

PLANNING COMMISSION REGULAR MEETING
AUGUST 13, 2013 @ 6:45 PM
LIBRARY MEETING ROOM
MINUTES

1. **Call to order**

Chairman **Tom Bailer** called the Planning Commission Regular Meeting to order at 6:45 PM on August 13, 2013 in the Library Meeting Room.

2. **Roll Call**

Present for roll call were **Chairman Tom Bailer** and Commissioners **David Reggiani, Tom McGann, Scott Pegau, John Baenen** and **Roy Srb**. Commissioner **John Greenwood** was absent.

Also present were Planner, **Samantha Greenwood**, Assistant Planner, **Shannon Joekay**, City Manager, **Randy Robertson** and Public Works Director, **Moe Zamarron**.

There were no people in the audience.

3. **Approval of Agenda**

M/Reggiani S/McGann to approve the Regular Agenda.

Upon voice vote, motion passed. 6-0

Yea: Bailer, McGann, Srb, Pegau, Reggiani, Baenen

Nay: None

Absent: Greenwood

4. **Approval of Consent Calendar**

Minutes of 7-9-13 Planning Commission Regular Meeting

M/Reggiani S/Pegau to approve the Consent Calendar

Upon voice vote, motion passed. 6-0

Yea: Bailer, McGann, Srb, Pegau, Reggiani, Baenen

Nay: None

Absent: Greenwood

5. **Disclosure of Conflict of Interest**

None

6. **Correspondence**

Letter received from Tim Joyce, Acting District Ranger for the Cordova Ranger District suggesting a 50 foot no build buffer between the proposed housing at the Whitshed Road-5 Mile SLUP Lot Subdivision and the Heney Ridge Trail.

7. **Communication by and Petitions from Visitors**

1. **Guest Speakers**

None

2. **Audience comments regarding items in the agenda**

None

3. **Chairpersons and Representatives of Boards and Commissions**

None

8. **Planners Report**

Samantha Greenwood stated the new City Manager started yesterday and we had an All Hands Meeting today. Tomorrow the Resource Development Council will be in town. **McGann** wanted to know when the South Fill Final Report would be available and would also like some comments on what the mechanical investigator and **Bob Plumb** the Fire Marshal were looking at. **Samantha** said she hopes the South Fill report would be on the September meeting and that **Shelly Wade** has been on vacation. The State Mechanical guy comes to Cordova every couple years and asks us about building permits. **Shannon Joekay** said that he came to the office a couple times to make sure there were current building permits for the construction he saw around town and to ask which contractor was assigned on the building permits so he could check out their licenses. **Samantha** said that **Bob Plumb** is trying to get to Cordova twice a year and was checking on the canneries and the Coho during this visit. **Scott Pegau** asked about the email that was sent to **Leo Vargas** regarding the snow stops. **Sam** explained that the email had to do with wanting snow stops installed over the stair roofs as that snow had the potential to slide into Prime Select's lot. **Sam** also said that she talked to **Rick Isaac** from Trident this week and he was going to look into it and she will follow up with **Leo** when the fishing season calms down a little bit. **Scott Pegau** also wanted to know about the addressing status. **Sam** said we are still compiling all the issues and working on creating a plan of attack. **Sam** also gave a little more information regarding the Bioswale at the Hospital that **Kate (Morse)** has been working on and that **Kate** is looking into hiring a Project Manager and that the contract will be going out shortly. **Srb** wanted to know if addressing was part of E-911. **Sam** said that it is related but is also a stand-alone project because the City needs to be addressed. **Srb** also asked if there was further discussion with Ocean Beauty regarding their vans sticking out into Jim Poor Avenue. **Sam** said that **Michael (Clutter)** had an engineer looking into what they can do to improve their van situation but also stated that the area is not designed for foot traffic as it is an industrial area. **Reggiani** remembered talking about turning that into a one-way street during the busy season. **Sam** said that we could throw it on next month's agenda as a discussion item.

9. New Business

a. Final Plat of Whitshed Road-4.1 Mile SLUP Lot Subdivision: A Subdivision of Eyak Corporation Lands within USS 5103 containing 2 Tracts

M/Reggiani S/Srb moved to approve the Final Plat for Eyak Corporation, Whitshed Road-4.1 Mile SLUP Lot Subdivision: A Subdivision of Eyak Corporation Lands within USS 5103, located in Sec. 1, T. 16 S., R.4 W., C.R.M., Alaska.

Srb wanted to confirm the driveway easements to the new lots. **Sam** showed the existing easement and the new easement and also explained that all the roads and driveways were on private property and they had no intention to ask the City to take them over. **Reggiani** requested that the maps be in color next time so they are easier to read and to see the lines. **Sam** said that we would do the maps in color in the future. **Sam** also explained that since these are SLUP (Special Land Use Permit: 99 year leases) lots and the lessees of Eyak Corporation Lands don't pay taxes our tax base is sketchy because of the lack of information. **Shannon** explained that there are no taxes paid on lots that are less than 1.5 acres and that if a lot is greater than 1.5 acres they only pay tax on the amount over 1.5 acres. **Srb** wanted to know if there was a fee for services such as snow plowing or if there was a payment in lieu of taxes. **Sam** said she would look into that. **Pegau** wanted to know if there were any encroachments. **Sam** stated that the surveyor would've drawn any encroachments on this plat. **Pegau** also asked that the two new SLUP lots be renamed since there is already an existing Tract A SLUP lot. **Sam** said she would contact them about renaming the new SLUP lots before the plat gets recorded.

Upon voice vote, motion passed, 6-0

Yea: Bailer, McGann, Srb, Pegau, Reggiani, Baenen

Nay: None

Absent: Greenwood

b. Preliminary Plat of Whitshed Road-5 Mile SLUP Lot Subdivision: A Subdivision of Eyak Corporation Lands within USS 5103 containing 4 Tracts

M/Srb S/McGann moved to approve the Preliminary Plat for Eyak Corporation, Whitshed Road-5 Mile SLUP Lot Subdivision: A Subdivision of Eyak Corporation Lands within USS 5103, located in Sec. 1, T. 16 S., R.4 W., C.R.M., Alaska.

Srb confirmed that the letter received from the Cordova Ranger District addressed concerns for this agenda item. **Sam** showed the commissioners the area in question. **Bailer** said that he would be in favor of referring this back to staff to make sure the Forest Service and Eyak Corporation can figure out this out (the easement request).

M/Reggiani S/Srb moved to refer this agenda item back to staff.

Upon voice vote, motion passed, 6-0

Yea: Bailer, McGann, Srb, Pegau, Reggiani, Baenen

Nay: None

c. 2014 Capital Improvement List Recommendation to City Council

M/Srb S/Reggiani moved to approve resolution 13-10 a resolution of the City of Cordova's Planning and Zoning Commission recommending a capital improvement list for FY 2014 to the City of Cordova's City Council.

Sam stated she put this as a resolution in the packet since that is a job of the Planning Commission to submit an annual Capital Improvement List and that we have one more planning meeting before it has to go to City Council. **Srb** questioned whether the Parks and Rec Department was interested in land in the avalanche area. **Sam** said they were possibly interested in the paved area as a place to stage the bus and potentially a snack shack area. There are many restrictions to that area. **Reggiani** said that he would like a little more time to think about the CIP list and to possibly come up with some new priorities and projects. **Srb** wanted to know if the Shelter Cove campground was contingent upon the removal of the burn pile. **Sam** said she believed it was not but rather it was that the water didn't have enough contact time before it reached Shelter Cove to make it potable. **Moe** said that at the end of 2014 when all the LT2 modifications have been completed, this would no longer be an issue and all that water would be potable. **McGann** would also like to see the final South Fill Plan and would like a little more time to work on the priorities. **Pegau** would also like to see the other plans such as the Harbormaster Plan to see what items are on their wish lists.

M/Reggiani S/Pegau moved to refer this agenda item back to staff.

Upon voice vote, motion passed, 6-0

Yea: Bailer, McGann, Srb, Pegau, Reggiani, Baenen

Nay: None

d. Public Facility Improvement, Solid Waste Plan Recommendation to City Council

M/Srb S/Pegau moved to accept resolution 13-08.

Moe stated that per our code Planning and Zoning is supposed to review if these projects fit the overall plan and if they are proper for the location. He is trying to come up with a method of approving and questioning plans he brings forward for the City. Planning and Zoning is made up of individuals familiar with construction that could ask technical questions regarding building and design projects. **Reggiani** wanted to know how the process for City improvements started: new projects, significant remodels or improvements. **Moe** referred back to the code and stated that it seems to be very early in the projects that all City departments would notify the Planning Commission. **Reggiani** asked how the building permits and site review process starts for City projects. **Sam** said that, as far as municipal buildings go, there isn't any direction on how to proceed except for referring back to 3.40.080 Planning Commission-Powers and duties-Designated. She stated that we are trying to establish how to move forward, such as by site plan review. **Reggiani** stated that an

engineer should be involved and **Sam** confirmed that an engineer would be building to code; however, we do not currently require a stamped engineering drawing. **McGann** said that if we adopted the IBC it would be included in there. **Moe** said that as far as life and safety goes, **Bob (Plumb)** goes over all the City's plans and usually says that he would not need to be involved, but that he does reviews all the plans for the City. Between **Josh (Hallquist)** and **Moe** all plans for the City get run by **Bob**. **Moe** presented the engineered concept of the new building to the commissioners and wanted to know where the project could get a good thorough review. **Pegau** felt that Planning and Zoning wouldn't be involved with all the equipment purchases because they weren't "buildings". He would be more interested in a site review. He also said that it is not in code to review the structure for our City-owned buildings. **Sam** confirmed that she does not believe it has been done in the past (for municipal buildings). **Pegau** said it should almost be a two-step process: this is what we would like to do and the impact. **Reggiani** said he agreed that there would be two steps: the proposal and then the site plan review including the floor plan and elevations. He would like them to go to the State Fire Marshal to get a stamped review. **Srb** wanted to know how this got so far along with the process. **Moe** explained grants and loans from the Department of Environmental Conservation. He stated there were mandates handed out and money that followed them. **Bailer** questioned why there were no wash down facilities in the proposed building. **Moe** said that it was thought out based on the flow of the workers to get to their break room. **Reggiani** suggested the possibility of making the building bigger could be identified by the Commission. **Moe** said that they are unable to make the footprint any bigger at this phase since it would run into Environmental Protection Agency issues. They are trying to work within a very limited space. He went on to state that if the elementary school playground would've come before the commission that someone would've noticed that it was too low; however, that was handled outside of the City. **Reggiani** explained that would've come as a proposal but then should've also come back for a site plan review. **Pegau** said that he realizes that the commission will see a number of proposed projects that would never materialize but there would still be a benefit and it is necessary. **Moe** said that there is a questionnaire period in which they turn in their first requests for funding which has a couple months waiting period that he can present a very rough idea of the project and the concepts could be evaluated. **Pegau** said that the second stage is the infrastructure or review of the facility. **McGann** wanted to know where the burner would be located. **Moe** said that it is not in this plan. **McGann** also worried about the amount of the repairs to the existing building and that it doesn't seem like it is enough. **Moe** said that he would be able to transfer money from a different line item that is coming in lower than expected. **Reggiani** stated the proposal seemed incomplete. He would like to see the complete comprehensive plan and see the phases and project timeline for the phases. He wants to see the end result. **Moe** said that was in the original presentation: site work, new cans, bailer rehab. He referred to attachment A where there is a more complete list. **Reggiani** said he would have some issues with the comprehensive plan. He wants to be very clear on what they are recommending and moving forward with. **Moe** said that was difficult because of the way the money comes in. He said the comprehensive plan isn't set in stone with this type of funding because it changes quite a bit. **Pegau** said he feels that planning and zoning deals with the building and the proposed outline of the facility. **Moe** referred back to code that says any improvement to a public facility or equipment would make him bring back any change to plans or equipment. **Pegau** referred to the beginning of that section where it states if it changes a survey or map or design of a public building, which is what should come back to the planning commission. **Reggiani** said he is interested in the site development. He wants to know how we will be complete with the site development and how it would be phased regardless of funding as that is a function of time. **Moe** said that is all in the original plan. **Reggiani** said he wants to see how everything is laid out on the ground. **Bailer** agreed and would also like to see how the building interior is laid out as well. He said that the planning commission would be another set of eyes to look at the plans before they go to Council.

Baenen said that insulated panels cost more money but in the long run they are a better product. **McGann** said there are issues with any penetrations such as windows though. **Pegau** wanted to know if there was a hazardous waste plan. **Bailer** said that is why there is a reason there is a site plan review and the public could be involved. **Moe** was worried that the process would drag on with a question here and a question there. **Reggiani** said that the site plan review would get all the questions and concerns answered and wouldn't drag on. He also questioned burning at the location. **Moe** said that they are re-evaluating their needs based on the new recycling program. **Reggiani** feels the community, as a whole, should help with the prioritization of each of the projects. **Baenen** said that the water coming out of the bailer will have to be addressed in one of the phases as well. **Moe** said this phase covers that. **Pegau** said that he knows we are using the word "phase" but that we really don't know which phase will come first, second, third, fourth...since it's all based on funding. We just need to know all the components and as funding becomes available, they will be funded as long as it doesn't conflict with another one. He also stated that he doesn't want us to get lost in the process and kill the project by accident. **Moe** said the way we spend the loan is very particular since it is a clean water loan. He is still waiting to hear from the EPA on what they will cover with that loan and there are a lot of restrictions and are working within the confines of the loan and the grant descriptions. **Reggiani** questioned the resolution and stated that he doesn't feel he has enough information to make a recommendation since he doesn't know how this project fits with the comprehensive plan and specifically the location and the potential of anything being burned in the area. He would like it referred back to staff for additional information and a comprehensive site plan to understand where we are going and how we are going to address the issues.

M/Reggiani S/Bailer to refer this back to staff.

Samantha Greenwood asked for clarification of what all is necessary of staff. She asked **Moe** if there was a layout of the other buildings at this point in time since there won't be engineering money or drawings yet. She said she is not clear that they could provide that.

Moe said that a comprehensive plan hasn't been done from an engineering standpoint yet.

Sam then discussed the resolution and pointed out that it was as described in Attachment A.

Reggiani said he understood that point but he was worried about an incinerator, and all the parts and pieces. **Sam** asked if they could look at a comprehensive plan without those details.

Reggiani said he thought that the comprehensive plan in that area wouldn't support an industrial incinerator. **Moe** said it isn't an industrial incinerator; it's a woodstove. **Sam** stated that some of this needs to get moved forward to council.

Moe said that if the whole plan has to come next, he will contact the engineer and put it together. **McGann** pointed out that the main reason for the resolution is attachment A- which shows that **Moe** is asking that we recommend maintenance on this building. It needs to be done regardless of phase 2 or anything else that gets done. The building needs to be maintained. **Reggiani** agreed.

Upon voice vote, motion passed, 4-2

Yea: Bailer, Reggiani, Baenen, Srb

Nay: McGann, Pegau

Absent: Greenwood

e. Public Facility Improvement, LT2 Water Compliance Plan Recommendation to Council

M/ Pegau S/Srb moved to accept resolution 13-09.

Pegau stated this doesn't fall into code criteria. There are no changes to buildings, it's just equipment. He supports moving the motion forward if it is required. **Bailer** asked **Moe** if there were any buildings that were having work completed under this project. **Moe** stated the Eyak Water Plant is one but it is currently under construction. **Bailer** said that it would've been good to see that before it began. **Reggiani** asked if there were any construction projects that hadn't been started on this list. **Moe** stated the catchment basins haven't been started; Mercheson and Orca. He also said we will have a water shortage next year since we are shutting off Meals and Heney. This repair will give us the catchment we

need. **Baenen** asked why we were shutting those two off. **Moe** explained that the EPA requires that every open water source we have has to be monitored. We have 5 of them and every one costs a lot of money. 3 of them have already been approved or the equipment we will put into them will make them acceptable. Meals and Heney would be very costly to get them to compliance. **Srb** asked where the water meters were being installed. **Moe** said they are being installed at the canneries, in the industrial area.

Upon voice vote, motion passed, 6-0

Yea: Bailer, Reggiani, McGann, Srb, Pegau, Baenen

Nay: None

Absent: Greenwood

10. **Old Business**

a. ROW Discussion

Sam said that she, **Shannon Joekay** and **Bill Howard** drove around to the potential lots, made the map and labeled the lots with letters to refer to them easier. She explained the most practical options as far as snow dumps are concerned. **Bill's** biggest concern is snow dumps for this area since Lake Avenue is State-owned and they dump at the tops of the streets. He would prefer to have one lot on each street as a snow dump. She said that lots C and D are a road that is used to access the Coast Guard maintenance shop and the families use it primarily in the winter time. She said lot B has a trailer in the middle of it that needs to be addressed. We need to come up with an overall plan: do we want to move forward, do we need a cost benefit, do we want to vacate the entire right of way, should it go on the CIP for next year. We also need to look at installing water mains and fire hydrants. **Pegau** said if we are abandoning parts of the right away we should do it in segments, instead of chopping up the road in small pieces. **Reggiani** liked the review of the lots. He was wondering if the Coast Guard would be interested in leasing a portion of the outcrops of 8th and 9th street for snow dump locations. He would like to see lots made and increase the tax base. **Srb** questioned if the wetlands designation spills over to 8th street at all. He also questioned how much we should be putting into this project instead of on other projects if we are going to be selling the lots for \$50,000. **Reggiani** said his focus is not on the original sale of the land but the improvements that go on the land and the tax base increase. **Bailer** also agreed and said that we would end up with new energy efficient homes. He said this would help highly qualified people that leave town to stay since they would be able to find them here. It also creates local income. **Sam** said her concern with asking the Coast Guard to lease some of their land for snow dumps is if the land ever got developed we would be without snow dumps. **Reggiani** said he would like to see how everything is laid out to maximize the available lots. **Bailer** wanted to know the next steps to look at F, G, H and I. **Sam** said we would have to do a survey and go through the vacation process of a portion of Adams. We would probably want to do a public hearing before we start the process. We could look at a project from 2014 to include surveying, re-platting, vacating, dealing with Lot B. **Bailer** asked for a recommendation for the next meeting that we could pass on to Council. **Sam** also said she will include on the list the upgrade of the water mains and how to budget it. **Bailer** confirmed everyone was in concurrence with F, G, H and I. **McGann** also said we need to clean up the issue on lot B. **Sam** said that she has to research lot B.

b. Site Visit to Adams Avenue from 5th Street to 9th Street and Lake Avenue at 5th Street
Canceled

11. **Pending Calendar**

a. August 2013 Calendar

b. September 2013 Calendar

Shannon said that we are adding the Ocean Beauty one way street idea to the September meeting. **Sam** said she got called for Federal Jury so she may be out of the office a bit.

12. **Audience Participation**

Randy Robertson, the new city manager, introduced himself and thanked the Planning Commission for what they do. He also said that the Regional Development Council is in town. The Commissioners introduced themselves to him.

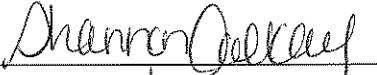
13. Commission Comments

Srb found the baler project to be a bit confusing but we can make a better process. **Baenen** agreed and he would like to see more plans. **Reggiani** thanked the staff for putting together a great packet. **Pegau** looks forward to talking about the CIP list and is glad to have time to think about it. He wanted to know if the Planning Commission could have the opportunity to take a look at the priorities of the planning department. **McGann** wanted to thank **Moe** for taking on the recycling program. He felt we made progress with the process. He said that the commission needs to do what we can to maintain the baler facility. **Bailer** said that he thinks we all agree but there were a few things that needed to be answer.

14. Adjournment

M/Pegau S/Reggiani moved to adjourn the Regular Meeting at 9:12 PM; with no objection, the meeting was adjourned.

Approved: September 10th, 2013


Shannon Joekay, Assistant Planner