

Chair

Tom McGann

Commissioners

Scott Pegau

John Baenen

Allen Roemhildt

Nancy Bird

Chris Bolin

Trae Lohse

City Planner

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING
JUNE 18, 2019 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Chair Tom McGann, Commissioners Scott Pegau, John Baenen, Allen Roemhildt, Nancy Bird, Chris Bolin, and Trae Lohse

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of May 7, 2019 Regular MeetingPage 2
- b. Record excused absence for John Baenen and Trae Lohse from the June 18, 2019 Regular Meeting

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers
- b. Audience comments regarding agenda items (3 minutes per speaker)

8. PLANNER'S REPORTPage 4

9. NEW/MISCELLANEOUS BUSINESS

- a. Resolution 19-06 - Support for BUILD Grant ApplicationPage 5
A resolution of the Planning Commission of the City of Cordova, Alaska, supporting the BUILD Grant Application to improve and upgrade the Cordova South Harbor
- b. Resolution 19-07 – Vacation of Utility Easement for Lauren Padawer.....Page 9
A resolution of the Planning Commission of the City of Cordova, Alaska, vacating a portion of a utility easement on Lot 2B, Saddle Point Subdivision
- c. Comprehensive Plan DiscussionPage 19

10. PENDING CALENDAR

- a. June 2019 CalendarPage 20
- b. July 2019 Calendar.....Page 21

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

13. ADJOURNMENT

PLANNING COMMISSION REGULAR MEETING
MAY 7, 2019 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:30 PM on May 7, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners, **Scott Pegau**, **Allen Roemhildt**, and **Chris Bolin**. **John Baenen**, **Nancy Bird**, and **Trae Lohse** were absent.

Also present was City Planner **Leif Stavig**.

One person was in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Bolin to approve the agenda.

Upon voice vote, motion passed 4-0.

Yea: McGann, Pegau, Roemhildt, Bolin

Absent: Baenen, Bird, Lohse

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of March 12, 2019 Public Hearing
- b. Minutes of March 12, 2019 Regular Meeting
- c. Minutes of March 20, 2019 Special Meeting

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

Upon voice vote, motion passed 4-0.

Yea: McGann, Pegau, Roemhildt, Bolin

Absent: Baenen, Bird, Lohse

Bird was present at 6:31 PM.

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers
- b. Audience comments regarding agenda items

8. PLANNER'S REPORT

Stavig said the comprehensive plan had been moving forward heavily. The committee has seen a full draft of the plan. The Work Session with City Council and the Planning Commission went well, and they are looking into having another one later in the summer. The current goal is to get the draft plan out to the public for review. The

draft is not set in stone. **Stavig** said he attended a training about legal descriptions, which is a part of his job that he deals with all the time.

Pegau said that once the draft of the comprehensive plan was out, he wanted to see an agenda item for discussion.

Stavig said that the Planning Department manages all leases, so when auditors have questions about leases, he answers them. All of the leases are listed in the City Budget with the commencement and expiration dates.

Roemhildt asked if there had been any discussion about leaving an easement for access on the Power Creek Lot that was leased. **Stavig** said that both the commission and City Council both considered it but chose not to.

9. NEW/MISCELLANEOUS BUSINESS

a. Resolution 19-05 – Support for Tier 1 Harbor Grant

M/Pegau S/Roemhildt to approve Resolution 19-05

Pegau said that he saw dock ‘K’ was not a part of the project. **Sam Greenwood**, Public Works Director, said that it comes down to funding; the current project is over by \$1M. **Greenwood** said that \$17M would be the price of a total rebuild of the South Harbor. She said the resolution adds more meat to their application and that City Council will do a similar one.

McGann said that he preferred “renovate” instead of “rebuild” in the resolution. The commission concurred with the change in wording.

Upon voice vote, resolution passed 5-0.

Yea: McGann, Pegau, Roemhildt, Bird, Bolin

Absent: Baenen, Lohse

10. PENDING CALENDAR

Stavig said that the comprehensive plan website was still up and that the draft plan would be available once it was complete. There will be a way to comment on the plan through the website.

Bird said she liked the idea of doing another joint Work Session with the City Council.

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

Bird apologized for being late.

13. ADJOURNMENT

M/Bird S/Bolin to adjourn the Regular Meeting at 6:50 PM.

With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, City Planner

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 6/12/19
Re: Recent Activities and Updates

- Lots of public questions about zoning, ownership, land disposal, and other planning related issues. Typically, this slows down once fishing is underway.
- Camtu's Performance Deed of Trust lien removed.
- Assisting someone with a Conditional Use Permit application.
- Negotiated Purchase and Sale Agreement with CTC. CTC CoHo Ordinance approving the sale is on the 6/19 City Council meeting for first reading.
- Assisting with Harbor Tier 1 Grant and BUILD Grant applications as needed.
- Finished 2019 Budget.
- Reviewed draft Comprehensive Plan prior to public release.
- Sam is working on the Title 16 changes with the attorney.
- Two building permits issued in May. Two so far in June.



AGENDA ITEM # 9a

Planning Commission Meeting Date: 6/18/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: Samantha Greenwood, Public Works Director
Tony Schinella, Harbor Master

DATE: 6/11/19

ITEM: Resolution 19-06 – Support for BUILD Grant Application

NEXT STEP: Approve Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

Staff is seeking approval of a resolution supporting the BUILD grant application. The application will be for the maximum grant amount of \$25 million.

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 19-06.”

III. FISCAL IMPACTS:

There is no match for the 2019 BUILD Grant.

IV. BACKGROUND INFORMATION:

A brief Power Point will be given at the meeting explaining the BUILD Grant. Attached is a concept map of

the proposed project.

1/18/17 - At the City Council Regular Meeting the following occurred. From the minutes:

19a. 6. Resolution 01-17-02 A resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to seek funding in order to rebuild the Cordova south harbor
M/Bailer S/Beedle to approve Resolution 01-17-02 A resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to seek funding in order to rebuild the Cordova south harbor.

Beedle pulled it in order to amend some of the language.

M/Beedle S/Bailer to amend by changing the word “renovate” in the now, therefore, be it resolved paragraph, to “rebuild”.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent (Allison). Motion approved.

Council member **Burton** also had an amendment to offer regarding the dollar amount of \$20,000,000.

M/Burton S/Bailer to amend by adding “up to” before the \$20,000,000 in the now, therefore, be it resolved paragraph.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent (Allison). Motion approved.

Vote on the main motion as amended: 6 yeas, 0 nays, 1 absent (Allison). Motion approved.

8/15/18 - At the City Council Regular Meeting the following occurred. From the minutes:

14a. Direction to Manager to negotiate a contract for consulting services for 2019 BUILD grant application **M/Schaefer S/Meyer** to direct the City Manager to negotiate a contract with PND Engineering INC to provide consulting services to develop and submit a 2019 BUILD Grant Application for the Cordova South Harbor Dock Replacement Project RFP#PW18-03 for a sum not to exceed twenty-eight thousand nine hundred and fifty dollars and no cents (\$28,950.00).

Lanning explained that if you want to participate in this arena of funding, you never know what might happen. He sees this as an annual expenditure until we receive one or we make other arrangements. Remember this is out of the Harbor Enterprise fund. This will be a year-long public process to get this application completed.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Jones, Wiese). Motion was approved.

6/5/19 - At the City Council Regular Meeting the following occurred. From the minutes:

G. Approval of Consent Calendar

5. Council confirmation of May 9, 2019 Election of CVFD Officers

6. Resolution 06-19-26 A resolution of the City Council of the City of Cordova, Alaska, supporting an FY2019 BUILD (better utilizing investments to leverage development) Transportation Grant application to improve and upgrade the Cordova South Harbor

7. Resolution 06-19-27 A resolution of the City Council of the City of Cordova, Alaska, authorizing a Tier I application for the State of Alaska Municipal Harbor Facility Grant Program to fund South Harbor repairs

Vote on the approval of the consent calendar: 6 yeas, 0 nays, 1 absent. Glasen-yes; Jones-yes; Meyer-yes; Schaefer-absent; Allison-yes; Bailer-yes and Guard-yes. Consent calendar was approved.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 19-06**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, SUPPORTING THE BUILD GRANT APPLICATION TO IMPROVE AND UPGRADE
THE CORDOVA SOUTH HARBOR**

WHEREAS, the South Harbor is over 30 years old and has surpassed its intended design life; and

WHEREAS, the South Harbor Condition Assessment report done in 2016 by PND engineers states that the South Harbor float system was found to be in generally poor to serious condition with observed issues requiring immediate repair; and

WHEREAS, the report also noted that electrical, fire suppression, and water supply are not up to code; and

WHEREAS, this project is a priority of the Harbor Department, Harbor Commission and Planning Commission, and appears annually on the City Council Capital Improvement Projects list; and

WHEREAS, a drive down dock with cranes will improve harbor efficiencies for loading and unloading boats, all-tide vehicular access, and improve safety by relieving congestion at the boat launch; and

WHEREAS, a bulkhead lining the majority of the south side of the harbor will provide additional moorage, improve parking, incorporate economic development for small business and improve overall quality of life; and

WHEREAS, the project will bring the harbor into compliance with modern safety, fire, and electrical codes; would improve access for the disabled; and make the harbor safer for fishermen to use by providing even walking surfaces and an ADA compliant gangway.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the city of Cordova, Alaska, supports the BUILD Grant application to improve and upgrade the Cordova South Harbor

PASSED AND APPROVED THIS 18TH DAY OF JUNE 2019

Tom McGann, Chair

ATTEST:

Leif Stavig, City Planner

PREFERRED ALTERNATIVE
CORDOVA SMALL BOAT HARBOR IMPROVEMENTS

EXISTING SLIP COUNT		
SLIP LENGTH (FT)	VESSEL LENGTH (FT)	QUANTITY
20	20	68
24	24	70
30	30	182
40	40	86
50	50	74
60	60	26
TOTAL		506

NEW SLIP COUNT		
SLIP LENGTH (FT)	VESSEL LENGTH (FT)	QUANTITY
20	20	33
24	24	0
32	32	194
40	40	92
50	50	86
60	60	65
TOTAL		470





AGENDA ITEM # 9b

Planning Commission Meeting Date: 6/18/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 6/12/19

ITEM: Resolution 19-07 – Vacation of Utility Easement for Lauren Padawer

NEXT STEP: Approve Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Approve Resolution
Legal Description: Lot 2B, Saddle Point Subdivision
Zoning: Unrestricted
Attachments: Plat of Lots 2A & 2B, Saddle Point Subdivision
Location Map
Resolution 19-07
Utility Easement Vacation Application
As-built Survey

Lauren Padawer is requesting a vacation of a portion of the utility easement that an existing building encroaches on (see area on as-built circled in red). The portion requested to be vacated is for only the portion that the building encroaches on; the remainder of the 30-foot utility easement will remain.

All utilities (CTC, CEC, GCI, city) were notified of and agreed to the requested vacation. All property owners within a 300-foot radius were notified and no comments were received by the city.

If the resolution passes, the applicant will be required to record a plat of the vacation prior to it becoming effective.

II. RECOMMENDED ACTION / NEXT STEP:

Staff recommend the commission approve Resolution 19-07. All effected entities are agreeable to the vacation and the overall impact of the vacation will be very minimal. Staff recommend the following motion: “I move to approve Resolution 19-07.”

III. FISCAL IMPACTS:

None; the applicant is responsible for permit fees and costs associated with the replat.

IV. BACKGROUND INFORMATION:

It is unknown how the encroachment came to be. Property owners are responsible for knowing where easements are located on their property.

V. LEGAL ISSUES:

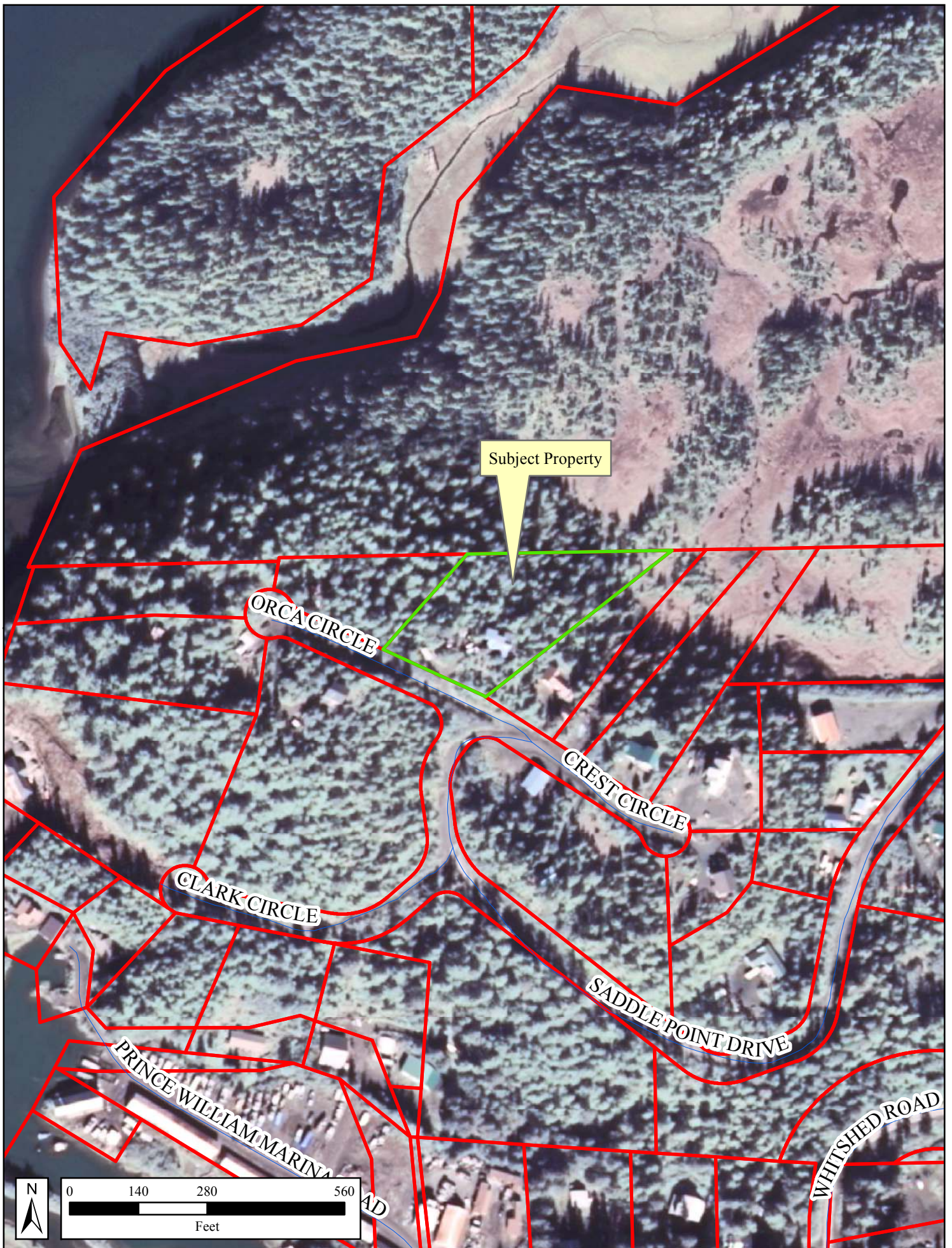
N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The commission can choose to not vacate the easement.



**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 19-07**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, VACATING A PORTION OF A UTILITY EASEMENT ON LOT 2B, SADDLE POINT
SUBDIVISION**

WHEREAS, Lauren Padawer, the property owner, requested that a portion of the utility easement created on the plat of Lots 2A & 2B, Saddle Point Subdivision be vacated; and

WHEREAS, the portion to be vacated is the portion that the building encroaches on; and

WHEREAS, all utility companies have indicated that they approve of the vacation; and

WHEREAS, no surrounding properties will be prevented from connecting to utilities due to the vacation; and

WHEREAS, upon approval of the vacation, the owner will prepare and record a replat of the property showing the vacation.

NOW, THEREFORE BE IT RESOLVED THAT

Section 1. That the above described utility easement is hereby vacated.

Section 2. That this resolution will be deemed void if a replat is not recorded within 90 days of the adoption of this resolution.

PASSED AND APPROVED THIS 18TH DAY OF JUNE 2019

Tom McGann, Chair

ATTEST:

Leif Stavig, City Planner

Utility Easement Vacation
Petition to Vacate Utility Easement
No Public Hearing Required

Cordova Planning Department
PO Box 1210
Cordova, Alaska 99574
907-424-6220

The **completed** petition with **all required attachments**, accompanied by a \$50.00 non-refundable fee, must be submitted to the Planning Department. Upon receipt of a completed application and required attachments, the Planning Department shall:

1. Submit electronic copies of the application and supporting documentation to all utilities. The utilities may investigate, locate, contact applicant, landowner, and neighboring landowners if desired. Upon 10 business days passing, the applicant may contact utility companies to determine the status of their request.
2. Mail a notice to each property owner as shown on City of Cordova tax rolls within a 300-foot radius from the utility easement proposed to be vacated. The notice shall include the application and attachments.
3. Notify applicant in writing including a copy of the utility's decision, when all utilities have returned application and decision.

If there is **unanimous agreement from** utilities to vacate the utility easement, the Planning Department will place the request on the agenda for the next regularly scheduled Planning Commission meeting. To accomplish an approved vacation, a Planning Commission Resolution must be filed with the State Recorder to enter the vacation into the public records and the plat must be updated at the recorder's office. Petitioner must pay all filing fees and cost of re-plat.

Documents needed for a complete application

- (X) Plat and recorded legal description of the utility easement — ON FILE
- (X) \$50.00 non-refundable petition fee attached
- (X) Complete Application (page 2 - portion)

Applicant Information

Name and Address of Landowner:

LAUREN PADAWER
PO BOX 394
CORDOVA, AK 99574

Physical Address of Property:

LOT 23 ORCA CIRCLE DR.
CORDOVA, AK 99574

Legal Description of Property:

LOT 23
SADDLE POINT SUBDIVISION
PLAT 97-01

Is an existing structure is encroaching into easement? Yes (☒) No ()

If yes, then attach an as-built showing the encroachment

Is easement being used by a utility? Yes () No () Unknown (☒)

If yes, which utility? _____

Describe the vacation and the reason for vacating:

Lending institution is requiring vacation of portion of easement with encroachment issues. Easement is 30' wide and building encroaches 2'-8' for entire length of building. See AS-BUILT for reference.

Cordova Electric Company

Vacate Utility Easement? ☒ Yes ☐ No

Comments N/A

Signature:

By: Clay R. Koplin

Print: CLAY R. KOPLIN

Its: CEO

Cordova Telephone Company

Vacate Utility Easement? ☒ Yes ☐ No

Comments N/A

Signature:

By: Jeremiah Beckett

Print: Jeremiah Beckett

Its: CEO

GCI

Vacate Utility Easement? ☒ Yes ☐ No

Comments GCI has no objection to the partial vacation of the
easement where the house encroaches per asbuilt.

Signature:



By: _____

Print: Joshua Swanson

Its: _____



AGENDA ITEM # 9c

Planning Commission Meeting Date: 6/18/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 6/12/19

ITEM: Comprehensive Plan Discussion

NEXT STEP: N/A

☒ INFORMATION
☐ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Staff will provide an overview of the Comprehensive Plan Public Review Draft and next steps at the meeting.

At time of packet, draft plan was not complete. Draft is scheduled to be released on Friday 6/14. Once it is available, staff will print copies of the plan and put them in the commissioner's boxes and have them available to the public.

2019 JUNE

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

2019 JULY

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