

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 March 11, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY EDUCATION ROOM**

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 unexcused absence of Tania Harrison from the February 27, 2025, Special 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

a. Request For Proposals Planning Commission Review and Scoring Criteria Update Discussion..... Page 2

b. Land Disposal Maps 2025.....Page 13

10. NEW BUSINESS

a. Conditional Use Permit Renewal Request Lot 6, Lakeview Subdivision.....Page 54

b. Review and Score RFP for Lefevre Lot 4A, Block 3, USS 3345.....Page 71

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.

Planner's Report

To: Planning and Zoning Commission
From: Amanda Hadley Coward, City planner
Date: Tuesday March 11, 2025
Re: Recent Activities and Updates

1. PIDP Grant Decision:

- During the Regular Meeting on March 5, 2025, the City Council decided not to pursue the PIDP Grant for 2025. However, there remains a possibility of pursuing this grant in the future.

2. Center Drive Property Agreement:

- The City Council has passed an ordinance approving an agreement with Emily Anderson and Skyler Newman for a Lease with Option to Purchase the Center Drive property. The agreement includes a 10-year term and requires the substantial completion of a duplex on the property before the purchase can occur.

3. Breakwater Fill Lot:

- The City Council discussed the Breakwater Fill Lot and decided not to issue a Request for Proposals (RFP) at this time. They plan to seek public input to determine the highest and best use of the property before proceeding.

4. Tsunami Evacuation Line Update:

Tsunami evacuation map update: Based on updated modeling, the tsunami inundation zone has been shifted to include newly affected areas of town. This has required the evacuation boundary to be shifted as well. These changes will ensure the public is aware of the minimum distance they must travel to be outside of the inundation zone.

5. Tsunami Sirens Installation:

- Efforts are underway to install two additional tsunami sirens to enhance safety for residents and visitors. The locations of these sirens are projected to be on Eyak Drive and New England Cannery Road. These locations were selected to fill in coverage gaps that currently exist for the Eyak Drive Neighborhood as well as Orca Lodge, Ferry Terminal, and PWSSC areas.

6. Third Street Property Negotiations:

- Staff is negotiating a contract with John Stack and Barbara Solomon regarding the property on Third Street. The agreement includes maintaining a snow easement from the lot line on Third Street, extending 25 feet west by 25 feet. The draft agreement will be presented to the City Council for review at the Regular Meeting on March 19, 2025.



AGENDA ITEM # 9a
Planning Commission Meeting Date: 03/11/2025
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday February 11, 2025

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 04/9/24 meeting, determined that the criteria should be revisited and potentially updated. It was discussed at the 05/14/24, 06/11/24, and 11/19/24 meetings. After compiling notes and creating more robust documents based off the Commission’s recommendations it was decided that there would be a discussion regarding the new documents. This discussion is to determine how to move forward with modification of these documents as needed.

II. RECOMMENDED ACTION / NEXT STEP:

No motion necessary, the commission should discuss the topic.

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

While reviewing proposals at the 04/8/24, 05/14/24, 06/11/24, and 11/19/24 meetings, the Planning Commission determined that the review criteria 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 the 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 with how vague the sections were as there were not clear definitions. This also brought up the concern of how the future commissions would 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 05/14/24 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 put 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.

At the 11/19/24 Commission meeting, the discussion was continued and staff was given further clarification on what the Commission would like to see clarified for the following criteria:

“5 year business plan” – remove 5 years and make it just “Business Plan”. The proposers should provide information about the market need, their financing plan, and a year by year timeline for construction and then business progression.

“Enhanced Architectural Design” – use definitions from the 2011 meeting “Building aesthetic, building material, energy efficiency, landscaping, sidewalks, greenspaces / public spaces” and specify to include a detailed site plan and elevation drawings.

“Sales Tax Revenue” – Clarify that it is only the direct expected sales tax from the proposed use.

“Importance to Community” – Clarify that this is looking at how the proposed use fills a gap or provides a need in the community that is not being met”

“Consistency with Comprehensive Plan” – Include a blurb about the proposer needing to site what goals and policies within the Comprehensive Plan the proposed use meets and how it meets them.

The commission ended the meeting and decided to pick the discussion back up at a future meeting.

At the 02/11/2025 Planning Commission meeting there was a change for the scoring criteria where Commissioner Den Adel wanted to change the grading information to be placed at the beginning of each document. Staff did this update to both the scoring document and the public use document. Staff also updated the code sections as they changed in 2025. Commissioner Hall asked about the length requirement of the requesting documents.

VI. LEGAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission has requested that the new Land Disposal Evaluation Criteria (for Planning

Commission Use) and the Cordova Land Disposal Proposal Criteria be used as the documents for the RFP process with the edits and changes specified by the Commission at the meeting of Tuesday February 11, 2025. Once these changes are made the Planning Commission will again review these documents at the March 2025 regular meeting.

VIII. ATTACHMENTS:

- A. RFP Review Criteria 2011 Document
- B. Land Disposal Evaluation Criteria (for Planning Commission)
- C. Cordova Land Disposal Proposal Criteria (for the Public)

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			

Uniform Scoring Criteria for Project Proposals in Cordova

Purpose

This scoring framework ensures fair, unbiased evaluation of project proposals, aligning with Cordova’s community goals as outlined in the [Comprehensive Plan](#), [Municipal Code](#), and the original RFP criteria. The system provides clear standards to prioritize projects that best support Cordova’s vision and values.

Scoring Guide

- Each section is assigned a maximum number of points, with evaluators scoring based on the standards defined above.
 - Total possible points: **120**.
 - To ensure fairness and transparency, evaluators should provide written justification for each score awarded, referencing specific criteria and evidence from the proposal.
-

Final Evaluation

- Proposals with the highest total scores will be prioritized, ensuring that the selected project aligns with Cordova’s goals and provides maximum benefit to the community.
 - Tie-breaking mechanism: In the event of a tie, proposals with higher scores in “Alignment with Comprehensive Plan Goals” and “Public Benefit and Community Impact” will take precedence.
-

This updated scoring framework ensures that all project proposals are evaluated for compliance with the [Cordova Municipal Code](#), particularly concerning land disposal processes and zoning regulations, thereby aligning with the city's legal and community standards.

Scoring Framework in Table Format

Criteria	Description	Points
1. Alignment with Comprehensive Plan Goals		25
- Consistency with Vision and Goals	Does the project support the vision and goals outlined in the Comprehensive Plan? Examples: economic growth, sustainability, and cultural preservation.	15
- Support for Key Strategies	Does the project align with specific strategies and actions identified in the Comprehensive Plan?	10
2. Public Benefit and Community Impact		20

Criteria	Description	Points
- Enhancement of Quality of Life	How does the project improve residents' daily lives (e.g., recreation, housing, public spaces)?	10
- Enhanced Design	Does the project promote enhanced architectural design for community members?	5
- Community Engagement	Was community input sought and incorporated into the proposal?	5
3. Economic Development and Financial Viability		20
- Economic Growth	Does the project directly create jobs, stimulate local business, or attract investment? (Included business plan is preferred)	10
- Financial Feasibility	What are the projects estimated monetary value once completed?	5
- Economic Benefit to City	Will the project generate long-term financial benefits (e.g., increased tax revenue, reduced city costs)?	5
4. Sustainability and Environmental Stewardship		15
- Environmental Impact	Does the project prioritize environmental sustainability and compliance with regulations?	10
- Long-Term Viability	Will the project have sustainable benefits and be resilient to future challenges?	5
5. Proposer Qualifications and Experience		10
- Track Record	Does the proposer have a history of successful, similar projects?	5
- Local Knowledge and Partnerships	Does the proposer demonstrate an understanding of Cordova's community and collaborate with local stakeholders?	5
6. Implementation Plan and Risk Management		10
- Feasibility and Timeline	Is the proposed timeline realistic and achievable?	5
- Risk Identification and Mitigation	Are potential risks identified with clear mitigation strategies?	5
7. Adherence to Municipal Code and Legal Compliance		10
- Compliance with Land Disposal Process	Does the project adhere to the requirements in Cordova Municipal Code Chapter 7.40	5
- Zoning and Land Use Regulations	Does the project comply with all relevant zoning and land use regulations as outlined in the Municipal Code Title 18 Zoning	5

Cordova Land Disposal Proposal Criteria (For Public Use)

Purpose

This is designed to help the public understand and apply the criteria used to evaluate land disposal projects in Cordova. The applicant will develop a detailed project proposal, supported by documents, to demonstrate how their project aligns with the city’s goals and values. The attached rubric will be used to assess their proposal.

Grading Rubric

The attached grading rubric will be used to evaluate your project. Please ensure your proposal addresses all categories and includes the required deliverables as outlined above.

Category	Criteria	Max Points
Alignment with the Comprehensive Plan	Supports Cordova’s goals and aligns with specific strategies	20
Community Benefits	Improves quality of life, enhances architectural character, and incorporates community input	20
Economic Development	Creates jobs, provides financial benefits, and includes a business plan	25
Environmental Stewardship	Includes eco-friendly practices and promotes sustainability	10
Proposer’s Experience	Demonstrates track record and local knowledge	15
Feasibility and Risk Management	Provides realistic timeline and risk mitigation strategies	10
Compliance with Local Laws	Adheres to land disposal and zoning regulations	5
Total		100

Final Submission: Your completed proposal and supporting documents are due by [Insert Due Date]. Late submissions will not be accepted.

Assignment Overview

You are creating a detailed project proposal for land development in Cordova. Your proposal must address the following categories:

1. Alignment with the Cordova Comprehensive Plan (20 points)

- Describe how your project supports Cordova’s goals for economic growth, sustainability, and cultural preservation. Provide specific examples. (12 pts)
- Explain how your project aligns with strategies for housing, public spaces, or business development as outlined in the Comprehensive Plan. (8 pts)

Deliverables:

- A written description (1-2 pages) explaining the project's alignment with the Comprehensive Plan.
- Supporting documents or visuals (e.g., maps, renderings).

2. Community Benefits (20 points)

- Explain how your project improves the quality of life for Cordova residents, including access to housing, parks, or public spaces. (10 pts)
- Describe how your project enhances the architectural character of the community. (5 pts)
- Provide evidence of community engagement, such as surveys, public input sessions, or testimonials. (5 pts)

Deliverables:

- A written explanation of community benefits (1-2 pages).
- Documentation of community engagement activities (e.g., concept designs, meeting notes, survey results, community support letters).

3. Economic Development (25 points)

- Detail how your project creates jobs (excluding owner(s)), supports local businesses, or attracts investment opportunities. (10 pts)
- Provide an estimated monetary value of the completed project and its long-term financial benefits for Cordova (e.g., increased tax revenue, reduced city costs). (5 pts)
- Include a comprehensive business plan that outlines funding sources and financial projections. (10 pts)

Deliverables:

- A business plan (2-3 pages) with financial details.
- Supporting documents (e.g., spreadsheets, charts).

4. Environmental Stewardship (10 points)

- Outline the eco-friendly practices included in your project and how they comply with environmental regulations and explain how the project promotes long-term sustainability and resilience. (10 pts)

Deliverables:

- A sustainability report (1-2 pages).
- Evidence of how you will comply with environmental standards (e.g., certifications you will obtain, or detailed processes you will comply with).

5. Proposer's Experience (15 points)

- Highlight your track record with successful projects. (similar projects preferred) (5 pts)
- Demonstrate your understanding of Cordova's community and partnerships with local stakeholders. (5 pts)

Deliverables:

- A professional portfolio showcasing past projects.
- Letters of support or partnership agreements.

6. Feasibility and Risk Management (10 points)

- Provide a realistic project timeline with milestones. (5 pts)
- Identify (5) five potential risks and propose mitigation strategies. (5 pts)

Deliverables:

- A detailed project timeline (1 page).
- A risk management plan (1 page).

7. Compliance with Local Laws and Ordinances (5 points)

- Demonstrate how your project complies with Cordova's land disposal and zoning regulations. (5 pts)

Deliverables:

- A compliance report (1 page).
 - References to relevant laws or ordinances. [CMC 7.40 Land Disposal](#) and [CMC Title 18 Zoning](#).
-



AGENDA ITEM # 9a
Planning Commission Meeting Date: 02/27/2025
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Thursday February 27, 2025
ITEM: 2025 Land Disposal Map Update Discussion
NEXT STEP: Resolution - Potential Changes to the Land Disposal Maps and Make Recommendation to City Council

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

The Land Disposal Maps are updated annually. At this time, the Planning Commission should review the 2024 Land Disposal Map document, review staffs suggested changes and have a discussion on potential changes. Following that discussion determine if another meeting is needed for further discussion or if the maps can be moved forward to City Council for final approval.

II. RECOMMENDED ACTION / NEXT STEP:

Staff has provided the following motion for Commission to consider opening the agenda item for discussion:

“I move to approve Resolution 25-02 recommending that City Council adopt the 2025 Land Disposal Maps as presented.”

Alternate motion:

“I move to reject Resolution 25-02”

III. FISCAL IMPACTS:

Land disposals can be a revenue source for the City both through the sale of the land and by getting the property into private hands creates property tax revenue.

IV. BACKGROUND INFORMATION:

Individual map pages have been modified as follows:

- Cover Page
 - See red text on cover pages for proposed updates
- New England Cannery Road
 - Adjusted property boundaries to show the creation of right-of-way across parts of ASLS 79-263 and ASLS 79-264 (properties behind Orca Lodge)
- Ocean Dock Subdivision
 - No Changes
- North Fill Development Park
 - Removed Lot 4A, North Fill Development Park (impound Lot), sale and title transfer completed.
- Tidewater Development Park & Cordova Industrial Park
 - No Changes
- Old Town
 - No Changes
- South Fill Development Park
 - Removed two (2) tidelands lots (ATS 220) that were sold.
 - Redesignation of lot 10A South Fill Development Park from “Available” and to “Available Requires Subdivision” as a subdivision will be required to create the lot as shown.
- Odiak Slough
 - No Changes
- Whitshed Road
 - No Changes
- Odiak Park
 - Redesignated of lots 1 and 2, Block 5 of Odiak Park, on Center Drive from “Unavailable” to “Available”. Public Works would require part of Lot 1 to remain a snow dump, but remainder of lot 1 could be developed. Properties are adjacent to an anadromous stream, however city code does have setback requirement of 20 feet.

- Power Creek Road
 - Removed property that was sold, Lot 1 USS 4606 (to Tania)
- Eyak Lake
 - No Changes
- Five Mile Loop
 - No Changes

At the Regular Meeting of Tuesday February 11, 2025, the Planning Commission requested that Staff work on getting more information before considering the land disposal maps. The lots in question are lots that currently are marked unavailable. The first area of interest was three lots off Davis Avenue the other was a lot off Cliff Trail.

The findings from Staff regarding the lots in question off Davis Avenue:
 These properties were acquired by the City in a land deal that required these lots to remain snow dump areas and public park space. Lot 1 & 18, Block 25, Original Townsite it was agreed that these two lots would remain snow dump areas. Lot 2A, Block 25, Original Townsite was agreed that this lot would become and remain a park.

The findings from Staff regarding the lot in question off Cliff Trail:
 Lot 8, Block 10, USS 2981 was found to be marked unavailable since the 2015 land disposal maps. After investigation of this lot by Staff it is found that this lot is a cliff side.

7.40.030 – 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:*
 - 1. *Available: These properties are available to purchase or lease.*
 - 2. *Available—Subdivision Required: These properties are available to purchase or lease, but a subdivision of the land may be required.*
 - 3. *Tidelands: Tidelands are considered as "Available" designation but shall require review and recommendation from the Harbor Commission. Disposal of tidelands shall follow the procedures set forth in CMC 7.30.*
 - 4. *Not Available: These properties are currently in use for city uses and operations but can be the subject of a letter of interest per the procedures set forth in this chapter.*
 - 5. *Leased: These properties are currently under lease and not considered available but can be the subject of a letter of interest during the final year of the lease term.*
- B. *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*
- C. *The land disposal map may be modified throughout the year at the request of the public through the submission of a letter of interest, under the procedures set forth in this chapter.*
- D. *The City Planner shall provide public notice when real property is added to the land disposal map, or when the "Not Available" designation is proposed to be removed from an existing property. The notice shall:*

1. Include the name of the proponent, the location of the property, the proposed use and project description, and information on how the public can comment on the proposal.

2. Be posted on the property in a location visible and legible from the right-of-way, beginning thirty days prior to the Planning Commission delivering its recommendation to the City Council.

3. Be posted at City Hall, Cordova Public Library, and the Post Office beginning thirty days prior to the Planning Commission delivering its recommendation to the City Council.

4. Be mailed to all property owners within three hundred feet of the perimeter of the subject property thirty days prior to the Planning Commission delivering its recommendation to the City Council.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

Planning Commission should come prepared to discuss the land disposal maps and propose potential changes if they believe any are necessary.

VII. ATTACHMENTS:

A. 2024 Land Disposal Map

B. Land Disposal Maps with Proposed Updates for 2025

C. Maps of Lots in Question by Planning Commission

1. Davis Ave – Lot 1 & 18, Block 25, Original Townsite (Snow Dump)

2. Davis Ave – Lot 2A, Block 25, Original Townsite (Park Space)

3. Supporting Documentation regarding Davis Ave lots from Kean and Associates Surveying

4. Cliff Trail – Lot 8, Block 10, USS 2981 (Cliff Side Unavailable Since 2015 Land Disposal Maps)

2024 Land Disposal Maps

Adopted by City Council: 04/03/2024

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 may require some or all of the following: city acquiring title to the land from the state, surveying, or subdivision development agreements. Many of these parcels contain city improvements that would not be disposed of, such as access roads, water infrastructure, trails, cemeteries, etc.

Not Available – These parcels include, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the city. The city manager will accept a Letter 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 – A Letter of Interest to purchase or lease tidelands will be reviewed by the Planning Commission following a recommendation by the Harbor Commission. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

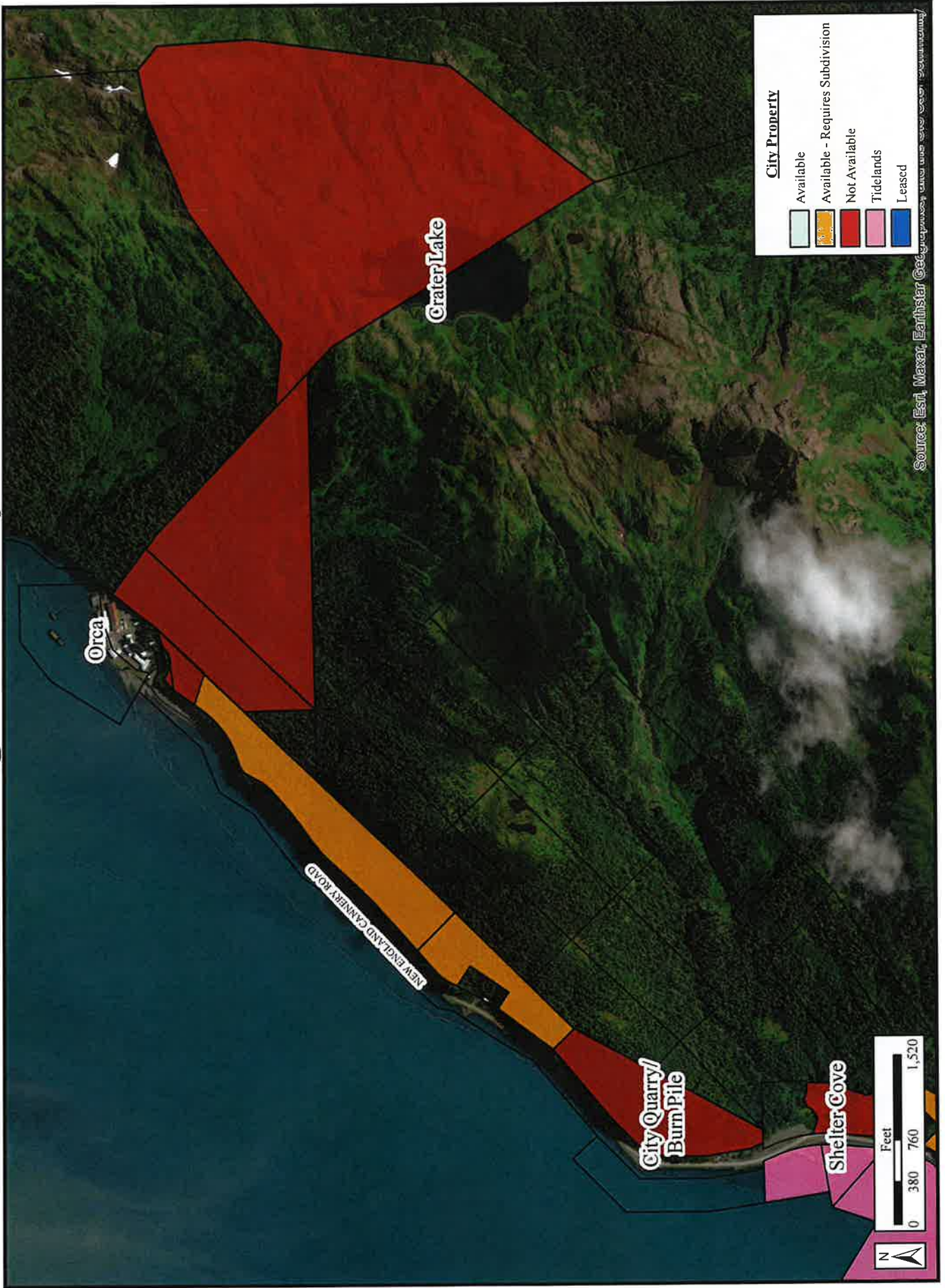
Leased – These are parcels currently leased to a business or government entity by the city. There are leases that are short term, others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. A Letter of Interest for a property that is under lease may be considered when the lease enters the final year of its term.

Update Policy

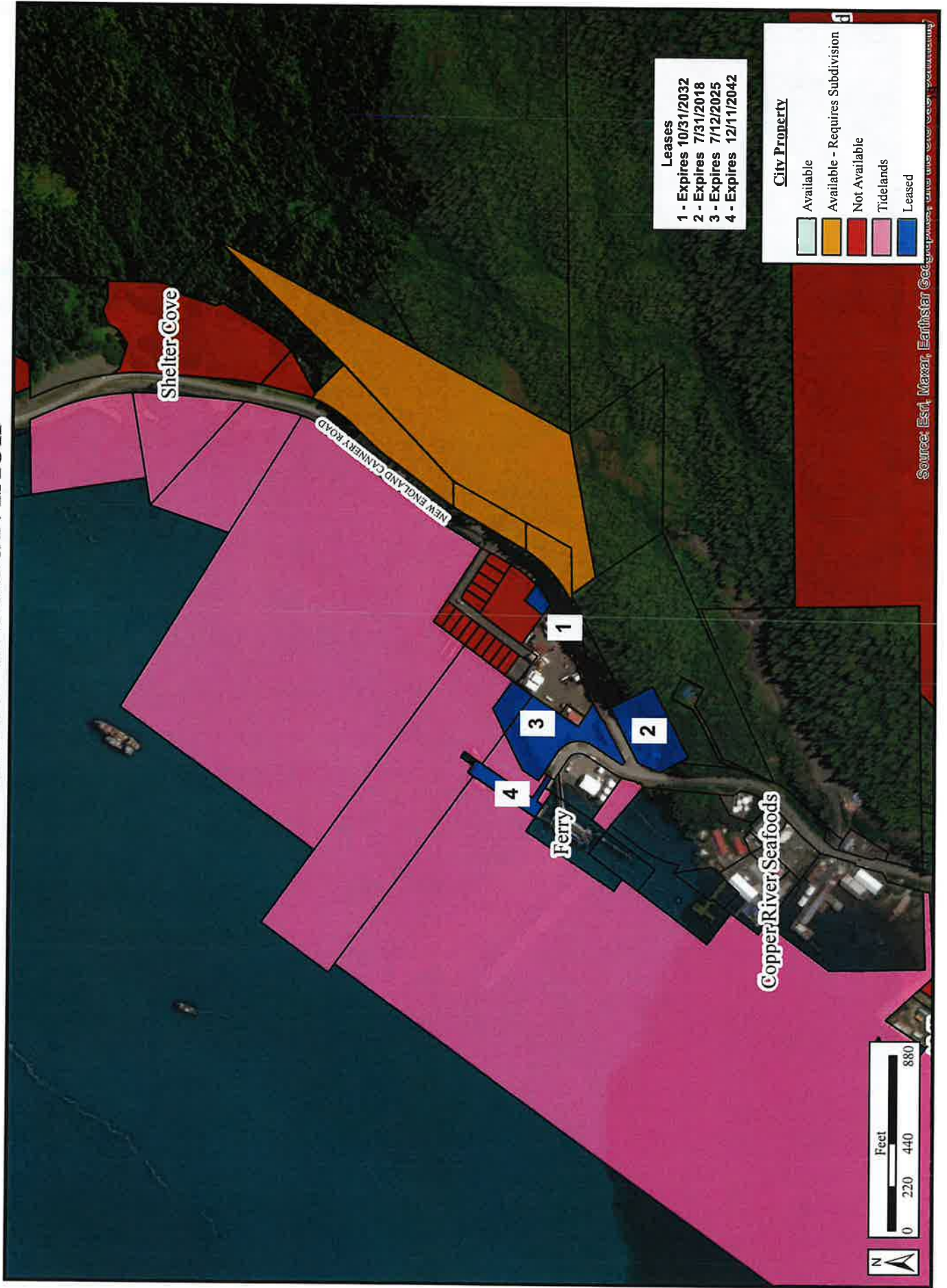
Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission, but the maps may be modified throughout the year on a case-by-case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

For more information on the land disposal process, refer to Chapter 5.22 of the Cordova Municipal Code, or direct your questions to the Planning Department staff.

New England Cannery Road

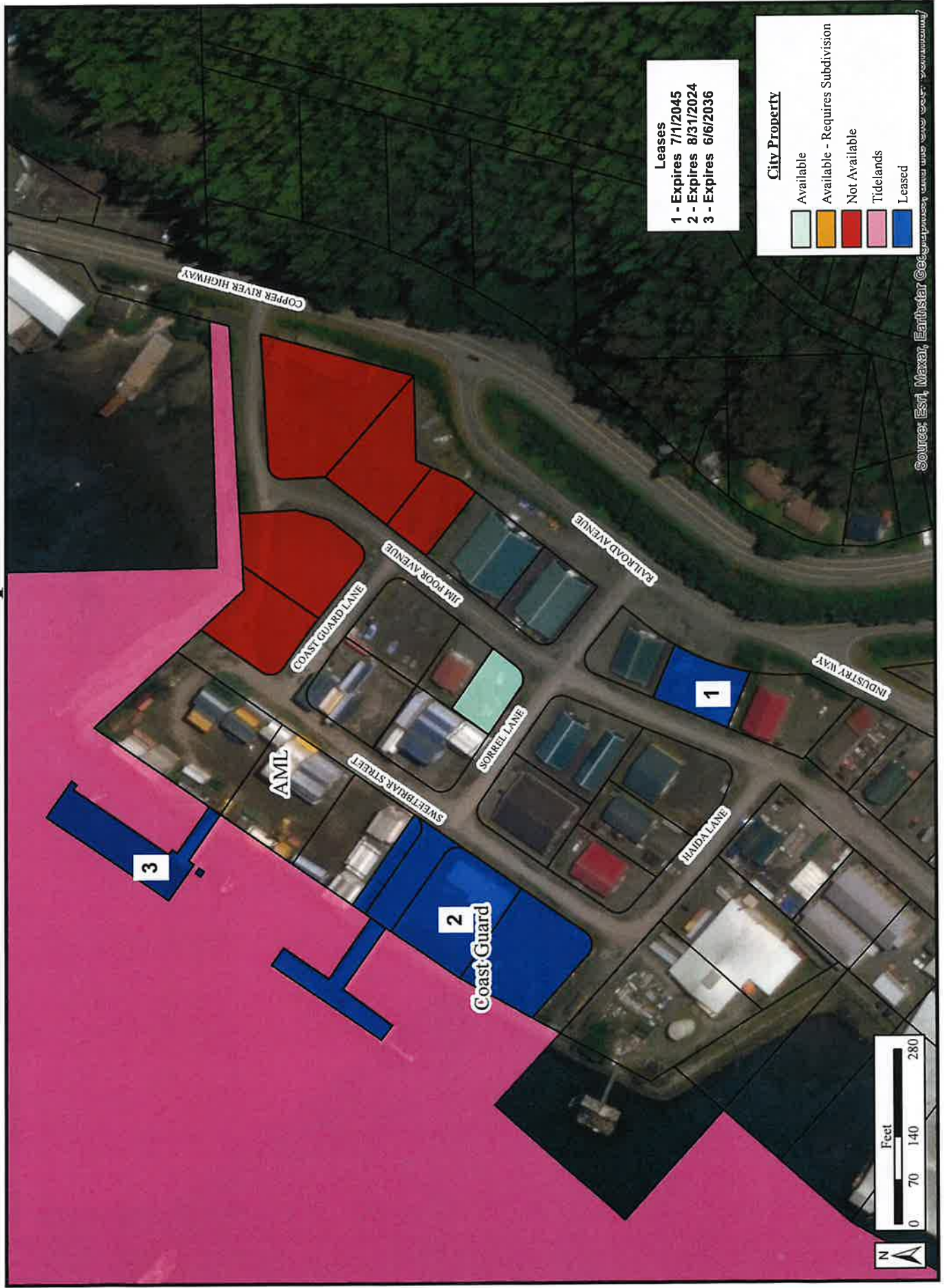


Ocean Dock Subdivision



Source: Est. Maxar, Earthstar Geo

North Fill Development Park



Leases
 1 - Expires 7/1/2045
 2 - Expires 8/31/2024
 3 - Expires 6/6/2036

City Property

- Available
- Available - Requires Subdivision
- Not Available
- Tidelands
- Leased

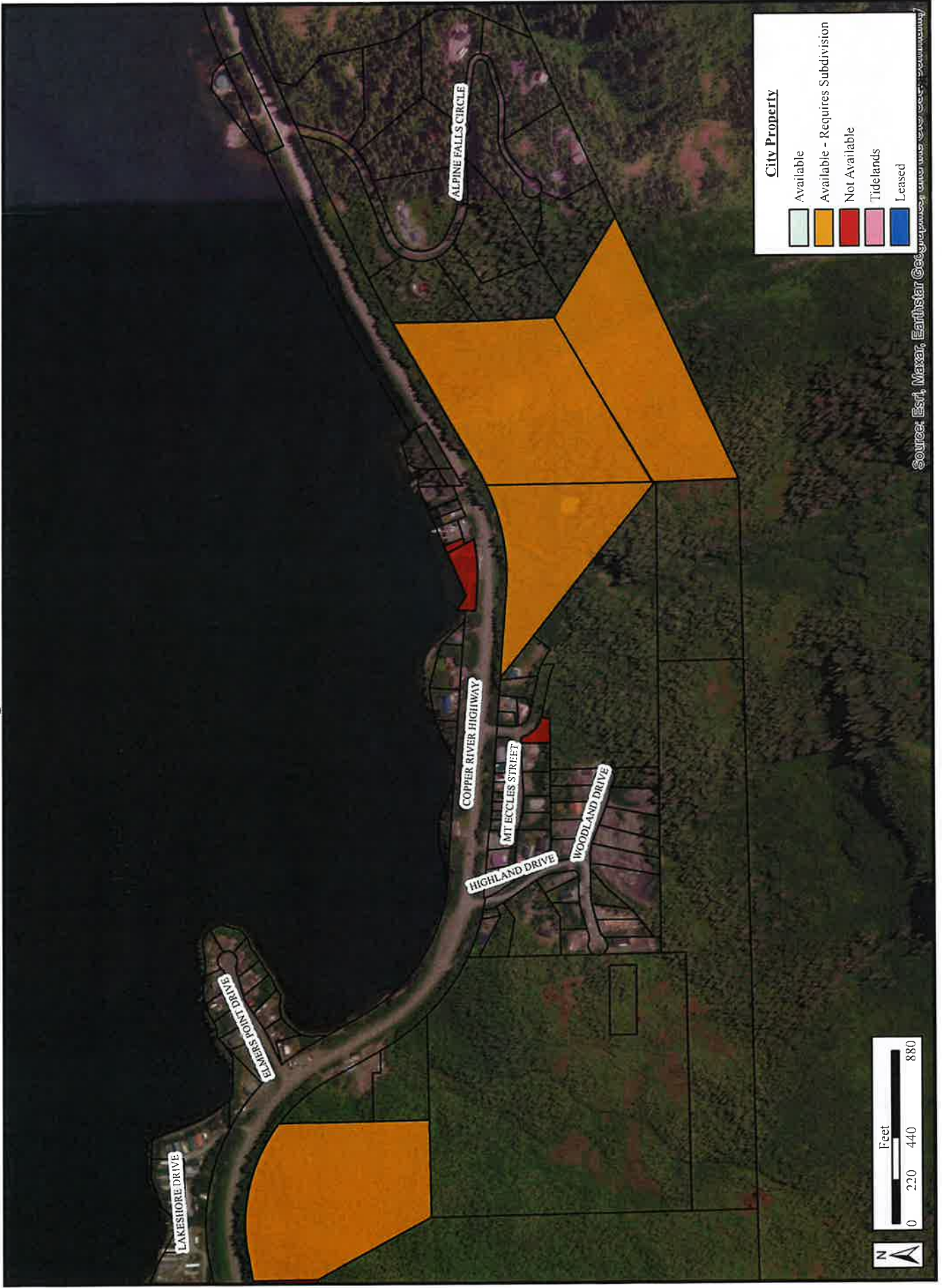


Source: Esti, Maxar, Earthstar Geographics, and the City of Savannah

Power Creek Road



Eyak Lake



2025 Land Disposal Maps

Adopted by City Council: _____

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 **require subdivision and creation of two or more lots out of a portion of or all the land in question.** The disposal process for these parcels may require some or all the following: City acquiring title to the land from the state, surveying, or subdivision development agreements. Many of these parcels contain city improvements that would not be disposed of, such as access roads, water infrastructure, trails, cemeteries, etc.

Not Available – These parcels include, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the City. The City Manager will accept a Letter 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 **before either making the land “Available” or maintaining the “Not Available” designation.**

Tidelands – A Letter of Interest to purchase or lease tidelands will be reviewed by the by the Harbor Commission, **Planning Commission, and the City Council.** **The final recommendation on disposing of the tidelands would be by the majority vote of the City Council.**

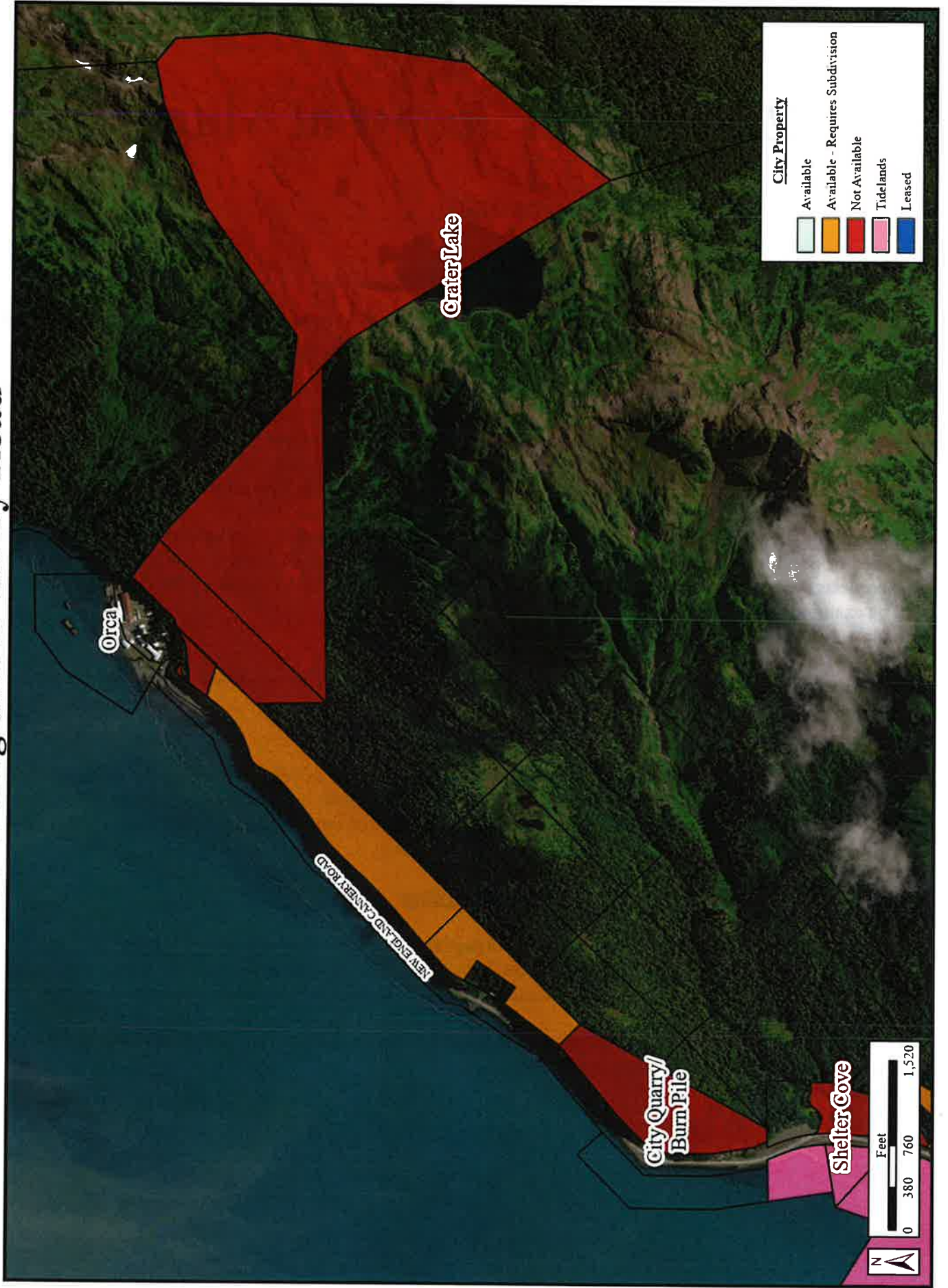
Leased – These are parcels currently leased to a business, nonprofits, or government entities by the City. There are leases that are short term, others are long term leases with substantial improvements on the property. Some of the leased properties **have** an option to be purchased. A Letter of Interest for a property that is under lease may be considered when the lease enters the final year of its term.

Update Policy

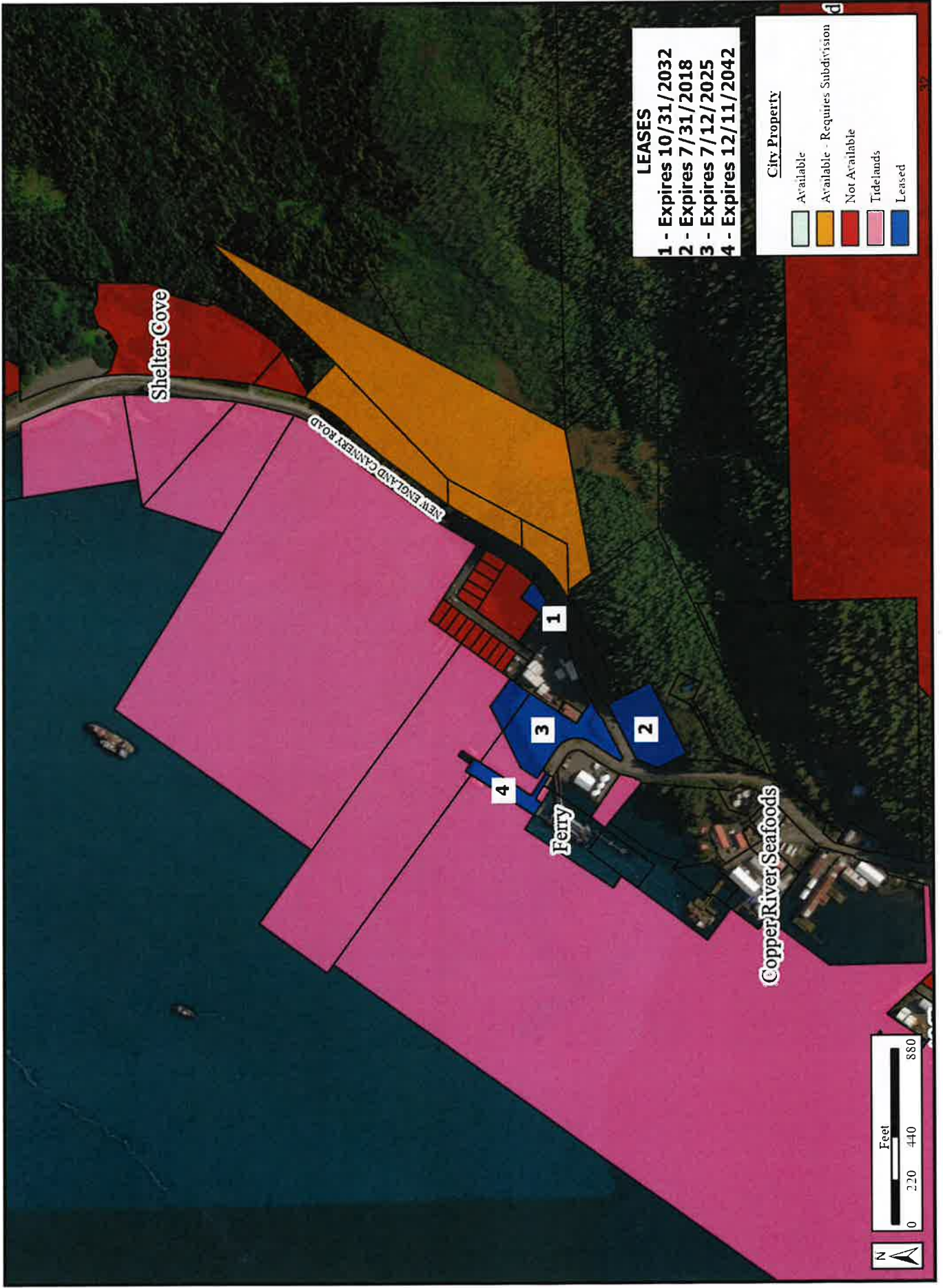
Maps will be updated on an annual basis by the Planning Department Staff, reviewed by Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission, but the maps may be modified throughout the year on a case-by-case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

For more information on the land disposal process, refer to Chapter **7.40** of the Cordova Municipal Code, or direct your questions to the Planning Department Staff.

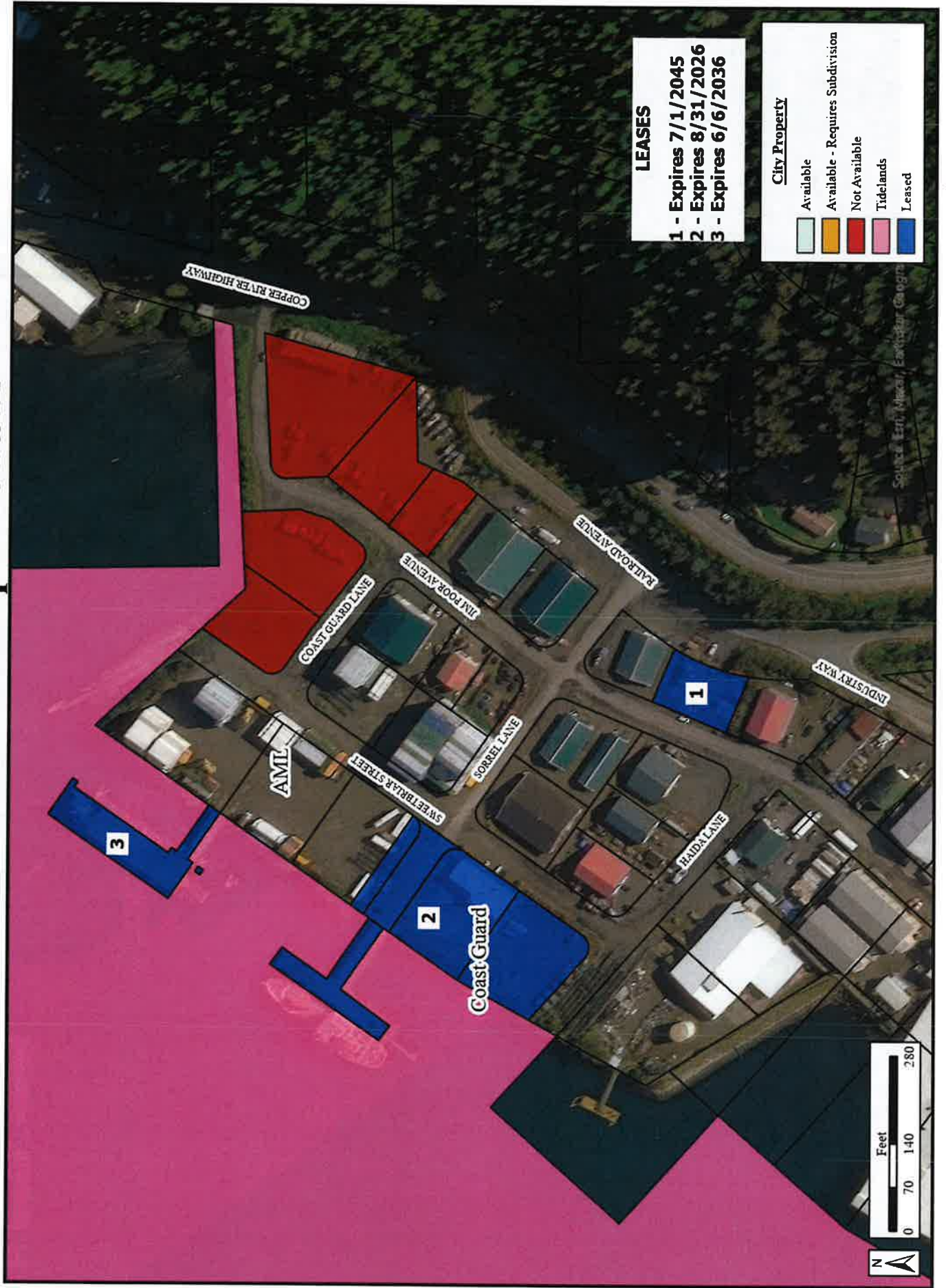
New England Cannery Road



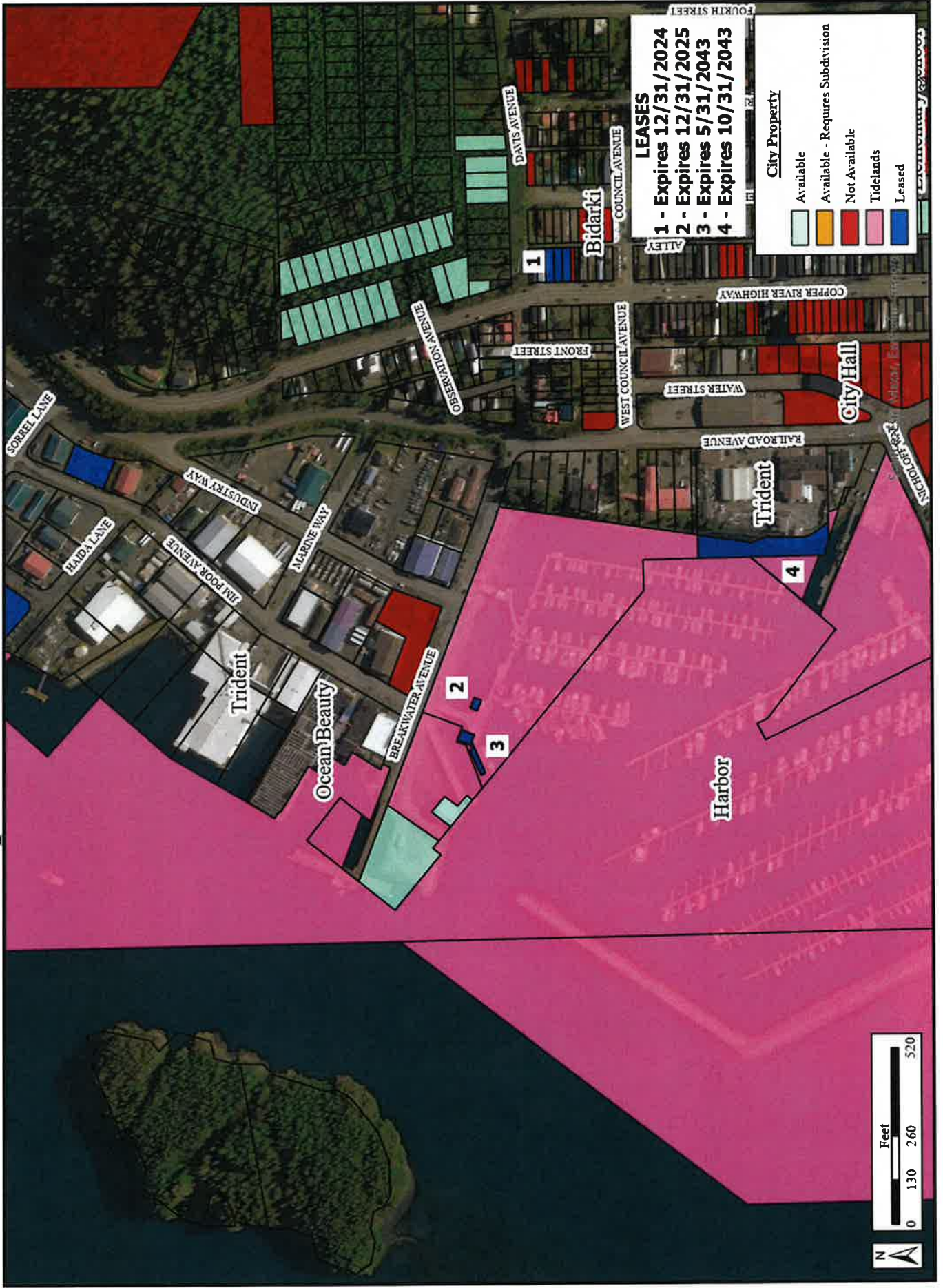
Ocean Dock Subdivision



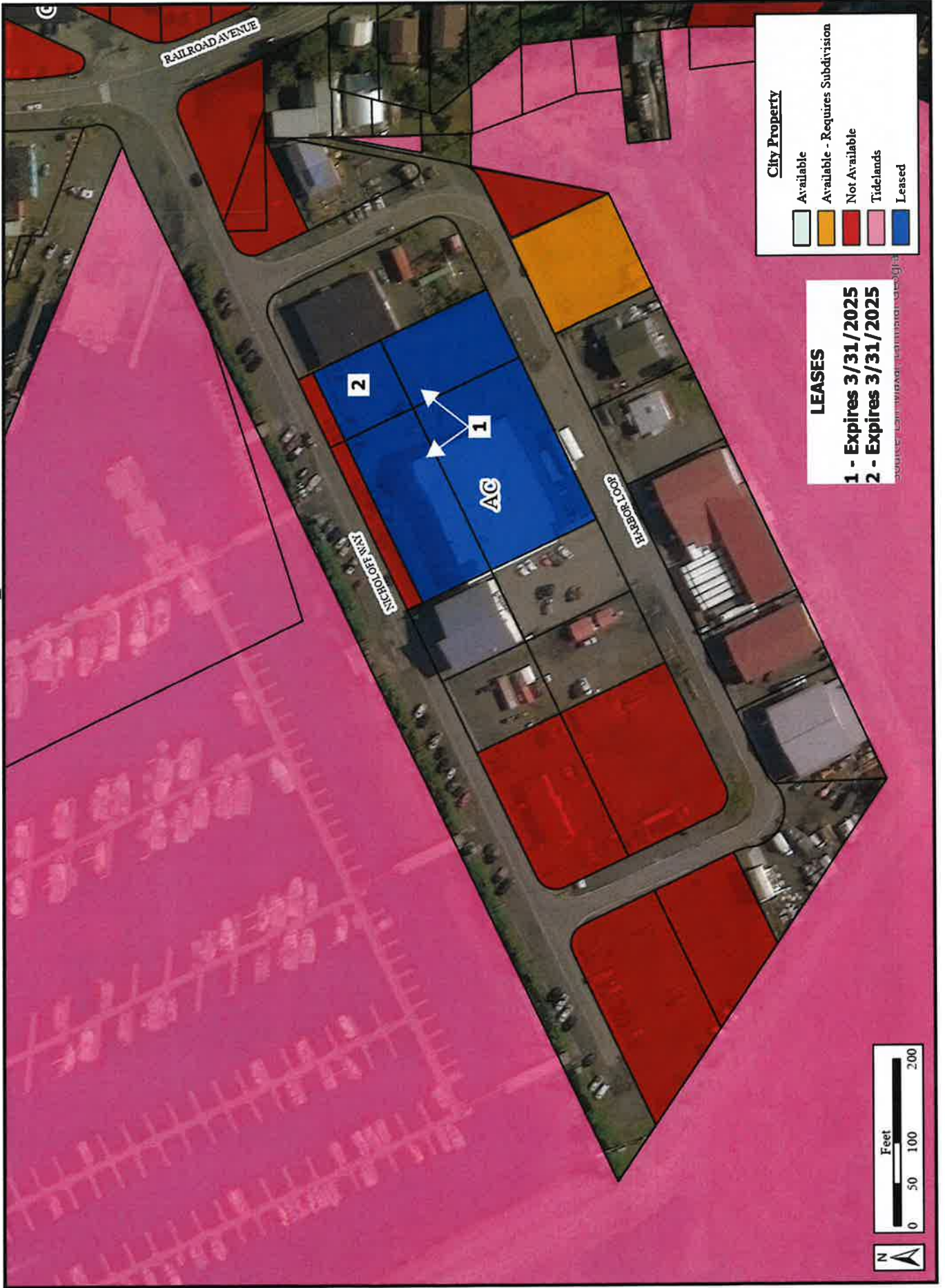
North Fill Development Park



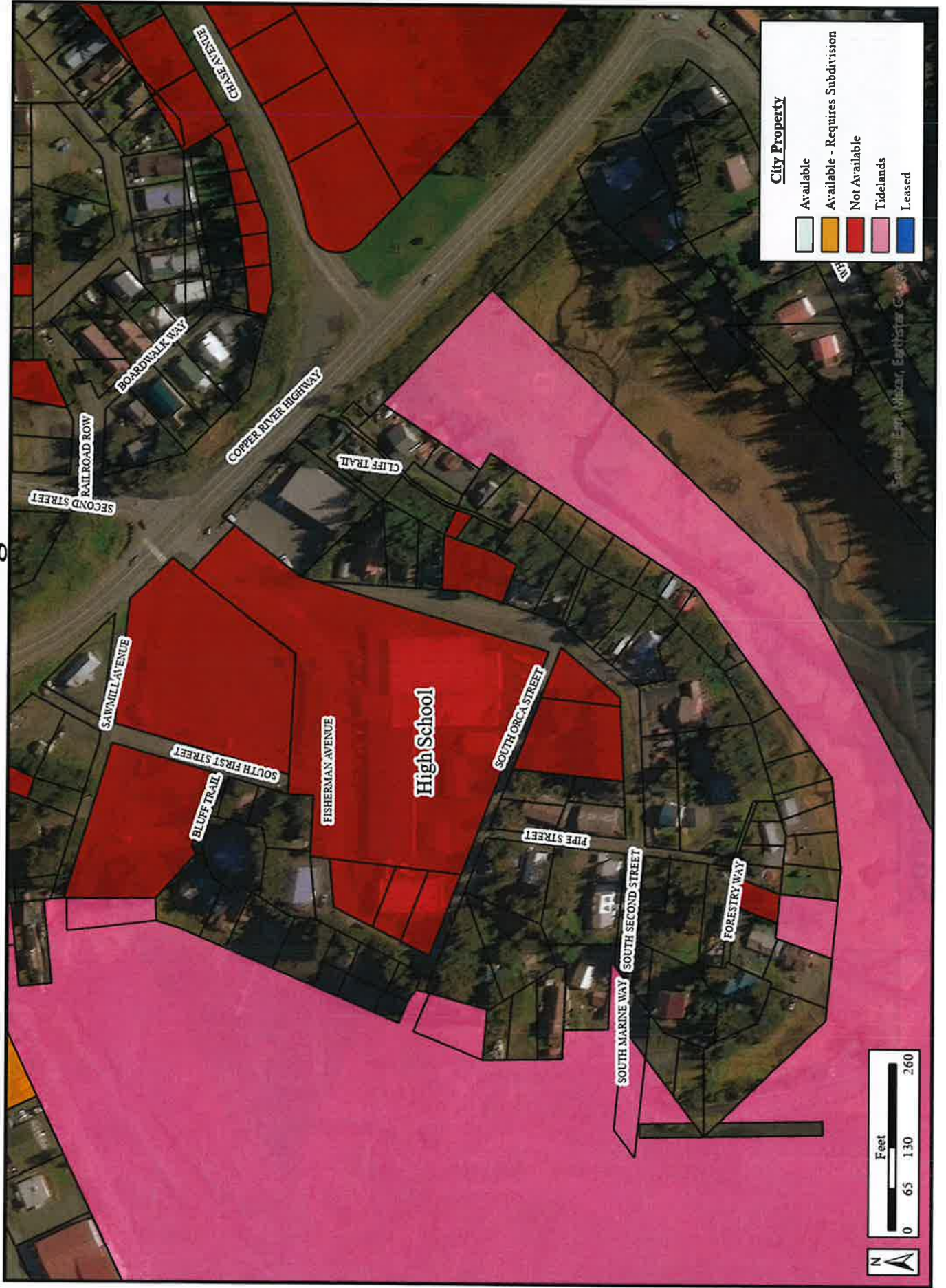
Tidewater Development Park & Cordova Industrial Park



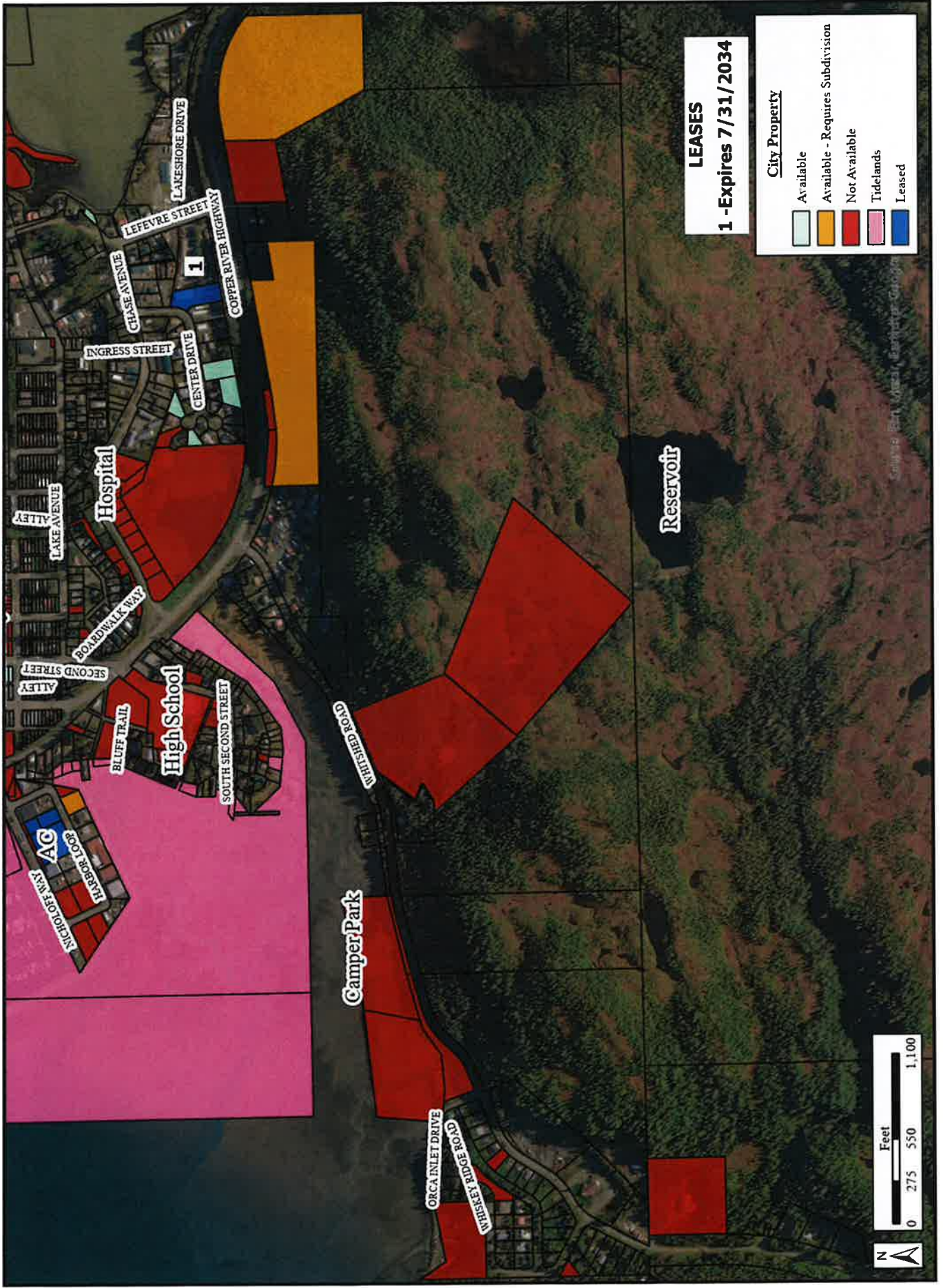
South Fill Development Park



Odiak Slough



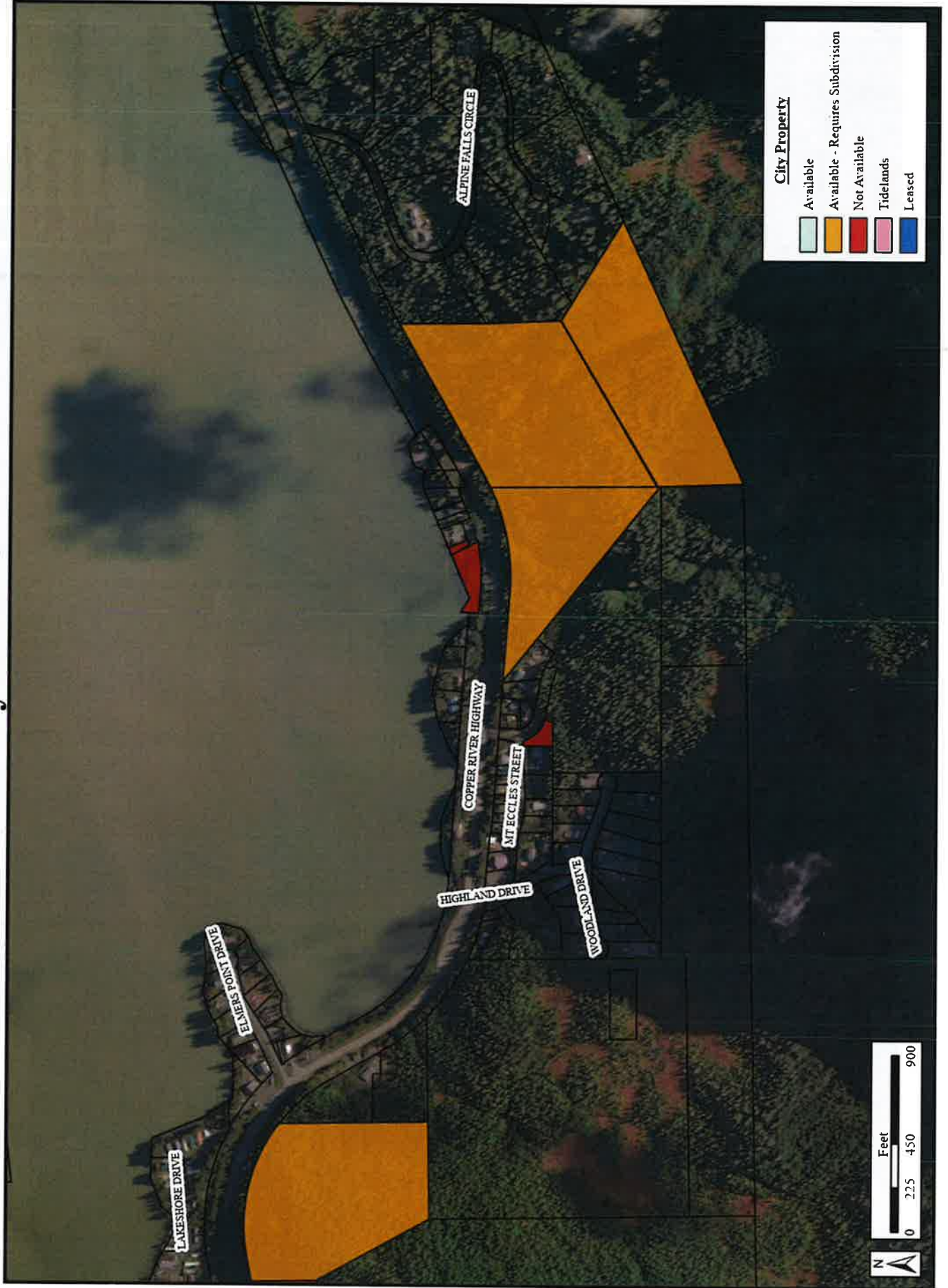
Whitshed Road



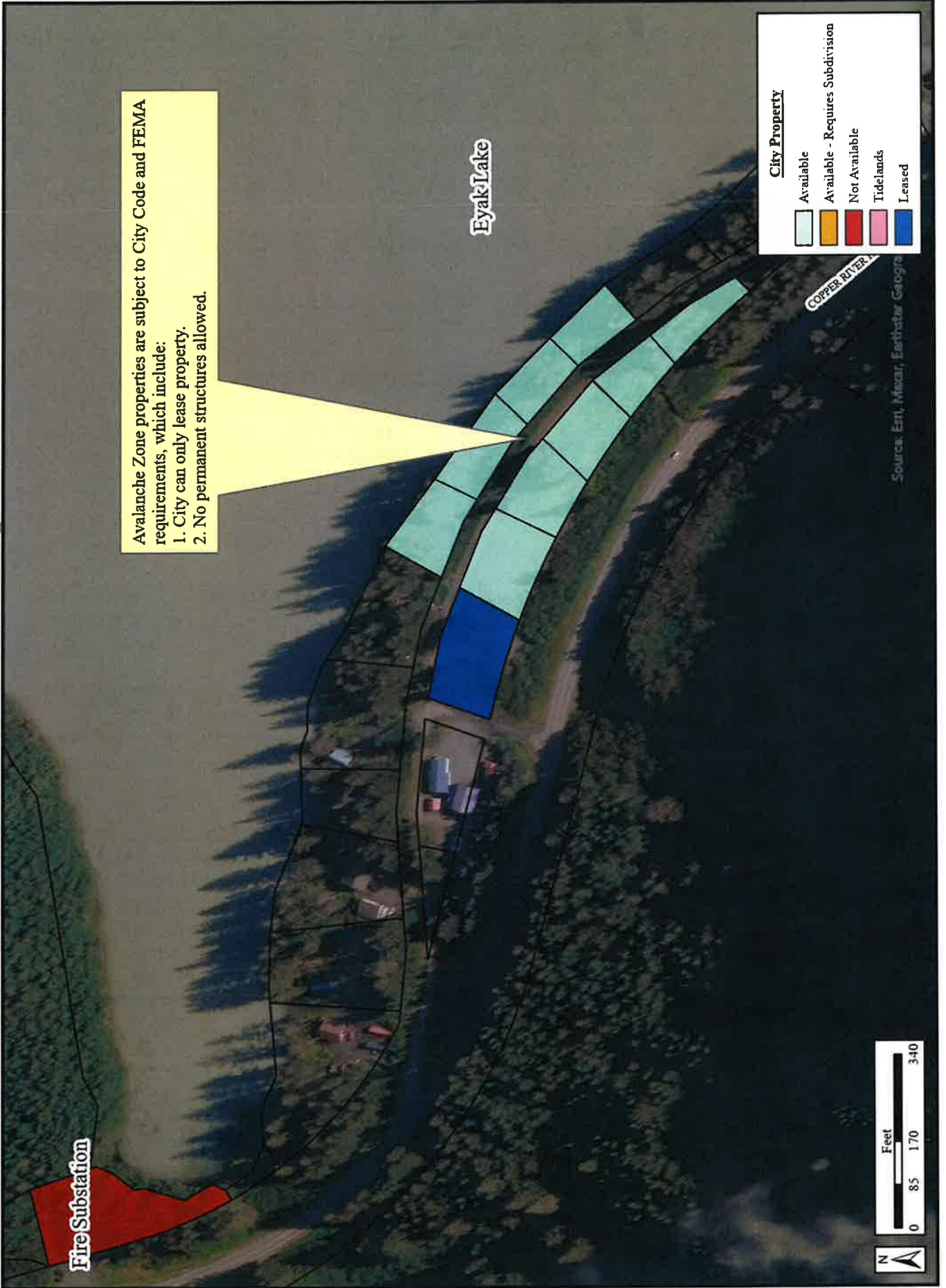
Power Creek Road



Eyak Lake



Five Mile Loop



**KEAN
AND ASSOCIATES**
SURVEYING • MAPPING

Sent by Fax to (907) 424-7491 - 2 pages

April 2, 1997

MSE/K&A\92Jobs\W92127\

Mike and Kay Adams
P.O. Box 961
Cordova, Alaska 99574

Re: Replat of Lots 1-4 & 15-18 Block 25, USS 449, Cordova-Deeds

Dear Mike and Kay:

I am sorry to hear about your difficulties with the City, however, I am surprised that they would become confused over an agreement they had such an active role in. Ever since they eliminated the Planner, George Keeney has been trying to fill both shoes and I think it's too much for one person. In any event, this letter summarizes the steps that should be taken to clean up your title problem.

First, a synopsis of the platting action to date and our responsibility as the surveyor: Our agreement was to subdivide Lots 1-4 and 15-18, and the vacated alley, in Block 25, Original Townsite of Cordova, according to an agreement negotiated between you and the City. The agreement was engineered by the City Planner, Walt Wrede, who, I believe left a clear paper trail. According to that agreement, you and the City agreed to subdivide the above Lots and alley and the City was to end up owning Lots 1 and 18 for a snow dump, and (approximately) the westerly 2/3rds of Lots 2, 3, and 4 for a park. You were to retain the remainder of the property which contained a building site on a knoll.

The subdivision we executed represents the configuration you and the City agreed to. When the survey and plat was completed, and approved by the City, you signed the plat as owner of Lots 4, 15-17 and the City signed it as owner of Lots 2 and 3. Lots 1 and 18 were not part of the subdivision but part of the agreement - they were to be conveyed to the City and required no subdivision action. Once the plat was signed by all parties and recorded, I sent you a letter with the final billing, which in part stated "If you have not already done so, you also need to record the agreement between you and the City...". I assumed since you had an agreement that you and the City had mapped out all the transactions necessary to effect the trade -- Agreement, subdivision, and deeds. It appears I assumed to much.

Although the Certificate of Ownership and Dedication on the plat describes the intent of the parties i.e. "For Lots 2-3, Blk 25, USS 449 - to Lot 2A, Block 25, USS 449" it doesn't convey land. The effect of the plat is to create, in this case, two new parcels of land, Lots 2A and 15A to which the owners of the original lots agree is their intent. The "to" phrase in the Certificate of Dedication shows what lot each party owns or intends to own. The next step is to perfect the ownership in the two new Lots. This is accomplished by Quit-Claiming any interest you have in Lot 2A to the City of Cordova, and for the City of Cordova to Quit-Claim any interest they have in Lot 15A to you. I believe you also need to issue a Warranty Deed to the City of Cordova for Lots 1 and 18, Block 25, Original Townsite of Cordova, USS 449 to complete the agreement.

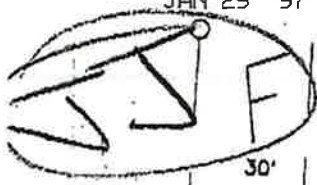
You may wonder at this point how does the ownership of Lot 15A vest to you. That connection is made in the Quit-Claim Deed (QCD) by naming the new Lot 15A and referencing the plat name and recording information. If and when you sell, a warranty deed, naming the new lot (15A), is made out by an attorney and is signed by the buyer and seller. It is possible for you to execute a warranty deed to yourselves, but I consider it redundant and unnecessary.

The City at the time of filing the plat should have initiated this chain of events. Once the QCD's were executed and recorded, they should have changed the tax roles to show the new ownership and eliminated the old lots. I would recommend NOT preparing the QCD's yourself since the language and references in the deed are very important. For an real estate attorney, I would recommend Gordon Schadt, who we use for transactions of this nature. I took the liberty to call him and he indicated that his fee for preparing the deed(s) would be in the neighborhood of \$100-\$200. I consider this cheap insurance for getting it right. His phone number is 522-2622 and his fax is 522-2623. Please, do not this yourself. X

If I may be of further assistance please call.

Sincerely,


Robert Kean, RLS

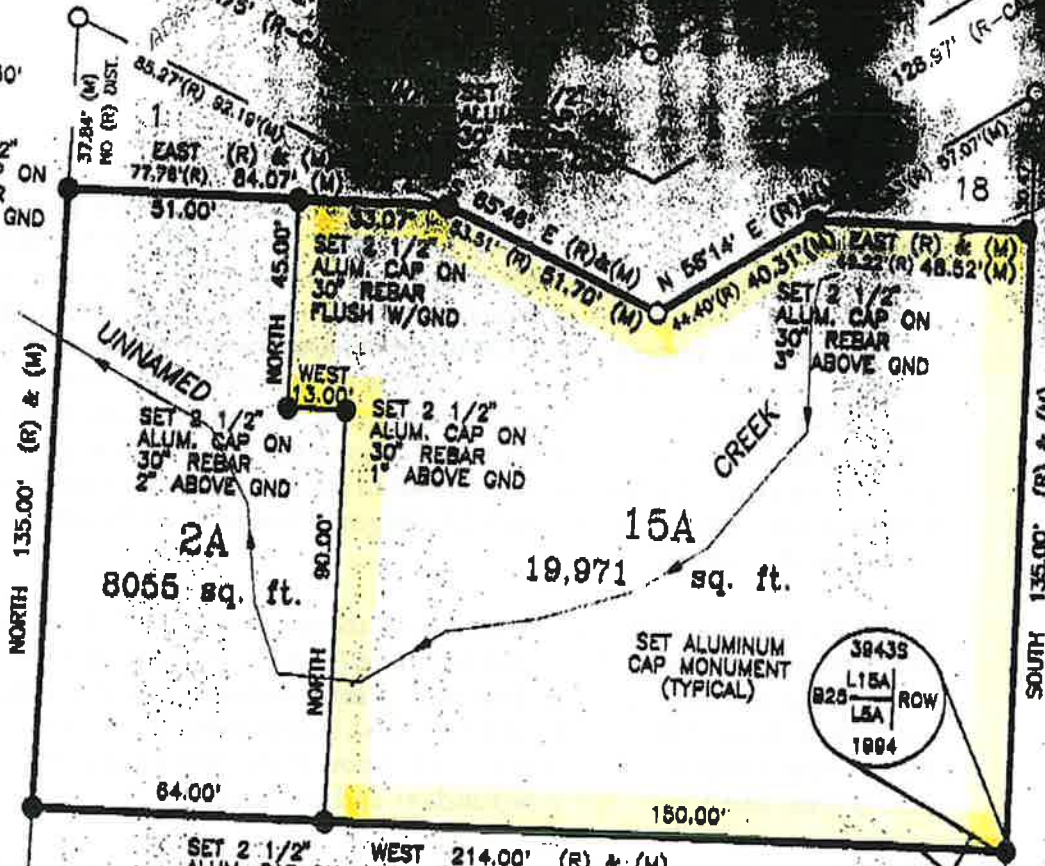


FIFTH STREET

SIXTH STREET

COUNCIL AVENUE

WEST 538.00' SI to SI (R) & (M) 537.83' BC @ SI to BC (M)
BASIS OF BEARING



30'

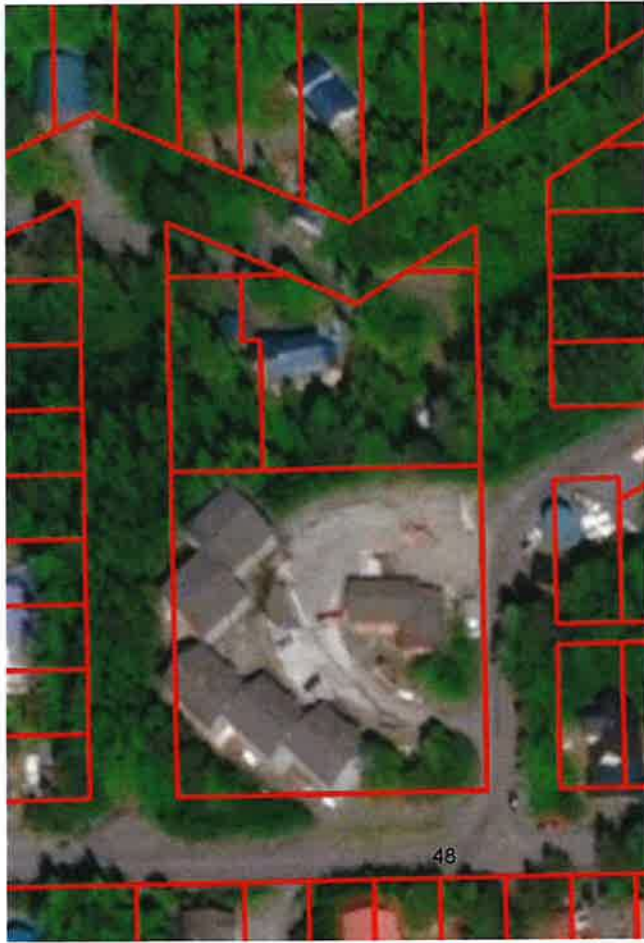
30'

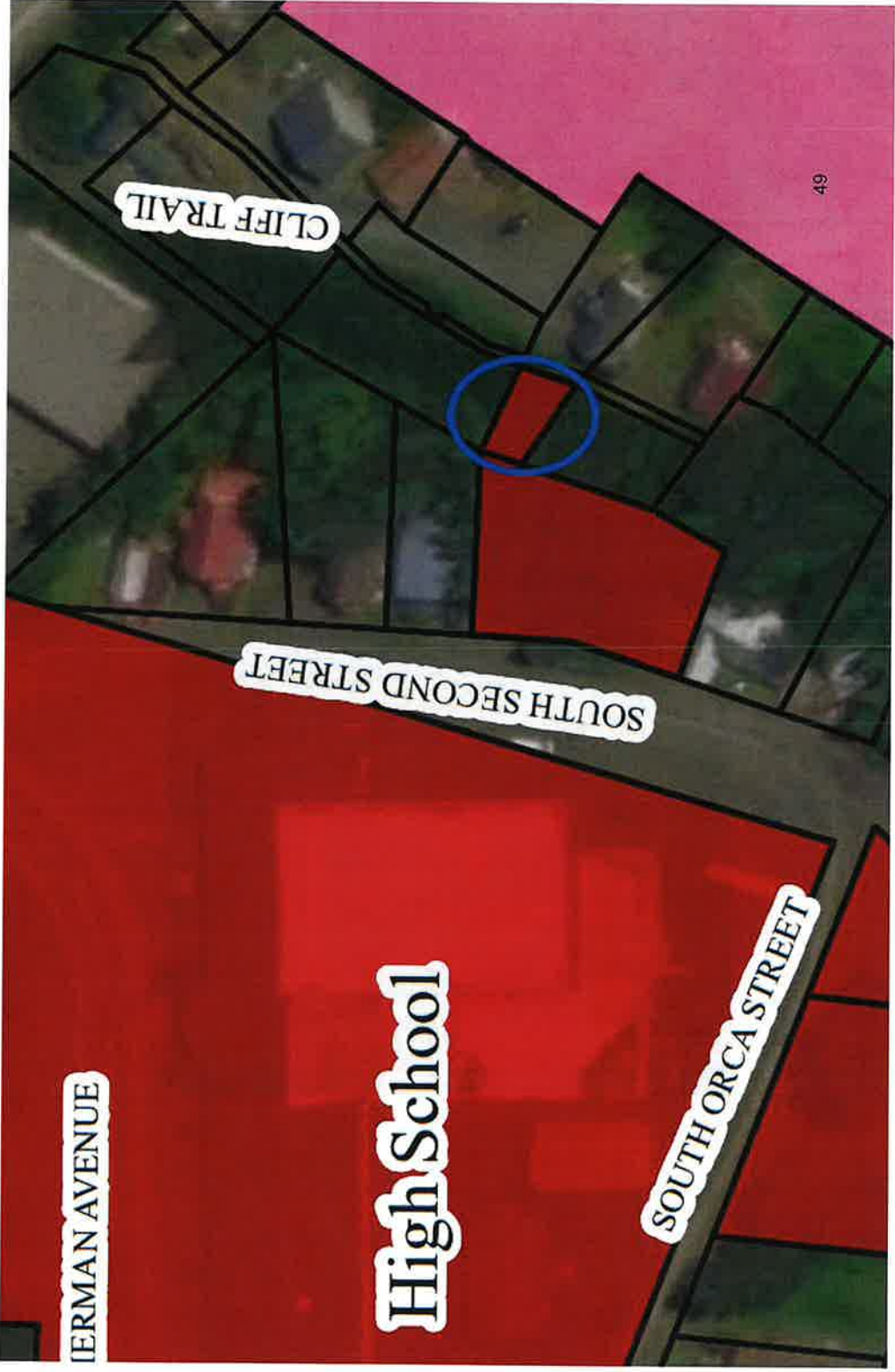
25'

RECOVERED 3 1/4\"/>
BRASS CAP MON.
1\"/>
BELOW ROAD
CEMENTED IN ROCK

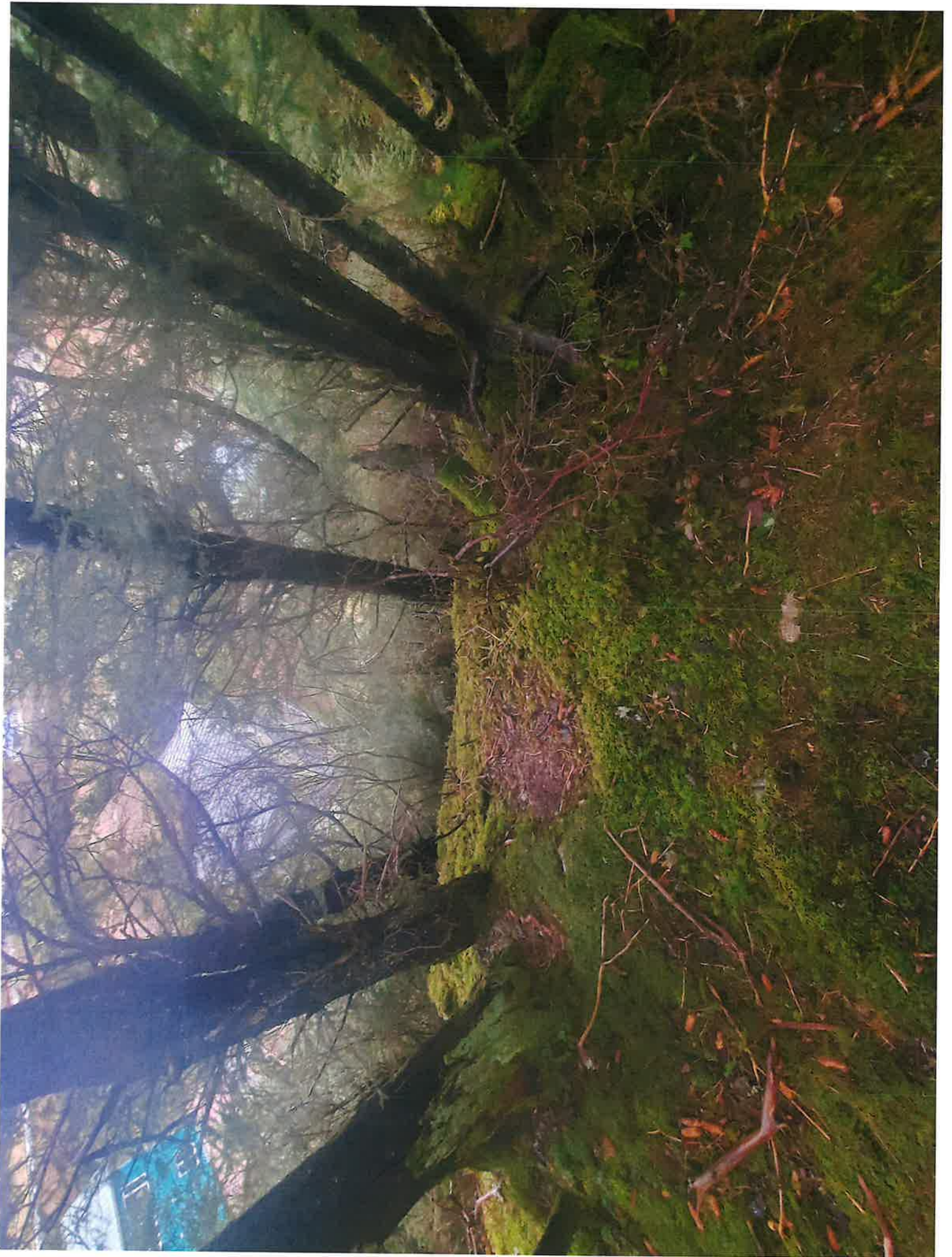


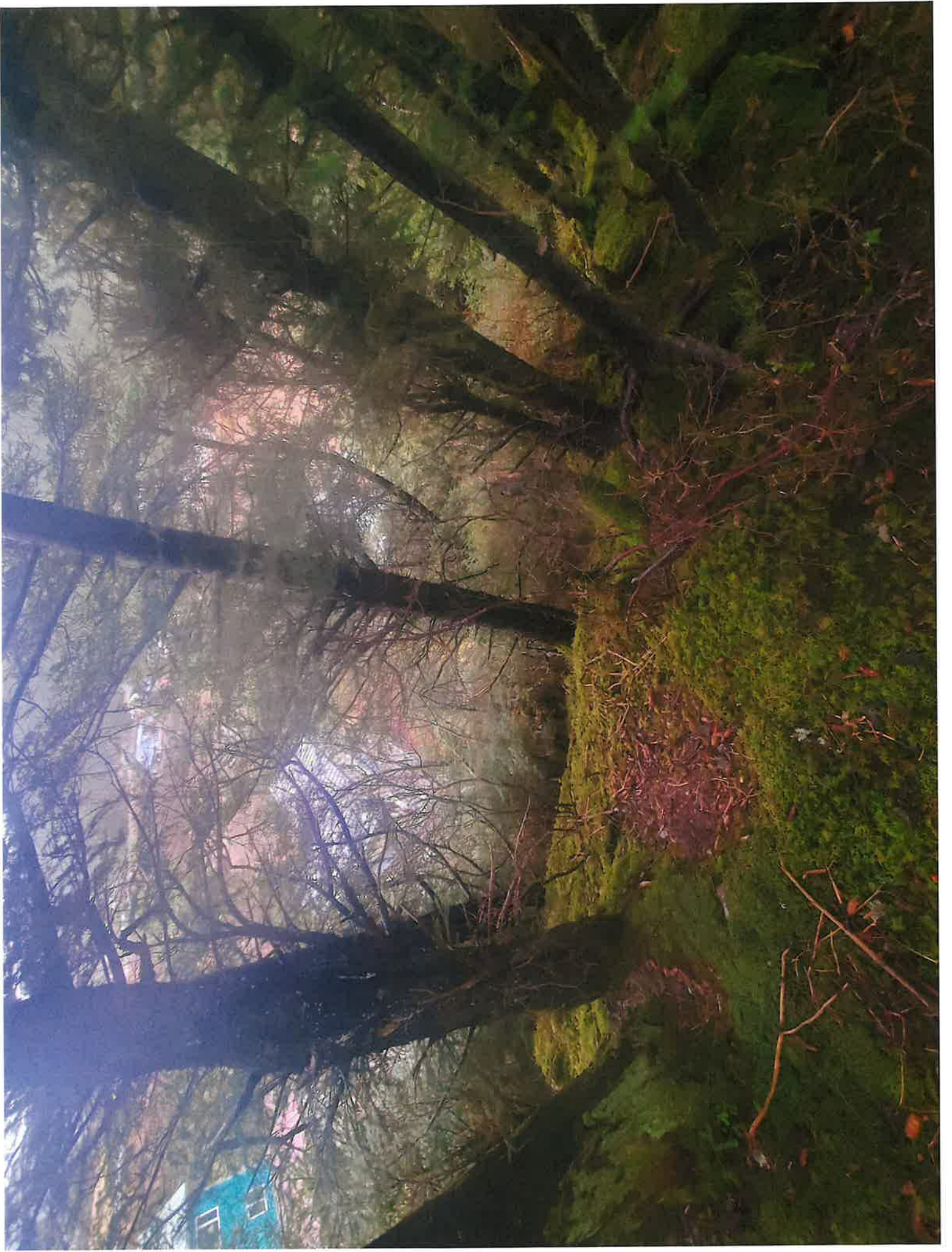












**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 25-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPT THE 2025 LAND DISPOSAL MAPS**

WHEREAS, the City Planner is directed by Cordova Municipal Code Section 7.40.060 (B) – *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*; and

WHEREAS, the Planning Commission has determined that annually reviewing and recommending the Land Disposal Maps for City Council’s approval will enable the City Manager and City Planner to efficiently determine if land is available for purchase, lease, or lease to purchase; and

WHEREAS, the Planning Commission has identified these Land Disposal Maps as the most current and updated version to be used in the land disposal process; and

WHEREAS, having annually updated maps will benefit the residents 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 the City Council of the City of Cordova, Alaska adopt the 2025 Land Disposal Maps.

PASSED AND APPROVED THIS 11th DAY OF MARCH 2025

Tania Harrison, Chair

ATTEST:

Amanda Hadley Coward, City Planner



AGENDA ITEM # 10a
Planning Commission Meeting Date: 03/11/2025
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday March 11, 2025
ITEM: Jones Conditional Use Permit Request for Approval Extension
NEXT STEP: Make Decision on Extension of Conditional Use Permit Approval

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

A Conditional Use Permit (CUP) is valid for six months from the date of approval; however, the Planning Commission may extend the approval if satisfactory evidence of planning and/or construction progress is presented. The applicant is requesting a one-year extension of their CUP as their current approval has expired.

II. RECOMMENDED ACTION / NEXT STEP:

A motion should be made to begin discussion of the topic.

Staffs suggested motion:

“I move to approve the requested one-year extension of the conditional use permit approval associated with Lot 6, Lake View Subdivision with a new expiration date of March 31st, 2026.”

Alternate motion:

"I move to deny the requested extension of the Conditional Use Permit associated with Lot 6, Lakeview Subdivision."

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

The applicant has requested that the Planning Commission grant a one-year extension of their CUP approval as allowed by CMC 18.60.020 (M) which states "In the case of construction, the planning and zoning commission may extend the time of construction if satisfactory evidence of planning and/or construction progress is presented." The applicant has provided information and pictures to show that they have made progress on the project. They have so far cleared and leveled the lot, established the driveway, and placed and compacted material for two of the three building pads.

This would be the second extension for this conditional use permit.

Applicable Code:

Chapter 18.60 - CONDITIONAL USE PERMITS

18.60.010 - Purpose.

It is recognized that there are some uses and associated structures which may be compatible with designated principal uses in specific zoning districts provided certain conditions are met. The conditional use permit procedure is intended to allow flexibility in the consideration of the proposed use on surrounding property if the proposed use is in harmony with the various elements or objectives of the comprehensive city plan and the zoning district. The conditional use permit process provides the opportunity to apply conditions of controls and safeguards to ensure that the proposed use will be compatible with the surroundings.

18.60.020 - Applications.

Applications for a conditional use permit shall be filed with the city planner.

- A. The application shall include but is not limited to the following:
1. Name and address of the applicant;
 2. If applicant is not the owner of the subject lot, the owner's signed authorization granting applicant the authority to
 - (a) apply for the conditional use permit and
 - (b) bind the owner to the terms of the conditional use permit, if granted;
 3. A legal description of the property involved;
 4. A narrative description of the proposed use;
 5. A proposed time frame for the new use and/or the period of construction;
 6. Dimensioned plot plans showing the location of all existing and proposed buildings or alterations, and their existing and proposed uses;
 7. The nonrefundable fee as established by city council resolution;
 8. Narrative evidence that the application meets all of the review criteria in Section 18.60.020B. Evidence shall be sufficient to enable meaningful review of the application;
 9. Any additional information required by the Municipal Code; and

10. Any additional information the city planner may require to determine whether the application satisfies the criteria for issuance of a permit.
- B. Prior to granting a conditional use permit, the planning and zoning commission must determine that the proposed use meets all of the following review criteria:
1. The use is consistent with the purpose of this chapter and is compatible with the zoning district and the comprehensive plan;
 2. The use will not permanently or substantially injure the lawful use of neighboring properties;
 3. Public services and facilities are adequate to serve the proposed use;
 4. The proposed use will not have a permanent negative impact on pedestrian and vehicular traffic circulation and safety substantially greater than that anticipated from permitted development; and
 5. The proposed use will not adversely affect to the public's safety, health, or general welfare.
- C. The planning and zoning commission shall hold a public hearing upon each properly submitted application. Such hearing shall be held not less than ten days nor later than thirty days following the date of filing of such application and the applicant shall be notified of the date of such hearing.
- D. The commission shall cause to be sent to each owner of property within a distance of three hundred feet of the exterior boundary of the lot or parcel of land described in such application notice of the time and place of hearing and a description of the property involved. For the purposes of this section, "property owner" means that owner shown upon the latest tax assessment roll.
- E. The commission shall cause to be made by its own members, or its authorized agent, an investigation of facts bearing on any application sufficient to assure that the action taken is consistent with the intent and purpose of this section.
- F. The planning and zoning commission shall hear and consider evidence and facts from any person at any public hearing or written communication from any person relative to the matter. The right of any person to present evidence shall not be denied for the reason that any such person was not required to be informed of such public hearing.
- G. Within thirty days from the conclusion of the public hearing, the planning and zoning commission shall render its decision unless such time limit be extended by common consent and agreement signed by both applicant and the commission. If, in the opinion of the commission, the necessary facts and conditions set forth in this chapter apply in fact to the property or use referred to, it may grant the conditional use permit. If, however, such facts and conditions do not prevail nor apply the commission shall deny the application.
- H. The commission, in granting approval, may establish conditions under which a lot or parcel of land may be used or a building constructed or altered; make requirements as to architecture, height of building or structure open spaces or parking areas; require conditions of operation of any enterprise; or may make any other condition, requirements or safeguards that it may consider necessary to prevent damage or prejudice to adjacent properties or detriment to the city. When necessary, the commission may require guarantees in such form as deemed proper under the circumstances to ensure that the conditions designed will be complied with.
- I. The decision of the planning and zoning commission, either for the granting with or without conditions, or the denial of an application, shall become final and effective ten days following such decision.
- J. Any aggrieved person or party may appeal the planning and zoning commission decision following the protocol in 18.64.030.
- K. Any application approved by the planning and zoning commission shall be conditional upon the privilege granted being utilized within six months after the effective date of approval.
- L. Construction work must commence within the stated period and must be diligently prosecuted to completion, otherwise the approval is automatically voided.
- M. In the case of construction, the planning and zoning commission may extend the time of construction if satisfactory evidence of planning and/or construction progress is presented.

- N. A conditional use permit shall automatically expire if for any reason the conditioned use ceases for a period of twenty-four months or longer
- O. A permittee who disputes the administrative official's determination that the conditioned use has not been timely initiated or has ceased for a period of twenty-four months or longer may appeal the official's determination under 18.64.040.
- P. A conditional use permit is not transferable from one parcel of land to another. Conditional use permits may be transferred from one owner to another for the same use, but if there is a change in use on the property, a new permit must be obtained.

V. **LEGAL ISSUES:**

N/A

VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

VII. **SUMMARY AND ALTERNATIVES:**

The Planning Commission can approve the extension if they find there is sufficient evidence to show that an extension is approvable per the code, otherwise the Planning Commission can deny the approval if sufficient evidence is not provided to show that the requirement for an extension has been met.

VII. **ATTACHMENTS:**

- A. Applicant Progress Information Details to Staff
 - 1. Email 12/28/2024
 - 2. Email 02/28/2025
- B. Photos of Site Preparation, Building Pad Completion, and Machinery on Site to Complete Additional Work.
- C. Plat of Lake View Subdivision

Conditional use permit extension - 518 Sunnyside drive

From Kenneth Jones <jonespropertiesak@gmail.com>

Date Sat 12/28/2024 9:41 AM

To City Planner <planning@cityofcordova.net>

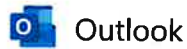
Hi Amanda,

I would like to request extension for the conditional use permit for 518 Sunnyside drive. Unfortunately life happened this year and we did not make much progress. We did a little more dirt work and We are still planning to pursue this cabin development. Just had to press pause due to funds availability and the bad fishing season.

Hoping to get back on track on it in 2025.

Kenneth B Jones
Owner/Manager
Jones Properties LLC

This e-mail and any files transmitted with it may contain confidential material. This e-mail is intended solely for the use of the individual or entity to whom it is addressed. If you are not the intended recipient or have received this e-mail in error, please notify the sender by replying to the sender.



518 Sunnyside CUP extension

From Kenneth Jones <jonespropertiesak@gmail.com>

Date Fri 2/28/2025 2:08 PM

To Amanda Coward <planning@cityofcordova.net>

Dear Members of the Cordova Planning and Zoning Commission, and planning department,

I am writing to formally request an extension for the conditional use permit related to my project at 518 Sunnyside Drive & 514 Sunnyside Drive . I sincerely apologize for the slow progress we have encountered, and I am grateful for your understanding and support during this development phase.

Despite some setbacks, significant progress has been made over the past year. A key milestone was the successful completion of the foundation for our greenhouse, which will be a cornerstone of our project. Additionally, we have constructed a new gravel circle driveway to improve access and functionality of the site. We also hauled off 13 seine trailer loads of alders to the burn pile last summer and made significant efforts to clean up the whole property with multiple truck loads of junk taken to the dump.

We are committed to further enhancing the property's aesthetic and ecological value, with more landscaping work expanding the lawn and a granite patio w/ fire ring scheduled to commence on the south side of the lot as soon as next week pending contractor availability. This contractor will also be helping us by installing a drainage ditch to the northeast corner of the property connecting to the current basin and culvert for the waterfall when his equipment is on site. This is an essential step before we construct a cabin on that corner as we have experienced some minor flooding of the current ditch, only during super heavy rain events, that impacts the parking area for that cabin. This work will all combine to enhance the visual appeal and environmental benefits of the site for our family and friends use as well as our future guests.

Furthermore, we are currently on the waiting list with Cordova Electric Cooperative for trenching utilities to our planned three cabin sites. Our team is actively eager for starting this crucial step, which will lay the groundwork for the cabins' imminent development.

We are currently in talks with contractors about septic install costs and planning to move forward with that this fall as well.

Unfortunately, last fishing season was extremely challenging, the poor pink salmon return coupled with the extended closure of our longline fishery processing partners until May resulted in substantial unforeseen financial constraints, which delayed every aspect of our development plans. However, we are optimistic about the upcoming season and anticipate initiating the cabin foundations and septic by this fall, pending availability of funds. In the photos you will see some fishing nets and equipment parked on the development site, this is a temporary location for this equipment and it will all be removed prior to the fall construction commencing. I allowed some friends and family to park their vehicles and nets there free of charge to help through the tough winter due to last seasons economic

challenges. It also kept it all out of the way of potential snow removal that so far this winter hasn't had to happen. These photos were taken at the request of the city planner on 2/28/25.

I kindly request an extension on the conditional use permit to accommodate these efforts and adjustments. Our commitment to this project and its successful completion remains steadfast.

I deeply appreciate your consideration and look forward to continuing our work in alignment with the community's code, standards, and expectations.

Thank you for your ongoing support and understanding.

Warm regards,

Kenneth B Jones
Owner/Manager
Jones Properties LLC

WASTEWATER DISPOSAL

NO WASTEWATER SYSTEM SHALL PERMITTED ON ANY LOT EQUIPPED IN ACCORDANCE WITH THE REGULATORY AND ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC) CONSTRUCTION PLANS MUST BE SUBMITTED AND APPROVED BY DEC PRIOR TO CONSTRUCTION. ANY CONSTRUCTION IN A WASTEWATER SYSTEM ADDITION SHALL BE SUBJECT TO A WASTEWATER PLANS FROM OTHER AGENCIES MAY ALSO BE OBTAINED.

NOTES

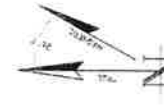
1. THE BOUNDARY CORNER POINTS, BOUNDARIES AND DIMENSIONS OF THE FIELD SURVEY EXCEPT LEGEND.
2. ALL DIMENSIONS ARE BENE DIMENSIONS AS ORIENTED TO THE BASIS OF BEARING.
3. "2011" WITHIN 20' OF THE CENTERLINE OF THIS SURVEY OF THE NATURAL DRAINAGE ON LOTS 6 & 7 AS DEFINED BY AN ENGINEERING DRAWING SUBMITTED AT THE TIME OF THE RIGHT OF WAY DEDICATION.
4. THE ROW WITHIN EARLY VIEW SHALL BE REMOVED PRIVATE AND DEDICATED FOR PUBLIC USE, & UTILITY ASSEMBLY.
5. TRACT "A" WILL BE USED FOR SNOW STORAGE.
6. OWNERSHIP OF TRACT "A" IS RETAINED BY THE DEVELOPER.

Scale: 2001-1000 428-0
 Scale: 2001-1000 917-0

Station	Bearing	Distance	Point
1	S 77° 01' 15" W	100.00	100.00
2	S 77° 01' 15" W	100.00	200.00
3	S 77° 01' 15" W	100.00	300.00
4	S 77° 01' 15" W	100.00	400.00
5	S 77° 01' 15" W	100.00	500.00
6	S 77° 01' 15" W	100.00	600.00
7	S 77° 01' 15" W	100.00	700.00
8	S 77° 01' 15" W	100.00	800.00
9	S 77° 01' 15" W	100.00	900.00
10	S 77° 01' 15" W	100.00	1000.00

Parcel B
 (part of parcel 2 of 14)

5.65207' W 52° 00' 00" (R & M)
 (to end of survey line & 2nd 00)



Scale of 1" = 100' or as shown in the drawing (C.S. 1911)



10.53' RADIUS
 17.74' DIAMETER



10.53' RADIUS
 17.74' DIAMETER



2004-10
 Cordova REQUEST
 Date: 9/10/2004
 Time: 10:53 AM
 Requested by: City of Cordova
 Address: Cordova, Alaska

PLAT APPROVAL

THIS PLAT CONFORMS TO THE REQUIREMENTS OF THE CITY OF CORDOVA PLANNING DEPARTMENT AND THE CITY ENGINEER'S OFFICE. THE PLAT IS SUBJECT TO ANY AND ALL CONDITIONS AND REQUIREMENTS OF CORDOVA ZONING ORDINANCE, TITLE 10.

- CITY MANAGER
- CITY ENGINEER
- CITY PLANNING & ZONING DEPARTMENT
- CITY ATTORNEY

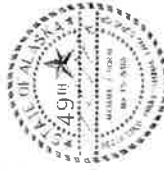
TAX CERTIFICATIONS

ALL TAXES, INTEREST, PENALTIES, AND OTHER DUES ARE PAID AND A GROWN ON THIS PLAT HAVE BEEN PAID THROUGH 12/31/2004.

DATE OF DEDICATION

LEGEND

- 1" = 100' (AS SHOWN ON THIS PLAT)
- 1" = 100' (AS SHOWN ON THIS PLAT)
- 1" = 100' (AS SHOWN ON THIS PLAT)
- 1" = 100' (AS SHOWN ON THIS PLAT)



SURVEYOR'S CERTIFICATE

I, THE SURVEYOR, HEREBY CERTIFY THAT I AM A LICENSED SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT AND SURVEYING THEREON ARE ACCURATE AND CORRECT AND THAT ALL DIMENSIONS AND CORNER POINTS ARE CORRECT.



USGS Quad Courtown C-5 Vicinity Map Scale: 1" = 1 mile

OWNERSHIP DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND I HEREBY DEDICATE THE SAME TO THE PUBLIC FOR THE PURPOSES OF PUBLIC UTILITIES, HIGHWAYS, AND ALL OTHER PURPOSES FOR PUBLIC USE.

DEW SANDERSON P.O. BOX 67 CORDOVA, ALASKA 99574 DATE: 9/10/2004

NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SIGNED IN PRESENCE OF ME THIS 10th DAY OF 2004.

NOTARY PUBLIC FOR THE STATE OF ALASKA MY COMMISSION EXPIRES: 12/31/2005



NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SIGNED IN PRESENCE OF ME THIS 10th DAY OF 2004.

NOTARY PUBLIC FOR THE STATE OF ALASKA MY COMMISSION EXPIRES: 12/31/2005



CORDOVA RECORDING DISTRICT

A Plat of

Lake View Subdivision

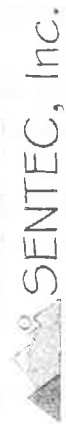
A Subdivision of

Parcel A U.S. Survey No. 1668

located within

Section 20 & 21 T.15N. R.3W. Copper River Meridian, AK

containing 47.70 Acres.



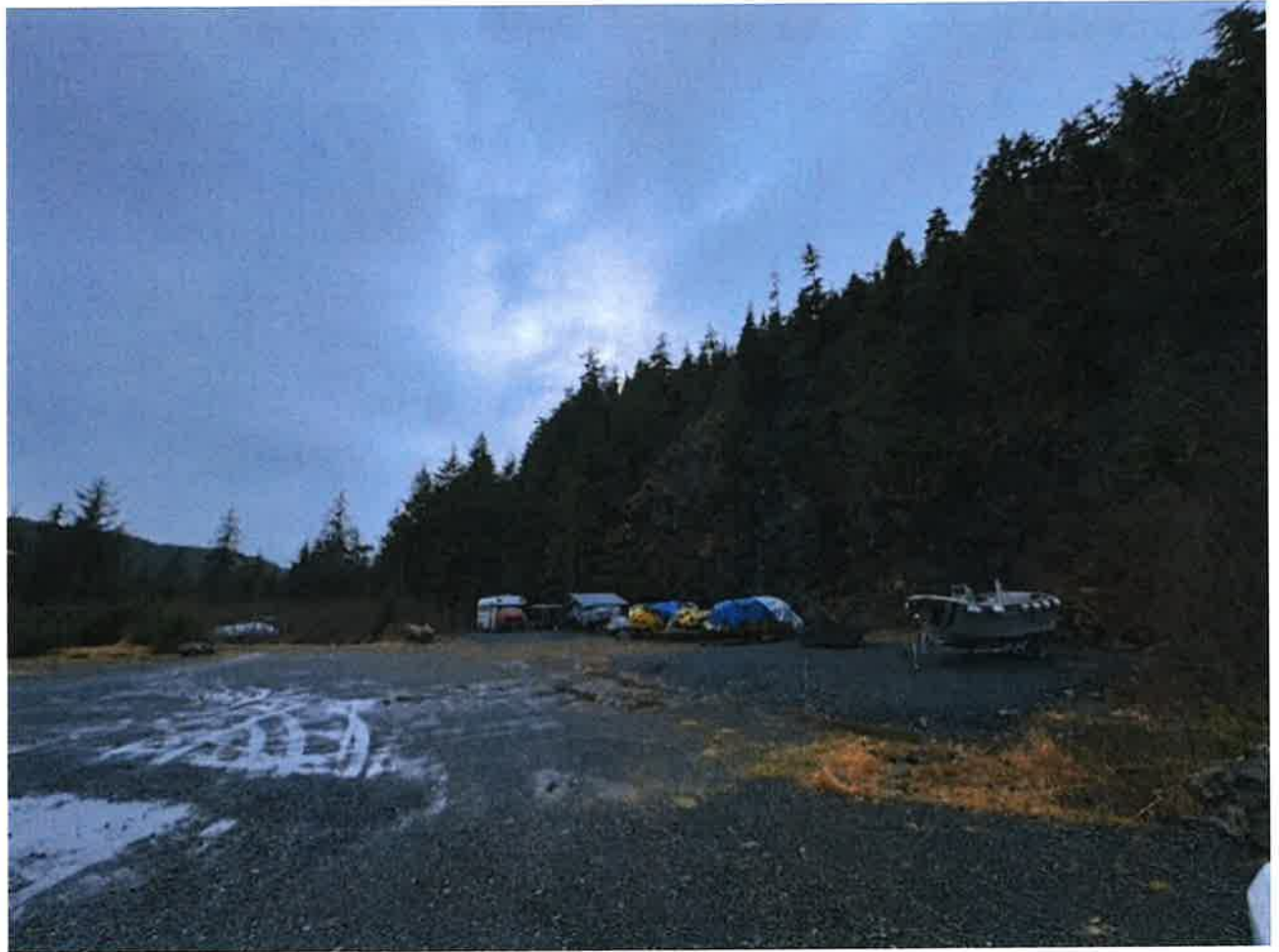
SENTEC, Inc.
 1000 W. 14th Ave.
 Anchorage, Alaska 99501
 Phone: 907-561-1111
 Fax: 907-561-1112
 Email: info@senteccorp.com
 Website: www.senteccorp.com



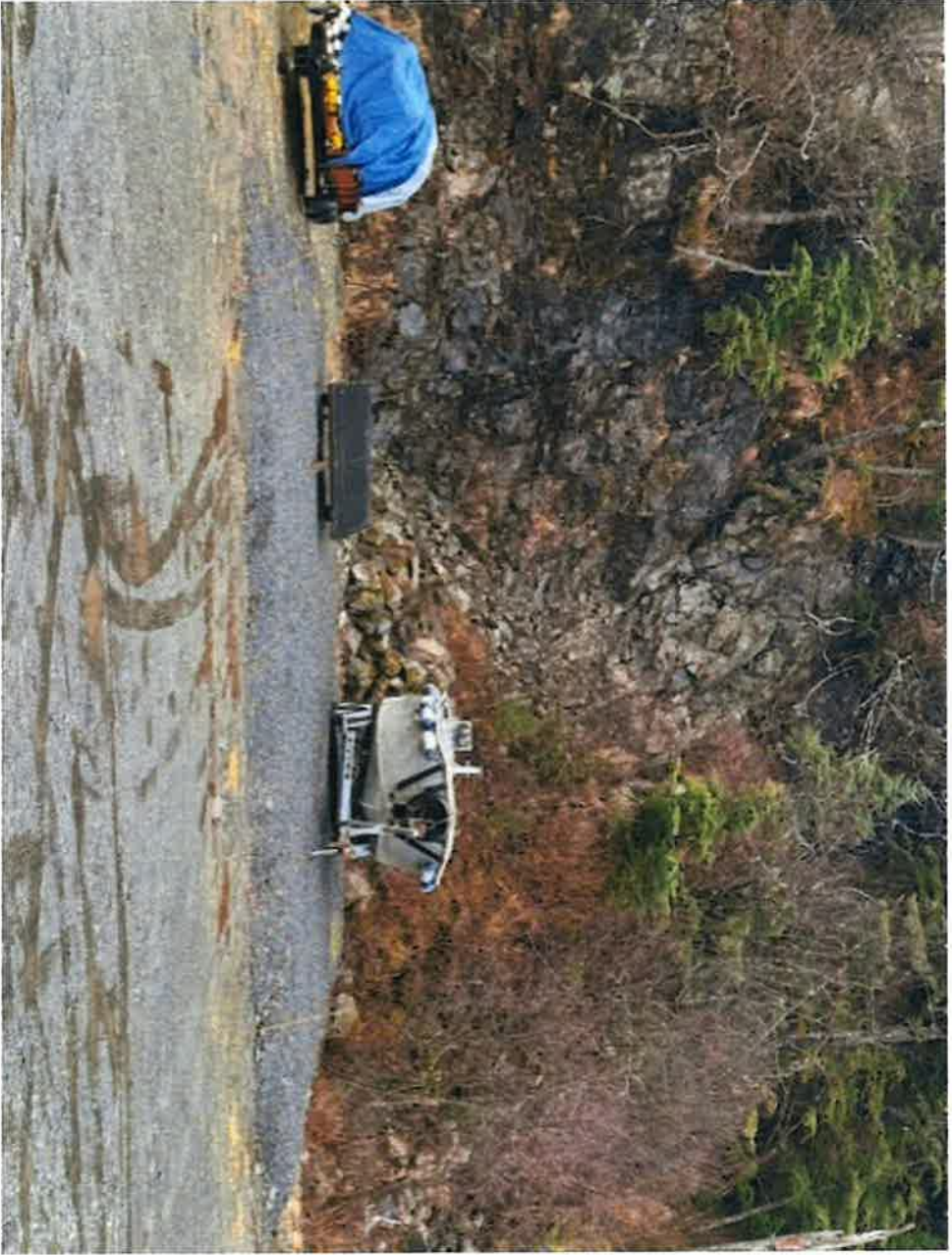
















AGENDA ITEM # 10b
Planning Commission Meeting Date: 03/11/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday March 11, 2025
ITEM: Land Disposal – Review of Proposal for Lot 4A, Block 3, USS 3345
NEXT STEP: Review and Recommendation of Received Proposals

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Review proposals and give a recommendation to City Council
Applicant: Diana Riedel
Legal Description: Remnant of USS 3345. True Legal Description to be Determined.
Area: Approximately 4,400 Sq. Ft.
Zoning: Low Density Residential
Attachments: Location Map
Plat of USS 3345
Letter of Interest
Site Plans
Floor Plan
Utility Map
Received Proposal – Diana Ridel

The Request For Proposals (RFP) for this property was published January 06, 2025, and ended February 06, 2025, at 5 PM. The City received one proposal for the property. Attached is the full proposal packet as published for the public, and the received proposal.

In accordance with the Cordova Municipal Code, the Planning Commission will give a recommendation to City Council on the proposals.

II. RECOMMENDED ACTION / NEXT STEP:

Staff has provided the following motion for the Planning Commission to consider opening the agenda item for discussion:

“I move to recommend City Council approve the proposal from *(insert preferred proposal)* to lease or purchase Lot 4A, Block 3, USS 3345.”

Choose one of the following to insert for the asterisk above:

- Diana Riedel

Alternate motion:

“I move to recommend the City Council does not dispose of Lot 4A, Block 3, USS 3345.”

III. FISCAL IMPACTS:

Sale of the property would add the land to the city’s tax base increasing property tax revenue, there would also be an increase in sales tax revenue from the associated business that would be constructed.

IV. BACKGROUND INFORMATION:

On March 19, 2024, Diana Riedel submitted a Letter of Interest to purchase a remnant lot of USS 3345 located along LeFevre Street, for the purpose of constructing an 800 – 1300 square foot single-family home for her daughter. They plan to have a home completed within 5 years.

Staffs only concern was related to the location of a sanitary sewer main that runs through the property. Its exact location in relation to the property lines was determined during a survey of the lot. After the location of the line was identified Staff had no more concerns. No structure can be built within the sewer easement, the space can be used for parking and other non-permanent uses.

Based on the proposed site plan provided by the applicant, it appears that they could place the footprint of a home outside of the sewer line easement, property line setbacks, lake setback, and provide onsite parking. This will be reconfirmed during the review of the building permit application..

The Planning Commission reviewed the letter of interest at their April 09, 2024, regular meeting. At that meeting they passed a motion recommending that the City Council disposal of the lot by directing staff to publish a 30-day Request for Proposals.

The City Council received the Planning Commission’s recommendation at their regular meeting on May 15, 2024, and decided to direct Staff to publish a 30-day Request for Proposals.

On January 06, 2025, this Request for Proposals was published. It closed on February 06, 2025. There were questions from multiple individuals but only one proposal received by the initial interested party Diana Riedel who submitted the letter of interest.

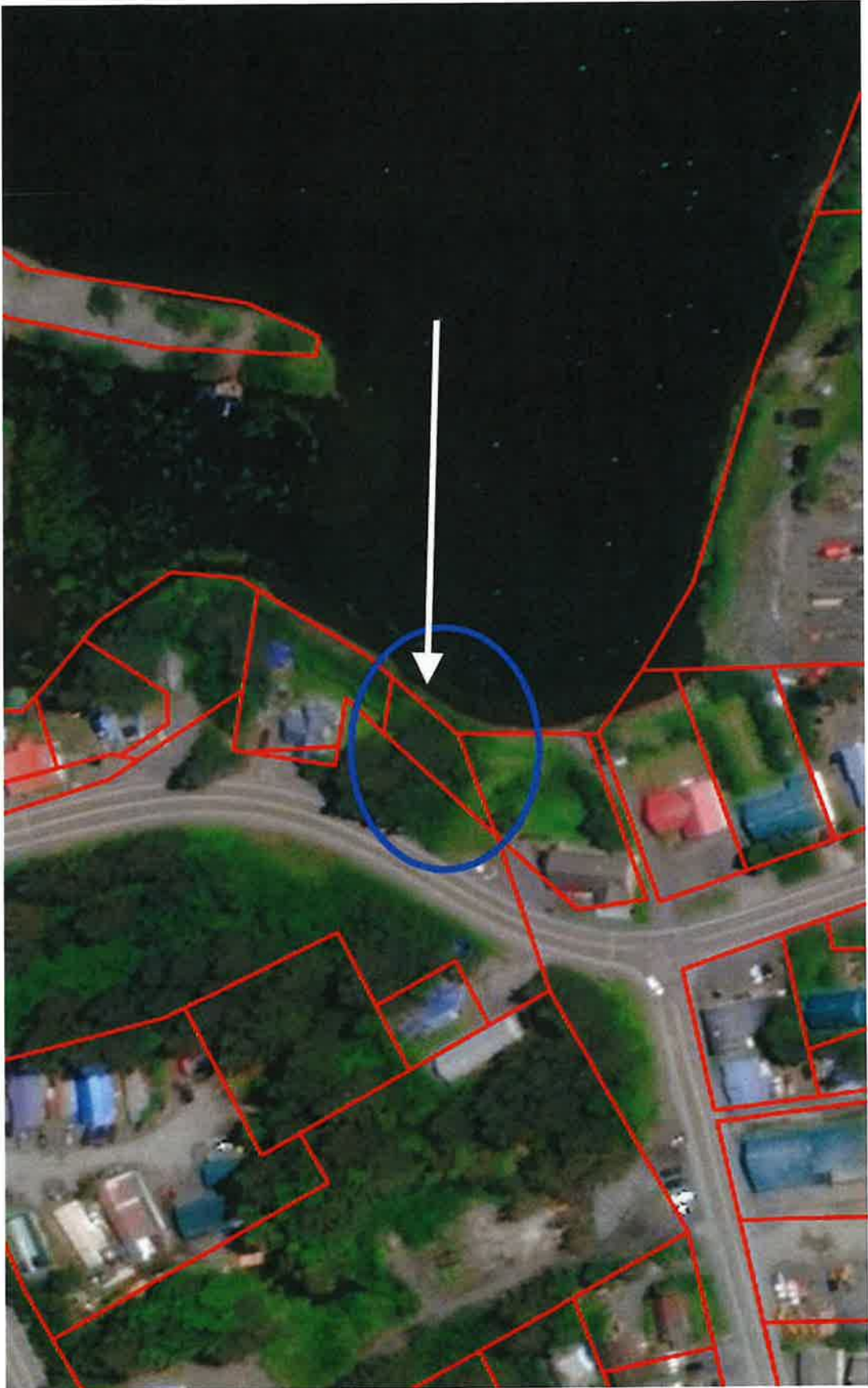
A scoring rubric is included in the RFP packet. This scoring rubric is to help guide the commissions discussion and recommendation. The rubric is just a guide, and the highest scoring proposal does not automatically make it the top proposal. If the commission feels that there are factors of a proposal that are not adequately represented by the rubric, they can site those reasons in their decision for the recommendation forwarded to the City Council.

VI. LEGAL ISSUES:

Legal review of a lease / sale agreement would be required prior to the council acting on the lease.

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission may make a motion to recommend or not recommend disposal of the property to either applicant.



To: City of Cordova Planning Commission

From: Diana Riedel, PO Box 6 Cordova, AK 99574 (907) 253-5364 dianariedel@hotmail.com

March 19, 2024

Dear City of Cordova,

I went over the 2023 land disposal map (amended and approved by city council on 06/21/2023) and I would like to formally put in a letter of interest on the Lefevre street property that is listed as available.

It is the property in-between Sorensens' and Eleshansky's on Eyak lake off Lefevre street and it abuts the Chugach Alaska Corporation Lutheran homesite tract 31 land.

The intended use of the land would be to construct a small single-family residence. Approximately 800-1300 sq feet.

I was involved in the affordable housing committee with the city and native village of Eyak and active in paying attention to the current housing market. My main motivation for wanting to buy this land and have a small home constructed is because my daughter recently turned 18 and would like to be able to continue living and working in Cordova. She has explored the rental market and there is nothing she can currently afford that is also a healthy environment.

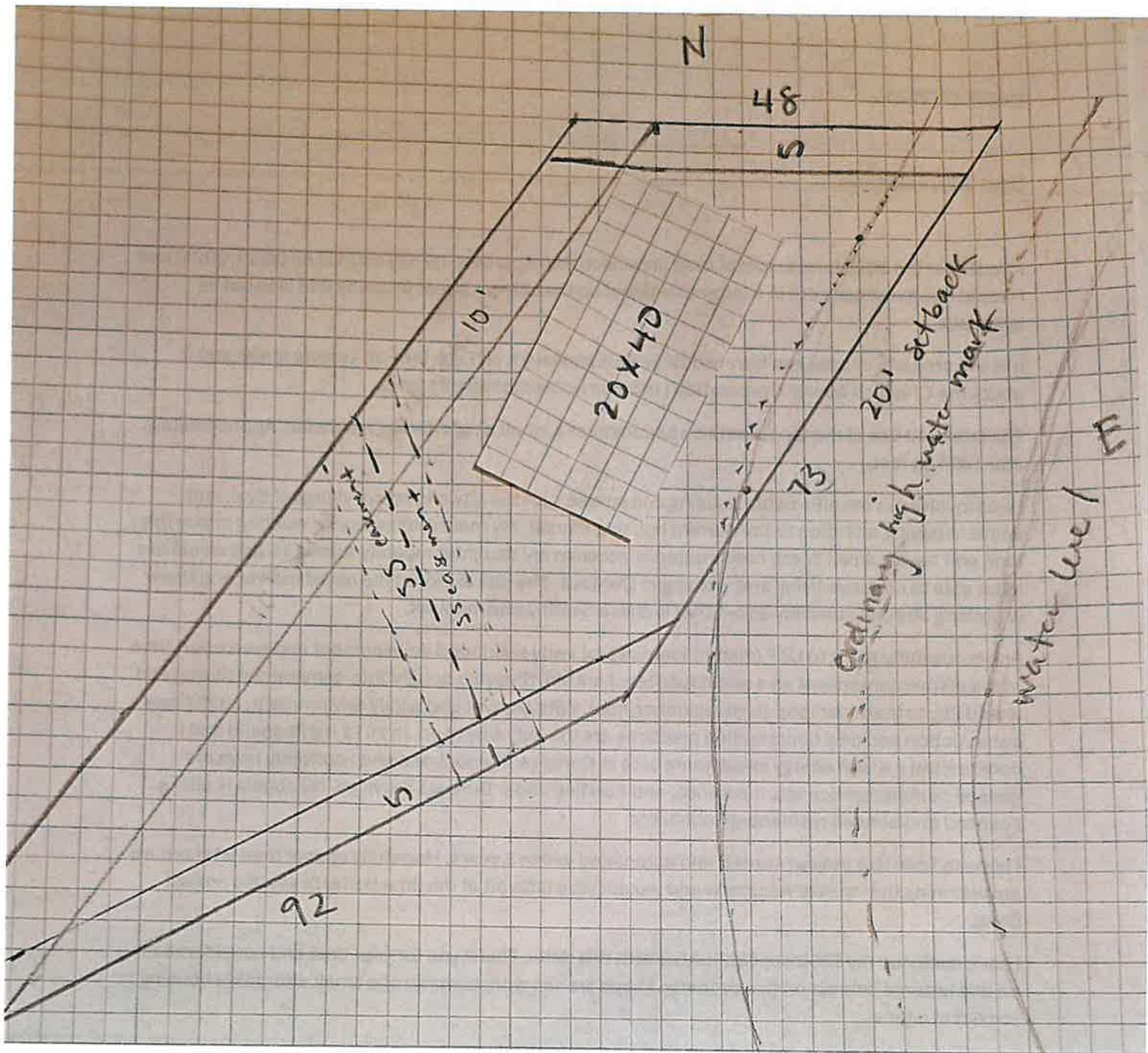
She is currently going to UAF (distant learning) for early childhood development and works part time at the elementary school as a substitute teachers aid. She also bought into commercial fishing and would like to make her long-term residence here. With our wet and windy environment, I think new construction and new construction practices are the only way to go. In 2013 my husband and I constructed a 6-star energy rated home here in Cordova. My husband and I currently have our general contractors license, insurance, and bonding under Dineega Services. My cousin is also a licensed and bonded residential contractor.

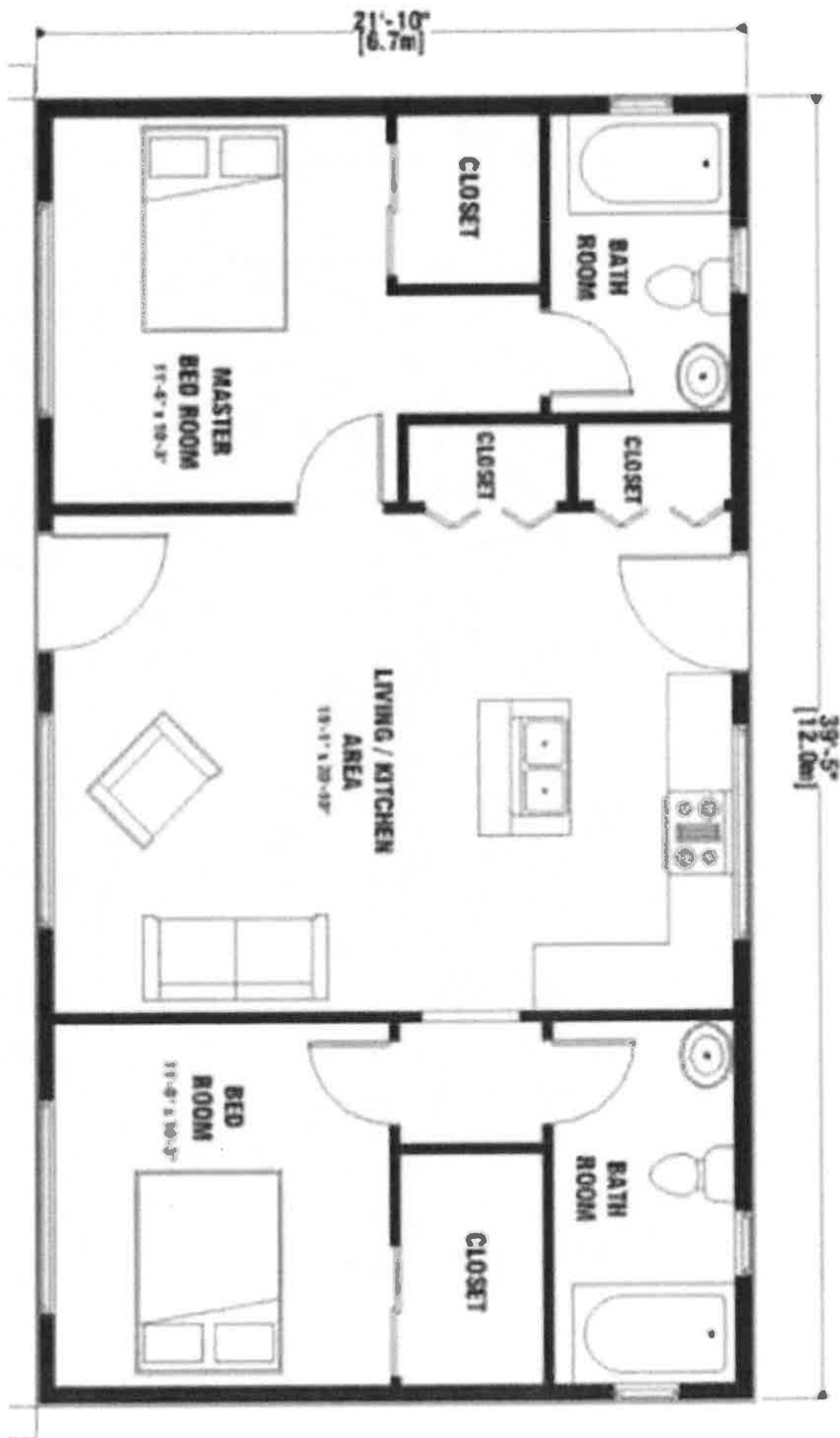
I hope to have this project started and completed within 5 years. Hopefully sooner than later but we are watching the interest rates now and would like a little bit of the time buffer to get this project done.

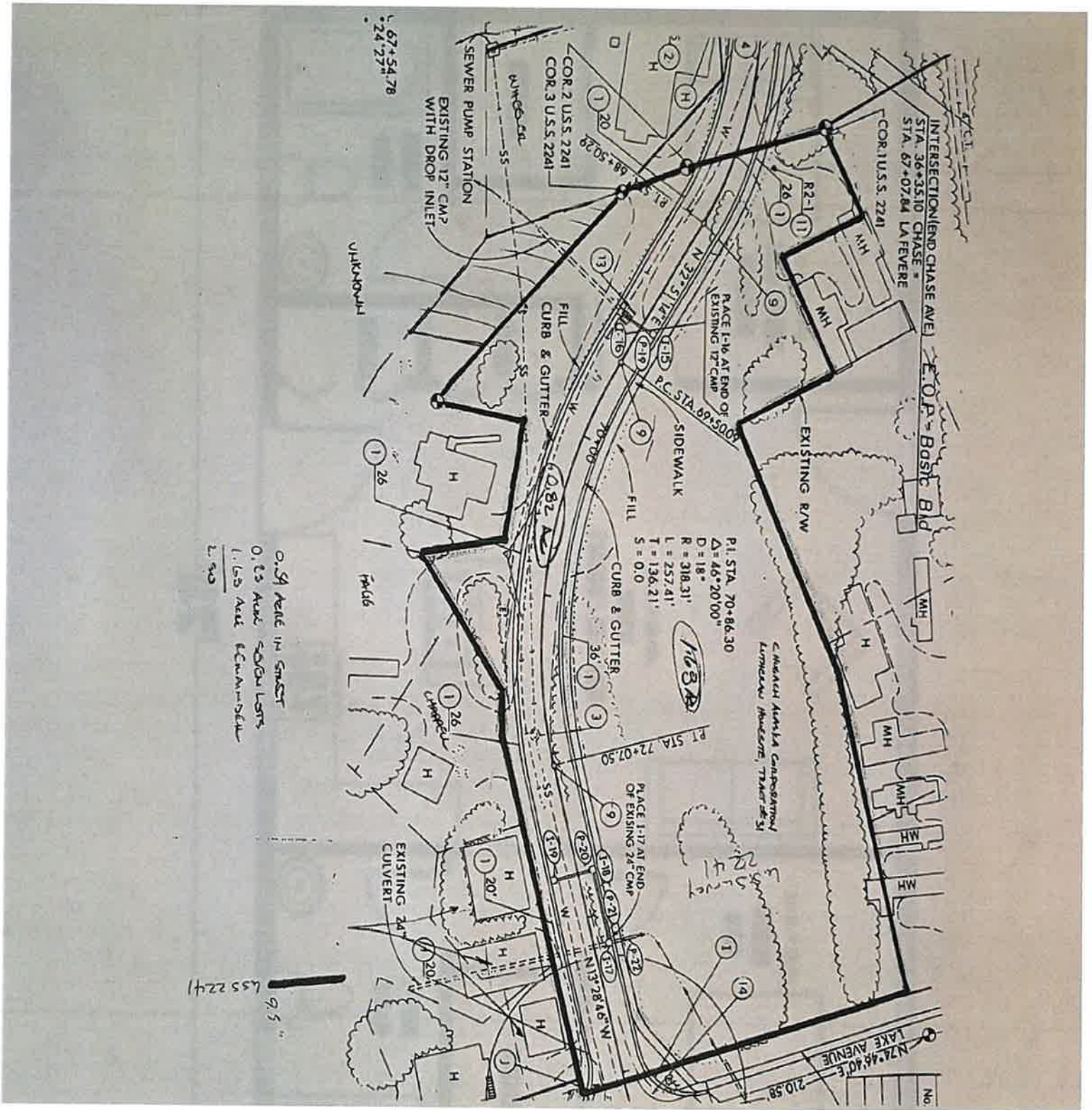
I have enclosed my \$250 application fee with this letter. Thank you for your time and consideration on this letter of interest on this property. I hope we can work towards one small affordable housing project at a time.

Thank you, Diana Riedel









0.5' held in street
 0.15' held sidewalk
 1.15' held sidewalk
 2.50'

7.5"
 6.55 2241

SEALED PROPOSAL FORM

All proposals must be received by the Planning Department by February 06, 2025, at 5 PM.

Property: Lot 4A, Block 3, USS 3345

Name of Proposer: Diana Riedel

Name of Organization: _____

Address: 305 Observation Ave
Cordova, AK 99574
(or po box 6)

Phone #: (907) 253-5364

Email: dianariedel@hotmail.com

Proposed Price \$ 53,500

and costs (1250, 4600, 300)

SUBMITTAL OF PROPOSAL

Please email proposals to planning@cityofcordova.net. The email subject line shall be "Proposal for Lot 4A, Block 3, USS 3345," and the proposal shall be attached to the email as a PDF file.

Or mail proposals to: City of Cordova
Attn: Planning Department
P.O. Box 1210
Cordova, Alaska 99574

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

Proposals received after February 06, 2025, at 5PM will not be considered.

To: City of Cordova

From: Diana Riedel

Proposal for Lot 4A, Block 3, USS 3345

February 6, 2025

Included is my proposal form and \$2500 deposit. My proposal is for \$53,500 and the costs already incurred include the \$1250 appraisal, \$4600 survey, and the \$300 title report.

Additional minimal required information:

1. *Proposed development is to clear, stub in utilities, and fill this lot.*
2. *Ideally a 24x40 building would be built on this lot, but AS IS unless granted a back variance of an additional 4 feet a 20x 40 structure is about the most that can fit with the setbacks. A two-story building would give you 1600 sq feet.*
3. *I provided my initial set of plans to the city with the application to open this property, but I am proposing a cash sale for a title transfer.*
4. *Clear the property and prep it for a single-family house that is much needed in this community.*
5. *Value of proposed improvement: \$40,000 in the first year to get it up to foundation standards.*
6. *One year to clear, stub in utilities and fill this lot.*

I want to buy this land outright. I will clear it and get it ready for development. It would be ideal for a single-family residence that is roughly 1600 sq feet. I am not positive if I will be financing the build or transferring the land to my daughter to finance the build. As my initial proposal stated I am asking for this land to be opened up because there aren't many healthy and energy-efficient housing options currently in this town for our young adults. I sat on the affordable housing committee with the city of Cordova and the Native Village of Eyak several years ago and I have not seen many options or opportunities come up since then.

I am the part owner of Dineega Services and we have our general contractors licensed, bonded, and insured.

Most of our income comes from commercial fishing and with the runs and price not being predictable and having recently experienced a few run failures; along with the price of shipping, building materials, interest, insurance, and labor going up I would like to keep all my options open and not enter into a completed construction contract. I want to do a cash sale for fee simple land.

I will abide by the setbacks, city ordinances, and building codes.

Sample Site Plan

