Chair
Tom McGann

Commissioners
Scott Pegau
John Baenen
Allen Roemhildt
Nancy Bird
Chris Bolin
Trae Lohse

City Planner
Leif Stavig

PLANNING COMMISSION REGULAR MEETING
NOVEMBER 12, 2019 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B

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 Scott Pegau, Allen Roemhildt, and Trae Lohse from the October 8, 2019 Regular Meeting
   b. Minutes of October 8, 2019 Public Hearing.....**Page 2**
   c. Minutes of October 8, 2019 Regular Meeting.....**Page 3**
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 7**
9. **NEW/MISCELLANEOUS BUSINESS**
   a. Resolution 19-09 – Make a Portion of Copper River & Northwestern Company, Terminal Ground B 'Available' ..**Page 8**
      A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska that an approximately 25,000 square foot portion of Copper River & Northwestern Company, Terminal Ground B be updated to 'Available' and added to the 2019 Land Disposal Maps
   b. Letter of Interest from Sheridan Joyce for a Portion of Copper River & Northwestern Company, Terminal Ground B..**Page 14**
   c. Resolution 19-10 – Recommend City Council Approve 2019 Comprehensive Plan .....**Page 19**
      A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska adopt the Cordova Comprehensive Plan Update
10. **UNFINISHED BUSINESS**
   a. Letter of Interest from Prince William Sound Science Center for the "Old Sea Grant Building".....**Page 22**
   b. Resolution 19-08 – Capital Improvement List.....**Page 28**
      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
11. **PENDING CALENDAR**
   a. November 2019 Calendar.....**Page 32**
   b. December 2019 Calendar .....**Page 33**
12. **AUDIENCE PARTICIPATION**
13. **COMMISSION COMMENTS**
14. **ADJOURNMENT**

If you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.
Full Planning Commission agendas and packets are available online at www.cityofcordova.net.

PLANNING COMMISSION PUBLIC HEARING
OCTOBER 8, 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 October 8, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

Four people were in the audience.

3. PUBLIC HEARING

a. Variance Request – Jane Spencer

Sherman Powell said he owns a house within 300 feet of the property. He wanted to express support and see how the process works. He just moved to Cordova and they looked at houses and it was difficult. He supported any efforts people make to increase the housing stock in Cordova.

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

Approved:

_____
Tom McGann, Chair

_____
Leif Stavig, City Planner

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PLANNING COMMISSION REGULAR MEETING
OCTOBER 8, 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 October 8, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

Four people were in the audience.

3. APPROVAL OF AGENDA

M/***Bird*** S/***Bolin*** to approve the agenda.
Upon voice vote, motion passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

4. APPROVAL OF CONSENT CALENDAR

a. Record excused absence for Scott Pegau, John Baenen, and Allen Roemhildt from the September 10, 2019 Regular Meeting
b. Minutes of September 10, 2019 Regular Meeting

M/***Baenen*** S/***Bird*** to approve the consent calendar.
Upon voice vote, motion passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

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

8. PLANNER'S REPORT

Stavig said that the Comprehensive Plan was finishing up. The new City Manager is starting soon. He said the award for the Second Street project doesn't get announced until January.

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9. NEW/MISCELLANEOUS BUSINESS

a. Variance Request from Jane Spencer

M/***Bird*** S/***Baenen*** to grant the variance request by Jane Spencer and to adopt and incorporate the findings within the staff report.

Bird said that she read the suggested findings and looked at the drawings and found that it met the conditions of the variance request. ***Baenen*** said he was in favor of the variance. ***Bolin*** said that all of the lots were nonconforming and the project fixes up the area. ***McGann*** said he was in favor of the variance, but it bothers him that people do not get building permits before getting materials. The commission went through each condition required for the variance and agreed with the staff report findings. ***McGann*** said that the final condition is what really drove it home for him as the Comprehensive Plan was trying to achieve projects such as this.

Upon voice vote, motion passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

b. Letter of Interest from Alaska Department of Transportation for Parcels Along Orca Road

M/***Bolin*** S/***Bird*** to recommend to City Council to dispose of Parcels 2, 3, 4, and 6 as indicated in the Letter of Interest submitted by the Alaska Department of Transportation with attached drawings as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with the Alaska Department of Transportation to purchase the property.

Bolin said that his understanding was that the property was needed for the project to replace the culverts at Hippy Cove and to repave the road, which will improve the quality of life in Cordova. ***Stavig*** explained that there were four parcels, several of which are very small. The state also had to acquire property from private property. For federal funding of the project, the state has to show they are the owner. ***Baenen*** verified that they were basically taking the bare minimum for what they needed. ***Stavig*** said that the project has been collaborative between the city and the state as the city is looking at options for extending the sewer line out Orca Road.

Upon voice vote, motion passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

c. Letter of Interest from Prince William Sound Science Center for the "Old Sea Grant Building"

M/***Bolin*** S/***Bird*** to recommend to City Council to dispose of a building locally known as the "Old Sea Grant Building" located on a portion of Lot 3, Block 7A, Tidewater Development Park as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with the Prince William Sound Science Center to lease or purchase the property.

Stavig said that the last lease term was for five years. They did not specify in their letter how long they wanted to continue to lease. ***Bird*** said she wanted to have the Harbor Commission weigh in on

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the issue and hopes that they would support leasing it to them for a few more years until the Science Center figures out their new facility.

M/***Baenen*** S/***Bird*** to refer back to staff to get a recommendation from the Harbor Commission.
Upon voice vote, motion to refer passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

d. Letter of Interest from Chamber of Commerce for Lots 3 and 4, Block 8, Original Townsite

M/***Bird*** S/***Bolin*** to recommend to City Council to dispose of Lots 3 and 4, Block 8, Original Townsite and the improvements thereon as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with the Chamber of Commerce to lease or purchase the property.

Bird said she thinks it is good for the Chamber to continue leasing the area since they have been there for a while. ***Bolin*** said he doesn't see any reason for the Chamber to move locations; it's a good location for them. ***McGann*** said he thought the Chamber did a great job providing benefits to the community.

Upon voice vote, motion passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

10. UNFINISHED BUSINESS

a. Resolution 19-08 – Capital Improvement List

M/***Bird*** S/***Bolin*** to approve Resolution 19-08.

Stavig explained that at the last meeting they deleted the Second Street project since it was in the works and added code updates to Titles 17 and 18. He said that the attorney time for code updates was extremely variable. He thinks they could do a significant part of Title 17 in-house, but Title 18 was very large. They have made some great updates to particular sections of Title 18 over the past few years.

Baenen said he thought the addressing project was critical and that it should stay at the top of their list. ***McGann*** said he agreed with that due to health and safety. ***Stavig*** said that addressing was tied to E-911 and dispatch; it isn't a matter of just picking numbers out for places that don't have numbers. ***Bolin*** said he understood it was tied to GPS also. ***Stavig*** said that E-911 has a fund in the city with money in it.

M/***Baenen*** S/***Bird*** to refer back to staff.
Upon voice vote, motion to refer passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

11. PENDING CALENDAR

Stavig said on October 17th the scientists who created the new tsunami maps would be coming to town to give a presentation. ***Stavig*** said he was looking into having the Work Session for the Comp Plan the

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week after the 17th. ***Stavig*** said that he is trying to get more money in the budget for the Planning Commission to travel to Planning Commissioner Training in Anchorage in February.

12. AUDIENCE PARTICIPATION

13. COMMISSION COMMENTS

Bolin said there had been a bad wreck in Eyak Lake.

14. ADJOURNMENT

M/***Bolin*** S/***Baenen*** to adjourn the Regular Meeting at 7:30 PM.
With no objection, the meeting was adjourned.

Approved:

_____
Tom McGann, Chair

_____
Leif Stavig, City Planner

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Planner's Report

To: Planning Commission
From: Planning Staff
Date: 11/6/19
Re: Recent Activities and Updates

- Signing checks as needed.
- Beginning to compile 2020 Budget. Planning Commission budget increased for travel to Planning Commissioner Training in February.
- Adjusting building permit fees for 2020. Fees will double.
- CoHo has closed; now belongs to Cordova Telephone.
- Comprehensive Plan Comments reviewed. Final plan awaiting adoption.
- Hippy Cove ROW land disposal – Council approved negotiating directly for less than fair market value.
- Chamber of Commerce Lease - Council approved negotiating directly for less than fair market value.
- Prepared minutes and packet for Planning Commission Regular Meeting.
- Sam is working on the Title 16 changes with the attorney.
- Four building permits issued since last meeting. 29 total YTD.
- Helen Howarth is the new City Manager.

AGENDA ITEM # 9a
Planning Commission Meeting Date: 11/12/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: **Planning Staff**

DATE: **11/6/19**

ITEM: **Resolution 19-09 – Make a Portion of Copper River & Northwestern Company, Terminal Ground B 'Available'**

NEXT STEP: **Pass Resolution**

_____ INFORMATION
_____ MOTION
__X__ RESOLUTION

I. REQUEST OR ISSUE:

Requested Action:	Pass Resolution
Legal Description:	A Portion of Copper River & Northwestern Company, Terminal Ground B
Lot Area:	Approximate Area = 25,000 SF (Unsurveyed)
Zoning:	Business District
Location Map:	Location Map
	Letter of Interest from Sheridan Joyce
	Resolution 19-09

II. RECOMMENDED ACTION / NEXT STEP:

If the Planning Commission would like to make this property 'Available' they made do so by passing Resolution 19-09.

"I move to approve Resolution 19-09."

III. FISCAL IMPACTS:

Fiscal impacts also include the potential purchase price of the property.

IV. BACKGROUND INFORMATION:

The letter of interest identifies a portion of property which is approximately 25,000 square feet. Final square footage and precise dimensions would be determined by survey as a part of the disposal process.

This property is currently designated 'Not Available' on the 2019 Land Disposal Maps. There has been a lot of discussion over the years by the commission about how to change designations on the Land Disposal Maps. In past years, the commission tried to limit designation changes to the annual map update process; however, the current policy is that designations can change on a case-by-case basis; see the designation descriptions and update policy below.

Planning staff spoke with the Public Works Department to determine if there was any current or future need for the property for city purposes. Public Works staff indicated that there were no concerns with disposing of the property as it was a significant distance away from the cemetery on the western side of the property. The cemetery is likely the reason this property was never designated 'Available.'

The 2019 Land Disposal Maps are available online:
https://www.cityofcordova.net/images//eforms/planning/2019%20Land%20Disposal%20Maps.pdf

The following is the description of the map designations and update policy from the 2019 Land Disposal Maps:

Map Designations

Available – Available to purchase, lease, or lease with an option to purchase. Any of these lots may have conditions or special criteria that must be met.

Available - Requires Subdivision – These parcels are considered 'Available.' These are large parcels of land which would most likely be developed as a subdivision. The disposal process for these parcels is complex and could take a significant amount of time. Many require some or all of the following: city acquiring title to the land from the state, an extensive amount of surveying, or subdivision development agreements. Many of these parcels include city improvements that would not be disposed, such as access roads, water infrastructure, trails, cemeteries, etc.

Not Available – These parcels include substandard lots, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the city. The city manager will accept letters of interest from an interested party who requests the property designation be changed to 'Available,' however the existing city use of the property will be examined and carefully weighed against the letter of interest.

Tidelands – All requests to purchase tidelands will be reviewed by the Planning Commission as they are received. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

Leased – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. At the end of the lease term the property becomes available for disposal.

Update Policy

Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission in January, but the maps may be modified throughout the year on a case-by-case basis.

V. LEGAL ISSUES:

No legal review required.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The commission could take no action, which would result in the property remaining 'Not Available.'

INGRESS STREET
CHASE AVENUE
BROADWALK STREET
LEFEVRE STREET
LAKESHORE DRIVE
CENTER DRIVE
COPPER RIVER HIGHWAY
N
0
80
160
320
Feet

To the City of Cordova,

I am seeking to purchase commercial property along the Copper River highway for commercial use for my business, Cordova Powersports. Currently the business is operating out of a single car garage and a small outdoor storage area in a non-commercial zoned area. This severely limits the businesses ability to procure retailer statuses with large parts suppliers, and eliminates the possibility of becoming a dealer of off road vehicles. The business is also severely space constrained, operating with minimal to no available space for additional business during most of the summer months.

Many inquiries have been made over the last two years to private owners of commercially zoned property with no success. For that reason, I am asking the City of Cordova to designate a parcel of city owned land south of the copper river highway to the west side of, and adjacent to, Eagle Contracting's property lines as “Available”. I have marked an approximation of the desired area in green in the picture below. If this property were to be sold to Cordova Powersports, it would be used to construct a shop/showroom commercial building and a secure storage yard, solely for commercial use.

Thank you for your consideration,

Sheridan Joyce
Cordova Powersports
Box 555, Cordova AK, 99574

CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 19-09

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA THAT AN APPROXIMATELY 25,000 SQUARE FOOT PORTION OF COPPER RIVER & NORTHWESTERN COMPANY, TERMINAL GROUND B BE UPDATED TO 'AVAILABLE' AND ADDED TO THE 2019 LAND DISPOSAL MAPS

WHEREAS, the City of Cordova's City Manager and City Planner are directed by Cordova Municipal Code Section 5.22.040(B): *The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission*; and

WHEREAS, the City of Cordova's Planning Commission has determined that updating the 2019 Land Disposal Maps at this time to make a Portion of Copper River & Northwestern Company, Terminal Ground B 'Available' is important to maintain consistency with land disposal process; and

WHEREAS, the City of Cordova's Planning Commission has determined that this property should be designated as 'Available' on the 2019 Land Disposal Maps in order to consider disposal; and

WHEREAS, having updated maps will benefit the citizens of Cordova by providing maps for public review.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend to the City Council of the City of Cordova, Alaska that a Portion of Copper River & Northwestern Company, Terminal Ground B be updated to 'Available' and added to the 2019 Land Disposal Maps.

PASSED AND APPROVED THIS 12TH DAY OF NOVEMBER, 2019

_____
Tom McGann, Chair

ATTEST:

_____
Leif Stavig, City Planner

DRAFT

AGENDA ITEM # 9b
Planning Commission Meeting Date: 11/12/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: **Planning Staff**

DATE: **11/6/19**

ITEM: **Letter of Interest from Sheridan Joyce for a Portion of Copper River & Northwestern Company, Terminal Ground B**

NEXT STEP: **Recommendation to City Council on Disposal and Disposal Method**

_____ INFORMATION
__X__ MOTION
_____ RESOLUTION

I. REQUEST OR ISSUE:

This action item is contingent on the Planning Commission passing Resolution 19-09 with the area designated as 'Available' and if this has not occurred then no action should be taken. Any action on this item is still pending City Council concurrence on designating this area 'Available.'

Requested Actions:	Recommendation to City Council on Disposal and Disposal Method
Applicant:	Sheridan Joyce
Legal Description:	A Portion of Copper River & Northwestern Company, Terminal Ground B
Lot Area:	Approximate Area = 25,000 SF (Unsurveyed)
Zoning:	Business District
Location Map:	Location Map
	Letter of Interest from Sheridan Joyce

II. RECOMMENDED ACTION / NEXT STEP:

Staff suggest the following motion:

"I move to recommend to City Council to dispose of a Portion of Copper River & Northwestern Company, Terminal Ground B as outlined in Cordova Municipal Code 5.22.060 B by *"

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with the Sheridan Joyce to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

III. FISCAL IMPACTS:

Fiscal impacts also include the potential purchase price of the property.

IV. BACKGROUND INFORMATION:

See memo for Resolution 19-09 for information on the property. This property is zoned in the Business District, so the letter of interest does describe a use that is compatible with the district. City water is available to this property. City sewer is not available without significant infrastructure upgrades.

10/17/19 – Received a letter of interest from Sheridan Joyce for the property.

Applicable Code:

5.22.040 - Letter of interest to lease or purchase.

> *C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).*

5.22.060 - Methods of disposal.

> *B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:*
> *1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
> *2. Invite sealed bids to lease or purchase the property;*
> *3. Offer the property for lease or purchase at public auction;*
> *4. Request sealed proposals to lease or purchase the property.*

VI. LEGAL ISSUES:

Legal review of disposal documents is required.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND ALTERNATIVES:

N/A

INGRESS STREET
CHASE AVENUE
BROADWALK STREET
LEFEVRE STREET
LAKESHORE DRIVE
CENTER DRIVE
COPPER RIVER HIGHWAY
N
0
80
160
320
Feet

To the City of Cordova,

I am seeking to purchase commercial property along the Copper River highway for commercial use for my business, Cordova Powersports. Currently the business is operating out of a single car garage and a small outdoor storage area in a non-commercial zoned area. This severely limits the businesses ability to procure retailer statuses with large parts suppliers, and eliminates the possibility of becoming a dealer of off road vehicles. The business is also severely space constrained, operating with minimal to no available space for additional business during most of the summer months.

Many inquiries have been made over the last two years to private owners of commercially zoned property with no success. For that reason, I am asking the City of Cordova to designate a parcel of city owned land south of the copper river highway to the west side of, and adjacent to, Eagle Contracting's property lines as “Available”. I have marked an approximation of the desired area in green in the picture below. If this property were to be sold to Cordova Powersports, it would be used to construct a shop/showroom commercial building and a secure storage yard, solely for commercial use.

Thank you for your consideration,

Sheridan Joyce
Cordova Powersports
Box 555, Cordova AK, 99574

AGENDA ITEM # 9c
Planning Commission Meeting Date: 11/12/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: **Planning Staff**

DATE: **11/6/19**

ITEM: **Resolution 19-10 – Recommend City Council Adopt Comprehensive Plan**

NEXT STEP: **Pass Resolution**

_____ INFORMATION
_____ MOTION
__X__ RESOLUTION

I. REQUEST OR ISSUE:

The Cordova Comprehensive Plan Update has been finalized and is ready for final adoption.

II. RECOMMENDED ACTION / NEXT STEP:

Pass Resolution 19-10:

"I move to approve Resolution 19-10."

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

The city has spent over a year involved in an intensive planning process to develop a new comprehensive plan. After an extensive and far-reaching public process, the plan has been finalized and is ready for final adoption.

The comprehensive plan consists of an Executive Summary, the Full Plan document, and Plan Appendices. All of these are available on the website at: www.cordovacompplan.com. Print copies can be provided by staff by request.

Once the plan has been adopted by City Council, print copies will be provided to the commission.

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 19-10

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA APOPT THE CORDOVA COMPREHENSIVE PLAN UPDATE

WHEREAS, the City of Cordova's existing Comprehensive Plan was last updated in 2008; and

WHEREAS, the City of Cordova has developed a Cordova Comprehensive Plan Update consisting of three parts: an Executive Summary, the Full Plan document, and Appendices; and

WHEREAS, the City of Cordova contracted with Agnew::Beck to facilitate the development of the Cordova Comprehensive Plan; and

WHEREAS, the City of Cordova spent over a year engaged in an effort to gain widespread and varied public input for the comprehensive plan through in-depth interviews, presence at six large-scale events, a community survey and interactive map, a visitor survey, a project website, several informational postcards, newspaper and radio coverage, and a final extended public comment period; and

WHEREAS, the Cordova Comprehensive Plan Update will serve as a community resource and guide, offering recommendations that protect what residents value most about Cordova while benefiting and enhancing the quality of life for current and future residents; and

WHEREAS, the Cordova Comprehensive Plan Update is a community-driven tool that will provide direction to community leaders, residents, funders and other partners for years to come.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommends the City Council of the City of Cordova, Alaska adopt the Cordova Comprehensive Plan Update.

PASSED AND APPROVED THIS 12TH DAY OF NOVEMBER, 2019

_____
Tom McGann, Chair

ATTEST:

_____
Leif Stavig, City Planner

DRAFT

AGENDA ITEM # 10a
Planning Commission Meeting Date: 11/12/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: **Planning Staff**

DATE: **11/6/19**

ITEM: **Letter of Interest from Prince William Sound Science Center for the "Old Sea Grant Building"**

NEXT STEP: **Recommendation to City Council on Disposal and Disposal Method**

_____ INFORMATION
__X__ MOTION
_____ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions:	Recommendation to City Council on Disposal and Disposal Method
Applicant:	Prince William Sound Science Center (PWSSC)
Legal Description:	Portion of Lot 3, Block 7A, Tidewater Development Park
Area:	Approx. 700 SF building
Zoning:	None
Attachments:	Memo from Harbor Commission Letter of Interest Location Map

II. RECOMMENDED ACTION / NEXT STEP:

Staff suggest the following motion:

"I move to recommend to City Council to dispose a building locally known as the "Old Sea Grant Building" located on a portion of Lot 3, Block 7A, Tidewater Development Park as outlined in Cordova Municipal Code 5.22.060 B by *"

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with the Prince William Sound Science Center to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

III. FISCAL IMPACTS:

This building has been leased to PWSSC at fair market value since 1999.

IV. BACKGROUND INFORMATION:

9/24/19 – PWSSC submitted a Letter of Interest for the "Old Sea Grant Building."

10/8/19 – At the Planning Commission Regular Meeting, the commission referred the letter of interest to the Harbor Commission. From the unapproved minutes:

> M/***Bolin*** S/***Bird*** to recommend to City Council to dispose of a building locally known as the "Old Sea Grant Building" located on a portion of Lot 3, Block 7A, Tidewater Development Park as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with the Prince William Sound Science Center to lease or purchase the property.
>
> ***Stavig*** said that the last lease term was for five years. They did not specify in their letter how long they wanted to continue to lease. ***Bird*** said she wanted to have the Harbor Commission weigh in on the issue and hopes that they would support leasing it to them for a few more years until the Science Center figures out their new facility.
>
> > M/***Baenen*** S/***Bird*** to refer back to staff to get a recommendation from the Harbor Commission.
> > Upon voice vote, motion to refer passed 4-0.
> > Yea: ***McGann, Baenen, Bird, Bolin***
> > Absent: ***Pegau, Roemhildt, Lohse***

10/30/19 – At the Harbor Commission Special Meeting, the commission had a discussion about the Old Sea Grant Building. Following the meeting, the harbormaster provided the attached memo.

This property is currently shown as 'Leased' on the Land Disposal Maps. The existing lease is for a five-year term and expires on January 1, 2020. The following is the definition of the designation "Leased" from the 2019 Land Disposal Maps:

> **Leased** – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years

and others are long term leases with substantial improvements on the property. At the end of the lease term the property becomes available for disposal.

PWSSC is requesting the city dispose of the building by directly negotiating a lease once the property becomes available at the end of the lease term.

There have been no problems related to this lease; payments have always been timely and conditions of the lease have been met.

Applicable Code:

5.22.040 - Letter of interest to lease or purchase.

C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).

5.22.060 - Methods of disposal.

B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:
1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;
2. Invite sealed bids to lease or purchase the property;
3. Offer the property for lease or purchase at public auction;
4. Request sealed proposals to lease or purchase the property.

VI. LEGAL ISSUES:

Legal review of lease required.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND ALTERNATIVES:

N/A

Memorandum

To: Cordova Planning and Zoning

From: Cordova Harbor Commission

Date: 10/31/2019

Re: Sea Grant office Lease

The Cordova Harbor Commission met on 10/30/2019 and discussed the use of the old Sea Grant office. It is currently being leased by the Prince William Sound Science Center. The Harbor Commission agreed that continuing the lease to the PWSSC on a short term (1-3 years) basis, doesn't conflict with the Harbor's needs. They would recommend that the lease is renewed while the PWSSC continues to build their new facilities.

Tony Schinella, Harbormaster

PRINCE WILLIAM SOUND
SCIENCE
CENTER

PO Box 705
Cordova, AK 99574

907.424.5800
pwssc@pwssc.org

www.pwssc.org

24 September 2019

To: Leif Stavig
Re: Old SeaGrant Building

Dear Leif,
The Prince William Sound Science Center would like to continue leasing the old SeaGrant building from the City. Please consider this letter an official request to lease a portion of Lot 3, Black 7A, Tidewater Development Park, commonly referred to as the "Old Sea Grant Building" from the City. We ask that the property be listed for disposal by direct negotiation between the City and PWSSC for the purpose of leasing the property.

Sincerely,

W. Scott Pegau

RESEARCH • EDUCATE • INTEGRATE

JIM POOR AVENUE
BREAKWATER AVENUE
INDUSTRY WAY
"Old Sea Grant Building"
N
0
55
110
220
Feet

AGENDA ITEM # 10b
Planning Commission Meeting Date: 11/12/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: **Planning Staff**

DATE: **11/6/19**

ITEM: **Resolution 19-08 – Capital Improvement List**

NEXT STEP: **Pass Resolution**

_____ INFORMATION
_____ MOTION
__X__ RESOLUTION

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 discussed at the October Regular Meeting. 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:

9/10/19 – The following is from the minutes of the Planning Commission Regular Meeting:

M/***Bird*** S/***Bolin*** to approve Resolution 19-08.

McGann said he thought they should delete the Second Street project since that was in the works. The commission concurred. ***Lohse*** said that the addressing project was a priority in his mind. ***Bolin*** said he didn't think people realized how big of a health and safety issue the addressing project was. ***McGann*** added funding for code changes to the list.

M/***Bird*** S/***Bolin*** to refer the resolution back to staff.
Upon voice vote, motion to refer passed 4-0.
Yea: ***McGann, Bird, Bolin, Lohse***
Absent: ***Pegau, Baenen, Roemhildt***

10/8/19 - The following is from the unapproved minutes of the Planning Commission Regular Meeting:

M/***Bird*** S/***Bolin*** to approve Resolution 19-08.

Stavig explained that at the last meeting they deleted the Second Street project since it was in the works and added code updates to Titles 17 and 18. He said that the attorney time for code updates was extremely variable. He thinks they could do a significant part of Title 17 in-house, but Title 18 was very large. They have made some great updates to particular sections of Title 18 over the past few years.

Baenen said he thought the addressing project was critical and that it should stay at the top of their list. ***McGann*** said he agreed with that due to health and safety. ***Stavig*** said that addressing was tied to E-911 and dispatch; it isn't a matter of just picking numbers out for places that don't have numbers. ***Bolin*** said he understood it was tied to GPS also. ***Stavig*** said that E-911 has a fund in the city with money in it.

M/***Baenen*** S/***Bird*** to refer back to staff.
Upon voice vote, motion to refer passed 4-0.
Yea: ***McGann, Baenen, Bird, Bolin***
Absent: ***Pegau, Roemhildt, Lohse***

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 E-911 Compliant Database - $75,000 in E-911 Fund
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. Code Updates to Title 17 and 18 with funding for attorney time - $10,000 - $25,000
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

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 12TH DAY OF NOVEMBER, 2019

_____
Tom McGann, Chair

ATTEST:

_____
Leif Stavig, City Planner

DRAFT

2019 NOVEMBER

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

2019 DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	**02**	**03**	**04** 7:00 PM - City Council Regular Meeting *(Cordova Center Rooms A & B)*	**05**	**06**	**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**	**25** **City Closed - Christmas**	**26** 6:00 PM - CCMC Board Regular Meeting *(CCMC Conference Room)*	**27**	**28**
29	**30**	**31** 6:00 PM - Parks and Recreation Commission Regular Meeting *(Cordova Center Rooms A & B)*	01	02	03	04
05	06	07	08	09	10	11