

Chair

vacant

Commissioners

Tom McGann

Scott Pegau

John Baenen

Allen Roemhildt

Mark Frohnapfel

Heath Kocan

Nancy Bird

City Planner

Samantha Greenwood

Assistant Planner

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING
FEBRUARY 14, 2017 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Commissioners Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt,
Mark Frohnapfel, Heath Kocan, and Nancy Bird

3. APPROVAL OF AGENDA (voice vote)

4. APPROVAL OF CONSENT CALENDAR (voice vote)

a. Minutes of January 10, 2017 Public Hearing **Page 2**

b. Minutes of January 10, 2017 Regular Meeting **Page 3**

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

a. State DOT Public Notice **Page 9**

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 11

9. NEW/MISCELLANEOUS BUSINESS

a. Disposal of Lot 8 and 9, Block 1, Odiak Park Subdivision..... **Page 12**

b. International Residential Code Discussion..... **Page 19**

c. Chair Election..... **Page 21**

d. Vice Chair Election **Page 23**

10. PENDING CALENDAR

a. February 2017 Calendar **Page 25**

b. March 2017 Calendar **Page 26**

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

13. ADJOURNMENT

PLANNING COMMISSION PUBLIC HEARING
JANUARY 10, 2017 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES

1. CALL TO ORDER

Vice Chair **Tom McGann** called the Planning Commission Public Hearing to order at 6:30 PM on January 10, 2017 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Vice Chair **Tom McGann** and Commissioners **Scott Pegau**, **John Baenen**, **Allen Roemhildt**, **Mark Frohnapfel**, and **Heath Kocan**. **Nancy Bird** was absent.

Also present was City Planner **Samantha Greenwood** and Assistant Planner **Leif Stavig**.

12 people were in the audience.

3. PUBLIC HEARING

- a. Disposal of a Portion of Lot 10A, Block 2, South Fill Development Park
- b. Final Plat Approval for Subdivision of Tract "B" of Alpine Properties Subdivision, Phase I

John Harvill, 701 Railroad Ave, thought the letter of interest for the recycling area was a wonderful idea. Over the last few years he has had two very large processors in town looking for places to develop. He asked the commission to approve his parcel map.

David Roemhildt, Mile 6 Copper River Highway, had no objection to the letter of interest and thought it would be a benefit. He spoke in favor of the subdivision.

Andra Doll from Baja Taco said the Watershed Project would be her direct neighbor and she thinks it would be a fantastic idea as long as it doesn't turn into a disgusting mess.

Shae Bowman, Copper River Watershed Project, said she had been working on the recycling project. She hopes the commission likes it and thinks it is well put together.

Kristin Carpenter, Copper River Watershed Project, thanked the commission for having a hearing. She apologized for not discussing other locations with the city.

M/ Pegau S/Roemhildt to recess until 6:44.
With no objection, the meeting was recessed.

The Public Hearing came back to order at 6:44 PM.

4. ADJOURNMENT

M/Frohnapfel S/Pegau to adjourn the Public Hearing at 6:45 PM.
With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner

DRAFT

PLANNING COMMISSION REGULAR MEETING
JANUARY 10, 2017 AT 6:45 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES

1. CALL TO ORDER

Vice Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:45 PM on January 10, 2017 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Vice Chair **Tom McGann** and Commissioners **Scott Pegau**, **John Baenen**, **Allen Roemhildt**, **Mark Frohnapfel**, and **Heath Kocan**. **Nancy Bird** was absent.

Also present was City Planner **Samantha Greenwood** and Assistant Planner **Leif Stavig**.

15 people were in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Baenen to approve the agenda.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Roemhildt, Frohnapfel, Kocan**

Absent: **Bird**

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of December 13, 2016 Public Hearing

b. Minutes of December 13, 2016 Regular Meeting

M/Pegau S/Baenen to approve the consent calendar.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Roemhildt, Frohnapfel, Kocan**

Absent: **Bird**

5. DISCLOSURES OF CONFLICTS OF INTEREST

Pegau said that under the 2017 Land Disposal Maps, his employer put in a letter requesting the commission change the status of two lots and he considers that a conflict of interest. **Roemhildt** said he didn't see that as a conflict. **McGann** said it has been discussed with staff and the City Clerk. The commission concurred that **Pegau** had a conflict.

6. CORRESPONDENCE

a. Email from Thomas Wall

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items

Mary Anne Bishop, 700 Fourth Street, requested that the commission remove the Breakwater Fill Lot from the available category. Besides the snow dump on the south fill, the Breakwater Fill Lot is the last publicly-owned waterfront lot. Public waterfront access is limited in Cordova. There is also a question of who owns the breakwater since it was federally built. The sale of the lot for private development was voted down this March. It is time for a comprehensive plan that includes a waterfront plan.

Katrina Hoffman, 301 South Second Street, thanked the commission for considering the letter submitted by the Science Center. The two parcels she identified in the letter could be of interest to the Science Center. They need access to deep water for their seawater heat pump and for running seawater labs. The parcels are very different from each other in size, and they understand that they may need to be replatted and that co-development may need to occur.

Patty Kallander, wanted to remind the commissioners and the public that the city would not have Trident, Bayside, AC, the Anchor, and Baja Taco without fill. She is very thankful that previous City Councils and commissions had the foresight to put in fill.

8. PLANNER'S REPORT

Greenwood said that the seismic site was a seismometer and was in a building. **Frohnappfel** verified that City Council put Lot 20, Block 23, Original Townsite out for proposals instead of going with the commission's recommendation. **Baenen** verified that the Adams Avenue project was taken out of the budget. **Greenwood** said that she had a few leads on funding. **Greenwood** said that the Post LT2 project was underway and that Udelhoven, the contractor, was in town.

9. NEW/MISCELLANEOUS BUSINESS

a. Resolution 17-01 – 2017 Land Disposal Maps

M/Baenen S/Roemhildt to approve Resolution 17-01.

McGann pointed out that making a lot available in no way commits them to any action; it only gives people the opportunity to submit a letter of interest. The commission proceeded to go through each map one-by-one.

On the New England Cannery Road map, **Frohnappfel** was concerned about disposing the rock quarry in ASLS 79-258 since they may use it in the future. **Baenen** said that it was big enough that they could only dispose a portion of it and retain the quarry. **Roemhildt** said that he wanted ASLS 2001-5 to be available, but he has concerns about the parking. **Greenwood** said that Parks and Recreation was willing to consider options with the parcel. **Frohnappfel** said they had received comments about how parking and parks were needed and he was not in favor of making ASLS 2001-5 available.

There was unanimous consent to make ASLS 79-258 available.

M/Kocan S/Roemhildt to amend the Land Disposal Maps to make ASLS 2001-5 available.

Baenen said that it was right across from the fishing area and was a tourism area with parking and tent platforms. It is an area that all of Cordova uses.

Upon roll call vote, amendment failed 3-2.

Yea: **McGann, Kocan**

Nay: **Baenen, Roemhildt, Frohnappfel**

COI: **Pegau**

Absent: **Bird**

On the Ocean Dock Subdivision map, **Roemhildt** said he would like the land across from the shipyard to be not available. The commission concurred to make no change to the map and to keep the land available.

On the South Fill Development Park map, **Baenen** said that because it is a snow dump, he is leaning towards keeping the portion of Lot 10A not available. **McGann** said that per the memo from **Rich Rogers**, there would be greater snow removal costs on heavy snowfall years, but he doesn't think it is too large of a burden. **Frohnappfel** said the lot was used extensively for parking in the summer. He does not think it falls under the zoning regulations. He is more inclined towards a temporary, seasonal agreement. **Carpenter** said that they were open to whatever land use agreement the city felt was the best.

M/**Roemhildt** S/**Kocan** to amend the Land Disposal Maps to make a portion of Lot 10, Block 2, South Fill Development Park available.

Upon voice vote, amendment passed 3-2.

Yea: **McGann, Kocan, Roemhildt**

Nay: **Baenen, Frohnappfel**

COI: **Pegau**

Absent: **Bird**

On the Power Creek Road map, **Roemhildt** said that the single subdivided lot on Power Creek Road was the only access area to the larger area behind it. He wanted to dissolve the lot lines; **Greenwood** said that would require the city to replat the lot.

Upon voice vote, resolution passed 5-0.

Yea: **McGann, Baenen, Roemhildt, Frohnappfel, Kocan**

COI: **Pegau**

Absent: **Bird**

b. Disposal of a Portion of Lot 10A, Block 2, South Fill Development Park

M/**Roemhildt** S/**Pegau** to recommend to City Council to dispose of a portion of Lot 10A, Block 2, South Fill Development Park as requested in the letter of interest from the Copper River Watershed Project as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with the Copper River Watershed Project to lease or purchase the property.

M/**Pegau** S/**Frohnappfel** to amend the motion by striking "or purchase."

Upon voice vote, amendment passed 6-0.

Yea: **McGann, Pegau, Baenen, Roemhildt, Frohnappfel, Kocan**

Absent: **Bird**

Pegau said that the city currently has their recycling laid out similar to what is proposed in phase one. He is protective of parking around the harbor, and he has concerns with phase two with more structures. They did not hear anything negative from the neighboring property owners. **Frohnappfel** said that he thought there could be a better location, but that is not up to him. **Roemhildt** said that this would allow for a public service that saves the city money. He said the savings from recycling makes sense when compared to the added cost of snow removal. **Kocan** said that recycling needs to be in a location that is easy for people to do it. They could spend the next 10 years looking for the best spot and they just need to get them going.

Upon voice vote, main motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Roemhildt, Frohnappfel, Kocan**

Absent: **Bird**

c. Final Plat Approval for Subdivision of Tract “B” of Alpine Properties Subdivision, Phase I

M/**Pegau** S/**Baenen** to recommend to City Council to approve the final plat request for Subdivision of Tract “B” of Alpine Properties Subdivision, Phase I.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Roemhildt, Frohnappfel, Kocan**

Absent: **Bird**

d. Chair Election

McGann opened nominations for the office of chair of the Planning Commission. **Baenen** nominated **McGann**. **Frohnappfel** nominated **Pegau**.

McGann called for a roll call vote for **McGann** and **Pegau** for chair.

Upon roll call vote, nominees tied 3-3.

For **McGann**: **McGann, Baenen, Kocan**

For **Pegau**: **Pegau, Roemhildt, Frohnappfel**

Absent: **Bird**

M/**Roemhildt** S/**Frohnappfel** to recess for five minutes.

After five minutes, the meeting was back in order.

Stavig said that one option to break the tie could be to wait until the next Regular Meeting when the whole commission would be present.

M/**Frohnappfel** S/**Baenen** to refer item 9d and 9e back to staff for the next Regular Meeting.

Upon voice vote, motion passed 6-0.

Yea: **McGann, Pegau, Baenen, Roemhildt, Frohnappfel, Kocan**

Absent: **Bird**

e. Vice Chair Election

Item referred back to staff per previous agenda item.

10. PENDING CALENDAR

11. AUDIENCE PARTICIPATION

Katrina Hoffman wanted to thank them for their conversation about the two parcels they had requested. She complimented the staff.

Mary Anne Bishop advocated for comprehensive planning and waterfront planning.

12. COMMISSION COMMENTS

Roemhildt thanked staff and said he looked forward to his next term on the commission.

Pegau thanked staff for all of the comments about the portion of the lot requested by the Watershed Project. He also wanted to thank the Watershed Project staff as well for answering comments.

Frohnappfel thanked everyone for coming.

McGann said it was a great meeting.

13. ADJOURNMENT

M/Pegau S/Frohnappfel to adjourn the Regular Meeting at 4:48 PM.
With no objection, the meeting was adjourned.

Approved:

Tom McGann, Vice Chair

Leif Stavig, Assistant Planner



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation
and Public Facilities

STATEWIDE AVIATION
Northern Region Aviation Leasing

2301 Peger Road
Fairbanks, Alaska 99709-5399
Main: 907-451-2216
TDD: 907-451-2363
FAX: 907-451-2253
www.dot.state.ak.us

January 12, 2017

RECEIVED

JAN 17 2017

City of Cordova

Re: Cordova Airport
Lease ADA-72031
Public Notice


DISTRIBUTION

Enclosed is a Public Notice regarding a leasehold interest disposal of State land.
Public Notice is required by the Alaska Constitution.

We are sending you this copy for your information only; no action is required on your part.
However, you are welcome to post this notice in the public view.

If you have any questions, please call me at (907) 451-5201.

Sincerely,


Diana M. Osborne, C.M.
Airport Leasing Specialist

jkb

Enclosure: Public Notice

cc: Robert Mattson, Jr., Airport Manager

Distribution:

Chugach Alaska Corp., 3800 Centerpoint Dr., Ste. 601, Anchorage, AK 99503-5826
City of Cordova, PO Box 1210, Cordova, AK 99574
Eyak Corporation, PO Box 340, Cordova, AK 99574

"Keep Alaska Moving through service and infrastructure."

PROPOSAL TO EXTEND A STATE AIRPORT LAND LEASE: The Alaska Department of Transportation & Public Facilities proposes to extend Lease ADA-72031 (Lot 11, Block 102), consisting of approximately 4,800 square feet, at Cordova Airport for an additional (five) 5 years, to expire March 15, 2022. Applicant: Richard Sudano. Annual rent: \$590.40. Authorized uses: aviation – Aircraft storage and tie-down of Lessee's private aircraft.

This is an application filed under AS 02.15.090(c), which allows the Department to grant the proposed lease term extension without competition. Written comments must be received by 4:30 p.m., February 13, 2017, after which the Department will determine whether or not to extend the lease. The Department's decision will be sent only to persons who submit written comment or objection to the Department, at the address and by the date and time specified in this notice, and include their return address. Information is available from Diana M. Osborne, Aviation Leasing, 2301 Peger Road, Fairbanks, AK 99709-5399, (907) 451-5201. Anyone needing hearing impaired accommodation may call TDD (907) 451-2363.

The Department reserves the right to correct technical defects, term, or purposes and may reject any or all comments.

BY: Penelope Adler
Penelope Adler, SR/WA, CM
Chief, Northern Region Aviation Leasing

DATE: January 11, 2017

PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH FEBRUARY 13, 2017

Note: A person who removes, obscures or causes to be removed or obscured a notice posted in a public place before the removal date stated in this notice is subject to disqualification from receiving any lease, permit, or concession related to this notice.

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 2/8/17
Re: Recent Activities and Updates

- No building permits issued since the last meeting.
- Write up for Trump funding for harbor and finishing priority roads that have been surveyed
- Finished negotiations with Copper River Watershed on lease for Lot 10A. Will be on March 1st City Council meeting.
- City Council directed staff not to put out RFP for large parcel of land on Power Creek Road.
- City Manager & staff will meet with Great Land Trust to discuss easement terms for possible land donation.
- Sent letter to land owners at Lake View subdivision that street name will be changed. They have 30 days to file a petition with a new street name.
- Lot 20, Block 23, Original Townsite is being advertised for proposals. Closes March 1.
- Filling out ACDWF loan applications for harbor and analysis of water production versus sewer discharge
- Responded to State RFQ for Ferry water testing & received contract
- Wastewater permit will be issued in 2017
- Coordinated with Anchorage State Fire Marshal to receive copies of all plan reviews issued for Cordova
- Working with GCI on mapping. Provided GIS files to mapping company
- Provided shapefile to Public safety that delineates the dispatcher's area of responsibility.
- Received paperwork for Sterns plat, Alpine falls plat has been recorded
- Sent letters to property owners whose performance deeds of trust expire in February
- Completed road inventory ADOT



AGENDA ITEM # 9a
Planning Commission Meeting Date: 2/14/2017
PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 2/8/17

ITEM: Disposal of Lot 8 and 9, Block 1, Odiak Park Subdivision

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

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Recommendation to City Council on Disposal and Disposal Method
Applicant: Eagle Contracting
Disposal Property Address: Chase Avenue
Area: Lot 8 = 8,334 SF; Lot 9 = 8,380 SF
Zoning: Low Density Residence District
Attachments: Letter of Interest
Plat
Location Map

II. RECOMMENDED ACTION / NEXT STEP:

Staff suggest the following motion:

“I move to recommend to City Council to dispose of Lot 8 and 9, Block 1, Odiak Park Subdivision as requested in the letter of interest from Eagle Contracting 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 the Eagle Contracting to lease or purchase the property.
2. Inviting sealed bids to lease or purchase the property.
3. Offering the property for lease or purchase at public auction.
4. Requesting sealed proposals to lease or purchase the property.

III. FISCAL IMPACTS:

In addition to typical disposal costs, the city will likely need to expend additional funds in order to cover costs associated with the potential land conflict described in section VI.

IV. BACKGROUND INFORMATION:

2/2/17 – Letter of interest received from Eagle Contracting (Attachment A).

Applicable Code:

5.22.040 - Letter of interest to lease or purchase.

C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).

5.22.060 - Methods of disposal.

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

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

The Low Density Residence District permits dwellings:

18.20.010 - Permitted uses.

The following uses are permitted in the R low-density district:

- A. One-family, two-family and three-family dwellings

V. LEGAL ISSUES:

Disposal documents may need legal review. Legal review may be required for the potential land conflict described in section VI.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

After receiving the letter of interest, staff researched the property and discovered a possible conflict with the property owners located northwest of Lot 8 and 9. Attachment B is the plat creating these two lots. Attachment C shows the city's parcel data with the two areas of conflict highlighted. Prior to disposal, this issue will be investigated further and resolved.

VII. SUMMARY AND ALTERNATIVES:

The commission can choose to recommend not to dispose the property.

ATTACHMENT A

EAGLE CONTRACTING CORPORATION

You've tried the rest now try the best.

RECEIVED

FEB 02 2017

City of Cordova

02/02/2017

City of Cordova
PO Box 1210
Cordova, AK 99574

RE: Per the City Land Disposal Map; Lots 8-9, Block 1, Odiak Park Subdivision

To: Alan Lanning, City Manager
Rich Rogers, Public Works Director
Sam Greenwood, City Planner

I would like to express my interest in purchasing City Lots 8-9, Block 1, Odiak Park Subdivision for future home development. Unfortunately, these lots have no sewer main access and inadequate water service; however, I am prepared to install these services.

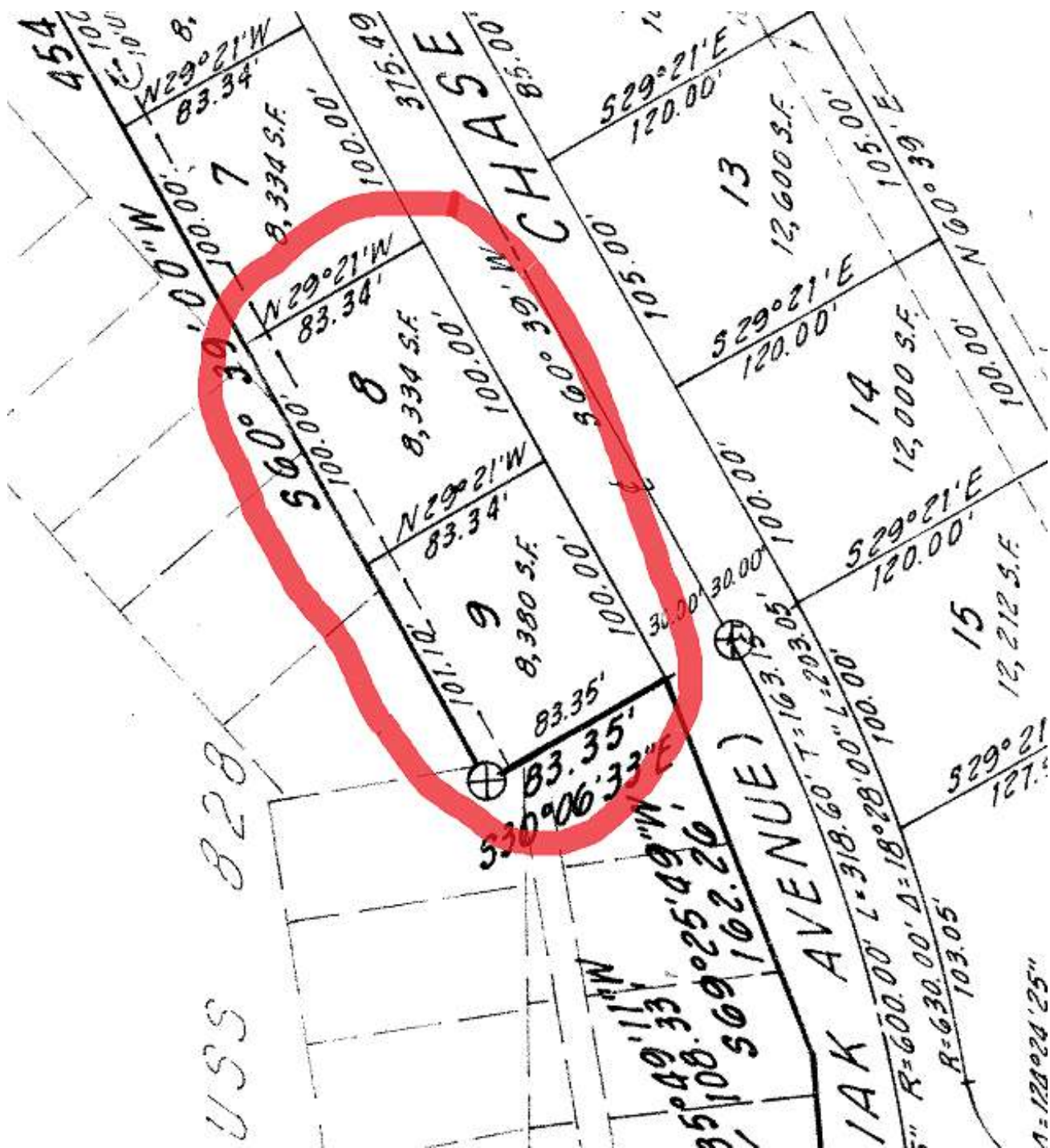
Please contact me at your earliest convenience regarding this matter; either by my cell phone, 907-429-7702, or email, ECC1@CTCAK.NET.

Sincerely,



David L. Sjostedt
President

P.O. BOX 1128 • CORDOVA, ALASKA 99574 • (907) 424-7702 • FAX (907) 424-3994



ATTACHMENT C





AGENDA ITEM # 9b
Planning Commission Meeting Date: 2/14/2017
PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff
DATE: 2/8/17
ITEM: International Residential Code Discussion
NEXT STEP: Discuss

☒ INFORMATION
☐ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

The Planning Commission should discuss the pros and cons of adopting a residential building code in order to determine how to proceed with amending Title 16 of the Cordova Municipal Code.

II. RECOMMENDED ACTION / NEXT STEP:

Discussion.

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

Information will be provided prior to or at the meeting.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A



AGENDA ITEM # 9c
Planning Commission Meeting Date: 2/14/2017
PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff
DATE: 2/8/17
ITEM: Chair Election
NEXT STEP: Elect Chair

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

The Planning Commission consists of seven members, one of which may be designated by the City Council. Pursuant to Section 3.40.030, a chair shall be selected annually from the members of the commission.

II. RECOMMENDED ACTION / NEXT STEP:

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

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

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

As soon as the current chair opens nominations from the floor, any member can bring forth a nomination. The member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.

When the nomination is from the floor:

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

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

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

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

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

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A



AGENDA ITEM # 9d
Planning Commission Meeting Date: 2/14/2017
PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff
DATE: 2/8/17
ITEM: Vice Chair Election
NEXT STEP: Elect Vice Chair

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

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

II. RECOMMENDED ACTION / NEXT STEP:

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

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

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

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

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A

2017 FEBRUARY

25 of 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01 6:30 PM - City Council Work Session (Cordova Center Rooms A & B) 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	02	03	04
05	06	07 6:00 PM - City Council Work Session (Cordova Center Rooms A & B) 7:00 PM - Fisheries Development Committee (Cordova Center Education Room)	08 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	09 7:00 PM - Health Services Board Regular Meeting (Cordova Center Rooms A & B)	10	11
12	13	14 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	15 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	16	17	18
19	20 City Closed - President's Day	21	22	23	24	25
26	27	28 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	01	02	03	04
05	06	07	08	09	10	11

2017 MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	01 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	02	03	04
05	06	07 Cordova General Election	08 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	09 7:00 PM - Health Services Board Regular Meeting (Cordova Center Rooms A & B)	10	11
12	13	14 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	15 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	16	17	18
19	20	21	22	23	24	25
26	27 City Closed - Seward's Day	28 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	29	30	31	01
02	03	04	05	06	07	08