

**Chair**

Tom McGann

**Commissioners**

Scott Pegau

John Baenen

Allen Roemhildt

Mark Frohnapfel

Heath Kocan

Nancy Bird

**City Planner**

Samantha Greenwood

**Assistant Planner**

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING  
JULY 11, 2017 AT 6:45 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, Mark Frohnapfel, Heath Kocan, and Nancy Bird

**3. APPROVAL OF AGENDA (voice vote)****4. APPROVAL OF CONSENT CALENDAR (voice vote)**

- a. Minutes of June 13, 2017 Public Hearing .....Page 2
- b. Minutes of June 13, 2017 Regular Meeting .....Page 3
- c. Record excused absences for Scott Pegau and Heath Kocan from the June 13, 2017 Regular Meeting

**5. DISCLOSURES OF CONFLICTS OF INTEREST****6. CORRESPONDENCE**

- a. Letter from State of Alaska DOT .....Page 5

**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 7****9. NEW/MISCELLANEOUS BUSINESS**

- a. Final Plat Approval for Tract E, Whitshed Road Mile 5, Anderson Lot Subdivision .....Page 8

**10. PENDING CALENDAR**

- a. July 2017 Calendar .....Page 14
- b. August 2017 Calendar .....Page 15

**11. AUDIENCE PARTICIPATION****12. COMMISSION COMMENTS****13. ADJOURNMENT**

PLANNING COMMISSION PUBLIC HEARING  
JUNE 13, 2017 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Public Hearing to order at 6:30 PM on June 13, 2017 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

3 people were in the audience.

3. PUBLIC HEARING

a. Final Plat Approval for Subdivision of Lots 1-4. Block 42, Plat 11-1

**Sharon Ermold**, 706 Eighth Street, was interested in what the development of the lots would look like. She has talked to Leo Americus about his plans and at this time she doesn't have any concerns.

**Dave O'Brien**, 701 Ninth Street, said he looks at the lot out of his window every morning. It used to be an eyesore, but the city cleaned it up. When the previous owner sold the lot to the city, he did so for \$10 to settle a bill with the hospital. He would like to see if the money from the land sale went to the hospital. He did not know how close a building could be to the alley. There is a drainage ditch in the alley and he was concerned about anything filling up the ditch.

M/Bird S/Frohnapfel to recess.

With no objection, the hearing was recessed.

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

4. ADJOURNMENT

M/Roemhildt S/Bird to adjourn the Public Hearing at 6:45 PM.

With no objection, the hearing was adjourned.

Approved:

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Tom McGann, Vice Chair

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Leif Stavig, Assistant Planner

PLANNING COMMISSION REGULAR MEETING  
JUNE 13, 2017 AT 6:45 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:45 PM on June 13, 2017 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

0 people were in the audience.

3. APPROVAL OF AGENDA

M/Frohnapfel S/Bird to approve the agenda.

Upon voice vote, motion passed 5-0.

Yea: McGann, Baenen, Roemhildt, Frohnapfel, Bird

Absent: Pegau, Kocan

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of April 11, 2017 Regular Meeting
- b. Minutes of May 9, 2017 Public Hearing
- c. Minutes of May 16, 2017 Work Session
- d. Minutes of May 16, 2017 Public Hearing
- e. Minutes of May 16, 2017 Special Meeting
- f. Record excused absence for **Heath Kocan** from the April 11, 2017 Regular Meeting

M/Bird S/Roemhildt to approve the consent calendar.

Upon voice vote, motion passed 5-0.

Yea: McGann, Baenen, Roemhildt, Frohnapfel, Bird

Absent: Pegau, Kocan

5. DISCLOSURES OF CONFLICTS OF INTEREST

**McGann** said that he did a conceptual drawing for **Leo Americus**. He doesn't plan on building the house. He doesn't think it is a conflict, but put it out to the commission and would be happy to step aside if they wanted. There was unanimous consent from the commission that there was not a conflict.

6. CORRESPONDENCE

- a. Letter from Becky Chapek

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

## 8. PLANNER'S REPORT

**Greenwood** said the land sale on Chase Avenue passed City Council. It would probably take a while, but she would keep them updated.

**Greenwood** said that they had received a couple of different requests from the state for capital project requests for federal funding. **Stavig** said the projects they submitted were the South Harbor Rebuild, Cordova City Streets Improvements Phase II, and the Crater Lake Power and Water Project. **Bird** said it would be more accurate to call the funding federal infrastructure funding.

**Greenwood** said that Cordova Telephone Cooperative was working on a Conditional Use Permit for a cell phone tower near Crater Lake.

## 9. NEW/MISCELLANEOUS BUSINESS

### a. Final Plat Approval for Subdivision of Lots 1-4, Block 42, Plat 11-1

M/Frohnappfel S/Baenen to recommend to City Council to approve the final plat request for Subdivision of Lots 1-4, Block 42, Plat 11-1.

**Frohnappfel** said that anything they can do to make more buildable lots that conform should move ahead. **Baenen** said the plat was cleaning up four of undersized lots. He commented that there were many small and irregularly shaped lots in the surrounding area. **McGann** said the city stands to gain from the plat.

Upon voice vote, motion passed 5-0.

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

Absent: **Pegau, Kocan**

## 10. PENDING CALENDAR

**McGann** asked if the commission wanted to change the meeting time. The commission agreed to make no changes to the meeting time.

## 11. AUDIENCE PARTICIPATION

## 12. COMMISSION COMMENTS

**Frohnappfel** said he saw addressing was on the Planning Department's board.

**McGann** thanked the commission for their work.

## 13. ADJOURNMENT

M/Frohnappfel S/Baenen to adjourn the Regular Meeting at 7:37 PM.  
With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom McGann, Chair

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



THE STATE  
*of* **ALASKA**  
GOVERNOR BILL WALKER

Department of Transportation  
and Public Facilities

STATEWIDE AVIATION  
Northern Region Aviation Leasing

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

June 23, 2017

Re: Cordova Airport  
Lease ADA- 72098  
Public Notice

RECEIVED  
JUN 29 2017  
City of Cordova

**DISTRIBUTION**

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Diana Osborne".

Diana M. Osborne  
Airport Leasing Specialist

jkb

Enclosure: Public Notice

cc: Robert Mattson, Jr., Airport Manager

Distribution:

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

*"Keep Alaska Moving through service and infrastructure."*

**PROPOSAL TO EXTEND A STATE AIRPORT LAND LEASE:** The Alaska Department of Transportation & Public Facilities proposes to extend Lease ADA-72098 (Lot 13, Block 102), consisting of approximately 4,200 square feet, at Cordova Airport for an additional five (5) years, to expire July 1, 2022. Applicant: Clifford P. Collins. Annual rent: \$550.00. Authorized uses: aviation- private aircraft storage.

This is an application filed under AS 02.15.090(c), which allows the Department to grant the proposed lease term extension without competition. Written comments must be received by 4:30 p.m., July 25, 2017, after which the Department will determine whether or not to extend the lease. The Department's decision will be sent only to persons who submit written comment or objection to the Department, at the address and by the date and time specified in this notice, and include their return address. Information is available from Diana M. Osborne, Aviation Leasing, 2301 Peger Road, Fairbanks, AK 99709-5399, (907) 451-5201. Anyone needing hearing impaired accommodation may call TDD (907) 451-2363.

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

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

DATE: June 23, 2017

**PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH JULY 25, 2017**

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

# Planner's Report

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 7/11/2017  
**Re:** Recent Activities and Updates

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- Four building permits issued since the last meeting.
- Working with ADOT on replacement of Fleming Spit culverts. Land acquisition, engineering for relocating 16-inch water line and tracking for reimbursement.
- Adams Avenue grant is still working through state environmental process.
- Research the possibility of Cordova becoming a deferred community from state Fire and Life Safety Plan Review. The amount of training, certification and required local programs would be infeasible for City Fire Marshal.
- Provided information to the public on multiple inquiries about building, land disposal, plats, setbacks, and zoning regulations.
- Finalized plans for tsunami public event during Salmon Jam. 3 state employees will be coming with the earthquake simulator. 2 employees and 1 photographer will be coming from FEMA Region 10 office for the event.
- Working with CTC and CEC on utility easement on city land near Crater Lake.
- Submitted write up for Governor's request for future legislative infrastructure funding.
- Tracking grant and loan balance for post LT2 projects.
- Received reviewed RFP for rural funding grant/loan for landfill work.
- Developing 2018 budget for City Manager.



**AGENDA ITEM # 9a**  
**Planning Commission Meeting Date: 7/11/2017**  
**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 7/5/17

**ITEM:** Final Plat Approval for Tract E, Whitshed Road Mile 5, Anderson Lot Subdivision

**NEXT STEP:** Motion

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☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

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**I. REQUEST OR ISSUE:**

Requested Actions: Final Plat Approval  
Applicant: Duke Anderson  
Owner: Eyak Corporation  
Address: Whitshed Road Mile 5  
Zoning: Unrestricted  
Attachments: Location Map  
Application  
Final Plat

**II. RECOMMENDED ACTION / NEXT STEP:**

Staff recommend that the commission recommend to City Council that the request for final plat approval



be approved.

“I move to recommend to City Council to approve the final plat request for Tract E, Whitshed Road Mile 5, Anderson Lot Subdivision.”

**III. FISCAL IMPACTS:**

N/A

**IV. BACKGROUND INFORMATION:**

This plat is creating one 1.5 acre SLUP lot adjacent to four other subdivided lots.

**V. LEGAL ISSUES:**

No legal review required.

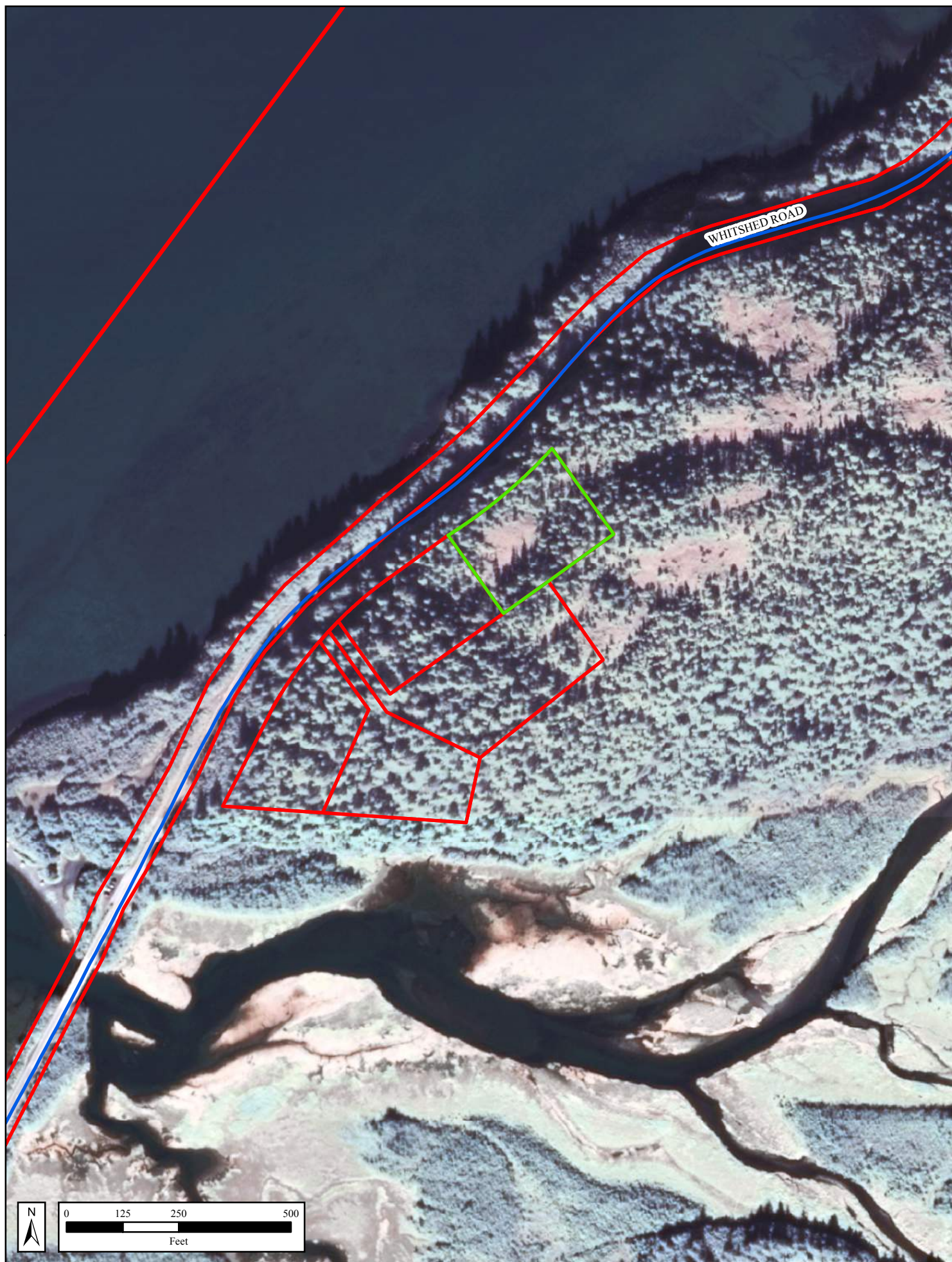
**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

Staff 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.



**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 **plus \$20 per lot		\$150**
Final Plat	1/2 of Prelim Plat	
Plat Amendment **plus \$15 per lot		\$75**

485

**APPLICANT INFORMATION**


Name	Duke Anderson
Address	
Telephone [home]	
Business Name	
Business Address	
Telephone [business]	
Business FAX	
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	

**PROPERTY/PROJECT INFORMATION**

Address of subject property	Whitshed Road Mile 5
Parcel identification number	
Property owner [name/address]	Eyak Corp
Current zoning	unrestricted
Proposed use	Home site
Construction start date	

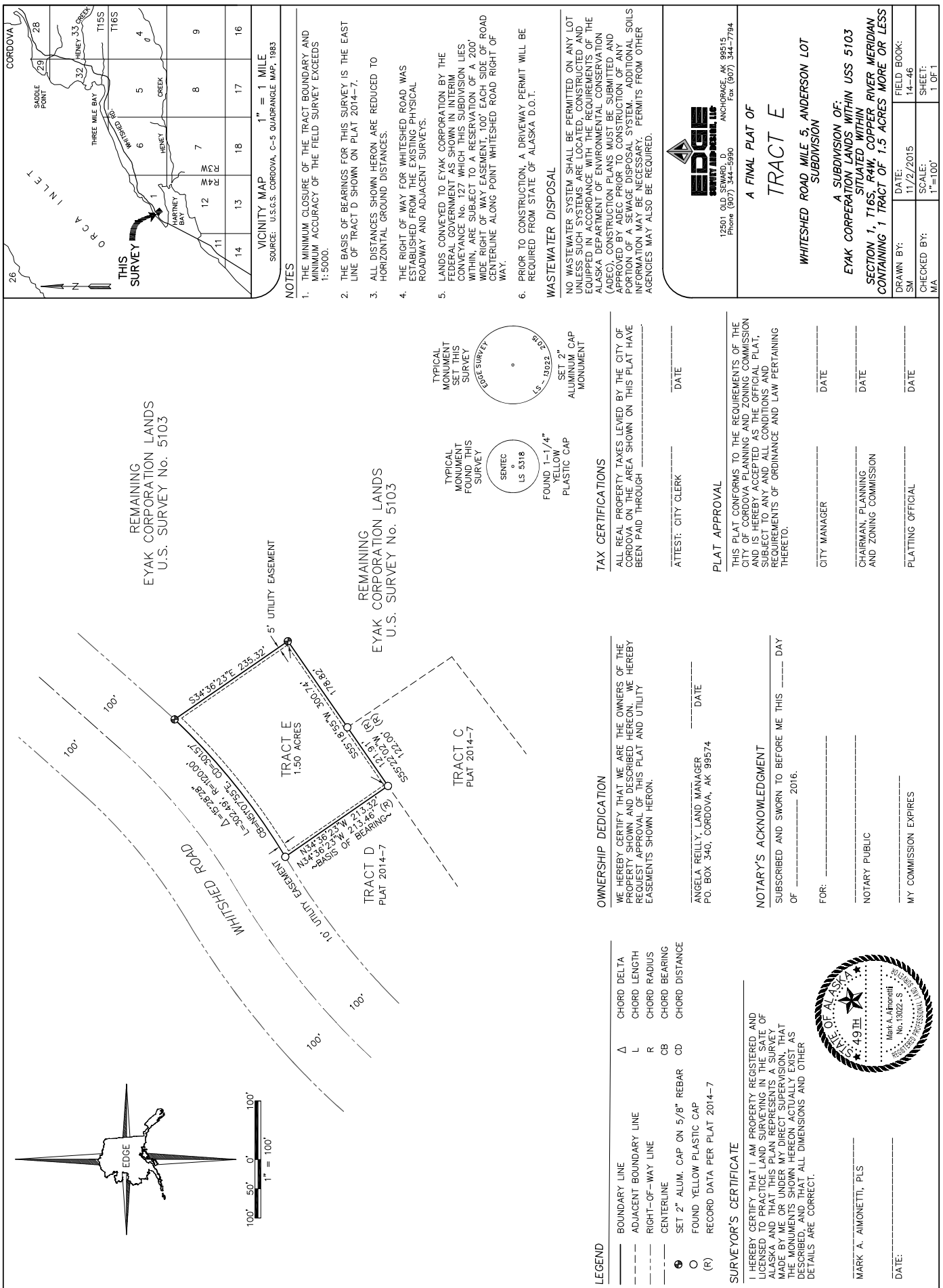


ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	Eyak Corp
Real Estate Firm/Broker handling sale of property. Provide name and address. <b>Note:</b> <i>If you 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.</i>	

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></u> (Signature)	By: _____ (Signature)
Name: <u>Duke Anderson</u> (Type/Print)	Name: _____ (Type/Print)
Date: <u>6-13-2017</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?	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

**JULY 11, 2017**



# 2017 JULY

## PLANNING COMMISSION REGULAR MEETING JULY 11, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02	03	04 City Closed - Fourth of July	05 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	06	07	08
09	10	11 6:30 PM - Planning Commission Public Hearing (Cordova Center Rooms A & B) 6:45 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	12	13	14	15
16	17	18	19	20	21	22
23	24	25 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	26	27 7:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	28	29
30	31	01	02	03	04	05

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