

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 April 08, 2025, AT 6:30 PM

CORDOVA CENTER COMMUNITY ROOM A & B

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
- b. Approval of Minutes from February 11, 2025, Public Hearing.....Page 1
- c. Approval of Minutes from February 11, 2025, Regular Meeting.....Page 2
- d. Approval of Minutes from February 27, 2025, Special Meeting.....Page 9
- e. Approval of Minutes from March 08, 2025, Regular Meeting – CANCELED.....Page 12

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 13

9. UNFINISHED BUSINESS

- a. Request For Proposals Planning Commission Review and Scoring Criteria.....Page 15
- b. Land Disposal Maps 2025 & Resolution 25-02.....Page 26

10. NEW BUSINESS

- a. Conditional Use Permit Renewal Request for Lot 6, Lake View Subdivision.....Page 66
- b. Land Disposal – Review of Proposal for Lot 4A, Block 3, USS 3345.....Page 80
- c. Letter of Interest for Lots 19-25, Block 6, Original Townsite from the Native Village of Eyak.....Page 93
- d. Letter of Interest for Lots 19-25, Block 6, Original Townsite from Jones Properties, LLC & Soulliere Companies, Inc.....Page 106
- e. Letter of Interest for a Portion of Lot 2, Block 7A, Tidewater Development Park from Nels Evangelista.....Page 112

11. AUDIENCE COMMENTS

12. COMMISSION COMMENTS

13. ADJOURNMENT

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

**PLANNING COMMISSION PUBLIC HEARING
TUESDAY FEBRUARY 11th, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY EDUCATION ROOM
MINUTES**

1. CALL TO ORDER

Vice chair **Mark Hall** called the Planning Commission Public Hearing to order at 6:30 PM on Tuesday February 11, 2025, in the Cordova Center Community Education Room.

2. ROLL CALL

Present for roll call was Commissioners **Mark Hall, Chris Bolin, Sarah Trumblee, Gail Foode, Kris Ranney**, in person and **Sean Den Adel** appearing via Zoom. Absent was Commissioner **Tania Harrison**.

Staff present - City Planner **Amanda Hadley Coward**
Public Works Director **Kevin Johnson**

3. APPROVAL OF AGENDA

Hall asked if anyone was there to speak on the meeting here or online. There was no reply from the public. The commission waited for approximately 4 minutes with no reply from the public.

4. ADJOURNMENT

M/Trumblee to adjourn the Public Hearing

S/Bolin.

Hall called for the hearing to be adjourned.

Approved:

Tania Harrison, Chair

Amanda Hadley Coward, City Planner

PLANNING COMMISSION REGULAR MEETING
Tuesday February 11, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY EDUCATION ROOM
MINUTES

1. CALL TO ORDER

Mark Hall called the meeting to order at approximately 6:35pm.

2. ROLL CALL

Chair Tania Harrison not present, *Vice Chair Mark Hall* present, Commissioners *Chris Bolin* present, *Sarah Trumblee* present, *Kris Ranney* present, *Gail Foode* present, and *Sean Den Adel* present via Zoom.

3. APPROVAL OF AGENDA

M/Trumblee to approve the agenda with the amendment that the unfinished business be taken after the new business.
S/Bolin.

Vote: 6 yeas, 0 nays, 1 absent

4. APPROVAL OF CONSENT CALENDAR

M/Foode to Approve Meeting Minutes from January 14, 2025.
S/Ranney.

Vote: 6 yeas, 0 nays, 1 absent

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

Trumblee Works for Native Village of Eyak and said that she doesn't know if that is a conflict for item "10. B." Letter of Interest for Portion of Tract B, Terminal Ground B Subdivision.

The commission members asked if she works directly on this project?

Trumblee said she doesn't work with any of the capital projects.

Determined that there is no conflict.

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

Alaska Municipal League Britta Hamre, Principal Planner and Grace Fluharty, Junior Planner. Presentation on the Safe Streets and Roads for All Program. Safety action plan for Cordova is underway.

Brooke Mallory, Native Village of Eyak Chairwoman

Speaking on the grant they are trying to receive for a new structure for the Ilanka Community Health Clinic. They do have blasters in town and would be able to develop the land they are asking from the City. The Cordova Community Medical Center and the Ilanka Health Board are having meeting regarding the future of the hospital and this clinic would just be replacing the existing Ilanka Community Health Clinic not to expand as these are different discussions being had. Ilanka Cultural Center does need to also be relocated, and the Chairwoman spoke to the future of the location being in the Central Business District. She wanted to clarify that the Native Village of Eyak does pay property tax and sales tax.

b. Audience comments regarding agenda items (3 minutes per speaker)

8. PLANNER'S REPORT

Planners Report

Hall can the Planner go into more detail about what happened at the City Council Meeting regarding the Breakwater Fill lot?

The City Planner *Amanda Hadley Coward* gave a quick overview of the agenda item from City Council they gave a history of the lot filled in 2013 at \$1.5 million and that currently they believe it is not being put to its highest and best use. The interested parties who asked that the lot be disposed of according to City Council members did not have a good

track record for follow through on projects. The motion failed and the **vote was 3 yea, 4 nay**, on this agenda item did not go to RFP.

9. UNFINISHED BUSINESS

- a. Creation of Request for Proposals for Land Disposal of Lots 19 – 25, Block 6, Original Townsite

Moved to Take after New Business.

10. NEW BUSINESS

- a. Letter of Interest, Lots 18 & 19, Block 23, Original Townsite

M/Ranney recommend the City Council dispose of these lots in accordance with the CMC 7.40.040 B by negotiating an agreement with Hassan Falsafi.

S/Bolin.

Ranney spoke to his motion and talked to the access to the lots in question as Mr. Falsafi does have access to these lots.

Bolin big proponent of direct negotiations and these lots have been available as long as he has been on the Planning Commission. He agrees with Ranney that these lots are not easily accessible as the city water tank is blocking an area of access.

Den Adel the new dentist is interested then the best interest of the City is to sell the lots to the dentist.

Foode is in support of it.

Trumblee agrees with direct negotiations and said it sounds like he has a plan.

Hall concerns access and utilities in the future an easement would need to be recorded.

Kevin Johnson spoke to the future and of selling these lots would need an easement to those lots for access and utilities as part of the negotiations of the sale.

Den Adel asked about another possible access point.

Johnson spoke to that access being a 14' wide as an ally way easement however the topography might prohibit that route.

Vote 6 yeas, 0 nays, 1 absent

- b. Letter of Interest for Portion of Tract B, Terminal Ground B Subdivision

M/Bolin I move to recommend to City Council to dispose of the requested portion of Tract B, Terminal Ground B Subdivision, approximately eight (8) acres in size, as outlined in Cordova Municipal Code 7.40.060 (B) by requesting sealed proposals to lease or purchase the property.

S/Trumblee

Bolin dispose by RFP is that what council would recommend is that correct?

Johnson correct.

Bolin I disagree with requesting sealed proposals NVE has the means to do something like this with this lot and is a great community asset they are looking to improve everyone's quality of live in Cordova and I am for that.

S/Trumblee I was going to say almost exactly that I would like to go into direct negotiations but I know that they always say that they want to go to RFP which is silly because this land has been available and people have had the option. I think that NVE has a good plan and taking that rock and using it to fill in an area that is unusable to anyone else for housing is pretty big.

Hadley Coward I do want to remind you that you make choices as a Planning Commission and then bring it to City Council with what your actual recommendation is because that is what Council wants.

Ranney pedestrian access to the clinic is his concern. Is there any plan to have pedestrian access to that location?

Johnson the commission can recommend to council that providing pedestrian access could be a term or condition of a sale of that lot.

Hall can we ask the NVE chairwoman their opinion of this.

Brooke Mallory NVE Chairwoman, No issue providing pedestrian access on the lot they are requesting. She cannot see improvements occurring on frontage of lots owned by others. This is a clinic that sees more people than our City clinic. As a community service I would not throw roadblocks on this clinic. Do you want a clinic or not? It is for the benefit of all of us. If you go to the dentist he is also in that building and will be moving to the new one. Not unreasonable to improve the frontage along the lot requested but not other properties not owned by NVE. The chairwoman said that this would be asking them to jump through more hoops than other community members would be.

The following amendment was then made to the main motion:

M/Raney to Amended the main motion and to move to recommend to City Council to dispose of the requested portion of Tract B, Terminal Ground B Subdivision, approximately eight (8) acres in size, as outlined in Cordova Municipal Code 7.40.060 (B) by Negotiating an agreement with Native Village of Eyak to lease or purchase the property.

S/Foode

Vote Amending the Main Motion: 6 yeas, 0 nays, 1 absent.

Ranney speaking to his motion to change to direct negotiations he stated that without the resources of NVE this land would be undevelopable land.

Foode stated that if we do not go with direct negotiations, she fears that the (grant) money and clinic would go to another community, and we would miss out on this opportunity.

Ranney spoke to his concern on pedestrian access to that location from the city center. The commission shared the idea that the suggestion of sidewalks on the frontage of the building might be a consideration for Council to require as part of the land sale. There was an additional suggestion that NVE, City, and State collectively work on improving sidewalk access from Whitshed Road to the Ilanka Community Health Clinic (IHC) proposed clinic location could be something to consider. The other thought was possible sidewalk access up LeFevre to the highway.

The Commission asked for the NVE Chairwoman's input about the idea of considering sidewalk access. She stated that putting roadblocks up for development would stifle growth of a community benefiting structure as all who use IHC services and who will be seeing the dentist would be using this proposed building. This extra ask would make them jump through hoops that other community members wouldn't need to for development. Including to improve

frontage along property that does not belong to NVE. She asked that this be streamlined as this is land no one has asked for in years instead of going with RFPs.

Trumblee wouldn't want the pedestrian access to be a deal breaker. This is something they hope will be a value add for ICHC to include on their own accord but would not be a requirement. Transport is included by NVE for appointments if needed.

Vote on the Main Motion as Amended: 6 yeas, 0 nays, 1 absent.

c. Conditional Use Permit Review/Request for Lot 4A, North Fill Development Park Addition #2

M/Bolin I move that the Planning Commission grant the Conditional Use Permit request submitted by Bayside Storage, Paul & Linda Kelly and to adopt and incorporate the findings and conditions of approval within the staff report. As per Staff recommendations Conditional Use Permit can be granted with the special conditions.

S/Ranney

Bolin See Staffs recommendations of 50% of the upstairs or less be residential.

Johnson the requirement of 50% or less being residential would keep in accordance with prior granted Conditional Use Permit in that same zone that was done for Cordova Telecom Cooperative (CTC).

Vote 6 yeas, 0 nays, 1 absent

d. Shipyard Expansion

Hall opened the item for discussion.

Ranney spoke to the history and possibility of the future of the Shipyard.

Bolin the boat haul out has some issues with the tide ripping through and a shipyard expansion could bring a breakwater to help with that issue.

Bolin natural gas company to bring in natural gas through a deepwater port.

e. Update Land Disposal Maps

M/Bolin

S/Ranney

Trumblee asked about the Cemetery on Power Creek Road on the Land Disposal Maps and if Staff could clarify why this isn't marked unavailable.

Hadley Coward clarified that on the coversheet of the Land Disposal Maps the designation does say 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.

Hall asked regarding why the Lots 1, 2A, & 18, Block 25, Original Townsite are marked unavailable on the Land Disposal Maps and would like Staff to clarify this.

Bolin Lot 8, Block 10, USS 2981 is marked unavailable on the Land Disposal Maps and would like Staff to clarify this.

Questions for the City Planner to research and return with an update to the Planning Commission

M/Trumblee Amend the Motion to refer back to staff

S/Bolin

On Main Motion as Amended:

Vote 6 yea, 0 nay, 1 absent

[PAUSED FOR SHORT BREAK]

- f. Request For Proposals Planning Commission Review and Scoring Criteria Update Discussion
Informational
2011 a scoring document was created for RFP's. This was a document that the current Planning and Zoning Commission would like to be updated and give more clarity.

Ranney mathematical scoring uniformity.

Foode the document answers a lot of questions that were going through her mind.

Den Adel would like to have a practice run on scoring a proposal.

Bolin thanked the City Planner for bringing forth this comprehensive document.

Ranney and *Hall* were discussing a minimum requirement.

Den Adel Scoring instructions should be moved to the beginning of the document before the categories.

Johnson asked a question of the Commission is there a financial component that we would like to ask in the RFP scoring criteria.

Hadley Coward asked would the bank statements or financial documents would then be public record.

Johnson answered this as yes it would be public record.

Ranney I don't think we should require that level of financial disclosure. We are trying to improve the community not trying to making a lot of money on each transaction.

Johnson are we going to tie this property up for the next ten (10) years when someone can't actually preform.

Hadley Coward should we have a scoring criteria that gives the first person who puts in a letter of interest an extra point or something for being the one to put in a letter of interest to open up the lot for the land disposal process.

Hall in the land disposal process the letter of interest goes to the planning commission that is one meeting with a public agenda and then City Council Meeting with a public agenda. That is two meeting someone has to go and put in a letter of interest for the same lot. Then it goes to RFP but they had two meeting to talk about this lot before it was disposed of and it could have gone to direct negotiations. If someone would have come to the meetings and said they wanted to do something with the lot that could trigger the RFP process at that time.

Trumblee ask about a joint meeting with the City Council to talk about this process.

Hall when we put in our wording that we should put into our recommendation that no one has put in for this lot so it should go for direct negotiations.

Hadley Coward ask for clarity on the scoring and points for the first person to put in a letter of interest.

Ranney not in favor of that.

Bolin and Johnson talking about the financial documents requested and that it could be vague and the proposer can give what they would like.

UNFINISHED BUSINESS

a. Creation of Request for Proposals for Land Disposal of Lots 19 – 25, Block 6, Original Townsite

M/Ranney I move to formulate the creation of a Request for Proposals for Lots 19 – 25, Block 6, Original Townsite.

S/Bolin

Ranney High or medium density housing with a bottom floor commercial component making it a one parking per dwelling unit requirement.

Johnson Cautioned the Planning Commission to leave the design to the proposers not to give to many restrictions to allow developers and professionals to bring their proposals. The Commission can give their preferences but then they should leave it vague.

Hall we could use this as a test case to then put out more properties as a crafted RFP.

Bolin agrees with Commissioner Ranney on the one per off street parking from the alleyway, Second Street should be the first floor for commercial, and above that should be residential. As a preference but not to restrict any developers from making it all residential or commercial

The commission agreed that uses such as but not restricted to could be the possible language usage for this RFP.

Vote 6 yea, 0 nay, 1 absent

11. AUDIENCE COMMENTS

12. COMMISSION COMMENTS

Den Adel This was a productive meeting I feel like we covered a lot today.

Bolin Thanks everyone for your time Staff and audience participation, thank you Staff and commission with the work on the lake lot moving forward.

Ranney Thanks Amanda you put a lot of work into this one and will put a lot of work into the next one.

Foode Yeah thank you so much.

Trumblee I don't think we have ever had a packet this big I have enjoyed seeing people in the audience and having participation so thank you.

Hall Thank you.

Bolin I want to make everyone aware that we are now livestreaming the meeting. Cudos to Amanda for getting us online.

Hadley Coward we are now able to use Zoom so please make sure that you use that if you are sick or travelling so that we can have your voice heard and continue the discussion, I really appreciate all of you.

13. ADJOURNMENT

M/Ranney to adjourn the meeting.

S/Bolin

Meeting is adjourned.

Approved:

Tania Harrison, Chair

Amanda Hadley Coward, City Planner

PLANNING COMMISSION SPECIAL MEETING
Thursday February 27, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOM A & B
MINUTES

1. CALL TO ORDER

Hall

2. ROLL CALL

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

3. APPROVAL OF AGENDA

M/Trumblee

S/Bolin

Vote: 6 yea, 0 nay, 1 absent (Harrison)

4. APPROVAL OF CONSENT CALENDAR

a. Record unexcused absence of Tania Harrison from the February 11, 2025, Regular Meeting

M/Trumblee

S/Ranney

Vote: 6 yea, 0 nay, 1 absent (Harrison)

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items (3 minutes per speaker)

8. PLANNER'S REPORT

9. UNFINISHED BUSINESS

a. **Shipyard Expansion and Resolution 25-01**

M/Ranney "I move to approve Resolution 25-01 to Support the Shipyard Expansion"

S/Bolin

Ranney speaking to his motion that the Commission has been

Bolin moving this forward for discussion and also in agreeance that this is also one of our contributing factors to our town. It is a very busy place there is room for expansion and usage in this town.

Den Adel this has already passed the Harbor Commission I am in favor of this moving forward. In the resolution it doesn't say what City tidelands this would be taking place on.

Ranney it is meant to be vague to allow for expansion to occur not really place it in one spot.

Hall three (3) million plus dollars will be needed for this. That will be the consurn of the City Council to decide how to pay for this.

Bolin it says there is a trailer to be removed?

Johnson this survey was done in 2013 and the trailer and conex has been removed. Tract 1A is what we own. We lease out the southeast corner of it to Dutch Marine Industries (DMI). They are potentially going to build a warehouse there as part of their lease. To give more context this Resolution gives the City Council the knowledge that there is still support for a Shipyard to be built in a location at some time in the future. To also clarify the cost estimates were given by the Harbor Commission and was only for a building on the Shipyard of three (3) million dollars over a decade ago. Costs would be greatly increased. The cost of tens of millions of dollars to create a shipyard fill lot and there could be the potential for a land trade for a developer if they get involved.

Ranney reiterated that our job is to say that we want this Shipyard to happen and let the City Council find the funding for it. This is a good Resolution.

Bolin this is a big part of our lively hood and economy.

Vote: 6 yea, 0 nay, 1 absent (Harrison)

10. NEW BUSINESS

a. **Site Plan Review of Lot 4A, Block 5, Tidewater Development Park**

M/Trumblee “I move to approve the Site Plan submitted by Bayside Storage, to construct an 81’ X 38’ structure on Lot 4A, North Fill Development Park.”

S/Ranney

Trumblee I’m for it.

Ranney I have looked through this and it seems like it is within code and seems like it’s going to be a good use of the property.

Den Adel thorough job on their application and looks like a good proposal.

Bolin it’s a matter of moving this forward.

Hall and **Johnson** Planning Commission is the final deciding factor for this Site Plan Review.

Hall in architectural review it would be nice to have in the northeast stairwell a tenant use bathroom. That’s not something that we do as it is something for architectural review.

Den Adel the storm basin is on an adjacent lot.

Hadley Coward they will be putting in a storm drain. The page showing that on an adjacent lot was for the snow storage contract and was an old version of the plan.

Johnson storm drain will be installed on the corner of Sorrel Lane and Jim Poor Avenue.

Vote: 6 yea, 0 nay, 1 absent (Harrison)

11. AUDIENCE COMMENTS

Kinsman was in the audience and enjoyed seeing what will be coming to City Council.

12. COMMISSION COMMENTS

Ranney appreciates everyone looking over the shipyard expansion.

Trumblee thankful to Staff and for a quick meeting today.

Foode Glad that everyone can jump on a meeting and not wait for another month to get things accomplished.

Bolin I'd like to thank everyone for their time. I second Commissioner Foode's sentiments about the meeting and would like to thank council for coming to this meeting to see what will be coming to council in the future.

Den Adel thankful for everyone's time and nice that we are seeing motions, resolutions, and RFP's that we can work on.

Hall I agree with all of those statements.

Bolin I also wanted to thank staff for being here it's been a busy week and dealing with family stuff.

13. ADJOURNMENT

M/Bolin to adjourn the meeting.

S/Ranney

Vote: 6 yea, 0 nay, 1 absent (Harrison)

Meeting adjourned.

Approved:

Mark Hall, Vice Chair

Amanda Hadley Coward, City Planner

PLANNING COMMISSION REGULAR MEETING
Tuesday March 11, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY EDUCATION ROOM
MINUTES

NO QOUROM – MEETING CANCELED

- 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**
- 9. UNFINISHED BUSINESS**
 - a. Request For Proposals Planning Commission Review and Scoring Criteria Update Discussion
 - b. Land Disposal Maps 2025
- 10. NEW BUSINESS**
 - a. Conditional Use Permit Renewal Request Lot 6, Lakeview Subdivision
 - b. Review and Score RFP for Lefevre Lot 4A, Block 3, USS 3345
- 11. AUDIENCE COMMENTS**
- 12. COMMISSION COMMENTS**
- 13. ADJOURNMENT**

Approved:

Mark Hall, Vice Chair

Amanda Hadley Coward, City Planner

Planner's Report

To: Planning and Zoning Commission
From: Amanda Hadley Coward, City planner
Date: Tuesday April 08, 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 Ordinance 1229 approving an agreement with Emily Anderson and Skyler Newman for a Lease with Option to Purchase the Center Drive property. The agreement includes a ten (10) year term and requires the substantial completion of a duplex on the property before the purchase can occur. This agreement was signed by the parties on Friday March 28, 2025.

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. Brochures for the public are in design and will be distributed.

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 has negotiated 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 north. The drafted agreement and Resolution 3-25-05 was presented to the City Council for review at the Regular Meeting on March 19, 2025, and was passed. The agreement is currently awaiting signature.

7. 9B of ASLS 73-35 (Avalanche Recreation Lot):

- City Council voted to enter a lease for five (5) years for this lot by directly negotiating the agreement. The agreement is currently under review by the City attorney.

8. Portion of Tract B, Terminal Ground B Subdivision (Lot between Eagle Contracting Lots and the City Cemetery):

- The City Council voted to dispose of approximately eight (8) acres of this land by directly negotiating an agreement with the Native Village of Eyak for the new home of the existing services provided by the Ilanka Community Health Clinic (ICHC). The agreement is in the draft stages and is awaiting further information from the company Vector Surveying as next steps in this process.

9. Lot 2, Block 7A, Tidewater Development Park FKA Old Science Center Building:

- City Council discussed this building and the possibilities of advertising for this property when posting the new land disposal maps for 2025. Outcome of meeting was to refer the item back to Staff to bring three (3) cost estimates back first to get an estimate for the structural assessment of the pilings and deck, second would be for demolition of the structure, and third is removal of the tidal mud and contamination.

10. City Council Strategic Planning and Infrastructure:

- High School, Pool, Public Safety Building, Wastewater Treatment Facility, and Water Infrastructure are all topics of ongoing discussions by the City Council for the possibility of future upgrades.



AGENDA ITEM # 9a
Planning Commission Meeting Date: 04/08/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday April 08, 2025
ITEM: Request For Proposals Planning Commission Review and Scoring Criteria
NEXT STEP: Review and Adopt 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:

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

“I move to approve and adopt the two documents for Request for Proposals Planning Commission Review and Scoring Criteria as presented.”

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. Staff updated the document to remove the page requirements.

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 11, 2025, regular meeting. The March 11, 2025, regular meeting was canceled due to no quorum. The April 08, 2025, regular meeting is when these documents will be reviewed by the Planning Commission.

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 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.
- 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 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.
- 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.
- A risk management plan.

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 # 9b
Planning Commission Meeting Date: 04/08/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday April 08, 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.”

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.
 - 919 Center Drive AKA Lot 15A, Block 5, Odiak Park Subdivision was leased for ten (10) years with the option to purchase if the substantial completion requirement is met. The maps will be updated to reflect this lease before sending them to the City Council.

- Power Creek Road
 - Removed property that was sold, Lot 1 USS 4606 (to Tania Harrison).
- 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.

A lease agreement between the City and Emily Anderson and Skyler Newman was signed on Friday March 28, 2025, for the property at 919 Center Drive AKA Lot 15A, Block 5, Odiak Park Subdivision was leased for ten (10) years with the option to purchase if the substantial completion requirement is met. The maps will be updated to reflect this lease before sending them to the City Council.

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)

**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 08th DAY OF APRIL 2025

Tania Harrison, Chair

ATTEST:

Amanda Hadley Coward, City Planner

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.

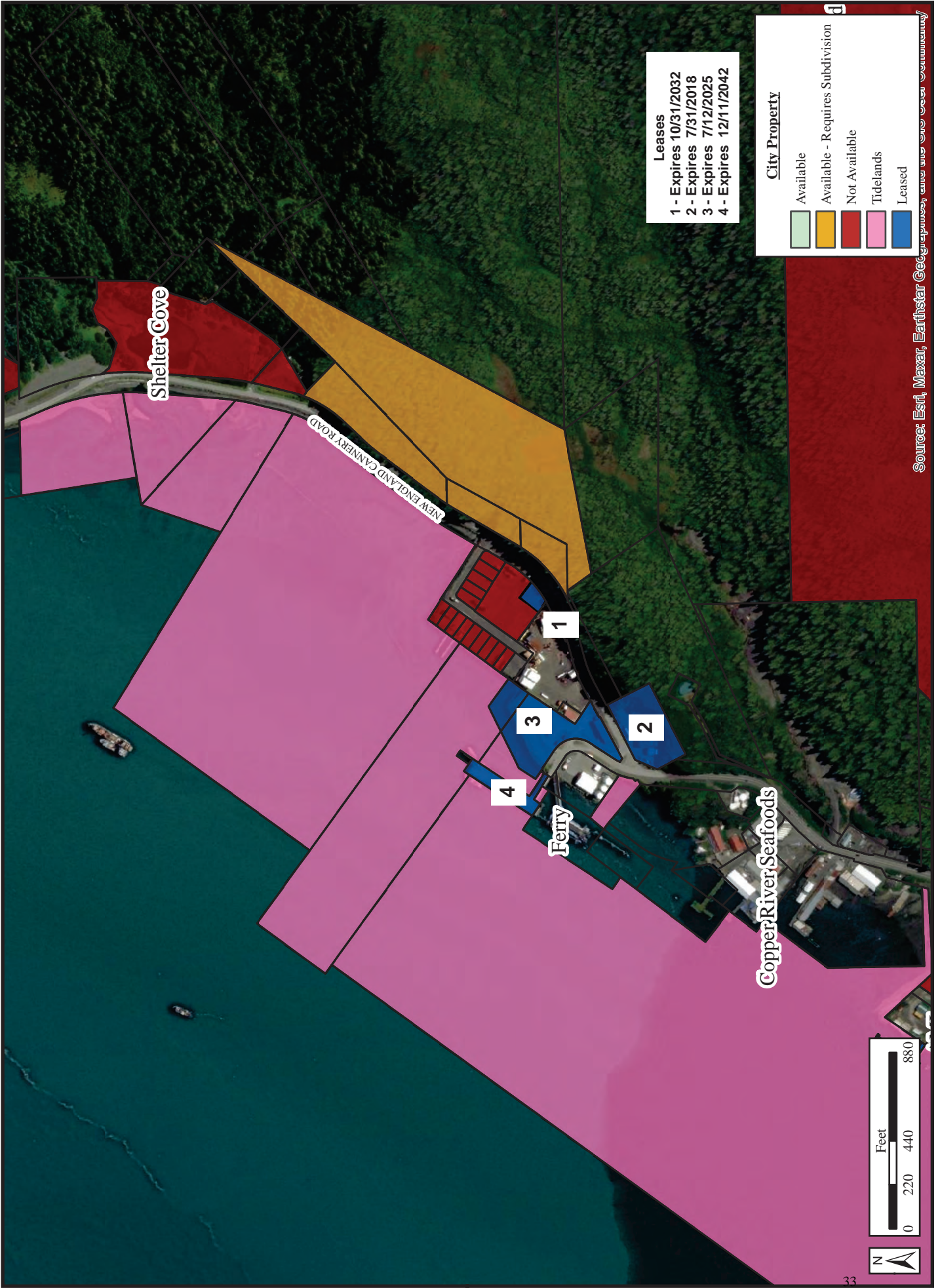
Leased – These are parcels currently leased to a business or government entity by the city. There are leases that are short term, others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. A Letter of Interest for a property that is under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

Ocean Dock Subdivision



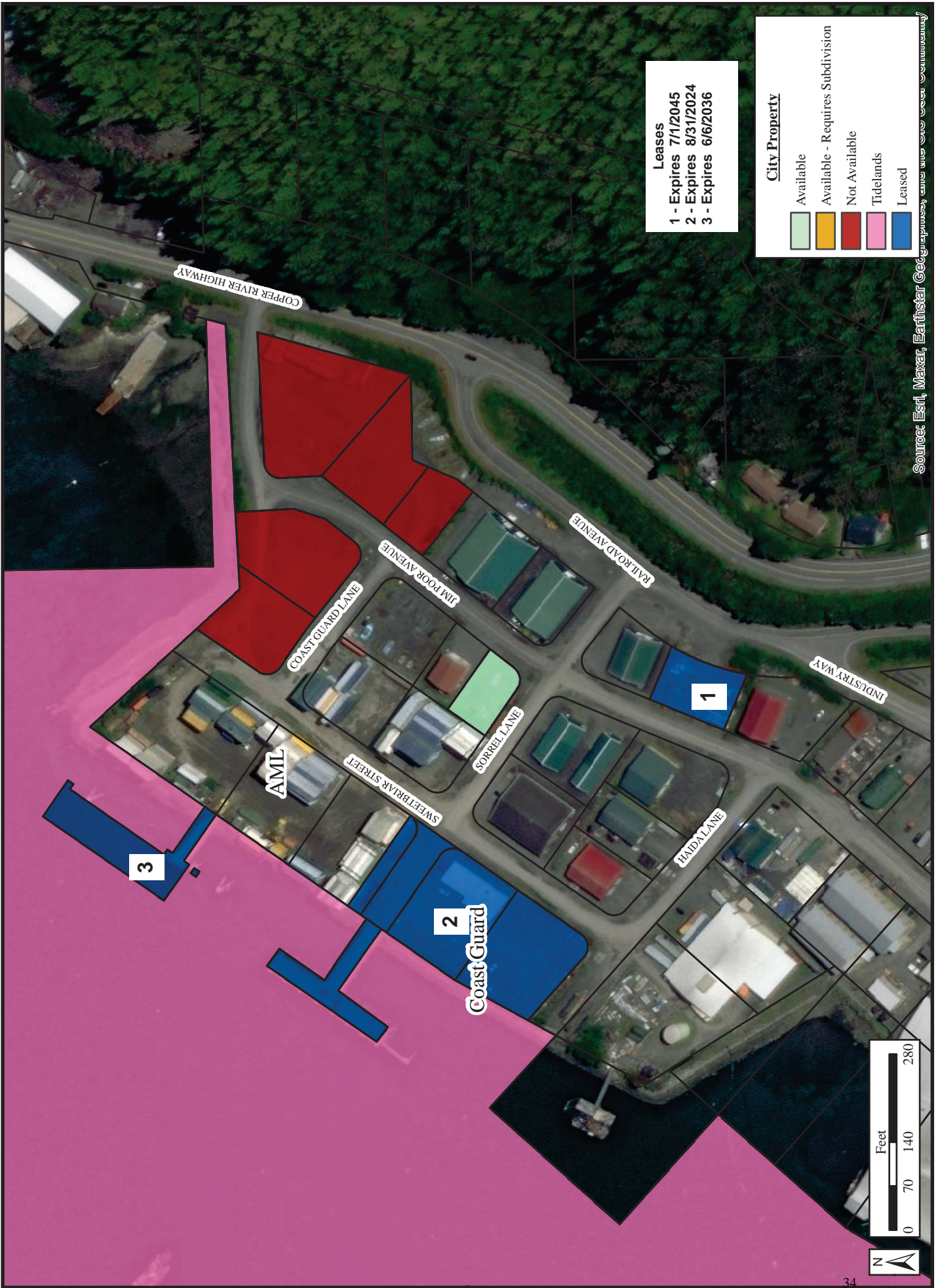
- Leases**
- 1 - Expires 10/31/2032
 - 2 - Expires 7/31/2018
 - 3 - Expires 7/12/2025
 - 4 - Expires 12/11/2042

City Property

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

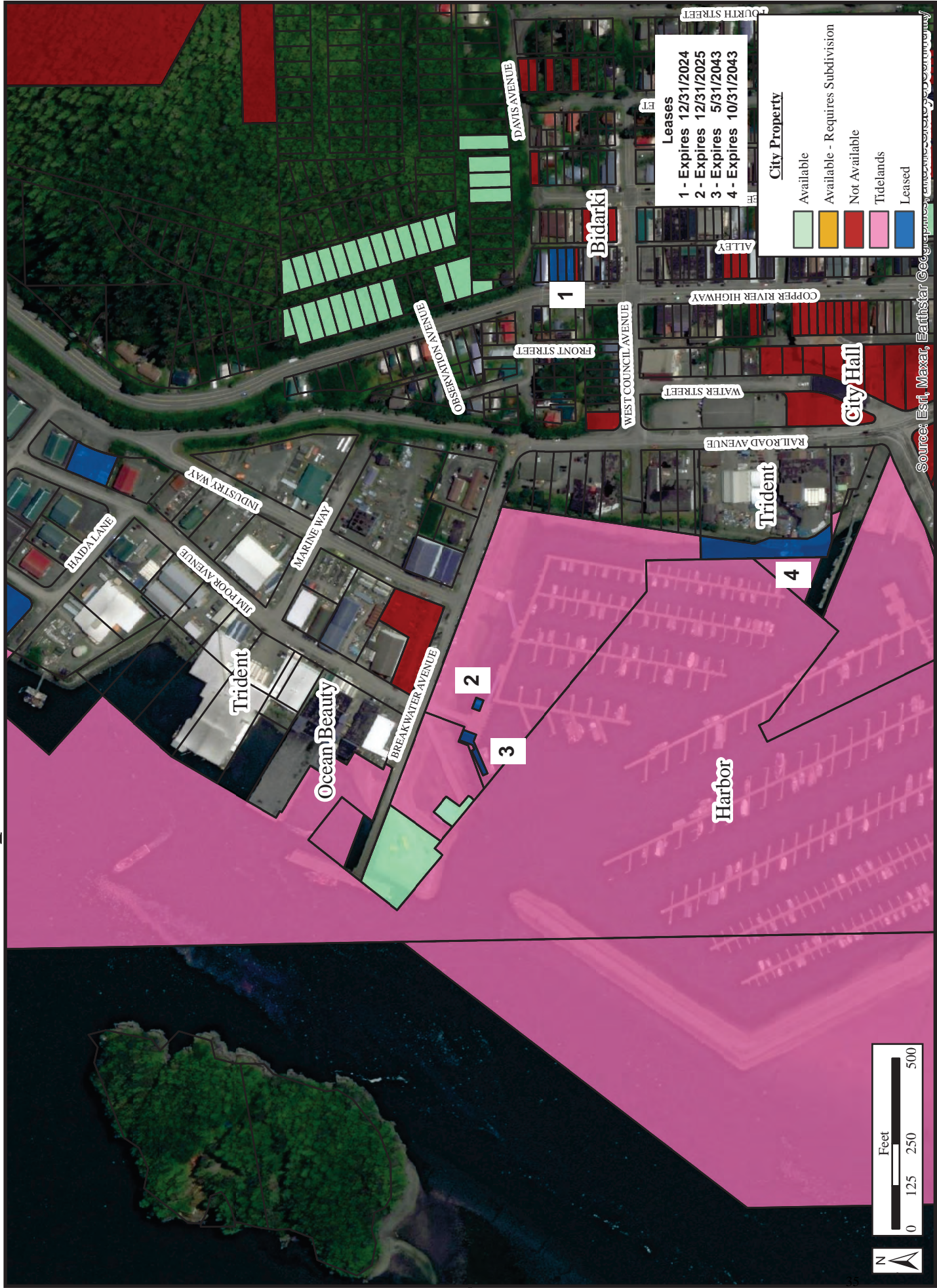


North Fill Development Park

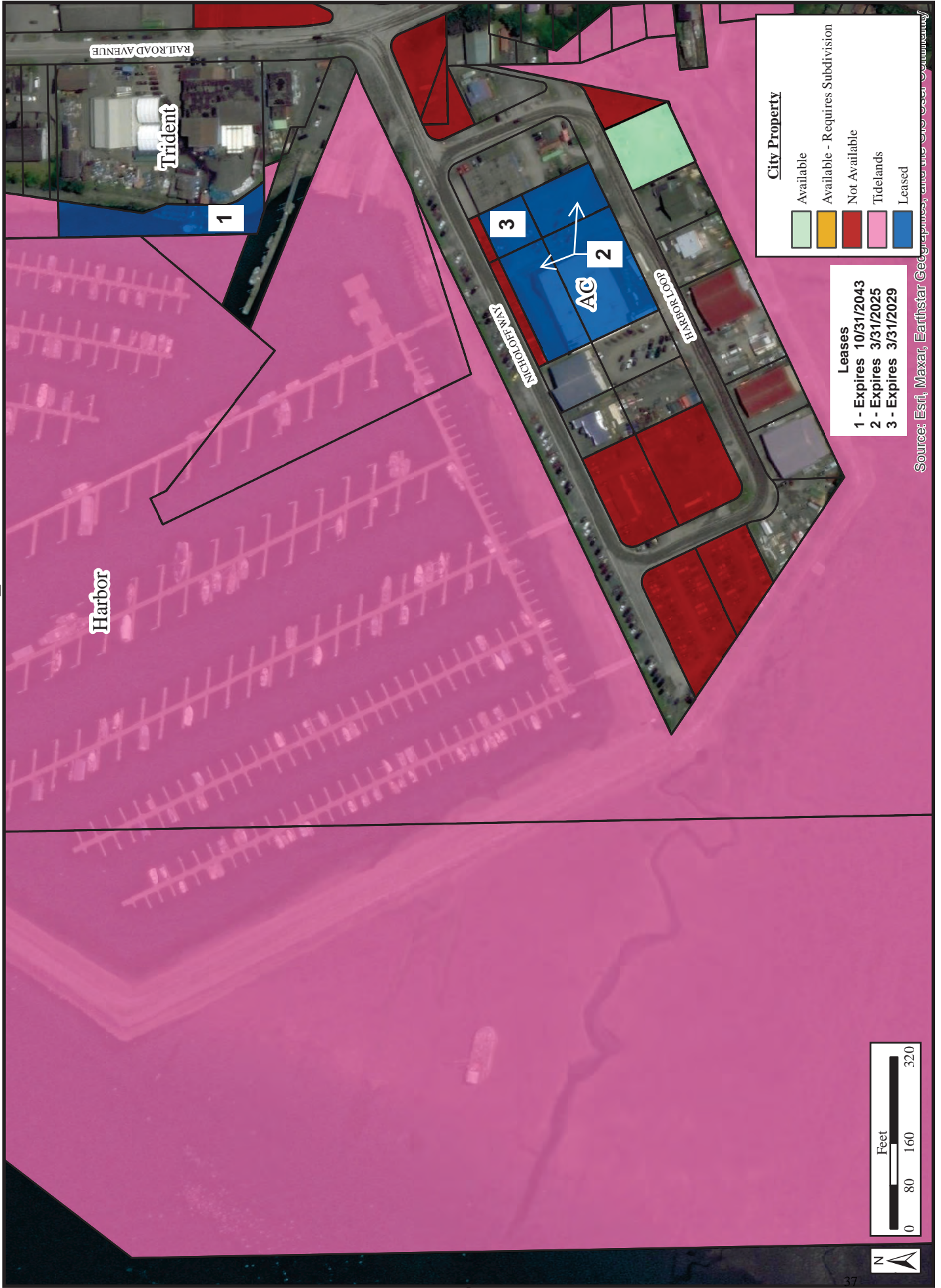


Source: Esri, Maxar, Earthstar Geographics, and the USGS

Tidewater Development Park & Cordova Industrial Park

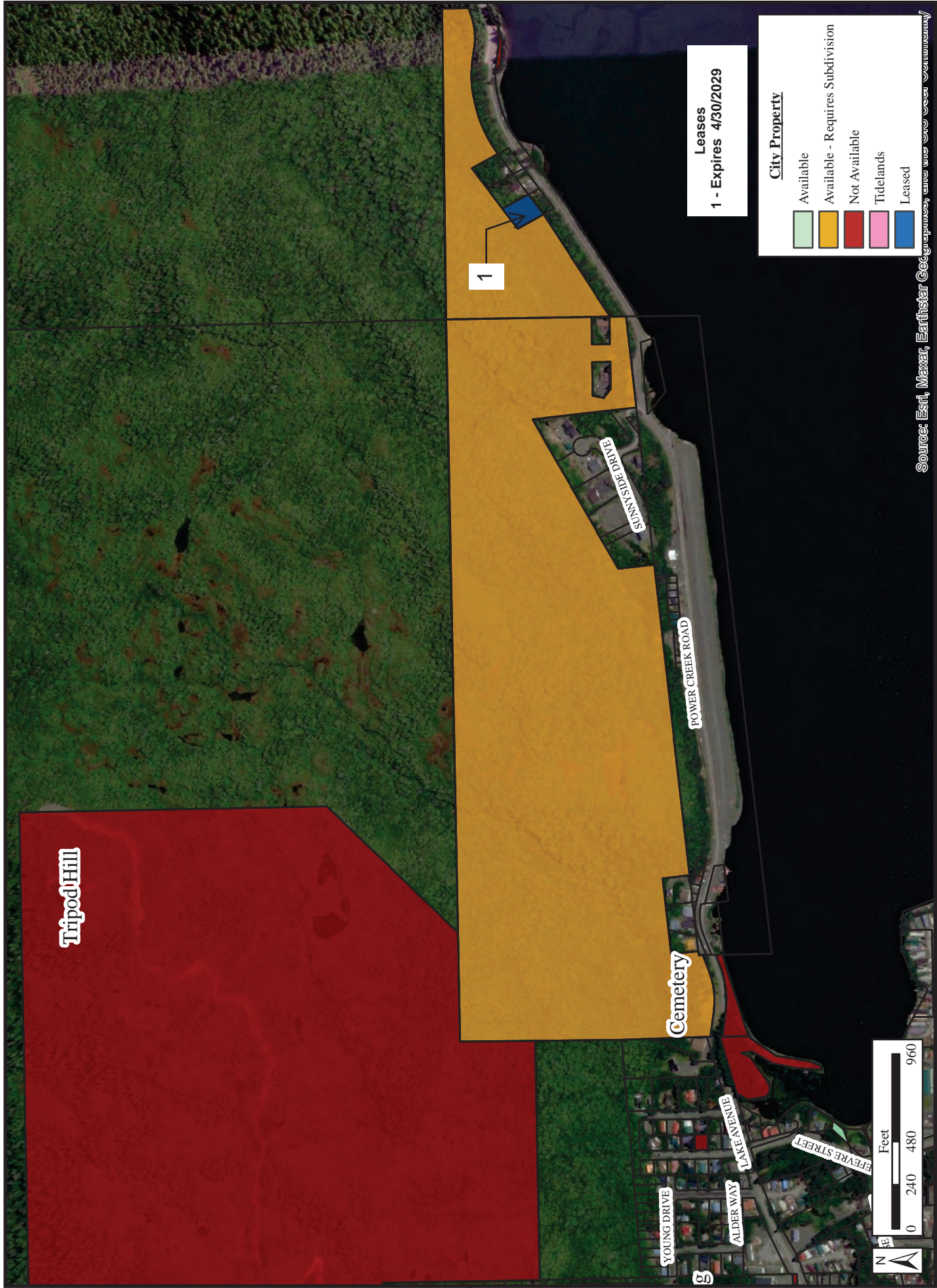


South Fill Development Park



Source: Esri, Maxar, Earthstar Geographics, and the GeoEye Community

Power Creek Road



Tipod Hill

Cemetery

1

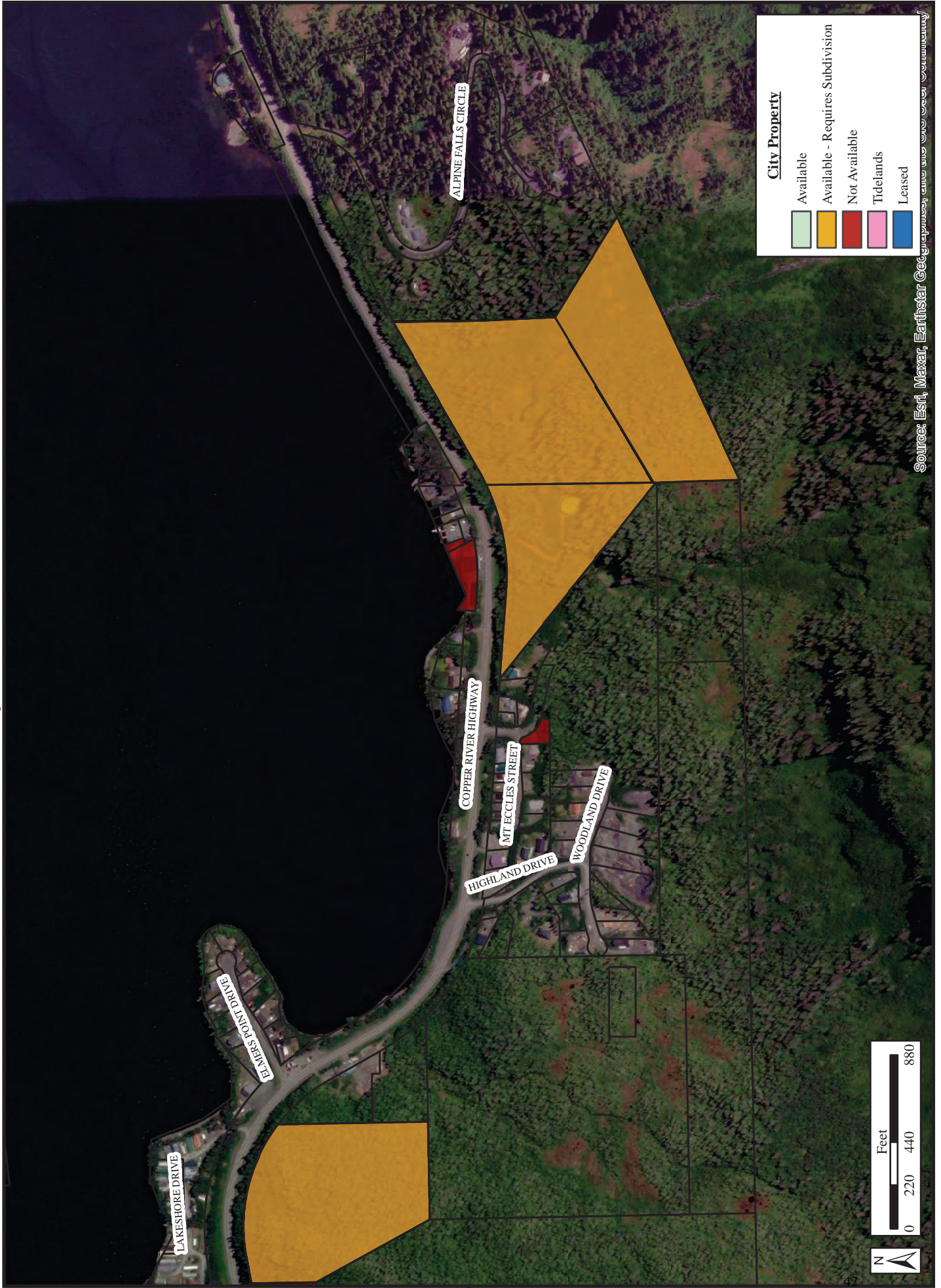
Leases
1 - Expires 4/30/2029

City Property

Available
Available - Requires Subdivision
Not Available
Tidelands
Leased



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.**

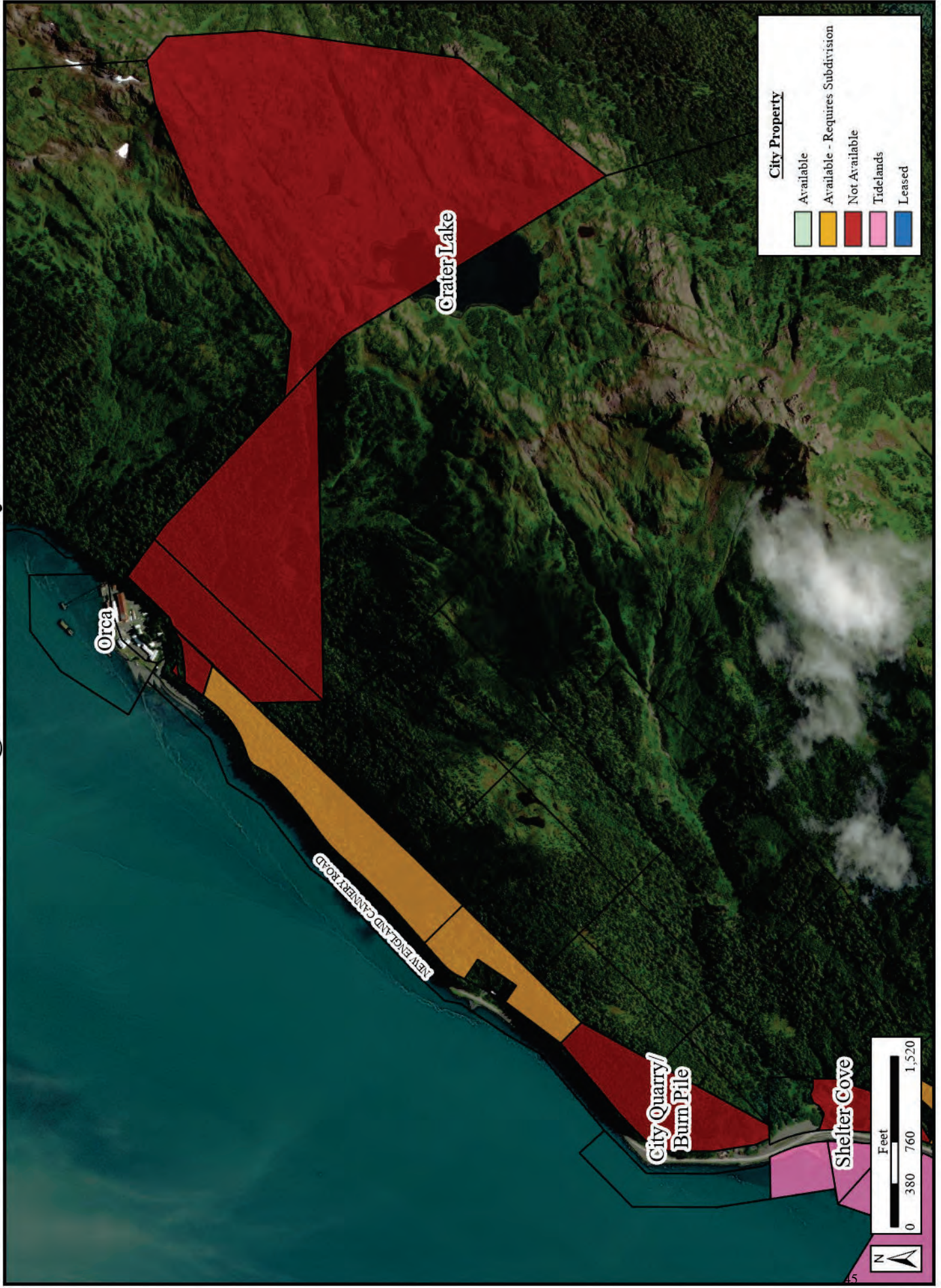
Leased – These are parcels currently leased to a business, nonprofits, or government entities by the City. There are leases that are short term, others are long term leases with substantial improvements on the property. Some of the leased properties **have** an option to be purchased. A Letter of Interest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

Update Policy

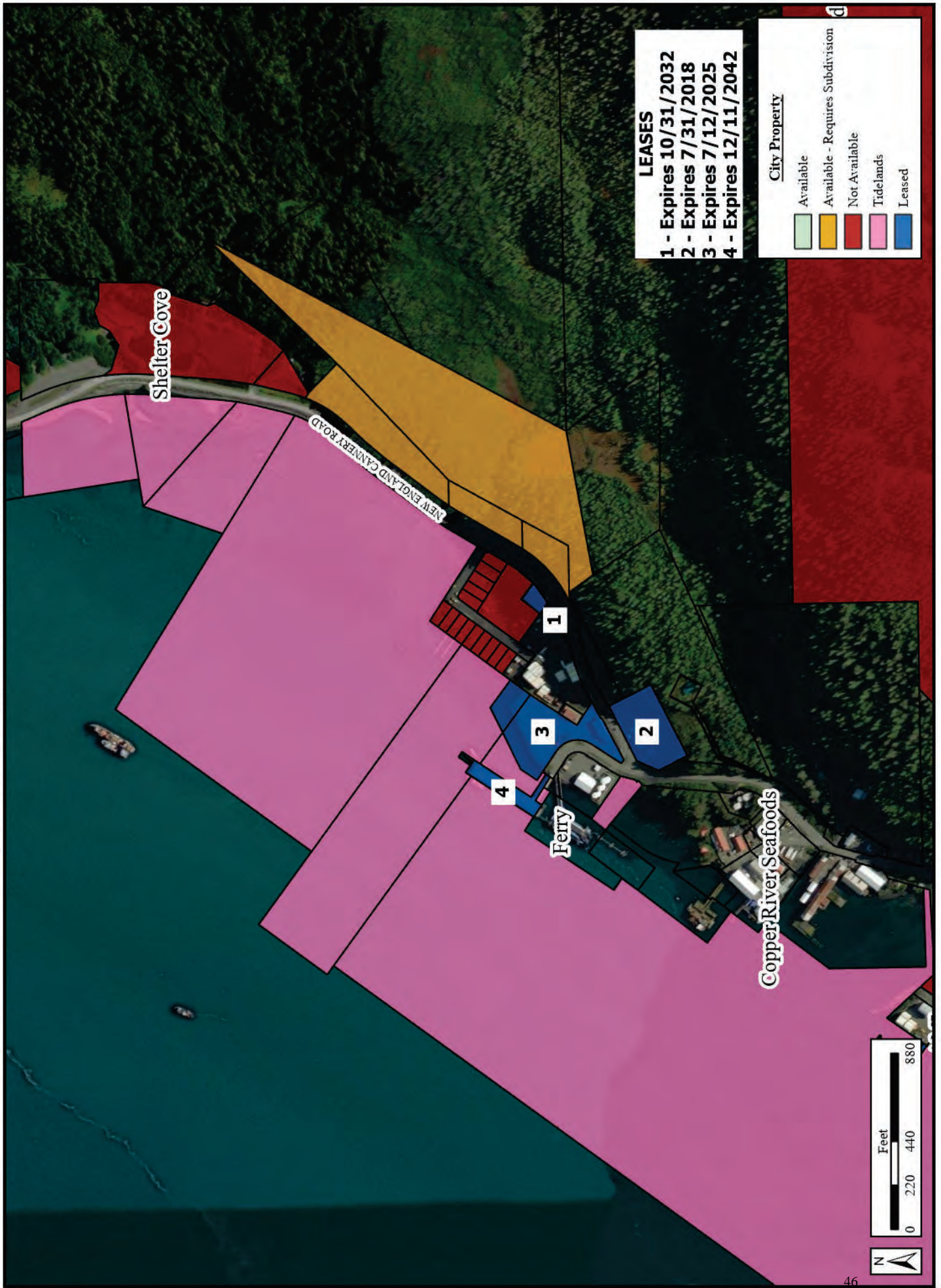
Maps will be updated on an annual basis by the Planning Department Staff, reviewed by Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission, but the maps may be modified throughout the year on a case-by-case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

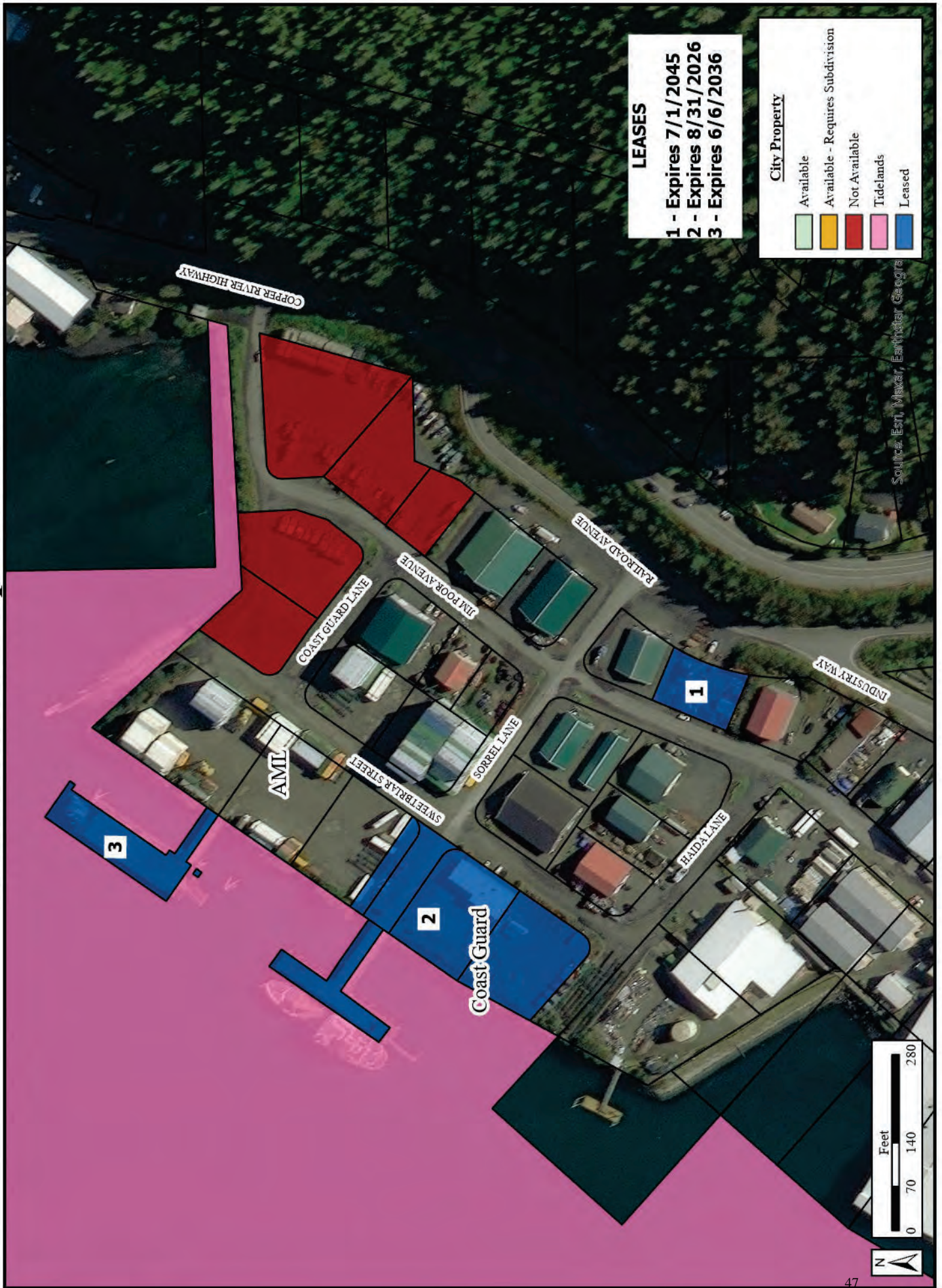
New England Cannery Road



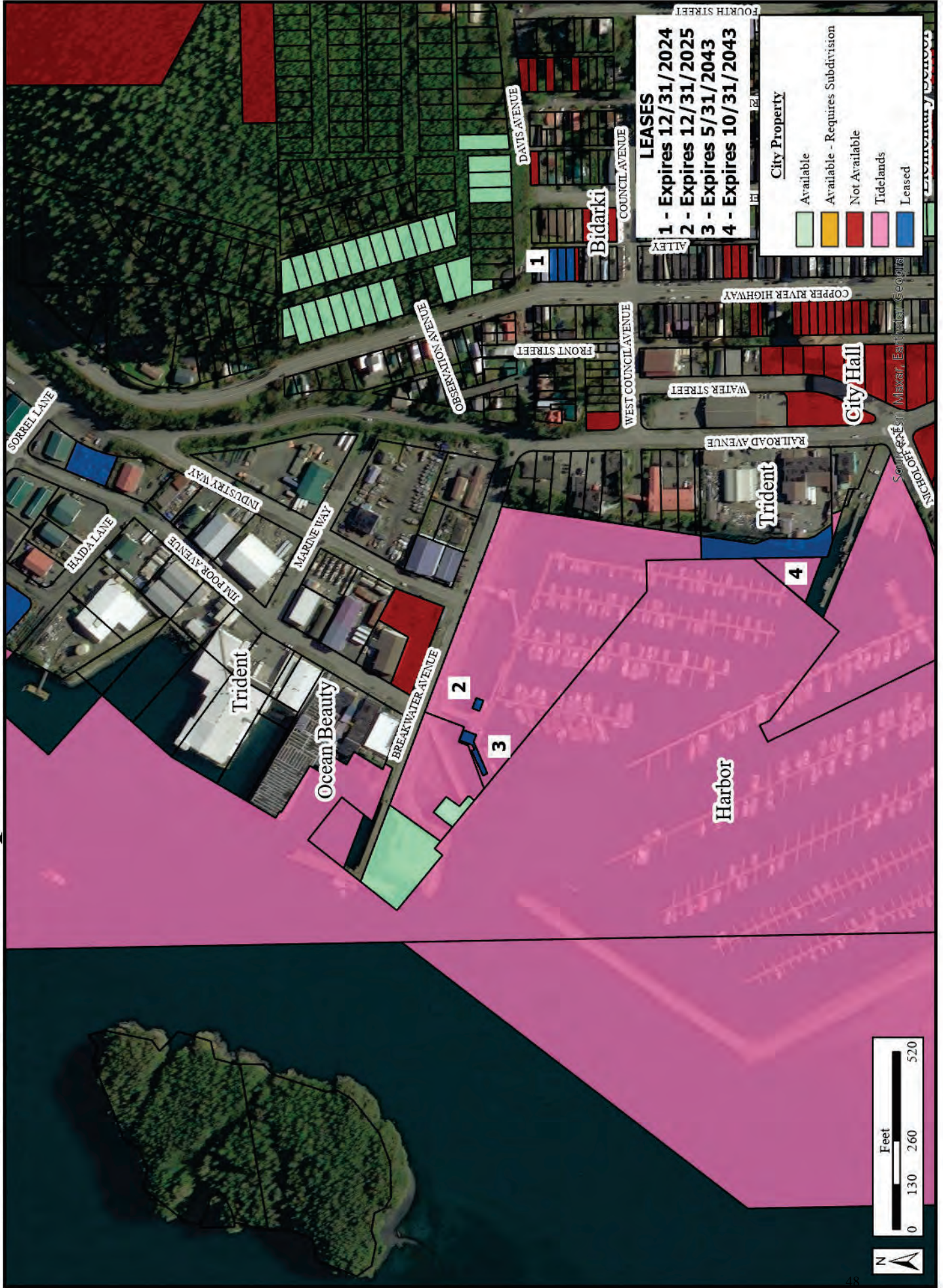
Ocean Dock Subdivision



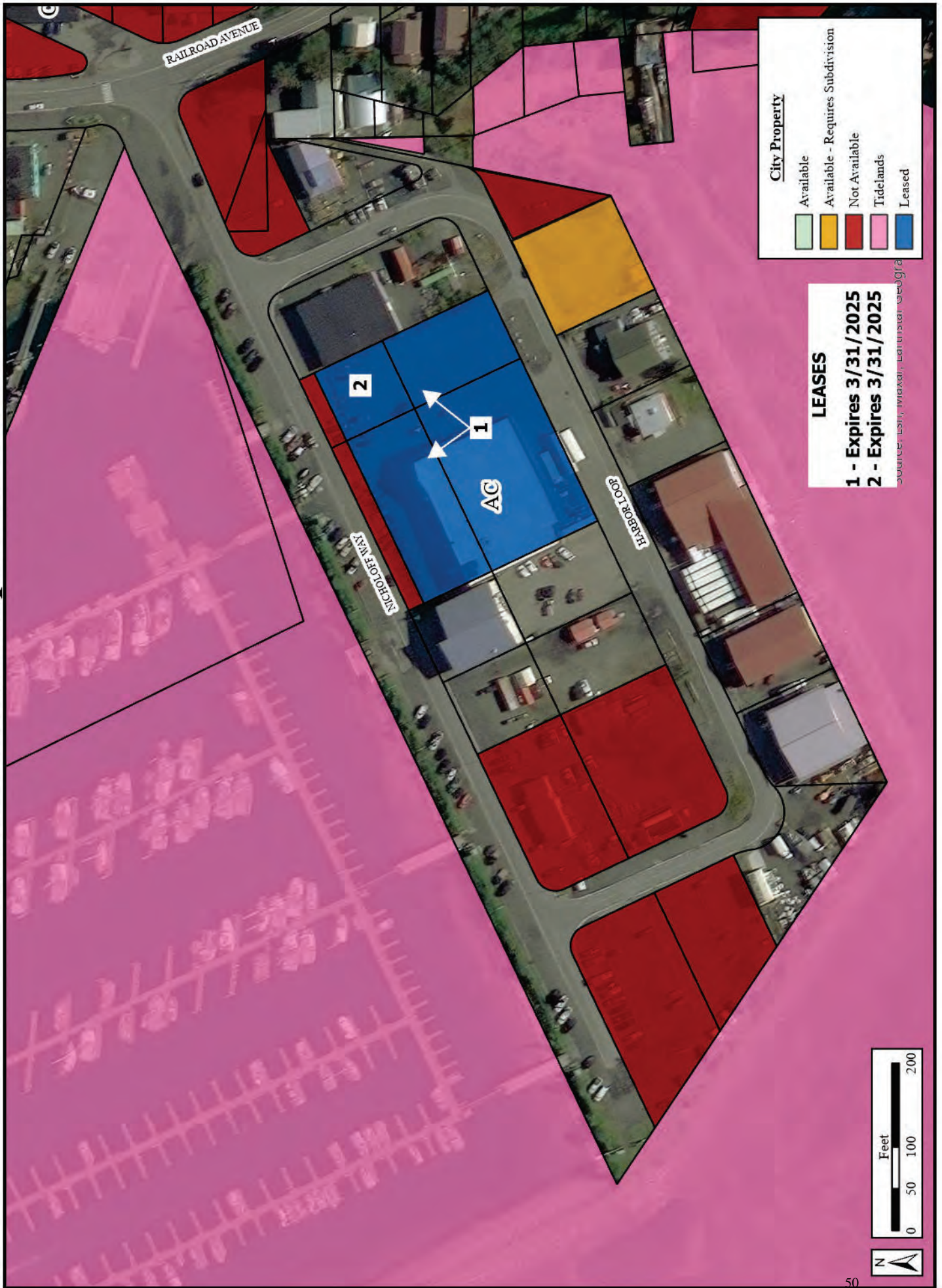
North Fill Development Park



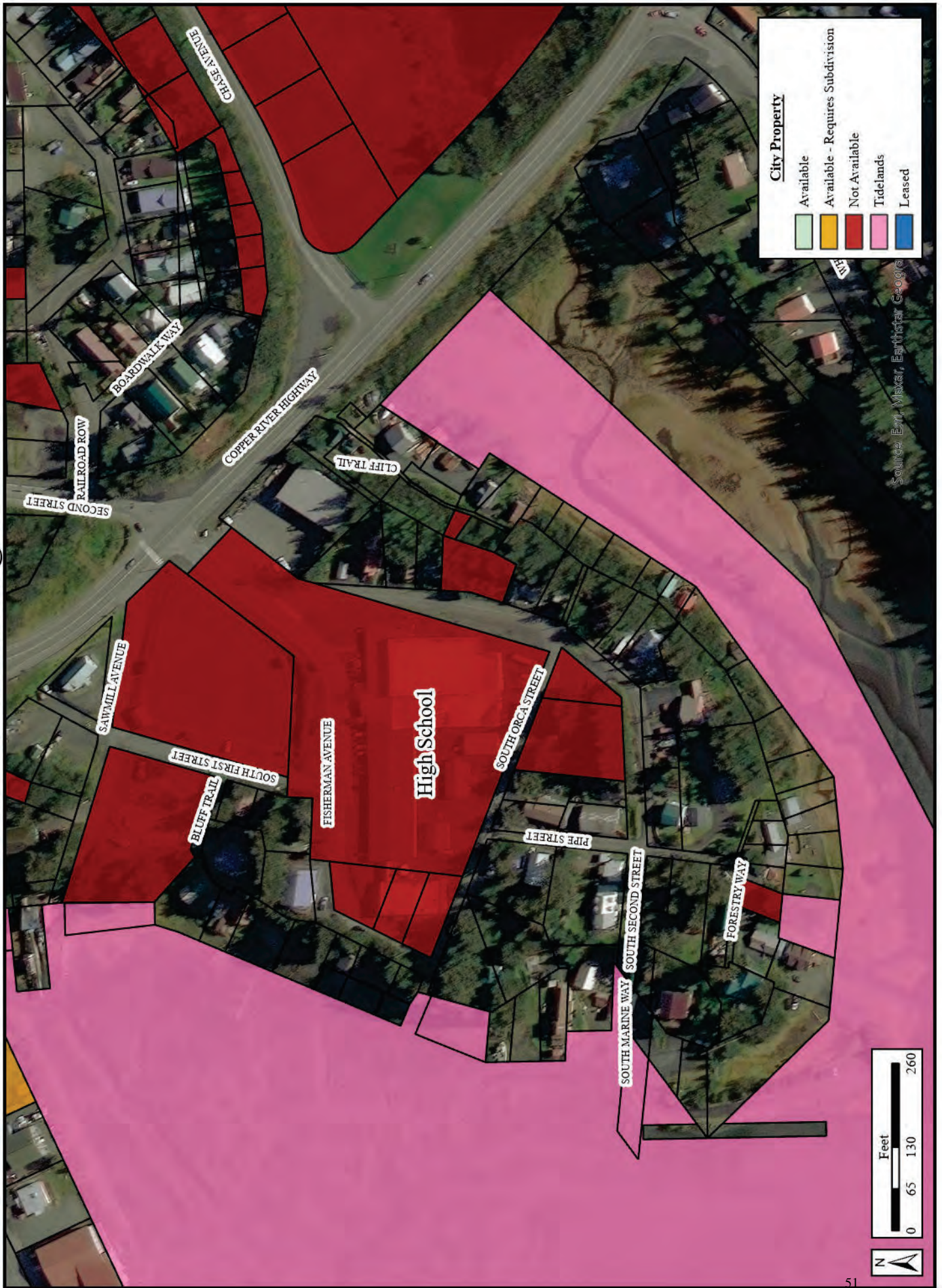
Tidewater Development Park & Cordova Industrial Park



South Fill Development Park

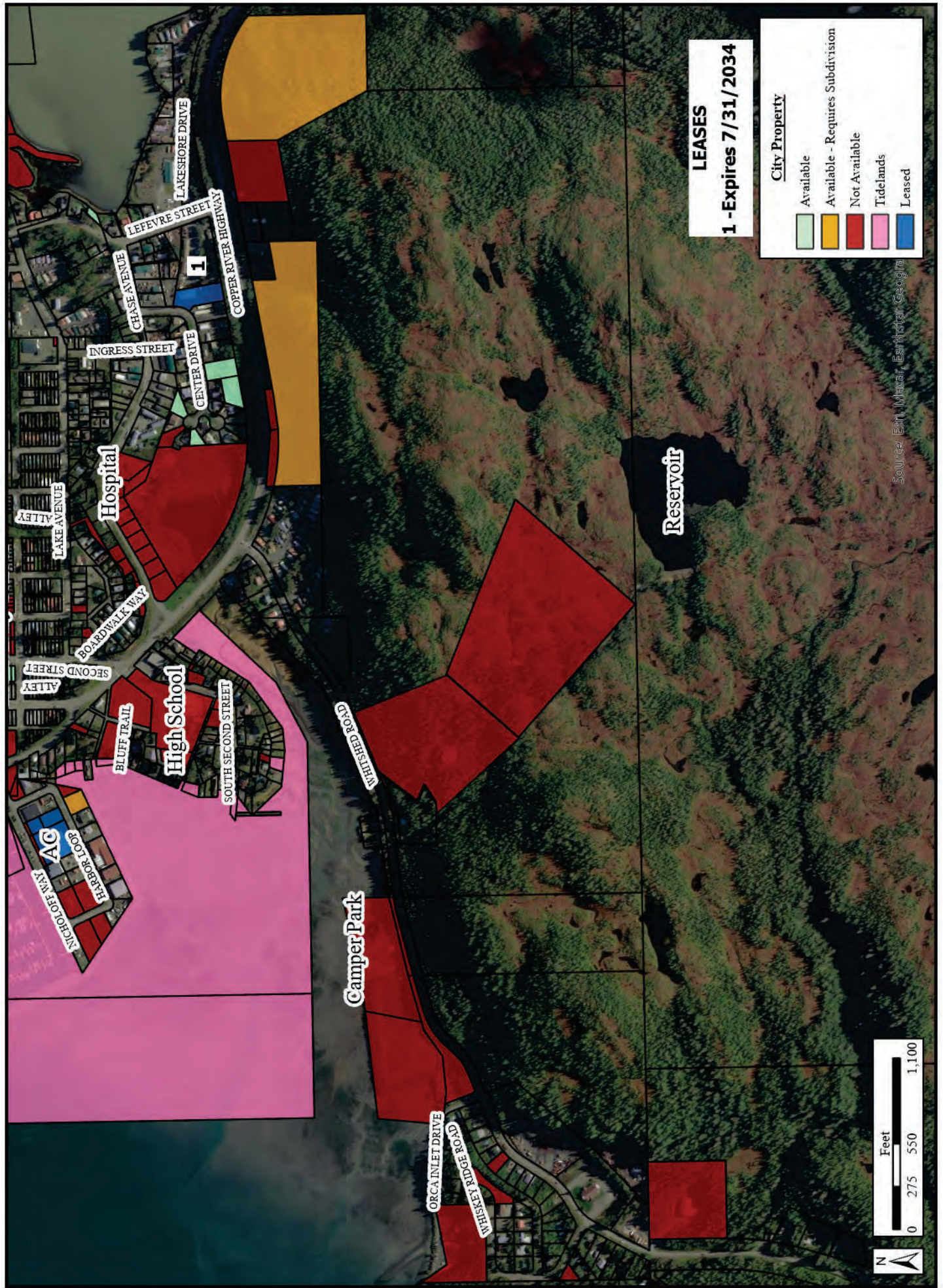


Odiak Slough

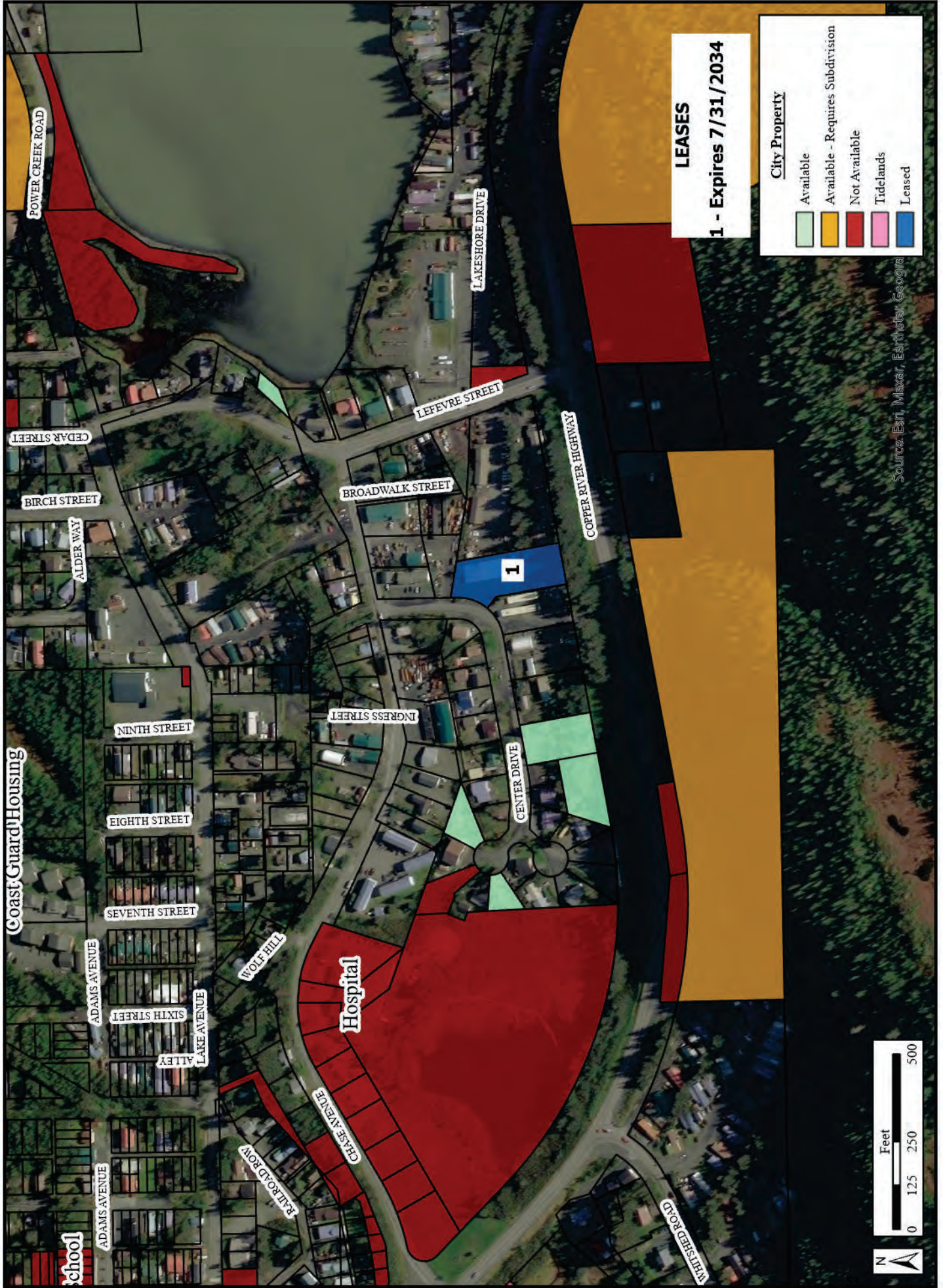


Source: Earth Maxar, Earthstar Google

Whitshed Road



Odiak Park



Coast Guard Housing

School

Hospital

1

FORGE ROAD

POWER CREEK ROAD

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

ADAMS AVENUE

CEDAR STREET

BIRCH STREET

ALDER WAY

NINTH STREET

EIGHTH STREET

SEVENTH STREET

SIXTH STREET

LAKE AVENUE

WOLF HILL

INGRESS STREET

BROADWALK STREET

LEFEVRE STREET

LAKESHORE DRIVE

COPPER RIVER HIGHWAY

CENTER DRIVE

CHASE AVENUE

RATFORD ROW

Power Creek Road



Tripod Hill

Cemetery

SUNNYSIDE DRIVE

POWER CREEK ROAD

YOUNG DRIVE

BIRCH STREET

CEDAR STREET

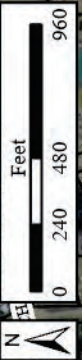
LAKE AVENUE

EFFRE STREET

W

City Property

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

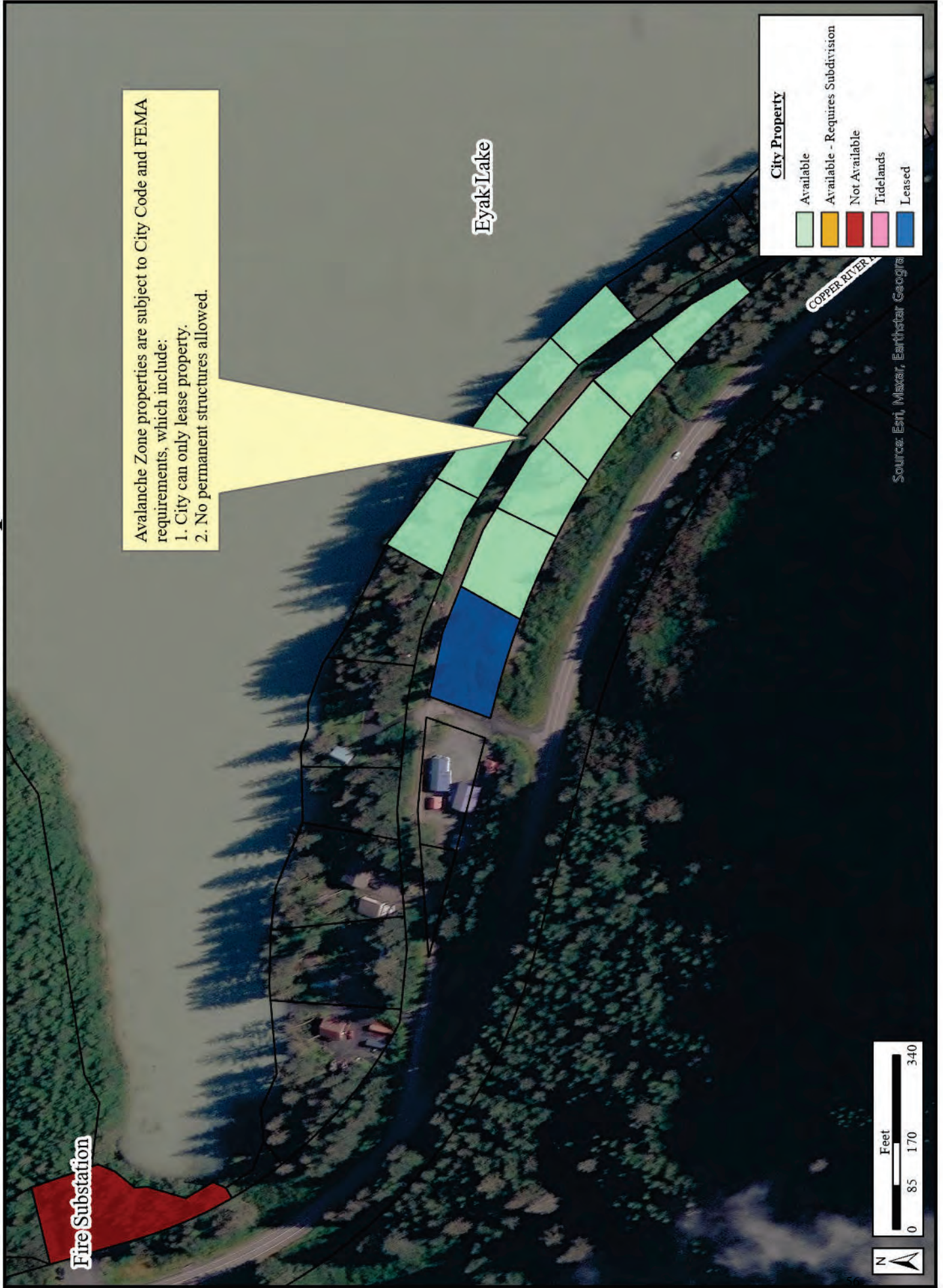


Source: Esri, Maxar, Earthstar Geogra

Eyak Lake



Five Mile Loop



Fire Substation

Avalanche Zone properties are subject to City Code and FEMA requirements, which include:

1. City can only lease property.
2. No permanent structures allowed.

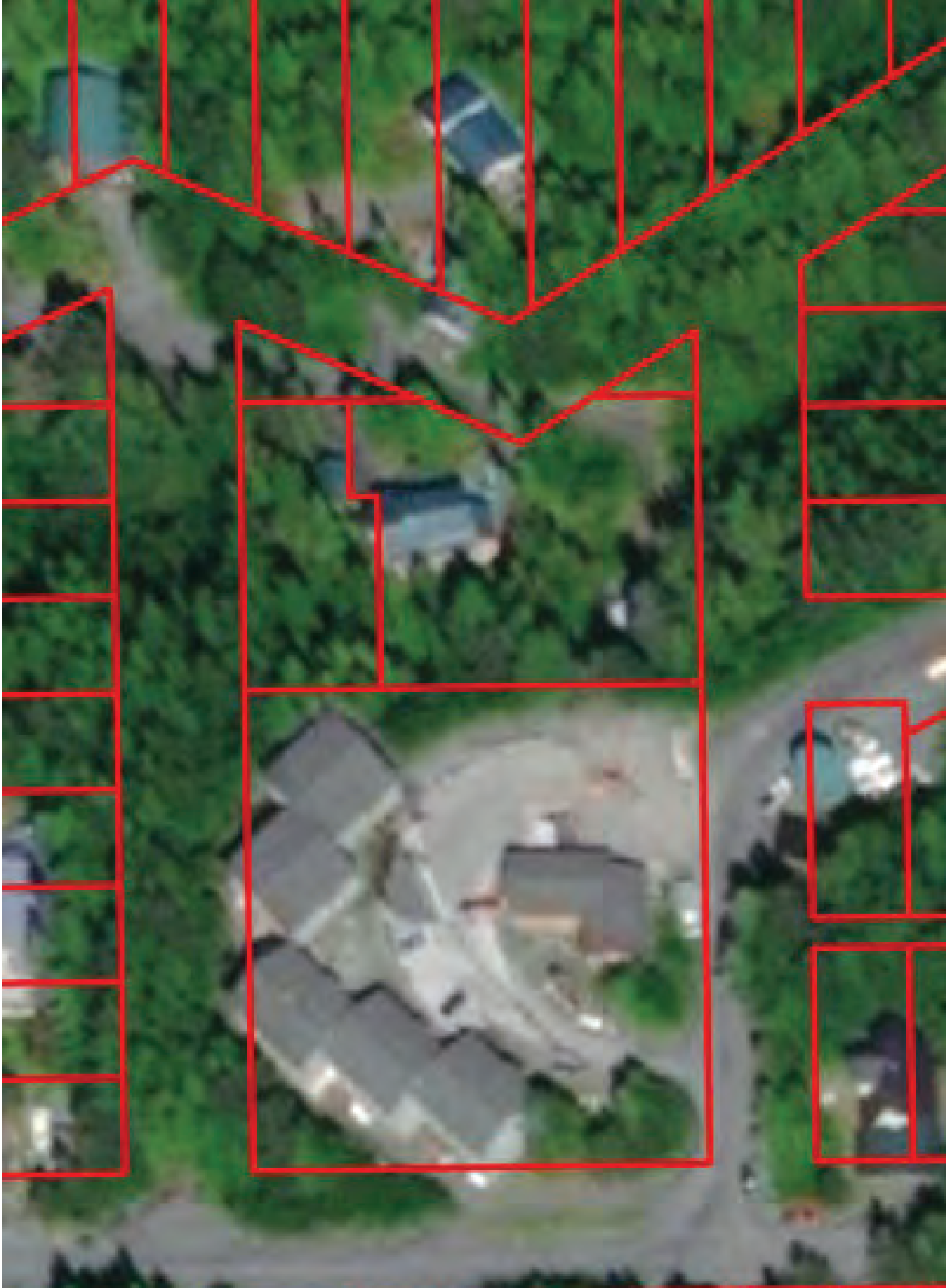
Eyak Lake

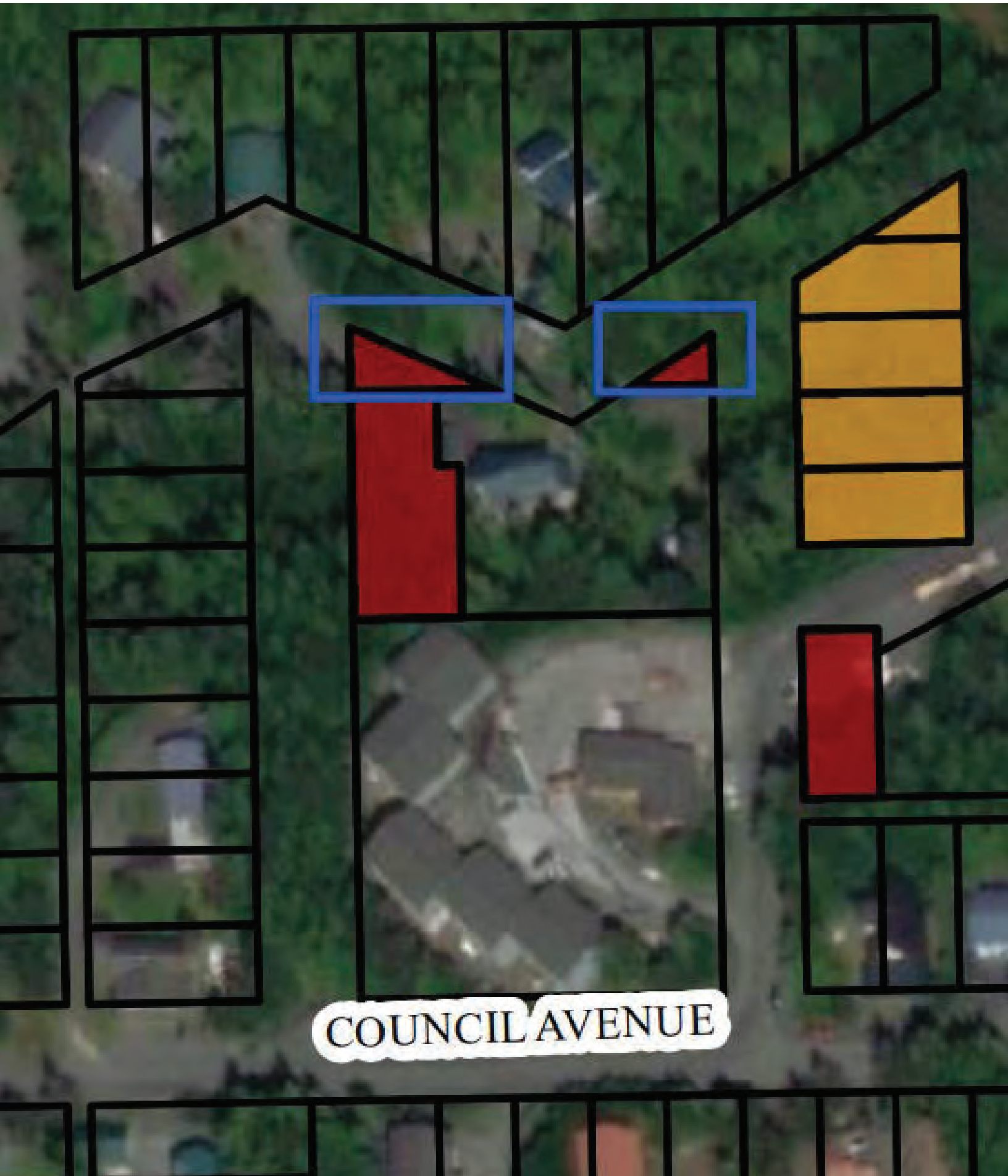
COPPER RIVER

City Property	
Available	Green
Available - Requires Subdivision	Yellow
Not Available	Red
Tidelands	Pink
Leased	Blue

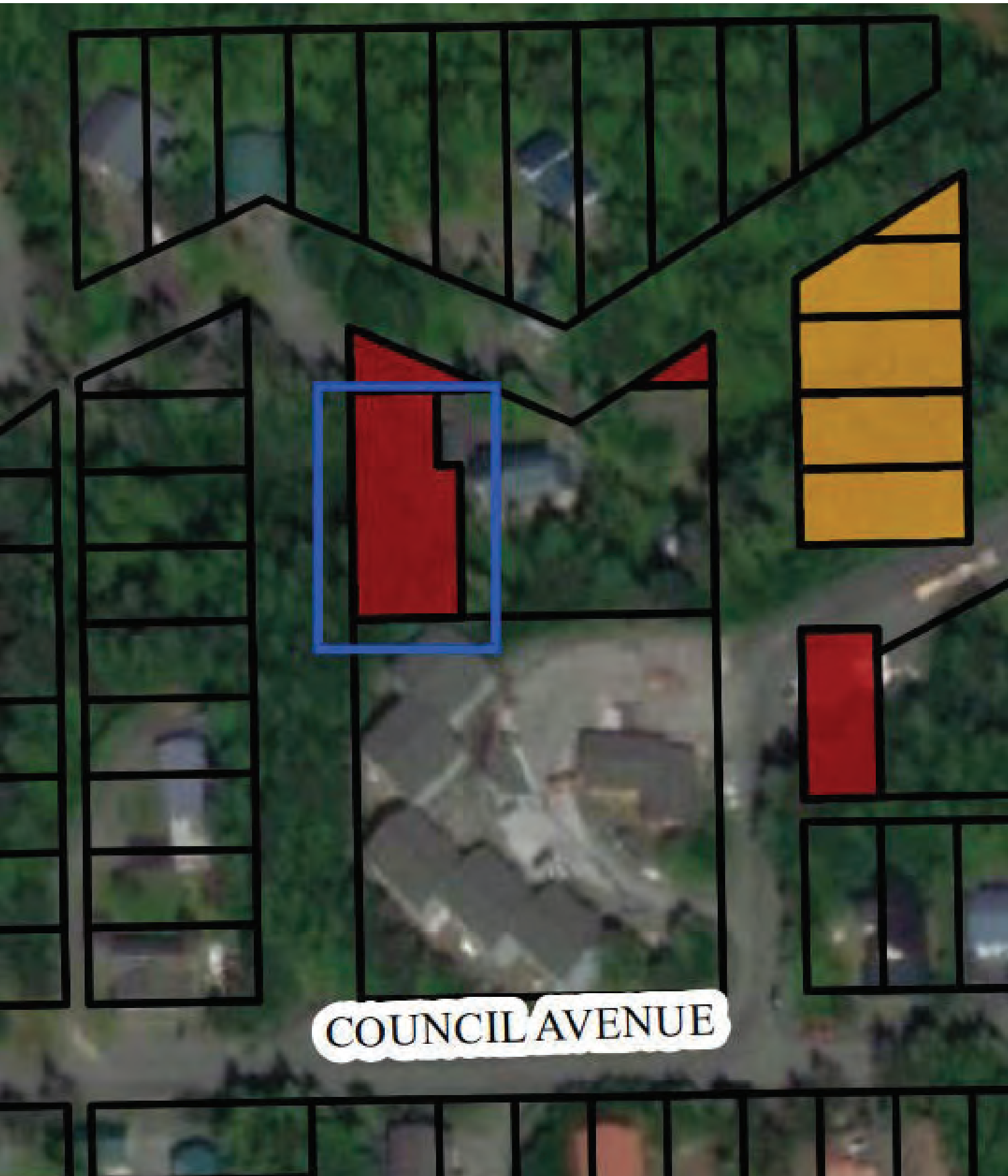


Source: Esri, Maxar, Earthstar Geogra





COUNCIL AVENUE



COUNCIL AVENUE



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,

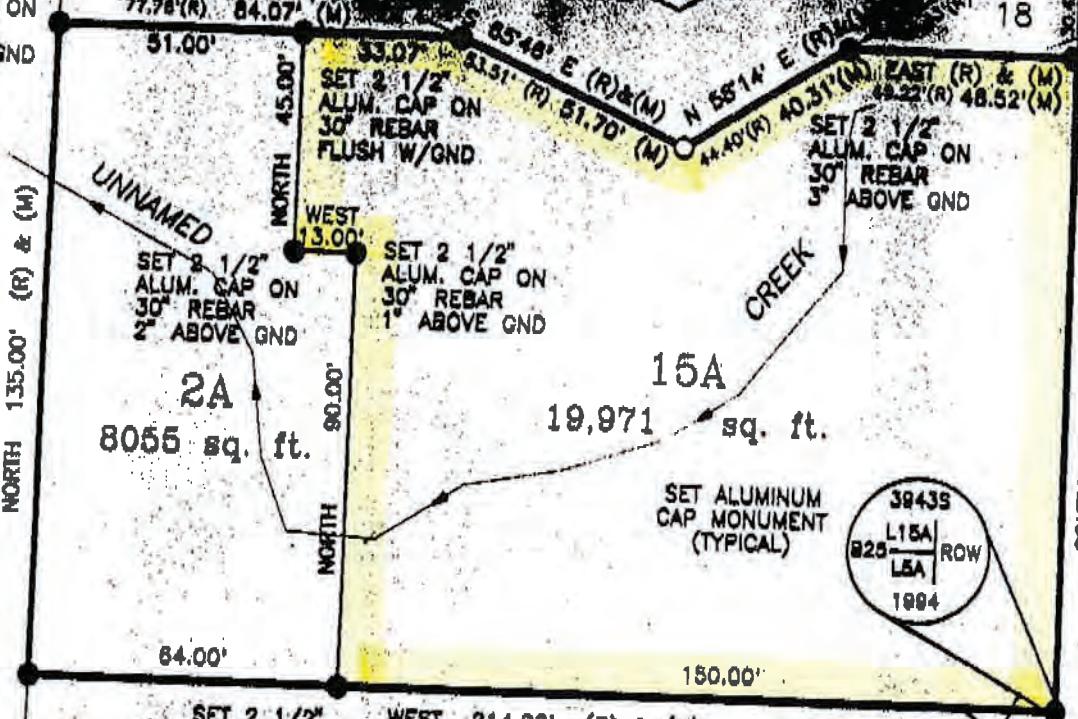

Robert Kean, RLS



FIFTH STREET

SIXTH STREET

COUNCIL AVENUE



S. S. SURVEY 5A (PLAT 80-2)

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

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

IERMAN AVENUE

High School

SOUTH ORCA STREET

SOUTH SECOND STREET

CLIFF TRAIL









AGENDA ITEM # 10a
Planning Commission Meeting Date: 04/08/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday April 08, 2025
ITEM: Conditional Use Permit for Lot 6, Lake View Subdivision Request for Extension
NEXT STEP: Make Decision on Extension of Conditional Use Permit

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 now 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 associated with Lot 6, Lake View Subdivision with a new expiration date of April 08, 2026.”

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.

18.60.20 – Applications.

- 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

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. Plat of Lake View Subdivision
- C. Photos of Site Preparation, Building Pad Completion, and Machinery on Site to Complete Additional Work.

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.



Outlook

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.

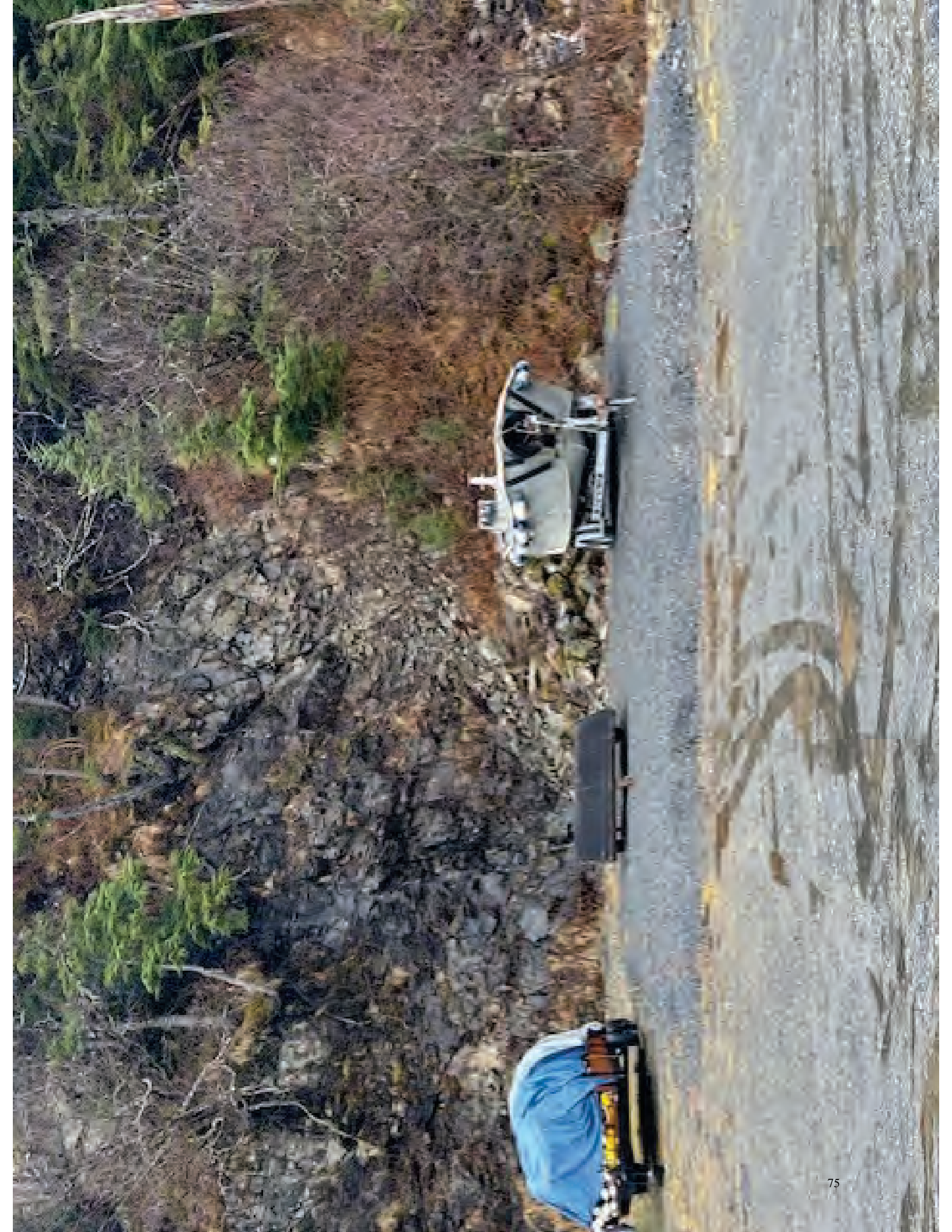
Thank you for your ongoing support and understanding.

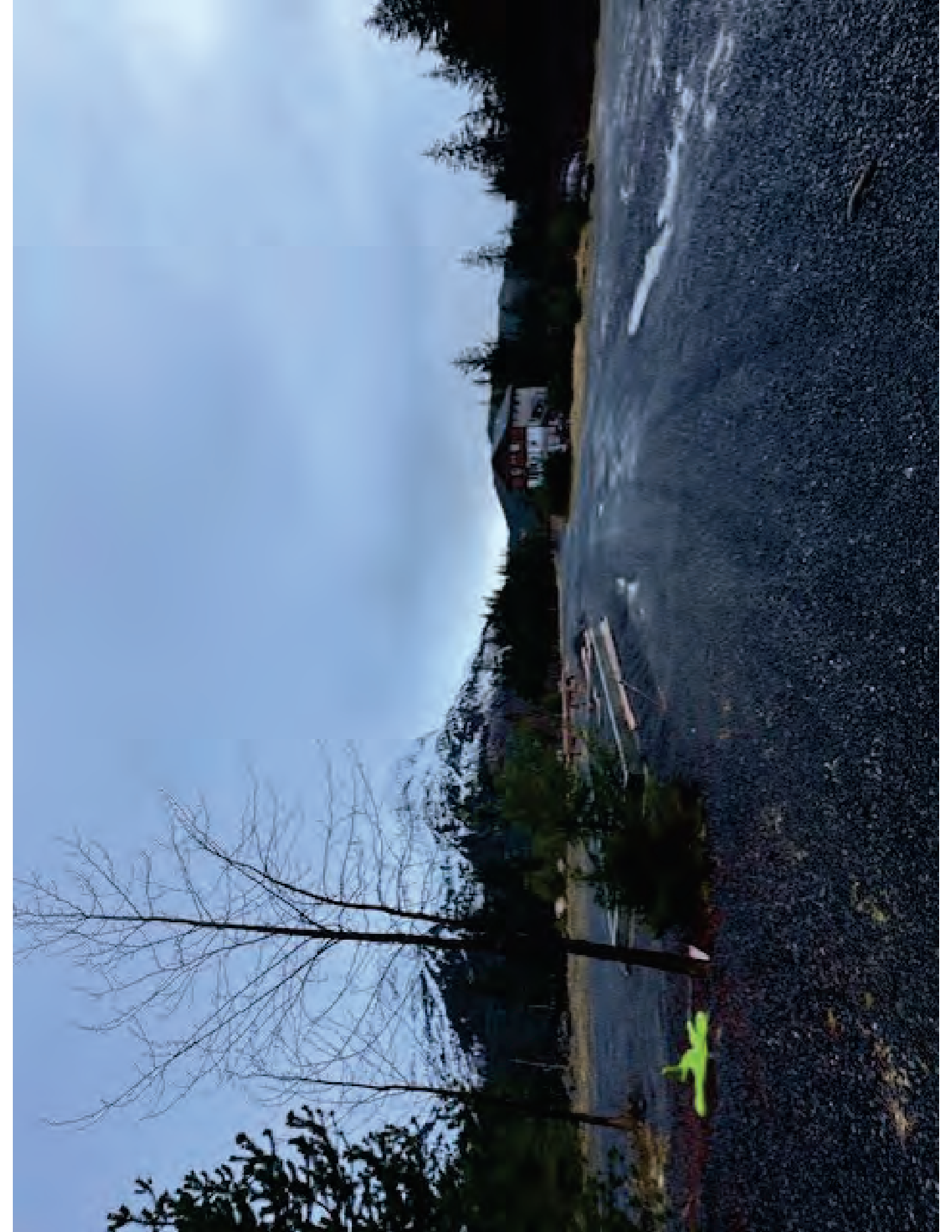
Warm regards,

Kenneth B Jones
Owner/Manager
Jones Properties LLC



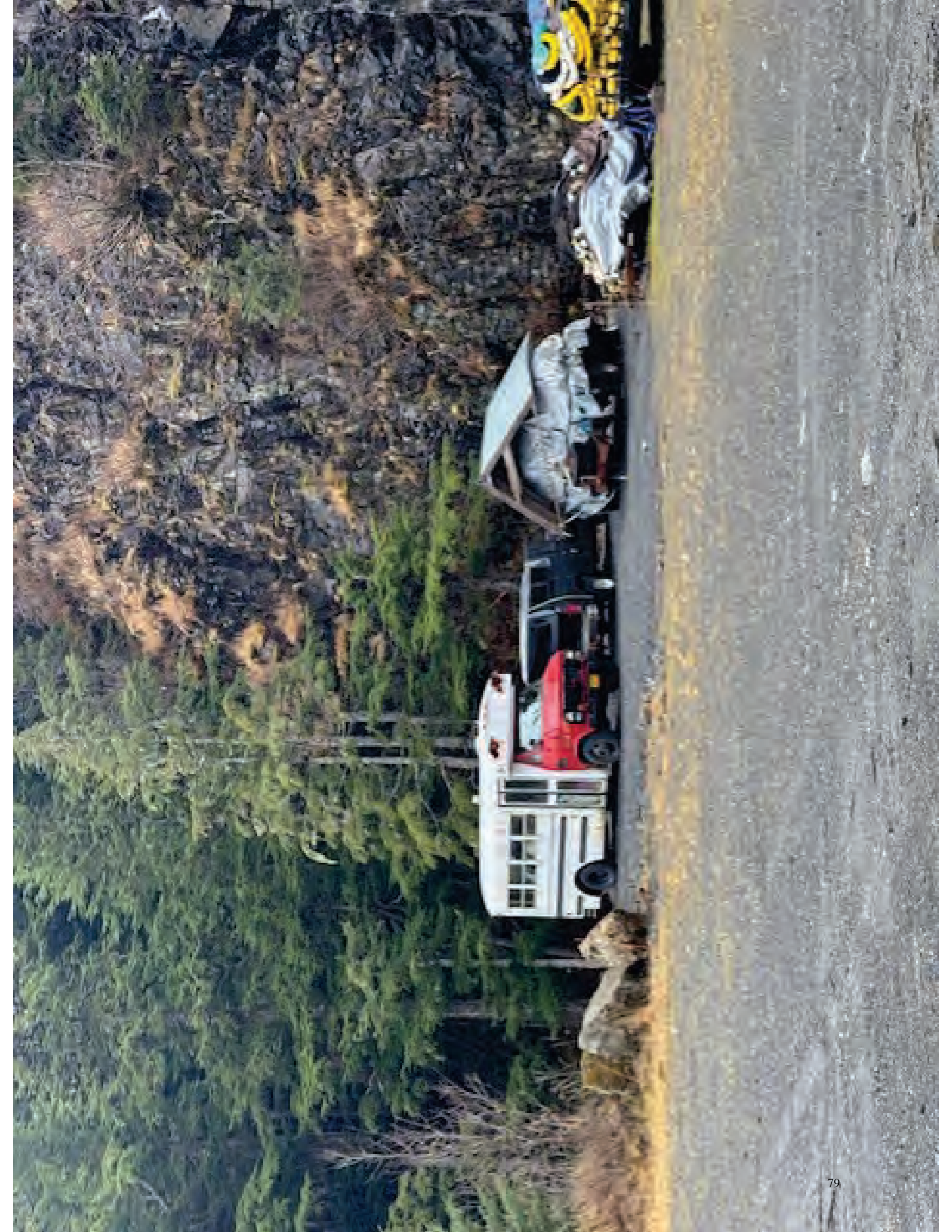














AGENDA ITEM # 10b
Planning Commission Meeting Date: 04/08/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday April 08, 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
Land Disposal Map of Odiak Park
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

III. FISCAL IMPACTS:

Sale of the property would add the land to the city’s tax base increasing property tax revenue.

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.

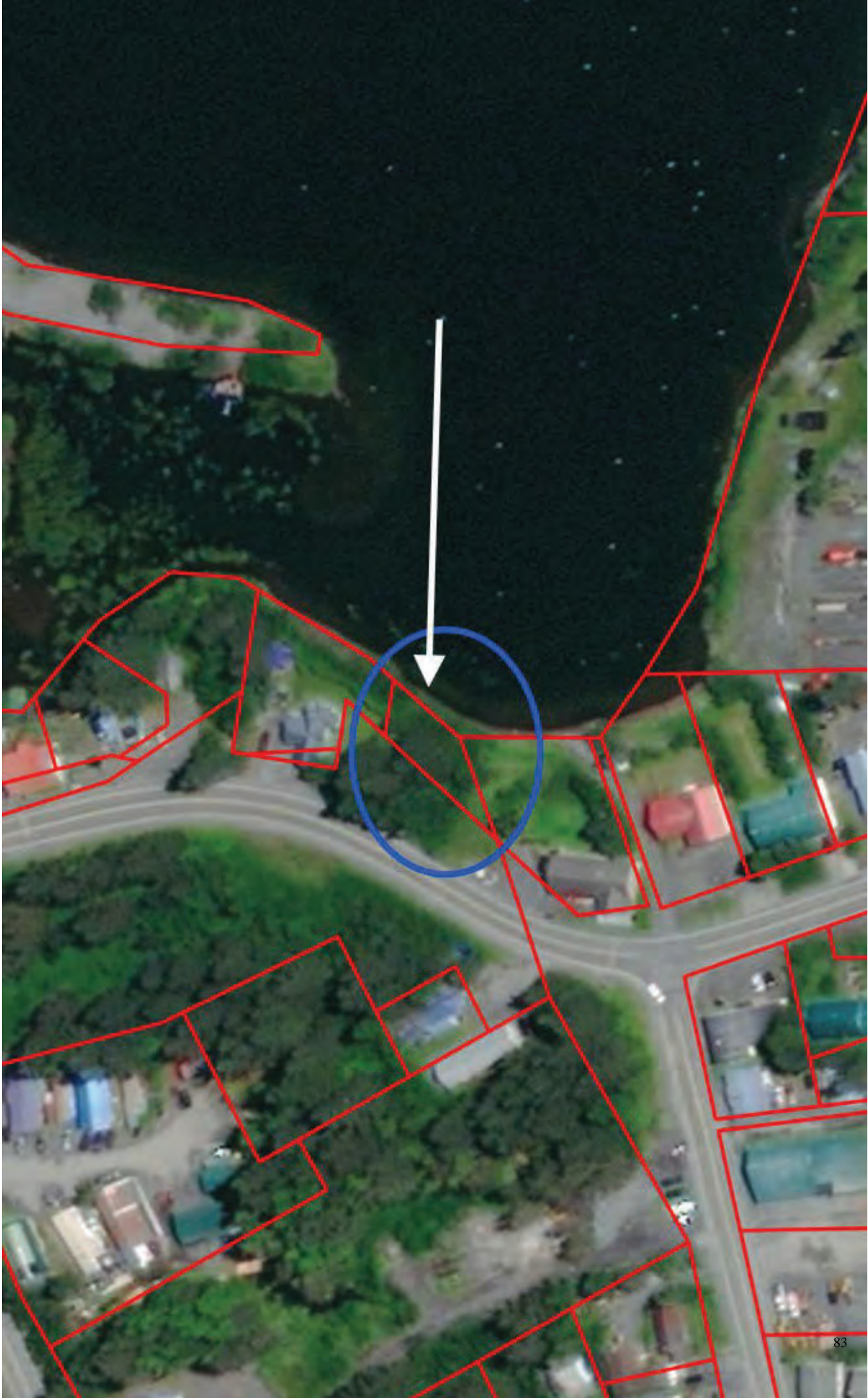
A scoring rubric is included in the RFP packet. This scoring rubric is to help guide the commissions discussion and recommendation. The rubric is just a guide, and the highest scoring proposal does not automatically make it the top proposal. If the commission feels that there are factors of a proposal 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:

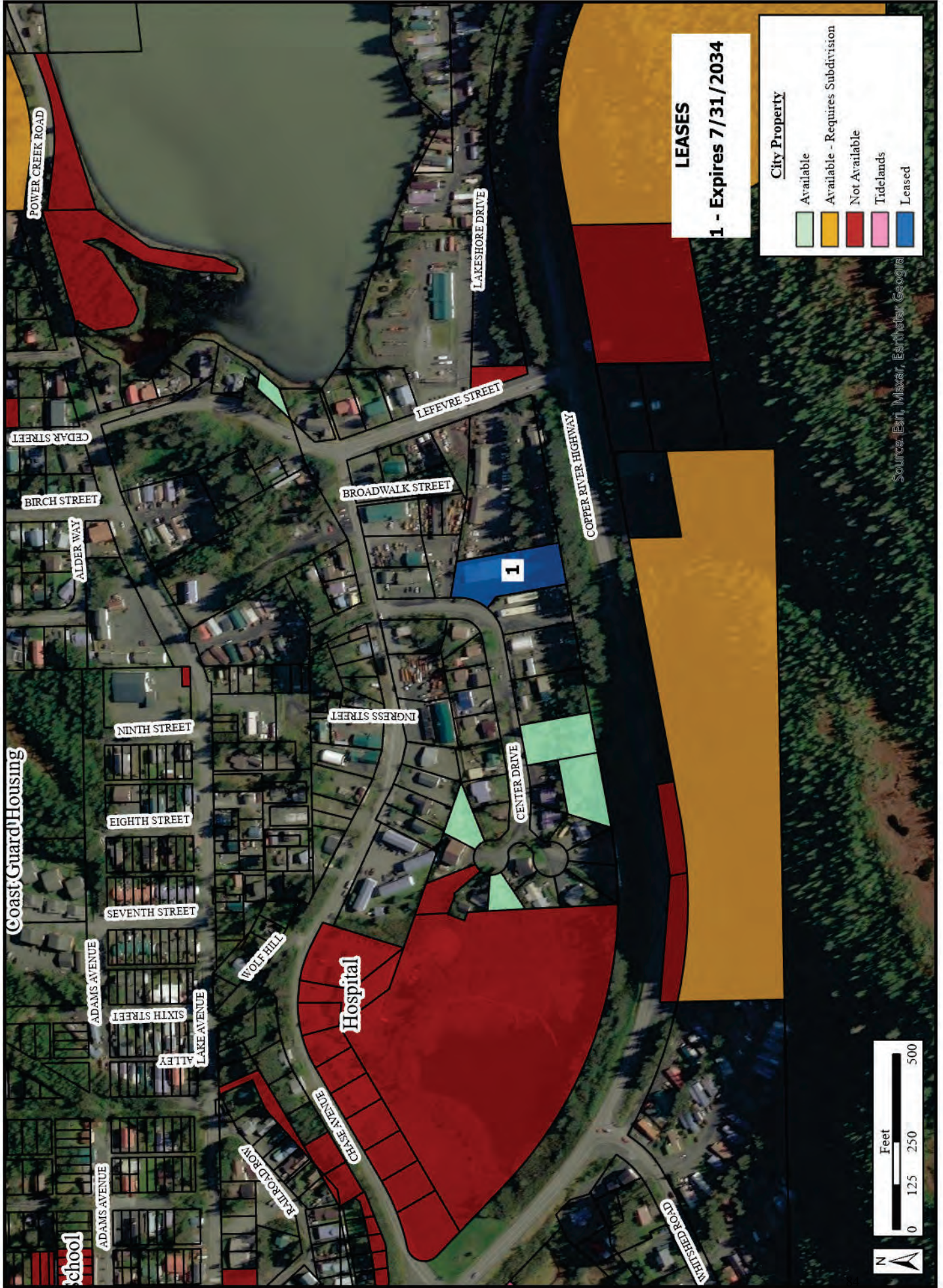
Legal review of lease/purchase agreement will be required prior to final approval by City Council.

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission may make a motion to recommend or not recommend disposal of the property to an applicant who submitted a proposal.



Odiak Park



Coast Guard Housing

School

Hospital

1

LEASES
1 - Expires 7/31/2034

City Property

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



Source: Erin Maxwell, Earthstar Georgia

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.

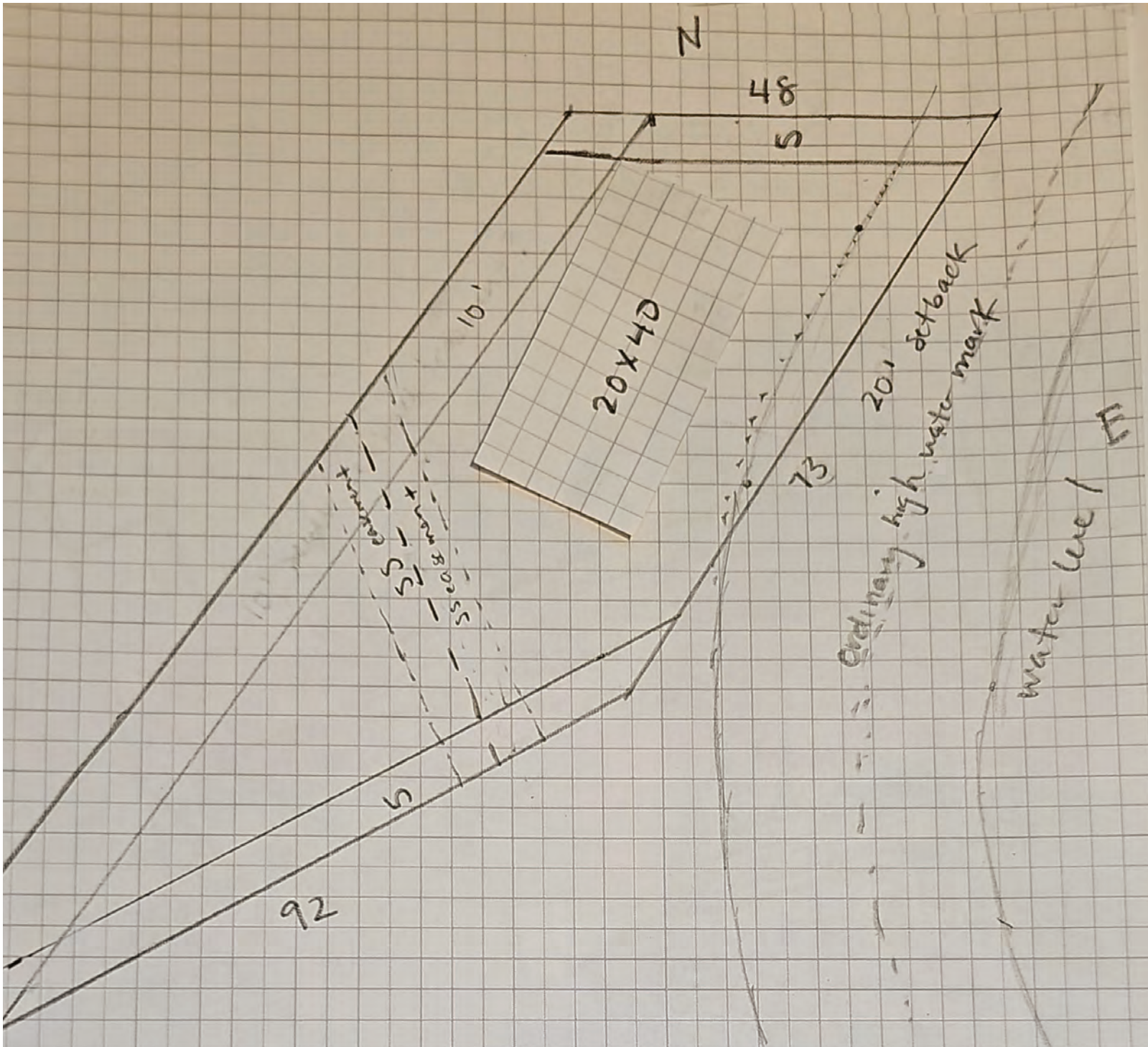
She is currently going to UAF (distant learning) for early childhood development and works part time at the elementary school as a substitute teachers aid. She also bought into commercial fishing and would like to make her long-term residence here. With our wet and windy environment, I think new construction 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.

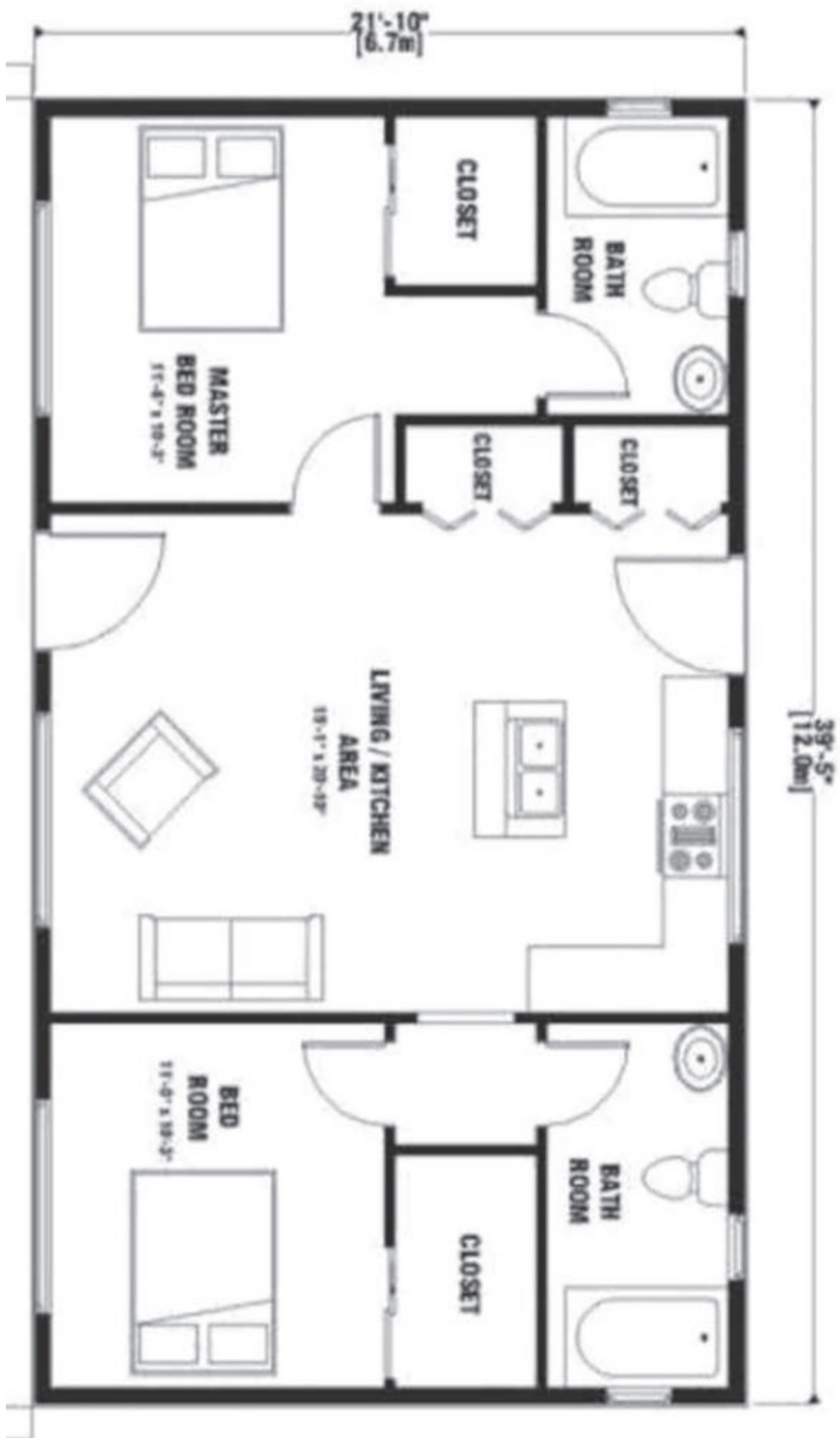
I hope to have this project started and completed within 5 years. Hopefully sooner than later but we are watching the interest rates now and would like a little bit of the time buffer to get this project done.

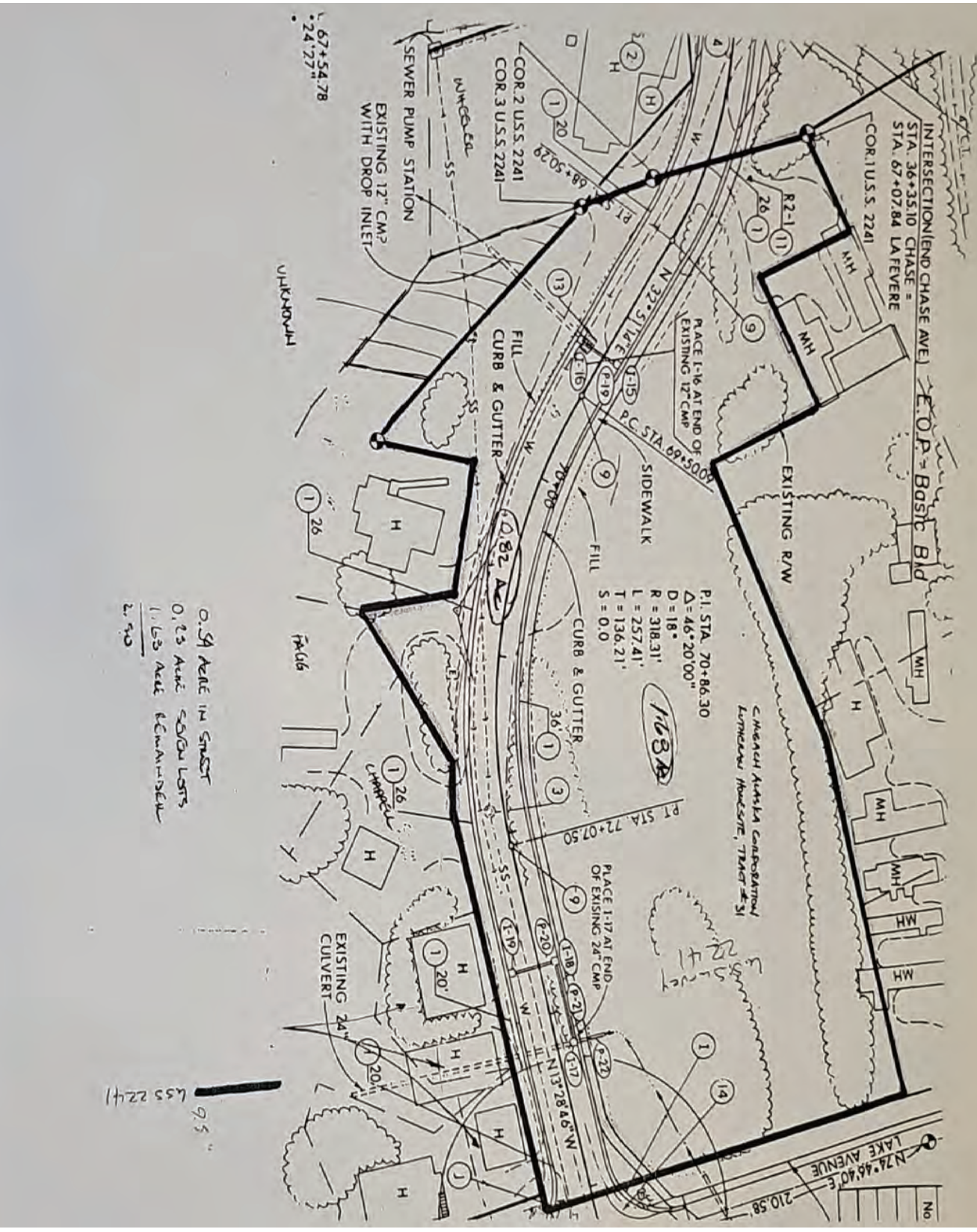
I have enclosed my \$250 application fee with this letter. Thank you for your time and consideration on this letter of interest on this property. I hope we can work towards one small affordable housing project at a time.

Thank you, Diana Riedel









0.94 ACRES IN STREET
 0.23 ACRES SIDE LOTS
 11.63 ACRES E-COURTYARD
 2.750

655 2241
 9.5

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.*

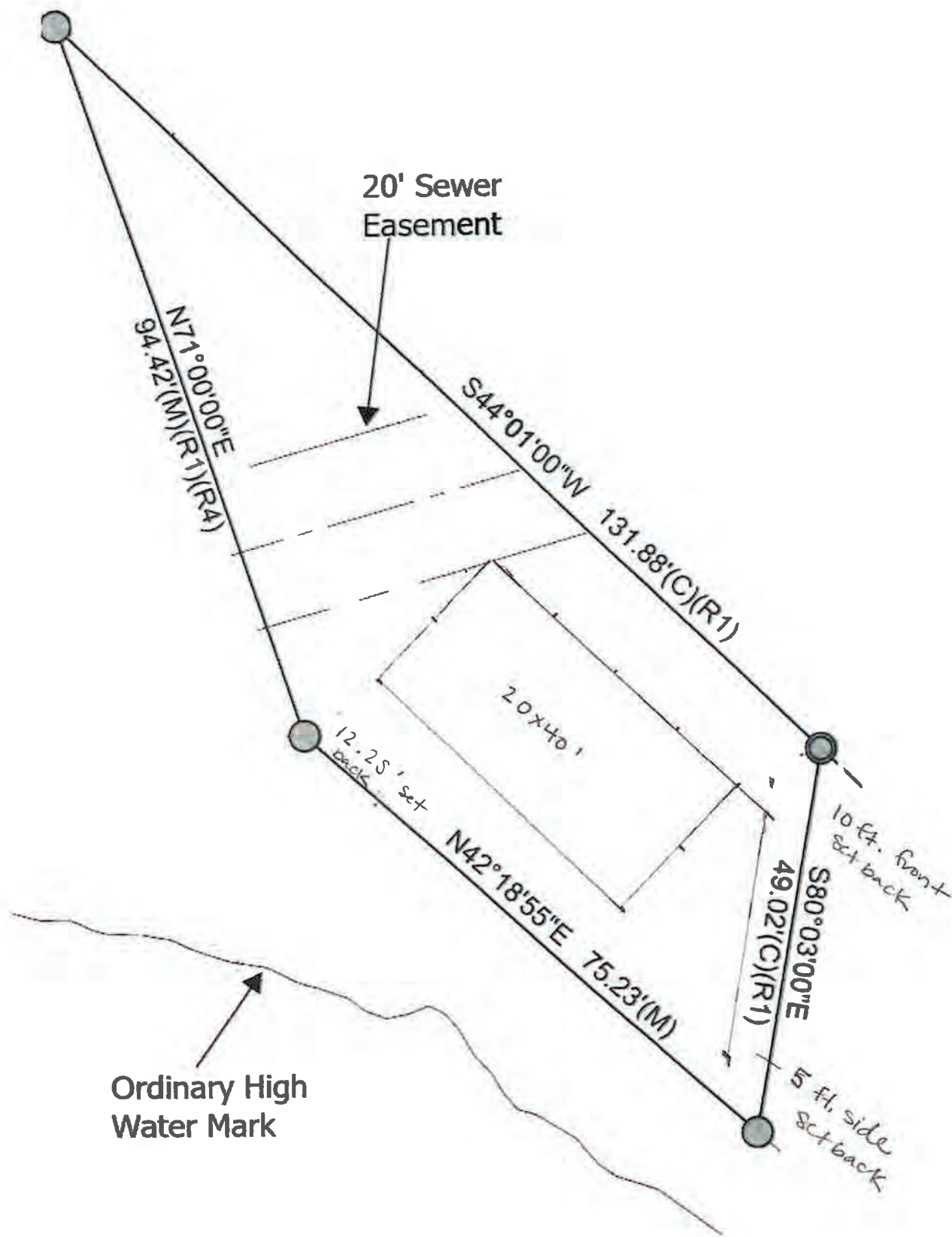
I want to buy this land outright. I will clear it and get it ready for development. It would be ideal for a single-family residence that is roughly 1600 sq feet. I am not positive if I will be financing the build or transferring the land to my daughter to finance the build. As my initial proposal stated 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



III. FISCAL IMPACTS:

The property would become part of the City's lease revenue and possessory interest tax.

IV. BACKGROUND INFORMATION:

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

Historically these lots have been used exclusively by the City as a playground location on the southern lots, as well as a snow dump area across lots 19 - 28. The northern most lots 26, 27, & 28 are still designated unavailable to be used by the City as a snow dump. However, the lots 19 – 25 are in a central downtown location and would be of benefit to the community if given the chance for development to occur.

Staff previously requested the Planning Commission work with Staff to formulate a Request for Proposals (RFP) that would then be broadly advertised both locally, in state, and out of state. By crafting a Request for Proposals (RFP) Planning Commission could propose a development that would meet the needs of the community and allow guidance for the applicants to create proposals that are inline with the communities needs and desires. The intention was to bring the existence of these developable lots to the attention of contractors and developers that otherwise would not know that this opportunity exists.

On Monday March 03, 2025, Staff received an email with a letter of interest for these lots from the Native Village of Eyak. This prompted Staff to remove the previous Staff initiated RFP discussion from the agenda for March 11, 2025, to allow for this letter of interest to trigger the land disposal process. The Planning Commission Regular Meeting of March 11, 2025, was canceled due to no quorum no meeting was held. Per the letter of interest provided these lots would house a new cultural center for the tribal entity. This would house a tribal museum, library, cultural classes, gift shop, and meeting center. This would be out of the tsunami evacuation area and would also be an additional gathering place in case of emergency for the community.

The applicant goes on to say in their letter of interest their main reasons they believe this location would benefit their interests as well as interests of the community are as follows:

- Location in the Community Core for accessibility by all community members and tourists.
- Proximity to schools would allow for student education in Alaska native arts and native language classes. The Native Village of Eyak sponsors these classes at the schools currently.
- Ilanka Cultural Center (ICC) participates with the Chamber of Commerce to help provide education and business to tourists who visit Cordova.
- Interested party also points out in their letter that they do pay sales tax on goods and services as well as City property taxes.

Applicable Code:

7.40.040 - 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).

7.40.060 - 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.

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.

V. LEGAL ISSUES:

Legal review of lease/purchase agreement will be required prior to final approval by City Council.

VI. SUMMARY AND ALTERNATIVES:

Planning Commission may make a motion to recommend the lease or purchase of this land to City Council.

Native Village of Eyak
PO Box 1388
705 Second Street
Cordova, AK 99574
Eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

March 3, 2025

Samantha Greenwood, City Manager
City of Cordova
PO Box 1210
Cordova, AK 99574

The Native Village of Eyak (NVE) would like to formally request our interest in purchasing Lots 19-25, Block 6, Original Townsite, as shown in Exhibit A. These lots were made available on the approved 2024 Land Disposal Map.

NVE opened the Ilanka Cultural Center (ICC) in May of 2004, and it continues to be the only Tribally owned museum, repository, and library in the Chugach region. It is a gathering place to promote the diverse Indigenous presence in our community. In addition to preserving and exhibiting artifacts from the Eyak, Sugpiaq, Tlingit, and Ahtna people, it offers a variety of cultural classes for the community (carving, sewing, beading, and skin marking, etc.) as well as language classes for the community and Mt Eccles elementary school. ICC also sponsors the Alaska Native Art Class at the Cordova Jr/Sr High School and has a gift shop selling Alaska Native handicrafts, art, books, clothing, and jewelry.

In October 2020, ICC was moved out of the NVE main building at 110 Nicholoff Way due to pandemic concerns about having visitors to the museum in the same location where staff provided administrative services to the Ilanka Community Health Clinic. In addition, there were concerns regarding housing the Tribe's Museum collection, which was in the tsunami zone, as shown on the City of Cordova's Tsunami Evacuation Map (Exhibit B).

In Cordova's Comprehensive Plan, these lots are identified as part of the "Community Core," as shown in Exhibit C. Cordova's Economic Development goals identified within its plan (Exhibit D) included: "support the growth of existing and new local businesses." Strategies for the economic development included: "promote small-scale tourism and recreation, with a focus on improvements that benefit both visitors and residents, increase the number of year-round jobs," and "develop a strong business district and revitalize First Street." To better Cordova's Quality of Life, the city identified: "support Cordova's thriving cultural and art organizations, activities and traditions" as one of the eight strategies (Exhibit E).

The Ilanka Cultural Center is staffed year-round and participates with the Chamber of Commerce to help provide education and business to tourists who visit Cordova. The current rented space for ICC does not provide long-term museum exhibit space, a Tribal library, or room to teach classes. A larger facility would allow ICC to better serve the community of Cordova and visitors.

NVE has been working for the past year to assess what the Tribe would need for programs in terms of space and location for the new cultural facility. Being close to downtown Cordova is one of the high priorities due to the gift shop and tourism. The desired lots would provide a location that is almost on Main Street, but also very close to Mt Eccles, so providing cultural education for the students would be easier by proximity.

Native Village of Eyak
PO Box 1388
705 Second Street
Cordova, AK 99574
Eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Building a new cultural center is one of the Native Village of Eyak’s highest priorities, only behind building a new safe health clinic. We feel that the Ilanka Cultural Center fits into Cordova’s Comprehensive Plan, providing sales tax on sales and classes and property taxes on the enhanced land. NVE has proved that we are able to complete our projects and have the resources to make a significant positive change to our “Community Core” area of Cordova.

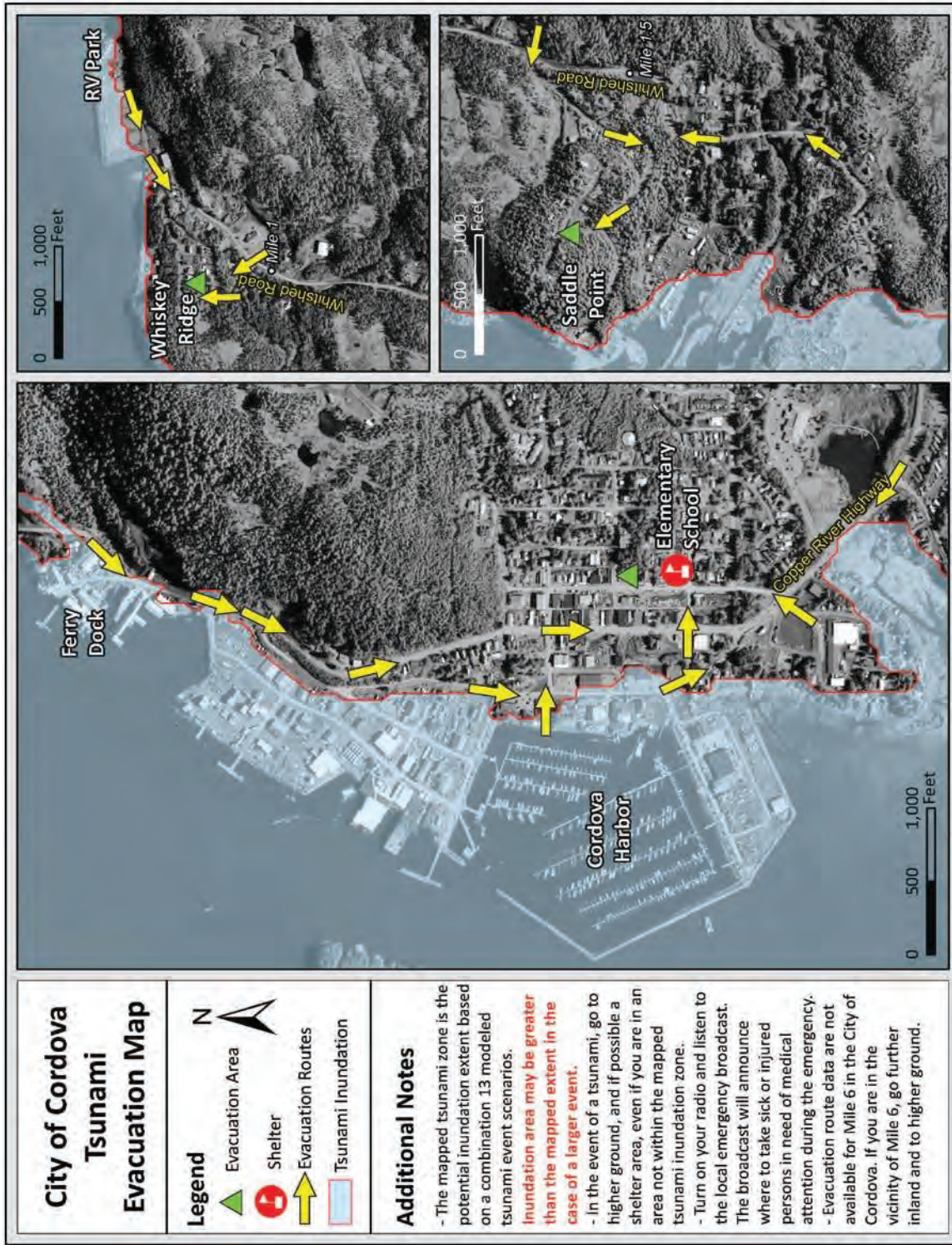
Sincerely,

A handwritten signature in black ink, appearing to read 'Brooke Mallory', written over a light blue horizontal line.

Brooke Mallory
Tribal Council Chair
Native Village of Eyak

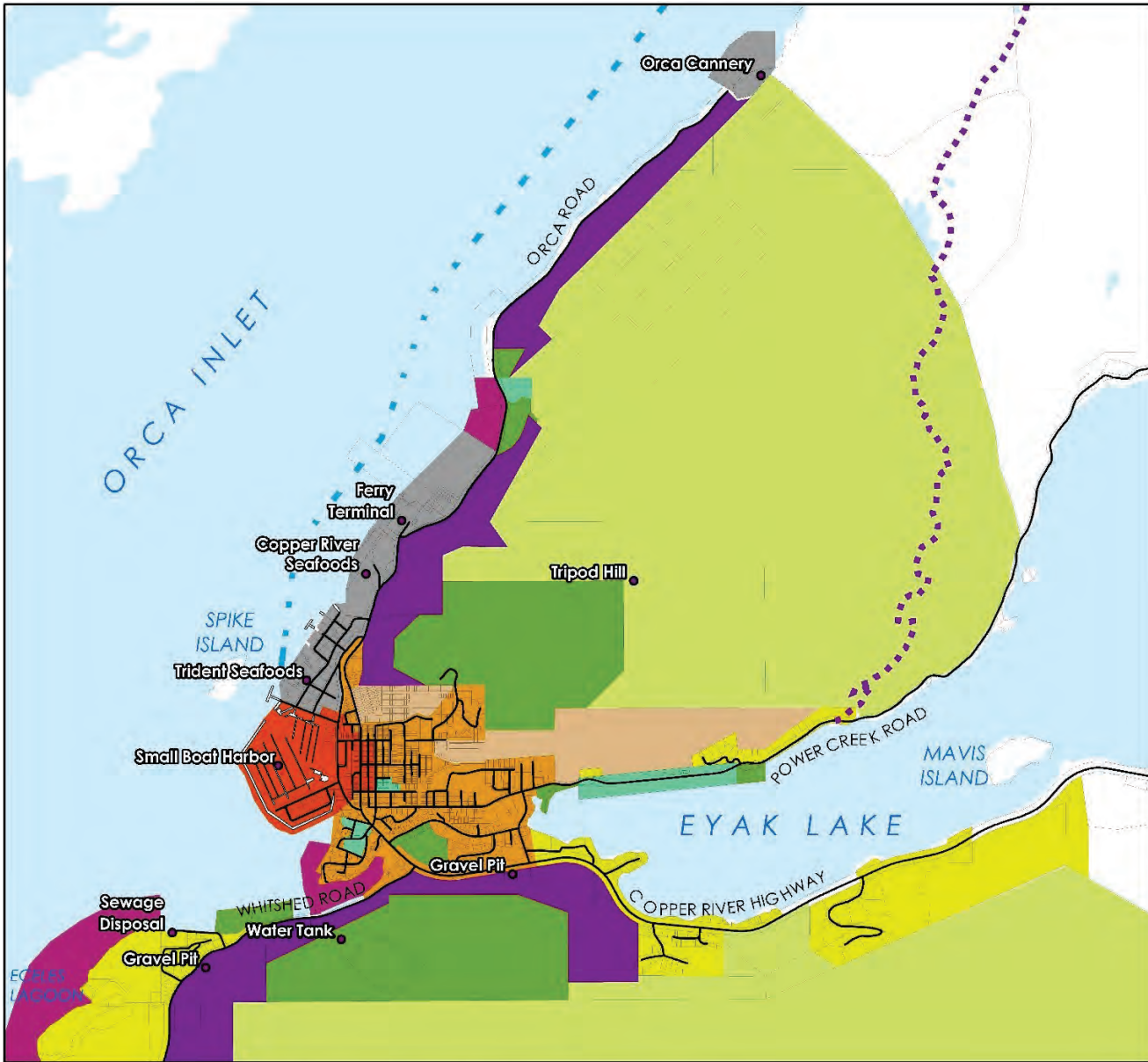
CC: Sheldon Barnes, NVE Capital Projects Director
Carolyn Crowder, NVE Executive Director
Amanda Hadley Coward, City Planner

Map 7. Tsunami Evacuation Map



Future Land Use Map for Cordova

This future land use map identifies broad future intentions for the location and intensity of land use within the City of Cordova boundaries. The map aligns with existing or desired future use and is intended to support the community's vision. (NOTE: for a larger scale map showing the full extent of the City of Cordova, see the full plan).



— Roads - - - Trails □ Parcels — Marine Highway Water

FUTURE LAND USE

- Community Core
- In-Town Residential
- Outlying Residential
- Hillside Residential
- Rural Mixed Use
- In-Town Mixed Use
- Industrial/Commercial Waterfront
- Low Intensity/Conservation Waterfront
- Community Facilities
- Parks & Developed Open Space
- Watershed, Dispersed Recreation & Open Space



0 1,500 3,000 6,000 Feet

Projection: NAD 1983,
State Plane Alaska 3 FIPS 5003 Feet

Produced for the City of Cordova
by Agnew::Beck and PDC Engineers, 2019

Data Sources: City of Cordova, State of Alaska, USFS



Goals, Strategies and Actions

Economic Development

Key issues: ♦ small population ♦ reliance on fishing industry ♦ high cost of living ♦ limited space for growth ♦

Goals	Strategies
<p>A. Support and sustain Cordova’s seafood industry.</p> <p>B. Diversify Cordova’s economy, with a focus on businesses with year-round employment.</p> <p>C. Support the growth of existing and new local businesses.</p> <p>D. Pursue economic growth while preserving natural resources and characteristics that residents value.</p>	<ol style="list-style-type: none"> 1. Sustain and expand maritime services. 2. Expand wintertime fisheries and value-added processing. 3. Promote small-scale tourism and recreation, with a focus on improvements that benefit both visitors and residents. 4. Incentivize and support business development. 5. Increase the number of year-round jobs. 6. Expand vocational and technical education opportunities. 7. Develop a strong business district and revitalize First Street.

Sample Actions to Support Implementation:



- Continue to update and implement the Harbor Master Plan with a phased approach and potential funding sources for long-term harbor upgrades.
- Work with Alaska Department of Fish and Game to identify and open new wintertime fisheries close to Cordova.
- Offer business counseling and training through the Cordova Chamber of Commerce, in partnership with the Alaska Small Business Development Center.
- Establish city-sponsored incentives for demolition and/or redevelopment of aging properties in key areas, such as tax abatement or a revolving loan program.

How Will We Measure Success? *How the community will track progress on economic development goals:*

↑ Cordova business licenses

↑ sales tax receipts

↑ residents employed year-round

↑ commercial fishing earnings by Cordova permit holders

“Cordova is a wonderful community because it is small, because of the strong fishing economy, and because of the vibrant people who would not fit in anywhere else.”



Goals, Strategies and Actions

Quality of Life

Key issues: ♦ high cost of living ♦ high cost, limited availability of health and long-term care services ♦ threats to education budgets and aging facilities ♦ geographic isolation, vulnerability to economic and environmental disruptions ♦

Goals	Strategies
<p>A. Enhance and preserve Cordova’s indoor and outdoor recreation opportunities.</p> <p>B. Provide access to quality, affordable health care that meets the needs of all residents.</p> <p>C. Sustain Cordova’s excellent schools that prepare youth for a successful future.</p> <p>D. Achieve resiliency through continued hazard mitigation and emergency preparedness planning.</p>	<ol style="list-style-type: none"> 1. Expand and improve Cordova’s indoor and outdoor recreation opportunities. 2. Ensure quality and affordable health care. 3. Support local schools. 4. Implement public safety and hazard mitigation priorities. 5. Increase local food production. 6. Conduct additional research on how climate change may impact Cordova and the surrounding environment and develop adaptation strategies that anticipate future changes and challenges. 7. Encourage resident participation and engagement in local governance, decision-making and volunteerism. 8. Support Cordova’s thriving cultural and art organizations, activities and traditions.



Sample Actions to Support Implementation:

- Maintain and expand Cordova’s trail system.
- Increase collaboration between Cordova Community Medical Center (CCMC) and Ilanka Clinic to maximize resident benefits while keeping costs under control.
- Better utilize the Cordova Hazard Mitigation Plan as a planning and decision-making tool for future development.
- Establish a community garden site.

How Will We Measure Success? *How the community will track progress on quality of life goals:*

↑ miles of new and connected trails

↑ increased access to care and CCMC financial sustainability

↑ funding for education

↑ neighborhoods participated in emergency preparedness training

“There are only so many possibilities and options available in such a small and isolated community. There are many benefits to Cordova being so small. But it can be a challenge to afford to live here and always provide the best care for my family.”

4. Offering the property for lease or purchase at public auction.

III. FISCAL IMPACTS:

The property would become part of the City's lease revenue and possessory interest tax.

IV. BACKGROUND INFORMATION:

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

Historically these lots have been used exclusively by the City as a playground location on the southern lots, as well as a snow dump area across lots 19 - 28. The northern most lots 26, 27, & 28 are still designated unavailable to be used by the City as a snow dump. However, the lots 19 – 25 are in a central downtown location and would be of benefit to the community if given the chance for development to occur.

Staff previously requested the Planning Commission work with Staff to formulate a Request for Proposals (RFP) that would then be broadly advertised both locally, in state, and out of state. By crafting a Request for Proposals (RFP) Planning Commission could propose a development that would meet the needs of the community and allow guidance for the applicants to create proposals that are inline with the communities needs and desires. The intention was to bring the existence of these developable lots to the attention of contractors and developers that otherwise would not know that this opportunity exists.

On Friday March 28, 2025, Staff received a letter of interest for these lots from Jones Properties LLC, and Soulliere Companies, Inc. Per the letter of interest provided these lots would house multifamily apartments available in 1, 2, or 3 bedroom units. Retail and Office Space on the ground floor with access to the Central Business District.

The applicant goes on to say in their letter of interest their main reasons they believe this location would benefit their interests as well as interests of the community are as follows:

- Two (2) structures with phased construction will allow for rentals to become available in the first structure while building continues on the second structure.
- Applicants Jones Properties, LLC and Soulliere Companies, Inc. reference their track record of completing projects in real estate in the areas of residential and commercial construction.
- They state that they are “committed to proceeding in a manner that aligns with the City’s goals of promoting sustainable growth community enhancement, and responsible land use.”

Applicable Code:

7.40.040 - 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).

7.40.060 - 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.

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.

V. LEGAL ISSUES:

Legal review of lease/purchase agreement will be required prior to final approval by City Council.

VI. SUMMARY AND ALTERNATIVES:

Planning Commission may make a motion to recommend the lease or purchase of this land to City Council.

City of Cordova
Attn: City Manager, and Planning and Zoning Department
Cordova, AK

Jones Properties LLC, and Soulliere Companies, Inc would like to formally express our joint interest in purchasing the seven city lots, Lots 19-25 Block 6 Original Townsite, that have been marked as available on Second Street. Our intention is to construct a mixed-use rental development that will serve the housing needs of Cordova's residents and also contribute to the vibrant local retail and office space landscape.

Jones Properties LLC has a strong local track record in the purchase, rehabilitation, remodeling, and rental of high-quality residential and commercial properties. We are disciplined locally grown investors with a focus on enhancing Cordova with developments that complement the aesthetics and ethos of their surroundings while delivering practical, sustainable benefits to our community and the tenants they serve.

Soulliere Companies, Inc is a seasoned real estate development, construction, and hardscaping/landscaping firm based out of Michigan. With a strong track record spanning 5 generations of family ownership, over 109 years, specializing in real estate development, rental management, and contracting. Our pledge is to establish lasting relationships with our customers and tenants by exceeding their expectations and earning their trust through exceptional performance by every member of our construction team.

The development we envision will include a phased construction of a thoughtfully designed pair of structures offering both commercial retail and office rental spaces with multi-family rental apartment housing above. Our vision is to create a unique opportunity for entrepreneurs to establish small businesses and office space within the community while also providing a variety of much needed residential options to meet our growing communities needs.

The residential segment of our proposal consists of high quality mountain and ocean view apartments with 1, 2, and 3-bedroom layouts across multiple levels. Each apartment will be designed to maximize the stunning views and will be constructed with the highest standards of safety, comfort, longevity, and energy efficiency in mind. The retail and office space segment will offer multiple size road frontage units for rental to small business and non-profit alike.

We understand and appreciate the careful consideration that the city of Cordova gives to the utilization of its limited land resources. We are committed to proceeding in a manner that aligns with the city's goals of promoting sustainable growth, community enhancement, and responsible land use. We believe this project resonates with the city's objectives and the increasing demand for quality residential and retail/office spaces in Cordova. We feel strongly about the growth of the local economy and the appeal of Cordova as a place to live and work, Jones Properties LLC and Soulliere Companies are keen to form a joint venture to invest in this beautiful city and play a role in its future prosperity.

We would be pleased if you could provide us with the terms and conditions associated with the sale of these lots. We believe our carefully crafted proposal meets all of the cities priorities and therefore request that this process be negotiated directly with our team, if not then we are willing to participate in a public RFP. We are ready to proceed with the necessary due diligence and would appreciate the opportunity to present a more comprehensive proposal including conceptual design drawings for your consideration however we do not want our proprietary information, conceptual designs, and floor plans to be available for public consumption prior to the RFP process and possibly subject to increased potential competition and plagiarism.

We look forward to a favorable response and to the possibility of collaborating with the City of Cordova on this exciting development. Please do not hesitate to contact us at your earliest convenience to discuss this matter further or if there are any questions.

Thank you for considering our interest.

Jason Soulliere
Soulliere Companies, Inc
12100 Ebeling Road
Romeo MI 48065

Kenneth B Jones
Jones Properties, LLC
514 Sunnyside Drive
Cordova, AK 99574



AGENDA ITEM # 10e
City Council Regular Meeting Date: 04/08/2025
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday April 08, 2025

ITEM: Letter of Interest for a Portion of Lot 2, Block 7A, Tidewater Development Park FKA the Old Science Center Building

NEXT STEP: Recommendation on Disposal and Disposal Method

INFORMATION RESOLUTION
 MOTION

I. REQUEST OR ISSUE:

Requested Actions: Recommendation on Disposal and Disposal Method
Applicant: Nels Evangelista
Legal Description: Lot 2, Block 7A, Tidewater Development Park
Area: Approximately 3,909 Sq. Ft. Office Building
Zoning: N/A
Attachments: Location Map
Land Disposal Map – Tidewater Development Park
Plat of Tidewater Development Park
Building Layout
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 lease of Lot 2, Block 7A, Tidewater Development Park that is approximately 3,909 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 Nels Evangelista 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.

III. FISCAL IMPACTS: The property would become part of the City’s lease revenue and possessory interest tax.

IV. BACKGROUND INFORMATION: Lot 2, Block 7A, Tidewater Development Park located in the north harbor tidelands. This structure is locally known as the Old Science Center Building.

On Thursday March 27, 2025, the Planning and Zoning Staff received a letter of interest to lease this building by Nels Evangelista. The interested party said in their letter that the use would be for retail, community events, and an artist in residence short-term rental/housing space. Staff met with the interested party and let them know of the challenges and the work that needed to be done for the space to be usable. Staff also relayed that this could potentially be a short-term option if funding becomes available to proceed with harbor upgrades in that area.

In the letter of interest, the party states that over the last 15 years he has developed spaces of historical and community significance like this for similar uses. He has worked with well-known brands like Filson in Seattle and Los Angeles. Nels would like to develop his own retail business in Cordova.

The Prince William Sound Science Center (PWSSC) began leasing the building in 1991 and continued to lease the building until July of 2023. The building has since sat empty, apart from two brief short-term rentals by both SERVS and a traveling vet service. Both only lasting a few days each. Electricity, water, and sewer service have all been disconnected since October of 2023.

Following a discussion with City Council, staff published an RFP in February of 2024. This RFP was to gage if there was interest from anyone that wanted to either, A – move the structure off of the lot and place it on another lot in town, or B – salvage material from the building in its place, once all valuable material was salvaged, the selected proposer would demo the rest of the building and haul it to the land fill. Staff listed it at a nominal price of \$1,000.00 for either option. No proposals were received.

In July of 2024 a letter of interest was submitted by Cordova Fisheries Development Association who was interested in leasing the space for office and lab space to support a new hatchery and mariculture non-profit. The Letter of Interest was brought before the Planning Commission at their 7/9/2024 meeting, the following is an excerpt from that meeting:

M/Bolin, “I move to recommend City Council to sell or lease of Lot 2, Block 7A, Tidewater Development Park” as outlined in Cordova Municipal Code 5.22.060 B by Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property.” *S/ Foode*. Discussion was brought up by Commissioner *Ranney* and *Den Adel* regarding structure stability and if the pilings were sound. *Johnson* said an engineer inspected all City structures in 2023 and it was found then that the building was sound, the pilings were not evaluated. *Hall* suggested a short-term lease with improvements being at the lessee’s own risk as funding could be found by the City to demolish the building and the lease could be terminated if future grants are awarded. *Ranney* and *Den Adel* both again voiced their concerns regarding the piling’s stability.

Vote was 3 yea (Bolin, Foode, and Hall), 3 nay (Ranney, Den Adel, and Trumblee), 1 absent (Harrison).

With the vote being tied, the recommendation failed, and a recommendation to not dispose of the building would have moved forward to City Council. Following the meeting the applicant spoke with Staff Kevin Johnson and decided that they were going to pursue other options and did not want the agenda item to move forward to City Council.

On 03/26/2025 City Planner Amanda Hadley Coward and Facilities Superintendent Malvin Fajardo went to the location to conduct a site inspection to assess the condition of the structure. There was normal wear and tear on the building, however the majority of the interior of the structure is in good condition. The furnace and boiler were functioning prior to the electricity being turned off. However, in the laboratory area of the HVAC zone a pipe is blown and would need to be repaired before heat could possibly be restored to that specific area. As well as the to procurement of a fuel tank for the heating oil as the previous one was removed from the site and is no longer in functioning order. The water and sewer lines are functioning and usable given that they are connected back to the site. There is water damage where the roof had previously leaked, a roof repair was done during winter of 2025 following a windstorm, but further investigation is needed to determine if that repair fixed the larger issue. The entire interior was dry at the time of inspection, so no active leaking is assumed. No damage to the pilings was observed from what could be viewed from the adjacent lot/street. As Staff is not an engineer this was all based off what could be easily seen by a lay person.

The building has been vacant with no electric, water, or sewer since October 2023. Buildings left without heat throughout winters in Cordova tend to mold, rot, and deteriorate quickly. City Council had a discussion regarding the future of this building and their options. City Council would like to make it clear to the public that this building is available per the land disposal maps.

Staff could support a lease of this structure with a clause that if funding becomes available for the City to upgrade that area of the harbor the lessee will be given 18 months to vacate and the lease will be terminated. This is inline with what was done with the USFS lease and is typically how long it takes to enter into a grant agreement. By maintaining this position, it allows the City to continue to pursue grants and other funding sources. This does not hinder harbor development due to having a tenant in the space as an 18-month notice would allow a business ample notice so that transition to a new location could occur.

At the City Council regular meeting of Wednesday April 02, 2025, the Old Science Center Building was on the agenda. They outcome of the discussion was that Staff would return to the next meeting with cost estimates for three projects. One for the structural assessment of the pilings and deck. Second for the complete demolition of the structures, another for demo of the dock. Third removal of the tideland mud and contamination from that location. Staff will be getting those estimates to the City Council at their Wednesday April 16, 2025, regular meeting.

Applicable Code:

7.40.040 - 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).

7.40.060 - Methods of disposal.

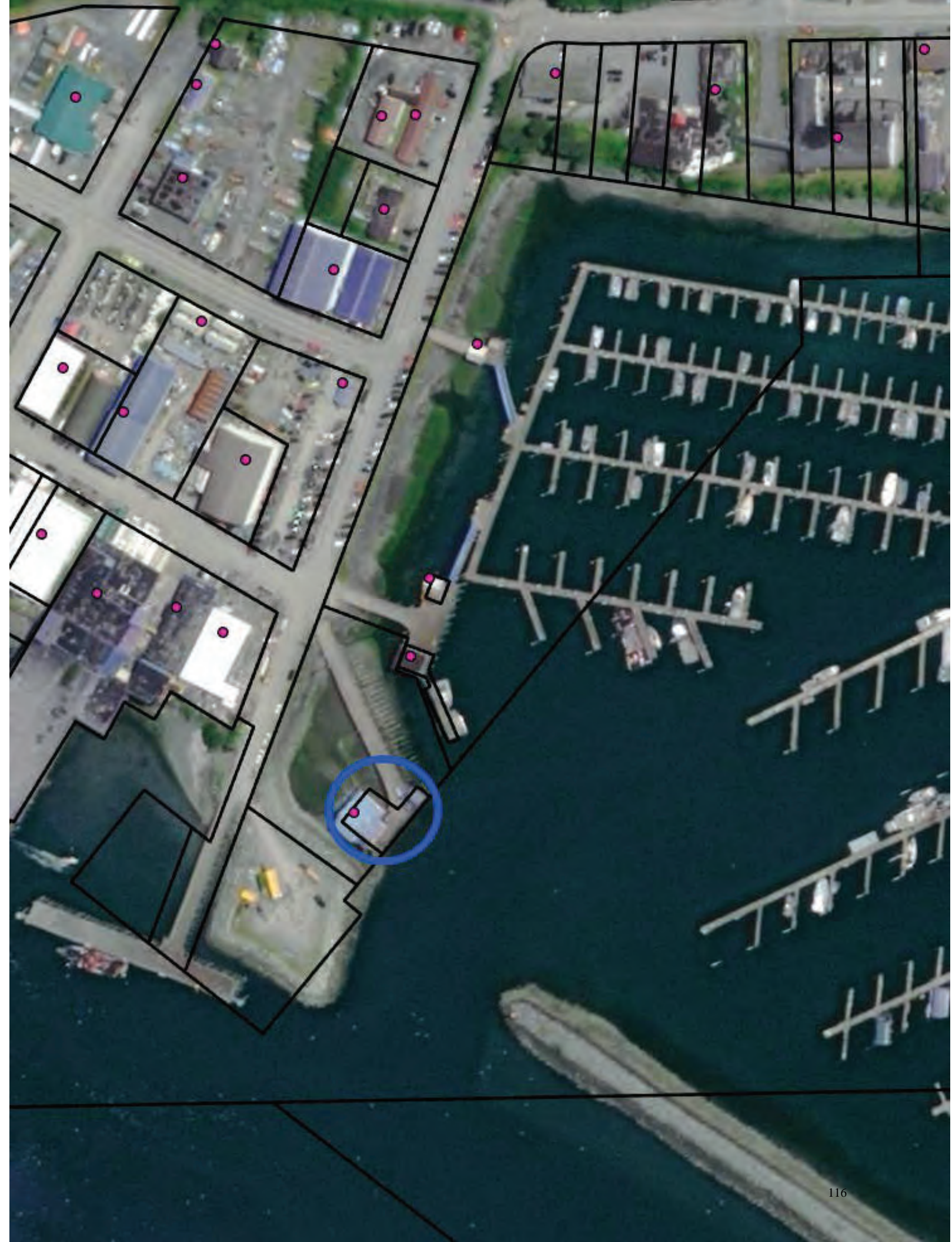
B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:

- 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.*

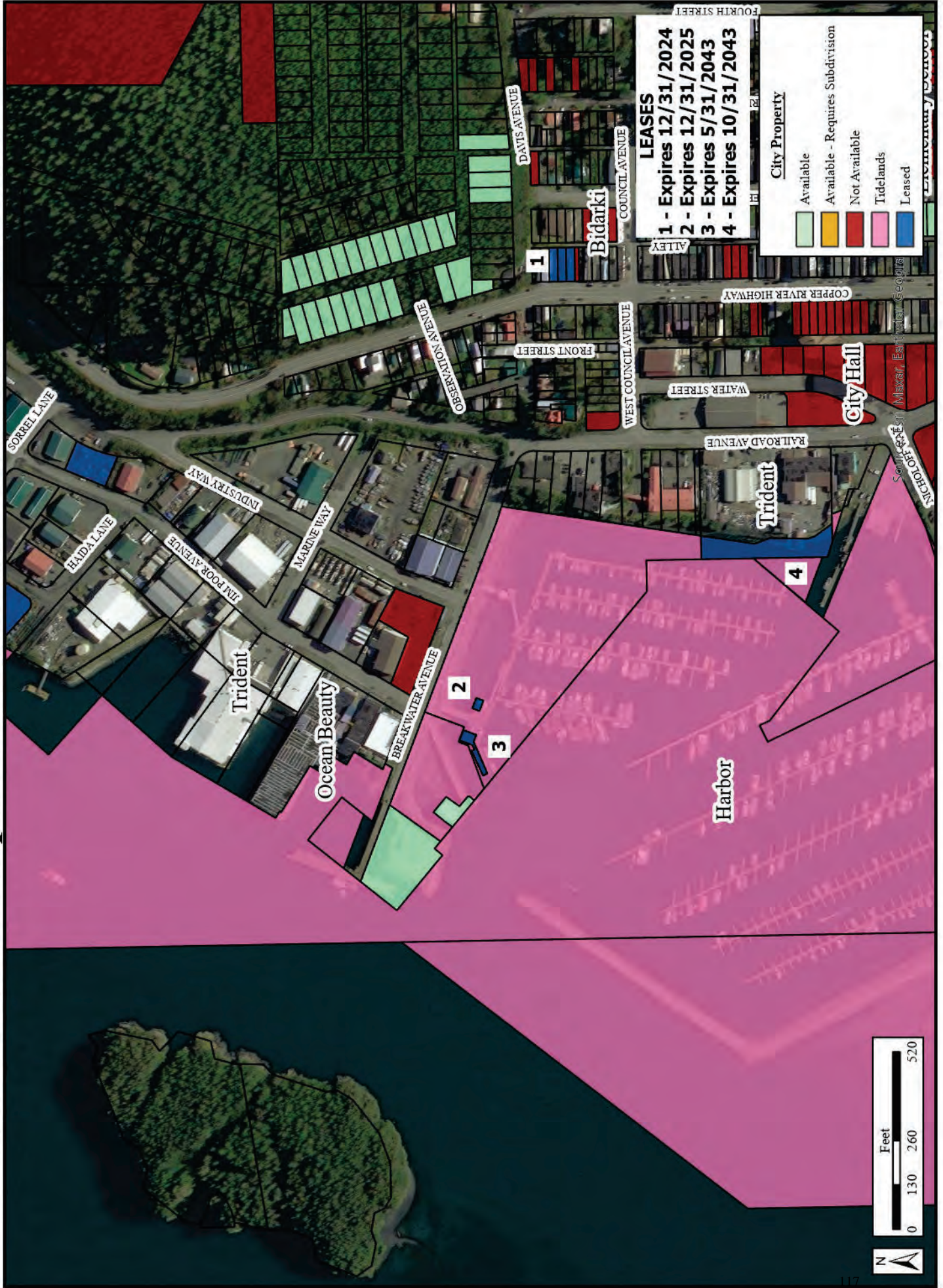
V. LEGAL ISSUES: Legal review of lease agreement will be required prior to final approval by Council.

VI. SUMMARY AND ALTERNATIVES:

Planning Commission may make a motion to recommend or not recommend the lease of this land.



Tidewater Development Park & Cordova Industrial Park

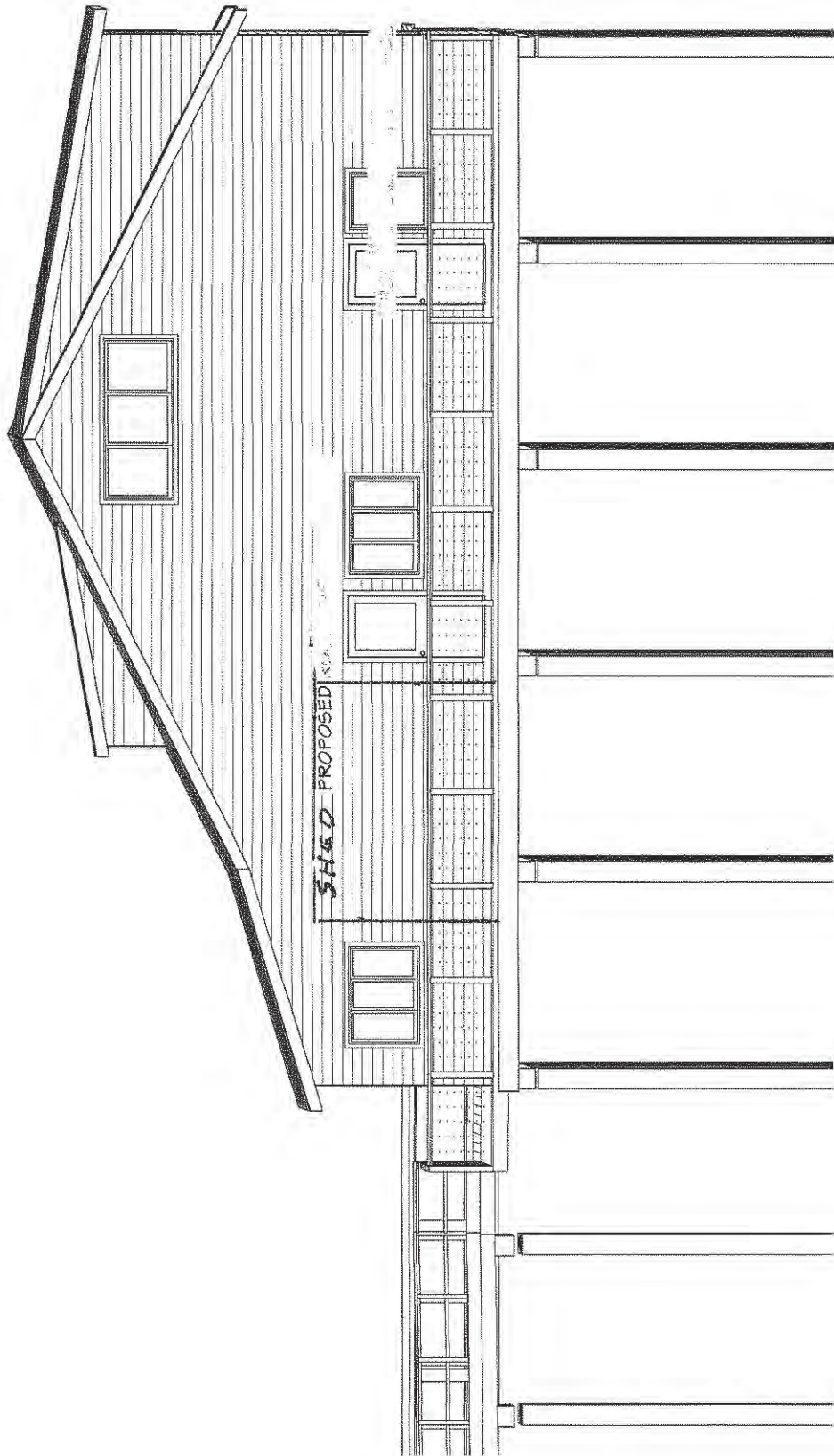


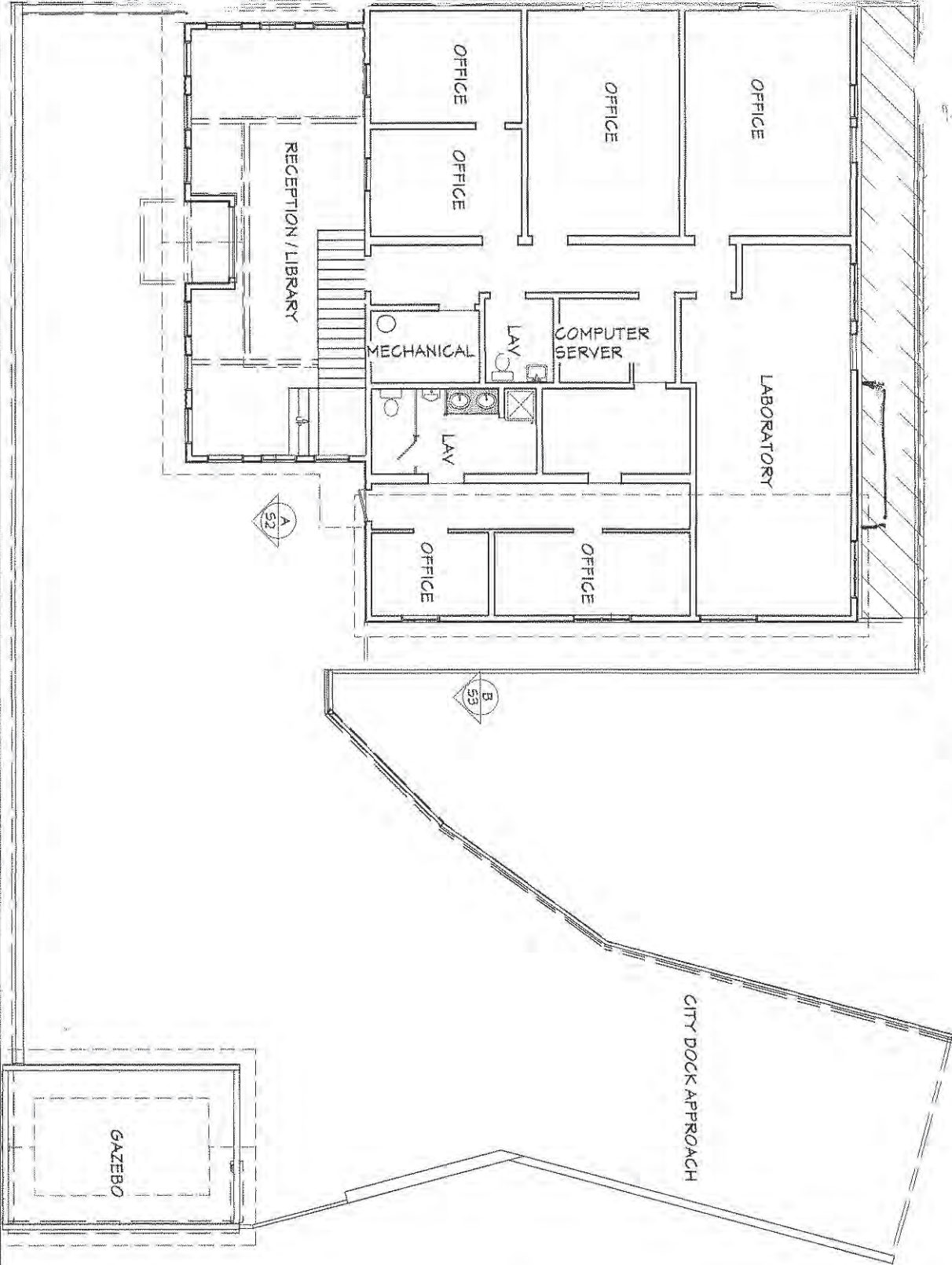
A6

2009 AS - BUILT
NORTH ELEVATION

PRINCE WILLIAM SOUND SCIENCE CENTER
BREAKWATER AVE.
CORDOVA, ALASKA 99574

8/18/2009
SCALE: 3/16" = 1'
DRAWN BY: TMM HITVC

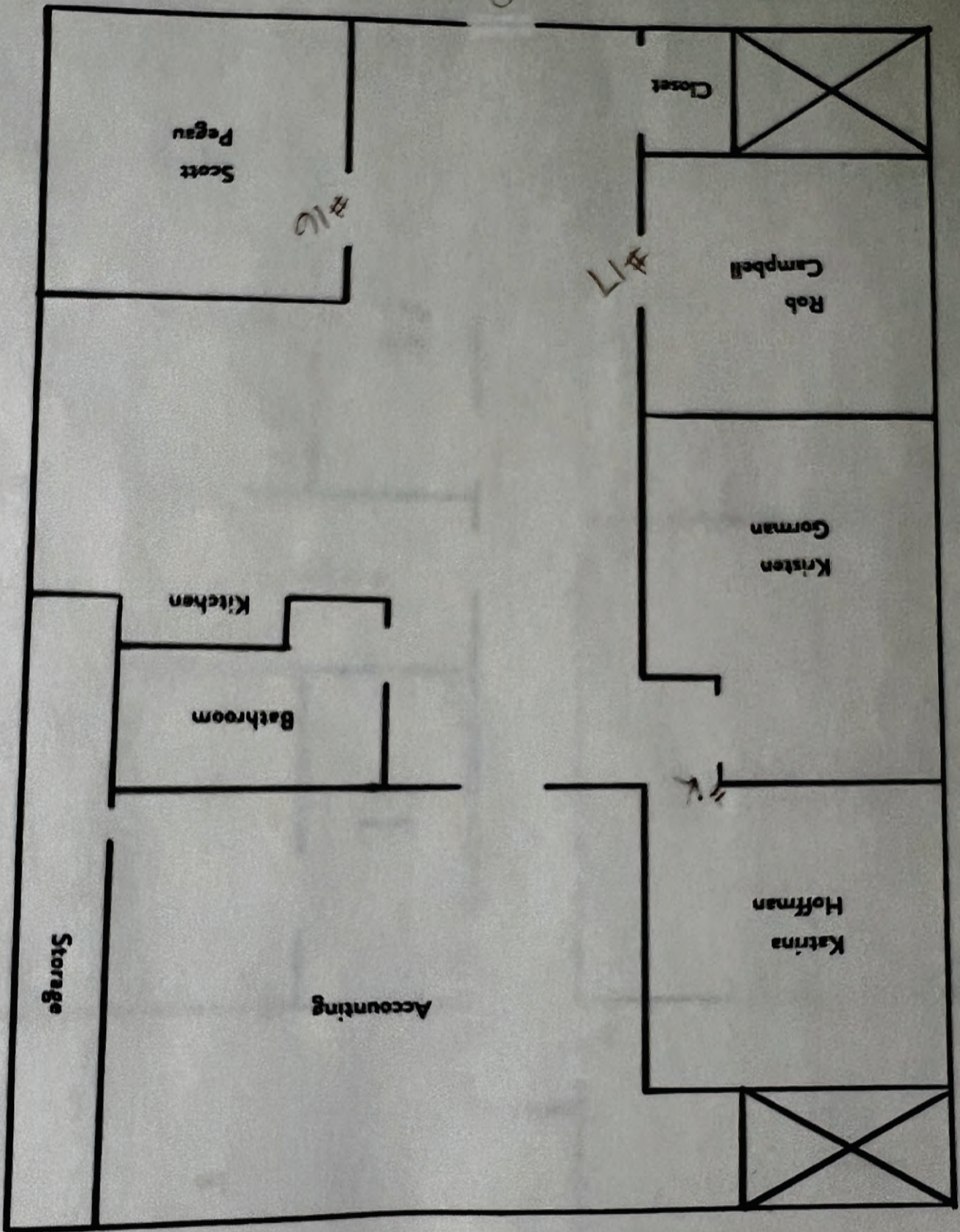




PR-03-07 SHED-2015

<p>8/18/2009 SCALE: 1/8" = 1' DRAWN BY: TMM HITVC</p>	<p>PRINCE WILLIAM SOUND SCIENCE CENTER BREAKWATER AVE. CORDOVA, ALASKA 99574</p>	<p>2009 AS - BUILT</p>	<p>A1</p>
---	--	------------------------	------------------

Prince William Sound Science Center



Nels Evangelista

P.O. BOX 864

170 Eyak Drive

Cordova, Alaska, 99574

Nels@Northamericanflyway.com

907-268-0696

March, 27, 2025

CITY OF CORDOVA, ALASKA

P.O. Box 1210

601 First Street

Cordova, Alaska, 99574

Dear City Planner, City Manager and Planning Commission,

I hope this letter finds you well. My name is Nels Evangelista, I reside at 170 Eyak Drive and I am writing to express my interest in leasing the old Prince William Sound Science Center building. After learning about the availability of this property, I believe it would be an excellent location for retail, community events, and an artist in residence short-term rental/housing space.

Over the last 15 years, I have developed spaces of historical and community significance like this for similar uses. Currently I am seeking a space like this to develop my own retail business and I am committed to maintaining the building and contributing positively to the community through this space. Most recently, I helped develop two spaces for CC. FILSON Company in Seattle, Washington and Los Angeles, California. If given the opportunity, I would be honored to invest my time and finances into revitalizing business in the place where I reside, raise my young children and volunteer my time with the Cordova Fire Department.

I would appreciate the opportunity to further discuss the terms and conditions of leasing this property and explore how we can proceed with the application process. Please let me know if any additional information is required or if we can schedule a meeting at your earliest convenience.

Thank you for considering my inquiry. I look forward to the possibility of working together to bring this project to life.

Sincerely,

Nels Evangelista

P.O. Box 864, Cordova, AK 99574

907-268-0696

Nels@Northamericanflyway.com