

**PLANNING COMMISSION REGULAR MEETING
OCTOBER 13, 2015 AT 6:30 PM
LIBRARY MEETING ROOM**

AGENDA

Chairman

John Greenwood

Commissioners

Tom Bailer

Tom McGann

Scott Pegau

John Baenen

Allen Roemhildt

Mark Frohnapfel

City Planner

Samantha Greenwood

Assistant Planner

Leif Stavig

1. CALL TO ORDER

2. ROLL CALL

Chairman John Greenwood, Commissioners Tom Bailer, Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt, and Mark Frohnapfel

3. APPROVAL OF AGENDA (voice vote)

4. APPROVAL OF CONSENT CALENDAR (voice vote)

- a. Minutes of September 8, 2015 Public Hearing **Page 2**
- b. Minutes of September 8, 2015 Regular Meeting **Page 3-6**

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

- a. State of Alaska DOT Public Notice **Page 7-8**

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Audience comments regarding agenda items (3 minutes per speaker)

8. PLANNER'S REPORT Page 9

9. NEW/MISCELLANEOUS BUSINESS

- a. Disposal of a Portion of Office Space in City Hall Building..... **Page 10-12**

10. PENDING CALENDAR

- a. October 2015 Calendar **Page 13**
- b. November 2015 Calendar **Page 14**

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

13. ADJOURNMENT

PLANNING COMMISSION PUBLIC HEARING
SEPTEMBER 8, 2015 AT 6:30 PM
LIBRARY MEETING ROOM
MINUTES

1. CALL TO ORDER

Chairman *John Greenwood* called the Planning Commission Public Hearing to order at 6:30 PM on September 8, 2015 in the Library Meeting Room.

2. ROLL CALL

Present for roll call were Chairman *John Greenwood* and Commissioners *Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt, and Mark Frohnapfel. Tom Bailer* arrived at 6:40 PM.

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

3 people were in the audience.

3. PUBLIC HEARING

- a. Final Plat Request for 'Vacating A.T.S. 220 T-4, Lot 9 Cannery Row Subdivision Plat 2003-3 and U.S. Survey 829 Amended Creating: Copper River Seafood Tract A and Lot 9A'
- b. Final Plat Request for 'Logan Subdivision'

Dan Logan said that sometimes going through the process can be painful, but working with staff was outstanding.

M/Frohnapfel S/McGann to recess for 10 minutes
With no objection, the meeting was recessed.

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

4. ADJOURNMENT

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

Approved:

John Greenwood, Chair

Leif Stavig, Assistant Planner

PLANNING COMMISSION REGULAR MEETING
SEPTEMBER 8, 2015 AT 6:45 PM
LIBRARY MEETING ROOM
MINUTES

1. CALL TO ORDER

Chairman *John Greenwood* called the Planning Commission Regular Meeting to order at 6:45 PM on September 8, 2015 in the Library Meeting Room.

2. ROLL CALL

Present for roll call were Chairman *John Greenwood* and Commissioners *Tom Bailer, Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt, and Mark Frohnapfel.*

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

3 people were in the audience.

3. APPROVAL OF AGENDA

M/Bailer S/Pegau to approve the agenda.

Upon voice vote, motion passed 7-0.

Yea: *Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel*

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of July 14, 2015 Regular Meeting

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

Upon voice vote, motion passed 7-0.

Yea: *Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel*

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

- a. Environmental Protection Agency Letter
- b. State of Alaska DOT Public Notice
- c. Dept. of Labor and Workforce Development Notice

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Audience comments regarding agenda items

8. PLANNER'S REPORT

S. Greenwood told the commission to start thinking about the Planning Commission portion of the Alaska Municipal League Conference. There is money in the budget for the commission. *J. Greenwood's* and *Baenen's* terms on the commission will be up in November. Anyone can apply for the commission through the City Clerk.

S. Greenwood explained that FOIA meant a Freedom of Information Act request, where the City is required to provide information to those who request it. She said that the City is providing support and data for the Crater Lake feasibility study. The kick-off meeting for LT2 will be in the next couple weeks.

9. NEW/MISCELLANEOUS BUSINESS

- a. **Final Plat Request for ‘Vacating A.T.S. 220 T-4, Lot 9 Cannery Row Subdivision Plat 2003-3 and U.S. Survey 829 Amended Creating: Copper River Seafood Tract A and Lot 9A’**

M/Bailer S/McGann to approve the final plat request for ‘Vacating A.T.S. 220 T-4, Lot 9 Cannery Row Subdivision Plat 2003-3 and U.S. Survey 829 Amended Creating: Copper River Seafood Tract A and Lot 9A.’

Frohnappfel verified that SADAK LLC would retain Lot 9A. *Tom Carpenter*, Copper River Seafoods, explained that they were purchasing basically everything south of the driveway on Lot 9A, including the existing building. *Frohnappfel* said that the building would meet all of the required setbacks for the district. *McGann* verified that the building was defined as a boardinghouse, which is an allowable use. *McGann* said that the right of way in the area is very narrow. *Bailer* said that there isn’t a utility easement in the area and that Cordova Electric Cooperative (CEC) was trying to get through there. He asked if there was any way they could get an easement for power to come through there as the way it is now they can only get permission from the private landowner. *Carpenter* said that he had been contacted by CEC and that Copper River Seafoods is willing to work with them. *Baenen* said that if CEC wanted to they could work with the State to get it in the right of way as the State has to allow them. *Bailer* asked if as a cooperative member they would want to pay to resurface the road. *Baenen* said it wasn’t their job to make an easement for CEC. *Bailer* said that it was.

Upon voice vote, motion passed 7-0.

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

- b. **Final Plat Request for ‘Logan Subdivision’**

M/Bailer S/Frohnappfel to approve the final plat request for ‘Logan Subdivision.’

Dan Logan said that he was basically moving the lot line to make two equal lots versus one large and one tiny. *J. Greenwood* verified that the easement to access the back lot was on the existing road.

Upon voice vote, motion passed 7-0.

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

- c. **Resolution 15-12**

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/Bailer S/McGann to approve Resolution 15-12.

Bailer said that they already got the bond for the two million for street repairs so it doesn’t need to be on the list. *Baenen* said maybe they should keep it on the list for other streets that aren’t getting paved with the bond. *Pegau* said that in the discussion last year they talked about how there needs to be regular street paving so that they can hit new roads.

McGann said that the one project he has always liked has been the north side of the harbor sheet pile and fill. He thinks they should extend it out to 50’. He doesn’t think the \$800,000 is realistic for the cost. Even if they don’t keep the actual project on the list, they should continue to explore it. *Bailer* said he agreed to pare the price down to get the design. *Baenen* said engineering and a conceptual design is how projects get done. *Bailer* said they had an engineer on staff and that it seems like a simple enough project to get some length and width and get a quote. *S. Greenwood* said that the estimates in the South Fill Plan were provided by an engineer and contractor. *McGann* said he was never comfortable with those numbers.

Frohnafel asked what unfinished at the baler. **S. Greenwood** said that they have an RFP out for work on the interior. The commission agreed to lower it on the list.

Pegau said that he wanted to move the Comprehensive Plan up the list with \$100,000. The current Comprehensive Plan is dated and could use a lot of help and public input. **Bailer** said to take it off the list as it isn't important. He recommended before that they could update it without spending any money; for example, it still talks about remodeling the grade school. His feeling is, why should the City pay to update that? You should give it to the School Board to update it, same with the other sections. **Pegau** said that part of the reason that he is doing it as a Comprehensive Plan and not farming it out is because when you farm it out people put what they want their organization to do versus having it as a City thought-out process. To get a good Comprehensive Plan that reflects the community you have to have community input throughout the entire process. **J. Greenwood** said that he agreed with **Pegau** in that it needs to be done in full.

J. Greenwood asked staff what the priorities were for equipment for Public Works. **Robertson** replied that the day-to-day equipment wasn't in the purview of the commission and that Public Works brings their priorities to Council during budget. **Baenen** said that the sewer treatment plant probably falls under this type of work.

McGann said they should change the wording and price for the harbor sheet pile and fill. **Pegau** said they should call it design and preliminary engineering. **Baenen** said they were talking about a conceptual drawing they could show people to get people on board to go after money. It doesn't need to include structural, but should show what it is supposed to look like. **Pegau** said that when speaking with the community they need to have a rough idea of what the cost is going to be. **Bailer** said he would approach it like he does when someone is building a house. You figure out what you want and you take it to the next step and talk to contractors. They can do a lot before they decide to spend money. **Baenen** said they had already done a lot of that. **S. Greenwood** explained how they had contacted engineers and contractors to come up with the numbers for the project. The commission agreed to put \$10,000 for the project.

Pegau said that he doesn't see any demand for the vacating Adams Avenue, so he recommends taking it off the list. **McGann** said that the idea was to create residential property. The commission agreed to remove it.

Baenen said that he knows the Comprehensive Plan needs to get done somehow, he just doesn't see City Council giving them any money for it. **McGann** said he sees code updates being a priority with the Comprehensive Plan. **Pegau** said they should put the Comprehensive Plan before the code, that way they can be sure the code matches. **Bailer** said he would put code changes above the Comprehensive Plan. He had a house inspected last year and the inspector did another house at the same time, and the inspector said the other house did not pass code and the builder for that house said he wasn't going to have it inspected. **Frohnafel** said he fully agrees there should be a building inspector in town inspecting houses. **McGann** recommended they put the code updates at \$25,000. **Baenen** verified that inspections were not required by the City Code. **S. Greenwood** said that they don't give occupancy permits. If someone gets financing they are going to get inspected. She said in the Unrestricted District they would have to follow building codes if they were updated, but past Hartney Bay Bridge is outside of City Limits. **Baenen** said they should annex the area; there are a lot of houses out there that are on their own lots and not SLUP (Special Land Use Permit) lots. **S. Greenwood** said that Whitshed Road is a State road until the turnout past Hartney Bay Bridge and the remainder of the road is maintained by the Native Village of Eyak. The commission agreed to put \$75,000 towards the Comprehensive Plan.

Pegau said that he isn't worried about what the council is going to give them versus what they think their priorities are. The reason he wants to put the Comprehensive Plan above the code updates is that the plan guides where the code should be. **Bailer** said that he doesn't follow; he doesn't see how that would have anything to do with the codes. **McGann** said the codes that would be updated would be the codes on zoning and subdivisions. **S. Greenwood** said those parts of code are all about the Comprehensive Plan.

The commission discussed the sidewalks between the High School and Harbor Loop and changed the price to \$250,000.

Pegau said that it is hard to not put the road maps and house numbers as a project, he is interested in keeping that process going. *Frohnapfel* said for the next year they should look more at the big picture items rather than the ongoing Public Works projects and equipment. There was concurrence on the updated list.

Upon voice vote, resolution passed 7-0.

Yea: *Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel*

10. PENDING CALENDAR

J. Greenwood said there was the possibility of a Special Meeting for a Site Plan Review for *Blackler's* project in the shipyard.

Bailer said he knows there is an RFP for the Library/Museum building. If no one is going to purchase it, is there a plan for the building? He wants to know if they keep the building there or do they have a plan to remove the building. He thinks they should come up with a plan to bring to council. *S. Greenwood* said when the commission made the decision on the building they came up with steps for the disposal. They decided that if the building didn't sell then they would either the City would demolish and sell the property, or they would put it out for people to demolish; what she remembers is them saying that they don't want to see the building standing. It will come back to the commission whether or not there are proposals.

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

Pegau said that it was good to go through their list and that it is always thought-provoking and he appreciates hearing everybody's thoughts.

Baenen said it was a good meeting.

Bailer thanked everyone for their time.

13. ADJOURNMENT

M/Bailer S/McGann to adjourn the Regular Meeting at 7:45 PM.

With no objection, the meeting was adjourned.

Approved:

John Greenwood, Chair

Leif Stavig, Assistant Planner



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation
and Public Facilities

STATEWIDE AVIATION
Northern Region Aviation Leasing

2301 Peger Road
Fairbanks, Alaska 99709-5399
Main: 907-451-2216
TDD: 907-451-2363
FAX: 907-451-2253
www.dot.state.ak.us

September 25, 2015

RECEIVED

SEP 30 2015

Re: Cordova Airport
Permit ADA-71656
Public Notice

City of Cordova

DISTRIBUTION

Enclosed is a Public Notice regarding a leasehold interest disposal of State land.
Public Notice is required by the Alaska Constitution.

We are sending you this copy for your information only; no action is required on your part.
However, you are welcome to post this notice in the public view.

If you have any questions, please call me at (907) 451-5201.

Sincerely,

A handwritten signature in cursive script that reads "Diana M. Osborne".

Diana M. Osborne
Airport Leasing Specialist

jkb

Enclosure: Public Notice

cc: Robert Mattson, Jr., Airport Manager

Distribution:

Chugach Alaska Corp., 3800 Centerpoint Dr., Ste. 601, Anchorage, AK 99503-5826
City of Cordova, PO Box 1210, Cordova, AK 99574
Eyak Corporation, PO Box 340, Cordova, AK 99574

"Keep Alaska Moving through service and infrastructure."

PROPOSAL TO AMEND A STATE AIRPORT PERMIT: The Alaska Department of Transportation & Public Facilities proposes to increase the area of Permit ADA-71656, Parcel D, H, I and K, consisting of approximately 40.4 acres at Cordova Airport to include Parcel L and Parcel M, consisting of approximately ten (10) acres each; for a total of 60.4 acres, to expire July 1, 2016. Applicant: Alaska Department of Natural Resources, Division of Forestry. Annual rent: N/A. Authorized uses:
non-aviation – Manage the harvesting of white spruce for personal use; issuing woodcutting permits and monitoring the harvest.

Written comments must be received by 4:30 p.m., October 26, 2015, after which the Department will determine whether or not to amend the lease. The Department's decision will be sent only to persons who submit written comment or objection to the Department, at the address and by the date and time specified in this notice, and include their return address. Information is available from Diana M. Osborne, Aviation Leasing, 2301 Peger Road, Fairbanks, AK 99709-5399, (907) 451-5201. Anyone needing hearing impaired accommodation may call TDD (907) 451-2363.

The Department reserves the right to correct technical defects, term, or purposes and may reject any or all applications or comments.

BY: Penelope Adler
Penelope Adler, SR/WA, CM
Chief, Northern Aviation Leasing
DATE: September 25, 2015

PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH OCTOBER 26, 2015

Note: A person who removes, obscures or causes to be removed or obscured a notice posted in a public place before the removal date stated in this notice is subject to disqualification from receiving any lease, permit, or concession related to this notice.

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 10/8/2015
Re: Recent Activities and Updates

- Four building permits issued since the last meeting.
- Safe Routes to school complete. Yahoo!
- No proposals received for the Museum/Library building purchase and removal. City Council directed staff to develop an RFP that was open for any proposal.
- No proposals received for the Baler workroom and safety upgrade. Will re advertise and extend end of project date to March.
- Property disposal –
 - Hanson's plat recorded, title search completed and moving through closing
 - Contract for Arvidson purchase of third street lot passed city council. Next step title search and closing
 - Breakwater fill lot passed second reading 10/7
- Changes to the flood ordinance and adoption passed second reading at the 10/7 council meeting.
- Provided information and participated in meeting with Engineer for feasibility study for Crater Lake for Hydro and City water source.
- Working with State, Dawson and others on LT2.
- Flat Files scanned, working on scanning building permits and archiving documents.
- Moved into new building, it is awesome.

Memorandum

To: Planning Commission
From: Planning Staff
Date: 10/8/15
Re: Disposal of a Portion of Office Space in City Hall Building

PART I – GENERAL INFORMATION

Requested Actions: Recommendation to City Council on Disposal Method
Address: 602 Railroad Ave.
Zoning: Public Lands and Institutions District
Location Map: Attached

PART II – BACKGROUND

Typically, the disposal process for City property does not begin until the City has received a letter of interest on a piece of property shown as ‘Available’ on the Land Disposal Maps. The old City Hall building is a unique situation in that a portion of the office space is now vacant. The City Council has made it a priority to maximize the use of the existing City Hall building while the Fire and Police Departments remain there. Because the disposal is for office space only, the designation on the Land Disposal Maps does not need to be changed.

The lease for office space will include parking spaces for the tenant. The tenant will also be responsible for all utilities and heating.

In accordance with the Cordova Municipal Code, the Planning Commission will give a recommendation to City Council of how to dispose of the property.

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 disposing of the vacant office space in the existing City Hall building by requesting sealed proposals to lease.

PART V – SUGGESTED MOTION

“I move to recommend to City Council to dispose of the vacant office space in the existing City Hall building by requesting sealed proposals to lease.”

Location Map



October 2015

October 2015							November 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	4	5	6	7	8	9	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5	6	7 7:00pm City Council Regular (Library)	8	9	10
11	12	13 6:30pm Planning Commission Regular (Library)	14 7:00pm Harbor Commission Regular (City Hall) 7:00pm School Board Regular (High School)	15	16	17
18	19 City Closed - Alaska Day	20	21 7:00pm City Council Regular (Library)	22	23	24
25	26	27	28	29	30	31

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PLANNING COMMISSION REGULAR MEETING
OCTOBER 13, 2015

November 2015

November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2	3	4 7:00pm City Council Regular (Library)	5	6	7
8	9	10 6:30pm Planning Commission Regular (Library)	11 City Closed - Veteran's Day 7:00pm Harbor Commission Regular (City Hall) 7:00pm School Board Regular (High School)	12	13	14
15	16	17	18 7:00pm City Council Regular (Library)	19	20	21
22	23	24	25	26 City Closed - Thanksgiving	27 City Closed - Thanksgiving	28
29	30	Dec 1	2	3	4	5

14 of 14

PLANNING COMMISSION REGULAR MEETING
OCTOBER 13, 2015