

Chair

Tom McGann

Commissioners

Scott Pegau

John Baenen

Allen Roemhildt

Nancy Bird

Chris Bolin

Trae Lohse

Interim City Planner

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING
NOVEMBER 13, 2018 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

AGENDA

1. CALL TO ORDER

2. ROLL CALL

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

3. APPROVAL OF AGENDA (voice vote)

4. APPROVAL OF CONSENT CALENDAR (voice vote)

- a. Minutes of September 11, 2018 Public HearingPage 2
- b. Minutes of September 11, 2018 Regular MeetingPage 3
- c. Minutes of September 27, 2018 Public HearingPage 7
- d. Record excused absences for John Baenen and Allen Roemhildt from the September 11, 2018 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 9

9. NEW/MISCELLANEOUS BUSINESS

- a. Resolution 18-08 – Update Historical District and Commission Code.....Page 16
A resolution of the Planning Commission of the City of Cordova, Alaska recommending to the City Council of the City of Cordova, Alaska to amend Cordova Municipal Code Chapter 18.90 Cordova Historical District and Historic Preservation Commission in order to update and clarify the code

10. PENDING CALENDAR

- a. November 2018 Calendar.....Page 23
- b. December 2018 CalendarPage 24

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

13. ADJOURNMENT

PLANNING COMMISSION PUBLIC HEARING
SEPTEMBER 11, 2018 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 September 11, 2018 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

Five people were in the audience.

3. PUBLIC HEARING

a. **Conditional Use Permit to Add Two 40' x 9.5' Commercial Farming Containers on Lot 4A-2, Block 2, Odiak Park Subdivision**

Kristy Andrew, the applicant of the Conditional Use Permit, thanked the community for their support. She spoke with her neighbors whose concerns were minimal.

Lance Westing, neighbor of **Andrew**, said he was curious about the process. He thought the business could be great for the community. He didn't want to give the impression that it was a bad idea. The neighborhood drains into Odiak Pond, which is anadromous. He didn't want the wastewater to lead to unnatural levels of plant growth. He knew there is a lot of rain and it may not have an effect, but in Ketchikan these types of facilities drain into the sewer. He didn't think that noise would be an issue. He said he could tolerate increased traffic for short amounts of time. He said he wanted the permit to be specific to **Andrew** so that if there was a new owner it would go through the Conditional Use Permit process again.

M/Pegau S/Bolin to recess until 6:44 PM.

With no objection, the hearing was recessed.

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

4. ADJOURNMENT

M/Pegau S/Bolin to adjourn the Public Hearing at 6:45 PM.

With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Interim City Planner

PLANNING COMMISSION REGULAR MEETING
SEPTEMBER 11, 2018 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 September 11, 2018 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

Seven people were in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Bolin to approve the agenda.

Upon voice vote, motion passed 4-0.

Yea: McGann, Pegau, Bird, Bolin

Absent: Baenen, Roemhildt

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of August 14, 2018 Regular Meeting

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

Upon voice vote, motion passed 4-0.

Yea: McGann, Pegau, Bird, Bolin

Absent: 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

Neva Nolan, neighbor of Kale'n Thyme's business, said that hydroponics at this level is gigantic. She recommended **Andrew** continue to receive education on hydroponics and get support from local people with knowledge. **Nolan** was also concerned about the wastewater. She said she didn't know where **Andrew** would expand into if the business took off. She was also concerned about the increased traffic.

8. PLANNER'S REPORT

Greenwood said that CEC was doing geotechnical work at Crater Lake and the Science Center would do some on their new parcel. She has been working with the Harbormaster on a harbor grant. The Public Works Director resigned recently. She is working to create an ordinance for all of the Title 16 work they did for the commission

to review. **Stavig** said they had been providing information to a homebuyer about the conditions of a house that encroached onto the right of way.

9. UNFINISHED BUSINESS

a. Resolution 18-06 – Conditional Use Permit for Manufactured Home Parks

A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska to amend and move Cordova Municipal Code Sections 16.80.010 through 16.80.100 into Chapter 18.60 Conditional Use Permits in order to update and clarify the code for Manufactured Home Parks

M/Bird S/Bolin to approve Resolution 18-06.

Bird said that she had no major issues with the code change. **Bolin** agreed. **Pegau** was wondering why manufactured homes needed Conditional Use Permits (CUPs), since there was a zoning code for manufactured homes. He said that there were other CUPs for uses that seemed to be CUPs so that there were additional restrictions, which is what this code seems to do. He was frustrated that CUPs could be granted for any use anywhere, so it doesn't make sense why they even have zoning codes. His major concern is that with a CUP they are trying to bypass the zoning code.

McGann said he is okay with the code and that people should have the opportunity for low-cost housing. **McGann** was wondering how licensing would work for manufactured homes. **Greenwood** said they were eliminating licensing since people would be required to get a CUP anyways. **Pegau** asked that if he were to buy the lot next to his, which has manufactured homes on either side of it, would he have to get a CUP to put a manufactured home on the lot? **Greenwood** said that he would, since it is zoned Medium Density Residential District. **Bird** said that was the reason why it would be good to have a CUP process for manufactured homes. She wanted to make sure that zoning takes priority, but allow for CUPs on a case-by-case basis, with the hope that future commissions do it fairly and take into account all of the pros and cons.

Pegau said he was still confused because the definition in the new code said the CUP was only for two or more manufactured homes, so it didn't work with his earlier example of just one. **Stavig** said the commission could amend it to say "one" instead of "two." **McGann** said he could agree with that.

M/Pegau S/ Bolin to amend the definition of "Manufactured Home Park" to read: "placement of one or more manufactured homes."

Upon voice vote, amendment passed 4-0.

Yea: McGann, Pegau, Bird, Bolin

Absent: Baenen, Roemhildt

Upon voice vote, resolution passed 4-0.

Yea: McGann, Pegau, Bird, Bolin

Absent: Baenen, Roemhildt

10. NEW/MISCELLANEOUS BUSINESS

a. Conditional Use Permit to Add Two 40' x 9.5' Commercial Farming Containers on Lot 4A-2, Block 2, Odiak Park Subdivision

M/Pegau S/Bolin to approve the conditional use permit request to add two 40' x 9.5' commercial farming containers and retail business as described in the application submitted by Kale'n Thyme LLC for Lot 4A-2, Block 2, Odiak Park Subdivision subject to the special conditions contained in the staff report and to adopt and incorporate the findings contained in the staff report.

Pegau said the idea of the business was good. **Andrew** said that she had originally planned to have the used water go onto the ground or in the storm drain, but she decided it is probably best for it to go into the sewer

system. She said that she intends to mark her parking spaces by using cones. **Bolin** clarified with **Andrew** that the roof would go over both containers. She said she planned on using a temporary fence to keep people from going onto the neighbor's property. **Andrew** explained that the reason she requested an additional six months was to secure funding for the project.

M/Pegau S/Bolin to amend the motion to add a special condition that the containers be connected to city water and sewer.

Bolin said he also had concerns about the wind in the area. **McGann** said that the roof would have to meet the wind load requirements.

Greenwood said that she was unsure if the wastewater could go into the sewer system. **Pegau** said that if the sewer system cannot process the water, then that is a red flag that it probably shouldn't be disposed of on the ground.

Upon voice vote, amendment passed 4-0.

Yea: McGann, Pegau, Bird, Bolin

Absent: Baenen, Roemhildt

Pegau said that he found all of the conditions had been met. **Bird** agreed and said that as long as the parking spaces were marked, she also felt that all conditions were met. The remainder of the commission agreed that all conditions had been met.

Upon voice vote, motion passed 4-0.

Yea: McGann, Pegau, Bird, Bolin

Absent: Baenen, Roemhildt

b. Letter of Interest from Tania Harrison for Lot 1, USS 4606

M/Pegau S/Bolin to recommend to City Council to dispose of Lot 1, USS 4606 as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

Pegau said the lot had come up before and by putting it out for proposals, they will get an idea of the level of interest. He knows that there is concern about access to the surrounding land, but he is convinced there are other ways of access. **Bolin** said that there seems to be controversy about access, but he thinks that where there is a will there is a way. If someone wants to invest in Cordova and build a home, it's a good idea. **Bird** said she was in favor of the motion and she would be open to including the access easement, but they could leave it to City Council to decide. **McGann** said he agreed with the motion. He verified with **Greenwood** that the cost for advertising is \$600, but the purchaser pays for that amount.

Upon voice vote, motion passed 4-0.

Yea: McGann, Pegau, Bird, Bolin

Absent: Baenen, Roemhildt

c. Site Plan Review for Robert Brown DBA Saddle Point Machine L.L.C.

M/Pegau S/Bolin to recommend to City Council to approve the Site Plan Review as submitted by Rob Brown DBA Saddle Point Machine L.L.C. to construct an 80' x 80' machine shop on Lot 3, Block 5, North Fill Development Park with the special conditions contained in the staff report.

Pegau said that there seems to be a bay door close to the adjacent property that there wouldn't have access to. **Bird** clarified that the side **Pegau** was referring to didn't have a bay door. **Pegau** said it looked like a nice building and that he liked the windows.

Upon voice vote, motion passed 4-0.

Yea: **McGann, Pegau, Bird, Bolin**

Absent: **Baenen, Roemhildt**

11. PENDING CALENDAR

12. AUDIENCE PARTICIPATION

McGann said that one thing came up in the public hearing was whether a Conditional Use Permit would transfer to a new owner. **Greenwood** said that it goes with the property unless the business ceases for two years.

Lance Westing said that he had tall buildings on three sides of his property and was concerned about decreased daylight. **McGann** said that the roof would probably be only 40 inches above the containers.

13. COMMISSION COMMENTS

Bird said she appreciated being able to attend via teleconference.

Pegau thanked everyone who came. He said it was nice that the public process involved the public. Hopefully they addressed some of the concerns and the Conditional Use Permit would work well for everyone.

Bolin agreed and said it helped to have public input. He thanked staff and the commission.

14. ADJOURNMENT

M/**Pegau** S/**Bolin** to adjourn the Regular Meeting at 7:31 PM.

With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Interim City Planner

PLANNING COMMISSION PUBLIC HEARING
SEPTEMBER 27, 2018 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOM B
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Public Hearing to order at 6:30 PM on September 27, 2018 in Cordova Center Community Room B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners, **Scott Pegau**, **Allen Roemhildt**, **Nancy Bird**, and **Chris Bolin**. **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. PUBLIC HEARING

a. Variance Request – Brian Butler

Mark Steen said he owns an apartment building across the street from the **Butlers**. He said he has no problem with the deck and stairs. There's so many nonconforming things around Cordova that he doesn't understand why this is being singled out.

Becky Chapek said she owns a house at 500 Third Street. She thinks it is a joke that the **Butlers** are being harassed over stairways to access the house given the nature of the street. They need stairs and the commission should let them have it.

Angela Butler, 524 Third Street, said she wanted to build stairs and a small deck. Their neighbor is zoned Medium Density Residential and doesn't really compare with the rest of the neighborhoods in that zone. The deck and stairs would increase their property value. A gurney wouldn't fit in their home before. They have always parked perpendicular to the street and with the new configuration, they could park parallel. She said that their project meets many of the development strategies from the comprehensive plan.

M/Pegau S/Bolin to recess until 6:44 PM.
With no objection, the hearing was recessed.

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

Brian Butler said that there needed to be a landing in order to get a gurney out of the house. It also enhances the safety of the home for egress from fire.

4. ADJOURNMENT

M/Pegau S/Bolin to adjourn the Public Hearing at 6:45 PM.
With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Interim City Planner

DRAFT

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 11/8/18
Re: Recent Activities and Updates

- Sam is Interim Public Works Director.
- Leif is Interim City Planner.
- Lots of public questions about zoning, ownership, land disposal, and other planning related issues; fall/winter is busy season.
- Assisted with Concept Master Plan for Hippy Cove/Science Center area on Orca Road.
- Power Creek Residential Lot Request for Proposals should be out shortly for 30 days.
- Several land disposals occurring: Arvidson purchasing lot with Lease with Option to Purchase, Science Center land purchase, and CEC land purchase still has to be approved by ordinance.
- Borough Feasibility Committee is meeting Thursday 11/15 to go over initial feasibility study results with Information Insights.
- City Council is in ongoing budget work sessions. Preparing, formatting, compiling entire 2019 budget document.
- Chris Bolin is attending the Planning Commissioner training in January in Anchorage.
- Ongoing meetings and coordination with DOT on Whitshed Road Pedestrian Path and Hippy Cove Culvert Replacement projects.
- Enforcement official was in town from State Fire Marshal's office. Issued multiple stop work orders and did other inspections.
- Seven building permits issued in September and October.
- Update on Comprehensive Plan attached.

Comprehensive Plan

Planning Staff Update

Project Begin – 11/8/18

- Comprehensive Plan Committee almost finalized. Current committee members are: Bret Bradford, Brooke Johnson, Cathy Renfeldt, Dave Zastrow, Katrina Hoffman, Kristin Carpenter, Nancy Bird, Tom McGann, Olivia Carrol, Ken Jones (ex-officio), and Melina Meyer (ex-officio).
- Two public meetings were held: Committee Kick-off on October 23rd and Cordova Community Conversation #1 on October 25th. Both had high attendance from the committee and the public.
- There is a website for the project: www.cordovacompplan.com. Check the website over the course of the project to see updates. Sign up for email updates!
- There is a short survey for the Comprehensive Plan that community members can take either online or on paper through December 31st. Paper copies will be available at City Hall, the library, and the hospital. The link to the survey is: <https://www.surveymonkey.com/r/futurecordova>, or use the QR code:

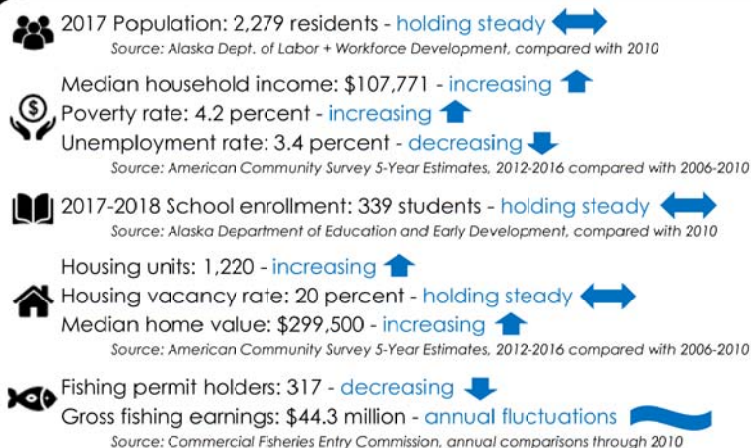


- Agnew::Beck team has completed around 20 interviews with committee members and other community members. They have also been collecting background information and beginning other forms of outreach and data collection for the project.
- The project team is also working on an online interactive map where residents can post comments.
- Sam and Leif will have an informational table at Sobriety and will do the same at Bidarki Bazaar.
- Attached:
 - Cordova Comprehensive Plan Update: October 2018 Snapshot
 - Comprehensive Plan Project Schedule
 - Comprehensive Plan Committee Roles and Responsibilities

Cordova Comprehensive Plan Update:

October 2018 Snapshot

Who are we? How have we changed?



Top Industries by Number of Employees

24% Local government (includes school, city, tribal staff)
20% Trade, transportation and utilities (includes retail)
16% Manufacturing (includes seafood processing)

Source: Alaska Department of Labor + Workforce Development, Research + Analysis Section, 2016. Excludes federal workers, military and self-employed individuals.

Local Taxes

property tax 11.5 mills
sales tax 6%
bed tax 6%
car rental tax 6%



The Cordova area has historically been home to the Alutiiq and migrating Athabascan and Tlingit Natives who called themselves Eyaks. Today the community has a significant Eyak Athabascan population with an active council, the Native Village of Eyak.

What have we learned so far?



What is important to Cordova residents? What do we value most about our community?

- Sense of community, small-town feel
- Family-friendly, quality schools
- Active volunteers, commitment/service to community
- Creative, artistic, well-educated, resourceful residents
- Support for local businesses
- Ready access to outdoor recreation, natural resources
- History and culture



What are our biggest challenges and potential areas for improvement?

- Undiversified economy, overdependence on one industry
- Aged harbor, lack of waterfront infrastructure
- Lack of access, ability to effectively move goods and people
- Lack of affordable, quality housing
- Limited land base and options for growth
- Limited affordable, appropriate commercial space
- Small workforce, limited training and certification options



What are our potential priorities? What projects or strategies will help us achieve our goals?

- Replace and expand harbor and waterfront infrastructure
- Advocate for consistent, reliable ferry service
- Provide affordable and quality healthcare and housing
- Expand Cordova Center use, revenue generation
- Revitalize main street, uptown
- Continue strategic marketing and support visitor industry
- Incentivize small business development
- Explore Prince William Sound borough formation

What is a Comprehensive Plan?

A comprehensive plan is a process for communities to plan for their future by creating a long-term vision, community goals, and practical short-term strategies. The updated plan will guide decision-making on topics including land use, housing, economic development, transportation and quality of life. Cordova's Comprehensive Plan was last updated in 2008.

What have we accomplished since we last updated our plan in 2008?

- Completion of the Cordova Center
- Upcoming relocation and expansion of the Prince William Sound Science Center
- Addition of new travel lift
- Development of Native Village of Eyak's Ilanka Community Health Center
- Improvement to community drinking water infrastructure
- Completion of school remodel in 2012
- Expansion of medical capabilities at the hospital
- Increase in emergency preparedness planning
- Establishment of the Salmon Jam – Copper River Wild Salmon Festival

Our Timeline

Fall 2018

- Project kick-off
- Talk with residents and collect information
- **October: Community Visit #1**

Winter-Spring 2018-2019

- Share what we learn and collect feedback
- Additional research; write draft
- **February: Community Visit #2**

Summer-Fall 2019

- Release and get feedback on the draft
- **April: Community visit #3 to share draft plan**
- **September: Community visit #4 to finalize plan**
- Plan approval: October 2019

Get Involved: Share Your Ideas + Questions

- Visit our website: www.cordovacomplan.com
- Receive project updates: sign up on the website or email shelly@agnewbeck.com
- Attend an in-person meeting; see the website; email the project team to learn about for upcoming events
- Follow the City of Cordova on Facebook: <https://www.facebook.com/CordovaAK/>

Contact Us to Learn More

Leif Stavig, Interim Planning Director
City of Cordova

907-424-6220, planning2@cityofcordova.net

Shelly Wade, Project Manager
Agnew::Beck

907-242-5326, shelly@agnewbeck.com



Task Schedule

- Task 1 – Project Initiation: [September/October 2018](#) (*Start date: September 1, 2018*)
Task 2 – Background Collection and Data Synthesis: [October 2018 through February 2019](#)
Task 3 – Community and Stakeholder Engagement: [October 2018 through October 2019](#)
Task 4 – Draft Plan: [November 2018 through May 2019](#)
Task 5 – Final Plan: [August through October 2019](#) (*End date/plan finalization: October 31, 2019*)
Task 6 – Ongoing Project Management: [September 2018 through October 2019](#)
Task 7 – Potential Subtopic Development: [September 2018 through October 2019](#)

Process/Deliverable Schedule:

[September – October 2018](#)

- Form core group – Staff (2), Planning Commission (2), City Council (2),
- Conduct 10-15 interviews:
 - Core group members
 - Other key stakeholders – organized/selected by comp plan focus area – land use (land owners, real estate), housing, economic development (commercial fishing, recreation/tourism, small businesses), fiscal health, public services and infrastructure, transportation, quality of life
- Identify potential focus area working group members – small groups of “local experts” that will work with the team to review topic-specific materials and draft plan components
- Review/summarize existing plans and other relevant work/projects
- Develop plan structure – use A::B proposal regarding Task 4 as a starting point, and to include discussion and identification of any additional subtopics, and related additional contracting budget, the City would like to incorporate into the contracted planning process and final plan update
- Identify data and mapping needs/requests (e.g., progress on previous comp plan, trends)
- Develop community/stakeholder outreach plan, including tools/schedule for providing project updates
- Develop project website and flyer – what, why, who, when, where
- Develop “Our Community” overview of key trends, issues and maps and other “meeting in a box” toolkit items

[October 2018 – February 2019](#)

- **Community Visit #1 – Week of October 22nd, 2018**
 - Meet with core group
 - Review all materials outlined above, including the schedule for future core group meetings
 - Conduct focus area working groups – use template that starts to set the stage for draft chapter development
 - Conduct other outreach – interviews, events, youth engagement, etc.
- Research, Analysis, Outreach, Early Plan Development – November through January
 - Work with core group and focus area working groups to develop draft “chapters” – this will include an early and aggressive consideration of priorities and implementation
 - Conduct other outreach activities
- **Community Visit #2 – February 2019**

- Share draft plan direction – work with core group to identify best methods, including through existing meetings, community events, etc.

March – May 2019

- Develop full public review draft plan
- **Community Visit #3 – April 2019**
 - Review draft plan with core group
- Release draft for public comment – May 2019

May – August 2019

- 120-day comment period
- Additional outreach to the community (using “meeting in a box”) and visitors (simple surveys at bed and breakfasts, hotels, etc.)

September – October 2019

- Summarize comments and team recommendations for plan revision with core group
- **Community Visit #4 – September 2019**
 - Meet with core group to review recommended revisions and to strategize support for the plan during upcoming PC and City Council meetings
- Revise and finalize the draft based on comments, including input during public hearings with PC and City Council – October 31, 2019



Cordova Comprehensive Plan Roles & Responsibilities – September 2018

Thank you for taking the time to contribute as a member of the Cordova Comprehensive Plan Committee. The committee is intended to be a broadly representative group that will act as a sounding board and creative problem solvers throughout the planning process. Below, the project team has outlined some of the roles and responsibilities of committee members.

Project Team Roles and Responsibilities

The project team appreciates your willingness to volunteer and will run working committee meetings efficiently, provide timely information, and be reasonable in our requests for assistance.

Committee Roles and Responsibilities

Balance personal and community-wide interests.

- Provide input that represents personal views, and to equally consider the interests of the community.
- Seek to identify areas of agreement and common ground solutions that serve the needs of all parties with a stake in the future of the region.
- Compromise when necessary.
- Work with other committee members to help shape a Cordova Comprehensive Plan that individual members and the whole committee can actively support.

Support the process.

- Devote the time, study and thought necessary to understand and carry out committee's responsibilities.
- Attend meetings whenever possible. Committee members should be prepared to meet monthly throughout the project.

Assist with engagement and outreach.

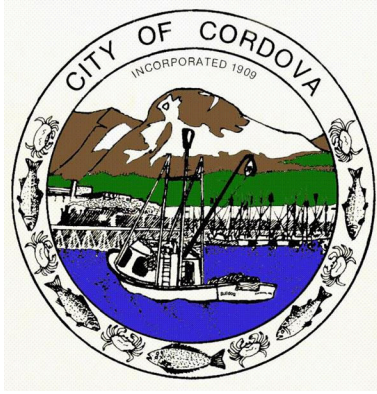
- On an ongoing and informal basis, keep family, friends, neighbors and colleagues informed about the process and key outcomes.
- Encourage others to participate at various stages of the process when appropriate.
- Provide feedback on public participation tools and process.
- Support recruitment, engagement and outreach efforts.
- Participate in interviews and attend community meetings.
- Encourage others to offer feedback on draft materials.

Work productively with other committee members, city staff, and other community members, even when experiences and opinions may differ.

- Listen and be open to new ideas.
- Stay on topic and keep comments specific.
- Be respectful and polite.
- Be positive and focus on being problem solvers.
- The committee will help shape and clarify the comprehensive plan goals and strategies and should be prepared to meet monthly throughout the project.

Help with plan approval.

- Provide input at meetings and during the Planning Commission and City Council review and approval process.
- Provide a resolution recommending adoption of the final comprehensive plan document.



AGENDA ITEM # 9a

Planning Commission Meeting Date: 11/13/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 11/8/18

ITEM: Resolution 18-08

NEXT STEP: Pass Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Pass Resolution
Applicant: N/A
Parcel Number: N/A
Zoning: All districts
Attachments: Cordova Historic Preservation Commission Resolution 18-01
Amendments to CMC 18.90

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 18-08.”

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

4/5/18 – The Cordova Historic Preservation Commission (CHPC) passed Resolution 18-01 recommending changes to Chapter 18.90 of the Cordova Municipal Code.

With input from the Alaska Office of History and Archaeology, the CHPC has reviewed and recommended to the Planning Commission making changes to Chapter 18.90 of the Cordova Municipal Code. If Resolution 18-08 is passed, staff will prepare an ordinance changing the code as recommended. A commissioner from the CHPC will be present at the meeting to answer any questions about the proposed changes.

V. LEGAL ISSUES:

If the ordinance is passed at council, all updates would be effective 30 days after the posting of the second reading of the ordinance.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The Planning Commission may provide additional input to the recommended code change, or not pass the resolution.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 18-08**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA TO AMEND CORDOVA MUNICIPAL CODE CHAPTER 18.90 CORDOVA HISTORICAL DISTRICT AND HISTORIC PRESERVATION COMMISSION IN ORDER TO UPDATE AND CLARIFY THE CODE.

WHEREAS, the Historic Preservation Commission determined Cordova Municipal Code Chapter 18.90, entitled Cordova Historical District and Historic Preservation Commission needed to be amended; and

WHEREAS, the Alaska Office of History and Archaeology recommended the amendments to the Historic Preservation Commission; and

WHEREAS, the Historic Preservation Commission has recommended the amendments to the Planning Commission via Cordova Historic Preservation Commission Resolution 18-01; and

WHEREAS, the Planning Commission recommend City Council approve the ordinance amending Chapter 18.90.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend to the City Council of the City of Cordova, Alaska to amend Cordova Municipal Code Chapter 18.90 Cordova Historical District and Historic Preservation Commission in order to update and clarify the code.

PASSED AND APPROVED THIS 13TH DAY OF NOVEMBER, 2018

Tom McGann, Chair

ATTEST:

Leif Stavig, Interim City Planner

**CITY OF CORDOVA, ALASKA
CORDOVA HISTORIC PRESERVATION COMMISSION
RESOLUTION 18-01**

**A RESOLUTION OF THE CORDOVA HISTORIC PRESERVATION COMMISSION OF THE
CITY OF CORDOVA, ALASKA, RECOMMENDING TO THE PLANNING & ZONING
COMMISSION OF THE CITY OF CORDOVA, ALASKA TO UPDATE CHAPTER 18.90 OF
THE CORDOVA MUNICIPAL CODE.**

WHEREAS, the Historic Preservation Commission reviewed chapter 18.90; and

WHEREAS, Chapter 18.90 was last reviewed and amended in 1995; and

WHEREAS, the Historic Preservation Commission determined that Chapter 18.90 entitled Cordova Historical District and Historic Preservation Commission needed updates; and

WHEREAS, the Historic Preservation Commission receives support and advice from the Alaska Historic Commission and the Alaska Office of History and Archaeology; and

WHEREAS, the Alaska Office of History and Archaeology provided recommended updates to Chapter 18.90 which were included in the update,

NOW, THEREFORE BE IT RESOLVED THAT the Cordova Historic Preservation Commission of the City of Cordova, Alaska hereby recommends to the Planning & Zoning Commission of the City of Cordova, Alaska to amend Chapter 18.90 of the Cordova Municipal Code, as detailed in the attached document (with deleted language shown as strike-outs and additions underlined) in order to update and clarify the purpose and authorities of the Cordova Historic Preservation Commission.

PASSED AND APPROVED THIS 5TH DAY OF APRIL, 2018


Jim Casement, Chair

ATTEST:


Samantha Greenwood, City Planner

Amendments to Chapter 18.90

Recommended by the Cordova Historic Preservation Commission 12-14-2017

Strikeouts are proposed deletions; underlined are proposed additions.

Chapter 18.90 - CORDOVA HISTORICAL DISTRICT AND HISTORIC PRESERVATION COMMISSION

Sections:

18.90.010 - Cordova ~~historical~~ Historic Preservation Commission established.

- A. There is created a historic preservation commission. The commission shall have seven members which shall consist of one currently sitting member of the Cordova planning and zoning commission, one current member of the Cordova Historical Society, one member selected by the Native Village of Eyak and four public members appointed by the mayor and confirmed by the city council. One of the public members shall be a Cordova resident with a demonstrated interest or knowledge of historic preservation. The final three members shall be professionals, as defined by the National Park Service Regulations, from the disciplines of history, architecture or architectural history, and archaeology.
- B. Ex Officio Members. The mayor and the city manager shall be ex officio members of the commission and shall have the privilege of the floor, but no right to vote.
- C. Terms of Office. Members of the commission shall be appointed for three-year terms, provided however, that in the first instance one member shall be appointed for one year, two members appointed for two years and two members appointed for three years.
- D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

(Ord. 751, 1995; Ord. 746 § 1, 1994; Ord. 691(part), 1992).

18.90.020 - Cordova ~~historical~~ Historic preservation commission-Officers.

- A. The commission shall annually organize and elect a chair, vice-chair, and secretary at the first meeting of a new fiscal year. ~~following appointment of new commissioners, but in any event no later than July 31st of each year~~
- B. The chair shall preside over the meetings of the commission and shall exercise all powers usually incident to the office and shall be a voting member with full right to have his vote recorded in all deliberations of the commission.
- C. The vice-chair shall assume the duties of the chair in his absence. In case of the absence of both the chair and the vice-chair, the members present may elect a temporary chair for the meeting who shall, during such meeting, have full powers of the chair.
- D. The secretary shall be responsible for taking and typing minutes of all meetings of the commission, and for providing the minutes to the city clerk for distribution and recordkeeping.

(Ord. 751, 1995; Ord. 746 § 2, 1994; Ord. 691(part), 1992).

18.90.030 - Cordova ~~historical~~ Historic Preservation commission-Meetings.

- A. The commission shall meet regularly at a time and place set by the commission. The commission will meet twice a year at a minimum. The commission shall conduct business in accordance with the Open Meeting Laws of Alaska. This includes adequate public notice of all meetings including the meeting time, place and agenda items. Notice of postponement of any regular meeting must be given to each member and to the public at least twenty-four hours in advance.
- B. Special meetings may be called by the chair and at such times as the commission may determine necessary provided that at least twenty-four hours' notice of a special meeting is given to each member at his established residence or business, and to the public.
- C. The commission shall keep minutes of its proceedings showing the vote on each issue and the number absent or failing to vote. The commission shall keep records of its official actions, all of which shall be filed in the office of the city clerk and shall be kept as a public record.
- D. A majority of the membership of the commission shall constitute a quorum for the transaction of business. A public hearing may be opened and comments received without a quorum of the commission present, provided that no action may be taken on any issue until minutes have been received by absent commission members. Action can then be taken at the next meeting. Action can be taken after the public hearing if a quorum is assembled and all members present are informed of the substance of public testimony.
- E. The commission shall conduct business using the latest edition of Robert's Rules of Order. All main motions shall be made in the affirmative.
- F. Any member who has a substantial personal interest or financial interest of any kind in any questions being voted upon shall identify his interest and declare a possible conflict of interest. He shall not be excused from voting thereon except with the concurrence of the majority of the members present.
- G. Any member of the commission anticipating an absence from commission meetings shall so advise the commission. A member who misses three consecutive regular meetings without prior excuse shall automatically be recommended for replacement to the mayor.
- H. All recommendations by the commission to the planning commission or to the city council shall be made by resolution. Resolutions shall be numbered consecutively within each year according to the sequence of approval and shall be signed by the chair and secretary.
- I. Rules and procedures of the commission may be amended at any regular or special meeting by a majority vote of the membership of the commission.

(Ord. 751, 1995; Ord. 691(part), 1992).

18.90.040 - Cordova ~~historical~~ Historic preservation commission-Powers and duties designated.

- A. ~~Survey and Inventory of Community Historic Resources. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect sensitive site locations from possible vandalism. (Section 3.(a-c) CLG regulations). The survey shall be updated at least every ten years. Develop a local historic preservation plan providing for identification, protection, and interpretation of Cordova's significant cultural resources. This plan is to be compatible with the Alaska historic preservation plan.~~

- B. Review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
- C. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the commission considers a National Register nomination which is normally evaluated by professionals in a commission, the commission will seek expertise in this area before rendering its decision.
- D. Provide Advice and Information. The commission shall act in an advisory role to the Cordova planning and zoning commission who will make recommendations to the Cordova city council. It shall also advise and assist other city officials and departments and the public regarding the identification, protection, and enhancement of local historic and archaeological resources. The commission shall work toward continuing education of citizens regarding historic preservation. It shall assist property owners in any way necessary including help with getting their property on the National Register and in identifying funding sources for specific projects.
- E. The commission shall support the enforcement of the Alaska Historic Preservation Act (AS 41.35).
- F. The commission shall support the enforcement of any local preservation laws that may be passed.
- G. The commission ~~may~~ shall draft or make recommendations on local preservation ordinances, a preservation plan, or an overall development plan with a preservation or "building style" theme and make recommendations to the planning and zoning commission who, in turn, will make recommendations to the city council.

(Ord. 751, 1995; Ord. 746 § 4, 1994; Ord. 691(part), 1992).

~~18.90.050 – Continuation.~~

~~The city council, annually at the first meeting in November, by an affirmative vote, may continue the existence of the commission. In the absence of an affirmative vote by council, the commission will cease to exist within thirty days.~~

(Ord. 751, 1995; Ord. 746 § 5, 1994).

2018 NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	08	09	10
11	12 City Closed - Veteran's Day	13 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	14 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	15 12:00 PM - PWS Borough Advisory Committee Work Session (Cordova Center Rooms A & B)	16	17
18	19 5:30 PM - City Council Work Session with CCMC and NVE (Location Unknown)	20	21 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	22 City Closed - Thanksgiving	23 City Closed - Thanksgiving	24
25	26	27 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	28	29 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	30	01
02	03	04	05	06	07	08

2018 DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02	03	04	05 7:00 PM - City Council Regular Meeting <i>(Cordova Center Rooms A & B)</i>	06 5:30 PM - City Council Work Session with CCMC and NVE <i>(Location Unknown)</i>	07	08
09	10	11 6:30 PM - Planning Commission Regular Meeting <i>(Cordova Center Rooms A & B)</i>	12 7:00 PM - Harbor Commission Regular Meeting <i>(Cordova Center Room B)</i> 7:00 PM - School Board Regular Meeting <i>(High School Library)</i>	13 12:00 PM - PWS Borough Advisory Committee Work Session <i>(Cordova Center Rooms A & B)</i>	14	15
16	17	18	19 7:00 PM - City Council Regular Meeting <i>(Cordova Center Rooms A & B)</i>	20	21	22
23	24	25 City Closed - Christmas	26	27 6:00 PM - CCMC Board Regular Meeting <i>(CCMC Conference Room)</i>	28	29
30	31	01	02	03	04	05