

**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  
JULY 12, 2016 AT 6:30 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 June 7, 2016 Regular Meeting..... **Page 2**

**5. DISCLOSURES OF CONFLICTS OF INTEREST**

**6. CORRESPONDENCE**

a. State of Alaska DOT Public Notice ..... **Page 5**

b. State of Alaska DEC Notification..... **Page 7**

**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 9**

**9. NEW/MISCELLANEOUS BUSINESS**

a. Disposal of Lot 1, U.S.S. 4606 ..... **Page 10**

**10. PENDING CALENDAR**

a. July 2016 Calendar ..... **Page 19**

b. August 2016 Calendar..... **Page 20**

**11. AUDIENCE PARTICIPATION**

**12. COMMISSION COMMENTS**

**13. ADJOURNMENT**

PLANNING COMMISSION REGULAR MEETING  
JUNE 7, 2016 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom Bailer** called the Planning Commission Regular Meeting to order at 6:30 PM on June 7, 2016 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

4 people were in the audience.

3. APPROVAL OF AGENDA

M/McGann S/Pegau to approve the agenda.

Upon voice vote, motion passed 7-0.

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

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of March 8, 2016 Public Hearing
- b. Minutes of March 8, 2016 Regular Meeting
- c. Record unexcused absences for John Baenen and Mark Frohnapfel from the March 8, 2016 Regular Meeting

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

Upon voice vote, motion passed 7-0.

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

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

**Mary Anne Bishop**, 700 Fourth Street, was pleased to see the discussion on the comprehensive plan on the agenda and the letter from staff. She is curious to see how they will proceed and what the steps will be and if there is a strategy in mind.

8. PLANNER'S REPORT

**Greenwood** said that the road work is rolling. She clarified that Facility Contractors had a Lease with Option to Purchase for the old Library and Museum. She said they were trying to get money through a grant or loan for a

loader, a hook truck, and an excavator for the landfill. **McGann** asked if there was actually room for a bike path on Whitshed Road. **Greenwood** said that DOT is moving forward with the project and once they receive the match they will begin design. She said that the new nuisance code passed the second reading and will be effective soon. **McGann** said that the LT2 upgrades to the Water Treatment Plant on Whitshed made it look more like a bomb shelter. He asked why it had to be constructed to those specifications. **Greenwood** said that the UV units were very large and that the building had to meet IBC requirements. **Roemhildt** asked what the status was on the stairway and walkway that was going to be added connecting Railroad Avenue to Harbor Loop. **Greenwood** said that it was no longer a part of the project. She said that there was a new grant that the city was working on for sidewalks on both sides of Adams between Main Street and First Street. The grant requires a 20% match from the city so the City Council has to decide if they want to fund it or not.

## 9. NEW/MISCELLANEOUS BUSINESS

### a. Disposal of Tract B, Block 34, U.S.S. 449

M/Pegau S/McGann to recommend to City Council to dispose of Tract B, Block 34, U.S.S. 449 by negotiating an agreement with ALASCOM, INC. to lease the property at fair market value.

**Pegau** said that it makes sense since they have the facilities already on the property. It can't be used for anything else so it should just be a straight negotiation with them. **McGann** said that it was developed and is a worthless lot. **Roemhildt** asked if there was a way to encompass the surrounding area into one lot. **Stavig** said that this lot is the only city-owned lot.

Upon voice vote, motion passed 7-0.

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

### b. Disposal of Lot 1, U.S.S. 4606

M/McGann S/Pegau to recommend to City Council to dispose of Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property.

**McGann** said that the city had a large tract of land around the lot that is available. Looking at it, there are several access points to the large tract, and he does not think the lot is the only access point. If this encourages development on that side of the hill, he is in favor of it. **Frohnapfel** verified that this lot was the last lot that is subdivided and available. **Bailer** said he was familiar with the lot as he had put a proposal in for it years ago. He has walked it several times with **Don Sjostedt** and they had roads and six to eight lots figured out, but the access was right through this lot. His concern is land-locking the larger tract of land. His solution is to have the Public Works Director walk the property with a contractor. Even if access was through the lot, they could still sell it with an easement. **McGann** said he was okay with holding off on requesting sealed proposals, but he does believe there are multiple access points as it is a large parcel.

M/McGann S/Roemhildt to refer the motion back to staff.

Upon voice vote, motion to refer passed 7-0.

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

### c. Discussion on Comprehensive Plan

**Bailer** said they had the Harbor Facilities Uplands Master Plan adopted in 2012 and his recommendation is that they adopt that plan into the comprehensive plan. **Pegau** said he supports the letter that staff provided and that it's important that they don't patch the plan together. **Bailer** asked if there was anything in the Harbor Facilities Uplands plan that **Pegau** disagreed with or thought should have more public input. **Pegau** said that it was only a piece of the plan. **Frohnapfel** wondered how the comprehensive plan deals with economic development opportunities that come up, such as the Coast Guard looking for a location for their new cutter. **McGann** said he has always been supportive of updating the comprehensive plan, but the \$100,000 has put him back a little bit. It is important that the Planning Commission, City Council, and the public are fully

invested in developing the comprehensive plan together. **Greenwood** said that the harbor uplands plan was adopted by council and there was no reason they needed to adopt it into the comprehensive plan. **Stavig** said that there are multiple plans that have been adopted since the last comprehensive plan.

## 10. PENDING CALENDAR

## 11. AUDIENCE PARTICIPATION

**Bishop** said she was very disappointed because she hoped there would have been a discussion about the need for a comprehensive plan. It is time to take a big look at Cordova and how they want it to look in the future. It's \$100,000 spread out over 10 or 20 years.

**Sylvia Lange** said she recalled several different plans from the past. They should be able to look at what has been done in the past before doing anything new. She went to Cabo San Lucas 30 years ago when it was small and recently returned and saw what bad planning can do to a community and it could happen in Cordova.

## 12. COMMISSION COMMENTS

**Roemhildt** said he was confused about their responsibilities when they are being told at times that their only role is to look at code and they can't do planning.

**McGann** said that he heard the City Manager on the radio say that revenues were up the last three quarters. **McGann** was confident they would come up with the \$100,000 for the comprehensive plan.

**Kocan** said he would like to talk about the comprehensive plan more.

**Frohnafel** says he supports updating the comprehensive plan. It is not up to them to find the money.

**Pegau** said it is good for the commission to look at the comprehensive plan.

**Bailer** said with items such as Mount Eccles, he has a hard time understanding why they have to hire someone to tell the School Board how they need to run the business. Cordova needs more young people to step up.

**Baenen** said they need to get the comprehensive plan back on the table.

## 13. ADJOURNMENT

M/McGann S/Frohnafel to adjourn the Regular Meeting at 7:17 PM.  
With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tom Bailer, 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 17, 2016

Re: Cordova Airport  
Permit ADA-72385  
Public Notice

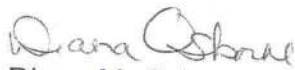
**DISTRIBUTION**

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

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

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

Sincerely,

  
Diana M. Osborne  
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 ALLOW USE OF STATE AIRPORT LAND:** The Alaska Department of Transportation & Public Facilities proposes to allow the use of land known as Parcels D, H, I, K, L and M, consisting of approximately fifty-seven (57) acres (ADA-72385), at Cordova Airport for five (5) years without fee. Applicant: Alaska Department of Natural Resources, Division of Forestry. Authorized uses: non-aviation – Manage the harvesting of white spruce for personal use; issuing woodcutting permits and monitoring the harvest.

Written comments must be received by 4:30 p.m., July 19, 2016, after which the Department will determine whether or not to execute the permit. The Department's decision will be sent only to persons who submit written comment 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.

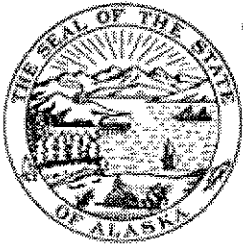
The Department reserves the right to correct technical defects, term, or purposes and may reject any or all comments.

BY: Penelope Adler  
Penelope Adler, SRWA, CM  
Chief, Northern Region Aviation Leasing

DATE: June 17, 2016

**PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH JULY 19, 2016**

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.



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Environmental  
Conservation

DIVISION OF WATER  
Alaska Pollutant Discharge Elimination System Program

410 Willoughby Avenue, Suite 303  
Juneau, Alaska 99811-1800  
Main: 907.465.5180  
Fax: 907.465.5177  
[www.dec.alaska.gov](http://www.dec.alaska.gov)

RECEIVED

JUN 28 2016

City of Cordova

June 21, 2016

Subject: Early notification of wastewater discharge permit for the Pesticide General Permit (AK870000)

Dear Local and Tribal Government Leaders:

The Alaska Department of Environmental Conservation (DEC) proposes to reissue an Alaska Pollutant Discharge Elimination System (APDES) general permit (AK870000) to regulate source discharges of pollutants associated with the application of biological pesticides or chemical pesticides that leave a residue. This permit is commonly called the Pesticide General Permit (PGP). The PGP would apply statewide except for lands within the Metlakatla Indian Reserve and the Denali National Park Preserve.

The PGP covers point source discharges of pollutants associated with the application of biological pesticides or chemical pesticides that leave a residue from the following use patterns: 1) mosquito and other flying insect pest control; 2) aquatic weed and algae control; 3) aquatic nuisance animal control; and 4) forest canopy pest control. The proposed 2016 PGP will remain largely unchanged from the 2011 PGP that was previously issued by EPA in 2011, from which Alaska assumed transfer of program responsibilities in October 2012 as part of the APDES program. The 2011 PGP expires on October 31, 2016. The current 2011 PGP and information can be found at <http://dec.alaska.gov/water/wnpspc/stormwater/PesticideGP.html>. No mixing zone is proposed in the PGP.

DEC strives to notify any local or tribal government that may be affected by a permitted activity early in the permitting process. This letter is intended as an early notice to assist you in determining whether your community may be affected and inform you of the opportunity to provide traditional, cultural, or other local information DEC should consider as part of the reissuance process for this APDES permit.

**Opportunities for tribal and local government participation in this permitting decision**

DEC recognizes rural Alaska has unique needs and considerations with regard to pesticides and strives to issue permits that reflect a full understanding of local conditions. DEC would appreciate knowing how your area and resources may be affected by this permitting action.

I will provide the public notice for the permit and Fact Sheet by mail at the start of the public comment period and can provide the draft documents upon request. I can also provide notice of the preliminary draft and proposed final review periods, but due to the short timeframes for review (ten days and five days, respectively), notices are not sent by mail. Please provide an email address or fax

Early Notification

June 21, 2016

number if you would like to receive notices for the Preliminary Draft and Proposed Final review periods.

If you would prefer to receive all notifications by email or fax, do not want to receive further mailings about this permit, would like more information, or provide DEC with information, please do not hesitate to contact me at (907) 465-5272 or at [gina.shirey@alaska.gov](mailto:gina.shirey@alaska.gov). You may also directly contact the permit writer, Jim Rypkema, at (907) 334-2288 or at [jim.rypkema@alaska.gov](mailto:jim.rypkema@alaska.gov).

Sincerely,

A handwritten signature in black ink that reads "gina shirey". The signature is written in a cursive, lowercase style.

Gina Shirey  
Local and Tribal Government Coordinator

cc: Potentially Affected Local Governments  
Potentially Affected Federally-recognized Indian Tribes



# Planner's Report

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 7/5/2016  
**Re:** Recent Activities and Updates

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- One building permit issued since the last meeting.
- Weather dependent Paving schedule –Equipment mob and final prep 7/12-13, 7/14/16 delivery of first barge and paving Railroad, 7/16/2016 2<sup>nd</sup> barge pave Nicholoff, 7/19/2016 3<sup>rd</sup> barge pave Harbor Loop
- Submitted grant application for ADA sidewalks on Adams. Grant applicants notified by end of the month.
- Meet Federal Rural development for grant/loan to learn about grant/loan opportunities that the City may be eligible for.
- RFP for ATS 1004 is out and closes August 1. Over 250 hits on the City web page-one call from engineer company.
- USCG guard visit on June 17<sup>th</sup> went well. Continue to provide information as requested. The process is in the preliminary stages and selection date is unknown.
- MOU signed and back to State for Whitshed bike/walking path. Design work will begin in FY 2106.
- Working with GV Jones on prioritizing post LT2 task.
- Assisting Public Works Director with roads contract and post LT2 construction projects.

# Memorandum

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 7/6/16  
**Re:** Disposal of Lot 1, U.S.S. 4606

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## **PART I – GENERAL INFORMATION**

Requested Actions: Recommendation to City Council on Disposal Method  
Legal Description: Lot 1, U.S.S. 4606  
Area: 22651 SF  
Parcel Number: 02-070-200  
Zoning: Low Density Residential  
Attachments: Location Map  
Plat  
2-Foot Contour Lines  
Land Disposal Map  
Area Required for Future Road Development  
Letter of Interest

## **PART II – BACKGROUND**

5/5/16 – The city received a letter of interest from Adam Tschappat for Lot 1, USS 4606.

6/6/16 – The following occurred at the Planning Commission Regular Meeting:

M/McGann S/Pegau to recommend to City Council to dispose of Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property.

*McGann* said that the city had a large tract of land around the lot that is available. Looking at it, there are several access points to the large tract, and he does not think the lot is the only access point. If this encourages development on that side of the hill, he is in favor of it. *Frohnappel* verified that this lot was the last lot that is subdivided and available. *Bailer* said he was familiar with the lot as he had put a proposal in for it years ago. He has walked it several times with *Don Sjostedt* and they had roads and six to eight lots figured out, but the access was right through this lot. His concern is land-locking the larger tract of land. His solution is to have the Public Works Director walk the property with a contractor. Even if access was through the lot, they could still sell it with an easement. *McGann* said he was okay with holding off on requesting sealed proposals, but he does believe there are multiple access points as it is a large parcel.

M/McGann S/Roemhildt to refer the motion back to staff.

Upon voice vote, motion to refer passed 7-0.

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

This lot is shown as Available on the Land Disposal Maps and is currently undeveloped and unused. It is located on Power Creek Road before Skater's Cabin. Two developed residential lots are located to the east of the property.

In the past, the commission has discussed this lot as access to the surrounding property owned by the city. To illustrate access points we have attached images of the lot with topographic lines and the Land Disposal Map showing the area that the city owns.

Following the June 6<sup>th</sup> Regular Meeting, planning and public works staff walked the property with Don Sjostedt of Eagle Contracting to determine if part of the lot would need an easement on it for future road development. Attachment F shows a portion of the lot that may be advantageous for the city to retain by easement or other method for future road development through the property. If the city requests proposals or moves forward with direct negotiation, access through this area would be identified and reserved for the lot being disposed of and the remaining city property. A replat of the property will be completed prior to and as a condition of the sale.

The applicant will be responsible for negotiating access through Lot 6 from the state. The applicant will be required to install water service to the lot.

The Comprehensive Plan states as a residential land use development strategy to “plan for organized future growth and development.” Allowing development on the lot helps accomplish this strategy. The Comprehensive Plan also contains a land use strategy to “provide clear and concise direction towards future growth within the community.” This property is available for disposal on the Land Disposals Maps, which are approved by both the Planning Commission and City Council.

### **PART III – APPLICABLE CRITERIA**

#### **5.22.040 - Letter of interest to lease or purchase.**

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

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

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

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

### **PART IV – STAFF RECOMMENDATION**

Staff recommend disposing Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property in order to receive competitive proposals and select the proposal that is the most advantageous to the city.

### **PART V – SUGGESTED MOTION**

“I move to recommend to City Council to dispose of Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property.

Attachment A – Location Map



Attachment B - Plat

U.S. SURVEY  
NO. 4606, ALASKA

COMPRISING  
LOTS 1 THROUGH 6

CHUGACH NATIONAL FOREST EMINATION

SITUATED  
ON THE NORTHWESTERLY SIDE  
OF THE CORDOVA HIGHWAY  
NEAR HYAK LAKE

APPROXIMATE GEOGRAPHIC POSITION  
OF CORNER NO. 1, LOT 1  
LATITUDE  $60^{\circ} 32' 35''$  N., LONGITUDE  $145^{\circ} 42' 00''$  W.

AREA: 2.19 ACRES

SURVEYED BY:  
MASON W. THAYER, SUPERVISORY CADASTRAL SURVEYOR  
JUNE 2 TO 6, 1964

Under Special Instructions  
Dated June 11, 1963, and  
Approved June 17, 1963

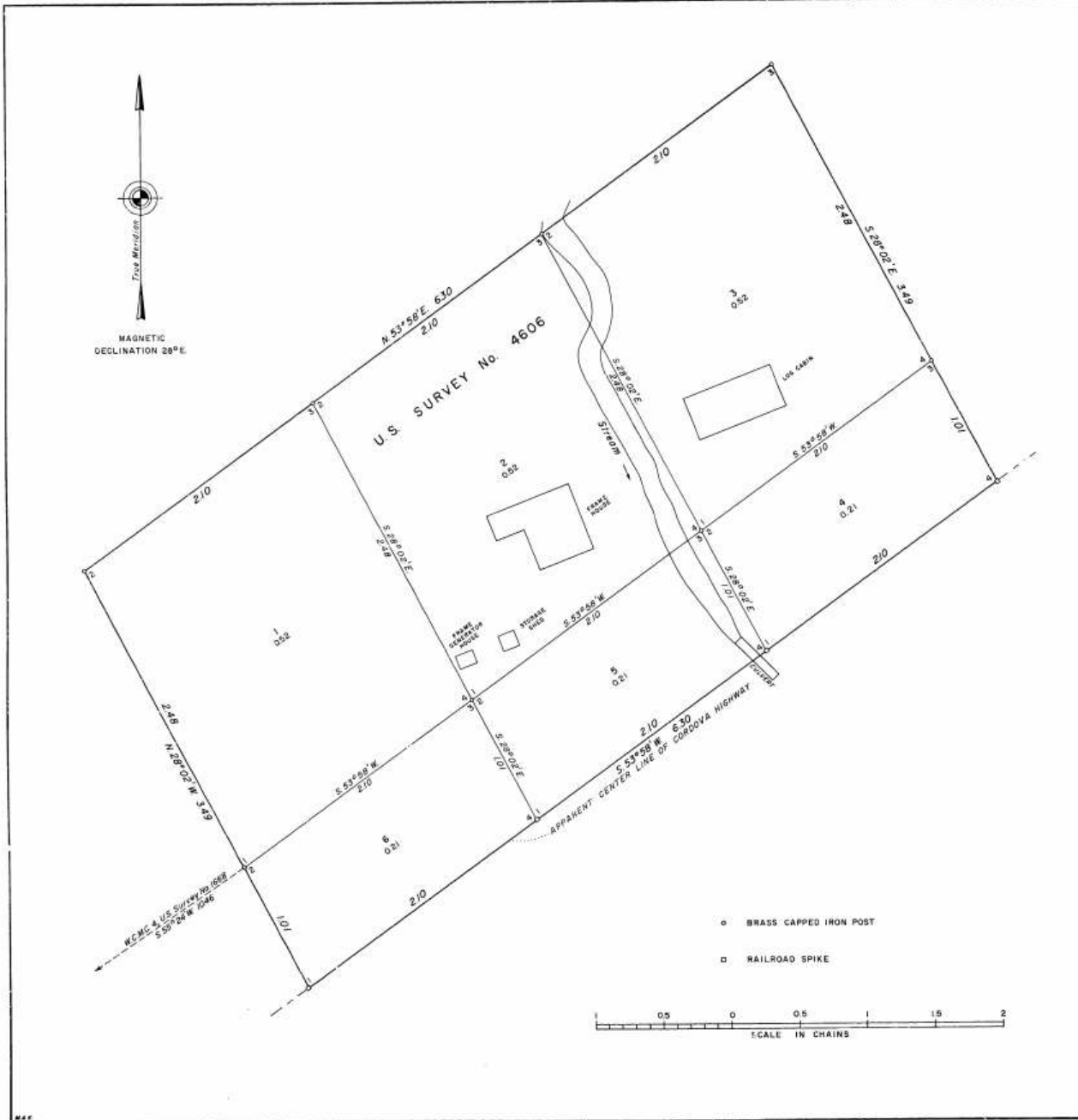
UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Washington, D. C. August 18, 1965

This plat is strictly conformable to the approved field notes, and the survey, having been correctly executed in accordance with the requirements of law and the regulations of this Bureau, is hereby accepted.

For the Director

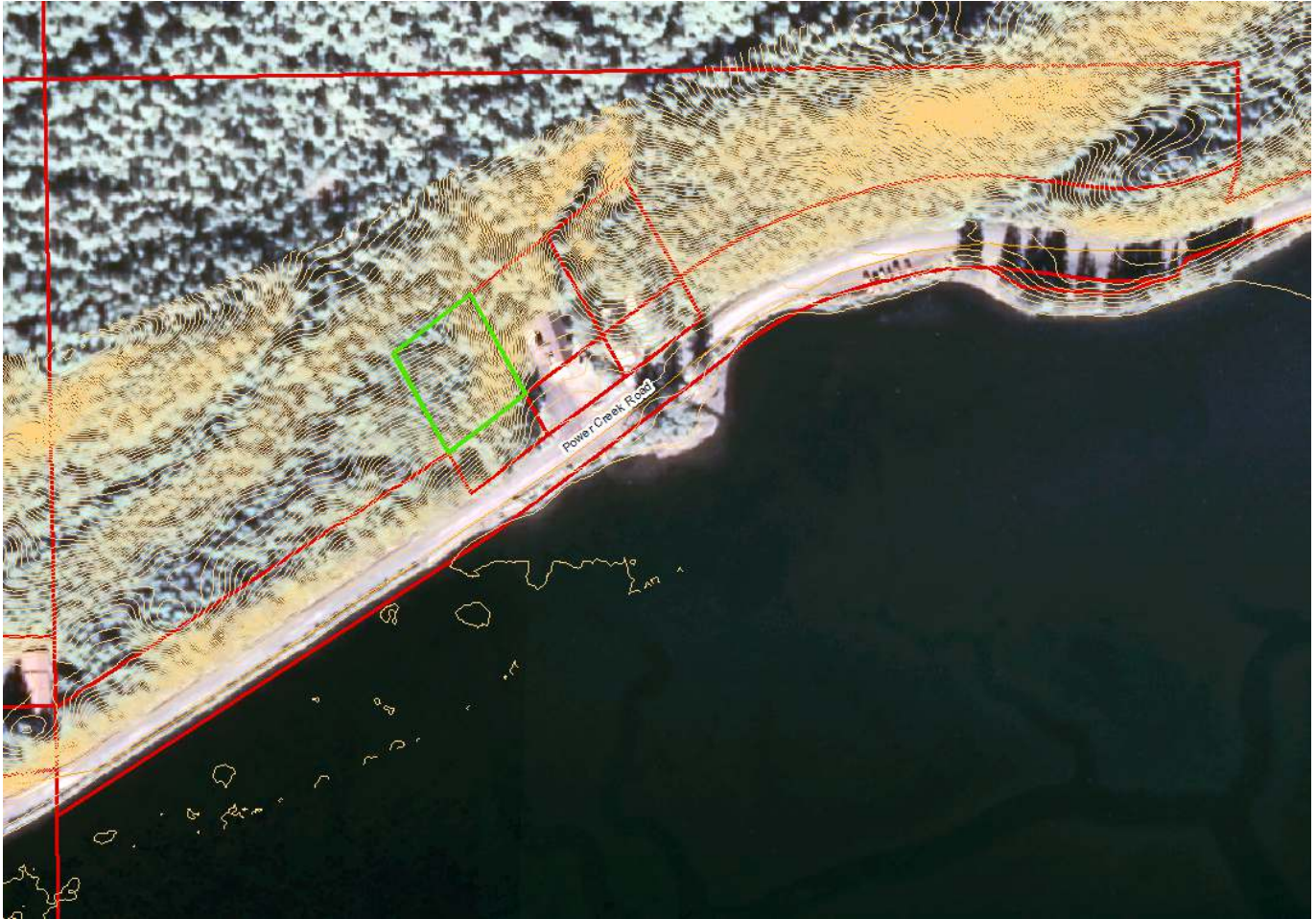
*Clark I. Lamm*

Acting Chief, Division of Engineering





Attachment C – 2-Foot Contour Lines



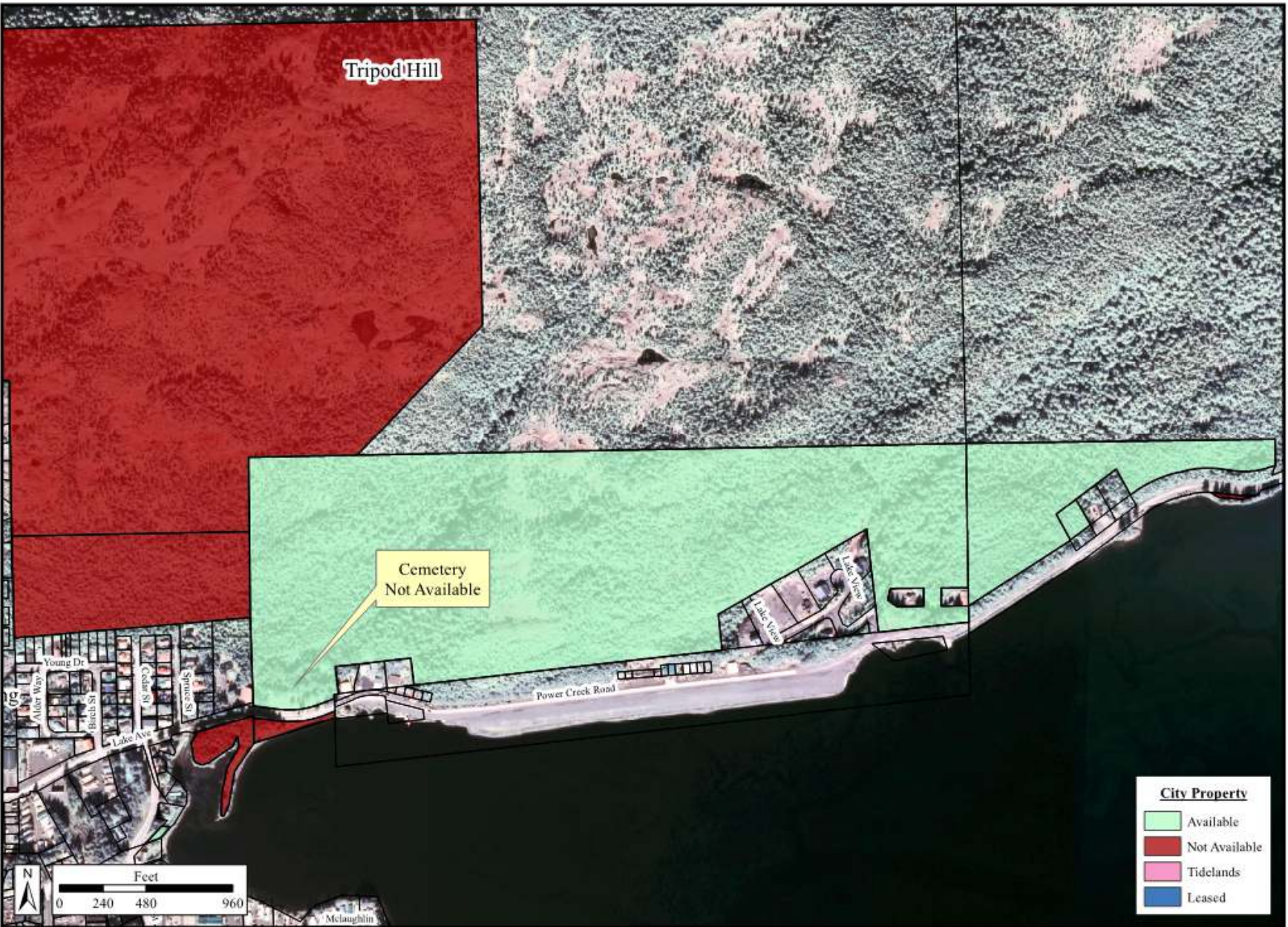


Attachment D - 2-Foot Contour Lines





Attachment E – Land Disposal Map





**Attachment F – Area Required for Future Road Development**



May 5, 2016

Dear City of Cordova Manager,

I, Adam Tschappat, am interested in purchasing Lot # 1 USS 4606, on PowerCreek Road.

I plan to develop the land for residential purposes and build a modest size home for my family.

I appreciate your consideration in this matter and look forward to hearing from you soon.

Regards,

Adam Tschapapat

PO BOX 731  
Cordova, AK 99574

907.554.1058  
tschappat.ak@gmail.com

# 2016 JULY

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

# 2016 AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	04	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 7:00 PM - Health Services Board Regular Meeting (Cordova Center Rooms A & B)	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	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