

**Chair**

Tom McGann

**Commissioners**

Scott Pegau

John Baenen

Allen Roemhildt

Nancy Bird

Chris Bolin

Trae Lohse

**City Planner**

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING  
OCTOBER 8, 2019 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, Nancy Bird, Chris Bolin, and Trae Lohse

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record excused absence for Scott Pegau, John Baenen, and Allen Roemhildt from the September 10, 2019 Regular Meeting
- b. Minutes of September 10, 2019 Regular Meeting .....Page 2

**5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS**

**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 REPORT .....Page 4**

**9. NEW/MISCELLANEOUS BUSINESS**

- a. Variance Request from Jane Spencer .....Page 5
- b. Letter of Interest from Alaska Department of Transportation for Parcels Along Orca Road .....Page 21
- c. Letter of Interest from Prince William Sound Science Center for the "Old Sea Grant Building" .....Page 34
- d. Letter of Interest from Chamber of Commerce for Lots 3 and 4, Block 8, Original Townsite .....Page 39

**10. UNFINISHED BUSINESS**

- a. Resolution 19-08 – Capital Improvement List .....Page 44  
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

**11. PENDING CALENDAR**

- a. October 2019 Calendar .....Page 47
- b. November 2019 Calendar .....Page 48

**12. AUDIENCE PARTICIPATION**

**13. COMMISSION COMMENTS**

**14. ADJOURNMENT**

PLANNING COMMISSION REGULAR MEETING  
SEPTEMBER 10, 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 6:40 PM on September 10, 2019 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

One person was in the audience.

3. APPROVAL OF AGENDA

M/Bird S/Bolin to approve the agenda.

Upon voice vote, motion passed 4-0.

Yea: McGann, Bird, Bolin, Lohse

Absent: Pegau, Baenen, Roemhildt

4. APPROVAL OF CONSENT CALENDAR

- a. Record excused absence for Trae Lohse from the June 18, 2019 Regular Meeting
- b. Record excused absence for Allen Roemhildt from the July 9, 2019 Regular Meeting
- c. Minutes of June 18, 2019 Regular Meeting
- d. Minutes of July 9, 2019 Public Hearing
- e. Minutes of July 9, 2019 Regular Meeting
- f. Minutes of July 25, 2019 Special Meeting
- g. Minutes of August 29, 2019 Public Hearing
- h. Minutes of August 29, 2019 Special Meeting

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

**Bird** said on page 4, she wanted to clarify her comment so that it said the commission appreciates staff. On page 10, she fixed a typo to make a word plural. The commission concurred with her changes.

Upon voice vote, motion passed 4-0.

Yea: McGann, Bird, Bolin, Lohse

Absent: Pegau, Baenen, Roemhildt

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 that the Comp Plan comment period ends on Friday. He highlighted the Second Street grant application that they were working on. The Water Department did an amazing job dealing with the water shortage and siphoning the water from Crater Lake. **McGann** asked what they need to do to get the Title 16 Code Changes approved. **Stavig** verified that the number of building permits was typical for how far along in the year they were. **Stavig** gave a brief overview of the Comp Plan Appendices.

## 9. NEW/MISCELLANEOUS BUSINESS

### a. Resolution 19-08 – Capital Improvement List

M/Bird S/Bolin to approve Resolution 19-08.

**McGann** said he thought they should delete the Second Street project since that was in the works. The commission concurred. **Lohse** said that the addressing project was a priority in his mind. **Bolin** said he didn't think people realized how big of a health and safety issue the addressing project was. **McGann** added funding for code changes to the list.

M/Bird S/Bolin to refer the resolution back to staff.

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

Yea: **McGann, Bird, Bolin, Lohse**

Absent: **Pegau, Baenen, Roemhildt**

## 10. PENDING CALENDAR

## 11. AUDIENCE PARTICIPATION

## 12. COMMISSION COMMENTS

## 13. ADJOURNMENT

M/Bolin S/Bird to adjourn the Regular Meeting at 7:12 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:** 10/2/19  
**Re:** Recent Activities and Updates

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- Signing checks as needed.
- Acting Public Works Director for three weeks.
- Beginning to compile 2020 Budget. Planning Commission budget increased for travel to Planning Commissioner Training in February.
- Purchase and Sale Agreement for CoHo signed, working through foreclosure issues, closing to follow.
- Reviewing Comprehensive Plan comments. Need to schedule Work Session for future land use map. Scheduling final tasks.
- Prepared minutes and packet for Planning Commission Regular Meeting.
- Grant application for Second Street project complete.
- Sam is working on the Title 16 changes with the attorney.
- One building permit issued since last meeting. 25 total YTD.
- Participated in City Manager applicant tours and interviews. Helen Howarth will be the new City Manager for approximately three years beginning late October.
- Terms expiring in November: Nancy Bird and Allen Roemhildt; Allen has indicated he will not reapply, so there will be one vacancy that needs to be filled. Applications for the commission are on the city webpage.



## **AGENDA ITEM # 9a**

### **Planning Commission Meeting Date: 10/8/19**

#### **PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 10/2/19

**ITEM:** Variance Request – Jane Spencer

**NEXT STEP:** Decide Whether to Grant Variance

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☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

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#### **I. REQUEST OR ISSUE:**

Requested Actions: Decide Whether to Grant Variance  
Applicant: Jane Spencer  
Address: 305 Browning Ave.  
Legal Description: A Portion of Lot 17, Block 15, Original Townsite  
Zoning: Low Density Residence District  
Lot Area: 1,125 sq. ft.  
Attachments: Location Map  
Application with Drawings

Jane Spencer is requesting a variance to build an addition that does not meet the minimum rear yard and side yard requirement for the Low Density Residential District. If the variance is granted, Jane Spencer would be able to build up to 11 inches from the rear property line and three feet from the side property line.

## II. RECOMMENDED ACTION / NEXT STEP:

“I move that the Planning Commission grant the variance request by Jane Spencer and to adopt and incorporate the findings within the staff report.”

Staff recommend the Planning Commission grant the variance request.

## III. FISCAL IMPACTS:

Increased property value and tax base.

## IV. BACKGROUND INFORMATION:

### Applicable Code:

*18.20.050 - Rear yard.*

*There shall be a rear yard in the R low density district of not less than twenty-five percent of the depth of the lot, but such yard need not exceed fifteen feet.*

*18.20.060 - Side yard.*

*A. There shall be a side yard in the R low density district of not less than five feet.*

*18.64.020 - Variances.*

*A. An application for a variance shall be filed in writing and verified by the owner of the property concerned.*

*1. The application shall contain the following data with respect to the property and the applicant:*

- a. A legal description of the property involved,*
- b. Plot plans showing the location of all existing and proposed buildings or alterations, elevations of such buildings or alterations, and such other data as may be required,*
- c. Evidence of the ability and intention of the applicant to proceed in accordance with the plans within six months after the effective date of the variance;*

The proposed addition is to an existing nonconforming house. Up until recently, the existing nonconforming house's footprint took up the area that the proposed addition would be on. Because this portion of the nonconforming house was demolished, a variance is required in order to meet City Code requirements.

### Suggested Findings:

- a. That there are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same land use district.*

This condition has been met. The Low Density Residential District encompasses a wide range of properties; however, this lot is exceptionally small with dimensions of 45' x 25'. This is a residentially zoned lot that has had a single-family dwelling on it for over 100 years. The proposed addition to the existing house is modest and designed to make the best use of the available property. The house that existed on the lot prior to the proposed addition was larger and potentially extended onto a neighbor's property (see Attachment B).

- b. *That the strict application of the provisions of this title would result in practical difficulties or unnecessary hardship.*

This condition has been met. Adhering to the required setbacks would impractically reduce the footprint of the house. The owner's water and sewer connections are located under the proposed addition. Moving the utilities to the existing building would be an unnecessary hardship.

- c. *That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare.*

This condition has been met. This lot is one of three lots, all adjacent to one another, that are small and have buildings up to their property lines. These buildings are all around 100 years old and are nonconforming. Granting the proposed variance would enhance the property and make it a more desirable area. Because the requested variance is located in the rear of the lot, there would be no detrimental impact to public health, safety, or welfare. There was a nonconforming portion of the structure that used to encompass the area of the proposed addition, so there is little difference in the used area of the lot.

- d. *That the granting of the variance will not be contrary to the objectives of the comprehensive plan.*

This condition has been met. The comprehensive plan development strategies for land use are:

Development strategies of the land use plan are discussed for all areas of the community including residential, commercial, industrial, and public lands and are listed as follows:

- Provide land use guidance for the City.
- Plan for organized future growth and development.
- Anticipate and respond to trends in development patterns.
- Maintain and provide for a balanced and complementary pattern of land uses.
- Ensure growth patterns respect the natural environment.
- Protect the citizens of the community and the investments that have been made.
- Protect property values.
- Provide a clear and concise direction towards future growth within the community.

Granting this variance supports many of these comprehensive plan strategies.

In addition, the soon-to-be-adopted 2019 Comprehensive Plan identifies "limited stock of affordable housing" as a key issue of the plan. The proposed variance is for a modest single-family house on a modest piece of property. The applicant is fixing up property that has been essentially unused for the past few years into a desirable dwelling.

**V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

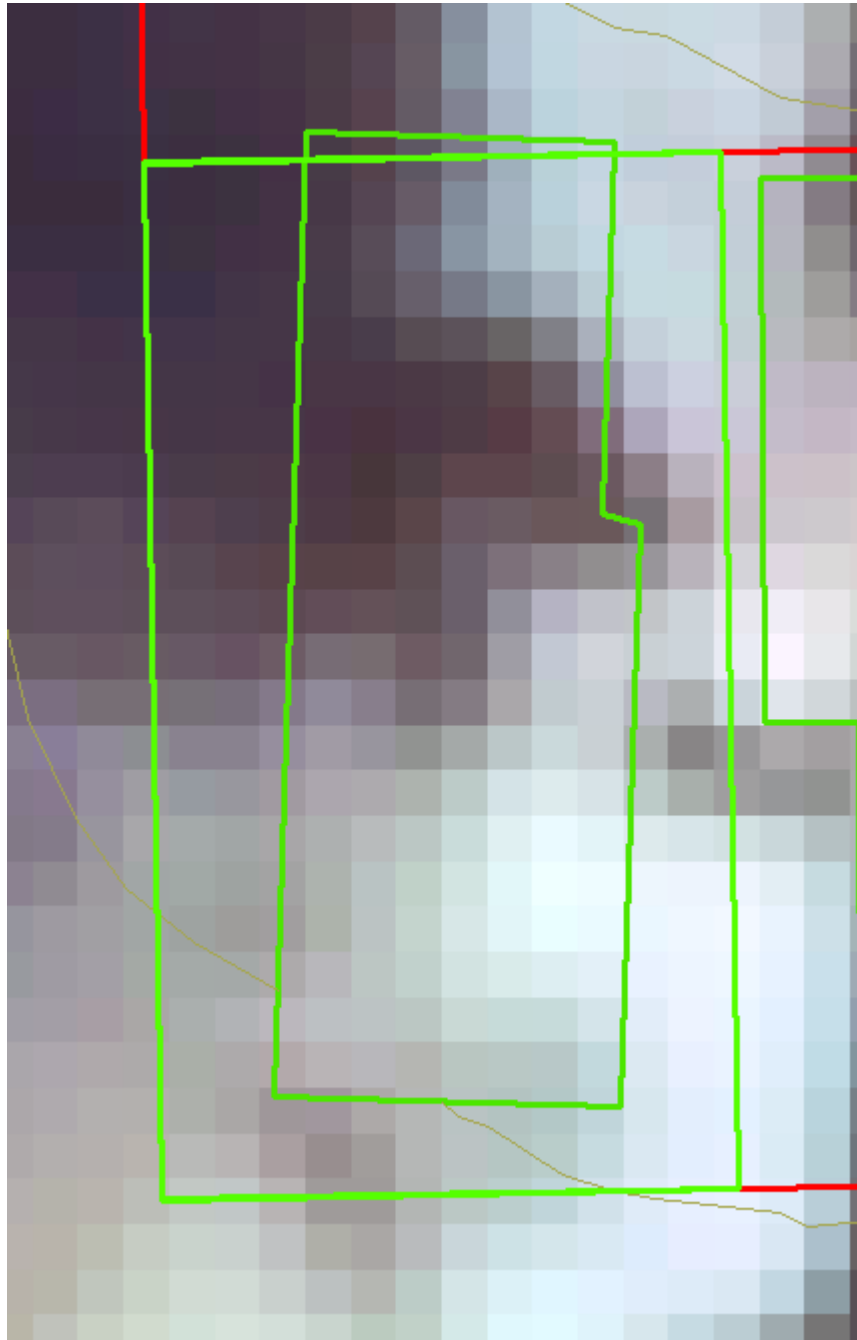
The variance can be granted, denied, or special conditions may be added by the commission.

Attachment A



**Attachment B**

**Footprint of the Old Building on the Lot**



# CITY OF CORDOVA



## VARIANCE APPLICATION

City of Cordova, Alaska

INSTRUCTIONS	PERMIT TYPE	FEE
Print or type requested information. Incomplete applications will be returned to the applicant and will delay processing of the request. Applications must be recieved by the Planning Department 21 days prior to the next Planning Commission Regular Meeting, which is scheduled the second Tuesday of each month.	<input checked="" type="checkbox"/> Variance	\$250

APPLICANT INFORMATION	
Name:	Jane Spencer
Mailing Address:	PO Box 842
City/State/Zip:	Cordova, AK 99574
Phone Number:	720-470-7516
Email Address:	spencerjaneb@gmail.com

OWNER INFORMATION	
Name:	
Mailing Address:	
City/State/Zip:	
Phone Number:	
Email Address:	

Only complete this section if owner is different from applicant.

PROPERTY INFORMATION	
Address:	305 Browning Ave, Cordova, AK
Legal Description:	0T-W 25 FT LT 17-15-17-02-273-317-A
Tax Lot No.:	02-273-317-A
Zone District:	Low density residential

Planning Department can assist if unknown.

### REQUEST DESCRIPTION

Please describe your request in detail and identify which provision(s) of the code you are seeking a variance from.

**With this application you must also include:**

1. Plot plans showing the location of all existing and proposed buildings or alterations and the elevations of such buildings or alterations.
2. Evidence of the ability and intention to proceed in accordance with the plans within six months after the effective date of the variance. *already started,*

Planning Department staff recommend that you provide any additional documents which will help the Planning Commission better understand the request, such as a cover letter, drawings, maps, or photographs.

### VARIANCE CONDITIONS

The Planning Commission may only approve a variance if the commission finds that ALL of the following four conditions are met. You must include a statement and adequate evidence showing that each of the conditions has been met. Use additional pages if needed.

**CONDITION 1: There are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same land use district.**

**CONDITION 2: The strict application of the provisions of this title would result in practical difficulties or unnecessary hardship.**

**CONDITION 3: The granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare.**

**CONDITION 4: The granting of the variance will not be contrary to the objectives of the comprehensive plan.**

**APPLICANT CERTIFICATION**

*By the signature attached hereto, I certify that I am the owner or duly authorized owner's agent and that the information provided within this application and accompanying documentation is correct. Furthermore, I hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting site inspections.*

**Applicant Signature:**

Jane Spencer

**Date:** 9/26/2019

**Print Name:**

Jane Spencer

City of Cordova, Variance Application  
Jane Spencer  
PO Box 842 Cordova, AK 99574

I'm Jane Spencer, I've lived in Cordova seasonally for almost 15 years. I currently work at the Reluctant Fisherman Inn and I am a freelance writer for the Cordova Times newspaper. I used to live in 305 Browning Ave, with my sister, and she moved away and the house was vacant for almost 3 years. I bought the house and wanted to restore it because it was not livable. I wanted to rebuild the part of the house that was not livable and add a second floor. The bottom floor dimensions are 15'4 inches in length, the width is 12ft. The second floor dimensions are 22ft in length and 12 feet wide. This is a small single family house in a neighborhood that has small lot sizes, my house dimensions are smaller than a single wide mobile home. By granting this variance, I would be able to live in this house, invest in the property, neighborhood and city of Cordova. Many of my neighbors said the house was an eye sore and they were happy that I restore it. If completed, my house would be 688 square feet. My house footprint would be approximately 424 square feet. Without this variance, my house footprint would occupy 297 square feet, which is not an adequate size for a single family home.

Request description:

I'm requesting that I maintain the footprint that my original house occupied on my property and able to rebuild what needing improvement. The rear yard requirement specifies I build 11.25 feet from the rear property line. My original house footprint not only violated this but also extended over the property line. As shown in the drawing I reduced my house footprint to be on my property. My house addition was slightly narrower in width than the rest of the house and I am just maintaining the same 12 foot width of the house for the addition. I am proposing a rear setback of 11 inches, and a side setback of 3ft.

If I built my house 11.25ft from my rear yard line, my house would lose 11.25ft of the 15'4" footprint length. Originally my house was approximately 36 feet. By adhering to the rear yard requirements the footprint for my house would be 297 square feet, and I would have to move my water and sewer lines.

1. Plot Plans are attached to this document
2. I already started building the addition, I have lumber, I have site plans and with the looming winter season, I would like to start this process as soon as possible to save what I already have and complete this home so that I can live in it and not be living elsewhere, adding to my expenses.

Condition 1:

These lots are exceptionally small. Only 25 x 45ft wide, by having a larger footprint to build on, I could actually be able to fit a single family home on the lot.

Condition 2:

The house and lot are already small. The original house occupied the space that I'd be building in, so by being unable to use that area you're decreasing the footprint and decreasing the total area house could be on. My house size is smaller than a single wide mobile home, if the variance was not granted, my house footprint size would be 297 square feet, which could not be enough for a single family home.

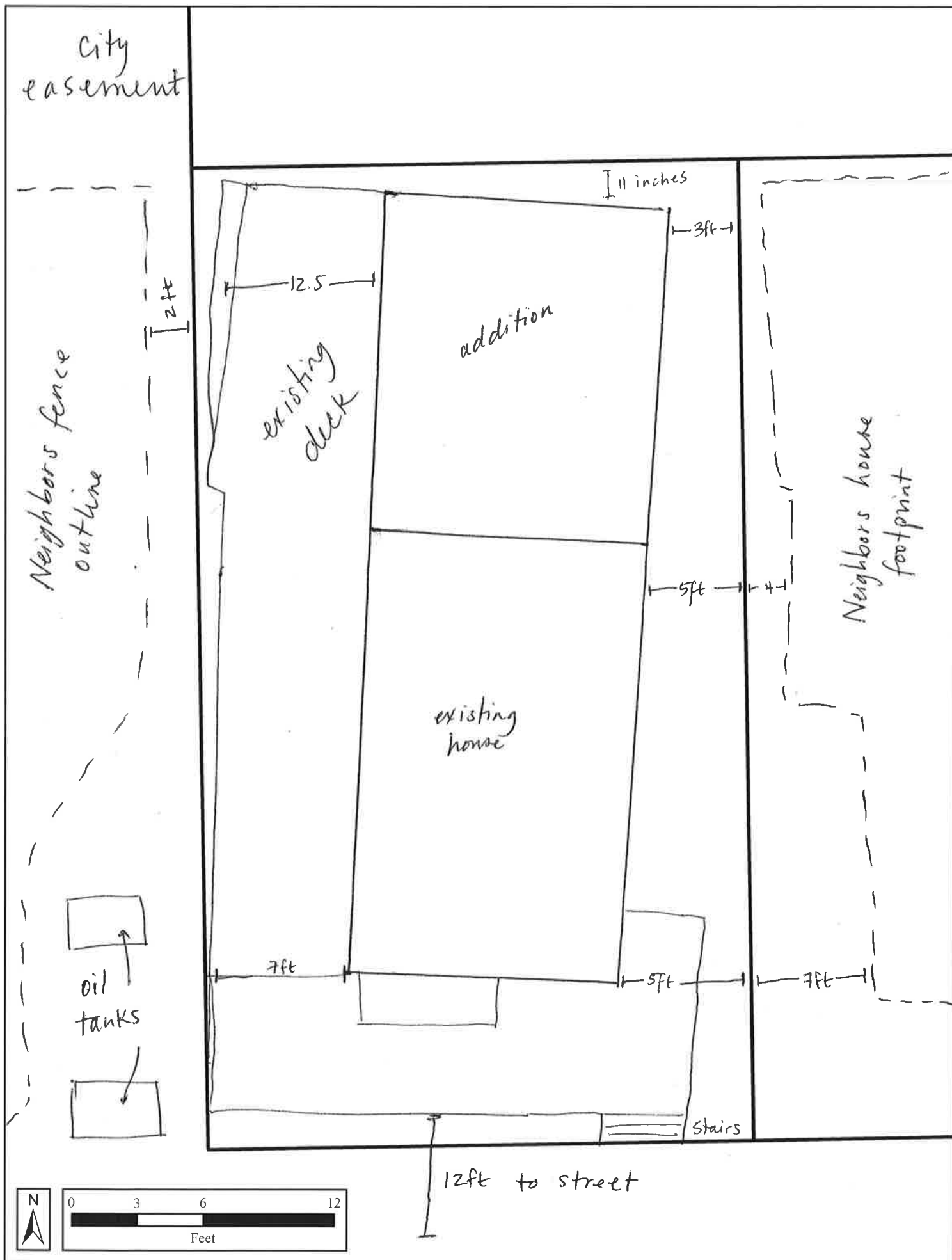
If I could not be able to maintain my original footprint, then I would have to move my water and sewer lines. By keeping the footprint to the original placement, I would not have to move these lines. The water and sewer lines occupied the addition that was poorly built that I am trying to rebuild.

Condition 3:

The properties in this neighborhood are all in violation of the rear yard and side yard requirements, and all these properties are historical homes and its part of the characteristic of this area. It's a historical area of town where there's a lot of congestion and a feature of the area.

Condition 4

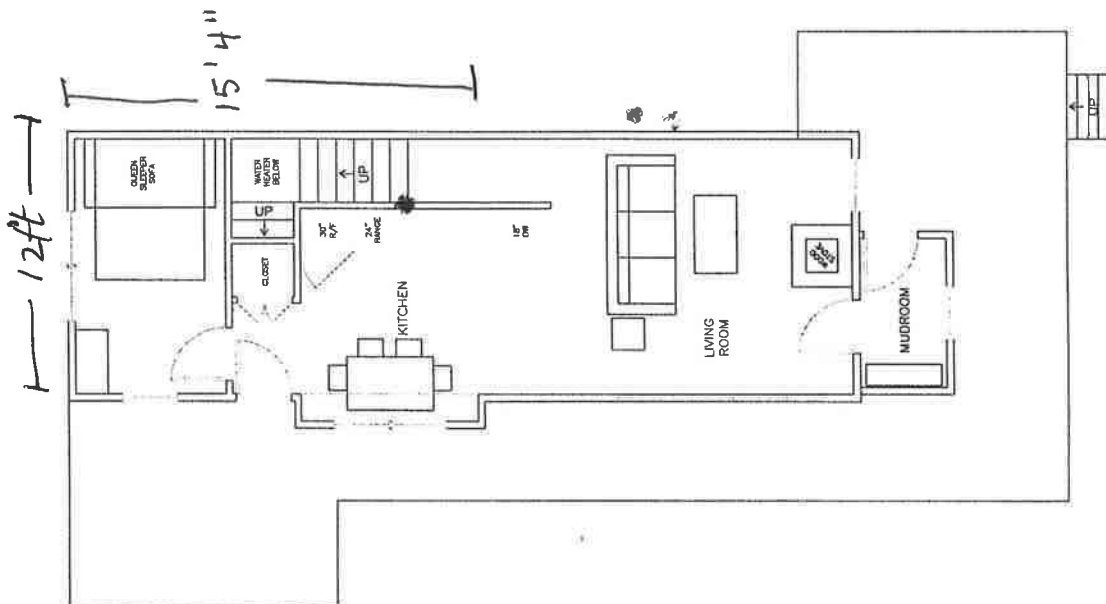
In Cordova there's a lack of housing, and affordable housing is an issue. This is a smaller home that is more affordable. In maintaining this house I would be protecting property values and making an investment into property. The house has been vacant for the last few years and hoping to rebuild into a house that can be occupied.



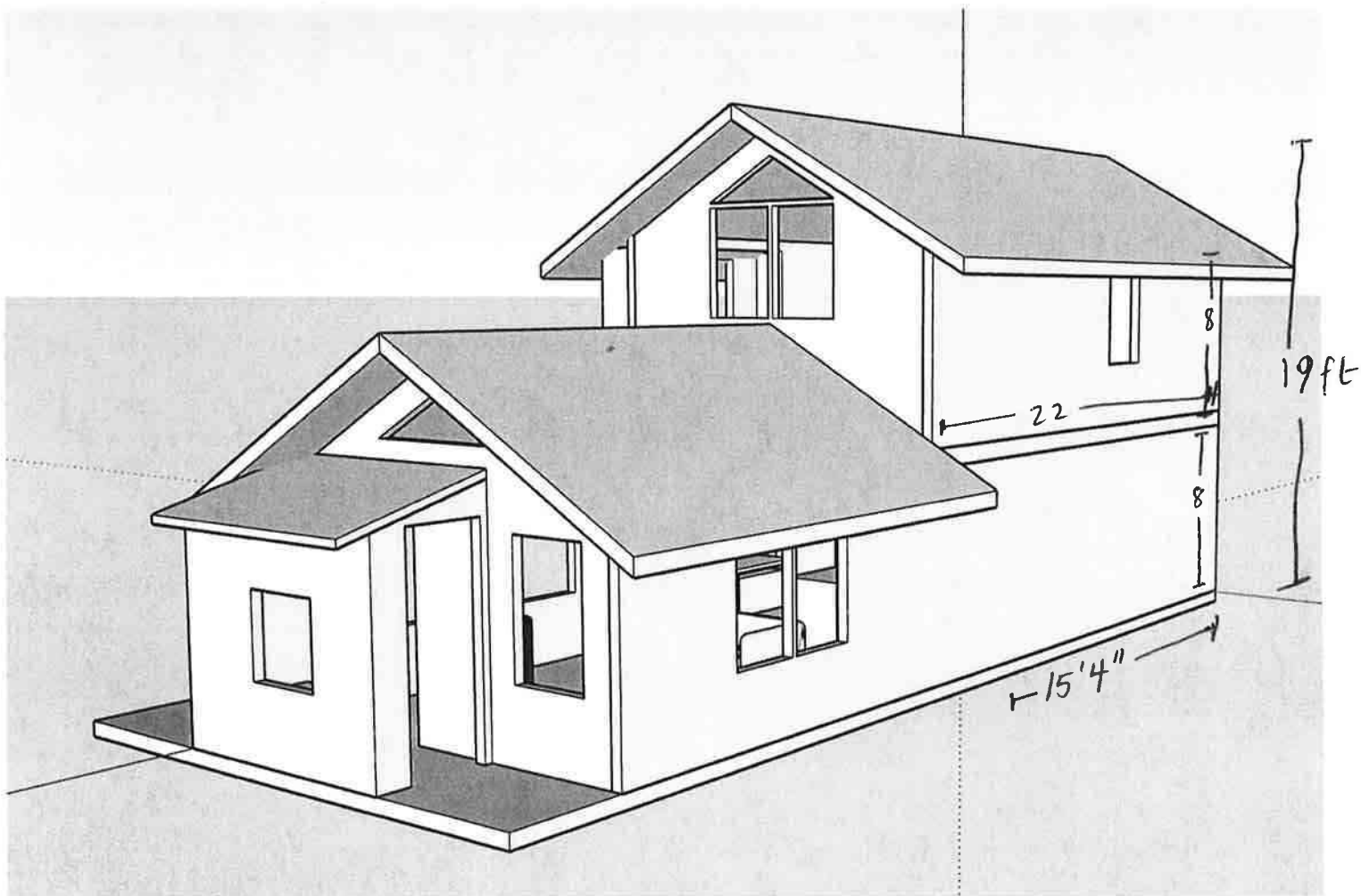
2nd floor



1st floor



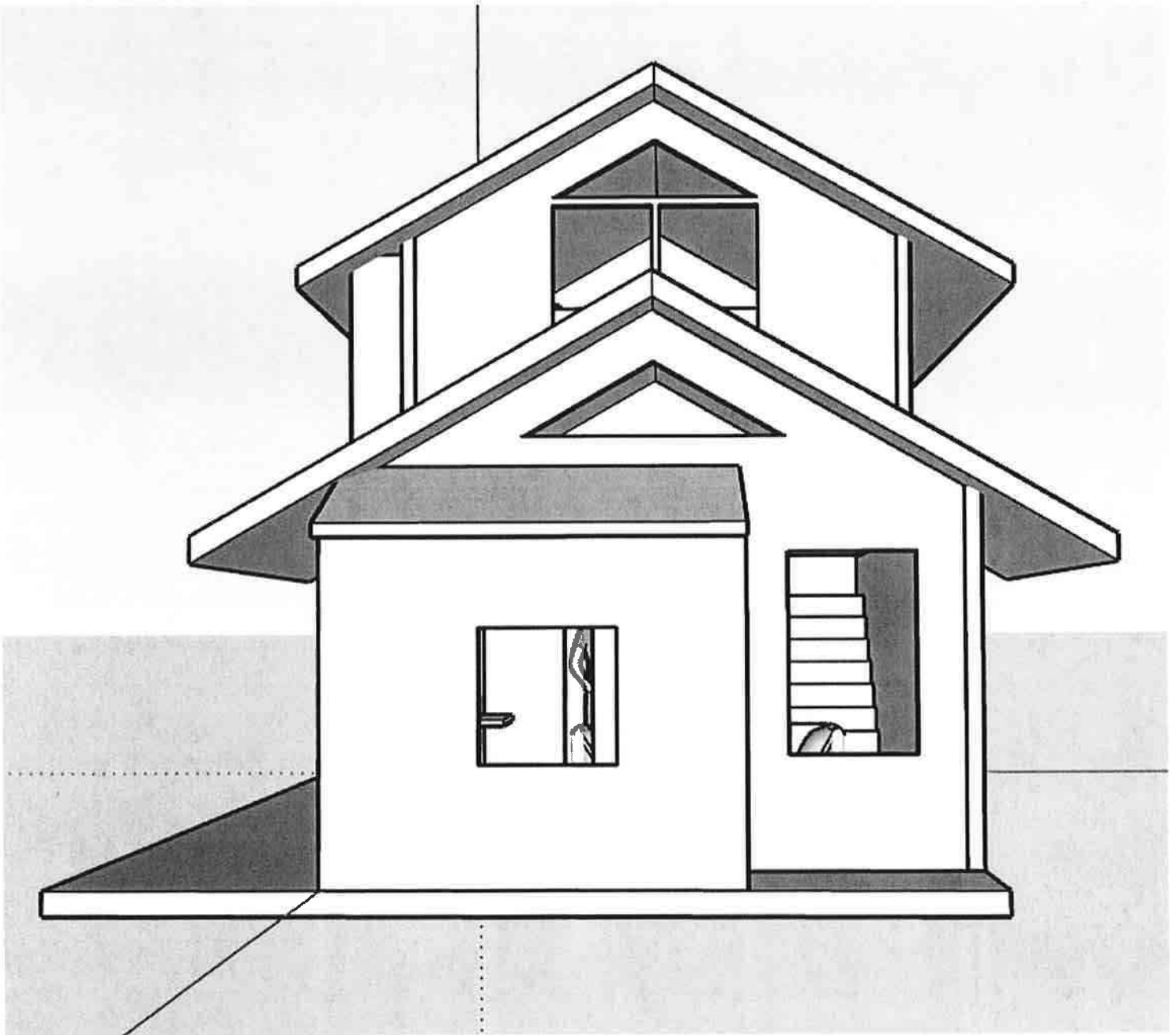
9/26/2019



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9/26/2019





**AGENDA ITEM # 9b**  
**Planning Commission Meeting Date: 10/8/19**

**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 10/2/19

**ITEM:** Letter of Interest from Alaska Department of Transportation for Parcels Along Orca Road

**NEXT STEP:** Recommendation to City Council on Disposal and Disposal Method

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☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

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**I. REQUEST OR ISSUE:**

Requested Actions: Recommendation to City Council on Disposal and Disposal Method  
Applicant: Alaska Department of Transportation  
Legal Description: Parcels 2, 3, 4, and 6 as indicated in the letter and attached drawings  
Area: Approx. .36 acres combined  
Zoning: Low Density Residential  
Attachments: Letter of Interest  
Drawings of the Subject Properties  
Location Map

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

Staff suggest the following motion:

“I move to recommend to City Council to dispose of Parcels 2, 3, 4, and 6 as indicated in the Letter of Interest submitted by the Alaska Department of Transportation with attached drawings as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with the Alaska Department of Transportation to purchase the property.”

### **III. FISCAL IMPACTS:**

City Council may dispose of property for less than fair market value.

### **IV. BACKGROUND INFORMATION:**

**9/13/19** – The Alaska Department of Transportation (ADOT) submitted a Letter of Interest for Parcels 2, 3, 4, and 6 along Orca Road.

ADOT has been planning and engineering a culvert replacement project on Orca Road for the past few years. In order to do the project, they require additional right of way from city-owned property along the road. This project has involved a lot of collaboration between the city and ADOT and will be a significant improvement to the deteriorating road and associated infrastructure. These parcels have existing ADOT infrastructure located on them that will be improved as a part of this project.

The subject parcels have several different designations on the Land Disposal Maps; however, because the land would transfer to another government and be used as public right of way, staff have determined this disposal falls outside the Land Disposal Map designation policy and is available to ADOT.

#### **Applicable Code:**

##### 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.*

### **VI. LEGAL ISSUES:**

Legal review of disposal documents would be required.

### **VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VIII. SUMMARY AND ALTERNATIVES:**

N/A



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Transportation and  
Public Facilities

NORTHERN REGION  
Design & Engineering Services

2301 Peger Road  
Fairbanks, Alaska 99709-5316  
907-451-2273  
Fax: 907-451-5411  
TDD: 451-2363  
dot.alaska.go

September 13, 2019

City of Cordova  
Attention: Leif Stavig  
P.O. Box 1210  
Cordova, Alaska 99574

Re: NR Deep Culvert Stage III Project  
Project No. 000S(770)\Z639130000  
Parcels 2, 3, 4, 6, TCE-4, TCE-6, TCE-8 - Letter of Interest

Dear Mr. Stavig:

The State of Alaska, Department of Transportation and Public Facilities (DOT&PF) is preparing a federally funded project for Orca Road, formally known as New England Cannery Road. The purpose of this project is to repave the road, replace culverts that are undersized; construct drainage improvements, upgrade shore protection, and relocate utilities within the road right-of-way.

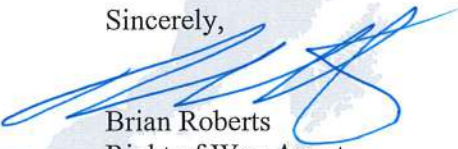
This section of Orca Road was paved in 2003 as a grave to pavement project. The pavement is nearing the end of its serviceable life. Culvert buoyancy failure has occurred on short culvert extensions at MP 0.60. There are three crossings requiring replacement of culverts that are undersized. Replacement culverts will be installed that will meet design specifications.

A portion of Cordova's water supply is collected at the end of Orca Road and piped via 16" DIP water main into town within the road embankment. Power and communication lines run within the road embankment along the entire route.

In order to complete the project, DOT&PF is in need of 4 permanent parcels and 3 Temporary Construction Easements. I've included the parcel plats and other relevant information to show the location of the parcels needed from the City. Because the project is beneficial to the City and the community, DOT&PF ask that the City consider transferring the parcels to DOT&PF for less than fair market value.

I look forward to working with the City of Cordova to complete this project.

Sincerely,

  
Brian Roberts  
Right of Way Agent

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

STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
&  
PUBLIC FACILITIES



RIGHT OF WAY REQUIRED  
000S(770)/Z6391300000  
DEEP CULVERT REPLACEMENT  
CORDOVA



OWNER: CITY OF CORDOVA  
REMAINING AREA: 1.305 ACRES

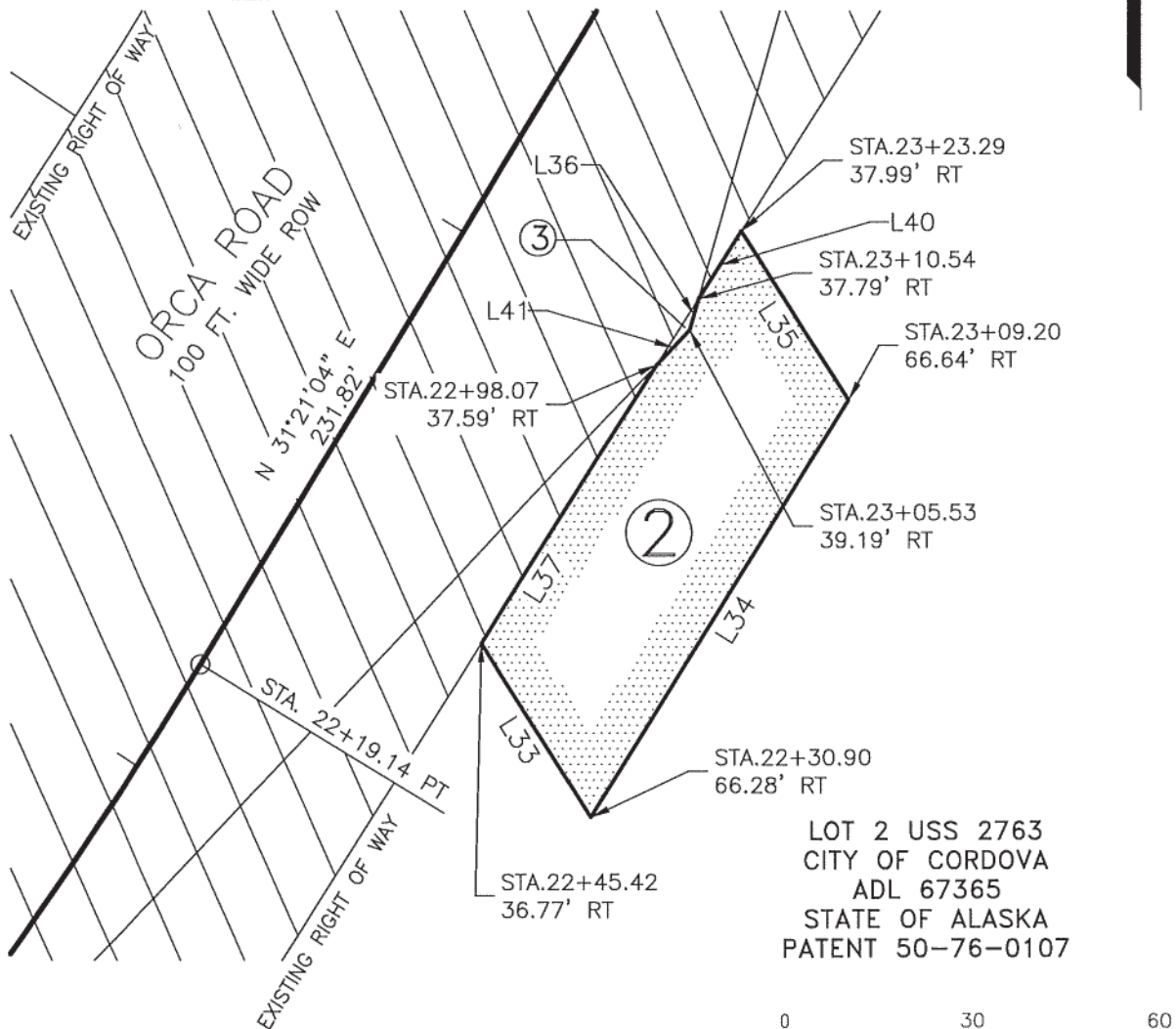
STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		RIGHT OF WAY REQUIRED FOR DEEP CULVERT REPLACEMENT CORDOVA	
DRAWING		PROJECT NO. 000S(770)/Z6391300000	
AREA 0.052 AC		PARCEL NO. 2	
SCALE 1" = 400'		DATE 04-12-2019	
INITIAL	DATE	1 OF 2	

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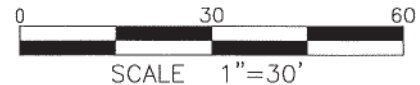
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LINE DATA		
L#	BEARING	DISTANCE
L33	S 32°27'07" E	32.89'
L34	N 31°36'56" E	78.30'
L35	N 32°28'19" W	31.93'
L36	S 15°41'45" W	5.20'

LINE DATA		
L#	BEARING	DISTANCE
L37	S 32°14'48" W	52.66'
L40	S 32°14'48" W	12.75'
L41	S 43°25'45" W	7.63'



LOT 2 USS 2763  
CITY OF CORDOVA  
ADL 67365  
STATE OF ALASKA  
PATENT 50-76-0107



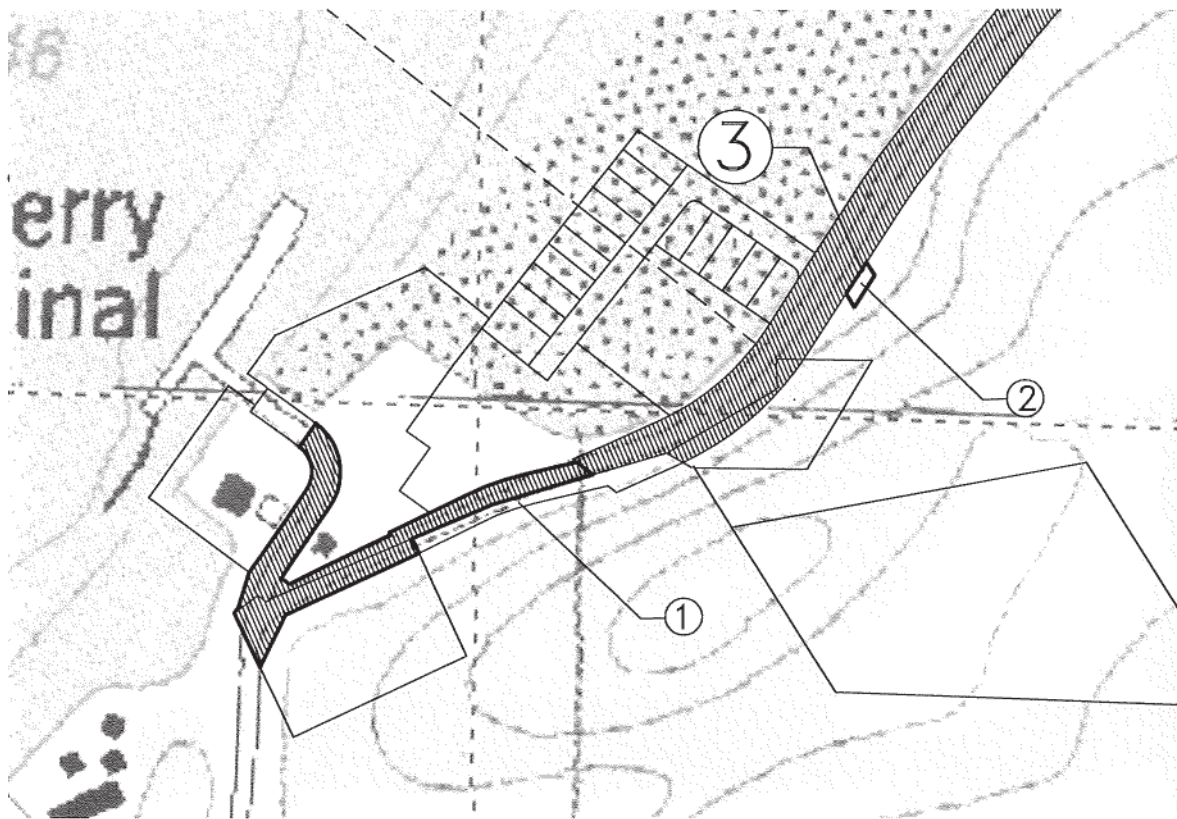
OWNER: CITY OF CORDOVA  
REMAINING AREA: 1.305 ACRES

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		RIGHT OF WAY REQUIRED FOR DEEP CULVERT REPLACEMENT CORDOVA	
_____	DRAWING	PROJECT NO. 000S(770)/Z6391300000	
_____		AREA 0.052 AC	PARCEL NO. 2
INITIAL	DATE	SCALE 1" = 30'	DATE 04-12-2019
	2 OF 2		

STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
&  
PUBLIC FACILITIES



RIGHT OF WAY REQUIRED  
000S(770)/Z6391300000  
DEEP CULVERT REPLACEMENT  
CORDOVA



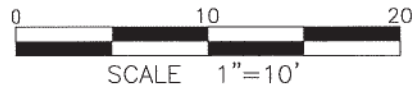
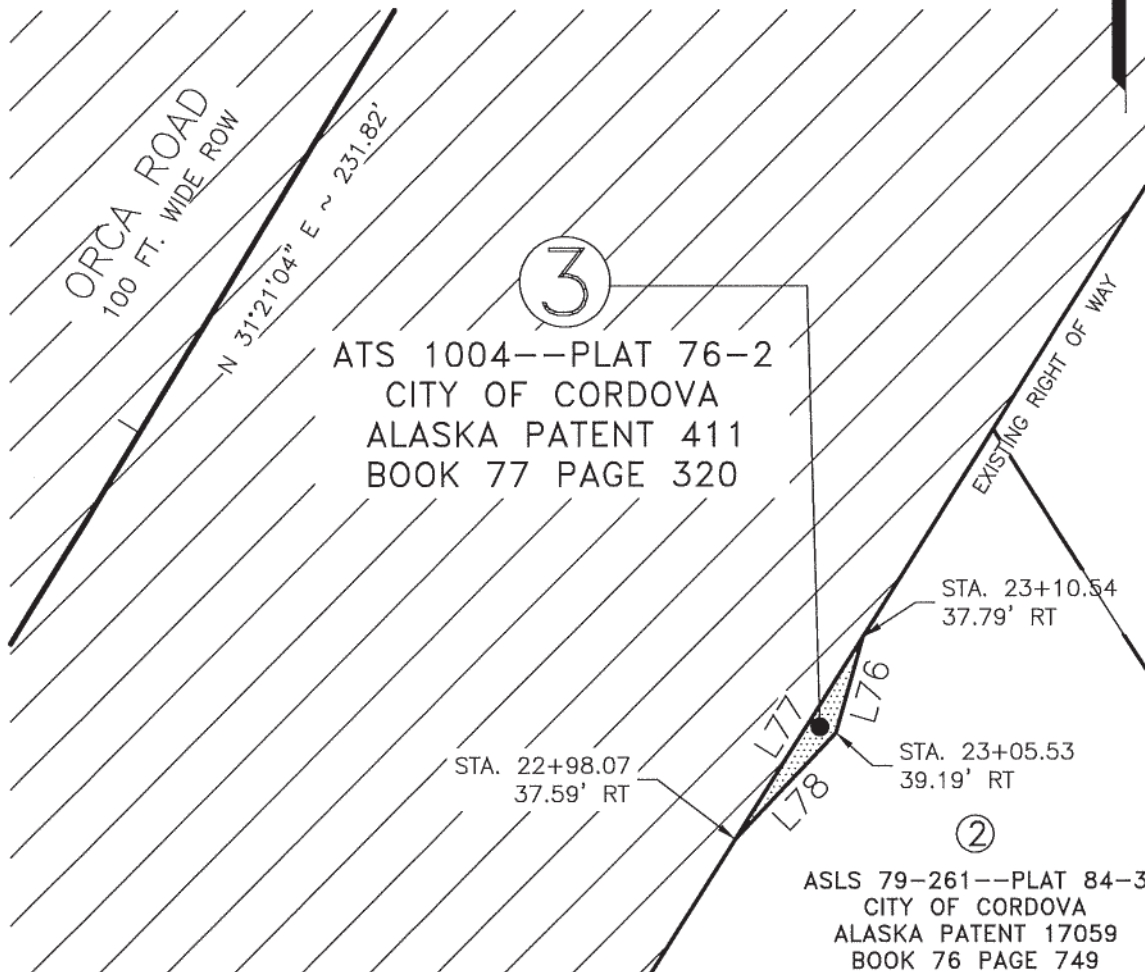
OWNER: CITY OF CORDOVA  
REMAINING AREA: 50.75 ACRES

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		RIGHT OF WAY REQUIRED FOR DEEP CULVERT REPLACEMENT CORDOVA	
DRAWING		PROJECT NO. 000S(770)/Z6391300000	
AREA 9 S.F.		PARCEL NO. 3	
SCALE 1" = 400'		DATE 10-11-2018	
INITIAL	DATE	1 OF 2	

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LINE DATA		
L#	BEARING	DISTANCE
L76	N 15°41'45" E	5.20'
L77	S 32°14'48" W	12.47'
L78	N 43°25'45" E	7.63'



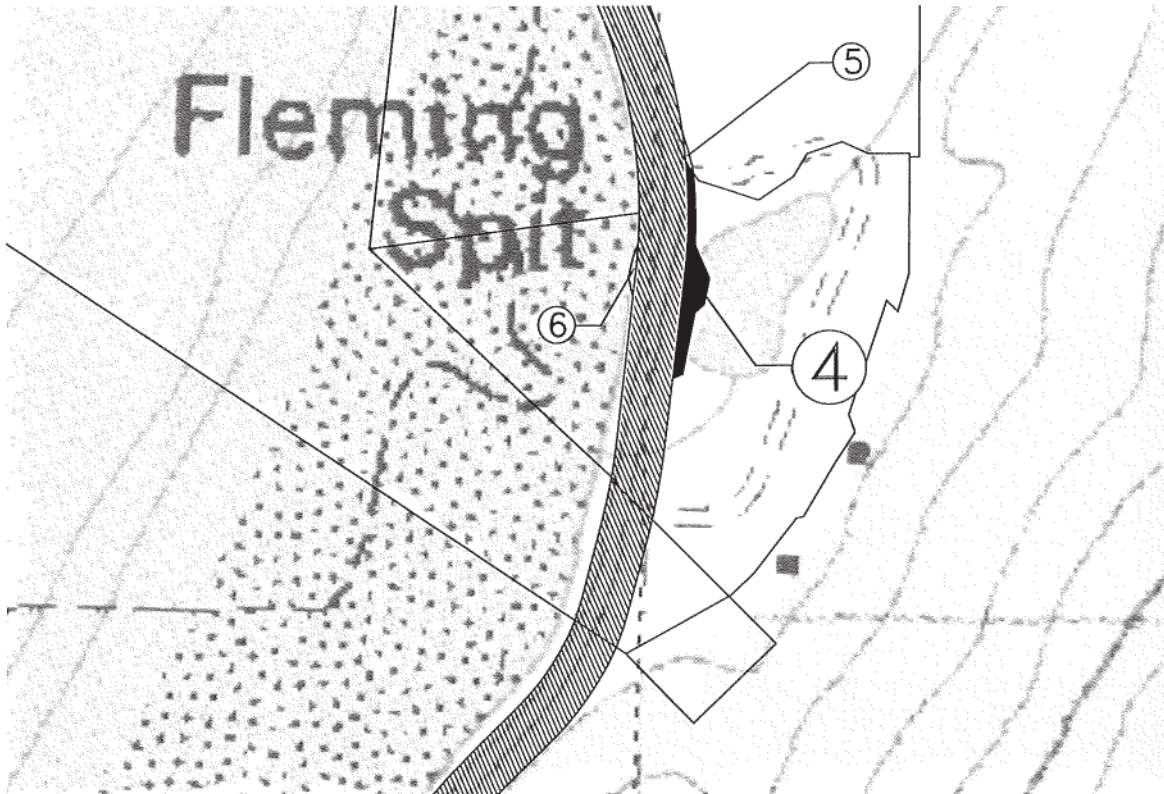
OWNER: CITY OF CORDOVA  
REMAINING AREA: 50.75 ACRES

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		RIGHT OF WAY REQUIRED FOR DEEP CULVERT REPLACEMENT CORDOVA	
DRAWING		PROJECT NO. 000S(770)/Z6391300000	
AREA 9 SF		PARCEL NO. 3	
SCALE 1" = 10'		DATE 10-11-2018	
INITIAL	DATE	2 OF 2	

STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
&  
PUBLIC FACILITIES



RIGHT OF WAY REQUIRED  
000S(770)/Z6391300000  
DEEP CULVERT REPLACEMENT  
CORDOVA



OWNER: CITY OF CORDOVA  
REMAINING AREA: 7.050 ACRES

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		RIGHT OF WAY REQUIRED FOR DEEP CULVERT REPLACEMENT CORDOVA	
DRAWING		PROJECT NO. 000S(770)/Z6391300000	
AREA 0.284 AC		PARCEL NO. 4	
SCALE 1" = 400'		DATE 02/11/2019	
INITIAL	DATE	1 OF 2	

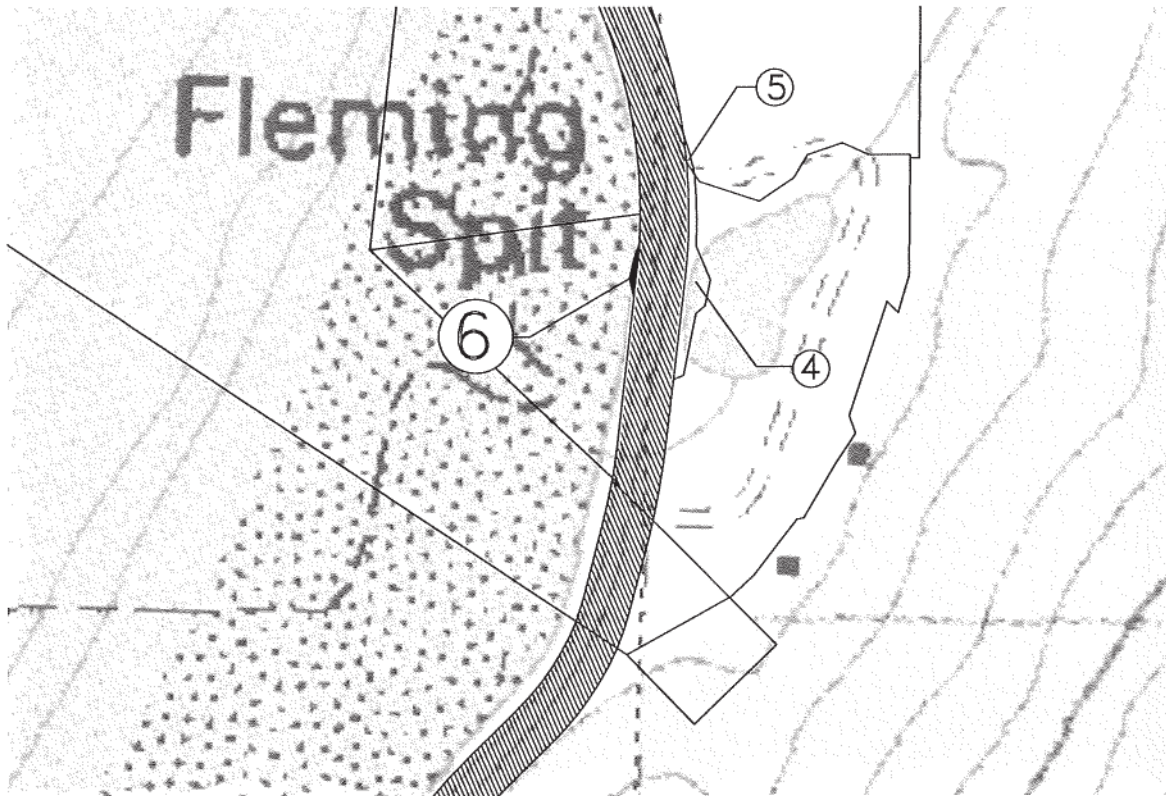
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STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
&  
PUBLIC FACILITIES



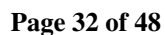
RIGHT OF WAY REQUIRED  
000S(770)/Z6391300000  
DEEP CULVERT REPLACEMENT  
CORDOVA



OWNER: CITY OF CORDOVA  
REMAINING AREA: 3.644 ACRES

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		RIGHT OF WAY REQUIRED FOR DEEP CULVERT REPLACEMENT CORDOVA	
_____	DRAWING	PROJECT NO. 000S(770)/Z6391300000	
_____	1 OF 2	AREA 0.022 AC	PARCEL NO. 6
INITIAL	DATE	SCALE 1" = 400'	DATE 02/11/2019

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## **AGENDA ITEM # 9c**

### **Planning Commission Meeting Date: 10/8/19**

#### **PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 10/2/19

**ITEM:** Letter of Interest from Prince William Sound Science Center for the “Old Sea Grant Building”

**NEXT STEP:** Recommendation to City Council on Disposal and Disposal Method

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☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

---

#### **I. REQUEST OR ISSUE:**

Requested Actions: Recommendation to City Council on Disposal and Disposal Method  
Applicant: Prince William Sound Science Center (PWSSC)  
Legal Description: Portion of Lot 3, Block 7A, Tidewater Development Park  
Area: Approx. 700 SF building  
Zoning: None  
Attachments: Letter of Interest  
Location Map

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

Staff suggest the following motion:

“I move to recommend to City Council to dispose a building locally known as the “Old Sea Grant Building” located on a portion of Lot 3, Block 7A, Tidewater Development Park as outlined in Cordova Municipal Code 5.22.060 B by \*”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with the Prince William Sound Science Center to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

### III. **FISCAL IMPACTS:**

This building has been leased to PWSSC at fair market value since 1999.

### IV. **BACKGROUND INFORMATION:**

9/24/19 – PWSSC submitted a Letter of Interest for the “Old Sea Grant Building.”

This property is currently shown as ‘Leased’ on the Land Disposal Maps. The existing lease is for a five-year term and expires on January 1, 2020. The following is the definition of the designation “Leased” from the 2019 Land Disposal Maps:

**Leased** – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. At the end of the lease term the property becomes available for disposal.

PWSSC is requesting the city dispose of the building by directly negotiating a lease once the property becomes available at the end of the lease term.

There have been no problems related to this lease; payments have always been timely and conditions of the lease have been met.

### **Applicable Code:**

#### 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.*

**VI. LEGAL ISSUES:**

Legal review of lease required.

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VIII. SUMMARY AND ALTERNATIVES:**

N/A



PO Box 705  
Cordova, AK 99574

907.424.5800  
pwssc@pwssc.org

[www.pwssc.org](http://www.pwssc.org)

24 September 2019

To: Leif Stavig  
Re: Old SeaGrant Building

Dear Leif,

The Prince William Sound Science Center would like to continue leasing the old SeaGrant building from the City. Please consider this letter an official request to lease a portion of Lot 3, Block 7A, Tidewater Development Park, commonly referred to as the "Old Sea Grant Building" from the City. We ask that the property be listed for disposal by direct negotiation between the City and PWSSC for the purpose of leasing the property.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Scott Pegau". The signature is fluid and cursive, with a long horizontal line extending to the right.

W. Scott Pegau





**AGENDA ITEM # 9d**  
**Planning Commission Meeting Date: 10/8/19**

**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 10/2/19

**ITEM:** Letter of Interest from Chamber of Commerce for Lots 3 and 4, Block 8, Original Townsite

**NEXT STEP:** Recommendation to City Council on Disposal and Disposal Method

---

☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

---

**I. REQUEST OR ISSUE:**

Requested Actions: Recommendation to City Council on Disposal and Disposal Method  
Applicant: Chamber of Commerce  
Legal Description: Lots 3 and 4, Block 8, Original Townsite  
Area: 5,000 sq. ft.  
Zoning: Central Business District  
Attachments: Letter of Interest  
Location Map

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

Staff suggest the following motion:

“I move to recommend to City Council to dispose of Lots 3 and 4, Block 8, Original Townsite and the improvements thereon as outlined in Cordova Municipal Code 5.22.060 B by \*”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with the Chamber of Commerce to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

### **III. FISCAL IMPACTS:**

This property has been leased to the Chamber of Commerce since 1999 for \$1 per year.

### **IV. BACKGROUND INFORMATION:**

**9/20/19** – The Chamber of Commerce submitted a Letter of Interest.

This property is currently shown as ‘Leased’ on the Land Disposal Maps. The existing lease is for a five-year term and expires on December 31, 2019. The following is the definition of the designation “Leased” from the 2019 Land Disposal Maps:

**Leased** – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. At the end of the lease term the property becomes available for disposal.

The Chamber of Commerce is requesting the city dispose of the building by directly negotiating a lease once the property becomes available at the end of the lease term.

There have been no problems related to this lease; payments have always been timely and conditions of the lease have been met.

### **Applicable Code:**

#### **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.*

**VI. LEGAL ISSUES:**

Legal review of lease required.

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VIII. SUMMARY AND ALTERNATIVES:**

N/A



City Manager  
City of Cordova  
P.O. Box 1210  
Cordova, AK 99574

To Whom It May Concern:

The Cordova Chamber of Commerce is a non-profit membership organization established in 1988 that works toward the promotion, development and encouragement of trade and commerce; enhancing the economic, civic and social welfare of the Cordova area. We have worked in partnership with the City of Cordova for over 20 years as the Designated Destination Marketing Organization for the Cordova area; working to support Cordova's small and large businesses, grow economic opportunity, and attract tourism that fits the unique culture and offerings of our community. Our small staff and dedicated board of directors work diligently to better quality of life for residents and create an inviting atmosphere for commerce. We greatly value our partnerships with the City of Cordova and others and could not do our work without the cooperation and support these provide.

It has come to our attention that our current lease with the City of Cordova for Lots 3 & 4, Original Townsite, Cordova AK is expiring on December 31, 2019. The Chamber has leased this site since 1999, and we are interested in renewing the lease to remain in this historical location. Thank you for your consideration and partnership.

Best Regards,

Cathy Renfeldt  
Executive Director  
Cordova Chamber of Commerce

**Cordova Chamber of Commerce**  
**PO Box 99**  
**Cordova, AK 99574**  
**907-424-7260**  
**[cordovachamber.com](http://cordovachamber.com)**

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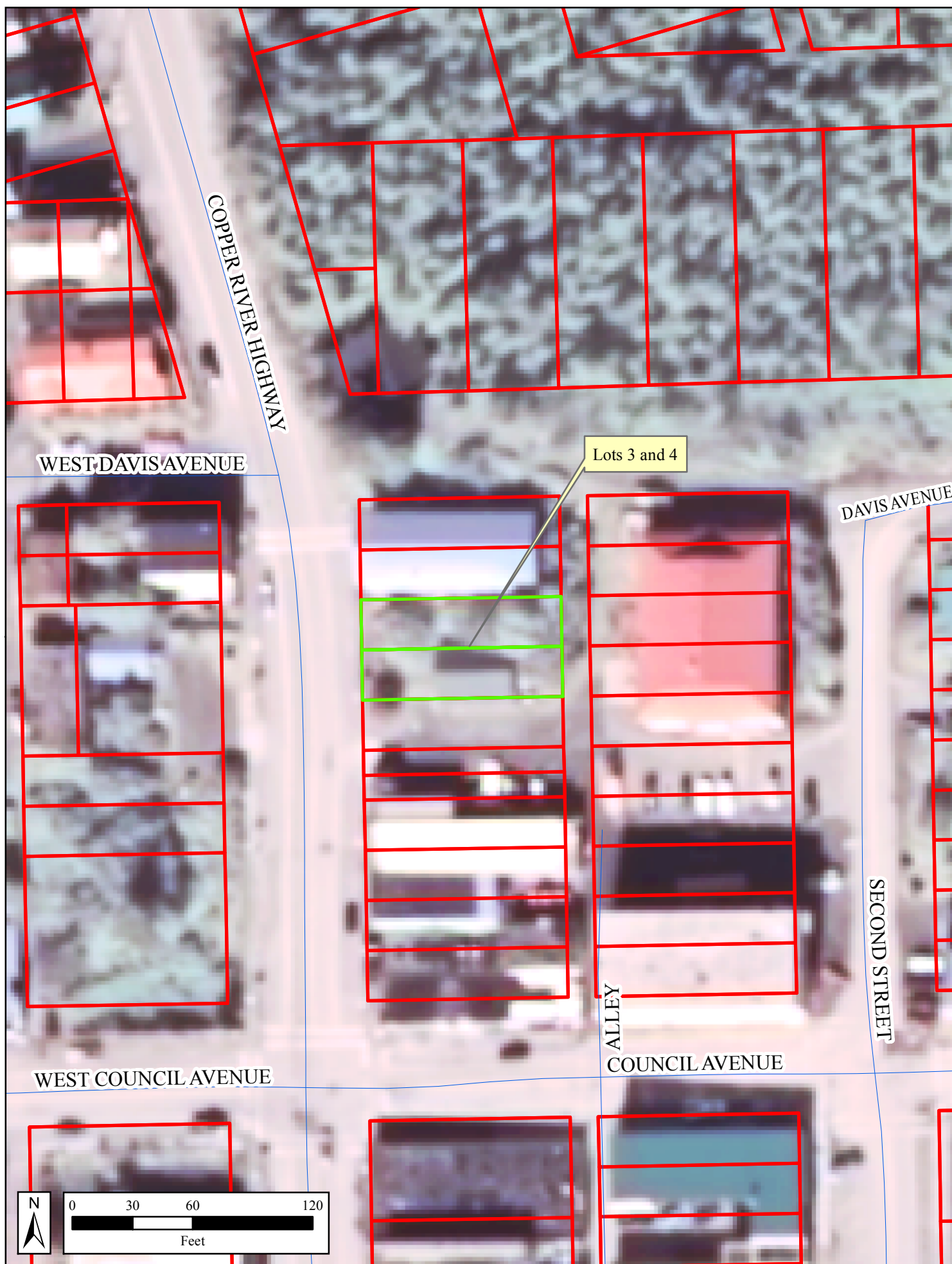
**Board of Directors**

**Lisa Koker**, Cordova Telephone Cooperative  
**Stephen Phillips**, Cordova Computers  
**Katrina Hoffman**, Prince William Sound Science Center/OSRI  
**Osa Schultz**, Seaview Condo/Pet Projects  
**Clay Koplin**, Cordova Electric Cooperative  
**Teal Barmore**, Cordova Creative Media  
**Natasha Casciano**, Cordova Gear  
**LCDR Collin R. Bronson**, US Coast Guard  
**Seawan Gehlbach**, Alaska Marine Response/Seastar Suites  
**Jim Kacsh**, Individual  
**Kerin Kramer**, Native Village of Eyak  
**Alan Lanning**, Cordova City Manager  
**Pete Mickelson**, Individual  
**Scot Mitchell**, Cordova Comm Med Center  
**Ryan Schuetze**, Commercial Fisherman/Crow's Nest Printing  
**Theresa Tanner**, Chugach National Forest - Cordova Ranger District

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**Executive Director**, Cathy Renfeldt

September 20, 2019





## AGENDA ITEM # 10a

### Planning Commission Meeting Date: 10/8/19

#### PLANNING COMMISSION COMMUNICATION FORM

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**FROM:** Planning Staff

**DATE:** 10/2/19

**ITEM:** Resolution 19-08 – Capital Improvement List

**NEXT STEP:** Pass Resolution

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☐ INFORMATION  
☐ MOTION  
☒ RESOLUTION

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#### **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 E).*

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

The current draft of Resolution 19-08 contains the list discussed at the September Regular Meeting. After making the motion to approve the resolution, the commission can discuss and make changes to the list. This list can be reviewed and discussed at more than one meeting if the commission desires. Ideally, the

commission should amend the resolution once with the new, updated list.

“I move to approve Resolution 19-08.”

**III. FISCAL IMPACTS:**

The city is dealing with financial challenges which will likely continue to limit capital expenditures for the 2020 budget.

**IV. BACKGROUND INFORMATION:**

Last year’s Capital Improvement List recommended to City Council by Resolution 18-07 was as follows:

1. Contract to Develop and Implement Addressing Database - \$25,000 - \$60,000
2. 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
3. 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 Copper River Highway - \$70,000-\$100,000
  - Shovel-ready design
  - Includes ADA sidewalks and drainage
  - Survey work completed
  - Extensive drainage work
4. 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

**V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

N/A

**CITY OF CORDOVA, ALASKA  
PLANNING COMMISSION  
RESOLUTION 19-08**

**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. Contract to Develop and Implement Addressing Database - \$25,000 - \$60,000
2. 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
3. Code Updates to Title 17 and 18 with funding for attorney time.
4. 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

**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 10<sup>TH</sup> DAY OF SEPTEMBER, 2019**

ATTEST:

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

\_\_\_\_\_  
Leif Stavig, City Planner

# 2019 OCTOBER

## PLANNING COMMISSION REGULAR MEETING OCTOBER 8, 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	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 Public Hearing (Cordova Center Rooms A & B) 6:45 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 City Closed - Alaska Day	19
20	21	22	23	24	25	26
27	28	29 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	30	31 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	01	02
03	04	05	06	07	08	09

# 2019 NOVEMBER

## PLANNING COMMISSION REGULAR MEETING OCTOBER 8, 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	06 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	07	08	09
10	11 City Closed - Veteran's Day	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 City Closed - Thanksgiving 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	29 City Closed - Thanksgiving	30
01	02	03	04	05	06	07