

**PLANNING COMMISSION REGULAR MEETING
TUESDAY SEPTEMBER 10th, 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 Tania Harrison from the July 9, 2024 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

10. NEW BUSINESS

- a. Letter of Interest – Lot 17, Block 10, Original Townsite..... **Page 1**
- b. Letter of Interest - Lots 3 & 4, Block 8, Original Townsite **Page 10**
- c. Letter of Interest – Portion of Public Safety Building..... **Page 15**

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



AGENDA ITEM # 10a
Planning Commission Meeting Date: 9/10/24

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, Public Works Director / Acting City Planner
DATE: 8/6/24
ITEM: Letter of Interest – Lot 17, Block 10, Original Townsite
NEXT STEP: Recommendation to City Council on Disposal and Disposal Method

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Recommendation to City Council on Disposal and Disposal Method
Applicant: John Stack and Barbara Solomon
Legal Description: Lot 17, Block 10, Original Townsite
Area: Approximately 2,500 Sq. Ft.
Zoning: Medium Density Residential
Attachments: Location Map
Letter of Interest

II. RECOMMENDED ACTION / NEXT STEP:

Staff has provided the following recommended motions for the Planning Commission to open the agenda item for discussion:

“I move to recommend to City Council to make available and following the noticing procedures, to dispose of Lot 17, Block 10, Original Townsite, 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 John Stack and Barbara Solomon 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.

Alternate motion:

“I move to recommend the City Council does not dispose of Lot 17, Block 10, Original Townsite”

III. FISCAL IMPACTS:

The property would become part of the city’s tax base increasing property tax collection.

IV. BACKGROUND INFORMATION:

John Stack and Barbara Solomon have submitted a Letter of Interest to purchase lot 17, block 10, of the Original Townsite, located along Browning Avenue. They have recently acquired the two adjacent lots (lots 18 and 19) with the intention of constructing a dwelling across lots 18 and 19 and using lot 17 for access and snow storage.

The property is zoned Medium Density Residential which allows for one, two, and multifamily dwellings and boarding houses. The site is currently developed with a shed / carport, and has utilities (water, sewer, power, etc.) within the street and alley adjacent to the property.

The property is 25 feet wide by 100 feet long. The actual usable space is considerably smaller as the southern five to ten feet of the lot is taken up by utilities (power, cable, etc.). The eastern 25 feet of the lot is used as a snow dump in the winter by the streets crew. With these restricting features, the lot on its own has limited development possibilities. It seems that as the applicants own the adjoining lots, they would have the best ability to use the lot to its fullest potential.

Planning and Streets staff discussed the request and determined that if a snow easement was retained on the eastern portion of the lot there would be no conflicts with current snow removal operations. Retaining a snow easement is something the city has done on other properties they have sold and has had success with that. The applicants have no hesitation to the snow easement and have even suggested it in their letter of interest.

The property is currently shown as “unavailable” on the land disposal maps. With that, Council would need to direct staff to make the lot available. This would trigger the noticing procedures in CMC 5.22. Following the 30 day notice of the lots change in status, the council could make a final decision on its disposal.

Applicable Code:

5.22.030 – Land Disposal Map.

A. The City shall maintain and update annually a map of city owned real property. The following designations shall be applied to the land disposal map:

3. Tidelands: Tidelands are considered as “Available” designation but shall require review and recommendation from the Harbor Commission.

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:

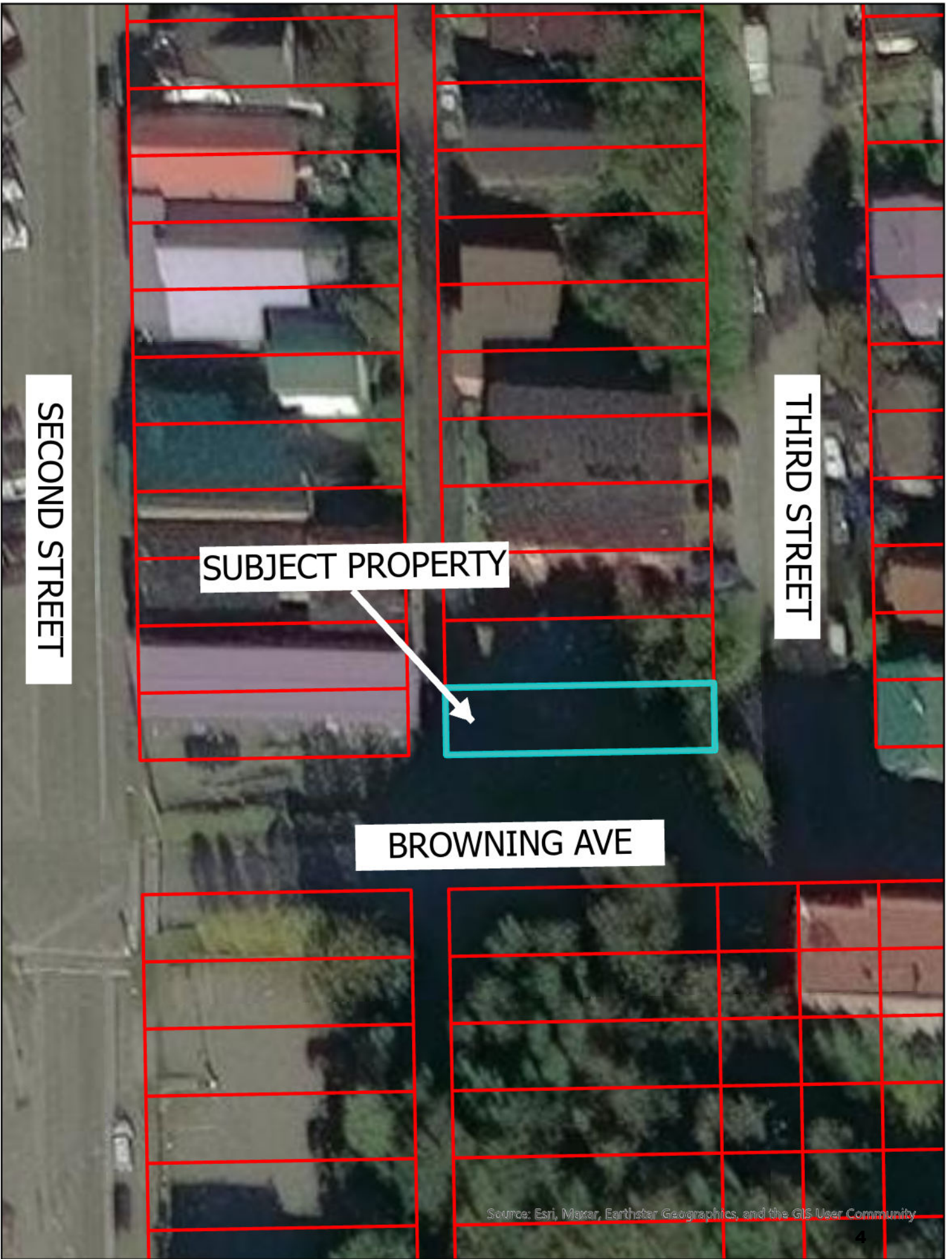
- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
- 2. Invite sealed bids to lease or purchase the property;*
- 3. Offer the property for lease or purchase at public auction;*
- 4. Request sealed proposals to lease or purchase the property.*

VI. LEGAL ISSUES:

Legal review of any agreement will be required prior to final approval by Council.

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission may make a motion to recommend or not recommend the disposal of the land.



SECOND STREET

THIRD STREET

SUBJECT PROPERTY

BROWNING AVE

John Stack and Barbara Solomon

P.O. Box 1983
Cordova, AK 99574
907-253-7749
Jastack3@gmail.com

July 24, 2024

City of Cordova
Street Address
Cordova, AK 99574

Planning and Zoning Commission and City Council:

This is a proposal to purchase Lot 17 Block 10 Cordova Townsite, currently designated unavailable and used as a snow dump at the corner of 3rd and Browning.

We recently purchased the adjoining Lots 18 and 19 located to the north of subject property. Obtaining Lot 17 would help improve accessibility, provide south facing garden space and additional parking in the summer months and snow storage in the winter months.

Currently, approximately the eastern 25 feet of Lot 17 is used in the winter months as a snow dump by the street maintenance crew. Additionally, the southern 8 foot strip of Lot 17 adjacent to Browning is a utility corridor with power, communication cables and associated equipment.

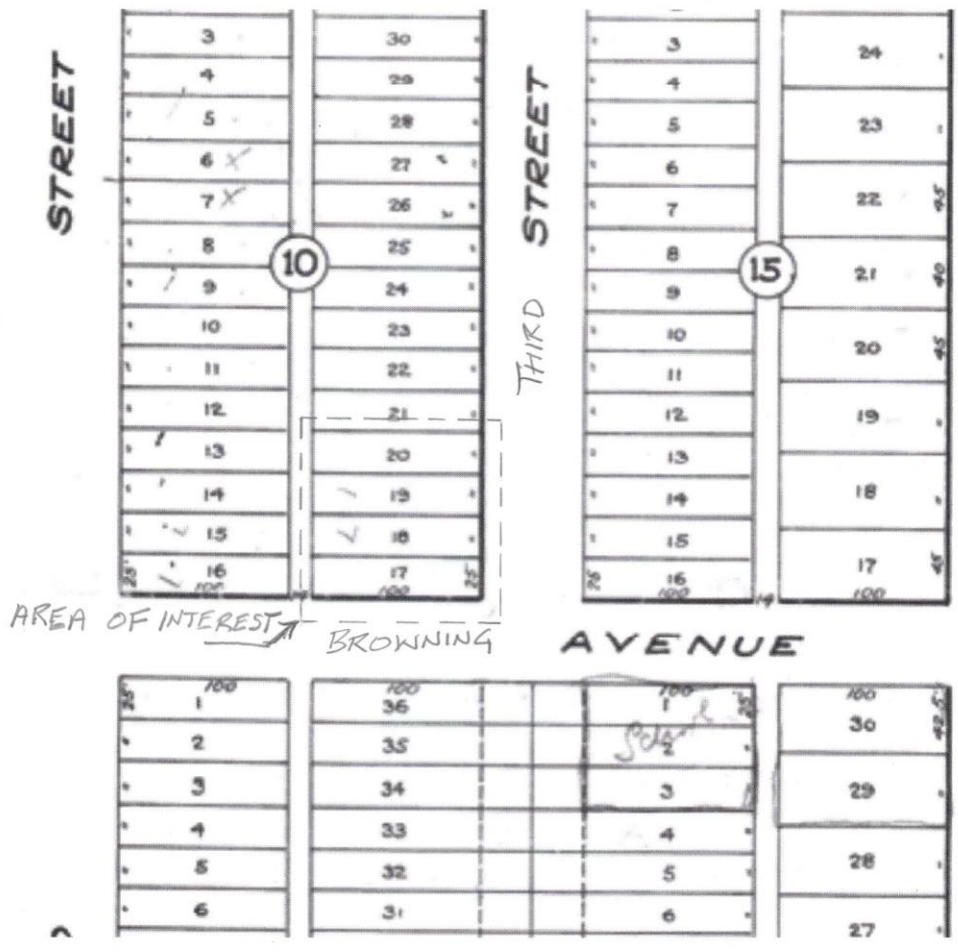
Our proposal to purchase Lot 17 would include creating a utility corridor easement along the south most length of Lot 17 adjacent to Browning as well as a snow dump easement on the east most 25feet adjacent to Third street; therefore, not interfering with snow removal operations or currently installed utilities. Allowing us to purchase this lot would allow for the following benefits for both us and the City of Cordova.

- Provide revenue for the city as a sale and future revenue in the form of property tax for partial development of Lot 17.
- Our building would provide another much needed dwelling unit within the City and future taxes associated with it.
- Allow the city to use the East most 25feet of Lot 17 for the snow dump, off of Third Street as is presently the case.
- In considering possible designs for Lots 18 and 19, we would like to justify the building to the south so that we can maintain greater than the minimum required side yard between our property and Lot 20 to the north. Currently the building located to the north uses their adjacent side yard for parking. We would like to have a large side yard as well, for additional summer parking and winter snow management, and provide a roomier feel to our property and the existing neighbor to the north. Owning Lot 17 would allow us to do this.
- Allow for easier vehicle access to our property since the existing buildings off Second Street are built close to the alley line making accessibility to our property difficult with the narrow alley.
- Help with residential snow management by allowing for more space to store snow from Lots 18 and 19 in the winter months.

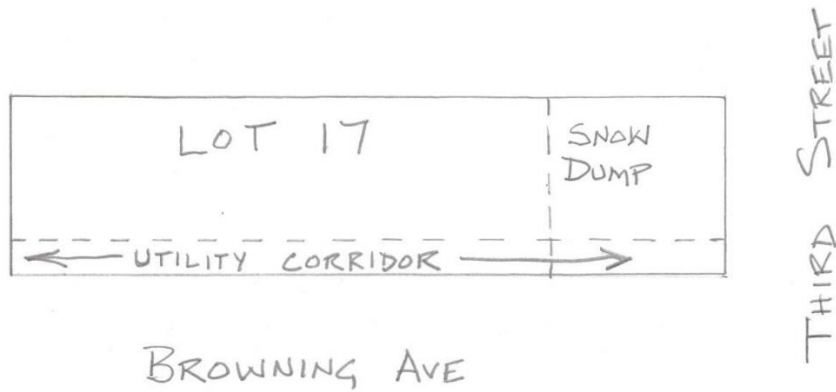
- The aesthetics of Lot 17 would be improved with landscaping as it is an ideal south facing garden area for Lots 18 and 19.

Thank you for your consideration,

John Stack and Barbara Solomon



Area of interest shown on this plat.



Lot 17 shown with Utility Corridor and Snow Dump



Lot 17 Utility Corridor viewed from alley looking East



Lot 17 viewed from alley looking East



Property viewed from Third Street looking West



AGENDA ITEM # 10b
Planning Commission Meeting Date: 9/10/24

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, Public Works Director / Acting City Planner

DATE: 8/6/24

ITEM: Letter of Interest, Lots 3 & 4, Block 8, Original Townsite

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

- INFORMATION
- MOTION
- RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Recommendation to City Council on Disposal and Disposal Method
 Applicant: Cordova Chamber of Commerce
 Legal Description: Lots 3 & 4, Block 8, Original Townsite
 Area: Approximately 5,000 Sq. Ft.
 Zoning: Central Business District
 Attachments: Location Map
 Letter of Interest

II. RECOMMENDED ACTION / NEXT STEP:

Staff has provided the following recommended motions for the Planning Commission to open the agenda item for discussion:

“I move to recommend to City Council to dispose of Lots 3 and 4, Block 8, Original Townsite, 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 Cordova Chamber of Commerce 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.

Alternate motion:

“I move to recommend the City Council does not dispose of Lots 3 and 4, Block 8, Original Townsite”

III. FISCAL IMPACTS:

The current lease with the Chamber of Commerce does not charge rent and instead provides the use of the building as an in-kind donation to the Chamber. Council will ultimately have to decide on if these in-kind donations will continue or if rent payments would be required. Alternatively, the Council could choose to lease the space to a different entity and charge rent.

IV. BACKGROUND INFORMATION:

The lease with the Chamber of Commerce, who has occupied this location since 1999, is due to expire on December 31st 2024 and does not have any additional renewal options. This requires the chamber to go through the land disposal process to request that a new lease be negotiated.

The Chamber has submitted a letter of interest explaining that the current location was purpose built and meets their needs. They have considered other office locations but have determined that they would like to remain in their historic location.

Applicable Code:

5.22.030 – Land Disposal Map.

A. The City shall maintain and update annually a map of city owned real property. The following designations shall be applied to the land disposal map:

3. Tidelands: Tidelands are considered as “Available” designation but shall require review and recommendation from the Harbor Commission.

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 any agreement will be required prior to final approval by Council.

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission may make a motion to recommend or not recommend the disposal of the land.

SUBJECT PROPERTY

CRH / FIRST STREET

COUNCIL AVE



July 25, 2024

City Manager
City of Cordova
P.O. Box 1210
Cordova, AK 99574

To Whom It May Concern:

The Cordova Chamber of Commerce is a non-profit membership organization established in 1988 that works to empower the business community and foster connections that elevate the quality of life in Cordova. In addition to our work to support Cordova's small and large businesses and grow economic opportunity, we have worked in partnership with the City of Cordova for over 25 years as the designated Destination Management and Marketing Organization (DMMO) for the Cordova area to foster relationships and attract visitor traffic that fits the unique culture and offerings of our community.

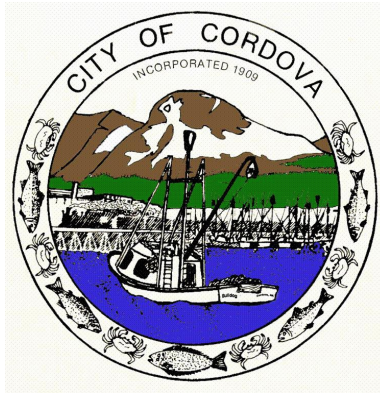
It has come to our attention that our current lease with the City of Cordova for Lots 3 & 4, Original Townsite, Cordova AK is expiring on December 31, 2024. The Chamber has leased this site since 1999, at which time it was purpose-built to fit the needs we serve, and we are interested in renewing the lease to remain in this historic location. Our board of directors and staff have explored other office location options and have concluded that this location at 404 First Street best suits our purpose as a Visitor Center to provide local information to visitors as well as residents, to organize and host community-wide events that elevate the quality of life and increase economic opportunity, to provide business counseling and support, and to bring together various community partners to reach shared goals that propel our community forward.

Through the pandemic, our services proved vital to local businesses and the community, and the value and relevance of Cordova Chamber has only continued to grow since then. Our small staff and dedicated board of directors work diligently to better the quality of life for residents and create an inviting atmosphere for commerce. This affordable office space is pivotal to our continued impact. We greatly value our partnership with the City of Cordova and could not do our work without your cooperation and this support. Thank you for your consideration and partnership.

Best Regards,

A handwritten signature in black ink that reads "Cathy Renfeldt".

Cathy Renfeldt
Executive Director
Cordova Chamber of Commerce



AGENDA ITEM # 10c
Planning Commission Meeting Date: 9/10/24

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, Public Works Director / Acting City Planner
DATE: 9/6/24
ITEM: Letter of Interest – Portion of Public Safety Building
NEXT STEP: Recommendation to City Council on Disposal and Disposal Method

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Recommendation to City Council on Disposal and Disposal Method
Applicant: Alaska State Troopers
Area: Approximately 2,500 Sq. Ft.
Zoning: Public Lands & Institutions District
Attachments: Letter of Interest

II. RECOMMENDED ACTION / NEXT STEP:

Staff has provided the following recommended motions for the Planning Commission to open the agenda item for discussion:

“I move to recommend to City Council to dispose of a portion of the Public Safety Building, 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 Alaska State Troopers 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.

Alternate motion:

“I move to recommend the City Council does not dispose of a portion of the Public Safety Building.”

III. FISCAL IMPACTS:

The city would continue to collect lease revenue for the use of the space.

IV. BACKGROUND INFORMATION:

The Alaska State troopers are currently located within a roughly 2,500 square foot portion of the Public Safety Building. The lease with the Troopers has expired and does not have any additional renewal options. This requires the Troopers to go through the land disposal process to request that a new lease be negotiated.

The Troopers have submitted a letter of interest explaining their desire continue to lease the existing space.

City staff, including those occupying the Public Safety Building have reviewed this request and have no objects to a new lease being negotiated.

Applicable Code:

5.22.030 – Land Disposal Map.

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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 any lease will be required prior to final approval by Council.

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission may make a motion to recommend or not recommend the disposal of the space.



August 22, 2024

Lease #2679 – Letter of Interest for Lease Extension

The Department of Transportation & Public Facilities, Division of Facilities Service (DFS), Leasing Section administers lease #2679, occupied by the Department of Public Safety located at 602 Railroad Avenue, Cordova, Alaska 99574.

This letter serves to express the State's interest in pursuing an extension of this lease for an aggregate term of Ten (10) years, the structure of which is to be negotiated between both parties upon approval. The Lease consists of 2,500 square feet of office space and ten (10) parking spaces. There is no request for changed to the square footage nor parking space requirements.

Thank you for the consideration of this letter of interest. Please let us know of you decision at the earliest opportunity.

Sincerely,

A handwritten signature in blue ink that reads "Daniel Valette".

Daniel Valette, MBA
Contracting Office III
907-269-0310
daniel.valette@alaska.gov