

**PLANNING COMMISSION REGULAR MEETING
TUESDAY JUNE 11, 2024 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

Chair

Tania Harrison

Vice Chair

Mark Hall

Commissioners

Chris Bolin

Sarah Trumblee

Kris Ranney

Gail Foode

Sean Den Adel

City Planner

Kevin Johnson

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Chair Tania Harrison, Commissioners Chris Bolin, Sarah Trumblee, Mark Hall, Kris Ranney, Gail Foode, and Sean Den Adel

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Record excused absence of Chris Bolin and Sarah Trumblee from the May 14, 2024 Regular Meeting
- b. Minutes of the December 12, 2023 Public hearing
- c. Minutes of the December 12, 2023 Regular Meeting

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

9. UNFINISHED BUSINESS

- a. Request For Proposals Planning Commission Review and Scoring Criteria Update Continued Discussion.....

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10. NEW BUSINESS

11. AUDIENCE COMMENTS

12. COMMISSION COMMENTS

13. ADJOURNMENT

You may submit written public comments via email to planning@cityofcordova.net, mail comments to City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to City Hall directly. Written public comments must be received by 4:00 p.m. on the day of the meeting

**PLANNING COMMISSION PUBLIC HEARING
DECEMBER 12, 2023 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES**

1. CALL TO ORDER

Vice Chair *Mark Hall* called the Planning Commission Public Hearing to order at 6:30 PM on December 12, 2023 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Commissioners *Mark Hall, Sarah Trumblee, Kris Ranney, Gail Foode,* and *Sean Den Adel*

Tania Harrison, and Chris Bolin was absent.

3. PUBLIC HEARING

a. Conditional Use Permit– Business Use in Residential Zone – Lot 8A, Block 5, Vina Young Subdivision

Michelle Hahn spoke in favor of granting the Conditional Use Permit

Kristin Carpenter spoke in favor of granting the Conditional Use Permit

Peter Hefner spoke in favor of granting the Conditional Use Permit

Robert Beedle spoke against granting the Conditional Use Permit

Becky Chapek spoke in favor of granting the Conditional Use Permit

4. ADJOURNMENT

With no further public comments and no objections, the Public Hearing was adjourned at 6:46 pm.

Approved:

Tania Harrison, Chair

Kevin Johnson, City Planner

**PLANNING COMMISSION REGULAR MEETING
DECEMBER 12th, 2023 AT 6:45 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES**

1. CALL TO ORDER

Vice Chair **Mark Hall**, called the Planning Commission Regular Meeting to order at 6:47 PM on December 12, 2023 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Commissioners **Mark Hall, Sarah Trumblee, Kris Ranney, Gail Foode, and Sean Den Adel**

Tania Harrison, and Chris Bolin was absent.

Staff present - City Planner **Kevin Johnson**.

3. APPROVAL OF AGENDA

M/Trumblee S/Ranney to approve the agenda

With no objection the motion was passed.

4. APPROVAL OF CONSENT CALENDAR

- a. Record unexcused absence for Chris Bolin from the November 14, 2023 Regular Meeting
- b. Record excused absence for Kris Ranney from the November 14, 2023 Regular Meeting

M/Trumblee S/Foode to approve the consent calendar.

Upon voice vote, motion passed 5-0.

Yea: **Hall, Trumblee, Ranney, Foode, Den Adel**

Absent: **Harrison, Bolin**

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

Trumblee stated that she would be requesting herself from the discussion and voting on the Conditional Use Permit agenda item.

6. CORRESPONDENCE

Johnson told the commission that nothing had been received.

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers - None
- b. Audience comments regarding agenda items –

Kristin Carpenter spoke in favor of granting the Conditional Use Permit

Nicole Songer spoke in favor of granting the Conditional Use Permit

8. PLANNER'S REPORT

No questions from the commission on the Planners Report.

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

a. Conditional Use Permit – Business Use in Residential Zone – Lot 8A, Block 5, Vina Young Subdivision

M/Ranney S/Foode move that the Planning Commission grant the Conditional Use Permit request submitted by Cordova Family Resource Center and to adopt and incorporate the findings and conditions of approval within the staff report.

Ranney said they were unsure how they would vote coming into this meeting, but after hearing both sides at the Public Hearing they are in favor of granting the CUP.

Foode said that this is a vital organization in town and that any lose from taxes due to the nonprofit status will be greatly overcome by the costs that the organization saves each of their clients through the services they provide to stabilize their lives.

Den Adel agreed that the organization is vital to the community and that they are in support of the CUP

Hall asked for clarification on the suggested condition that required there to be two dwellings. *Johnson* explained that currently the home is two units, one upstairs and one downstairs. CFRC plans to convert the upstairs into their offices and so by requiring the downstairs to become two dwellings it preserves the unit count on the property. *Nicole Songer* added that their organization does plan to convert the downstairs into two separate units, but they would need more time to accomplish that due to the ownership transfer that would happen in 2024. *Hall* asked how those rentals would be taxed, *Songer* responded that they would be rented to CFRC clients so they would fall under CFRCs non-profit tax exemption.

M/Ranney S/Den Adel to amend the main motion to extend the renovation deadline from December 31st 2024 to December 31st 2025.

Upon voice vote, motion passed 4-0.

Yea: Hall, Ranney, Foode, Den Adel

Absent: Harrison, Bolin

M/Ranney S/Foode to approve the main motion as amended.

Upon voice vote, motion passed 4-0.

Yea: Hall, Ranney, Foode, Den Adel

Absent: Harrison, Bolin

b. 2024 Land Disposal Map Discussion

Hall explained that the updating of the Land Disposal maps is an annual process, and that tonight was just a discussion to get the current maps in front of each of the commission members so that they can get familiar with them as we will have more in depth discussion on them in the near future.

Johnson added that staff does not have plans to propose any changes to the statues of the lots. The only update that is planned on is the inclusion of a table that lists the end dates of the leased lots. This would allow for the public to know when those lots would be available next.

Trumblee asked if there had been any interest in the lots on Second Street that were made available in the last update? *Johnson* responded that there had not been any interest yet. They would like to work with the commission to put together a request for proposals for that property, outline what the city would like to see out of that lot, such as X number of dwellings or X square feet of commercial space. This could then be put out to developers to see if there is any outside interest in developing the lots to their full potential.

Ranney asked if the city itself could develop the lots. *Johnson* responded that while he likes the idea of the city taking the lead, due to budget and staff constraints, it would be more realistic if the city was a partner in the development.

11. AUDIENCE PARTICIPATION

NA

12. COMMISSION COMMENTS

Den Adel was glad that CFRC was able to find a place while also retaining some dwellings. Also welcomed the new commission members.

Trumblee thanked everyone for their time and welcomed the new commission members.

Ranney thanked everyone for their time and welcomed the new commission members.

Foode said they are looking forward to being on the commission.

Hall Thanked everyone for their time and welcomed the new commission members.

13. ADJOURNMENT

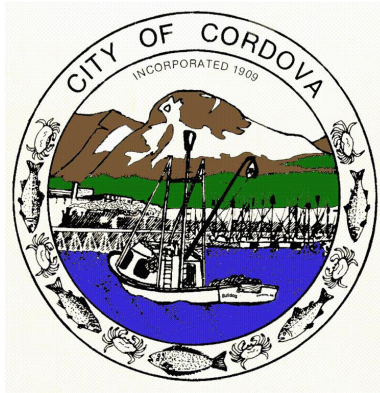
M/Trumblee S/Ranney to adjourn the Regular Meeting.
With no objection, the meeting was adjourned.

Approved:

Tania Harrison, Chair

Kevin Johnson, City Planner

DRAFT



AGENDA ITEM # 9a
Planning Commission Meeting Date: 6/11/24

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner

DATE: 6/7/24

ITEM: Request For Proposals Planning Commission Review and Scoring Criteria Update Continued Discussion

NEXT STEP: Review and Discuss Updating the Request for Proposals Review and Scoring Criteria

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

The Planning Commission, after using the existing Request for Proposals (RFP) scoring criteria at their 4/9/24 meeting, determined that the criteria should be revisited and potentially updated. It was decided that there would be a discussion about this at the next meeting to determine how to move forward with modifying the process if needed.

II. RECOMMENDED ACTION / NEXT STEP:

No motion necessary, the commission should hear staffs presentation and then discuss the topic.

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

While reviewing proposals at the 4/8/24 meeting, the Planning Commission determined that the review criteria are appeared to be unclear and may no longer align with the needs, goals, and values of the city. This was confirmed when it was realized that many commissioners had their own interpretation and meaning for the existing criteria. The commission then decided that the criteria and review process need to be examined and potentially updated to create better clarity.

The existing criteria (attached to this memo) was created over a series of meetings in 2011. The idea to create criteria came from the commission themselves. After reviewing multiple proposals with no set review process, they saw that there is a need to create a process that includes some objectivity to the process, but also recognized that ultimately it is a subjective process. In addition to providing direction for the commission in their review, they saw the creation of criteria as a way to also guide development to meet the needs and values of the community.

When creating these they had many of the same concerns as the commission today. There were concerns that there were not clear definitions and how would future commissions interpret the criteria. Ultimately it was determined that these criteria should be owned and modified by each commission as they see fit.

The following are some loose “definitions” that seemed to get general consensus from the commission at the time of creation. I have not finished combing through the records, so this list is incomplete at this time.

Importance to Community: comparing proposed uses to intended zoning (flower shop vs boat repair shop in commercial zone)

Enhanced Architectural Design: Building aesthetic, building material, energy efficiency, landscaping, sidewalks, greenspaces / public spaces.

The Planning Commission had an initial discussion at their 5/14/24 meeting.

The discussion began with talking about if the criteria are to be used as just an advisory tool or if they are used to choose the best proposal. It was decided that these criteria should be used as an advisory tool for the commission to make a recommendation. This leaves it open for the commission to have discretion as not every criterion can be accounted for. If a proposal comes forward that includes a need or desire of the that is not accounted for in the criteria, the commission is not held to the rigidity of the criteria.

The commission discussed adding a “preference bonus” to proposal scores for those with State or local residency. This could be tied to your PFD status. Could be two tiered, you get X% bonus for state residency, and then X% bonus if also a local resident.

Staff explained that when they issue an RFP they include two different sheets. One being the review criteria, the second is a list of questions (attached to this memo) that staff puts together which are somewhat tailored to each RFP. These questions are to pull more specific information out from the applicants in their proposals. The commission asked to either add questions or modify the existing ones to pull out more information regarding business plans such as well as getting more specific information on financing plans.

The commission decided that there should be definitions for each criterion and that these definitions should then be included with the RFP. The commission then decided to go through and discuss each of the criterion individually.

“Value of Improvements” - There was a desire to have this clarified that this criterion has to do with what the estimated property / improvement value will be for property tax purposes.

“Number of Employees” - it was determined that the commission would like to see this clarified that this is referring to the number of additional direct employees not including the owner.

The commission ended the meeting and decided to pick the discussion back up at their next meeting.

VI. LEGAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission has requested a time to discuss the RFP review criteria. There has been concerns stressed that they are unclear and may not be in line with the current needs and value of the city.

VIII. ATTACHMENTS:

RFP Review Criteria

Please review the attached section of Code for the permitted uses within the **Waterfront Industrial District**. **Additional Minimum Information Required** (please attach separately with this proposal form):

1. Describe the development you're proposing.
2. What is the proposed square footage of the development?
3. Provide a sketch, to scale, of the proposed development in relationship to the lot. (Attachment C)
4. What is the benefit of the proposed development to the community?
5. What is the value of the proposed improvements (in dollars)?
6. What is your proposed timeline for development?

Included for your convenience:

Attachment A: Criteria used when evaluating each submitted proposal.

Attachment B: A location map showing the subject property.

Attachment C: The property parcel with measurements.

Attachment D: Cordova Municipal Code - Waterfront Industrial District

Attachment E: Sample Lease with Option to Purchase Agreement

Please mail proposals to: **City of Cordova**
 Attn: City Manager
 C/O Impound Lot Proposals
 P.O. Box 1210
 Cordova, Alaska 99574

Or email proposals to citymanager@cityofcordova.net and planning@cityofcordova.net. The email subject line shall be "Proposal for Lot 4A, Block 5," and the proposal shall be attached to the email as a PDF file.

Or deliver your proposal to the front desk at City Hall.

For questions or more information about the land disposal process, contact the City Planning Department at 424-6220, planning@cityofcordova.net, or stop by in person.

Proposals received after Friday, March 1st, 2024 at 4:30 PM will not be considered.

ATTACHMENT A

Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10. The multiplier will then be applied to the scores to determine a final score.

A proposals score is not the final determination on if it will be chosen. City Council has ultimate discretion and may select the proposal they determine best based on their own determination. The Council may also reject any and all proposals based on their own determination.

Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal Rank 1-10	Subtotal for Proposal
Value of improvements	1.75		
Number of Employees	1.5		
Sales Tax Revenue	1.25		
Importance to Community	1.75		
5yr Business Plan/Timeline	0.75		
Enhanced Architectural Design	1		
Proposal Price	1		
Consistency with Comprehensive Plan	1		
Total			