

**PLANNING COMMISSION REGULAR MEETING
SEPTEMBER 12, 2017 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

AGENDA

Chair

Tom McGann

Commissioners

Scott Pegau
John Baenen
Allen Roemhildt
Mark Frohnapfel
Nancy Bird
Chris Bolin

City Planner

Samantha Greenwood

Assistant Planner

Leif Stavig

1. CALL TO ORDER

2. ROLL CALL

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

3. APPROVAL OF AGENDA (voice vote)

4. APPROVAL OF CONSENT CALENDAR (voice vote)

- a. Minutes of August 8, 2017 Public Hearing.....Page 2
- b. Minutes of August 8, 2017 Regular Meeting.....Page 3
- c. Record unexcused absences for Scott Pegau, John Baenen, and Heath Kocan from the August 8, 2017 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 6

9. UNFINISHED BUSINESS

- a. Resolution 17-02 – Capital Improvement List.....Page 7
A resolution of the Planning Commission of the City of Cordova, Alaska, recommending a capital improvement list to the City Council of the City of Cordova, Alaska

10. PENDING CALENDAR

- a. September 2017 CalendarPage 12
- b. October 2017 Calendar.....Page 13

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

13. ADJOURNMENT

PLANNING COMMISSION PUBLIC HEARING
AUGUST 8, 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 August 8, 2017 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

1 person was in the audience.

3. PUBLIC HEARING

a. CTC Telecommunication Tower – Conditional Use Permit

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

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

4. ADJOURNMENT

M/Frohnafel S/Bird to adjourn the Public Hearing at 6:45 PM.
With no objection, the hearing was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner

PLANNING COMMISSION REGULAR MEETING
AUGUST 8, 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 August 8, 2017 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

1 person was in the audience.

3. APPROVAL OF AGENDA

M/Frohnapfel S/Bird to approve the agenda.

Upon voice vote, motion passed 4-0.

Yea: **McGann, Roemhildt, Frohnapfel, Bird**

Absent: **Pegau, Baenen, Kocan**

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of July 11, 2017 Public Hearing

b. Minutes of July 11, 2017 Regular Meeting

c. Record excused absence for John Baenen and unexcused absence for Heath Kocan from the July 11, 2017 Regular Meeting

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

Upon voice vote, motion passed 4-0.

Yea: **McGann, Roemhildt, Frohnapfel, Bird**

Absent: **Pegau, Baenen, 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

8. PLANNER'S REPORT

Shannon Jones, Cordova Telephone Cooperative (CTC), said that there was a fixed line powering the telecommunication tower.

Greenwood said that the state DOT was enlarging the culverts at Fleming Spit and the city received a work order to figure out what to do with the water line. The Adams Avenue project is still being reviewed by the state and construction will occur next summer. The easement CTC is requesting near Crater Lake is through city property. City Council decided to not move forward with the two loan opportunities *Greenwood* had been working on. The avalanche code update was just fixing an error in a code section that was referenced. *Roemhildt* verified that the Science Center had not submitted a letter of interest for any property yet.

Greenwood said that the commission does not review the Planning Department's budget as there wasn't much to it besides personnel. *Bird* said she would be concerned with the 2018 budget if it was looking like the city would be cutting any positions.

9. NEW/MISCELLANEOUS BUSINESS

a. CTC Telecommunication Tower – Conditional Use Permit

M/Roemhildt S/Frohnepfel to approve the request by Cordova Telephone Cooperative, Inc. for a Conditional Use Permit to construct a telecommunication tower on Tract A, Crater Lake Watershed Tracts as described in their application

Roemhildt said he doesn't see any reason to not approve the tower and that it will be an improvement to local infrastructure. *Bird* verified with *Jones* that cell phone coverage would be improved at Orca Adventure Lodge, along Orca Road, and out in Sheep Bay. *Roemhildt* said that it improves communications for Cordova Electric's Hydroelectric Plant out Power Creek as well.

Upon voice vote, motion passed 4-0.

Yea: *McGann, Roemhildt, Frohnepfel, Bird*

Absent: *Pegau, Baenen, Kocan*

b. Resolution 17-02 – Capital Improvement List

M/Bird S/Roemhildt to approve Resolution 17-02.

McGann wanted to hear what on the list has been completed. *Greenwood* said Title 16 is ready for attorney review. Adams Avenue is already designed and ready for construction. The Post LT2 project for water infrastructure was almost complete. *McGann* said that the Mayor may have a code update for an electrical code local amendment.

McGann said that Title 16 should have \$2,000 and be second on the list. The Comprehensive Plan should be at \$100,000. *Stavig* said that other comparatively sized towns spend even more on their Comprehensive Plans.

McGann said Breakwater Avenue was terrible and becoming a safety hazard. The commission agreed to put that project above the Railroad and Council design project.

Greenwood explained that the addressing contract was for hiring a consultant to address the town. *Bird* asked if any volunteers, like the Fire Department, had looked at taking this on. *Greenwood*

said they were not willing to take it on. The commission reordered the list and decided to refer the resolution back to staff for it to come to the next meeting with the changes they had discussed.

M/Bird S/Roemhildt to refer Resolution 17-02 back to staff.

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

Yea: **McGann, Roemhildt, Frohnapfel, Bird**

Absent: **Pegau, Baenen, Kocan**

10. PENDING CALENDAR

Greenwood said if they were interested in the budget there's a scheduled City Council Work Session on August 29th.

Frohnapfel said he would not be present for the September meeting.

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

McGann said they had a good discussion and he thanked staff for their work.

13. ADJOURNMENT

M/Frohnapfel S/Bird to adjourn the Regular Meeting at 7:28 PM.

With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 9/6/2017
Re: Recent Activities and Updates

- Three building permits issued since the last meeting.
- Sent proposed purchase terms to Lot 8 & 9, Block 1, Odiak Park Subdivision buyers and targeting October 4th City Council meeting for contract approval.
- Northern Region DOT is taking over the Adams Avenue grant. The plans are being reviewed by their design department.
- Working on rough cost estimate for potential camp ground at 5 mile loop.
- State notified city of an intent to apply for state marijuana licenses. Public notices have been in the paper as required by state.
- Working on draft marijuana code with Holly; target is October Planning Commission meeting for first review.
- Met with Army Corps of Engineers about sluffing on the north harbor. Sent documentation that road was built on a breakwater, if they concur there maybe support to fix the sluffing
- Construction date for Whitshed pedestrian path has been pushed back to 2020 due to design difficulties.
- Working with Carol to determining zoning by business license to develop policy for utility charges.
- Met with Rural Development representative to determine civil rights compliance for future grant/loans.
- City maybe be eligible for 15% grant on equipment purchases although decision is made by the rural development agency upon receiving an application
- 2018 budget being reviewed by City Council.
- Continued support for Post LT2 work.



AGENDA ITEM # 9a
Planning Commission Meeting Date: 9/12/2017

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff
DATE: 9/6/17
ITEM: Resolution 17-02 – Capital Improvement List
NEXT STEP: Pass Resolution

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

The Planning Commission is required by the City Code to:

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 (CMC 3.40.080 B).

II. RECOMMENDED ACTION / NEXT STEP:

The current draft of Resolution 17-02 contains the list discussed at the August meeting. See the unapproved meeting minutes in the packet for a summary of the discussion. After making the motion to approve the resolution, the commission can discuss and make changes to the list. Ideally, the commission

should prepare a new list and amend the resolution once.

“I move to approve Resolution 17-02.”

III. FISCAL IMPACTS:

The city is dealing with financial challenges which will likely continue to limit capital expenditures for the 2018 budget.

IV. BACKGROUND INFORMATION:

Last year’s Capital Improvement List recommended to City Council by Resolution 16-04 was as follows:

1. Comprehensive Plan Update - \$75,000
2. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Railroad Avenue from Nicholoff to Council and Council from Railroad to First Street - \$25,000-\$35,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Nicholoff to Water currently has drawings, but need update
 - Water to Council needs drawings
3. To create a Shovel Ready Project that provides for public safety, additional parking and ADA accessible sidewalks to be used in grant/loan applications. Design parking and walkway on north side of Harbor - \$122,013
 - Shovel-ready design
 - Walkway to meet ADA standards
 - To extend in harbor 25 feet
 - Includes contract services from engineer
 - Based on the cost from South Fill report with engineering at 15% of project cost
4. Addressing contract
5. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Second Street from Council to Adams - \$70,000-\$100,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Survey work completed
 - Extensive drainage work
6. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Adams Avenue from Second to Fifth - \$25,000-\$35,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Survey work completed
7. Code updates - \$25,000
8. Water/Sewer infrastructure – as needed

V. LEGAL ISSUES:

No legal review required.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The 2016 CIP list from the Planning Commission was submitted to City Council. The 2017 budget process was challenging, and few capital projects were funded. Despite the lack of funding, staff and the commission have reviewed Title 16 of the municipal code and have it ready for final attorney review and ordinance. Staff have also pursued funding opportunities for the shovel ready projects. Water infrastructure projects have also been moving forward with the Post LT2 project. Staff completed changing the name of a street and are pursuing other addressing issues in the city.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 17-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, RECOMMENDING A CAPITAL IMPROVEMENT LIST TO THE CITY COUNCIL
OF THE CITY OF CORDOVA, ALASKA**

WHEREAS, the City of Cordova's Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to *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; and*

WHEREAS, the City of Cordova's Planning Commission has identified and prioritized a Capital Improvement List that will benefit the citizens of Cordova; and

WHEREAS, the City of Cordova's Planning Commission has identified the following Capital Improvement List as being critical to the future wellbeing and economy of Cordova and the surrounding area:

1. Comprehensive Plan Update - \$100,000
2. Title 16 Code Update - \$2,000
3. Contract to Implement E-911/Addressing
4. To create a Shovel Ready Project that provides for public safety, additional parking and ADA accessible sidewalks to be used in grant/loan applications. Design parking and walkway on north side of Harbor - \$122,013
 - Shovel-ready design
 - Walkway to meet ADA standards
 - To extend in harbor 25 feet
 - Includes contract services from engineer
 - Based on the cost from South Fill report with engineering at 15% of project cost
5. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Second Street from Council to Adams - \$70,000-\$100,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Survey work completed
 - Extensive drainage work
6. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Railroad Avenue from Nicholoff to Council and Council from Railroad to First Street - \$25,000-\$35,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Nicholoff to Water currently has drawings, but need update
 - Water to Council needs drawings
7. Title 18 Code Updates
8. Title 17 Code Updates

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend a capital improvement list to the City Council of the City of Cordova, Alaska.

PASSED AND APPROVED THIS 12TH DAY OF SEPTEMBER, 2017

Tom McGann, Chair

ATTEST:

Samantha Greenwood, City Planner

DRAFT

2017 SEPTEMBER

PLANNING REGULAR MEETING SEPTEMBER 12, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04 City Closed - Labor 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	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 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	29	30
01	02	03	04	05	06	07

**PLANNING COMMISSION REGULAR MEETING
SEPTEMBER 12, 2017**

2017 OCTOBER

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