

**Chair**  
Tania Harrison

**Vice Chair**  
Mark Hall

**Commissioners**  
Chris Bolin  
Sarah Trumblee  
Kris Ranney  
Gail Foode  
Sean Den Adel

**City Planner**  
Amanda Hadley  
Coward

**PLANNING COMMISSION REGULAR MEETING**  
**Tuesday January 14, 2025, AT 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOM EDUCATION**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record excused absence of Sarah Trumblee and unexcused absence of Chris Bolin from the November 12, 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** .....Page 1

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

- a. Chair Election .....Page 2
- b. Vice Chair Election .....Page 4
- c. Letter of Interest for Lot 10B of ASLS 73-35 "74-291".....Page 6
- d. Letter of Interest for Lot 1, Block 7A Tidewater Development Park.....Page 11
- e. Land Disposal of Lots 19 – 25, Block 6, Original Townsite.....Page 17

**11. AUDIENCE COMMENTS**

**12. COMMISSION COMMENTS**

**13. ADJOURNMENT**

**You may submit written public comments via email to [planning@cityofcordova.net](mailto: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.**

# Planner's Report

**To:** Planning and Zoning Commission  
**From:** Amanda Hadley Coward, City planner  
**Date:** 01/14/2025  
**Re:** Recent Activities and Updates

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- PIDP 2024 awards have been announced, unfortunately Cordova was not chosen. Staff has notified the Harbor Commission and at this time the City Manager has concluded that the PIDP Grant will not be pursued for 2025. However, this grant does have the possibility of being pursued again in the future.
- With the rate of the current letters of interest that are being submitted to the City we should prepare to continue with the discussion of the RFP Scoring Criteria. Having a uniform scoring protocol in place to evaluate the submitted RFP's is important for this process to remain unbiased.
- Per the Cordova Municipal Code 5.22.030 "The City shall maintain and update annually a map of City owned real property." I ask that the Planning Commission prepare to have a discussion regarding the update of the land disposal map for the next meeting to occur on February 11, 2025.
- At the meeting on January 08, 2025, the Harbor Commission passed a Resolution for the Shipyard Expansion. The vote was with unanimous support. This will be brought before the Planning Commission at the February 11, 2025, meeting.
- Staff has identified an issue with the old ambrosia building after the storm of Monday January 06, 2025, the face of the building containing the brown roofing tin was pulling away from the building and leaning to the east. This was a public hazard and Staff addressed the issue. Staff notified the owner of the building and put our safety precautions blocking off the area surrounding the hazard. The building owner secured the building and ensuring that there was no more hazard to the public. The safety precautions remain in place and the owner has stated that demolition of the building is set to occur starting on Monday January 13, 2025.
- Staff is working on contract negotiations to dispose of lots on Center Drive and on Third Street. The property on Third Street will maintain a snow easement from the lot on the road east 25' x 25'
- Staff has released an RFP for a lake lot on Lefevre this RFP will be closed at 5PM on February 6<sup>th</sup>, 2025.



**AGENDA ITEM # 10a**  
**Planning Commission Meeting Date: 01/14/2025**

**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Amanda Hadley Coward, City Planner

**DATE:** Tuesday January 14, 2025

**ITEM:** Chair Election

**NEXT STEP:** Elect Chair

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

The Planning Commission consists of seven members. Pursuant to Section 3.40.030, a chair shall be selected annually from the members of the commission.

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

Staff recommends the chair open nominations from the floor by stating: "Nominations are now in order for the office of chair of the Planning Commission."

After the nomination process, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

**III. FISCAL IMPACTS:**

N/A

**IV. BACKGROUND INFORMATION:**

As soon as the floor is open for nominations, any member can bring forth a nomination. The member should know beforehand if the person he or she wishes to nominate is willing to serve.

When the nomination is from the floor:

- A member does not have to get recognition from the current chair to make a nomination.
- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- The current chair can continue presiding, even if he or she is one of the nominees for the office.
- After each nomination, the current chair repeats the name to the commission.

A motion to close nominations is not necessary. Usually the current chair closes nominations when no further nominations come forward.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

After the nominating process is finished, the members must vote on the proposed candidates. Members can take the vote for election by voice vote or roll call vote.

In the event there is a tie, the commission may choose a method to break the tie and vote until the tie is broken.

**V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

N/A



**AGENDA ITEM # 10b**  
**Planning Commission Meeting Date: 01/14/2025**  
**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff  
**DATE:** Tuesday January 14, 2025  
**ITEM:** Vice Chair Election  
**NEXT STEP:** Elect Vice Chair

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

While the city's code does not require a vice chair for the Planning Commission, this has been the practice in the past. Having a vice chair gives staff and public another point of contact and allows for meetings to run smoothly if the chair is absent. Staff recommends that the commission continue this practice.

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

Staff recommend the Chair open nominations from the floor by stating: "Nominations are now in order for the office of vice chair of the Planning Commission."

After nominations, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

**III. FISCAL IMPACTS:**

N/A

**IV. BACKGROUND INFORMATION:**

The procedure for vice chair election should be the same as for the chair.

**V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

N/A



**AGENDA ITEM # 10c**  
**Planning Commission Meeting Date: 01/14/2025**  
**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Amanda Hadley Coward, City Planner  
**DATE:** Tuesday January 14, 2025  
**ITEM:** Letter of Interest from Bob Ladd, Jackie Ladd, Chris Bolin, and Angela Jeppson, for Lot 10B of ASLS 73-35 “74-291”  
**NEXT STEP:** Recommendation to City Council on Disposal and Disposal Method

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

Requested Actions: Recommendation to City Council on Disposal and Disposal Method  
Applicant: Bob Ladd, Jackie Ladd, Chris Bolin, and Angela Jeppson  
Legal Description: Lot 10B of ASLS 73-35 “74-291”  
Area: Approximately 12,414.6 Sq. Ft.  
Zoning: Avalanche Overlay District  
Attachments: Location Map  
Letter of Interest

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

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

“I move to recommend to City Council to a Five (5) year lease of Lot 10B of ASLS 73-35 “74-291” approximately 12,414.6 square feet in size 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 Bob Ladd, Jackie Ladd, Chris Bolin, and Angela Jeppson to lease 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 the requested Lot 10B of ASLS 73-35 “74-291”

## **III. FISCAL IMPACTS:**

The property would become part of the city’s lease revenue and possessory interest tax.

## **IV. BACKGROUND INFORMATION:**

Bob Ladd, Jackie Ladd, Chris Bolin, and Angela Jeppson have submitted a Letter of Interest to lease Lot 10B of ASLS 73-35 “74-291” located along Five Mile Loop Road, for the purpose of a recreation area with access to Eyak Lake.

Staff has no concerns with this proposed land lease given that no permanent structures be built on the property. The property must be cleared of any stored items on or before December 1<sup>st</sup> of each year. No items shall be placed back onto the property before May 1<sup>st</sup> of each year according to 18.35.030 Principal uses – Uses Permitted.

### **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.

18.35.030 - Principal uses—Uses permitted.

All uses allowed in a district shall be subject to the additional restrictions of the avalanche district. If any of the regulations specified in this section differ from regulations specified for a district with which the avalanche district is combined, the regulations contained in this section shall apply and govern. Permitted principal uses are as follows:

A. High Hazard Red Zone.

1. Water conservation and flood control installations;
2. Seasonal parks, campgrounds and parkways, greenbelts, land reserves and related facilities except between December 1st and May 1st or other times when the city has declared an avalanche hazard; and
3. Installation of sewer, water and utilities.

18.35.120 - Warning and disclaimer of safety and liability.

Avalanches occur naturally, suddenly and unpredictably based upon steepness of slope and run out area, exposure, snow pack composition, wind, temperature, rate of snowfall and other little understood interacting factors. The avalanche district designated in this chapter is considered for regulatory purposes and is based upon and limited by the engineering and scientific methods of study. This chapter does not represent or imply that areas outside the avalanche district are free from avalanches or avalanche danger. The fact that the city has not prohibited the continued use of property within the avalanche district (Section 18.35.090) does not constitute a representation, guarantee or warranty of any kind as to the safety of any construction, use or occupancy thereof. The granting of any permit or approval for any structure or use, or the declaration or failure to declare the existence of an avalanche hazard shall not constitute a representation, guarantee or warranty of any kind or nature by the city, or any official or employee of the practicality or safety of any construction, use or occupancy thereof, and shall create no liability upon or cause of action against such public body or its officials or employees for any injury, loss or damage that may result thereby. Avalanches occur naturally, suddenly and unpredictably, and persons who develop or occupy real property within the avalanche district do so at their own risk.

**VI. LEGAL ISSUES:**

Legal review of lease 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 lease of this land.

To; City of Cordova/Samantha  
Greenwood

From; Bob & Jackie Ladd  
Box 1306  
Cordova, Ak 99574

Chris Bolin & Angela Jeppson  
P.O. Box 716  
Cordova, Ak 99574

We would like to propose, a 5yr lease of lot, Track  
10B of ASLS 73-35 "74-291".

Thank you for your consideration!,

Chris Bolin  
Angela Jeppson  
Bob Ladd  
Jackie Ladd

12-06-2024



Copper River Highway

Five Mile Loop

Subject Property

Source: Esri/Maxar, Earthstar Geographics, and Swire, Inc. © 2022



**AGENDA ITEM # 10d**  
**Planning Commission Meeting Date: 01/14/2025**  
**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Amanda Hadley Coward, City Planner  
**DATE:** Tuesday January 14, 2025  
**ITEM:** Land Disposal – Review of Interest for Lot 1, Block 7A Tidewater Development Park  
**NEXT STEP:** Review and Recommendation of Received Proposals

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

**Requested Actions:** Review of Interest and give a recommendation to City Council  
**Legal Description:** Lot 1, Block 7A Tidewater Development Park  
**Area:** Approximately 40,259 Sq. Ft.  
**Zoning:** Waterfront Industrial District  
**Attachments:** Proposal Packet (The packet distributed to potential proposers)  
Proposal from David Roemhildt  
Proposal from Camtu’s Alaska Wild Seafoods (Thai Vu, Camtu Ho, Tu Trinh Dillon, and Tyler Dillon)

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

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

“I move to recommend to City Council to dispose of the requested Lot 1, Block 7A Tidewater Development Park approximately 40,259 Sq. Ft. as outlined in Cordova Municipal Code 5.22.060 (B) by \*”

Choose one of the following to insert for the asterisk:

- Negotiating an agreement with “insert preferred Letter of Interest” to lease or purchase the property.
- Requesting sealed proposals to lease or purchase the property.
- Inviting sealed bids to lease or purchase the property.
- Offering the property for lease or purchase at public auction.

Alternate motion:

“I move to recommend the City Council does not dispose of the requested Lot 1, Block 7A Tidewater Development Park.”

## **III. FISCAL IMPACTS:**

The city would collect lease revenue on the land until the land is disposed of and tax revenue is collected.

## **IV. BACKGROUND INFORMATION:**

We have two interested parties who are both interested in the purchase of this lot. They both propose the development of a commercial seafood processing plant at this location.

This lot is not zoned and will need to be zoned accordingly based on the use of the proposal that is eventually chosen.

On 01-08-2025 the Harbor Commission Approved and passed a Resolution for an RFP to be issued for the Breakwater Fill Lot also known as Lot 1, Block 7A, Tidewater Development Park. The Harbor Commission is in unanimous support of the disposal of this lot under the conditions that it go to RFP and that if there is a chosen proposal the City enters into a lease with option to purchase style contract. The Harbor Commission noted their opposition to any proposal that impedes the waterway entrance as well as any agreement that might allow for the Lessee to purchase the property without development.

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 the lease or purchase will be conducted 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 building.

David Roemhildt  
PO Box 2294  
Cordova, Alaska 99574

April 3, 2024

Helen Horwath  
City Manager  
City of Cordova  
PO Box 1210  
Cordova, Alaska 99574

Helen,

Please consider this letter as a formal request for the purchase of Lot 1, Block 7A, Tidewater Development Park and for the purchase of the structure on Lot 2, Block 7.

I propose to purchase Lot 1, Block 7A for three hundred thousand and one dollars (\$300,001), and purchase the structure on Lot 2, Block 7 for one thousand and one dollars (\$1,001).

I will develop Lot 1 with the infrastructure required to operate a seafood processing plant and dock. I will demolish the structure on Lot 2 as a necessary step toward providing dock access on the east side of Lot 1 and to enhance the operational value of that lot.

I request that the lot lines for Lot 1 be adjusted to the mean high water mark on the north, south and west boundaries of the lot. I request that the lot line on the east side be relocated to 10' east of the toe of the rip rap slope, a move of roughly 20'. This will allow for the installation of a dock within the property boundaries. A 60-foot-wide access easement must be created along the eastern lot line to allow for access to this dock.

This development will benefit the community through increased seafood production capacity, by creating jobs, through increased raw fish tax and increased sales and property tax. As this property is in a highly visible location from all sides, it is understood and agreed that the development should conform to high aesthetic and historical criteria.

Estimated development value \$5,000,000. I would gladly entertain a lease/purchase option similar to Attachment D of LD-RFP-24-02.

I propose to complete the development within 5 years of the commencement of lease and remove the structure on Lot 2 within 18 months.

Respectfully,



David Roemhildt



**Interest of Purchase - Lot 1, Block 7A, Tidewater Development Park**  
June 8th, 2024

From: Thai Vu & Camtu Ho, Tyler & Tu Trinh Dillon  
Camtu's Alaska Wild Seafoods  
PO BOX 1502  
Cordova, AK 99574

To: City of Cordova Councilmen,  
City Mayor, Planner, Manager  
PO BOX 1210  
Cordova, AK 99574

Dear Representatives of the City of Cordova and Councilmen:

On behalf of Camtu's Alaska Wild Seafoods, this letter is to provide interest in the purchase of Lot 1, Block 7A, Tidewater Development Park.

We understand that the City of Cordova has recently published Lot 1, Block 7A, of Tidewater Development Park up for sale. We would like to submit a formal offer for this lot of \$300,001.00. Our plan is to build a fish processing facility at this lot. It will allow us to shorten fish transport time, reduce handling of the fish, reduce traffic on the road, offer more consistent service to our fisherman and give us full year access to add additional species to our production (seine fish, halibut and black cod). This in turn will increase fish quality and cut long-term overhead from transportation costs. This will increase revenue by 10 - 12% and we can pass these savings and revenue increases on to our fishermen and employees. It will also create 10 - 15% more jobs within our facility and offer employees longer working seasons. We see job opportunities increasing each year in the long term as well.

We believe this is the best alternative option available that will benefit all community members, fishermen, environmentalists, city, and the general community.

Thank you very much,

Camtu Ho  
President, CEO, Owner

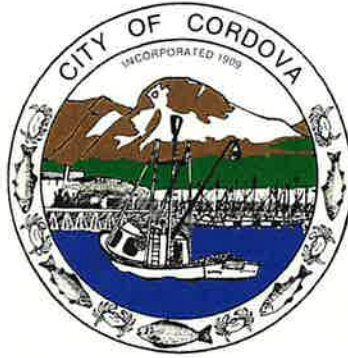
Thai Vu  
Vice-President, Owner

Tyler Dillon  
Fleet Manager & Assistant Plant Manager

Tu Trinh Dillon  
Office & Operations Manager







**AGENDA ITEM # 10e**  
**Planning Commission Meeting Date: 01/14/2025**

**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Amanda Hadley Coward, City Planner

**DATE:** Tuesday January 14, 2025

**ITEM:** Discussion on Creation of a Request for Proposals Review and Discuss Lots 19 – 25, Block 6, Original Townsite.

**NEXT STEP:** Review and Discuss What Type of Development the Needs and Desires for Lots 19 – 25, Block 6, Original Townsite and Preparation of a Request for Proposals

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

Lots 19 – 25, Block 6, Original Townsite were made available with the 2024 Land Disposal Map update. Staff would now like to work with Planning Commission and City Council to formulate a Request For Proposals that is specifically crafted to meet the needs and desires of the community.

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

Staff has proposed the following motion to open discussion of this agenda item:

“I move to discuss the creation of a Request for Proposals for Lots 19 – 25, Block 6, Original Townsite.

### **III. FISCAL IMPACTS:**

Creation of a Request for Proposals will have a limited fiscal impact consisting of staff time related to the creation, distribution, and review of received proposals.

### **IV. BACKGROUND INFORMATION:**

Lots 19 – 25, Block 6, Original Townsite were designated as “Available” with the 2024 Land Disposal Map update. At this time we have yet to receive a Letter of Interest related to these properties.

Staff believes that these lots have the potential to provide a location for some form of housing and possible additional commercial space in our downtown core. These lots are prime for development as they abut improved right-of-way with all necessary utilities. This location could support apartments, condos, townhomes, or mixed use development.

As no unprompted interest has yet been received, staff is requesting that the Planning Commission work with staff to formulate a Request for Proposal (RFP) that will then be broadly advertised both locally, in state and out of state. By crafting a RFP we can narrow in on what exactly it is that we want to see done with these properties so that any proposed development will meet the needs of the community and allow us to guide the proposers towards creating proposals that are inline with the communities needs and desires.

The intention is to bring the existence of these developable lots to the attention of contractors and developers that otherwise would not know that this opportunity exists.

Staff asks that Planning Commission begins the discussion at this meeting and then takes the next month to refine their ideas so that at the February meeting some form of consensus can be made and staff can have clear direction on how to formulate the RFP. Staff will then bring a draft RFP back to Planning Commission for review. Once the Commission approves the draft RFP we will take it to City Council for further refinement before getting the go ahead to publish it to the public.

#### **Applicable Code:**

*Chapter 18.29 - CENTRAL BUSINESS DISTRICT*

*18.29.010 - Purpose.*

*The purpose of this district is to permit a variety of commercial, administrative, financial, civic, culture, residential, entertainment, and recreational uses in an effort to provide the harmonious mix of activities necessary to further enhance the central business district as a commercial and service center.*

*18.29.020 - Principal permitted uses.*

*The following uses are permitted in the CBD zone: All limited uses in the B district, except that off-street parking shall not be required as specified in Chapter 18.48.*

*18.29.030 - Building height limit.*

*The maximum building height in the B district shall be three stories or fifty feet; however, a building or structure thereafter erected, added to or otherwise constructed may be increased in height, provided the gross cubical content of such building or structure does not exceed the sum total of the area of the lot upon which it is to be erected multiplied by fifty.*

18.29.040 - Yards.

*A. Every building or portion thereof in the B district which is designed, intended or used for any purpose permitted in an R district for any other residential or dwelling purpose shall provide yards as required in the R district; provided, that when the ground floor of any such building is used for any commercial purpose, no side yard shall be required except that there shall be a side yard along the side of every lot which is not bounded by an alley and which is bordering on property in an R district.*

*B. Yards shall not be required otherwise, except that no building shall be erected nor shall any use of land be conducted so that the same will be closer than thirty feet to the center line of any street adjoining the lot.*

18.29.050 - General conditions.

*A. All selling, dealing in or displaying of goods or merchandise by shops, stores or business shall be entirely conducted and located within a permanent building unless otherwise specifically excepted.*

*B. No stores or businesses shall involve any kind of manufacturing, compounding, processing or treatment of products except that which is clearly incidental and essential to the authorized use and provided that: 1. No more than ten persons are engaged in the manufacturing, compounding, processing or treatment of products or servicing and repairing of appliances, equipment, etc.; 2. Not more than twenty percent of the ground floor area of any building shall be used for such purposes; 3. Such operations or products are not objection— able due to odor, dust, smoke, noise, vibrations or other similar nuisances.*

*C. All exterior walls of buildings hereafter erected, extended or structurally altered which face a street or property in an R district shall be designed, treated and finished in a uniform and satisfactory manner approved by the planning commission.*

**VI. LEGAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

Staff asks that Planning Commission begin the discussion on what should be done with these lots and then takes the next month to refine their ideas so that at the February meeting some form of consensus can be made and staff can have clear direction on how to formulate the RFP.

**VIII. ATTACHMENTS:**

Map of Lots 19 – 25, Block 6, Original Townsite.

