

**Chair**

Tom Bailer

**Commissioners**

Tom McGann

Scott Pegau

John Baenen

Allen Roemhildt

Mark Frohnapfel

Heath Kocan

**City Planner**

Samantha Greenwood

**Assistant Planner**

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING  
MARCH 8, 2016 AT 6:45 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**  
Chair Tom Bailer, Commissioners Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt, Mark Frohnapfel, and Heath Kocan
- 3. APPROVAL OF AGENDA** (voice vote)
- 4. APPROVAL OF CONSENT CALENDAR** (voice vote)
  - a. Minutes of February 9, 2016 Public Hearing..... **Page 2**
  - b. Minutes of February 9, 2016 Regular Meeting..... **Page 4**
  - c. Record excused absences for Scott Pegau and Mark Frohnapfel from the February 9, 2016 Regular Meeting
- 5. DISCLOSURES OF CONFLICTS OF INTEREST**
- 6. CORRESPONDENCE**
  - a. Letter from Makena O'Toole..... **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 10**
- 9. UNFINISHED BUSINESS**
  - a. Disposal of a Portion of ATS 1004..... **Page 11**
- 10. NEW/MISCELLANEOUS BUSINESS**
  - a. Site Plan Review – Northern Fish Products DBA Prime Select..... **Page 15**
  - b. Resolution 16-02..... **Page 37**  
A resolution of the Planning Commission of the City of Cordova, Alaska authorizing the vacation of a portion of Davis Avenue of the Original Townsite of Cordova
  - c. Resolution 16-03..... **Page 50**  
A resolution of the Planning Commission of the City of Cordova, Alaska recommending land disposal evaluation criteria to the City Council of the City of Cordova, Alaska
  - d. Final Plat Request for 2016 Cabin Lake SLUP Lots Subdivision..... **Page 69**
- 11. PENDING CALENDAR**
  - a. March 2016 Calendar..... **Page 75**
  - b. April 2016 Calendar..... **Page 76**
- 12. AUDIENCE PARTICIPATION**
- 13. COMMISSION COMMENTS**
- 14. ADJOURNMENT**

PLANNING COMMISSION PUBLIC HEARING  
FEBRUARY 9, 2016 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom Bailer** called the Planning Commission Public Hearing to order at 6:30 PM on February 9, 2016 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

102 people were in the audience.

3. PUBLIC HEARING

a. Review of Proposals for the Existing Library/Museum Land and/or Building

**Bailer** asked that people be respectful with their comments. He said the city doesn't limit the number of businesses a family can operate. There will be performance criteria on to the business awarded the property. The evaluation criteria puts a high value on architectural design. Applicants had over two months to get questions answered before submitting their proposals. Proposals will be evaluated by the information submitted by the due date of the request for proposals.

**Tim Dillon**, 607 Spruce Street, thinks it should be taken into consideration that when they (Seaman's) leave, their building will be available for a new business. They will generate more sales tax when they expand. The move will free up parking. They will be up and running within a year, not three. The whole front face of the building will be re-done.

**Greg Meyer**, 1 Cannery Row, said he would increase the cost they would put into the building. He counted 50 parking spots in the snow dump behind the old Library.

**Darrel Davis**, Eagle River, Alaska, said he was there to support Seaman's as the retail consultant for True Value in the state. Seaman's has been talking about expanding. Their sales have gone up every year.

**Julie Reynolds**, 403 Third Street, was present to support Seaman's. She has always seen them supply everything the city needs. She would like to see them have the opportunity to compete with Ace Hardware.

**Becky Chapek**, PO Box 1564, said Seaman's expansion would bring in new tax revenue. The lot purchased by **David Roemhildt** on the South Fill would also get developed and bring in tax revenue. She knows that Seaman's was not the highest bidder, but that the city often disposes to proposers who are not. Competition is good for the community.

**Aaron Muma**, 113 Mt. Eccles Estates, was present in support of Facility Contractors' proposal. They offer the best purchase price and tax revenue.

**Sharon McCalvy**, 4.5 Mile Copper River Highway, was present to support Seaman's. It will double the sales tax they are bringing in now. It is a long-time business that she has supported for the 45 years she has been

in town. She sees Facility Contractors proposal as speculation as there is no guarantee businesses will be in the building.

**Mary Little**, was present to support Seaman's. It is a proven business and the safest bet for the city. It is very difficult to maintain a small business. She feels that the Facility Contractors proposal is too speculative.

**Bryan Mills**, Box 642, was present to support Facility Contractors. The proposal is a bold and creative choice and scores the highest with the criteria.

**Dan Torgerson** was present to support Seaman's. The city needs to not put too many eggs in one basket.

**Christa Hoover** was present to support Facility Contractors. She doesn't think there should be a limit on people's desire to expand their businesses.

**Christopher Mara**, Box 1481, was present to support Facility Contractors. The proposal is a wonderful opportunity for the community to grow.

**Ken Jones**, 4.5 Mile Copper River Highway, said he was against the parking lot proposal, as there is one behind the library. The restaurant/hotel would be a great addition, but he recalls comments being made by the proposers that Cordova couldn't support another hotel. He said it would be great to see Seaman's expand, but they are not the highest bidder. He likes the enhanced architectural design of Facility Contractors.

**Jesse Carter**, 604 Council, asked if the city was in the business of trading properties. He hasn't seen mini-malls be successful and doesn't see it as a solid business plan. He supports Seaman's.

**Luke Borer**, Mile 49 Copper River Highway, said the proposal from Facility Contractors goes against performance standards because it offered a different lot with performance standards. He said the commission should do what is fair.

#### 4. ADJOURNMENT

M/McGann S/Kocan to adjourn the Public Hearing at 7:00 PM.  
With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom Bailer, Chair

\_\_\_\_\_  
Leif Stavig, Assistant Planner

PLANNING COMMISSION REGULAR MEETING  
FEBRUARY 9, 2016 AT 7:00 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom Bailer** called the Planning Commission Regular Meeting to order at 7:00 PM on February 9, 2016 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

102 people were in the audience.

3. APPROVAL OF AGENDA

M/McGann S/Baenen to approve the agenda.

Upon voice vote, motion passed 5-0.

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

Absent: **Pegau, Frohnapfel**

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of January 12, 2016 Regular Meeting

b. Minutes of January 20, 2016 Special Meeting

M/McGann S/Kocan to approve the consent calendar.

Upon voice vote, motion passed 5-0.

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

Absent: **Pegau, Frohnapfel**

5. DISCLOSURES OF CONFLICTS OF INTEREST

**Bailer** said that in the past they decided that **A. Roemhildt** had a conflict on the proposals. **A. Roemhildt** said he also had a conflict on the sign permit for the same reason.

6. CORRESPONDENCE

- a. Petition from Seaman's Hardware
- b. Email from Earle Cook
- c. Letter from Shane Songer
- d. Letter from Mary Little
- e. Letter from Christa Hoover
- f. Letter from Pam Smith
- g. Letter from Carolyn Roesbery
- h. Letter from Lisa Balint
- i. Email from Kate Stone
- j. Email from Raven Madison
- k. Email from Rachel Hoover

- l.** Email from Sharin Leppert
- m.** Email from Rebecca Robinson
- n.** Email from Breanna Mills
- o.** Email from Vivian Kennedy
- p.** Email from Ken Jones
- q.** Email from Alvin & Judy Fulton
- r.** Email from Debra Adams
- s.** Email from Bret Bradford
- t.** Email from Bryan Mills
- u.** Email from Sarah Trumblee
- v.** Public Notice from DOT
- w.** Public Notice from DOT
- x.** Letter from Scott Pegau
- y.** Letter from Shannon Joekay
- z.** Email from Jessica Klix
- aa.** Email from Renee Rankin
- bb.** Email from Mel Mattson
- cc.** Email from Aaron & Fe Muma
- dd.** Email from Maeva Nolan
- ee.** Email from Chelsea Haisman
- ff.** Email from Dale & Sue Muma
- gg.** Email from Malvin Fajardo
- hh.** Comments Received through Facility Contractors
- ii.** Letter from Mickie McHone Peebles
- jj.** Letter from Mitch Ladd
- kk.** Letter from Wendell Dadulla
- ll.** Letter from Skip Jensen
- mm.** Letter from K. Gialopsos
- nn.** Letter from Bob Jewell
- oo.** Letter from Tim Dillon
- pp.** Letter from Justin Nuzzi
- qq.** Letter from Elias Rubio
- rr.** Letter from Mark Casey
- ss.** Letter from Dan McIntosh
- tt.** Letter from Shelley Balint
- uu.** Letter from Tyler Dillon
- vv.** Letter from Tim Dillon, Jr.
- ww.** Letter from James Wiese
- xx.** Letter from Ralph Bullis
- yy.** Letter from Terry Bartley
- zz.** Letter from Richard & Sharon McCalvy
- aaa.** Letter from Lucas Borer
- bbb.** Letter from Darin Gilman
- ccc.** Letter from Reese Plant
- ddd.** Letter from Dave Eike
- eee.** Letter from Grace Chung
- fff.** Letter from Steve Graves
- ggg.** Letter from Greg LoForte
- hhh.** Letter from Terry Long
- iii.** Letter from Jack Jensen
- jjj.** Letter from Bob Ladd
- kkk.** Letter from Clotine Wade
- lll.** Letter from Michael W.
- mmm.** Letter from Bert Ward
- nnn.** Letter from Charles Roesbery

ooo. Letter from Jeffrey Field  
ppp. Letter from Audrey Burton  
qqq. Letter from Ben Simpler  
rrr. Letter from Michael McNiell  
sss. Letter from Chris Bolin  
ttt. Letter from Matthew Adams  
uuu. Letter from Daniel Vedder  
vvv. Letter from Douglas Pettit  
www. Letter from Pete Brockert  
xxx. Letter from David Janka  
yyy. Letter from Scott Madison  
zzz. Letter from Greg Hamm  
aaaa. Letter from Jesse Carter

## 7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

### a. Audience comments regarding agenda items

**David Roemhildt**, Mile 6 Copper River Highway, thanked the commission for allowing the public the time to comment on the proposals. The past month has been an encouragement to him because small entrepreneurs and business people have been coming out of the woodwork expressing their interest. They are seeing even greater potential than they saw a month ago. They are a small business that has started several small businesses. Ten years ago he was an unemployed cannery worker who was able to get the skills he needed to start a construction company. The biggest thing the city should be afraid of is young people with ideas leaving town because there is nothing for them.

**Sue Ervin**, McLaughlin #3, has been a small business owner for 17 years. In the mini-mall that she was a part of, she saw ten businesses come and go. She has struggled to keep herself in business after she was moved. She thinks the proposal from Facility Contractors is a beautiful idea, but she doesn't see it working.

## 8. PLANNER'S REPORT

**Greenwood** wanted to make sure everyone saw the joint Work Session with City Council in two days.

## 9. UNFINISHED BUSINESS

### a. Review of Proposals for the Existing Library/Museum Land and/or Building

M/Baenen S/McGann to recommend to City Council to consider all seven proposals for Lots 12-18, Block 6, Original Townsite and the improvements thereon.

**McGann** wanted to be clear that the commission was making a recommendation based on the criteria. It was not a popularity contest. **Bailer** said he felt there were three he could recommend to council.

M/Kocan S/McGann to amend the main motion by striking "all seven proposals" and inserting "the proposals from Facility Contractors, Seaman's Hardware, and Cannery Row."

**Bailer** said that he agreed with the amendment, but wanted everyone to keep in mind that all proposals will go to council.

Upon voice vote, motion to amend passed 4-0.

Yea: **Bailer, McGann, Baenen, Kocan**

COI: **Roemhildt**

Absent: **Pegau, Frohnappfel**

**Bailer** suggested the commissioners give their total criteria scores for each of the three proposals. The commission's scores for the proposal from Cannery Row were **McGann**: 89, **Baenen**: 58, **Bailer**: 69.5, **Kocan**: 69.25, for an average of 71.44. Scores for Seaman's were **Baenen**: 48.25, **Kocan**: 61.75, **Bailer**: 66, **McGann**: 74.6, for an average of 62.65. Scores for Facility Contractors were **Kocan**: 75.75, **Bailer**: 90.5, **Baenen**: 60, **McGann**: 89, for an average of 78.81.

**Bailer** said for the Comprehensive Plan part of the criteria he put a 10 on all three proposals. **McGann** said he gave all proposals 10 for the business plan. He said it came down to the financial parts of their criteria. **Bailer** said that the criteria has been used before and it is the best system they could come up with. **Baenen** said he wants council to review all three; there are pros and cons to each proposal. **Kocan** said it was nice to see good proposals and hopefully council will make the right decision. **Bailer** said all three were really good options and if any of them were standing alone they wouldn't have a problem supporting it. His scores are not off from the averages, which says a lot as they did their scoring independently.

**Baenen** said the possible trading of land in the proposal from Facility Contractors was something that would occur in negotiations; it has nothing to do with the commission's decision. **Bailer** added that various building, plumbing, electrical, etc. codes were outside of the commission's purview.

Upon voice vote, main motion passed 4-0.  
Yea: **Bailer, McGann, Baenen, Kocan**  
COI: **Roemhildt**  
Absent: **Pegau, Frohnappfel**

## 10. NEW/MISCELLANEOUS BUSINESS

### a. Sign Permit for Ace Hardware Cordova

M/**Baenen** S/**McGann** to permit a total of 150 square feet of sign space for Ace Hardware Cordova for the building located on Lot 1A, Block 5, Tidewater Development Park.

**Stavig** said that this permit was something required in the City Code. **McGann** said he supported it and that the signs weren't grossly large. He pointed out that the directions on the elevation drawings were incorrect. **Baenen** verified that the actual square footage of the signs would be under 150 square feet. He said they should stick to what is in code. **McGann** said that they would be complying with code by granting the additional square footage. **Bailer** said that they have the authority in code to grant it.

Upon voice vote, motion passed 4-0.  
Yea: **Bailer, McGann, Baenen, Kocan**  
COI: **Roemhildt**  
Absent: **Pegau, Frohnappfel**

### b. Resolution 16-01

**A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska adopt the 2016 Land Disposal Maps**

M/**McGann** S/**Baenen** to approve Resolution 16-01.

**Stavig** said that this was the annual update process for the Land Disposal Maps. There were a few changes to the maps that are in the memo. **McGann** said he had no problems with the changes. **A. Roemhildt** said that part of a lot on the New England Cannery Road map was planned to be used for a future hydroelectric project. **Bailer** said he thought they had discussed this in the past and they had decided if anything did come before them it would be on the radar and they would not dispose it.

Upon voice vote, resolution passed 5-0.  
Yea: **Bailer, McGann, Baenen, Roemhildt, Kocan**



Absent: Pegau, Frohnapfel

c. Disposal of a Portion of ATS 1004

M/Roemhildt S/Baenen to recommend to City Council to dispose of a portion of ATS 1004 as depicted in the staff report for fair market value as outlined in the Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

**Bailer** clarified that there was interest in the property and now they are starting the disposal process. **McGann** said he was in favor of processing more fish in town, but the location was totally wrong. There should be land contiguous to the boat haul-out for expansion. **Bailer** said that he sees issues too, but he isn't against seeing a proposal to see what they have in mind. **Kocan** said he doesn't see a cannery in that area. He thinks it would be good to see the whole boat haul-out area grow.

M/Baenen S/McGann to refer back to staff for input from the Harbor Commission.

Upon voice vote, motion to refer passed 5-0.

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

Absent: Pegau, Frohnapfel

11. PENDING CALENDAR

**Greenwood** said there was an oil spill exercise during the week of February 22<sup>nd</sup>, so there would be a lot of activity.

12. AUDIENCE PARTICIPATION

13. COMMISSION COMMENTS

**McGann** said it was a good meeting and he was glad they got through it. It is wonderful to see how much public input goes into the process as a lot of time the room is empty.

**Kocan** said he looks forward to seeing what council decides.

**Bailer** said that he echoes what **Kocan** and **McGann** said.

14. ADJOURNMENT

M/McGann S/Roemhildt to adjourn the Regular Meeting at 7:45 PM.

With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom Bailer, Chair

\_\_\_\_\_  
Leif Stavig, Assistant Planner



TO City Council & planning commission

I support Seamans Hardware  
for getting the Library/Museum property.  
I agree the pioneer square sounds  
great in theory But the parameters  
are extremely vague. The Motive  
behind it - isn't necessarily to  
better the community But to better  
Ace Hardware's Buissness. After He  
Gets the property tied up who knows  
what He will really do with it and  
when. With Seamans we know  
what were getting. A Family Run  
Buissness Generating taxes year around  
From A family that has Been serving  
this town for years.

Makea O'Toole

P.O. box 1986  
Cordova AK  
99574

907-253-3993

RECEIVED  
FEB 22 2016  
City of Cordova

# Planner's Report

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 3/1/2016  
**Re:** Recent Activities and Updates

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- Four building permits issued since the last meeting.
- Paving contract was awarded to Eagle Construction
- Requesting survey requirements for the acquired tidelands from the State
- Participated in 1.5 conference concerning Risk MAP- City of Cordova- Resilience. Will have additional call with Joanie.
- Participated in Baler RFP pre proposal meeting
- Working through wastewater ADEC permit.
- Participated in Oil Spill Drill in ICE roles.
- Preparing the 2015 Public Road Milage review for ADOT
- Assisted City Manager with Lease with Option to purchase for Facility Contractors
- Coordinated grave box building, billing and supply with CCMC
- Assisting Public Works Director with roads contract and LT2 construction.
- Crater Lake feasibility study is available on the City Web Page.

# Memorandum

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 3/1/2016  
**Re:** Land Disposal of a Portion of ATS 1004

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## **PART I – GENERAL INFORMATION**

Requested Actions: Recommendation to City Council on Disposal Method  
Legal Description: Portion of ATS 1004 (see location map)  
Parcel Number: 02-041-700  
Zoning: Waterfront Industrial District  
Lot Area: Area of portion is approx. 11 acres

The city has received a letter of interest (see attached) from Skip Jensen.

**2/9/16** – At the Planning Commission Regular Meeting, the letter of interest was referred to the Harbor Commission for their input.

**2/18/16** – From the Harbor Commission Special Meeting unapproved minutes:

***Harbor Commission*** action regarding letter of interest for disposal of a portion of ATS 1004.

***M/Loforte, S/Betts*** a recommendation to Planning and Zoning, to recommend to City Council, to negotiate an agreement with Skip Jensen to lease or purchase a portion of ATS 1004.

***Discussion:***

***Jones*** Wanted to know why they needed so much land for a 70,000 sq. ft. building. ***Betts*** responded that if Trident North could have 20 acres for their building, they would be happy. ***Beedle*** said his concern is that whatever is decided in the area, he does not want the Shipyard to get corked from future expansion and felt that a minimum of 5 acres for the Shipyard would be adequate. ***Wiese*** agreed with Beedle. ***Loforte*** agreed that 5 acres would be enough room for expansion. ***Betts*** agreed with the 5 acre recommendation. ***Jones*** said that 5 acres sounded good and there was also the potential that the city would gain other uplands from the removal of fill from the other side of the road.

Vote on motion: 5 yeas, 0 nays, Motion was approved.

In accordance with the Cordova Municipal Code, the Planning Commission will give a recommendation to City Council of whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).

## **PART II – APPLICABLE CRITERIA**

**5.22.040 DISPOSAL OF REAL PROPERTY – 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 DISPOSAL OF REAL PROPERTY – 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.*

**PART III – STAFF RECOMMENDATION**

Staff recommends that the 5 acres adjacent to the boat haul area be excluded from the disposal process.

**PART IV – SUGGESTED MOTION**

“I move to recommend to City Council to dispose of a portion of ATS 1004 as depicted in the staff report for fair market value as outlined in the Cordova Municipal Code 5.22.060 B by \*”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with Skip Jensen 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.

Location Map



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**From:** skip jensen [<mailto:fvrhema@mail.com>]  
**Sent:** Wednesday, January 13, 2016 6:00 PM  
**To:** Sam Greenwood <[planning@cityofcordova.net](mailto:planning@cityofcordova.net)>  
**Subject:** Re: RE: potential tidelands

Hi Samantha.

So we are interested in the 11 acre portion zoned waterfront industrial. Could you assist us in the State and Federal Permits needed or finding someone who can? Hopefully the City would give us a good deal on the land as this new Plant in Cordova would bring alot of new jobs and income for the people of this community and revenue for the City in the form Property Taxes and Fish Taxes.  
Skip

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**From:** skip jensen [<mailto:fvrhema@mail.com>]  
**Sent:** Tuesday, January 19, 2016 8:57 PM  
**To:** Sam Greenwood <[planning@cityofcordova.net](mailto:planning@cityofcordova.net)>  
**Cc:** Mark Ashmore <[Marka@green-werkes.com](mailto:Marka@green-werkes.com)>; David Bensimon <[davidbensimon81@gmail.com](mailto:davidbensimon81@gmail.com)>  
**Subject:** Re: RE: RE: RE: RE: potential tidelands

Hi Sam,

The name of our new company is Alaska Wildstock Seafoods. We have plans for a 70,000 sq ft fish freezing plant. I would be the contact person in Alaska at this time. My partners in this enterprise are in Seattle and L.A.

My local mailing address is,  
PO Box 365,  
City

Email: [fvrhema@mail.com](mailto:fvrhema@mail.com)

Phone: 907 424 7168 and Cell: 253 7168



# Memorandum

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 3/1/2016  
**Re:** Site Plan Review – Northern Fish Products DBA Prime Select

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## **PART I – GENERAL INFORMATION**

Requested Actions: Site Plan Review  
Applicant: Northern Fish Products DBA Prime Select  
Owner Name: Northern Fish Products DBA Prime Select  
Address: 210 Jim Poor Ave.  
Legal Description: Lot 9, Block 1, Cordova Industrial Park  
Parcel Number: 02-060-217  
Zoning: Waterfront Industrial District  
Lot Area: 24,000 sq. ft.

## **PART II – BACKGROUND**

Northern Fish Products DBA Prime Select is proposing to place modular bunkhouse units on their existing lot.

## **PART III – REVIEW OF APPLICABLE CRITERIA & SUGGESTED FINDINGS**

### **Chapter 18.33 ZONING – WATERFRONT INDUSTRIAL DISTRICT**

Bunkhouse are a permitted.

A Site Plan Review is required in the Waterfront Industrial District.

### **Section 18.42.010 ZONING – SITE PLAN REVIEW – Purpose.**

*Whenever required by this code or the city council, a site plan review shall be completed by the planning commission with a recommendation to the city council. Prior to the issuance of a building permit, the city council must approve the site plan for the project.*

### **Section 18.42.030 ZONING – SITE PLAN REVIEW – Required Information.**

*The site plan to be submitted as required herein shall contain the following information. If any of the information requested herein is not applicable to a given project, the reasons for the non-applicability of the information requested shall be stated in the site plan:*

- 1. Name, address and phone number of owner/developer;*
- 2. Legal description of property;*
- 3. A scale of not less than 1" = 20';*
- 4. Date, north point and scale;*
- 5. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;*
- 6. The zoning and siting of all structures on the subject property and abutting properties;*



- 7. The location of each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building area, distances between structures and lot lines, setback lines and approximate location of vehicular entrances and loading points;*
- 8. The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided and the location and right-of-way widths of all abutting streets;*
- 9. Location and height of all walls, fences and screen plantings, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained;*
- 10. Types of surfacing, such as paving, turfing or gravel to be used at the various locations;*
- 11. A grading plan of the area demonstrating the proposed method of storm drainage;*
- 12. Size and location of proposed sewer and water lines and connections;*
- 13. Front and side elevations of proposed structures;*
- 14. Exterior finish and color.*

#### Chapter 18.48 ZONING – OFF-STREET PARKING, LOADING AND UNLOADING

- **18.48.060 - Off-street parking requirements. Modified**

Any structure or building hereafter erected, converted or enlarged for any of the following uses shall be provided with not less than the minimum spaces as set forth below unless otherwise permitted under this code. Fractional numbers of required parking spaces shall be increased to the next whole number.

1. Hotels, rooming houses and other structures containing sleeping rooms other than or in addition to dwelling units. One parking space for each unit and one parking space for five guest rooms.

Prime Select is proposing 5 additional parking spaces which is the required number of parking areas for the development.

- **18.48.080 - Commission reduction of parking spaces. Added**

The planning commission may reduce the required number of parking spaces if the commission determines that an unreasonable amount parking spaces is required or that the required number of spaces does not meet the city's development goals or its land use needs.

#### PART IV – SUGGESTED SPECIAL CONDITIONS

1. The Planning Department must be in receipt of a Plan Review from the State of Alaska Fire Marshal prior to issuance of a Building Permit.

#### PART V – SUGGESTED MOTION

“I move that the Planning Commission recommend to the City Council to approve the Site Plan Review requested by Northern Fish Products DBA Prime Select to place modular bunkhouse units on Lot 9, Block 1, Cordova Industrial Park based on the findings and with the special conditions as contained in the staff report.”

**Attachment A – Location Map**



**SITE PLAN REVIEW - ZONING APPLICATION  
CITY OF CORDOVA**

**INSTRUCTIONS**

Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.

TYPE OF REQUEST	FEE
Site Plan Review	varies
Residential	\$50
Multi-Family	\$100
Commercial	\$150
Industrial	\$200

APPLICANT INFORMATION	
Name	MARK HOFFMAN
Address	5419 155 <sup>th</sup> AVE KPN LAKEBAY WA
Telephone [home]	253-884-3976
Business Name	HOFFMAN GENERAL
Business Address	5419 155 <sup>th</sup> AVE KPN LAKEBAY WA
Telephone [business]	253-973-1402
Business FAX	253-884-1290
Project architect/engineer	R+M CONSULTANTS
Address of architect/engineer	9101 Vanguard Drive, Anchorage AK
Telephone of architect/engineer	907-646-9603

PROPERTY/PROJECT INFORMATION	
Address of subject property	210 JIM POOR AVE CORDOVA
Parcel identification number	02-060-217
Property owner [name/address]	NORTHERN FISH dba PRIME SELECT
Current zoning	WATERFRONT INDUSTRIAL
Proposed use	CREW QUARTERS
Construction start date	APRIL 1, 2016
WAA	HOFFMAN



MARCH 8, 2016

ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	NORTHERN FISH 3911 So 56th TACOMA WA 98349
Real Estate Firm/Broker handling sale of property. Provide name and address. <b>Note:</b> If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.	NA
City Business License Permit Number (if applicable)	APPLICATION + FEE SUBMITTED

APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By: <u>Mark Hoffman</u> (Signature)	By: _____ (Signature)
Name: <u>MARK HOFFMAN</u> (Type/Print)	Name: _____ (Type/Print)
Date: <u>2-26-2015</u>	Date: _____
<p><b>Appeal Procedures:</b> A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.</p>	
CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing?	
Planning Commission:	
City Council:	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

SITE PLAN REVIEW 18.42

A zoning compliance permit for property within the City of Cordova **expires eighteen (18) months after the date it is issued.** Excavation is not considered construction.

1. Please describe the proposed construction/alteration and intended use: Install 40'x48' x 10'h modular crew quarters

2. Please give dimensions and square footage of construction: 40x48 - 1920 sq ft

3. Intended use: { } Single Family { } Duplex { } Multifamily {X} Commercial/Industrial  
{ } Home Occupation (describe) \_\_\_\_\_ { } Mobile Building { } Change of use

4. No. of Living Units: 2 5. No. of Bedrooms: 6

6. Has a variance been granted? { } Yes {X} No

7. Is there a new: { } Garage? { } Carport? NO Is it attached to the residence? { } Yes {X} No

8. Is there an apartment above the garage? { } Yes {X} No

9. Off-street parking: Existing 4 Proposed 0

10. Required Setbacks: Front 20 Left Side 0 Right side 0 Rear 0 Height ?

11. Proposed Setbacks: Front 30 Left Side 10 Right side 60+ Rear 20 Height 10'

12. Sewage Disposal:  
{ } Private marine outfall: { } Existing {X} New Specify owner/location: SEE SITE PLAN  
{ } Private on-site sewer: { } ADEC Certification Attached

NOTE: Property owners with a private system need an ADEC permit showing sewer system is operational before Permit can be issued. Please contact ADEC at (907) 225-6200

13. Water supply: { } Cistern (show on site plan) {X} City

14. Is the construction occurring on a grandfathered structure (build prior to August 7, 1967)? NO

15. Is there a building currently on the property? {X} Yes { } No  
If YES, an As-built survey must be attached.

16. Which licensed surveyor will be doing your foundation/as-built Survey? R+M CONSULTANTS

17. Is your driveway exit and adjoining roads shown on the site plan? {X} Yes { } No  
Are you building a new driveway that exits onto a State road or highway? { } Yes {X} No  
If YES, an ADOT Driveway Permit is required. (See bottom page 4)

18. Does this property contain drainages, creeks, wetlands, or other water features? { } Yes {X} No  
Does your lot abut salt water? { } Yes {X} No  
Have you or will you be using fill to develop your lot? {X} Yes { } No

(If you answered YES to any of the above three questions, you may need to contact the U.S. Army Corps of Engineers or other State agencies about additional permitting requirements.. Please see Planning staff for information.)

19. Is this permit for a tax-exempt use? { } Yes {X} No

20. Has a Conditional Use Permit been issued? { } Yes {X} No

21. Is this permit for a mobile building? { } Yes {X} No  
Year \_\_\_\_\_ Model \_\_\_\_\_ Serial No. \_\_\_\_\_

22. Is your property within a Flood Plain or Coastal Zone? (see staff for interpretation) NO  
Elevation Certificate/Flood Hazard form attached



**APPLICATION INFORMATION**

**Parking:** Each residential dwelling unit must have at least two (2) vehicular off-street parking spaces. Parking is permitted in the setbacks. The number of parking spaces required for public, commercial, or industrial uses can be determined by consulting the Planning Department.

**Water and Sewer:** Applicants must obtain a water/sewer application from City Hall. Fees vary.

**Sewage Disposal:** All proposed sewage systems outside of City Limits (unrestricted district) must be designed by a registered professional engineer. The engineer must submit the proposed design to the Department of Environmental Conservation (DEC) for approval. A DEC "Certificate to Install" must be attached to the zoning permit application.

**Site plan, Building Height, and Building plan:** *Two copies* of a site, building height, and building plan, *drawn to scale (1"=x')*, must be submitted with the application. Plans must show all property lines, roads or water ways abutting the lot, the water tank, sewer lines, drain fields (if applicable), proposed setback distances, and parking areas. Plans should identify existing or proposed foundation location and extensions beyond the foundation, landings, decks, porches, and overhangs.

Please include a building height (elevation) drawing. *As-built surveys* prepared by a licensed land surveyor to establish the location of existing improvements on the property must be submitted within 60 days of issuance of Zoning Permit. Building without an as-built survey is done at your own risk.

**Snow and Wind loads:** 150 lbs. per square foot ground snow load and 100 mph wind load

**Lot and Yard Regulations:** Cornices, canopies, eaves or other similar architectural features not providing additional floor space within the building may extend into a required yard not to exceed two ft.

**Seismic Zone:** D

**State-Owned Roads in Cordova**

Lake Avenue

Power Creek Road

Copper River Highway/New England Cannery Road

Whitshed Road

## Prime Select Seafoods

210 Jim Poor, Cordova Ak

### Snow Removal Plan

Prepared 3-1-2016

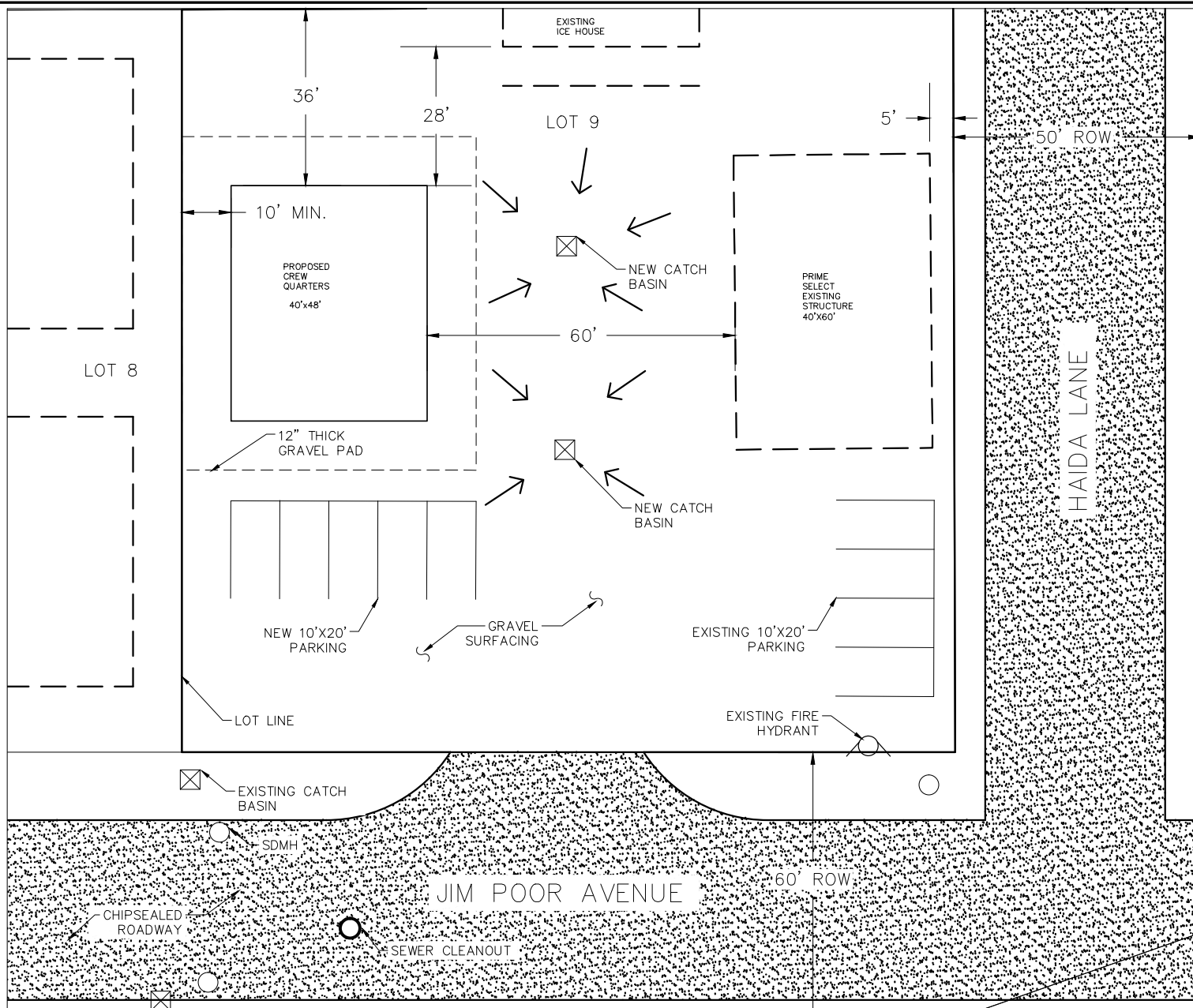
- 1) Prime Select has limited operations from October through April of any given year. Snow removal during those months would be limited to the minimum required to maintain our facilities and safety to the public. We would employ local expertise to load out and remove snow from the site.
- 2) During our operational months April through September, in the event of significant snow accumulation, we would employ local expertise resources to remove snow from parking, operational areas, pedestrian ways, and other areas to maintain a safe and efficient work site.

Prepared by;

Mark Hoffman, representing Prime Select Seafoods/ Northern Fish Products & Affiliated Companies

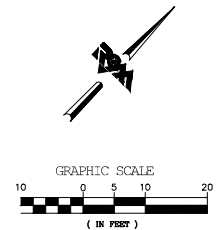


DRAWING LOCATION	DATE	TIME	LAYOUT	SCALE	REVISED	DESIGNED BY	CHECKED BY	APPROVED BY
Z:\Project\2381.01 HOFFMAN Prime Select Cordova Housing\Civil\ACAD\Cordova_Site_Plan.dwg	3/2/2016	1:56 PM	ABOVE GROUND			Alexander Morera	Don Brown	Don Brown



NOTES:

1. GRADE LOT TO DRAIN AWAY FROM STRUCTURES.



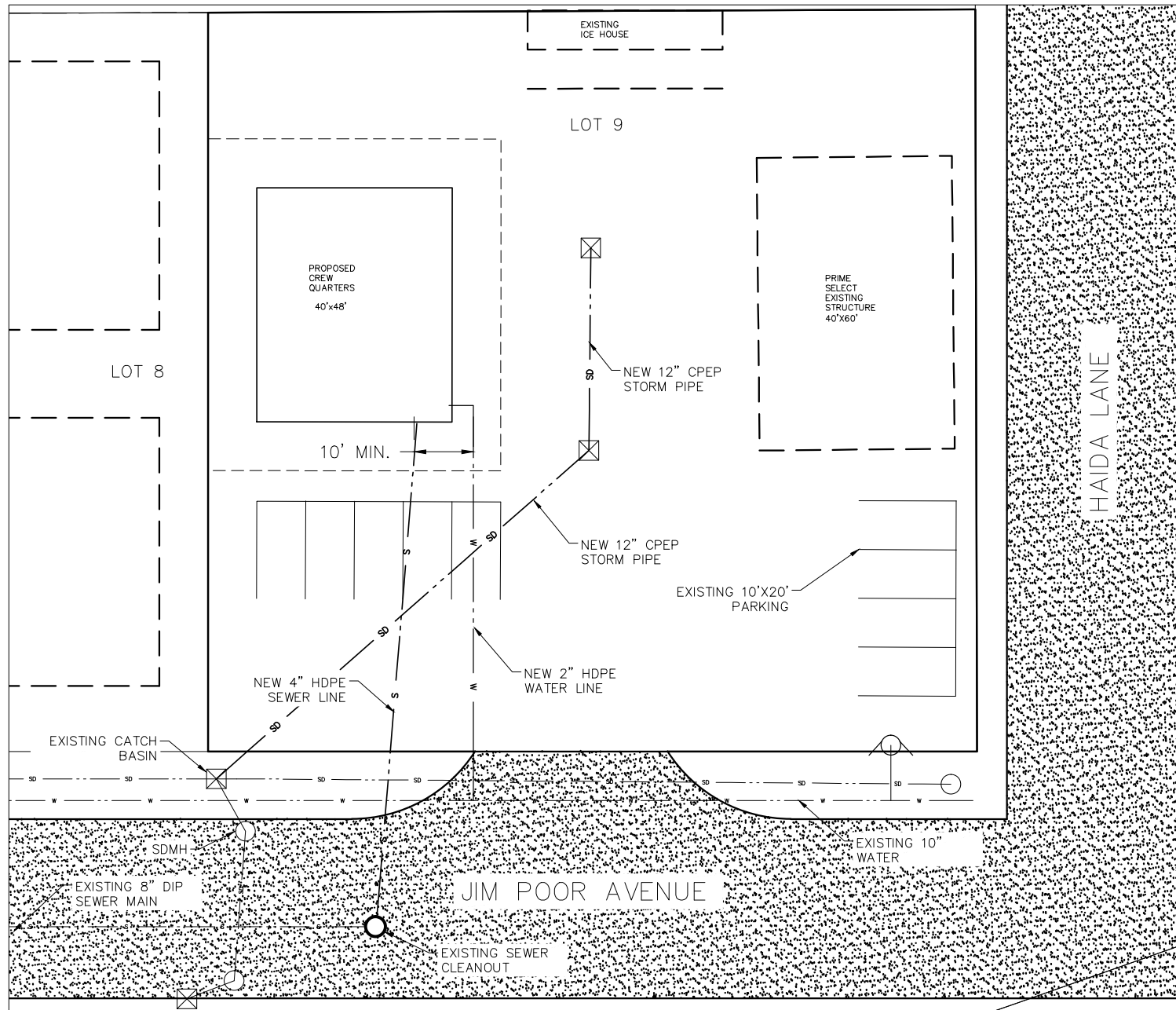
**R&M CONSULTANTS, INC.**  
 9101 Vanguard Drive • Anchorage, Alaska • 99507  
 phone: 907.522.1787 • fax: 907.522.3463  
 rmc@rmcconsult.com • ancr@rmcconsult.com

HOFFMAN GENERAL INC.  
 PRIME SELECT CORDOVA  
 MODULAR HOUSING INSTALLATION

SITE PLAN

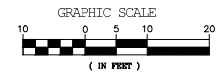
MARCH 8, 2016

DRAWING LOCATION Z:\project\235101\Hoffman Prime Select Cordova Housing\GSA\ACAD\Cordova_Site_Planning	DATE 3/2/2016 1:56 PM	LAYOUT UTILITY	SCALE	SHEET'S 1 OF 1	DESIGNED BY A. HOFFMAN	CHECKED BY A. HOFFMAN	APPROVED BY A. HOFFMAN
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NOTES:

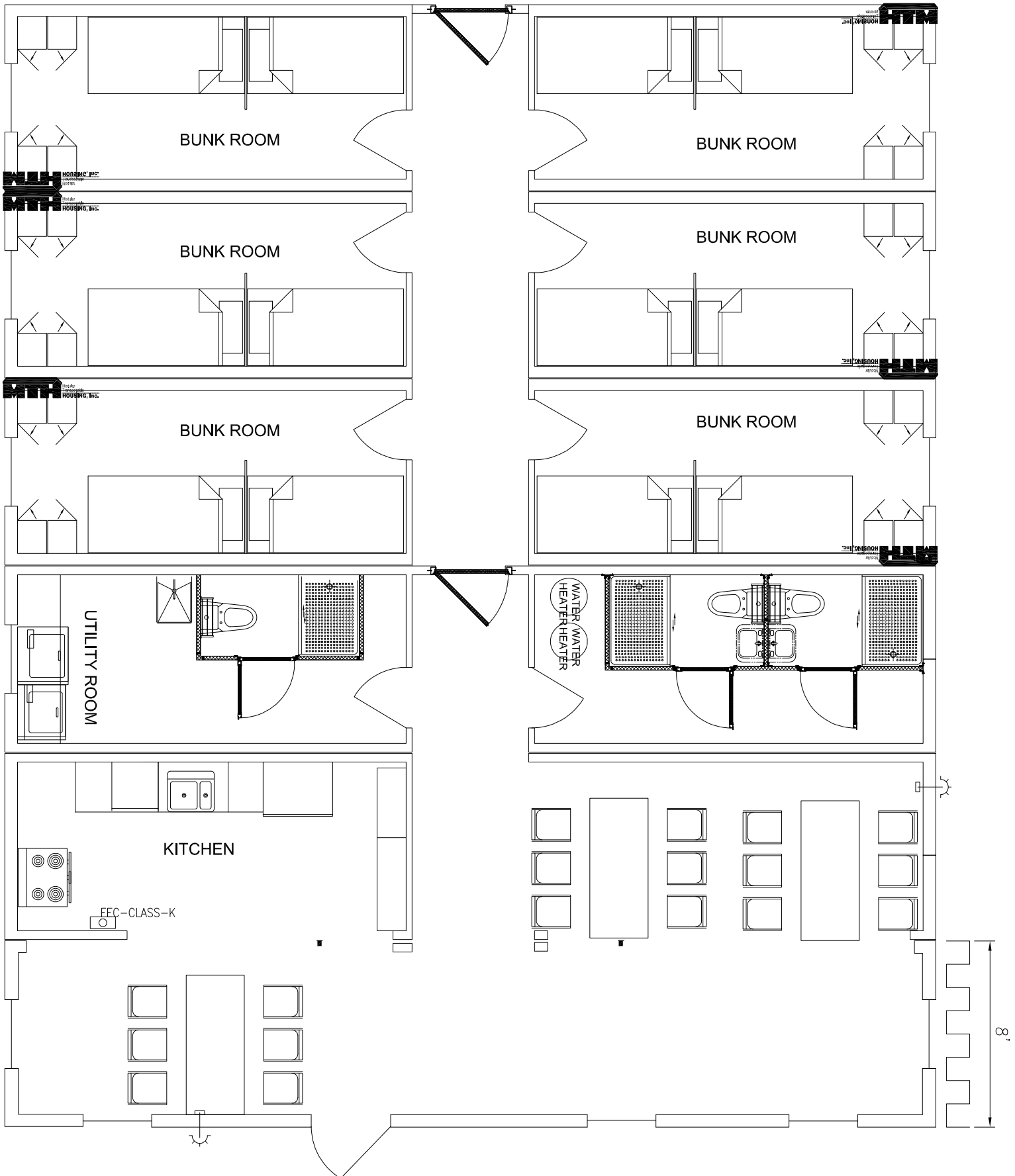
1. LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION.
2. CONNECT TO EXISTING SERVICES WITH APPROVED ELEVATIONS FROM THE CITY OF CORDOVA.



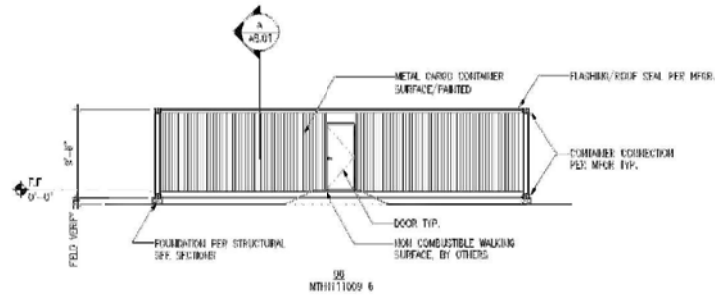
**R&M CONSULTANTS, INC.**  
3151 Vanguard Drive • Anchorage, Alaska • 99507  
phone: 907.522.0787 • fax: 907.522.3403  
rmanorai.com • email: rmc@rmanorai.com

HOFFMAN GENERAL INC.  
PRIME SELECT CORDOVA  
MODULAR HOUSING INSTALLATION

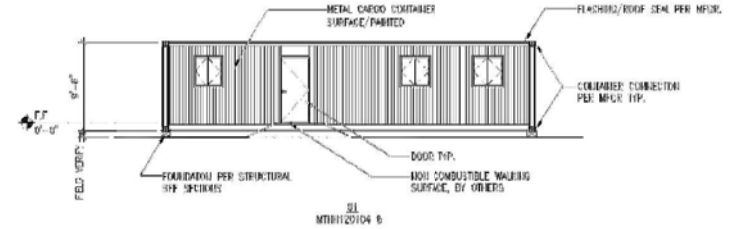
UTILITY PLAN



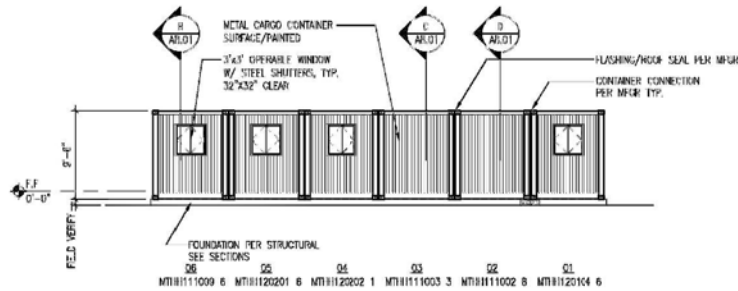
# PRIME SELECT CORDOVA CREW QUARTERS



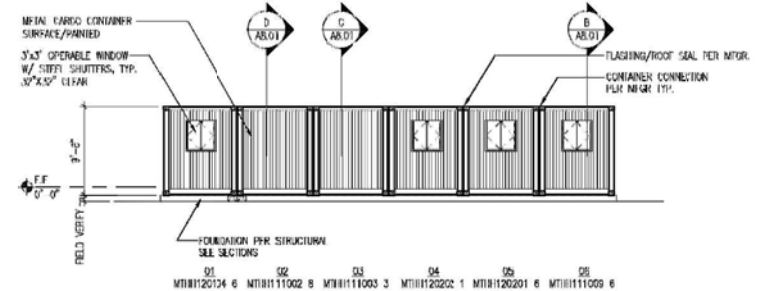
1 PLAN WEST ELEVATION  
SCALE: 1/8" = 1'-0"



2 PLAN EAST ELEVATION  
SCALE: 1/8" = 1'-0"



3 PLAN SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"



4 PLAN NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

## EXTERIOR CONSTRUCTION:

CAMP FACILITY IS CONSTRUCTED OF MULTIPLE ISO SHIPPING CONTAINERS INTERLOCKED TOGETHER  
TYPICAL WALL AT EXTERIOR:  
THERMAL PROTECTION - REFER TO MDE REPORT #19615  
30 MICRONS EPOXY ZINC RICH PRIMER  
40 MICRONS EPOXY PRIMER  
50 MICRONS ACRYLIC TOP COATING (OFF WHITE MAIN COLOR, BLUE TRIM COLOR)  
15 GA. STEEL CORRUGATED STAMPED STEEL SIDE AND ROOF MATERIAL  
2-3" SPRAY APPLIED PU FOAM  
0.25-0.5" AIR GAP  
75MM PAINTED METAL FACED SANDWICH PANEL

# Prime Select Cordova Crew Quarters





21 West Viola Ave. Yakima, WA. 98902  
PO Box 9695, Yakima, WA. 98909  
Ph# 509-248-8616 - Fax# 509-248-8656  
Email: [mthousing@nwinform.net](mailto:mthousing@nwinform.net)

2/22/2016

Design Maps Summary Report

## **Design Maps Summary Report**

### User-Specified Input

**Building Code Reference Document** ASCE 7-10 Standard  
(which utilizes USGS hazard data available in 2008)

**Site Coordinates** 60.54278°N, 145.757°W

**Site Soil Classification** Site Class D – "Stiff Soil"

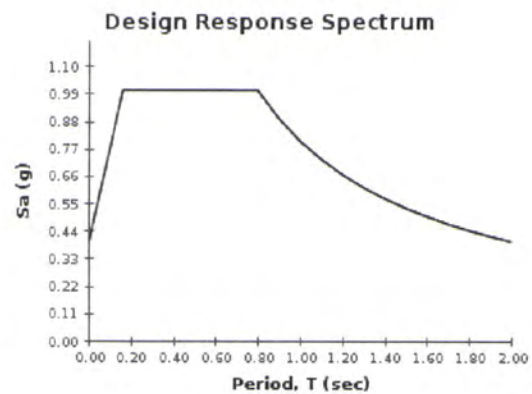
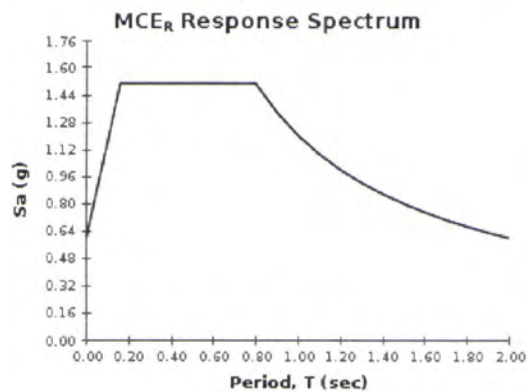
**Risk Category** I/II/III



### USGS-Provided Output

$S_s = 1.509 \text{ g}$	$S_{MS} = 1.509 \text{ g}$	$S_{DS} = 1.006 \text{ g}$
$S_1 = 0.801 \text{ g}$	$S_{M1} = 1.202 \text{ g}$	$S_{D1} = 0.801 \text{ g}$

For information on how the  $S_s$  and  $S_1$  values above have been calculated from probabilistic (risk-targeted) and deterministic ground motions in the direction of maximum horizontal response, please return to the application and select the "2009 NEHRP" building code reference document.





**Seismic Loads** (IBC 2006 - ASCE 7-05)

$S_s = 1.51$  (2002 USGS Seismic Hazards Maps)  
 $S_1 = 0.80$  (2002 USGS Seismic Hazards Maps)

$R = 2.0$  (ASCE 7 -Table 12.2-1)  
 $\Omega_o = 2.5$  (ASCE 7 -Table 12.2-1)

Building Type Light Framed walls with shear panels of all other materials

Occupancy Category II  
 Seismic Use Group I  
 Importance Factor 1.00  
 Soil Site Class D  
 Building Height (ft) 9.5

Structure Period  $T = C_t (h_n)^x$   $C_t = 0.02$  (ASCE 7 -Table 12.8-2)  
 $x = 0.75$  (ASCE 7 -Table 12.8-2)

$= 0.11$  sec

$S_{DS} = 2/3 S_{ms}$   $S_{ms} = F_a * S_s$   $F_a = 1.00$  (ASCE 7 - Table 11.4-1)  
 $= 1.01$   $= 1.51$

$S_{D1} = 2/3 S_{m1}$   $S_{m1} = F_v * S_1$   $F_v = 1.50$  (ASCE 7 - Table 11.4-2)  
 $= 0.80$   $= 1.20$

Seismic Design Category D

**Base Shear**

$$V = C_s W$$

$C_s = S_{DS} / (R/I)$  (ASCE 7 - Eqn. 12.8-2)  
 $= 0.503$  **CONTROLS**

Max  $C_s = S_{D1} / (R/I) * T$  (ASCE 7 - Eqn. 12.8-3 for  $T \leq T_L$ )  
 $= 3.701$

Min  $C_s = 0.01$  (ASCE 7 - Eqn. 12.8-5)  
 $= 0.010$

Where  $S_1 \geq 0.6g$  Min  $C_s = 0.5 * S_1 / (R/I)$  (ASCE 7 - Eqn. 12.8-6)  
 $= 0.200$





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### Wind Loads (IBC 2009 - ASCE 7 2005)

Basic Wind Speed	V	=	130	(ASCE-7 Figure 6-1)	Higher than Cordova
Exposure		=	D		
Building Category		=	II		
Importance Factor		=	1.00		
Mean Roof Height (ft)	h	=	9.5 ft		
Parapet Height (ft)	h <sub>p</sub>	=	9.5 ft		
Exp. Coefficient @ h=9.5'	K <sub>z</sub>	=	1.03	(ASCE-7 Table 6-3)	
Exp. Coefficient @ h=9.5'	K <sub>z</sub>	=	1.03	(ASCE-7 Table 6-3)	
Topographic Coefficient	K <sub>zt</sub>	=	1.0	(ASCE-7 Figure 6-4)	
Directionality Coefficient	K <sub>d</sub>	=	0.85	(ASCE-7 Table 6-4)	

a	=	0.4*h	=	3.8 ft	Corner / Edge Zone	=	8 ft
	=	0.1*L	=	4 ft			
q <sub>h</sub>	=	0.00256 K <sub>z</sub> K <sub>zt</sub> K <sub>d</sub> V <sup>2</sup> I	=	37.9 psf	(ASCE Eq. 6-15)		
q <sub>p</sub>	=	0.00256 K <sub>z</sub> K <sub>zt</sub> K <sub>d</sub> V <sup>2</sup> I	=	37.9 psf	(ASCE Eq. 6-15)		

### Main Force Resisting System

$$p = q_h * [(GC_{pf}) - (GC_{pi})] \quad (\text{Low Rise Buildings - ASCE Eq. 6-18})$$

	Zone	GC <sub>pf</sub>	GC <sub>pi</sub>	Design Wind Load p	GC <sub>pf</sub> From ASCE Figure 6-10
Windward	1	0.40	±0.18	22.0 psf	
Roof	2	-0.69	±0.18	-33.0 psf	
Leeward	4	-0.29	±0.18	-17.8 psf	
Sidewall	5 & 6	-0.45	±0.18	-23.9 psf	
Windward Corner	1E	0.61	±0.18	29.9 psf	
Roof Corner	2E	-1.07	±0.18	-47.3 psf	
Leeward Corner	4E	-0.43	±0.18	-23.1 psf	

Windward + Leeward (Typ)	0.69	26.1 psf
Windward + Leeward (Corner)	1.04	39.4 psf
Parapet	p <sub>p</sub> = q <sub>p</sub> * GC <sub>pn</sub>	(Low Rise Buildings - ASCE Eq. 6-20)
	GC <sub>pn</sub> = 1.5 Windward	56.8 psf
	= -1.0 Leeward	-37.9 psf

### Components and Cladding

$$p = q_h * [(GC_p) - (GC_{pi})] \quad (\text{Low Rise Buildings - ASCE Eq. 6-22})$$

	Zone	GC <sub>p</sub>	GC <sub>pi</sub>	Design Wind Load p	GC <sub>p</sub> From ASCE Figure 6-11A Figure 6-11B Based on 50 SF
Roof Typical	1	-0.95	±0.18	-42.8 psf	
Roof Typical	1	0.25	±0.18	16.3 psf	
Roof Edges	2	-1.30	±0.18	-56.1 psf	
Wall Typical	4	-1.00	±0.18	-44.7 psf	
Wall Corner (Neg)	5	-1.15	±0.18	-50.4 psf	
Canopies (Typ)		-1.70		-64.4 psf	
Canopies (@ Corner)		-2.80		-106.1 psf	
Parapets	4	2.35		89.0 psf	
	5	2.45		92.8 psf	

Canopy - From Overhang values in Fig 6-11B

**MTH** Modular  
Transportable  
HOUSING, Inc.  
21 West Viola Ave. Yakima, WA. 98902  
PO Box 9695, Yakima, WA. 98909  
Ph# 509-248-8616 - Fax# 509-248-8656  
Email: [mthousing@nwinfo.net](mailto:mthousing@nwinfo.net)

FIND MAX VERTICAL REACTIONS FOR CONTAINER SUPPORT

PER MTH FULLY FINISHED CONTAINER WT  
IS 14,000 lb

$$\underline{DL = 14,000 / 4 \text{ POSTS} = 3500 \text{ lb}}$$

$$LL_R = 20 \text{ PSF}$$

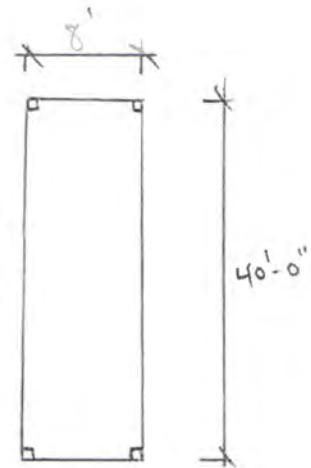
$$LL_R = 20 \text{ PSF } (40' / 2) (8' / 2)$$

$$\underline{LL_R = 1600 \text{ lb}}$$

$$\text{FLOOR } LL = 40 \text{ PSF}$$

$$LL = 40 \text{ PSF } (40' / 2) (8' / 2)$$

$$\underline{LL = 3200 \text{ lb}}$$





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FIND SEISMIC LOADS

PER MTH, FINISHED CONTAINER WT = 14,000 lb

ASSUME MASS IS EVENLY DISTRIBUTED TO FLOOR & ROOF

$$V_E = C_S W$$

$$V_E = 0.5(14,000/2) = 3500 \text{ lb} \quad \text{TOTAL SEISMIC LOAD}$$

$$3500 \text{ lb}/2 = 1750 \text{ lb} \quad \text{TO EA SIDE}$$

$$M_{OVR} = 1750(9.5) = 16,625 \text{ lb-ft}$$

L> 2078 lb COMPRESSION

$$M_{RES} = (14,000/2)(4') = 17,200 \text{ lb-ft}$$

$$HD = \frac{16,625 - 17,200(0.6)}{8'}$$

$$HD = 788 \text{ lb}$$



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# FIND LATERAL LOADS ON CONTAINER

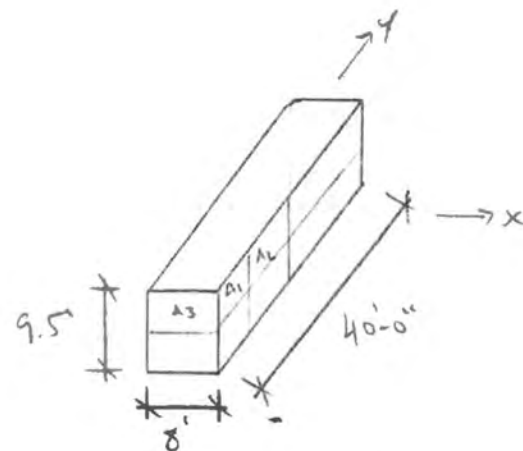
CALCULATE LOAD ON ONE CONTAINER

$$\begin{aligned} \text{CNR WIND LOAD} &= 39.4 \text{ PSF} \\ \text{TPR WIND LOAD} &= 26.1 \text{ PSF} \end{aligned} \quad \left. \begin{array}{l} \\ \end{array} \right\} (\text{WIND} + \text{LEE})$$

$$A_1 = 8' (9.5'/2) = 38 \text{ ft}^2$$

$$A_2 = (20' - 8') (9.5'/2) = 57 \text{ ft}^2$$

$$A_3 = 8' (9.5'/2) = 38 \text{ ft}^2$$



WINDWARD CORNER = 29.9 PSF  
WINDWARD = 22 PSF

$$\begin{aligned} \text{TRANSVERSE} &= 38 \text{ ft}^2 (29.9 \text{ PSF}) + 57 \text{ ft}^2 (22 \text{ PSF}) \\ &= 2390 \text{ lb} \end{aligned}$$

L7 ACTS ON END UNIT ONLY  $\therefore$  CAN TAKE OUT W/ END UNIT

LONGITUDINAL

$$\text{INTERIOR UNIT} = 26.1 \text{ PSF} (19 \text{ ft}^2) = 496 \text{ lb}$$

END UNIT EXT WALL

$$A_4 = 4' (9.5'/2) = 19 \text{ ft}^2$$

$$\text{END UNIT} = 39.4 \text{ PSF} (19 \text{ ft}^2) = 750 \text{ lb}$$



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FIND OVERTURNING LOADS FROM WIND LOADS

WT OF 40' CONTAINER IS 8600 lb

TRANSVERSE :

$$M_{RES} = (8600/2)(4') = 17,200 \text{ lb-ft}$$

$$M_{OVR} = 2390 (9.5') = 22705 \text{ lb-ft}$$

$$USEING \quad 0.60 + W \quad 15,283 \text{ lb COMPRESSIVE}$$

$$HD = \frac{22705 - 0.6(17,200)}{8'}$$

$$HD = 1548 \text{ lb}$$

→ TAKE LOAD INTO CONTAINER CONNECTION PLATE  
SEE FOLLOWING PAGES FOR DETAILS

LONGITUDINAL :

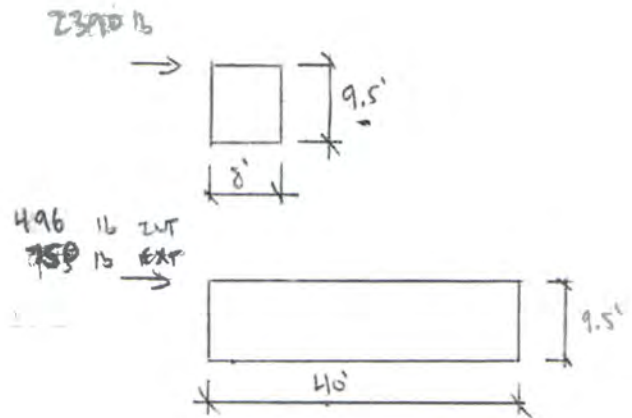
END UNIT :

$$M_{RES} = (8600/2)(20') = 86,000 \text{ lb-ft}$$

$$M_{OVR} = 750 \text{ lb} (9.5') = 7125 \text{ lb-ft}$$

$$HD = 0 \quad \text{SINCE} \quad 0.6 M_{RES} < M_{OVR}$$

HD = 0 FOR INTERIOR UNIT LONGITUDINAL LOAD BY INSPECTION (750 lb > 496 lb)





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CHECK CONNECTION PLATES FOR OVERSTRESSING

$$HD = \frac{1.6(22,705) - 0.9(17,200)}{8'} = 2606 \text{ lb}$$

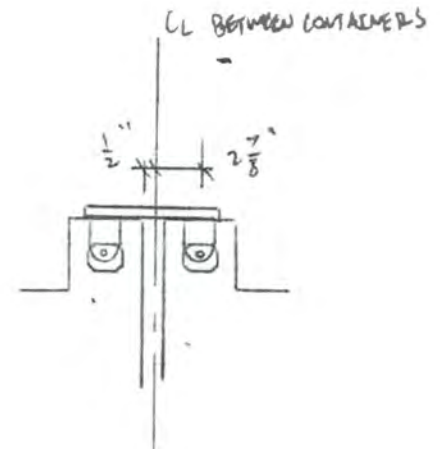
$$M_u = 3 \frac{3}{8} (2606 \text{ lb}) = 8795 \text{ lb}\cdot\text{ft} = 8.8 \text{ K}\cdot\text{ft}$$

PL STRENGTH

$$z = 6.25 (0.4375)^{3/4} = 0.299 \text{ in}$$

$$\phi M_n = 0.9(36)(0.299) = 9.68 \text{ K}\cdot\text{ft} > 8.8 \text{ K}\cdot\text{ft}$$

$\therefore$  OK



→ PLATE WORKS TO TRANSFER UPLIFT, CHECK CONTAINER WT TO RESIST UPLIFT

$$\frac{1}{2} \text{ CONTAINER WT} = 8600 \text{ lb} / 2 = 4300 \text{ lb} > 2606 \text{ lb UPLIFT}$$

$\therefore$  CONTAINER WILL NOT UPLIFT DUE TO SELF WT ALONE. NO POSITIVE CONNECTION TO THE FOUNDATION IS REQ'D.

**MTH** Modular  
Transportable  
HOUSING, Inc.  
21 West Viola Ave. Yakima, WA. 98902  
PO Box 9695, Yakima, WA. 98909  
Ph# 509-248-8616 - Fax# 509-248-8656  
Email: [mthousing@nwinfo.net](mailto:mthousing@nwinfo.net)

FIND MAXIMUM UNIFORM ROOF LOAD

PER ISO FOR 40' x 8' x 9'-6" 1AAA TYPE CONTAINER

PART 7.1.1 ;

THE ROOF SHALL BE TESTED BY THE MANUFACTURER  
TO SUPPORT 300 KG OVER A 600 x 300 MM (LONGITUDINAL  
AND TRANSVERSE) AREA

$$600 / 25.4 = 23.6 \text{ in}$$

$$300 / 25.4 = 11.8 \text{ in}^2$$

} 330 PSF OVER  
2 SQ FT

$$300 \text{ KG} (2.2) = 660 \text{ lb}$$

$$M = 330 \text{ lb}(3') + \frac{1}{2}(1')(330 \text{ lb})$$

$$M = 1155 \text{ lb-ft}$$

FIND EQ UNIFORM LOAD

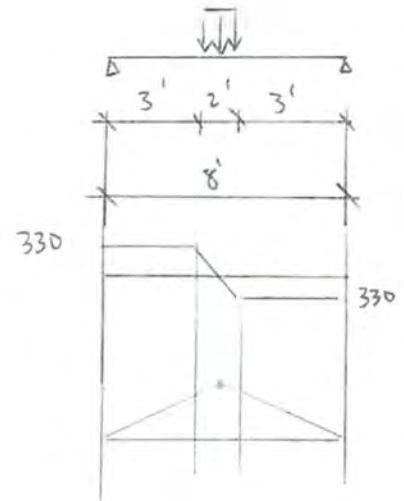
$$M = \frac{wl^2}{8}$$

$$w = \frac{8M}{l^2}$$

$$= \frac{8(1155 \text{ lb-ft})}{(8)^2}$$

$w = 144 \text{ PSF MAX UNIFORM LOAD}$  > 100psf Ground Snow load for Cordova

BASED ON BENDING STRENGTH; DOES NOT CONSIDER DEFLECTION





# Memorandum

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 3/2/2016  
**Re:** Resolution 16-02 – Vacation of Right of Way for Travis Yarbrough and Martin & Lisa Koker

---

## **PART I – GENERAL INFORMATION**

Requested Actions: Vacation of Right of Way  
Applicant: Travis Yarbrough and Martin & Lisa Koker  
Parcel Number: Right of Way  
Zoning: Medium Density Residential District  
Area: Area to be vacated is approx. 940 square feet

## **PART II – BACKGROUND**

Travis Yarbrough and Martin & Lisa Koker submitted an application to vacate a portion of the right of way adjacent to the intersection of Davis Avenue and Third Street (see Location Map A). The portion is approximately 940 square feet.

The vacation of the ROW would provide off street parking. One special condition for the vacation will include replatting the four lots into two will add additional square footage to small nonconforming lots. (See Location Map B).

The ROW was platted in 1910 and until the area is surveyed, it is difficult to locate the exact boundaries of the ROW and the boundaries of the property to be vacated. Since there are no existing corners, there is some concern by utilities that utilities may be close or on the property to be vacated. We have added a special condition that would require the surveyor to mark all corners, the applicant to notify the utilities, and provide 10 days to do additional locates if the utility chooses. The applicant will provide written acknowledgment from the utilities of the notification to the city planning staff. If utilities are located on the property to be vacated, an easement can be negotiated.

## **PART III – APPLICABLE CRITERIA**

### **13.24.030 - Public hearing-Notification and publication.**

*The planning commission shall hold a hearing on a petition within but not more than sixty days after submittal to the commission pursuant to Section 13.24.020(C). Notice of the hearing, including when and by whom the petition was filed, its purpose, the time and place of the hearing, and a general description of the vacation being sought, shall be published once a week for one week in a newspaper of general circulation in the city and shall be advertised for seven days prior to the day of the hearing on the local television/cable/radio station and shall also be posted on the public bulletin boards at the city library and United States post office at least seven days prior to the day of the hearing. The city planner shall also mail a copy of said notice to the owners of property located within three hundred feet from any point on the outside perimeter of the proposed vacation.*

All required notices have been completed by planning staff.

13.24.040 - Reports.

*Upon submittal of a petition to the planning commission, the city planner shall request in writing a written report from the city manager, cable television company, electric company, city public works director, and city water and sewer departments, on how the proposed vacation would affect existing or proposed community planning efforts, street systems, traffic requirements, public utilities, public improvements and costs of alternate access development.*

Staff contacted all of the above entities including Fire and Police, and there were no issues with the area being vacated.

13.24.050 - Hearing-Testimony-Reports-Standards.

*A. At the hearing, the planning commission may hear the testimony of any interested person and shall request and receive the reports referred to in Section 13.24.040.*

*B. The planning commission shall not grant a petition if it finds from the evidence adduced at said hearing that the proposed vacation would result in:*

- 1. A substantial detriment to vehicular or pedestrian traffic circulation;*
- 2. Interference with the rights of access to any private property;*
- 3. Inhibiting of access for fire protection or any emergency purpose, or interference with utility lines or service;*
- 4. Obstruction or diminishing of significant view, or elimination of a view point;*
- 5. Elimination of street space adjacent to an existing or proposed public facility, such as a park, where retention of the street might be of advantage to the public facility;*
- 6. Removal of significant natural features, or detriment to the scale and character of surrounding development;*
- 7. A substantial adverse affect upon any element of the comprehensive plan;*
- 8. A substantially greater cost being required to develop alternate access routes;*
- 9. The release of a street area in any situation in which the future development or use of such street area and any property of which it would become a part, is unknown;*  
*or*
- 10. On the basis of findings made on the record, the commission finds that the vacation would not be in the interests of the city.*

13.24.060 - Final order granting or denying a petition.

*A. Form. Following the hearing, the planning commission shall adopt a resolution either granting or denying, in whole or in part, the petition. The resolution may grant the petition subject to conditions. A resolution of the planning commission denying a petition shall be distributed to the petitioners and shall be the final action of the city on the petition. A resolution granting the petition shall be submitted to the city council for approval, within seven days after issuance by the planning commission and simultaneously distributed to the petitioners.*

**PART IV – FINDINGS**

Evidence supporting the 10 conditions listed in 13.24.050B was not presented at the public hearing.

**PART V – SPECIAL CONDITIONS**

1. The replat will combine all lots owned by the two adjacent property owners into two lots.

2. The surveyor will identify the new property corners. The applicant will notify the Utility Companies. The Utilities will have 10 days upon notification to verify if utilities are located on the property to be vacated and determine easement needs. The applicant will provide written acknowledgment from the utilities of the notification to the City Planning Staff.

**PART VI – STAFF RECOMMENDATION**

Staff recommend approving Resolution 16-02.

**PART V – SUGGESTED MOTION**

“I move to approve Resolution 16-02.”

Location Map A



Location Map B



**CITY OF CORDOVA, ALASKA  
PLANNING COMMISSION  
RESOLUTION 16-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,  
ALASKA AUTHORIZING THE VACATION OF A PORTION OF DAVIS AVENUE OF THE  
ORIGINAL TOWNSITE OF CORDOVA**

**WHEREAS**, pursuant to Section 13.24.060A of the Cordova Municipal Code, the Planning Commission has reviewed a petition received from Travis Yarbrough and Martin & Lisa Koker for the vacation of a portion of Davis Avenue; and

**WHEREAS**, the Planning Commission has determined that the proposed vacation would not result in any of the conditions listed in Section 13.24.050B of the Cordova Municipal Code; and

**WHEREAS**, the Planning Commission has determined that a condition of the vacation will be that the replat will combine all lots owned by the two adjacent property owners into two lots.

**NOW, THEREFORE BE IT RESOLVED THAT** the Planning Commission of the City of Cordova, Alaska hereby authorize the vacation of a portion of Davis Avenue of the Original Townsite of Cordova.

**PASSED AND APPROVED THIS 8<sup>TH</sup> DAY OF MARCH, 2016**

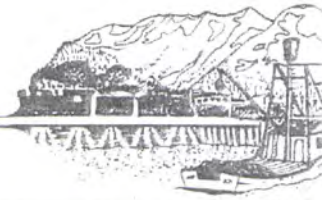
\_\_\_\_\_  
Tom Bailer, Chair

ATTEST:

\_\_\_\_\_  
Samantha Greenwood, City Planner



# CITY OF CORDOVA



## VACATION OF RIGHT-OF-WAY APPLICATION CITY OF CORDOVA

### INSTRUCTIONS

Print or type requested information. Incomplete applications will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.

APPLICANT INFORMATION	
Name	TRAVIS L. YARBROUGH
Address	PO BOX 804 CORDOVA AK 99574
Telephone [home]	907-424-3689
Business Name	N/A
Business Address	N/A
Telephone [business]	N/A
Business FAX	N/A
Project architect/engineer	NONE AT THIS TIME
Address of architect/engineer	NONE "
Telephone of architect/engineer	NONE "

PROPERTY/PROJECT INFORMATION	
Address of subject property	401 THIRD ST
Parcel identification number	
Property owner [name/address]	CITY
Current zoning	RESIDENTIAL STREET
Proposed use	RESIDENTIAL USE PARKING
Construction start date	?



ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	CITY OF CORDOVA
Real Estate Firm/Broker handling sale of property. Provide name and address. <b>Note:</b> If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.	NONE
City Business License Permit Number (if applicable)	

APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By: <u>Travis L. Yarbrough</u> (Signature)	By: _____ (Signature)
Name: <u>TRAVIS L. YARBROUGH</u> (Type/Print)	Name: _____ (Type/Print)
Date: <u>1-8-2016</u>	Date: _____
<p><b>Appeal Procedures:</b> A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.</p>	

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing? Planning Commission: City Council:	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

**ZONING APPLICATION continued**

**Project/Request Description Page:**

- 1 Please describe your request in complete detail. Feel free to add additional pages and/or drawings, maps, photographs of the site, and other documentation that might be helpful to the Planning Commission as they make a decision on your request.
- 2 If you are requesting a dimensional variance, you must include a basic site plan drawing showing the location of your property lines, existing and proposed buildings, existing and proposed easements, building setbacks, and other items necessary to adequately and accurately show the nature of your request.
- 3 In order to receive a zoning compliance permit, you must meet the standards of the relevant zoning code. **PLEASE REFER TO THE FOLLOWING PAGES OF THIS APPLICATION FOR A COPY OF THE RELEVANT SECTION STANDARDS.**

**Please describe your request. Add additional pages, drawings and required information.**

I WOULD LIKE TO PURCHASE THIS PROPERTY  
FROM THE CITY TO USE FOR OFF STREET  
PARKING. PUT UP A CAR PORT.

THERE WILL BE SOME EXCAVATION TO  
ACCOMPLISH THIS.

SEE ENCLOSED SURVEYS



**VACATION OF RIGHT-OF-WAY STANDARDS 13.24.050**

The Planning and Zoning Commission may only forward an approval to City Council if the Commission finds that ALL of the following 10 standards are satisfied. A resolution granting the petition shall be submitted to the City Council for approval, within seven (7) days after issuance by the Commission.

**1**

Explain how the proposed VROW will not result in a substantial detriment to vehicular or pedestrian traffic circulation.

Third Street is closed at Davis Street

**2**

Explain how the proposed VROW will not interfere with the rights of access to any private property.

IT WILL CREATE AN EXTENSION TO A CORNER LOT

**3**

Explain how the proposed VROW will not inhibit access for fire protection or any emergency purpose, or interfere with utility lines or service.

IT WILL TAKEN TO CONSIDERATION SERIOUSLY IF THERE IS A PERMITTED STRUCTURE IS TO BE BUILT.

**4**

Explain how the proposed VROW will not obstruct or diminish significant view, or eliminate a view point

CORNER LOT ON DEAD END THIRD STREET

**5**

Explain how the proposed VROW will not eliminate street space adjacent to an existing or proposed public facility, such as a park, where retention of the street might be of advantage to the public facility.

RESIDENTIAL AREA NO PARKS

**6**

Explain how the proposed VROW will not cause the removal of significant natural features, or detriment the scale of character of surrounding development.

SAME AS ABOVE

**VACATION OF RIGHT-OF-WAY STANDARDS 13.24.050 continued**

7

Explain how the proposed VROW will not cause a substantial adverse affect upon any element of the comprehensive plan.

PERSONAL PARKING

8

Explain how the proposed VROW will not require a substantially greater cost to develop alternate access routes.

IS NOT SUBJECT TO OTHER ROUTES

9

Explain how the proposed VROW will not cause the release of a street area in any situation in which the future development or use of such street area and any property of which it would become a part, is unknown.

THIS INTERSECTION IS VERY HAZZARDOUS  
WHEN OPEN ON ACCOUNT OF THE STEEPNES  
OF THE STREETS. I HOPE IT WOULD NEVER  
OPENED UP ON ACCOUNT OF MY HOUSE LOCATION

10

Lastly, explain how the proposed VROW will, on the basis of findings, be in the city's best interest.

NOT USED AREA WILL BE TAXED.  
IT WILL CREATE OFF STREET PARKING.

#### OTHER REQUIREMENTS

Describe why you wish the city to vacate the street right-of-way:

FOR PERSONAL USE

Existing use of subject right-of-way:

STREET AREA NEVER USED

Proposed use of subject right-of-way:

PARKING AREA FOR POSSIBLE CAR PORT

Dimensions of area to be vacated:

Width: 25 ft.

Depth: 33' ft.

Total Area APPROX 700 S.F.



11/29/2004 15:04

9072573572

WFHM RURAL AK

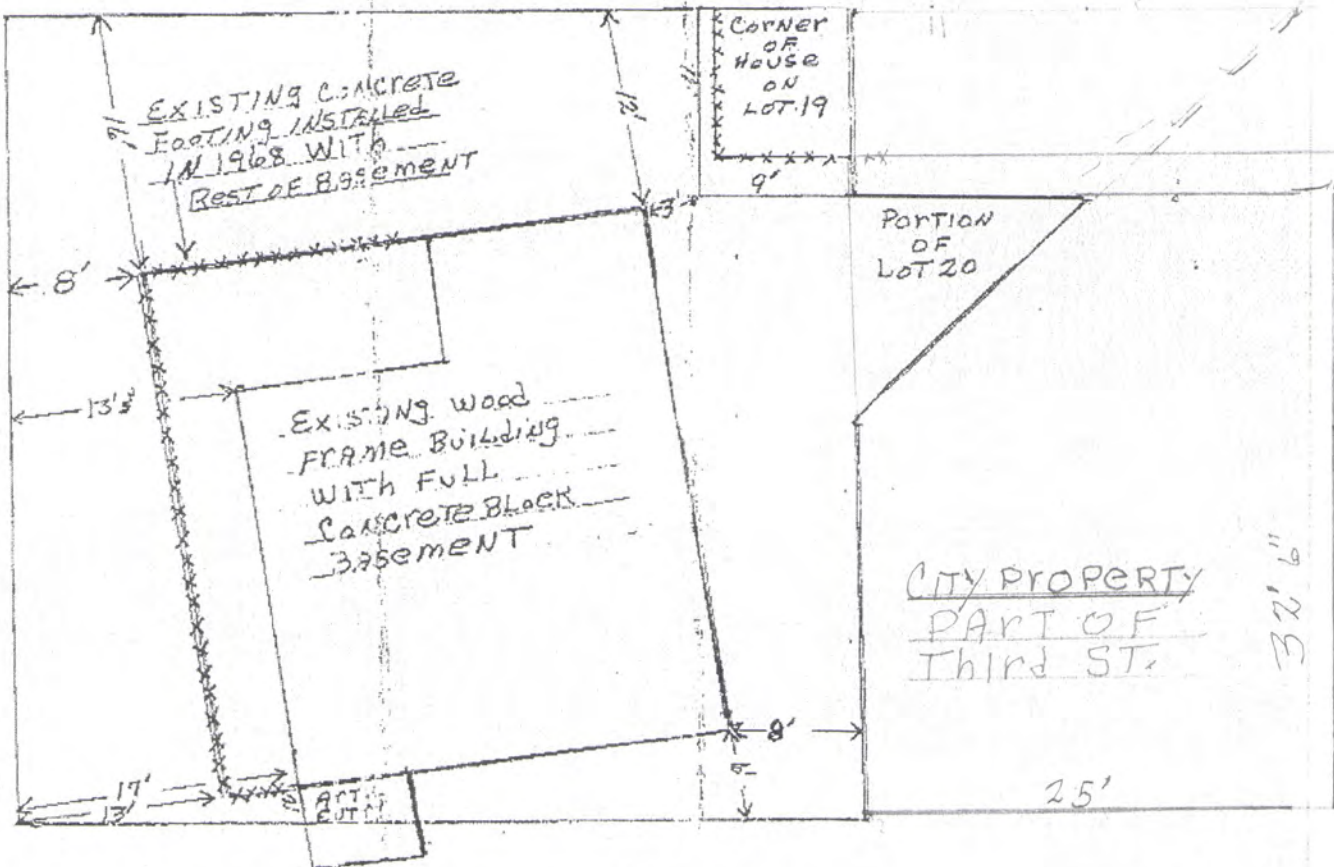
PAGE 08/08

Glaude Yarbrough  
Cordeiro, Alaska 99574

1" = 10'

WEST HALF.

LOT 20



EAST 1/2 LOTS 18 & 19 AND PORTION OF LOT 20  
LESS NORTH WEST PORTION OF LOT 19 BLOCK 9

401 Third Street  
60 FT STREET



## Survey AFTER Remodel



# Memorandum

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 3/1/2016  
**Re:** Resolution 16-03 - Review of Land Disposal Criteria

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## **PART I – GENERAL INFORMATION**

**2/11/2016** - City Council held a Joint Work Session with the Planning Commission to review Land Disposal Criteria. The commission agreed to review the criteria at their next Regular Meeting. The minutes from the Work Session have not been completed.

Attached is a draft resolution containing the current criteria. Staff will have a laptop at the meeting so the criteria can be edited if needed. Also attached is the memo and supporting documents from the Joint Work Session packet.

## **PART II – SUGGESTED MOTION**

“I move to accept Resolution 16-03.”

**CITY OF CORDOVA, ALASKA  
PLANNING COMMISSION  
RESOLUTION 16-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,  
ALASKA RECOMMENDING LAND DISPOSAL EVALUATION CRITERIA TO THE CITY  
COUNCIL OF THE CITY OF CORDOVA, ALASKA**

**WHEREAS**, the Planning Commission of the City of Cordova is directed by the Cordova Municipal Code Section 5.22.060(E); A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals; and

**WHEREAS**, the Planning Commission has determined that creating weighted evaluation criteria for land disposal will assist the commission in formulating a recommendation of a proposal to city council that is deemed most appropriate and beneficial for the City of Cordova; and

**WHEREAS**, the Planning Commission has determined that the each proposal will be evaluated on the following criteria. Each criteria will be scored from 1-10. The multiplier will be applied to the rankings to determine final score; and

**WHEREAS**, the Planning Commission has identified these criteria as important criteria in determining the proposal that will benefit the citizens of Cordova:

<u>Criteria</u>	<u>Multiplier</u>	<u>Proposal Rank 1-10</u>	<u>Proposal Subtotal</u>
Value of Improvements	1.75		
Number of Employees*	1		
Sales Tax Revenue*	1		
Importance to Community	1.75		
5 Year Business Plan	.75		
Enhanced Architectural Design	1.25		
Proposal Price	1		
Consistency with Comprehensive Plan	1.5		
Total	10		

\*Residential properties will not be not be evaluated using these criteria.

**NOW, THEREFORE BE IT RESOLVED THAT** the Planning Commission of the City of Cordova, Alaska hereby recommend land disposal evaluation criteria to the City Council of the City of Cordova, Alaska.

**PASSED AND APPROVED THIS 8<sup>TH</sup> DAY OF MARCH, 2016**

\_\_\_\_\_  
Tom Bailer, Chair

ATTEST:

\_\_\_\_\_  
Samantha Greenwood, City Planner

DRAFT

# Memorandum

**To:** City Council, P&Z Commission, Public  
for 2-11-16 work session agenda packet  
**From:** Council member Tim Joyce, City staff  
**Date:** 1/27/2016 & 02/04/16  
**Re:** Planning and Zoning Commission Roles and Responsibilities

## **PART I – GENERAL INFORMATION**

The Planning and Zoning Commission's use of evaluation criteria as outlined in Planning and Zoning Commission Resolution 11-06 approved by the Commission on December 13, 2011 and then accepted by City Council on December 21, 2011 has come into question. *Council member Tim Joyce* has brought forward a suggestion to realign these criteria with Title 18 of the City Code.

### **Cordova Municipal Code regarding Zoning – General Provisions**

#### **Title 18 – Zoning**

#### **Chapter 18.04 – General Provisions**

#### **18.04.010 - Purpose.**

The zones and regulations pertaining thereto as set forth in this title are made for the purpose of promoting health, safety, morals and general welfare of the community. They are designed to lessen congestion in streets, to secure safety from fire, panic and other dangers, to provide adequate light and air, to prevent overcrowding of land, to avoid undue concentration of population, to facilitate adequate provision of transportation, water, sewerage, schools, parks and other public requirements. They are made with reasonable consideration, among other things as to the character of each district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city. This title is based on a comprehensive study of the area and becomes one part of the complementation of the general plan.

Council had this agenda item before them at its 02-03-16 regular council meeting and asked for a joint work session with the Planning and Zoning Commission to discuss this topic.

## **PART II – BACKGROUND MATERIAL**

Exhibit 1 – Memo, and P&Z resolution as included.....	(page 1)
in Council packet of 12-21-11.	
Exhibit 2 – Minutes of 12-21-11 Council meeting with.....	(page 5)
agenda item 18 highlighted.	
Exhibit 3 – Currently being used, Land Disposal Evaluation Criteria.....	(page 7)
Exhibit 4 – Suggested new criteria.....	(page 8)
Exhibit 5 – Cordova Municipal Code 3.40.....	(page 9)
Exhibit 6 – Cordova Municipal Code 5.22.....	(page 12)



# Memorandum

**To:** City Council  
**From:** Sam Greenwood, City Planner  
**Date:** 12/14/11  
**Re:** Land Disposal Evaluation Criteria

## **PART I. BACKGROUND:**

The Planning and Zoning Commission felt that having written and defined criteria was an important part of evaluating proposals that are **submitted for land disposal**. The commissioners felt that such criteria should be easily understood and should provide explicit direction for the proposers to understand how the commissioners would be evaluating the proposals. Below is the time line of meetings where these criteria were discussed and developed.

- July 12<sup>th</sup> P&Z Mtg - discussed creating land disposal criteria
- August 9<sup>th</sup> P&Z Mtg - discussion of types of criteria and how criteria could be used
- September 13<sup>th</sup> P&Z Mtg - no discussion at meeting; homework was given to commissioners to read and think about criteria
- October 11<sup>th</sup> P&Z Mtg - discussion of criteria and weights; request to develop fake proposals to test criteria; commissioners to review and develop weights for criteria
- November 8<sup>th</sup> P&Z Mtg - fake proposals were reviewed, weights finalized, criteria defined and finalized, and policy for residential criteria and commercial proposals finalized
- December 13<sup>th</sup> P&Z Mtg - criteria, ranks, weights and formula were finalized and Resolution 11-06 was passed to recommend the criteria to City Council

## **PART II. GENERAL INFORMATION:**

At this time Planning and Zoning is recommending to City Council the Land Disposal Evaluation Criteria for residential and commercial land disposal. When City Council directs that city property be “disposed by proposals” the weighted criteria developed by the Planning and Zoning Commission will be included in the proposal packets. After the 30 day proposal period the Planning and Zoning Commission will use the weighted criteria to evaluate the proposals and make a recommendation to City Council.

Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10 for the individual proposals. The multiplier will then be applied to the scores to determine a final score. It was decided that if a proposal was a **residential** proposal that sales tax revenue and number of employees would be eliminated from the

**PLANNING COMMISSION REGULAR MEETING**  
**MARCH 8, 2016**  
**Exhibit 1**

evaluation process. Changing the total possible score to 8, but the ranking would still be 1-10 for individual criteria.

**PART III. REVIEW OF APPLICABLE CRITERIA:**

Final Land Disposal Evaluation Criteria

<b>Criteria</b>	<b>Multiplier</b>	<b>Proposal A Rank 1-10</b>	<b>Proposal B Rank 1-10</b>	<b>Proposal C Rank 1-10</b>	<b>Subtotal For Proposal A</b>	<b>Subtotal For Proposal B</b>	<b>Subtotal For Proposal C</b>
Value of improvements	1.75						
Number of Employees*	1						
Sales Tax Revenue*	1						
Importance to Community	1.75						
5yr Business Plan/Time line	0.75						
Enhanced Architectural Design	1.25						
Proposal Price	1						
Consistency with Comprehensive Plan	1.5						
<b>Total</b>	<b>10</b>						

\*Residential properties will not be evaluated with these criteria

**PART IV. SUGGESTED MOTION:**

“I move City Council accept Resolution 11-06 of the Cordova Planning and Zoning Commission.”

**CITY OF CORDOVA, ALASKA  
PLANNING AND ZONING COMMISSION  
RESOLUTION 11-06**

**A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE  
CITY OF CORDOVA, ALASKA, RECOMMENDING LAND DISPOSAL  
EVALUATION CRITERIA TO THE CITY COUNCIL OF THE CITY OF  
CORDOVA**

**WHEREAS**, the Planning and Zoning Commission of the City of Cordova is directed by the Cordova Municipal Code Section 5.22.060(D); A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals shall be evaluated, which may include without limitation the type of proposed development and its benefit to the community, the qualifications and organization of the proposer, the value of the proposed improvements to the real property, and the required rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall recommend a proposal to the city council for award.

**WHEREAS**, the City of Cordova's Planning and Zoning Commission has determined that creating weighted evaluation criteria for land disposal will assist the commission in formulating a recommendation of a proposal to city council that is deemed most appropriate and beneficial for the city of Cordova ; and

**WHEREAS**, the City of Cordova's Planning and Zoning Commission has determined that the each proposal will be evaluated on the following criteria. Each criteria will be scored from 1-10. The multiplier will be applied to the rankings to determine final score.

**WHEREAS**, the City of Cordova's Planning and Zoning Commission has identified these criteria as important criteria in determining the proposal that will benefit the citizens of Cordova,

MARCH 8, 2016

Exhibit 1

<b>Criteria</b>	<b>Multiplier</b>	<b>Proposal A Rank 1-10</b>	<b>Proposal B Rank 1-10</b>	<b>Proposal C Rank 1-10</b>	<b>Subtotal For Proposal A</b>	<b>Subtotal For Proposal B</b>	<b>Subtotal For Proposal C</b>
Value of improvements	1.75						
Number of Employees*	1						
Sales Tax Revenue*	1						
Importance to Community	1.75						
5yr Business Plan/Time line	0.75						
Enhanced Architectural Design	1.25						
Proposal Price	1						
Consistency with Comprehensive Plan	1.5						
<b>Total</b>	<b>10</b>						

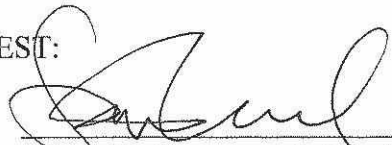
\*Residential properties will not be evaluated with these criteria

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Cordova's Planning and Zoning Commission hereby recommends the Land Disposal Evaluation Criteria to City of Cordova's City Council.

**PASSED AND APPROVED THIS 13th DAY OF DECEMBER, 2011**

  
Tom Bailer, Chairman

ATTEST:

  
Samantha Greenwood, City Planner

**Bradford** stated that at first thought it sounded good but after talking to people he has decided against it. The time we have set up currently works well for everybody. He will not support the resolution. **Beedle** stated he would like more discussion because the idea was just presented at the last meeting and now it is requiring action. He would like to table it for another meeting. **Bourgeois** responded that the only way for this to possibly be ready for March's ballot is for it to get passed now so it can get pre-clearance from the Department of Justice. If it gets tabled the action will have to wait till the next election. **Lynch** pointed out that if the election was in November than the newly elected council members could go to the Newly Elected Officials training at AML right away. **Reggiani** stated that if we change it there really wouldn't be any cost saving which is what the thinking was behind a change. He likes that the new elected council members get some experience under their belt before getting into the budget process. **Mayor Kallander** stated that he is opposed to the resolution. Cordova is such a seasonal community that we are unique in our timing but it works for us. It made a lot of sense what the council did back then to change it to March. **Beedle** stated that when he went to the AML training it was helpful to him to have some experience under his belt so he knew what they were talking about. He does not see a cost saving in a change and so would like to table it for more research or let it pass. **Allison** he will not support it as a resolution because it would make a council member stay until November not March.  
Vote on motion: 1 yeas, 5 nays, 1 absent (Kacsh). Motion failed.

16. Resolution 12-11-48

A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the 2011 budget, and authorizing the supplemental appropriation of \$463,250

**M/Beedle S/Reggiani** to approve Resolution 12-11-48, a resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the 2011 budget, and authorizing the supplemental appropriation of \$463,250.

**Lynch** explained that this is all the changes that were made to the budget this year. The specific items are listed out in the packet. Some of this money is actually grant money but it still has to be appropriated. **Allison** clarified that this money is being appropriated from multiple funds. **Reggiani** added that it would be helpful to include a column that shows where the money is coming from.

Vote on motion: 6 yeas, 0 nays, 1 absent (Kacsh). Motion passes.

**M. UNFINISHED BUSINESS**

17. Capital Priorities List (Resolution 09-11-39) – looked at quarterly by Council

**Mayor Kallander** informed Council that Anchorage and the Valley are looking to create a Ports and Harbor bond for roughly \$500M. They are looking at using \$350M and will increase it to the \$500M to get votes across the State. He would like to bring forward a new CIP list at the next meeting to include a G-float replacement for \$2M and municipal ocean dock renovations for \$1.5M. He thinks they should have \$10-\$20M in ports and harbors projects on the list. **Reggiani** agreed with **Mayor Kallander** and added that location on the list doesn't really matter as long as it is on the list. **Mayor Kallander** stated that CH2MHill gave them numbers for the Shipyard fill \$18.2M but he asked a local contractor to drum up some numbers and thinks it can be done for \$7.8M if we do the project ourselves. **Beedle** invited **Mayor Kallander** to the next Harbor Commission meeting. **Reggiani** pointed out that Council has a Harbor feasibility study on their CIP list and he wonders if there was some way it could be fast tracked to be included on this list. **Beedle** suggested the sidewalks are a safety concern to add to the list. **Mayor Kallander** stated that this all will be in front of them at the next meeting.

**N. NEW & MISCELLANEOUS BUSINESS**

18. Council approval of P&Z Resolution 11-06 in re Land Disposal Criteria



MARCH 8, 2016

Exhibit 2

**M/Reggiani S/Bradford** the City Council accepts Resolution 11-06 of the Cordova Planning and Zoning commission.

**Greenwood** stated that the commission wanted agreed upon criteria to look at and base their decisions on for the proposals. **Van den Broek** stated he strongly supports this adding that it was tough last time. He is glad to see this come forward. **Cheshier** agreed with **Van den Broek**.

Vote on motion: 6 yeas, 0 nays, 1 absent (Kacsh). Motion passes.

#### 19. Pending Agenda and Calendar

January 6<sup>th</sup> Home Land Security Evacuation training

January 10<sup>th</sup> Declaration of Candidacy opens

January 18<sup>th</sup> town hall meeting with DOT prior to the Council meeting

January 27<sup>th</sup> work session on zoning with Holly for P&Z

#### O. AUDIENCE PARTICIPATION

**Jennifer Gibbens**, Browning St, stated that she appreciates the paper packet at the meetings and added that many people in the community are not digital. A story on Mile 36 Bridge will be in Friday's paper. It helped her appreciate how massive a project this is. The community will have to put on some pressure to get it moved forward and help with the funding. We will be lucky to get this completed by 2015.

#### P. COUNCIL COMMENTS

##### 20. Council Comments

**Beedle** stated that there is lots of time being put into the black highway he would like to see more consideration put into the blue highway. He would like the Harbor commission to be used more.

**Cheshier** stated that this year the roads are tough so be careful.

**Allison** wished everyone a Merry Christmas and was thankful for his Christmas gift.

**Reggiani** was also thankful for his gift and welcomed **Lynch** back from vacation. He offered compliments to the City crew and added that he hopes we are putting some pressure on the State to get those road fixed.

**Bradford** welcomed Katrina to Cordova. He stated that he is a supporter of the Aurora coming back to town for winter service. Merry Christmas!

**Van den Broek** wished everyone a Merry Christmas! He added that the proclamations should be read at the next meeting when it can be on the radio.

#### Q. EXECUTIVE SESSION

##### 21. Cordova Center Financial Update

**M/Bradford S/Reggiani** to go into executive session subjects that may be discussed are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government specifically to hear a Cordova Center Financial Update.

Vote on motion: 6 yeas, 0 nays, 1 absent (Kacsh). Motion passes.

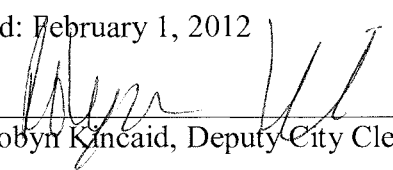
Council took a 5 minute recess at 9:40 pm; Council entered executive session at 9:46 pm; Council came out of executive session at 10:12 pm

#### R. ADJOURNMENT

**M/Allison S/Reggiani** to adjourn the regular meeting at 10:13 pm  
Hearing no objection. Motion approved.

Approved: February 1, 2012

Attest:

  
Robyn Kincaid, Deputy City Clerk



**PLANNING COMMISSION REGULAR MEETING**  
**MARCH 8, 2016**  
Exhibit 3

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.

Final Land Disposal Evaluation Criteria

<b>Criteria</b>	<b>Multiplier</b>	<b>Proposal Rank 1-10</b>	<b>Subtotal for Proposal</b>
Value of improvements	1.75		
Number of Employees	1		
Sales Tax Revenue	1		
Importance to Community	1.75		
5yr Business Plan/Timeline	0.75		
Enhanced Architectural Design	1.25		
Proposal Price	1		
Consistency with Comprehensive Plan	1.5		
<b>Total</b>	<b>10</b>		

Is the use permitted in the zone district

Can the use be permitted with Conditional use permit

Does the proposal promote health, safety, morals and general welfare of the community-( is a part of the purpose)

Does the Height of building fit in the zone

Does the proposal meet all the requirements of the district—thinking here is Business district-residential is allowed with 0 lot line if a business is operating on the lower level of the building—this may be something that the Planner would provide but could be a criteria that would eliminate the proposal.

Does the use fit within the Comprehensive Plan

**3.40.080 - Planning commission—Powers and duties—Designated.**

The commission shall be required to do the following:

- A. Develop, adopt, alter or revise, subject to approval by the city council, a master plan for the physical development of the city. Such master plan with accompanying maps, plats, charts, descriptive and explanatory matter, shall show the commission's recommendations for the development of the city territory, and may include among other things:
  - 1. Development of the type, location and sequence of all public improvements,
  - 2. The relocation, removal, extension or change of use of existing or future public ways, grounds, spaces, buildings, properties and utilities,
  - 3. The general extent and location of rehabilitation areas.

When a master plan for the city has been approved by the council, amendments, revisions and extensions thereof may be adopted by the council after consideration and report by the planning commission. All amendments, revisions or extensions shall correspond to major geographical divisions of the city or to functional divisions of the subject matter of the plan. When such master plan has been approved by the city council, no amendments, revisions or extensions thereto shall be approved except upon the affirmative vote of four members of the city council;

- B. Exercise control over platting and subdivision of lots, blocks or lands within the city limits. All proposed plans, plats or replats of lots, blocks or lands within the city limits and all streets, alleys and other portions of the same intended to be dedicated to public or private use within the corporate limits shall first be submitted to the commission for its approval or rejection before such plans, plats or replats shall be entitled to record in the office of the district recorder for the Cordova Precinct. Unless the city council disapproves the action of the planning commission within twenty days, its decision shall be final. If the commission has approved any plan, plat or replat and city council has not within twenty days disapproved this action, the planning commission through its chairman shall endorse its approval on the plan, plat or replat and the owner thereof may then offer it for recording. In exercising the powers granted it by this section, the planning commission shall prepare and recommend for city council adoption regulations governing the subdivision of land within the city limits. Such regulations may provide for the harmonious development of the city and its environs, for the coordination of streets and other ways within the subdivided land with other existing or planned streets and ways or for conformance to the master plan or official map, for adequate open spaces, for spaces for traffic, utilities, recreation, light and air, and for the avoidance of congestion of population. Subdividing, for the purposes of this section, means and includes the division of any lot, tract or parcel of land into two or more lots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development. No lot, tract or parcel of land may be divided for any purpose whatsoever by means of metes or bounds, description or by any means other than platting or replatting as provided in [Title 17](#) of this code;
- C. Draft an official map of the city and recommend or disapprove proposed changes in such map;
- D. Make and adopt plans for the clearance and rebuilding of slum districts and blighted areas within the city;
- E. Submit annually to the city council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year;
- F. Promote public interest in and understanding of the master plan and of planning, zoning and slum clearance;
- G. Make and develop plans for the replanning, improving and redevelopment of any areas within the city;
- H. Make and develop plans for the replanning, reconstruction or redevelopment of any area or district within the city which may be destroyed in whole or in part or damaged by fire, earthquake or other disaster;
- I. Make investigations regarding any matter related to city planning;
- J. Make and prepare reports, prints, plats and plans for approval by the city council;

MARCH 8, 2016

Exhibit 5

- K. Make or cause to be made surveys, maps and plans relating to the location and design of any public building, dock, beach, ski ground, statue, memorial, park, parkway, boulevard, street, alley or playground. For the purpose of implementing this subsection, all departments of the city considering any such improvement are required, and all public agencies not a part of the city are requested, to inform the commission of the proposed improvement and submit such pertinent information to the commission and within such time as will enable the commission to recommend to city council whether the proposed improvement is consistent with the general plan and established planning principles. No public improvement shall be authorized by city council until the recommendation of the planning commission has been received and reviewed by the city council.

**3.40.090 - Planning commission—Powers and duties—Zoning commission.**

A. Planning Commission to be Zoning Commission. The planning commission is designated as the zoning commission and the terms, method of filling vacancies, ex officio members, selection of chairman, and meeting applicable to the planning commission shall also apply to the zoning commission. They shall be considered as one and the same commission for the purposes of this chapter, and all actions may be taken and all records kept in the name of the planning commission.

B. Powers and Duties. It shall be the duty of the planning commission, exercising the powers of zoning commission:

1. To develop, adopt, alter or revise, subject to approval by the city council, a building code, plumbing code, electrical code, and other codes and regulations that may be required from time to time to regulate building construction;
2. To develop, alter, adopt or revise, subject to approval by city council, a plan establishing fire zones within the city;
3. To develop, adopt, alter or revise, subject to approval by city council, a comprehensive plan designed to lessen congestion in streets, to secure safety from fires, panic and other danger, to promote health and the general welfare, to provide adequate light and air, to prevent over-crowding of land to avoid undue concentration of population, to facilitate adequate provision for transportation, water, sewage, schools, parks and other public requirements. To accomplish the above objectives, the commission is hereby empowered to:
  - a. Regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and use of buildings, structures and land for trade, industry, residence or other purposes,
  - b. Condemn buildings which have become a fire or health hazard or public nuisance, and, after hearing on thirty days' notice to the owner or his agent, order or cause the removal or demolition; provided, the owner shall be given at least thirty days time after hearing within which to remove the objectionable building or buildings before the city may proceed to do so. The cost incurred by the city shall be chargeable to the property, first against the salvaged material, which may be sold at public auction, the balance of cost, if any, against the land, the same as taxes,
  - c. Divide the municipality into districts of such number, shape and area as may be deemed best suited to carry out the purposes of this code, and within such districts to regulate and restrict the erection, construction, reconstruction, alterations, repair or use of buildings, structures or land,
  - d. Provide for the manner in which regulations and restrictions and the boundaries of districts shall be determined, established and enforced, and from time to time amended, supplemented or changed. However, no such regulation, restriction or boundary shall become effective until after a public hearing in relation thereto at which parties in interest and citizens shall have an opportunity to be heard, as hereinafter provided. At least fifteen days' notice of the time and place of such hearing shall be published in an official paper or a paper of general circulation in such municipality. Such regulations, restrictions and boundaries may from time to time be amended, supplemented, changed, modified or repealed. In case, however, of a protest against such change, signed by the owners of twenty percent or more, either of the area of the lots included in such proposed change, or by the owners of twenty percent or more of the area of the lots immediately abutting either side of the territory included in such proposed change or separated therefrom only in



an alley or street, such amendment shall not become effective except by the favorable vote of three-fourths of all the members of the council. The provisions relative to public hearings and official notice shall apply equally to all changes or amendments.

e. Develop, adopt, alter, or revise, subject to approval by city council a coastal management element to the comprehensive plan for the community; said coastal management element shall be prepared in conformance with applicable state and federal law. To accomplish these objectives, the commission is empowered to:

- i. Prescribe and recommend an area to be designated the Cordova coastal zone into management districts of such number, shape, and area as may be deemed best suited to carry out the purposes hereof; and within each management district, to prescribe proper and improper water and land uses and activities and policies which shall apply,
- ii. Hear and decide upon those applications which involve uses or activities that are permissible only upon a showing of certain specified conditions; said conditions being a part of the ordinance codified in this section. When such decisions are to be heard, they shall be conducted in a manner as that prescribed in [Chapter 18.60](#),
- iii. Provide for a manner in which the requirements of the coastal management program may be amended including revisions to the size and areal extent of the coastal zone and extent and classification of the management districts, and the determination of proper and improper uses and policies pertaining thereto; provided such modifications shall be subject to approval by the city council and the state of Alaska,
- iv. Hear and decide upon appeals pertaining to decisions by the planning director regarding the coastal management program. Such appeals shall be conducted in the manner set forth in [Chapter 18.64](#).

**Chapter 5.22 - DISPOSAL OF REAL PROPERTY**

5.22.010 - Disposal authority.

5.22.020 - Documentation of conveyance.

[5.22.030 - Reserved.]

5.22.040 - Letter of interest to lease or purchase.

5.22.050 - Letter of interest to lease or purchase school building property.

5.22.060 - Methods of disposal.

5.22.070 - Disposal for less than fair market value.

5.22.090 - Disposal by lease.

5.22.100 - Deposit—Disposal costs.

5.22.110 - Valuation—Consideration.

5.22.120 - Effect of city actions.

**Chapter 5.22 - DISPOSAL OF REAL PROPERTY<sup>[4]</sup>**Sections:**5.22.010 - Disposal authority.**

Except where state statute, the Charter or this code establishes a specific mandatory procedure for disposing of city real property, the city may dispose of city real property by resolution of the council.

**5.22.020 - Documentation of conveyance.**

Every document conveying an interest in city real property under this chapter shall include the terms that are required by this chapter and any additional terms that the council or city manager requires, and shall be executed by the city manager, attested by the clerk, and approved as to form by the city attorney.

**[5.22.030 - Reserved.]****5.22.040 - Letter of interest to lease or purchase.**

A. A person may submit a letter of interest to the city raising an interest in the purchase or lease of city property. Except as otherwise provided in this chapter, a letter of interest shall be submitted to the city manager and must include the following information:

1. The name of the interested party and any other names under which the party does business;
2. The interested party's mailing address and the address of the interested party's registered office in the state, if applicable;
3. The use or purpose for which the interested party proposes to lease or purchase the property, and any additional information required by the city manager, school board, city planner or the planning commission.

B. The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission.

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\(B\)](#).

D. The city council shall review the letter of interest and the planning commission's recommendation, and determine, in the city council's sole discretion, whether to offer the real property interest for disposal by one of the methods as described in [Section 5.22.060\(B\)](#).

**5.22.050 - Letter of interest to lease or purchase school building property.**

A. A letter of interest to lease or purchase an interest in a school building shall be submitted directly to the school board and shall include all the information required in [Section 5.22.040](#).

B. Upon receipt of a letter of interest, the school board shall have authority to draft a resolution recommending action on the letter of interest and including recommended terms and conditions for any sale or lease of city owned real property with a school located on it.

C. The city council shall review the letter of interest and school board's recommendation, and determine, in the city council's sole discretion, whether to offer the real property interest for disposal by one of the methods described in [Section 5.22.060\(B\)](#).

#### **5.22.060 - Methods of disposal.**

A. Except as this chapter provides otherwise, all disposals of interests in city real property shall be for no less than fair market value. The city may accept in exchange for an interest in city real property any consideration of sufficient value not prohibited by law.

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.

C. If the city elects to dispose of an interest in city real property under one of the competitive methods described in subsections (B)(2) through (B)(4), notice of the disposal shall be published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days. At a minimum, the notice shall describe the interest in city real property to be disposed of, the method of disposal, and the time and place for submitting bids or proposals.

D. An invitation for bids to lease or purchase city real property shall specify any minimum price requirement and any required terms.

E. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals.

#### **5.22.070 - Disposal for less than fair market value.**

A. The city may dispose of an interest in city real property for less than fair market value to the United States, the state of Alaska or any political subdivision thereof, or a nonprofit or tribal corporation or association, upon a finding by the council that the disposal will allow the use of the real property for a purpose beneficial to the city.

B. The city may lease city real property for less than fair market value where a commercial or industrial facility or use will be established and maintained on a continuous, year-round basis under the lease, if the council finds each of the following:

1. The reduction in rent below fair market value substantially increases the likelihood that the facility or use will be located in Cordova; and
2. The operation of the facility or use in the city will confer an economic benefit on the city and no equivalent benefit could be obtained by leasing the real property at its fair market value.

C. The city shall publish notice of a proposed disposal of an interest in city real property for less than fair market value at least one week before the date on which the council will consider the agreement for the disposal. At a minimum, the notice shall describe the real property, summarize the terms on which it may be disposed of, identify the proposed lessee or purchaser, and state the date and time of the meeting at which the council will consider the proposal.

#### **5.22.090 - Disposal by lease.**

In addition to the other requirements in this chapter, a lease of city real property shall conform to the following requirements:

- A. The lease may not be assigned without the approval of the city, which may be granted at the sole discretion of the city council.

MARCH 8, 2016

Exhibit 6

- B. The term of the lease may not exceed thirty years, including renewals, unless the city council approves a longer term upon finding that the longer term will be beneficial to the city or the citizens of Cordova in light of the purpose of the lease, the use of the premises and the nature of any improvements to be constructed thereon.
- C. A lease having a term longer than two years may be subject to a rental adjustment at intervals no less frequent than every two years, but no such adjustment shall cause a reduction in the rent under the lease.
- D. A lease may grant the lessee one or more options to renew, provided that:
  - 1. The term, including all available renewal terms, does not exceed the term permitted under subsection (B); and
  - 2. Upon each renewal, the lease shall be subject to all provisions of this code in effect at the time of the renewal.
- E. The lease shall reserve to the city the right to designate or grant rights-of-way or utility easements across the leased premises without compensation; provided, that the lessee shall be compensated for any resulting, taking or destruction of improvements owned by the lessee, and provided further that the rent shall be adjusted to reflect any resulting reduction in the fair market value of the leased premises.
- F. The lessee's performance under a lease shall be secured in the manner that the city council may require, including without limitation, a security deposit, surety bond or guaranty.
- G. Unless the council provides otherwise in authorizing the lease, the lessee shall pay rent to the city on an annual basis, in advance, with payments due upon commencement of the term and on each anniversary thereof during the term.
- H. The lease shall provide for payment of interest or a late fee for rent past due, and provide for recovery by the city of attorneys' fees and costs to the maximum extent allowed by law in the event the city is required to enforce the lease in court, and such additional provisions pertaining to defaults and remedies as the city manager may determine to be in the city's interest.
- I. A lease of space within a city school building shall provide that payments received for rent shall be made payable to the school district and assigned to a special revenue fund designated by the city council in consultation with the school board.

**5.22.100 - Deposit—Disposal costs.**

- A. When disposal of an interest in city real property is by the method in [Section 5.22.060\(B\)\(1\)](#), the interested party shall deposit the sum of one thousand dollars, and shall deposit such additional sums as the city manager may from time to time require to cover ongoing expenses incurred by the city in connection with the transaction, including without limitation staff time, appraisal costs, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees. The interested party shall reimburse the city in full at or before the closing of a sale or exchange, or the execution by the city of the lease or other document conveying the property interest, for all fees and costs the city incurred to third-parties in the transaction. Any unexpended deposit shall be applied to this reimbursement obligation. If negotiations with the interested party are terminated by either the city or the interested party and the disposal is not executed the city will keep the deposit to cover expenses incurred by the city in connection with the negotiation. The city will refund any unexpended part of the deposit to the interested party no later than ten days after consummation or termination of the transaction.
- B. Proposals and bids submitted to the city for disposal of city real property under [Section 5.22.060\(B\)\(2\)](#) or [5.22.060\(B\)\(4\)](#) shall include a deposit less than or equal to ten percent of the minimum purchase price to cover costs associated with the disposal process. The amount of the required deposit shall be indicated in the bidding or proposal documents. The deposit will be put toward the fees and costs the city incurs, including without limitation city staff time, appraisal costs, attorney's fees and costs, and platting fees. In the event that the city notifies an interested party that its proposal or bid has been selected and the interested party subsequently withdraws its proposal or bid, the city will retain the interested party's entire deposit. The city will refund in full an interested party's deposit if the interested party's proposal or bid is not selected by the city or the city withdraws the invitation or request for proposal after selection. Any unexpended portion of a winning bidder's deposit shall be applied toward the property's purchase price or rental rate.

**5.22.110 - Valuation—Consideration.**

Prior to the disposal of any interest in city real property, the city will determine the fair market value of the interest by using a qualified appraisal, tax assessment values, comparable property values or any other method the city determines, in its sole discretion, calculates the fair market value of the interest.

- A. Where the disposal is by lease at fair market value, the minimum annual rent shall be the fair market value as determined by the city.
- B. Where the disposal is by sale or other disposition at fair market value, the minimum purchase price shall be the fair market value of the city's interest.
- C. Where the disposal is to accommodate a structure that encroaches on city property or fails to conform to code requirements in [Title 18](#), the purchase price of the property shall be three times the property's fair market value, which value is determined by the city according to this section.
- D. Where the disposal is for less than fair market value, the city council will determine the rent, purchase price or other consideration owed to the city for the property interest.

**5.22.120 - Effect of city actions.**

No action or inaction by the city council, city manager or any other officer, agent or employee of the city relating to or in furtherance of the development, preparation for disposal or disposal of city real property or any interest therein shall be deemed to constitute an express or implied representation or warranty that such real property, or any interest therein, is suitable or usable for any specific purpose whatsoever. Any such action or inaction shall be deemed to be and constitute performance of a discretionary policy and planning function only and shall be immune and give no right of action as provided in AS [Section] 9.65.070, or any amendment thereto.



# Memorandum

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 3/3/16  
**Re:** Final Plat Approval for 2015 Cabin Lake SLUP Lots Subdivision

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## **PART I – GENERAL INFORMATION**

Requested Actions: Final Plat Approval  
Applicant: Eyak Corporation  
Address: N/A  
Zoning: Unrestricted  
Attachments: Location Map  
Application  
Final Plat

## **PART II – BACKGROUND**

**12/8/15** – From the Planning Commission Regular Meeting minutes:

M/McGann S/Pegau to approve the Preliminary Plat request for 2015 Cabin Lake SLUP Lots Subdivision.

*McGann* verified with *Butler* that there were buildings already being built on the lots. *Pegau* suggested the lots be renamed differently from the previous subdivision.

Upon voice vote, motion passed 5-0.

Yea: *Bailer, McGann, Pegau, Frohnapfel, Kocan*

Absent: *Baenen, Roemhildt*

## **PART III – SUGGESTED FINDINGS**

1. The proposed plat conforms to the Comprehensive Plan Policies and serves the public use, health, and safety.
2. There are no known physical conditions present which may be hazardous to the future inhabitants of these tracts.

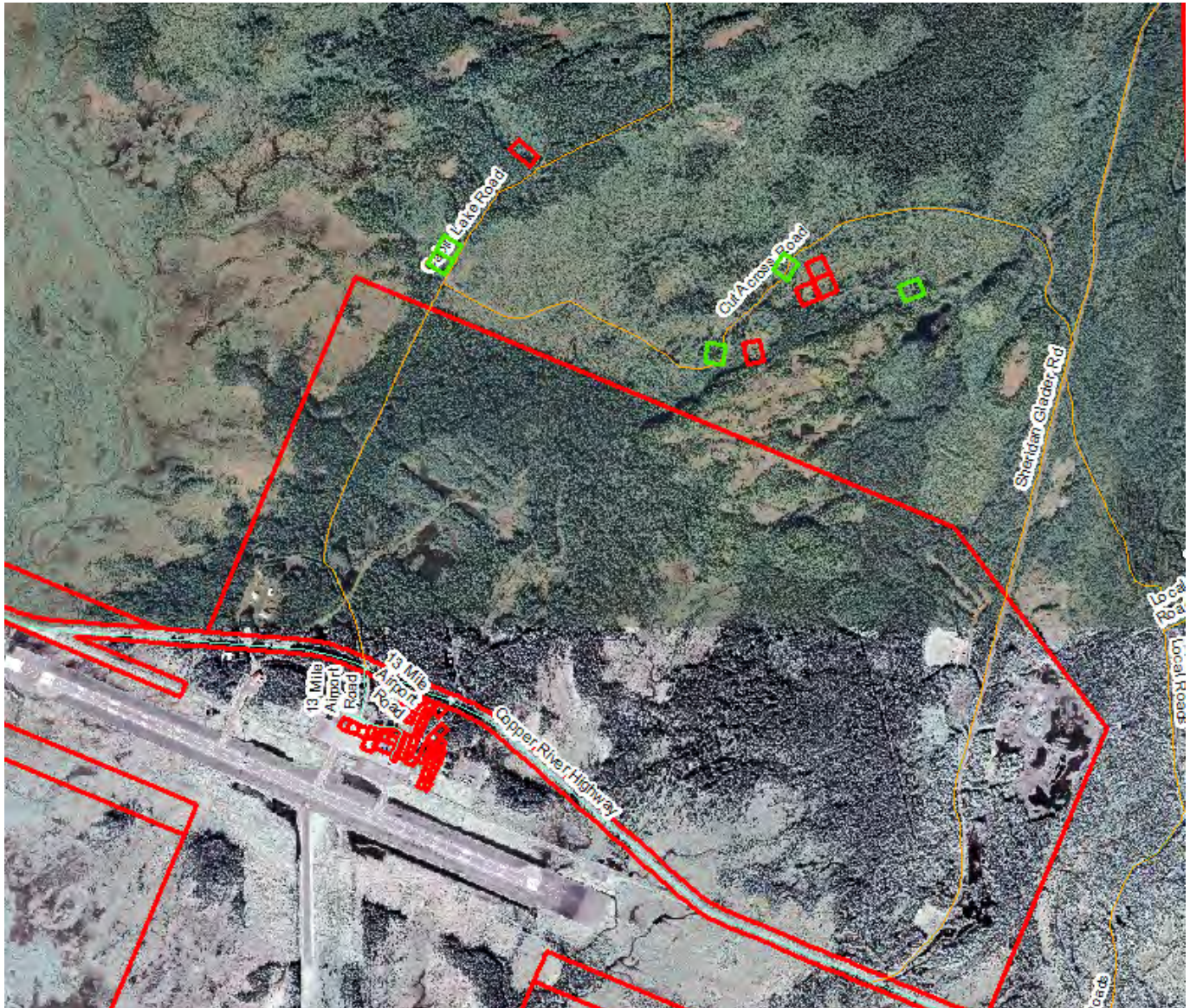
## **PART IV – STAFF RECOMMENDATION**

Staff recommend that the request for final plat approval be approved.

## **PART V – SUGGESTED MOTION**

“I move to approve the final plat request for 2015 Cabin Lake SLUP Lots Subdivision.”

Attachment A – Location Map





**SUBDIVISION - ZONING APPLICATION**  
**CITY OF CORDOVA**

**INSTRUCTIONS**

Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.

TYPE OF REQUEST		FEE
Subdivisions		varies
Preliminary Plat		\$150**
**plus \$20 per lot		
Final Plat	1/2 of Prelim Plat	
Plat Amendment		\$75**
**plus \$15 per lot		

**APPLICANT INFORMATION**

Name	EYAK Corporation
Address	P.O. Box 340, Cordova Ak 99574
Telephone [home]	
Business Name	"As above"
Business Address	"As above"
Telephone [business]	(907) 424-7161.
Business FAX	(907) 424-5161.
Project architect/engineer <del>Surveyor</del>	Farpoint Land Services
Address of architect/engineer	1131 E 76 <sup>th</sup> Ave, Suite 101, Anchorage 99507
Telephone of architect/engineer	907 522-7770

**PROPERTY/PROJECT INFORMATION**

Address of subject property	EYAK LANDS - CABIN Lake.
Parcel identification number	Sec's 5 & 6, T16S, R1W, C.R.M., Alaska.
Property owner [name/address]	EYAK Corp (see above)
Current zoning	N/A
Proposed use	lease lots for shareholder use.
Construction start date	N/A.

ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	Same
Real Estate Firm/Broker handling sale of property. Provide name and address. <b>Note:</b> If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.	None

APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By: <u>Angela Butler</u> (Signature)	By: _____ (Signature)
Name: <u>Angela Butler</u> (Type/Print)	Name: _____ (Type/Print)
Date: _____	Date: _____
<p><b>Appeal Procedures:</b> A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.</p>	
CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing?	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	



TYPE OF SUBDIVISION OR PLATTING APPROVAL REQUESTED	
(Please see submittal requirements below)	
<p style="text-align: center;"><b>MINOR SUBDIVISION</b></p> <p style="text-align: center;">(Changing or creating 3 or fewer lots)</p> <p><input type="checkbox"/> Zero lot line (Common wall)</p> <p><input type="checkbox"/> "Panhandle" Subdivision</p> <p><input type="checkbox"/> Townhouse Development</p> <p><input type="checkbox"/> Lot Consolidation</p> <p><input type="checkbox"/> Boundary Adjustment</p> <p><input type="checkbox"/> Accretion Survey</p> <p><input type="checkbox"/> Subdivision resulting in 3 or fewer lots</p> <p><input type="checkbox"/> Other: _____</p>	<p style="text-align: center;"><b>MAJOR SUBDIVISION</b></p> <p style="text-align: center;">(Changing or creating greater than 3 lots)</p> <p><input checked="" type="checkbox"/> Preliminary Plat</p> <p><input type="checkbox"/> Final Plat</p> <p><input type="checkbox"/> Plat Amendment</p> <p><input type="checkbox"/> Zero Lot line</p> <p><input type="checkbox"/> Townhouse Development</p> <p>Planned Unit Development:</p> <p><input type="checkbox"/> Preliminary Plat</p> <p><input type="checkbox"/> Final Plat</p> <p><input type="checkbox"/> Other: _____</p>
<p><b>UTILITIES AVAILABLE</b></p> <p>WATER: {    } Public { <input checked="" type="checkbox"/> } On Site</p> <p>SEWER: {    } Public { <input checked="" type="checkbox"/> } On Site</p>	

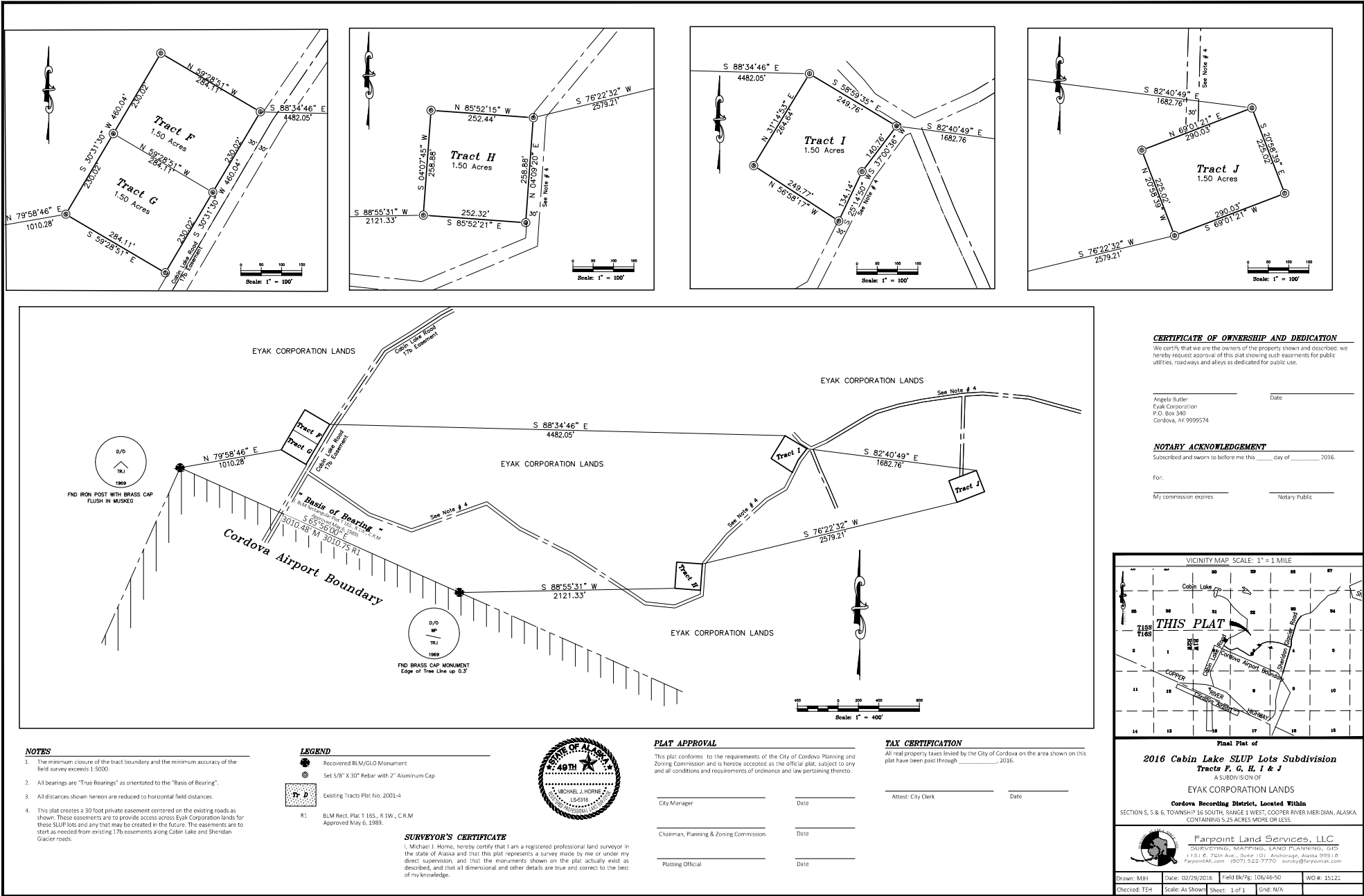
<p><b>PRELIMINARY PLAT REQUIREMENTS</b></p> <p>The following information and material must be submitted by the applicant.</p> <p>Other information may be required in some cases.</p>
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- ☐ PRE-APPLICATION CONFERENCE: Prior to application submission for major and minor subdivisions, the applicant shall meet with the City Planner to discuss the proposed development activity and the Preliminary/Final Plat procedure. Please call (907) 424-6220 for an appointment.
- ☒ Application. The application must be signed by the owner(s) and include all information requested on the application form.
- ☒ Application fee. (\$230<sup>00</sup>)
- ☒ Submit one (1) 24" x 36" print of the preliminary plat and ten (10) 11" x 17" reduced copies. Scale not less than 1" = 20'

The preliminary plat must include:

- ☒ A topographical map of area to be subdivided *Not Available*
- ☒ The location of present property and section lines, streets, buildings, lakes and watercourses;
- ☒ Any existing water mains and culverts within the tract or immediately adjacent thereto. The location and size of the nearest water main are to be indicated in a general way upon the plat;
- ☒ The proposed location and width of streets, alleys, lots, building and setback lines and easements;
- ☒ The title under which the proposed subdivision is to be recorded and the name of the subdivider platting the tract;
- ☒ The names and adjoining boundaries of all adjoining subdivision and the names of recorded owners of adjoining parcels of unsubdivided land and vicinity sketch at a legible scale;
- ☒ A north arrow, scale and date of map;





# March 2016

March 2016							April 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28	29	Mar 1 Election Day	2 7:00pm City Council Regular (CC Comm. Rooms A & B)	3	4	5
6	7	8 6:30pm Planning Commission Public Hearing (CC Comm. Rooms A & B) 6:45pm Planning Commission Regular (CC Comm. Rooms A & B)	9 7:00pm Harbor Commission Regular (CC Comm. Room B) 7:00pm School Board Regular (High School)	10 12:00pm City Council Special Meeting (CC Comm. Rooms A & B)	11	12
13	14	15	16	17	18	19
20	21	22 6:00pm Parks and Rec. Commission Regular Meeting (CC Comm. Room B)	23 6:45pm City Council Public Hearing (CC Comm. Rooms A & B) 7:00pm City Council Regular (Library)	24	25	26
27	28	29	30	31	Apr 1	2

April 2016

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 27	28	29	30	31	Apr 1	2
3	4	5	6 7:00pm City Council Regular (CC Comm. Rooms A & B)	7	8	9
10	11	12 6:30pm Planning Commission Regular (CC Comm. Rooms A & B)	13 7:00pm Harbor Commission Regular (CC Comm. Room B) 7:00pm School Board Regular (High School)	14	15	16
17	18	19	20 7:00pm City Council Regular (Library)	21	22	23
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