1. CALL TO ORDER

2. ROLL CALL
   Chairman Tom Bailer, Commissioners David Reggiani, John Greenwood, Tom McGann, Scott Pegau, John Baenen, and Allen Roemhildt

3. APPROVAL OF AGENDA (voice vote)

4. APPROVAL OF CONSENT CALENDAR (voice vote)
   a. Minutes of 8-12-14 Regular Meeting .................................................................................................................................Page 2-6
   b. Record Excused Absence of David Reggiani from August 12, 2014 Regular Meeting

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
   a. Audience comments regarding agenda items (3 minutes per speaker)

8. PLANNER’S REPORT ........................................................................................................................................................................Page 7

9. NEW/MISCELLANEOUS BUSINESS
   a. South Fill Commercial Area Plan Goals – Discussion ........................................................................................................Page 8
   b. Disposal of Lot 3, 4, and 5, Block 8, Original Townsite ........................................................................................................Page 9-12
   c. Capital Improvement List ............................................................................................................................................................Page 13-15
   d. Resolution 14-04 ............................................................................................................................................................................Page 16
      A resolution of the Planning Commission of the City of Cordova, Alaska, recommending a Capital Improvement List to the City Council of the City of Cordova, Alaska.

10. PENDING CALENDAR
    a. September 2014 Calendar ........................................................................................................................................................Page 17
    b. October 2014 Calendar ...............................................................................................................................................................Page 18

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

13. ADJOURNMENT

If you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.
Full Planning Commission agendas and packets are available online at www.cityofcordova.net.
1. CALL TO ORDER

Acting Chairman John Greenwood called the Planning Commission Regular Meeting to order at 6:30 PM on August 12, 2014 in the Library Meeting Room.

2. ROLL CALL

Present for roll call were Acting Chairman John Greenwood and Commissioners Tom McGann, Scott Pegau, John Baenen, and Allen Roemhildt. Commissioner David Reggiani was absent. Chairman Tom Bailer arrived late at 6:41 PM.

Also present were City Planner, Samantha Greenwood, and Assistant Planner, Leif Stavig.

7 people were in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Baenen to approve the Agenda.

Upon voice vote, motion passed 5-0.

Yea: Greenwood, McGann, Pegau, Baenen, Roemhildt

Nay: None

Absent: Bailer, Reggiani

4. APPROVAL OF MINUTES

M/Pegau S/Baenen to approve the Minutes.

Upon voice vote, motion passed 5-0.

Yea: Greenwood, McGann, Pegau, Baenen, Roemhildt

Nay: None

Absent: Bailer, Reggiani

5. DISCLOSURES OF CONFLICTS OF INTEREST

Pegau said he had a conflict of interest with new item “Disposal for ‘Old Sea Grant Office.’” Greenwood acknowledged the conflict of interest.

6. CORRESPONDENCE

Greenwood acknowledged the added correspondence provided by staff after the packet went out.

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

Seawan Gehlbach, 707 Railroad Ave., has a business at 133 Harbor Loop Rd. Gehlbach said her correspondence is in the packet, if the Commissioners read it they would know how she felt about the issue. She stressed that she talked to a lot of people and that even if they didn’t sign the letter they were all of the opinion that the transfer site was going to go away.
8. PLANNER’S REPORT

McGann asked for more information about 4.5 Mile. S. Greenwood explained that in that neighborhood it’s a narrow street, and they are trying to get the Right of Way clean for emergency access and snow plowing. They sent them letters asking them to remove their private property from the Right of Way.

McGann thanked staff for the dates on the leases.

S. Greenwood reminded McGann and Pegau that their terms were up and if they wanted to stay on they needed to send a letter of interest to Susan Bourgeois.

Rich Rogers, Public Works Director, 605 Council Ave., wanted to give an update on a project that S. Greenwood, Stavig, and he had been working on with Dangerous Abatement. The one property they are dealing with, 117 Sawmill Ave., is a warehouse owned by Martha and Chris Cochran. The City has worked cooperatively with the owners, in seeking to make progress with this property to reduce its dangerousness. They have received a verbal and written plan from the owners and a sketch with some details on their temporary construction measures over the next 18 months. Staff will work with them on the details. 2015 will be used to clear out the contents of the building. In 2016 the intention is to use a contractor to finish the roof. The end date is October 1, 2016. Mainly it is the two gable ends and the one side end that are a danger in extreme weather conditions. The owners’ temporary plan is to provide a plywood sloped roof with the gable ends, with two-by-six as joists and vertical supports, and with a tarp on top with wood strips securing the tarp.

9. NEW/MISCELLANEOUS BUSINESS

a. “5.22 DISPOSAL OF CITY REAL PROPERTY” – Discussion

Pegau verified that since the Chamber of Commerce lease is less than six months out that will be coming to the Commission. He said that he liked the additions to the language that verify what happens when a lease reaches its end. Bailier said it was addressed. He asked if there was anything else in 5.22 that was giving them problems. S. Greenwood said she might bring it forward at a later time, but that she wanted to get this done because there was a lease coming up. McGann said that he liked the change in the wording. He wanted to verify that when a lease ended the property became available to everyone. He asked about the Chamber of Commerce and if previous lessees have a preference because of improvements. S. Greenwood said that a good example would be Fish and Game. Staff’s recommendation would be direct negotiation. Others could submit a letter of interest, but it is the City Council that makes the final call. Baenen verified that it doesn’t matter whether the lease is short or long this is the process. He asked if there needed to be a motion. S. Greenwood said no as this is just staff’s policy; it’s not Code.

b. Land Disposal for Lot 2, Block 7, North Fill Development Park

Bailer suggested a conflict of interest for this item. Greenwood acknowledged the conflict of interest.

M/McGann S/Pegau to recommend to City Council disposal of Lot 2, Block 7, North Fill Development Park by requesting sealed proposals to lease or purchase the property.

McGann said that the leases come up and they need to move on. Roehlildt said to make it equal for everyone they have to get sealed proposals on it. He asked if there has been an exception to that. S. Greenwood clarified the four options that they have, but said that this is the staff’s suggested motion. Pegau said that the existing lessee and another both asked for that to be made available for that purpose; he said they are running out of land and he wants to make sure they have enough for City purposes. Because this lot has been occupied for a while he doesn’t think they need to reserve it. Greenwood said he agreed with everyone else; they should move forward and get proposals.
Upon voice vote, main motion passed 5-0.
Yea: Greenwood, McGann, Baenen, Roehmildt, Pegau
Nay: None
Absent: Reggiani
Conflict of Interest: Bailer

c. Refuse Transfer Station at Lot 10A, Block 2, South Fill Development Park

M/Bailer S/Pegau to approve the use of Lot 10A, Block 2, South Fill Development Park as a transfer station.

Bailer thinks there is no discussion as it shouldn’t belong there. Pegau agreed. He said it was a temporary measure; its usefulness has come and gone. Baenen said they need to get rid of it as soon as possible. He thinks they should move it to the baler; in front of the baler by moving the fence back. He doesn’t think it should be manned and people shouldn’t be charged. Roehmildt echoes the other Commissioners. McGann said he thought there were good things happening down there, but move it to the baler. Greenwood echoed what McGann said. He thinks that it is the wrong location. There are options at the baler facility. Bailer said it’s a good program; it’s just in the wrong place. He said to take what they’ve learned and move forward.

Upon voice vote, main motion failed 0-6.
Yea: None
Nay: Bailer, Greenwood, McGann, Baenen, Roehmildt, Pegau
Absent: Reggiani

10. UNFINISHED BUSINESS

a. Disposal for “Old Sea Grant Office”

M/Bailer S/McGann to recommend to City Council disposal by lease of a building locally known as the “Old Sea Grant Office” located on a portion of Lot 3, Block 7A, and Tidewater Development Park by negotiating an agreement (Method 1) with the Prince William Sound Science Center.

Bailer said he agreed with the motion. McGann said it was good to see the input from the Harbor Commission and it clarified that aspect of it that was in question last time. Roehmildt agreed. Baenen said he was in favor. Greenwood they gave it to the Harbor Commission to get their say in it and they got that back and so he is in favor.

Bailer verified that in the lease the lessee is responsible for maintaining that building. He is not aware of any documentation of how the building was before they started leasing; is it time to fix that building up and start from scratch? S. Greenwood said that she will work on getting a policy in place for how to do that in the future; it’s never been done in the past. She said that they wanted to move forward with getting documentation. Bailer asked how they could get it weatherized before it gets to the point of being unusable. S. Greenwood said that she talked to Tony Schinella (Harbormaster) and Rogers about how they could fund repairs. They could make it part of the negotiation with the Science Center. McGann verified that the lease was only the building and that the pilings and dock were the City’s responsibility. Baenen verified that the Science Center had leased the building for 15 years. He said that there was a possibility that the building was in better shape back when they first started leasing. Bailer said that they shouldn’t just do the lease again and walk away from it. Greenwood asked if they needed to put a recommendation for this in the motion or if it was something staff could negotiate with. S. Greenwood said that staff could take it back to the City Manager.

Upon voice vote, main motion passed 5-0.
11. PENDING CALENDAR

_Bailer_ referred to Page 28, Attachment C, the South Fill Commercial Area Plan goals. He saw some goals that he thought were supposed to be there that weren’t there, and some that were there he didn’t think were there. He asked if it was a summary or if they sat down as a group and decided. _S. Greenwood_ said that the Commission approved that document and it is on the webpage and the memo was cut-and-pasted out from that. _Baenen_ said they had talked about fill off the end (of the South Fill), with consensus if there was fill it was going to be filled. _S. Greenwood_ said that these aren’t the projects, these are the goals of what they want the South Fill to be like. _Bailer_ said the goal was to expand the area. He said he wanted a discussion on the goals. _Pegau_ said he was wondering what they were doing as the report was a public process and it was a report of what the process provided. He said it sounds like they’re trying to modify the process after the fact. _Bailer_ said he was trying to clarify it. He said it was very definite that they had a plan to expand the fill. _Pegau_ said his remembering of the meetings was that the recommendation was not to fill, and that the fill recommendation was low on the list and the goals were long-term. This is the report based on this series of meetings. _S. Greenwood_ said that the Commission has already approved that plan. That document is done. It has been approved by the Commission and the public consensus. _Bailer_ said his request was a discussion on the South Fill Commercial Area Plan goals for the next agenda. He asked for a second. _Baenen_ seconded _Bailer_’s request (there was no motion).

_McGann_ said that they need to finalize the Building Code chapter (in the City Code). He said that they have modified it to their liking but it has not been codified.

_Pegau_ noted that with the Chamber of Commerce lease six months out are they expecting it on the next agenda?

12. AUDIENCE PARTICIPATION

None.

13. COMMISSION COMMENTS

_Pegau_ verified that the new CTC cell tower was in compliance with the Conditional Use Permit.

_Bailer_ followed up with what _McGann_ said about getting the Code updated and said that the building on Second Street had multiple infractions.

_McGann_ said he would like to thank the Public Works or Refuse Department or whoever is in charge of the burn pile. He said it was considerably better than it used to be; it is plowed every day, it’s kept on fire.

14. ADJOURNMENT

_M/Bailer S/Baenen_ to adjourn the Regular Meeting at 7:10 PM; with no objection, the meeting was adjourned.

Approved:
Tom Bailer, Chairman

Leif Stavig, Assistant Planner
Planner’s Report

To: Planning Commission
From: Planning Staff
Date: 9/4/14
Re: Recent Activities and Updates

- Two building permits issued since last Planning Commission meeting.
- CTC Ski Hill Sublease went to City Council and passed first reading. At the 9/3 meeting it was referred back to staff.
- Compiled documents for grant submittals for Baler and LT2.
- Conference call with representatives from GV Jones for LT2 engineering documents.
- Reminder that Tom McGann and Scott Pegau’s terms expire in November.
- Researched and working with departments on impound lot location and needs.
- SRTS submitted reimbursement request and extension for construction to start next spring.
- Working with Malvin on waste water loan with close out and remaining balance of $20,000.
- Interview potential refuse supervisor and water/sewer tech.
- Worked with Ski club and Sate on the operations plan required by the state. Plan approved 9/2/2014.
- Working with FEMA and State on public review of New FEMA Flood maps-entire city limits mapped.
  - Public meeting with State and FEMA September 23, 2014 in City Hall Conference room.
  - Maps and Study available in Planning office and on City Web page.
Memorandum

To: Planning Commission
From: Planning Staff
Date: 9/4/14
Re: South Fill Commercial Area Plan Goals - Discussion

PART I – BACKGROUND

3/6/12 – The Planning Commission forwarded Resolution 12-02 to City Council for the formal planning of the expansion of the South Fill Development Park.

3/21/12 – City Council accepted Resolution 12-02 from the Commission.

2013 – The City partnered with Agnew::Beck and held three community meetings about the South Fill.

10/8/13 – At the Planning Commission Regular Meeting a report titled “A Summary of 3 Community Meetings for the South Fill Commercial Area” was presented. The report is on the City’s webpage and at the following link:


The following motion was made and passed:

M/McGann S/Reggiani moved to accept and forward "A Summary of 3 Community Meetings for the South Fill Commercial Area" to the City Council.
Upon voice vote amended motion passed, 4-0
Yea: Reggiani, McGann, Pegau, Srb
Nay: None
Absent: Bailar, Greenwood, Baenen

10/16/13 – Council was forwarded the report and it was on the agenda as an informational item.

8/12/14 – The Planning Commission requested a discussion on the South Fill Commercial Area Plan Goals (see discussion in Pending Calendar in the unapproved minutes for a summary of the conversation). The issue was brought up concerning the South Fill goals attached to the memo for the Refuse Transfer Station. There was brief discussion on why the South Fill expansion wasn’t included in the list of the goals. The list was taken directly from page 4 of the report accepted and forwarded to City Council. The goals listed were:

a. Improve waterfront access to both residents and visitors.
b. Create a visually attractive waterfront business district.
c. Compliment and contribute to the vitality of the downtown area.
d. Improve the strength and diversity of Cordova’s economy.
e. Create a safe and pedestrian-friendly waterfront.
f. Consider and protect critical habitat.
Memorandum

To: Planning Commission
From: Planning Staff
Date: 9/4/14
Re: Disposal of Lot 3, 4, and 5, Block 8, Original Townsite

PART I – GENERAL INFORMATION

Requested Action: Recommendation to City Council on Disposal Method
Lot, Block, Survey: Lot 3, 4, and 5, Block 8, Original Townsite, Plat 1-11
Parcel Numbers: 02-060-772, 02-060-773, 02-060-774
Zoning: Central Business District
Location Map: Attachment A

PART II – BACKGROUND

The lots and improvements thereon have been leased to the Cordova Chamber of Commerce since 1999. When the leases expired, they would begin a new lease with the City. The current lease will expire on February 5, 2015. The Chamber would like to renew their lease with the City (see Letter of Interest following this memo).

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

Planning Staff notified all City departments about this disposal and has received no comments/concerns about continuing to lease the premises to the Chamber.

PART III – APPLICABLE CRITERIA

5.22.040 DISPOSAL OF CITY REAL PROPERTY – Application to lease or purchase.

E. The planning commission shall review the application, and recommend to the city council whether the city should accept the application, offer the real property interest for disposal by one of the competitive procedures in Section 5.22.060, or decline to dispose of the real property interest.

5.22.060 DISPOSAL OF CITY REAL PROPERTY – Methods of disposal for fair market value.

A. In approving a disposal of an interest in city real property for fair market value, the council shall select the method by which the city manager will conduct the disposal from among the following:

1. Negotiate an agreement with the person who applied 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.

PART IV – STAFF RECOMMENDATION

Staff recommend the Commission recommend to City Council to dispose of the property by lease and direct negotiation (Method 1).
PART V – SUGGESTED MOTION

“I move to recommend to City Council disposal by lease of Lot 3, 4, and 5, Block 8, Original Townsite and all improvements thereon by negotiating an agreement with the Cordova Chamber of Commerce.”
August 29, 2014

Leif Stavig
City of Cordova
Cordova, AK 99574

Dear Mr. Stavig,

It has come to our attention that our current lease is scheduled to expire February 2015 and that now is the time to express interest in renewing that lease.

The Cordova Chamber of Commerce and Visitor Center has been located at 404 1st St., Lot 3, 4 and 5, Block 8, Original Townsite, in a building owned by the City of Cordova. The Chamber has leased this site since 1999 and we are interested in renewing the lease to remain in this historical location.

Best Regards,

Christa Hoover
Executive Director
PART I – BACKGROUND

The Planning Commission is required by the City Code to:

Submit annually to the city council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year (CMC 3.40.080 B).

Last year’s Capital Improvement List recommended to City Council by Resolution 13-10 was as follows:

1. Comprehensive Plan Update $35,000
2. Street Repair and Improvements/Paving $1,000,000
3. Baler Development – as needed
4. Shipyard Expansion (Public Process) $15,000
5. Sewer treatment plant and infrastructure – as needed
6. Potable Water System-LT2 Compliance – as needed
7. N. Side of Harbor – 60’ sheet pile (extend parking and walkway) $6,290,625
8. Sidewalks between HS and Harbor Loop SW 2 & SW 6 (before paving) $200,000
9. Survey City roads and property $40,000
10. Establishing high water bench marks for the 6 & 6.5 mile area and the Power Creek Road residential areas
11. Vacation of Adams Avenue between 8th Street and 9th Street: includes survey, water/sewer lines, fire hydrants $100,000

Staff have placed this list in the current resolution just as a placeholder to be edited.

PART II – STAFF RECOMMENDATION

Before making the motion to approve the resolution, the Commission should make changes to the list as they see fit. Staff will project the resolution at the meeting and edit it based on the Commission’s comments. Once the list has been agreed upon, the Commission should move to approve the resolution.

PART III – DEPARTMENT COMMENTS

All departments at the City were notified by staff that the Planning Commission would be assembling this list and were asked to provide any additional items for consideration. The following departments provided input:
Planning Department

The Planning Department encourages the Commission to keep as priorities the Shipyard Expansion, surveying City roads and property, and the vacation of Adams Avenue.

The high water benchmarks are no longer needed as FEMA is in the process of updating the Flood Insurance Rate Map for Cordova. There will be a public Open House September 23, at 6:30 in the City Hall Meeting Room.

After looking at the amount of staff hours it would take to put together a Comprehensive Plan with Agnew::Beck for $35,000 (see March 11 Regular Meeting Packet/Minutes), staff recommend the Commission raise the estimated cost to $100,000 and add a note identifying it as a priority for FY 2016. The reason the Comp. Plan was not completed this year was because the Commission felt that staff time was unrealistic, the timeline was too short and only during the summer months, and there were budget concerns. Adding more to the budget for this project and saving it until 2016 would give City Staff the necessary time to develop plans and goals internally so that we can approach the Comp. Plan process prepared and turn out a quality product that can be used long-term.

Public Works

LT2 Update
GV Jones won engineering bid and has started work.
Draft schedule is:
65% drawings by end of 2014
95% design by March 2015
100% design by July 2015
Construction start September 2015

Baler
Baler shell and drain contracts completed

Priorities for Capital projects Public works department for next 3 years

Streets
Nicholoff intersection repair drainage/pave
Harbor Loop drainage and pavement
2nd Street drainage and paving
Chip seal 2 tanks 1.8 miles maintenance work
Breakwater Avenue North harbor parking sluffing

Refuse
Additional work to be completed lighting, electrical break room
Capping the C&D pile
Closing Cell 1 and opening Cell 2

Water/Sewer
Lavatory expansion
Expose & Raise water value boxes, sewer man holes and clean outs
Metal siding for shop
Build lean to for equipment storage
Clean inside of the 6 steel water tanks -by divers vacuuming silt
Paint 5 exterior steel water tanks1.5, Morpac, Mews, Ski Hill, Meals
CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 14-04

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.

WHEREAS, the City of Cordova’s Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to Submit annually to the City Council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year;

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

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

1. Comprehensive Plan Update – $35,000
2. Street Repair and Improvements/Paving – $1,000,000
3. Baler Development – as needed
4. Shipyard Expansion (Public Process) – $15,000
5. Sewer treatment plant and infrastructure – as needed
6. Potable Water System-LT2 Compliance – as needed
7. N. Side of Harbor – 60’ sheet pile (extend parking and walkway) – $6,290,625
8. Sidewalks between HS and Harbor Loop SW 2 & SW 6 (before paving) – $200,000
9. Survey City roads and property – $40,000
10. Establishing high water bench marks for the 6 & 6.5 mile area and the Power Creek Road residential areas
11. Vacation of Adams Avenue between 8th Street and 9th Street: includes survey, water/sewer lines, fire hydrants – $100,000

and;

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission hereby recommends the above listed Capital Improvement List to the City Council.

PASSED AND APPROVED THIS 9TH DAY OF SEPTEMBER, 2014

________________________________________
Tom Bailer, Chairman

ATTEST:
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Samantha Greenwood, City Planner
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