

**Chair**

*vacant*

**Commissioners**

Tom McGann

Scott Pegau

John Baenen

Allen Roemhildt

Mark Frohnapfel

Heath Kocan

Nancy Bird

**City Planner**

Samantha Greenwood

**Assistant Planner**

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING  
DECEMBER 13, 2016 AT 6:45 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

Commissioners Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt,  
Mark Frohnapfel, Heath Kocan, and Nancy Bird

**3. APPROVAL OF AGENDA (voice vote)**

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

a. Minutes of October 11, 2016 Public Hearing.....Page 2

b. Minutes of October 11, 2016 Regular Meeting.....Page 3

c. Record excused absence for Heath Kocan from the October 11, 2016 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 REPORT .....Page 8**

**9. NEW/MISCELLANEOUS BUSINESS**

a. Final Plat Approval for Lot 8A & 8B, Block 1, Pebo Subdivision.....Page 9

b. Disposal of a Portion of Lot 10A, Block 2, South Fill Development Park.....Page 15

c. Disposal of Lot 17, Block 23, Original Townsite .....Page 31

**10. PENDING CALENDAR**

a. December 2016 Calendar .....Page 35

b. January 2017 Calendar .....Page 36

**11. AUDIENCE PARTICIPATION**

**12. COMMISSION COMMENTS**

**13. ADJOURNMENT**

PLANNING COMMISSION PUBLIC HEARING  
OCTOBER 11, 2016 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom Bailer** called the Planning Commission Public Hearing to order at 6:30 PM on October 11, 2016 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

0 people were in the audience.

3. PUBLIC HEARING

a. Conditional Use Permit for Travel Trailer

M/Bailer S/Frohnafel to recess for 15 minutes.  
With no objection, the meeting was recessed.

Bailer called the Public Hearing back to order at 6:45 PM.

4. ADJOURNMENT

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

Approved:

\_\_\_\_\_  
Tom Bailer, Chair

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

PLANNING COMMISSION REGULAR MEETING  
OCTOBER 11, 2016 AT 6:45 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES

1. CALL TO ORDER

Chair **Tom Bailer** called the Planning Commission Regular Meeting to order at 6:45 PM on October 11, 2016 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

0 people were in the audience.

3. APPROVAL OF AGENDA

M/McGann S/Pegau to approve the agenda.

Upon voice vote, motion passed 6-0.

Yea: **Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel**

Absent: **Kocan**

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of August 9, 2016 Regular Meeting

b. Record unexcused absences for Tom Bailer and Heath Kocan from the August 9, 2016 Regular Meeting

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

**Greenwood** said they needed to change **Kocan's** absence to excused. The commission concurred.

Upon voice vote, motion passed 6-0.

Yea: **Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel**

Absent: **Kocan**

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

a. State of Alaska DOT Public Notice

b. Email from John Harvill

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items

## 8. PLANNER'S REPORT

**Roemhildt** asked if there were any letters of interest for the Planning Commission. **Greenwood** said that there were none. If **Roemhildt** wanted to stay on the commission for another three-year term, he needed to submit a new letter.

## 9. NEW/MISCELLANEOUS BUSINESS

### a. Conditional Use Permit for Travel Trailer

M/McGann S/Pegau to approve the request by Keith Kroll for a Conditional Use Permit to allow a travel trailer to be placed on Lot 9, Block 1, Alpine Properties Subdivision Phase 1 with the special conditions contained in the staff report.

**McGann** agreed with the Planning Department that the conditions had been met.

Upon voice vote, motion passed 6-0.

Yea: **Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel**

Absent: **Kocan**

### b. Resolution 16-04

**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**

M/Roemhildt S/Pegau to approve Resolution 16-04.

Each commissioner read their individual rankings of projects and the following order was calculated:

1. Comprehensive Plan Update - \$75,000
2. Design streets and sidewalks on Railroad Avenue from Nicholoff to Council - \$25,000-\$35,000
3. Design parking and walkway on north side of Harbor - \$285,000
4. Addressing contract
5. Design streets and sidewalks on Second Street from Council to Adams - \$70,000-\$100,000
6. Design streets and sidewalks on Adams Avenue from Second to Fifth - \$25,000-\$35,000
7. Code Updates - \$25,000
8. Water/Sewer Infrastructure – as needed
9. Mt. Eccles HVAC - \$60,000
10. High School gym floor - \$260,000
11. Shipyard expansion (public process) - \$15,000
12. Survey city roads and property - \$40,000
13. Street repair and improvements/paving - \$2,000,000

**Bailer** said he doesn't see why the school projects are on the list. **Baenen** said he thought it should. **Bailer** said it was a budget issue and not a commission issue. **Baenen** said it was in code that they are supposed to look at all the projects. **Frohnappfel** said capital projects that don't have to do with planning shouldn't be on their list. The school projects should be in the Public Works budget. **Greenwood** said that last year the commission requested capital projects from Public Works, so staff did that again this year. The commission can do whatever they want; it is their list.

**McGann** said it was encouraging that the comprehensive plan was at the top of the list. He was concerned that the price was too low. **Bailer** asked what the cost is paying for. **Greenwood** said that she could provide examples of comprehensive plans. **Stavig** said they would probably go out for proposals, so they wouldn't know exactly what the cost would be. **Greenwood** said that a comprehensive plan needs to be done all at once as it is a comprehensive look at a town. **Frohnappfel** said he doesn't think that the funding is out there. The commission needs to know how to support the staff.

**Bailer** said that this came up in the City Manager interviews and that all three candidates were hesitant to hire consultants. He spoke with **Alan Lanning**, the incoming City Manager, and he had been through the process and **Lanning** had asked why you would hire a consultant to tell the people who live here what to do. **Bailer** is very optimistic that the comprehensive plan will move forward with **Lanning**. **Pegau** said it was critical that it was a comprehensive process and that you have to ensure that there is public input so that there is buy-in.

**McGann** suggested that they include sidewalks from Railroad to Main Street on Council. The commission concurred.

**McGann** asked the commission how much into the harbor they should go to expand the parking and include a sidewalk. **Bailer** said he didn't include it on his list because it wasn't a realistic project. **Baenen** said that the project was for the design only. He said that this was how you got things done; you come up with a design and you can get the money. **Pegau** said he favors the smaller footprint that allows for sidewalk. **McGann** said that is the most congested area of town in the summer and it is unsafe. It is incumbent upon the commission to fix it. The commission agreed to make the distance 25 feet.

**McGann** said he didn't see the addressing as a priority. **Frohnappfel** asked why it had to be a contract. **Greenwood** said that a decision needs to be made on whether they are doing E911 or not. If the end goal is E911 then that needs to be incorporated with the addressing. **Pegau** said that having it on their list sets it as a priority, no matter how it is accomplished. **McGann** said that people know where people live. **Baenen** asked what the issue was with addressing. **Stavig** said there are errors in some areas and that not everyone has addresses. **Frohnappfel** said they could start by requiring people to have their existing address numbers up. **Bailer** said that **Lanning** had been through this and that he actually hired someone to do the addressing and comprehensive plan in one city.

**Pegau** suggested that they remove the last five projects. The commission concurred with removing the last three and the two school projects were removed by consensus with disagreement from **Baenen**. **Roemhildt** said he wanted to advocate for the health and welfare of the Elementary School and that the HVAC system is important for him.

Concerning the Code Change project, **Bailer** asked what the lawyer would do since the commission had already gone through Titles 16, 17, and 18. **Greenwood** said it was to make sure it was legal. She said the commission never finished the code changes they started. She said that the commission never decided anything on adopting the building codes and the parts on mobile homes and trailers is a disaster. **Stavig** said they are in fact moving forward with code changes as they have the chapter on nonconforming in front of them tonight. **Bailer** said he wants to get it done; he just doesn't want to have to pay. **McGann** said he read Title 18 for his own enjoyment, and it is terribly written; there is no uniformity between chapters. They can do as much as they want, but it is not going to go anywhere without legal review. **Bailer** said that is where he disagrees; they are a home-rule city and not everything has to go through legal review, in fact City Council is looking at replacing their legal team.

M/McGann S/Baenen to amend Resolution 16-04 as discussed during the meeting.

Yea: **Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel**

Absent: **Kocan**

Upon voice vote, resolution passed 6-0.

Yea: **Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel**

Absent: **Kocan**

c. **Resolution 16-05**

**A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska to remove definitions from Chapter 18.08, to repeal and reenact Chapter 18.52, and to amend the title of Section 18.80.040 of the Cordova Municipal Code in order to update and define nonconforming lots, structures, and uses, to allow for the expansion and alteration**

of nonconforming structures, and to increase the amount of time a nonconforming use can cease before it is considered discontinued

M/McGann S/Pegau to approve Resolution 16-05.

**Pegau** said his questions in the past were about maintenance and non-structural elements. In looking at other codes they are not much different than the proposed code. **Bailer** provided copies of the Mat-Su Borough code on nonconforming to the commission. He likes the way it is written and he thinks it explains things better. They wouldn't have to run it through legal as it had already been done by Mat-Su. **Greenwood** said that the proposed code had also ran through legal.

**Bailer** verified that the code change would allow building on nonconforming lots. He won't support the resolution because he disagrees with building on lots less than 4,000 square feet. **McGann** said that any future building still has to conform to code. What they are looking at is current nonconforming structures that were legal when they were built. He is okay with that. **Greenwood** said that if you build on a nonconforming lot you would have to meet setbacks.

**Frohnappfel** said that it comes down to enforcement. There are many nonconforming structures in the community. He is missing why they are updating the code. **Greenwood** said that the reason they are updating the code is because they have had multiple building permits from people who own nonconforming houses and want to expand in a way that does not increase the nonconformity. **Stavig** said to remember that the big thing that came up with the commission was the Waterfront Commercial Park District. They wanted to change the zoning requirements, but they chose not to because it would have made all of the legally constructed buildings nonconforming. **Bailer** said that was different because it was legal nonconforming. **Stavig** said that all nonconforming was legal. **Greenwood** said if it is not nonconforming it is illegal.

**Greenwood** said that they hear over and over that housing is an issue and medium-income houses are difficult to find. The nonconforming houses are the types of houses they are seeing. One side of the house might be only three feet from one side lot line, but the other side may have 15 feet and the family wants to add a bedroom. If the house burns down they have to build it back to code. **Pegau** said that the resolution allows for maintenance of nonconforming structures. If there is 50 percent destruction it has to be rebuilt to meet code.

**Bailer** said he thought 90 days that a nonconforming use could be discontinued was too short. **Pegau** said that the proposed code expanded it to two years. **McGann** said the point was that some uses are seasonal and two years allows a seasonal business to miss one season.

Upon voice vote, resolution passed 5-1.

Yea: McGann, Pegau, Baenen, Roemhildt, Frohnappfel

Nay: Bailer

Absent: Kocan

## 10. PENDING CALENDAR

**Greenwood** said that there was a public meeting about Nirvana Park and the spit tomorrow at 4:30 PM.

**Bailer** suggested the commission tackle the building codes again.

**Frohnappfel** asked how they could move forward with enforcing addressing. **Bailer** said that it would get addressed by City Council and with the new City Manager.

**Greenwood** said that if anyone was interested in the Planning Commissioner's training, staff needed to know by the end of the week.

## 11. AUDIENCE PARTICIPATION

## 12. COMMISSION COMMENTS

**Pegau** said that the Cordova Center was kind of a bad name because that is also the name of the drug rehab facility in Anchorage. The meeting space at the Cordova Center has not been the limiting factor for holding meetings, it was having enough bedrooms and catering.

**Frohnepfel** said he received notice of the ferry system seeking public comment. They have the fast ferry tied up out of state. It's a big deal and it is their chance to voice their opinion.

**Bailer** thanked staff for the attendance sheet; the commission is doing very good for the year. He always tries to look at it this time of year when terms were expiring. He listened to the last meeting and heard some of the commission discussing something other than the motion on the table. He said the recordings are a great way to catch up on the meetings.

## 13. ADJOURNMENT

M/Pegau S/McGann to adjourn the Regular Meeting at 8:44 PM.  
With no objection, the meeting was adjourned.

Approved:

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

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

DRAFT

# Planner's Report

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 12/7/16  
**Re:** Recent Activities and Updates

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- Three building permits issued since the last meeting, which exceed number of building permits issued last year.
- Contract signed by City and Udelhoven for post LT2 work
- Contacted Army Corps of Engineer about site visit to evaluate North harbor sloughing. Had conference call trip tentatively scheduled for first week in December
- Completed budget and timeline for Adams Avenue grant. State should have project agreement to the City by December
- Working with FEMA, EMS on tsunami map and evacuation pamphlet. City is supply input, review and GIS data. REMA and State creating the maps and pamphlets.
- Providing information to homeowner in Avalanche area on how red and blue zone were created and documentation needed to provide proof of continued use
- Paperwork for Harborside Pizza re-conveyance completed.
- Paperwork for Facility contractor re-conveyance started
- Completed Planning budget
- Multiple public inquires for site plan reviews
- Provided letters to property owners near water tanks notifying them that recoating work will be done





**AGENDA ITEM # 9a**  
**Planning Commission Meeting Date: 12/13/2016**  
**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff  
**DATE:** 12/7/16  
**ITEM:** Final Plat Approval for Lot 8A & 8B, Block 1, Pebo Subdivision  
**NEXT STEP:** Motion

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☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

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**I. REQUEST OR ISSUE:**

Requested Actions: Final Plat Approval  
Applicant: John Wilson  
Address: CRH Mi. 6.5 Gandill Drive  
Zoning: Unrestricted  
Attachments: Location Map  
Application  
Final Plat

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

Staff recommend that the request for final plat approval be approved by the following motion.

“I move to approve the final plat request for Lot 8A & 8B, Block 1, Pebo Subdivision.”

**III. FISCAL IMPACTS:**

Subdivision will create two buildable lots out of one.

**IV. BACKGROUND INFORMATION:**

Notification of the subdivision was sent to all property owners within 300 feet of the property.

Staff requested the applicant include a 10' utility easement on the front of Lot 8B. This easement is included in the final plat.

**V. LEGAL ISSUES:**

No legal review required.

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

Property is located out of the flood zone.

**VII. SUMMARY AND ALTERNATIVES:**

Staff findings:

1. The proposed plat conforms to the Comprehensive Plan Policies and serves the public use, health, and safety.
2. There are no known physical conditions present which may be hazardous to the future inhabitants of these tracts.



ATTACHMENT A





**ATTACHMENT B**

**SUBDIVISION - ZONING APPLICATION  
CITY OF CORDOVA**

**INSTRUCTIONS**

Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.

TYPE OF REQUEST		FEE
Subdivisions		varies
Preliminary Plat		\$150**
**plus \$20 per lot		
Final Plat	1/2 of Prelim Plat	
Plat Amendment		\$75**
**plus \$15 per lot		

APPLICANT INFORMATION	
Name	JOHN WILSON
Address	P.O. BOX 218 Cordova AK 99574
Telephone [home]	907-424-7287
Business Name	N/A
Business Address	N/A
Telephone [business]	N/A
Business FAX	—
Project architect/engineer	N/A
Address of architect/engineer	N/A
Telephone of architect/engineer	N/A
PROPERTY/PROJECT INFORMATION	
Address of subject property	100 GANDEL DR.
Parcel identification number	LOT 8 BLOCK 1 Pebo Sub Division
Property owner [name/address]	JOHN WILSON P.O. BOX 218 Cordova AK
Current zoning	U.R.
Proposed use	TO MAKE TWO BUILDING LOTS OUT OF ONE
Construction start date	N/A

ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	N/A
Real Estate Firm/Broker handling sale of property. Provide name and address. <b>Note:</b> <i>If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.</i>	N/A

APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By:  (Signature)	By: _____ (Signature)
Name: <u>John Wilson</u> (Type/Print)	Name: _____ (Type/Print)
Date: <u>11/3/16</u>	Date: _____
<p><b>Appeal Procedures:</b> A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.</p>	
CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing?	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	







**AGENDA ITEM # 9b**  
**Planning Commission Meeting Date: 12/13/2016**  
**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 12/7/16

**ITEM:** Disposal of a Portion of Lot 10A, Block 2, South Fill Development Park

**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: Copper River Watershed Project  
Disposal Property Address: 135 Harbor Loop Road  
Area: Area requested = 9,396 sq. ft. Total area of lot = 22,605 sq. ft.  
Zoning: Waterfront Commercial Park District  
Attachments: Location Map  
Comments from City Staff  
Letter of Interest

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

Staff suggest the following motion:

“I move to recommend to City Council to dispose of a portion of Lot 10A, Block 2, South Fill Development Park as requested in the letter of interest from the Copper River Watershed Project 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 Copper River Watershed to lease or purchase the property.
2. Inviting sealed bids to lease or purchase the property.
3. Offering the property for lease or purchase at public auction.
4. Requesting sealed proposals to lease or purchase the property.

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

The fiscal impacts are unknown at this time.

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

12/7/16 – Letter of interest received from Copper River Watershed Project.

#### **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.*

The Copper River Watershed does qualify to lease the property for less than fair market value:

#### 5.22.070 - Disposal for less than fair market value.

*A. The city may dispose of an interest in city real property for less than fair market value to the United States, the state of Alaska or any political subdivision thereof, or a nonprofit or tribal corporation or association, upon a finding by the council that the disposal will allow the use of the real property for a purpose beneficial to the city.*

The Waterfront Commercial Park District permits public services:

#### 18.39.020 - Permitted principal uses and structures.

*F. Public service and municipal buildings;*

### **V. LEGAL ISSUES:**

Legal review of lease may be required.



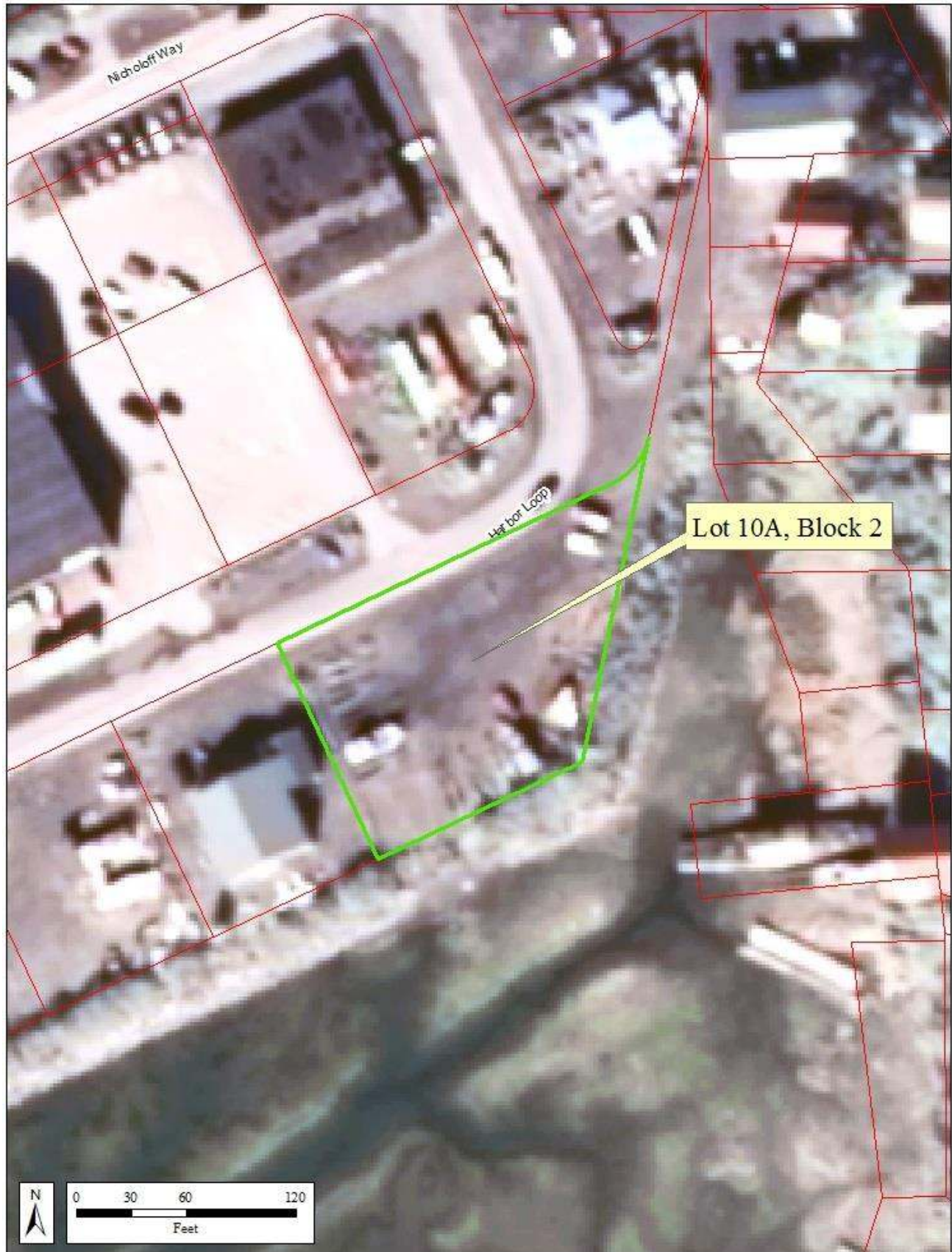
**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

Area would need to be maintained and kept free of trash and debris.

**VII. SUMMARY AND ALTERNATIVES:**

The lot is currently shown as not available on the 2016 Land Disposal Maps. The Land Disposal Maps are a policy used by the Planning Commission and Planning Department to help determine which lots are available or not available for disposal. The commission has dealt with the disposal of land shown as not available a number of different ways in the past. Land can be made available by motion or during the annual update of the Land Disposal Maps. Consideration could also be given to the nature of the request for disposal.

**ATTACHMENT A**







**ATTACHMENT B**

**From:** Tony Schinella  
**Sent:** Friday, December 02, 2016 11:52 AM  
**To:** Sam Greenwood <[planning@cityofcordova.net](mailto:planning@cityofcordova.net)>  
**Subject:** RE: FW: Letter of Interest for Recycling

Sam,

I think once stage 2 is complete it is going to take 1/3 of that lot to allow for placement and removal of containers. As for parking, it is going to take some education to get people to park in a way to effectively utilize the space without corking their operations, but I don't see why it can't work. We don't store boats in there so no problems with that.

**From:** Bill Howard  
**Sent:** Friday, December 02, 2016 10:56 AM  
**To:** Sam Greenwood; Aaron Muma; Rich Rogers; Tony Schinella  
**Cc:** Leif Stavig  
**Subject:** RE: FW: Letter of Interest for Recycling

The problem I have is with all the new businesses and development in this area, this is a critical part of our operation in being able to dispose of snow, the only other place is all the way at the end of the harbor = time, wear and tear on equipment and roads. Let me remind everyone since we havnt had snow in a couple years, that when we do get it. This where we take all the snow from Boat Launch Area, Boat repair area, Harbor Parking down to AC turn in, Water Street, Lower Civic Center Parking, Fire and police Parking, Swimming pool, and Railroad Ave from Copper river Highway to Council. A lot of snow to pack all the way down Nicoloff Way to the end and also this is where Ac Value, Anchor Parts and the rest of the businesses end up putting their snow when their parking lots are full. We can get away with the footprint there already, however that's about it.

Bill



**COPPER RIVER  
WATERSHED PROJECT**

≈ Upriver and down, salmon are common ground ≈

December 7, 2016

Alan Lanning, City Manager  
City of Cordova  
P.O. Box 1210  
Cordova, Alaska 99574

Dear Mr. Lanning,

We are writing to request permission to develop a small recycling station on Lot 10A, Block 2 on the South Fill. In the past the City used the lot as a staging area for recycling containers. The lot is 22,605 square feet and we would like to use 9,396 square feet of the lot. This is the total amount we would use once phase two was implemented, and allows for drive-in access.

Through meetings with City staff, research, and guidance from Valley Community Recycling Solutions ([www.valleyrecycling.org](http://www.valleyrecycling.org), located in Palmer, AK), the Copper River Watershed Project (CRWP) staff have created an action plan, outlined in this request, to expand the community's recycling capacity with the use of this city owned lot and community participation.

We are requesting that the City of Cordova consider a short-term lease to the Copper River Watershed Project on a trial basis, unless another land use mechanism is more suitable to the project (e.g. a land use permit).

**Background:**

This past year the Copper River Watershed Project and Alaska Commercial Value Center (A/C) teamed up to offer plastic recycling events in Cordova. The plastic recycling collections are one-day events every other month. The Copper River Watershed Project and volunteers collect the plastic in the A/C parking lot and the A/C team bales the plastic. Once baled, A/C stages the plastic in the A/C backhaul container van. When the container van is full, the plastic is shipped to Full Container Recycling in Tacoma, Washington.

To date we have hosted three plastic recycling events. Each time, the quantity of plastic has increased, demonstrating that the people of Cordova value the opportunity to recycle. At our last collection event, we collected signatures from community members expressing their support for expanding Cordova's recycling capacity (see attached pages).

**Vision:**

We are requesting use of the land to develop a recycling station so that the community can recycle material continually, so that we have a place to store and stage material, and so that we can improve upon the current recycling system the Refuse Department offers. All the equipment will be moveable, non-permanent structures.

We have developed a two-phase approach to increase the recycling capacity of Cordova.

Phase 1: Build a plastic recycling drop-off station (build it big enough to accommodate Phase 2).

- Collect and store plastic for baling at A/C.
- Once baled, ship the plastic in A/C's backhaul.
- Additionally, the Refuse Department could place containers for aluminum, glass, and cardboard collection at the site. The Refuse Department would continue to haul and bale that material and volunteers would work to ensure the City's collection containers stay clean.
- CRWP and volunteers will work to educate the public about how to properly recycle all materials.

We estimate that Phase 1 will use 6,721 square feet. See included sketch.

Funding to build a recycling station will come from a Rural Cap Grant CRWP received this spring totaling \$1,250 and funds raised through CRWP's net recycling program.

Phase 2: Purchase a baler, a tension-fabric structure, and two shipping containers.

- Expand the program to include steel cans and office paper. At this point we could also take on the responsibility for baling aluminum, mixed paper, and cardboard. We plan to expand to the new materials over a period of time so as not to overwhelm the program.
- Material will be stored in super-sacks inside a shipping container until there is enough material to bale.
- Cardboard will continue to be collected in the current collection container but eventually CRWP will take over the baling and shipping of the material.
- Once enough material has been collected it will be baled and then moved into a second shipping container.
- Once the second shipping container is full CRWP will coordinate shipping the material to Tacoma, Washington for recycling.

We estimate that Phase 2 will use 9,396 square feet. See included sketch.



We will pursue funding for Phase 2 from the Rasmuson Foundation, and plan to request \$25,000, with matching funds also coming from community donations and CRWP's net recycling program.

The recycling station will be supported by community participation. Volunteers will operate the recycling center during open hours, maintain the recycling stations, and help stage material for baling. During Phase 1, A/C will bale the material and ship it to Tacoma in its backhaul. During Phase 2, we envision that a few part-time employees trained to operate a baler and a fork-lift would bale the material and volunteers would continue to volunteer as in Phase 1. CRWP will coordinate volunteers, employees, and shipping arrangements to ensure the program runs smoothly.

**Benefits:**

There are multiple benefits and challenges when recycling in a rural community like Cordova. The biggest challenge is the high shipping costs; however, once a sustainable recycling program is established we should be able to cover the costs of shipping with the revenues earned from the recycled material.

The benefits are that with a sustainable recycling program recyclable materials will be diverted from the landfill and become commodities that lessen our environmental impact.

The program will also cut costs and reduce the workload for the Refuse Department. By reducing our waste stream we will extend the life of the landfill and Refuse Department equipment, reduce fuel costs for hauling garbage to the landfill, and reduce the amount of material the Refuse Department deals with on a daily basis.

In order to recycle cardboard and aluminum, the Refuse Department spends a half-day cleaning the baler before baling recyclable material and then a half-day baling the material. Once phase 2 is implemented, we anticipate that the extra work will be eliminated from Refuse Department duties.

**Estimate of savings due to Recycling:**

Rich Rogers, head of the Public Works Department, estimated that collecting and handling one pound of municipal solid waste costs \$ 0.47. Based on this cost, we estimated the minimum savings potential from recycling.

Material	Collection Rate (bales/month)*	Weight (pounds)	Savings per month (\$0.47 x weight)
#1 PETE Plastics	1.125	711	\$334.17
#2 HDPE Plastics	0.625	566.875	\$266.43
Aluminum	1.25	562.5	\$264.38
Cardboard	5	964	\$453.08
Total			<b>\$1,318.06</b>

The estimate for the collection rate is based on data from Threshold Recycling in Kodiak. Because Cordova's population is half of Kodiak's, we halved the amount of recyclable material we expect to collect. We used data from Kodiak because it faces similar challenges by not being connected to a road system and it uses the same size baler we would buy. We did not include steel cans or paper in this estimate due to lack of data but we would also plan to recycle those materials.

\* These bales will be smaller than the ones produced by the Refuse Department's current baler.

#### **Education Opportunity**

CRWP staff would lead a comprehensive recycling education campaign to educate residents about the value of recycling and the importance of cleaning and sorting for effective recycling.

CRWP also plans to work with the schools to provide students with opportunities to volunteer for Community Service Give Back Hours at the recycling center, to help create educational outreach material, and to learn about the global recycling market.

We greatly appreciate the efforts the City staff have already made to provide recycling in Cordova and the time and advice we have received from the City's Planning, Refuse, and Public Works departments for developing recycling ideas and we hope we can continue to work with the City as a partner.

Thank you for your consideration of this request.



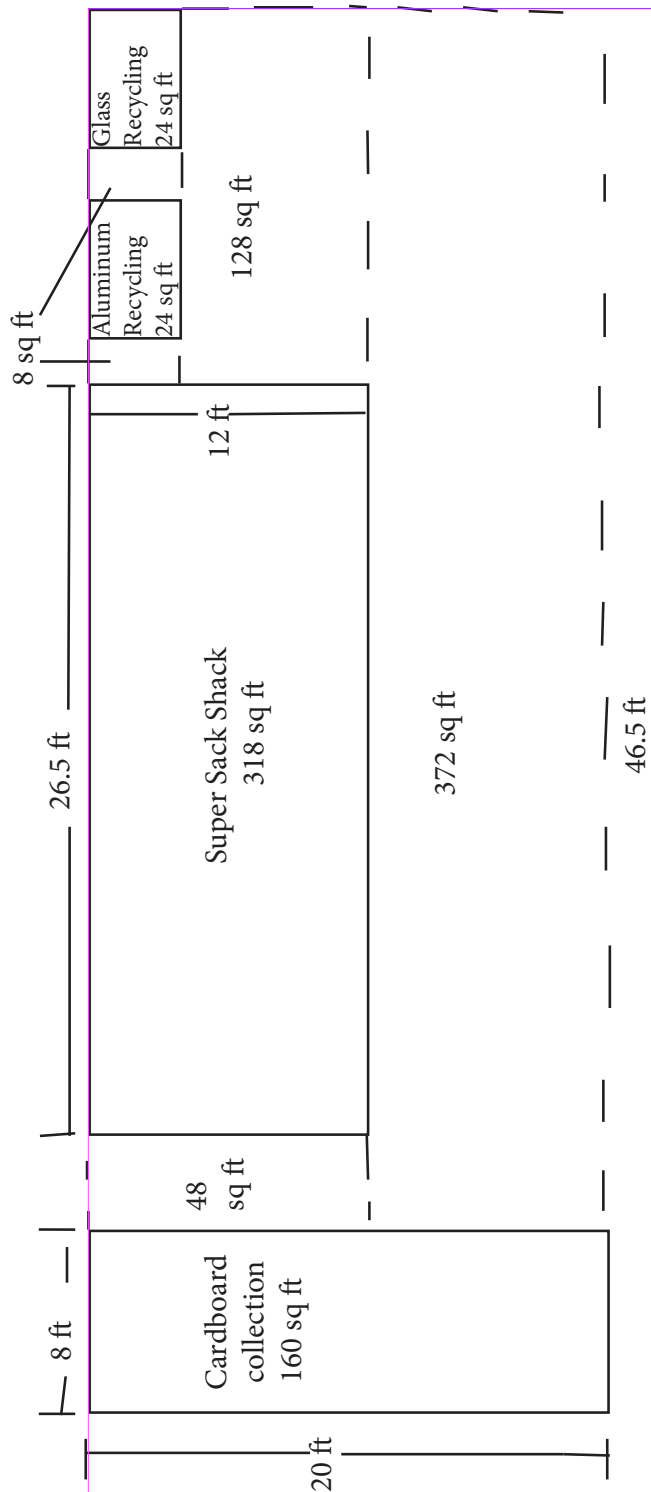
Kristin Carpenter  
Executive Director



Shae Bowman  
Operations Manager





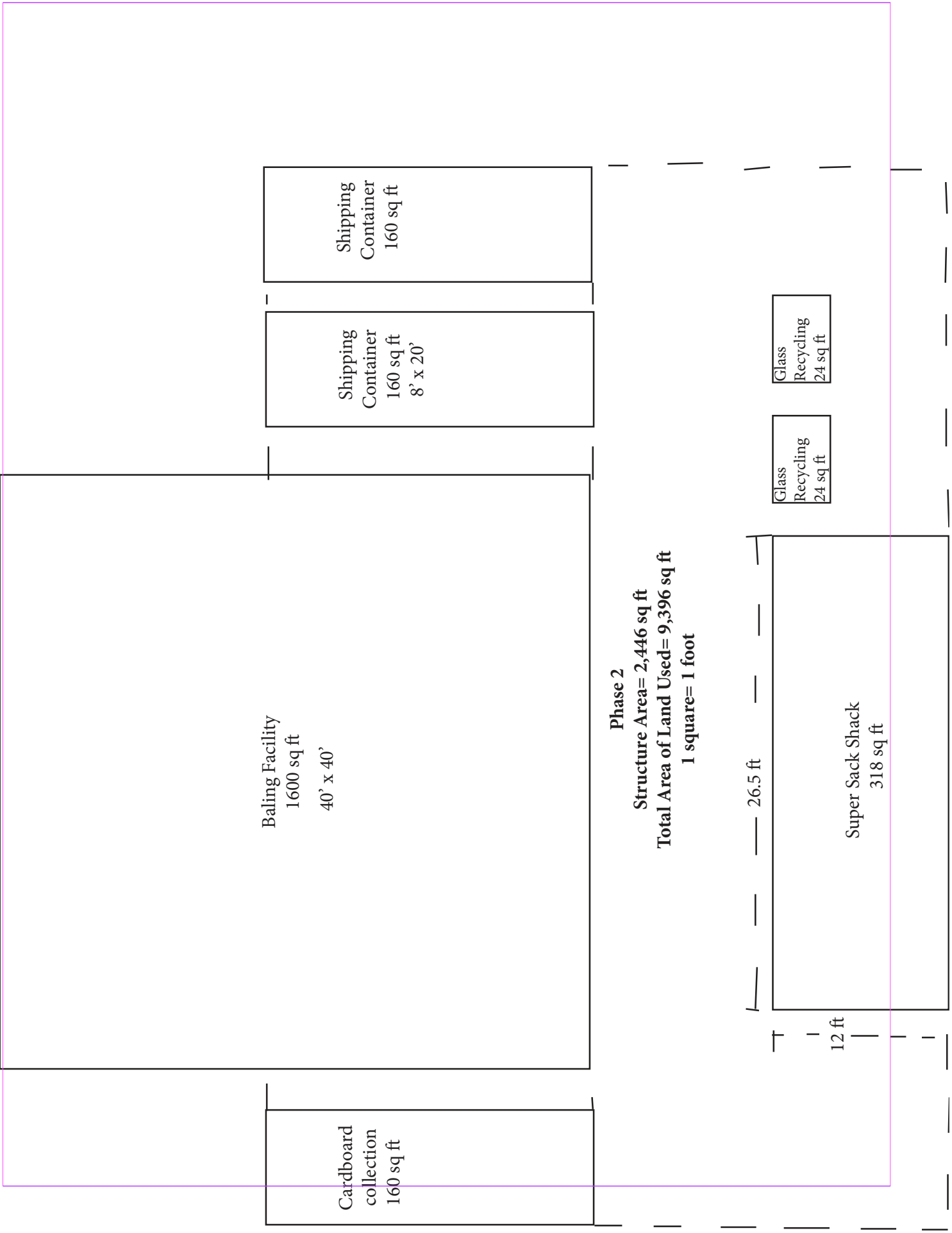


**Phase 1**

**Structure Area= 526 sq ft**  
**Total Area of Land used= 6721 sq ft**

**1 square=1 ft**





**Statement of Support:  
Expand Recycling Capacity in Cordova**

We are active recyclers, and support expanding the community of Cordova's recycling capacity through the use of city resources and land for developing a community-recycling center.

Date	Name	Signature
9/29/16	Enrica Clark	E Clark
9/30/16	Karen Swartzbart	Karen Swartzbart
9-30-16	John Burch	John Burch
9-30-16	Charlotte Westry	Charlotte Westry
9/30/16	Mildred Hodges	Mildred Hodges
9/30/16	Charlette Carroll	Charlette Carroll
9-30-16	Eric Wages	Eric Wages
9-30-16	The GoodViews	Justin
9/30/16	Kendra Apodaca	Kendra Apodaca
9/30/16	Matt Rush	Matt Rush
9/30/16	CLIFF WARD	Cliff Ward
9/30/16	Lauren Padawer	Lauren Padawer
9/30/16	Mazie VanDenBroek	Mazie VanDenBroek
9/30/16	PATY McGuire	Paty McGuire
9/30/16	Natasha Casciano	Natasha Casciano
9/30/16	Laura Hanson	Laura Hanson
9/30/16	Molly Rengiani	Molly Rengiani
9/30/16	Jamie Foote	Jamie Foote
9/30/16	Cathy Long	Cathy Long
9/30/16	Nicole Rinkelt	Nicole Rinkelt
9/30/16	Rebecca Garland-Anderson	Rebecca Garland-Anderson
9-30-16	Paula Sudano	Paula Sudano
9-30-16	Tamara Kussin	Tamara Kussin
9-30-16	Anya Honkola	Anya Honkola
9-30-16	Danielle Hopkins	Danielle Hopkins
9-30-16	Kate Wilson	Kate Wilson
9-30-16	Mary Anne Bishop	Mary Anne Bishop
9-30-16	David Janda-Auklet Clarke	David Janda-Auklet Clarke
9-30-16	Heather Westry	Heather Westry
9/30/16	Carol Potter	Carol Potter
9/30/16	Gray Meyer	Gray Meyer
9/30/16	Robert Blake	Robert Blake
9-30-16	Seawan Gehibach	Seawan Gehibach
9/30/16	Susan Farzan	Susan Farzan
9/30/16	Gerri Koechling	Gerri Koechling
9/13/16	Marleen Niffitt	Marleen Niffitt



**Statement of Support:  
Expand Recycling Capacity in Cordova**

We are active recyclers, and support expanding the community of Cordova's recycling capacity through the use of city resources and land for developing a community-recycling center.

Date	Name	Signature
9/30/16	Anna Hernandez	Anna Hernandez
9/30/16	Sigene Fritsch	Sigene Fritsch
9/30/16	Alissa Estes	Alissa Estes
9/30/16	Jared Niles	Jared Niles
9/30/16	Mary Little	Mary Little
9/30/16	Bob Behrends	Bob Behrends
9/30/16	Jessica Smyke	Jessica Smyke
9/30/16	Mae Vansant	Mae Vansant
9/30/16	Deba Adams	Deba Adams
9/30/16	Julie Reynolds	Julie Reynolds
9/30/16	Karen Hallquist	Karen Hallquist
9/30/16	Debbie Collins	Debbie Collins
9/30/16	Viv Knop	Viv Knop
9/30/16	Laurie Phillips	Laurie Phillips
9/30/16	Tyson Taramelli	Tyson Taramelli
9/30/16	KRISTEN MROZOWSKI	Kristen Mrozowski
9/30/16	Michelle DiMeglio	Michelle DiMeglio
9/30/16	Dan Montellon	Dan Montellon
9/30/16	Toni Godes	Toni Godes
9/30/16	Miriam Dunbar	Miriam C. Dunbar
9/30/16	Reben Calina	Reben Calina
9/30/16	Sam Ostry	Sam Ostry
9/30/16	Malan Tatu	Malan Tatu
9/30/16	Vivie Nishina	Vivie Nishina
9/30/16	Daniel Olson	Daniel Olson
9/30/16	Ryan Casey	Ryan Casey
9/30/16	Gayle Groff	Gayle C. Groff



**AGENDA ITEM # 9c**  
**Planning Commission Meeting Date: 12/13/2016**  
**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff  
**DATE:** 12/7/16  
**ITEM:** Disposal of Lot 20, Block 23, Original Townsite  
**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: Carl and Jane Jensen  
Disposal Property Address: 601 Sixth Street  
Area: 4500 sq. ft.  
Zoning: Low Density Residential  
Attachments: Location Map  
Letter of Interest

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

Staff suggest the following motion:

“I move to recommend to City Council to dispose of a portion of Lot 20, Block 23, Original Townsite 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 Carl and Jane Jensen to lease or purchase the property.
2. Inviting sealed bids to lease or purchase the property.
3. Offering the property for lease or purchase at public auction.
4. Requesting sealed proposals to lease or purchase the property.

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

The fiscal impacts are unknown at this time.

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

11/4/16 – Letter of interest received from Carl and Jane Jensen.

#### **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.*

### **V. LEGAL ISSUES:**

Legal review of disposal documents would be required.

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

N/A

### **VII. SUMMARY AND ALTERNATIVES:**

The city owns all of the property between Lot 20 and the water tank. Lots 20-22 (this includes the two lots south of Lot 20) are shown as available on the 2016 Land Disposal Maps. The commission may want to consider the potential advantages/disadvantages of disposing of this lot separate from the rest.



ATTACHMENT A



**ATTACHMENT B**

**From:** Jane Jensen <canoepass@hotmail.com>  
**Sent:** Friday, November 04, 2016 9:31 AM  
**To:** Leif Stavig  
**Subject:** Lot 20, Block 23 Original Townsite

Carl A. Jensen Jr.  
Jane Kohler Jensen  
P.O. Box 442  
Cordova, AK 99574  
(907) 253-7373

November 3, 2016

Attn: Leif Stavig  
Assistant Planner

Dear Sir:

We are interested in purchasing Lot 20, Block 23 Original Townsite from the City of Cordova. We are submitting an offer of \$18,000. We propose to use the property for storage presently, and install a garage in the future.

Sincerely,  
Carl and Jane Jensen  
[canoepass@hotmail.com](mailto:canoepass@hotmail.com)

Sent from my iPad

# 2016 DECEMBER

## PLANNING COMMISSION REGULAR MEETING DECEMBER 13, 2016

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

# 2017 JANUARY

## PLANNING COMMISSION REGULAR MEETING DECEMBER 13, 2016

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