann* said that the town lost a big asset when the Fisherman's Camp went away.

## 9. ADJOURNMENT

M/Pegau S/Lohse to adjourn the Special Meeting at 7:15 PM.

With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom McGann, Chair

\_\_\_\_\_  
Leif Stavig, City Planner

DRAFT

PLANNING COMMISSION PUBLIC HEARING  
AUGUST 29, 2019 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Public Hearing to order at 6:30 PM on August 29, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau, Allen Roemhildt, Nancy Bird, Chris Bolin,** and **Trae Lohse.** **John Baenen** was absent.

Also present was City Planner **Leif Stavig.**

Zero people were in the audience.

3. PUBLIC HEARING

a. Final Plat Approval for R-D-G Warehouse Subdivision Addition #1

M/Pegau S/Roemhildt to recess until 6:44 PM.  
With no objection, the hearing was recessed.

The Public Hearing came back to order at 6:44 PM.

4. ADJOURNMENT

M/Pegau S/Lohse to adjourn the Public Hearing at 6:45 PM.  
With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom McGann, Chair

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Leif Stavig, City Planner

PLANNING COMMISSION SPECIAL MEETING  
AUGUST 29, 2019 AT 6:45 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Special Meeting to order at 6:45 PM on August 29, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau, Allen Roemhildt, Nancy Bird, Chris Bolin,** and **Trae Lohse.** **John Baenen** was absent.

Also present was City Planner **Leif Stavig.**

One person was in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Bolin to approve the agenda.

Upon voice vote, motion passed 6-0.

Yea: McGann, Pegau, Roemhildt, Bird, Bolin, Lohse

Absent: Baenen

4. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

**Roemhildt** said that he wanted to recuse himself from item 6b. The commission concurred.

5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers
- b. Audience comments regarding agenda items

**Emma Merritt** thanked the commission for considering the Site Plan Review. There has been a lot of interest from the community for the project.

6. NEW/MISCELLANEOUS BUSINESS

- a. Final Plat Approval for R-D-G Warehouse Subdivision Addition #1

M/Bolin S/Lohse to recommend to City Council to approve the final plat request for R-D-G Warehouse Subdivision Addition #1

**Bolin** said that it looks like something that had needed to happen for a while. **Stavig** explained that the aerial view was the lots as they currently exist. The plat removes a lot line, which cleans up one of the lots. Mainly, the plat is subdividing one lot into two. **Pegau** was concerned that Tract 2-C didn't have sufficient room for parking. **Stavig** explained that Tract 2-C already existed as two lots owned by one person, and that the plat was dissolving a lot line and cleaning the property lines up.

Upon voice vote, motion passed 6-0.

Yea: McGann, Pegau, Roemhildt, Bird, Bolin, Lohse

Absent: Baenen

**b. Site Plan Review for Commercial Outside Storage for David Roemhildt**

M/Bolin S/Bird to recommend to City Council to approve the Site Plan Review requested by David Roemhildt for commercial outside storage on Lot 3, Block 2, South Fill Development Park with the special conditions contained in the staff memo.

*Bird* said she looked through the application and it looks like it meets all of the requirements. *McGann* said it was tricky because usually a building is a part of a Site Plan Review, but not in this case. *Pegau* verified that one of the applicant's drawings included fences. *Merritt* said that it was a possibility for security. *Pegau* verified that the units already on the lot were the ones to be used. *McGann* verified that the Conditional Use Permit issued for the lot required a review after three years.

Upon voice vote, motion passed 5-0.

Yea: *McGann, Pegau, Bird, Bolin, Lohse*

COI: *Roemhildt*

Absent: *Baenen*

**7. AUDIENCE PARTICIPATION**

*Merritt* thanked the commission.

**8. COMMISSION COMMENTS**

*Roemhildt* said he would be leaving the commission after his term expired so if anyone knows someone who may be interested, let them know there would be an open position.

*Bolin* thanked *Roemhildt* for his service and for *Merritt* for attending.

*McGann* told the commission to come prepared to the next meeting for their capital improvements list discussion. If the Comprehensive Plan is approved they are going to need some help funding some of those projects.

**9. ADJOURNMENT**

M/Pegau S/Bolin to adjourn the Special Meeting at 7:00 PM.

With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom McGann, Chair

\_\_\_\_\_  
Leif Stavig, City Planner

# Planner's Report

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 9/4/19  
**Re:** Recent Activities and Updates

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- Signing checks as needed.
- Beginning to compile 2020 Budget.
- Purchase and Sale Agreement for CoHo signed, working through foreclosure issues, closing to follow.
- Reviewing draft Comprehensive Plan. The comment period is over on Friday, Sept. 13<sup>th</sup>. Attended Back to School Night. Working to schedule final tasks.
- Prepared minutes and packets for Planning Commission Special Meeting and Regular Meeting.
- City Council approved the R-D-G Warehouse plat and Roemhildt Site Plan Review.
- City Council agreed to match 15% of the grant for the \$8M Second Street rebuild project. The city is receiving generous matches from CEC, CTC, and NVE totaling \$430k. Grant application is due Friday, Sept. 13<sup>th</sup>.
- Sam is working on the Title 16 changes with the attorney.
- Two building permits issued since last meeting. 24 total YTD.
- City Manager hiring process is underway and first round of interviews are completed. In-person interviews coming up in next few weeks.
- Terms expiring in November: Nancy Bird and Allen Roemhildt; Allen has indicated he will not reapply, so there will be one vacancy that needs to be filled.



**AGENDA ITEM # 9a**  
**Planning Commission Meeting Date: 9/10/19**

**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff  
**DATE:** 9/4/19  
**ITEM:** Resolution 19-08 – Capital Improvement List  
**NEXT STEP:** Pass Resolution

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

The Planning Commission is required by the City Code to:

*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 (CMC 3.40.080 E).*

**II. RECOMMENDED ACTION / NEXT STEP:**

The current draft of Resolution 19-08 contains the list recommended and presented to City Council in 2018. After making the motion to approve the resolution, the commission can discuss and make changes to the list. This list can be reviewed and discussed at more than one meeting if the commission desires.

Ideally, the commission should amend the resolution once with the new, updated list.

“I move to approve Resolution 19-08.”

**III. FISCAL IMPACTS:**

The city is dealing with financial challenges which will likely continue to limit capital expenditures for the 2020 budget.

**IV. BACKGROUND INFORMATION:**

Last year’s Capital Improvement List recommended to City Council by Resolution 18-07 was as follows:

1. Contract to Develop and Implement Addressing Database - \$25,000 - \$60,000
2. To create a Shovel Ready Project that provides for public safety, additional parking and ADA accessible sidewalks to be used in grant/loan applications. Design parking and walkway on north side of Harbor - \$122,013
  - Shovel-ready design
  - Walkway to meet ADA standards
  - To extend in harbor 25 feet
  - Includes contract services from engineer
  - Based on the cost from South Fill report with engineering at 15% of project cost
3. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Second Street from Council to Copper River Highway - \$70,000-\$100,000
  - Shovel-ready design
  - Includes ADA sidewalks and drainage
  - Survey work completed
  - Extensive drainage work
4. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Railroad Avenue from Nicholoff to Council and Council from Railroad to First Street - \$25,000-\$35,000
  - Shovel-ready design
  - Includes ADA sidewalks and drainage
  - Nicholoff to Water currently has drawings, but need update
  - Water to Council needs drawings

**V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

N/A

**CITY OF CORDOVA, ALASKA  
PLANNING COMMISSION  
RESOLUTION 19-08**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA,  
RECOMMENDING A CAPITAL IMPROVEMENT LIST TO THE CITY COUNCIL OF THE CITY OF  
CORDOVA, ALASKA**

**WHEREAS**, the City of Cordova's Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to *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;* and

**WHEREAS**, the City of Cordova's Planning Commission has identified and prioritized a Capital Improvement List that will benefit the citizens of Cordova; and

**WHEREAS**, the City of Cordova's Planning Commission has identified the following Capital Improvement List as being critical to the future wellbeing and economy of Cordova and the surrounding area:

1. Contract to Develop and Implement Addressing Database - \$25,000 - \$60,000
2. To create a Shovel Ready Project that provides for public safety, additional parking and ADA accessible sidewalks to be used in grant/loan applications. Design parking and walkway on north side of Harbor - \$122,013
  - Shovel-ready design
  - Walkway to meet ADA standards
  - To extend in harbor 25 feet
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  - Shovel-ready design
  - Includes ADA sidewalks and drainage
  - Nicholoff to Water currently has drawings, but need update
  - Water to Council needs drawings

**NOW, THEREFORE BE IT RESOLVED THAT** the Planning Commission of the City of Cordova, Alaska hereby recommend a capital improvement list to the City Council of the City of Cordova, Alaska.

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF SEPTEMBER, 2019**

ATTEST:

\_\_\_\_\_  
Tom McGann, Chair

\_\_\_\_\_  
Leif Stavig, City Planner

# 2019 SEPTEMBER

## PLANNING COMMISSION REGULAR MEETING SEPTEMBER 10, 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 City Closed - Labor Day	03	04 11:00 AM - City Council Special Meeting (Mayor's Conference Room) 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	05 11:00 AM - City Council Special Meeting (Mayor's Conference Room)	06 12:00 PM - City Council Special Meeting (Mayor's Conference Room)	07
08	09	10 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	11 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	12	13	14
15	16	17	18 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	19	20	21
22	23	24 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	25	26 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

# 2019 OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	03	04	05
06	07	08 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	09 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	10	11	12
13	14	15	16 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	17	18 City Closed - Alaska Day	19
20	21	22	23	24	25	26
27	28	29 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	30	31 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	01	02
03	04	05	06	07	08	09