Chairman PLANNING COMMISSION REGULAR MEETING John Greenwood NOVEMBER 10, 2015 AT 6:30 PM	
Commissioners Tom Bailer	
Tom McGann	
Scott Pegau <u>AGENDA</u>	
John Baenen	
Allen Roemhildt 1. CALL TO ORDER	
<u>City Planner</u> 2. ROLL CALL	
Samantha Greenwood Chairman John Greenwood, Commissioners Tom Bailer, Tom McGann,	
Assistant Planner Scott Pegau, John Baenen, Allen Roemhildt, and Mark Frohnapfel	
Leif Stavig 3. APPROVAL OF AGENDA (voice vote)	
4. APPROVAL OF CONSENT CALENDAR (voice voice)	
a. Minutes of October 13, 2015 Regular Meeting	a 2 1
	.ge 2-4
b. Record excused absences for Mark Frohnapfel and John Greenwood from the October 13,	
2015 Regular Meeting	
5. DISCLOSURES OF CONFLICTS OF INTEREST	
6. CORRESPONDENCE	
a. State of Alaska DOT Public NoticePa	ige 5-6
b. State of Alaska DOT Public NoticePa	ıge 7-8
7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS	
a. Guest Speakers	
i. Kate Morse – Copper River Watershed Project	
b. Audience comments regarding agenda items (3 minutes per speaker)	
8. PLANNER'S REPORT	ige 9
9. NEW/MISCELLANEOUS BUSINESS	8
a. Discussion on Disposal of Library/Museum Land and BuildingPa	ge 10-19
10. PENDING CALENDAR	8
a. November 2015 Calendar	ige 20
b. December 2015 Calendar	0
11. AUDIENCE PARTICIPATION	8
12. COMMISSION COMMENTS	
13. ADJOURNMENT	

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

1. CALL TO ORDER

Co-Chairman *Tom Bailer* called the Planning Commission Regular Meeting to order at 6:30 PM on October 13, 2015 in the Library Meeting Room.

2. ROLL CALL

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

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

1 person was in the audience.

3. APPROVAL OF AGENDA

M/McGann S/Baenen to approve the agenda. Upon voice vote, motion passed 5-0. Yea: Bailer, McGann, Pegau, Baenen, Roemhildt Absent: Greenwood, Frohnapfel

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of September 8, 2015 Public Hearing
- b. Minutes of September 8, 2015 Regular Meeting

M/Pegau S/McGann to approve the consent calendar. Upon voice vote, motion passed 5-0. Yea: Bailer, McGann, Pegau, Baenen, Roemhildt Absent: Greenwood, Frohnapfel

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

a. State of Alaska DOT Public Notice

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Audience comments regarding agenda items

Robert Beedle spoke to item 9(a). He said that they have never talked about any specific way of getting rid of City Hall and the office spaces. He has been pushing for getting rid of the Library/Museum and the City Hall building due to disrepair. They have talked about the Troopers renting it, but then the City would have tenants.

8. PLANNER'S REPORT

Baenen asked what the correspondence was about. *S. Greenwood* said that she did not know and that it was a public notice with contact information.

Bailer asked if staff had looked into a building permit he had a question about. **S. Greenwood** said that they had sent out a letter. **Baenen** asked if someone needed a building permit for fill or for maintenance. **S. Greenwood** said not for fill, but it is required for structural alterations. **Baenen** said he didn't think it needed a permit. **Bailer** said at one point there was a dollar amount that if you went over you had to get a permit.

McGann asked about the Crater Lake project. *S. Greenwood* said that they are at the point where they are looking at three different impoundment heights. They have done a preliminary geologic report. They are having biweekly conference calls. The due date for the feasibility study is December.

S. *Greenwood* clarified that the only two commissioners interested in going to the Planning Commissioner training in Anchorage were *Frohnapfel* and *Baenen*. *Roemhildt* and *Pegau* said they were both interested, but had prior commitments.

9. NEW/MISCELLANEOUS BUSINESS

a. Disposal of a Portion of Office Space in City Hall Building

<u>M/Baenen S/McGann</u> to recommend to City Council to remove the existing office portion of the old City Hall.

McGann said that he doesn't see any demand for office space. One benefit would be additional parking spaces for the Cordova Center. **Baenen** said that if the City started to rent office space, there is a good chance they would take business from the private sector. The City could possibly take somebody from a location they are already renting. The original intent of the Cordova Center was to get rid of the old buildings. He overheard a conversation about the old City Hall building and heard someone say they were getting rid of it. It is better to just cut off half of the building and move the boiler over. It may cost a little, but at least they are not putting more money into it and they are not in direct competition with a local business. **Roemhildt**, **Pegau**, and **Bailer** said they agreed.

Upon voice vote, motion **passed** 5-0. Yea: *Bailer, McGann, Pegau, Baenen, Roemhildt* Absent: *Greenwood, Frohnapfel*

10. PENDING CALENDAR

S. Greenwood said that they think they will have the next meeting in the new building. *Bailer* asked how packets can get picked up. *Stavig* said they are still figuring that out and asked the commission how they felt about having 24/7 access to their packets. There was a mixed response from the commission.

Bailer said that the City Council put out an RFP for the Library/Museum building, but he still feels like the commission should be looking at it. Unless the commission is comfortable waiting for the proposals to come in, they could have a discussion about what they wanted. **Pegau** said he was anticipating that discussion, but the City Council moved to put out the RFP. He would still like to have the discussion, but he is not sure how productive it would be. Hopefully, if things go properly proposals will still go through the commission, so if they have that discussion prior to reviewing proposals they will have a much better feeling. **Bailer's** thought was that it is one more public hearing where people could let you know what they would like to see. **Stavig** said for the rest of the commission's information that City Council directed staff to release an RFP for the property. **Bailer** said it was an RFP for whatever anyone wanted to do. **S. Greenwood** said that the proposals will come to the Planning Commission first.

11. AUDIENCE PARTICIPATION

Beedle said in reading the Planner's Report, he suggests doing a title search first in the disposal process.

12. COMMISSION COMMENTS

Pegau wanted to make a comment about Trident North. He was really happy to see that with their new bunkhouse, they used all of the parking. He knew there was some resistance to additional parking requirements. The decision to require that parking had value.

Baenen said he thought it was a good meeting and that it was interesting to see that they were all on the same page on the City Hall building.

McGann wanted to know the status of recent land sales. *S. Greenwood* said the Performance Deed of Trust for Nichols expires in two and a half years. Council extended the Performance Deeds of Trust for *Roemhildts* for another year. *Camtus* was five and they are half way through. Harborside is in progress. *Leo Americus* will be coming up soon. Mobile Grid just started. There has been some back-and-forth with Ocean Beauty.

Roemhildt thanked Beedle for coming.

13. ADJOURNMENT

M/*McGann* S/*Pegau* to adjourn the Regular Meeting at 7:02 PM. With no objection, the meeting was adjourned.

Approved:

John Greenwood, Chair

Leif Stavig, Assistant Planner



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

October 12, 2015

Re: Cordova Airport Lease ADA-72248 Public Notice

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,

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."

5 of 21

RECEIVED

OCT 2 0 2015 City of Cordova

PROPOSAL TO LEASE STATE AIRPORT LAND: The Alaska Department of Transportation & Public Facilities proposes to lease Parcel N, consisting of approximately 435,600 square feet (ADA-72248), at Cordova Airport for five (5) years, to expire November 15, 2020. Applicant: Prince William Financial, LLC. Authorized uses: non-aviation –for the commercial growing and harvesting of peonies. Annual rent: \$550.00.

Competing applications or written comments must be received by 4:30 p.m., November 12, 2015, after which the Department will determine whether or not to execute the lease. The Department's decision will be sent only to persons who submit written comment or objection or a competing application 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: <u>Penilope</u> adler

Penelope Adler, SR/WA, CM Chief, Northern Region Aviation Leasing

DATE: October 12, 2015

PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH NOVEMBER 12, 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.





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.dof.state.ak.us

October 7, 2015

Re: Cordova Airport Lease ADA-72347 Public Notice

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,

jana.

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."

7 of 21

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PROPOSAL TO LEASE STATE AIRPORT LAND: The Alaska Department of Transportation & Public Facilities proposes to lease Lot 4, Block 101, consisting of approximately 12,000 square feet (ADA-72347, successive lease to ADA-71041), at Cordova Airport for twenty (20) years. Applicant: Federal Aviation Administration. Authorized uses: Weatherport, aviation-vehicle and equipment parking; operation and maintenance of a water well. Annual rent: \$0.

Written comments must be received by 4:30 p.m., November 9, 2015, after which the Department will determine whether or not to execute the lease. Information is available from Diana M. Osborne, Aviation Leasing, 2301 Peger Road, Fairbanks, AK 99709-5399, (907) 451-5201. Anyone needing special accommodations may call TDD (907) 451-2363.

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

BY: Rendore adle

Penelope Adler, SR/WA, CM Chief, Northern Region Aviation Leasing

DATE: October 7, 2015

PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH NOVEMBER 9, 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:	11/5/2015
Re:	Recent Activities and Updates

- Two building permits issued since the last meeting.
- Museum/Library building RFP is out.
- Property disposal
 - Hanson's waiting signing
 - Arvidson complete
 - Breakwater fill lot 30 day waiting period. Petition has been created and is due November 7th
- Provided information and participated in meeting with Engineer for feasibility study for Crater Lake for Hydro and City water source.
- Working on budget for 2016
- Code research for public nuisance
- FOAI request research
- Training for transition from staff to management and project management in November
- Assisting Public works Director with Meals safety Dam report and hiring
- Working with State, Dawson and others on LT2.
- All Flat files scanned & working building permits

Memorandum

To:	Planning Commission
From:	Planning Staff
Date:	11/5/15
Re:	Discussion on Disposal of Library/Museum Land and Building

PART I – GENERAL INFORMATION

At the last Regular Meeting, the commission requested to have a discussion on the Library/Museum land and building prior to receiving proposals. Attached after this memo is the Request for Proposals that was released several weeks ago. The lease with option to purchase has been removed to decrease the packet size. The RFP is available on the City's Webpage or at City Hall.

Proposals are due December 1st and the commission will give City Council a recommendation at the next Planning Commission Regular Meeting.



Request for Proposals for the Existing Library/Museum Land and/or Building

"Opportunity knocks only once. You never know if you'll get another opportunity." (Leon Spinks, American Heavyweight Boxer)

The City of Cordova has a once-in-a-lifetime opportunity. We are looking for the right person, business, or organization with the vision and abilities to acquire and develop a prime piece of commercial property on Cordova's Main Street, directly across from the new Cordova Center. City Council has asked staff to take virtually all offers for the site, the former home of the City's Museum, Library, and community meeting room. The configuration could be all or any combinations of lots, with or without the buildings. Think creatively and act boldly for this unique chance.

SEALED PROPOSAL FORM

All proposals must be received by the City Manager by <u>Tuesday, December 1st, 2015 at 5 PM</u>.

Property: Lots 12-18, Block 6, Original Townsite and/or the improvements thereon. This does not include the parking/snow dump area behind the library and museum. See attached map.

Name of Proposer:	
Name of Organization:	
Address:	Phone #:
	Email:

Proposed Price: \$_____

The City will consider any and all proposals for the property subject to any applicable laws and regulations, including Chapter 5.22 of the Cordova Municipal Code (CMC).

All submitted proposals for the building will be reviewed by the Planning Commission. The Planning Commission will then recommend a proposal to City Council for final review and acceptance.

The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept and negotiate with any proposal deemed most advantageous to the City of Cordova.

Page 1 of 3

In accordance with the City Code, we must announce that the fair market value for the Library/Museum building is <u>\$45,000.00</u> and the fair market value for each of the seven 2,500 sq. ft. lots is <u>\$24,021.00</u>. The fair market value will be the **minimum** price that will be accepted unless the applicant meets the requirements of CMC Section 5.22.070. If the successful proposal amount is greater than the minimum price, the proposal amount shall be the amount paid for the building.

A purchase agreement for **the building** will be negotiated with the winning proposer if the building is to be relocated. The winning proposer will be required to obtain a performance bond in the amount of the proposed price. Applicants are encouraged to contact Weston Bennett, Facilities Superintendent, to review the building plans, arrange a site visit, and request more information on what is to be included with the purchase.

The attached Lease with Option to Purchase is a template for the agreement that will be negotiated with the proposal that is awarded **the land** with or without the existing building. The annual lease rate will be 10% of the proposed price.

All proposals shall include a deposit of \$1,000.00. In the event that a proposal is not awarded the property, the City will reimburse the deposit to the proposer. The deposit will be credited to costs associated with the contract preparation.

The applicant shall also be responsible for all fees and costs the City incurred to third-parties in the transaction, including without limitation costs of appraisal, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per CMC 5.22.100.

The estimated vacancy date of the property is 1/1/16, however this date is subject to change.

Please review the attached section of Code for the permitted uses within the Central Business District.

The City may issue addenda to this RFP. Addenda will be posted on the City Webpage with this RFP. It is the responsibility of the proposer to ensure receipt of all addenda.

For questions or more information about the land disposal process, contact the City Planning Department at 424-6220, planning2@cityofcordova.net, or stop by in person.

Additional Information Required (please attach separately with this proposal form):

- 1. Describe the development you're proposing.
- 2. What is the proposed square footage of the development?
- 3. Provide a sketch, to scale, of the proposed development in relationship to the lot. (Attachment C)
- 4. What is the benefit of the proposed development to the community?
- 5. What is the value of the proposed improvements (in dollars)?
- 6. What is your proposed timeline for development?

Included for your convenience:

Attachment A: Criteria used when evaluating each submitted proposal. Attachment B: A location map showing the subject property with a scale. Attachment C: The property parcels without aerial image. Attachment D: Cordova Municipal Code – Central Business District Attachment E: Sample Lease with Option to Purchase Agreement

Page 2 of 3

Please mail proposals to:City of CordovaAttn: City ManagerC/O ProposalsP.O. Box 1210Cordova, Alaska 99574

<u>Or email proposals to citymanager@cityofcordova.net and planning2@cityofcordova.net.</u> The email subject line shall be "Proposal for Library/Museum Property," and the proposal shall be attached to the email as a PDF file.

Or deliver your proposal to the front desk at City Hall.

Proposals received after Tuesday, December 1st, 2015 at 5 PM will not be considered.

Think of the opportunities . . . prime property along Cordova's historic and expanding Main Street! Submit your proposal by 1 December.

Page 3 of 3

PLANNING COMMISSION REGULAR MEETING NOVEMBER 10, 2015 ATTACHMENT A

Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10. The multiplier will then be applied to the scores to determine a final score.

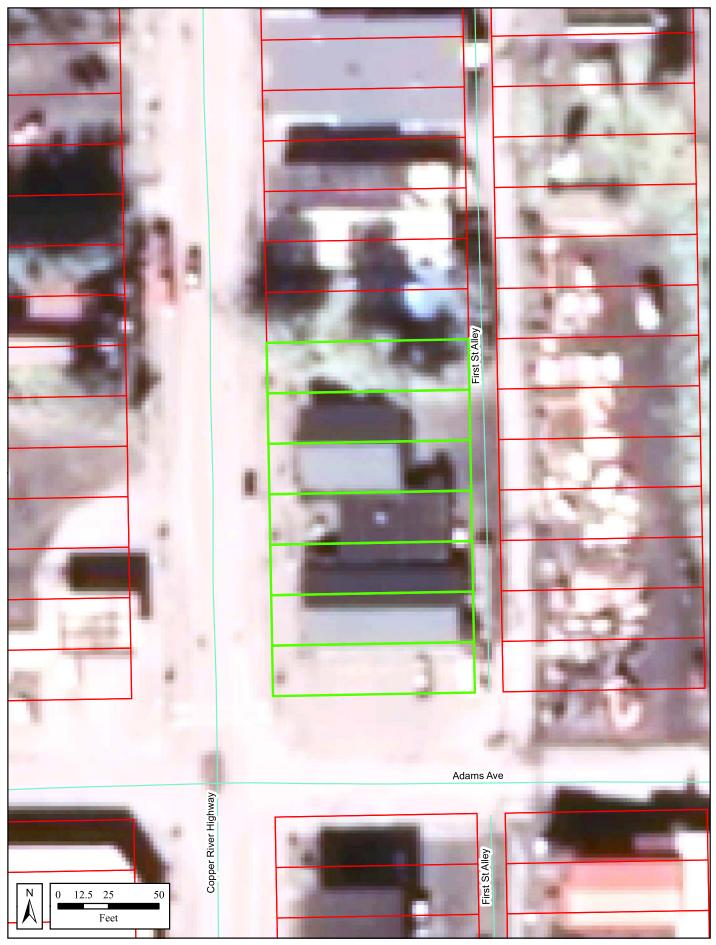
Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal Rank 1-10	Subtotal for Proposal
Value of improvements	1.75		
Number of Employees	1		
Sales Tax Revenue	1		
Importance to Community	1.75		
5yr Business Plan/Timeline	0.75		
Enhanced Architectural Design	1.25		
Proposal Price	1		
Consistency with Comprehensive Plan	1.5		
Total	10		

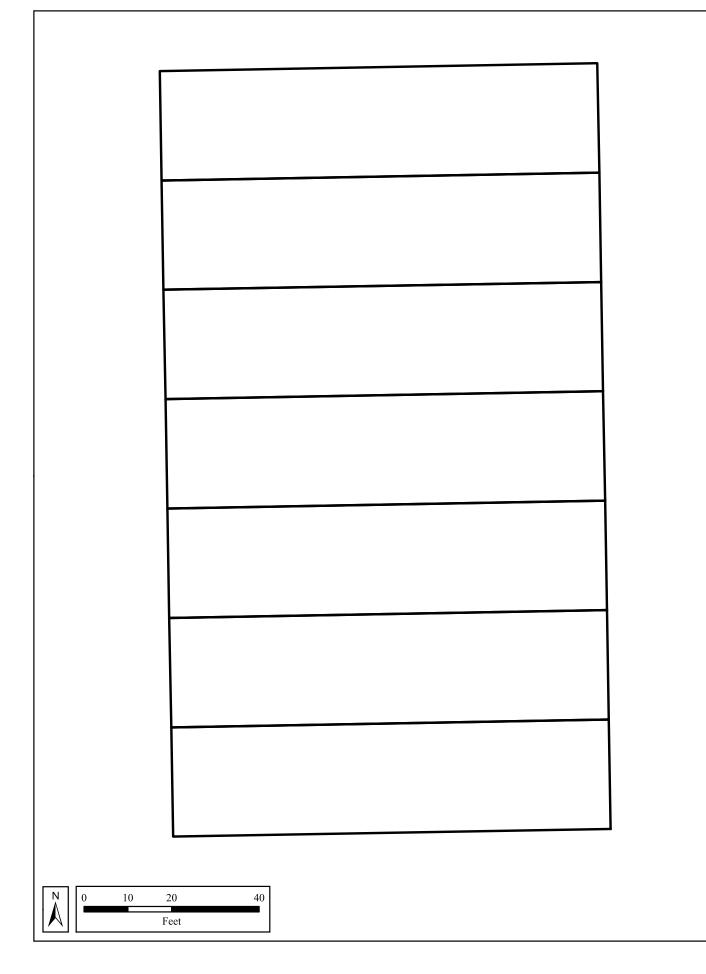
PLANNING COMMISSION REGULAR MEETING NOVEMBER 10, 2015 ATTACHMENT B



PLANNING COMMISSION REGULAR MEETING NOVEMBER 10, 2015 ATTACHMENT B



PLANNING COMMISSION REGULAR MEETING NOVEMBER 10, 2015 ATTACHMENT C



PLANNING COMMISSION REGULAR MEETING NOVEMBER 10, 2015 ATTACHMENT D

Chapter 18.29 - CENTRAL BUSINESS DISTRICT

Sections:

18.29.010 - Purpose.

The purpose of this district is to permit a variety of commercial, administrative, financial, civic, culture, residential, entertainment, and recreational uses in an effort to provide the harmonious mix of activities necessary to further enhance the central business district as a commercial and service center.

(Ord. 586 (part), 1984).

18.29.020 - Principal permitted uses.

The following uses are permitted in the CBD zone: All limited uses in the B district, except that offstreet parking shall not be required as specified in Chapter 18.48.

(Ord. 586 (part), 1984).

18.29.030 - Building height limit.

The maximum building height in the B district shall be three stories or fifty feet; however, a building or structure thereafter erected, added to or otherwise constructed may be increased in height, provided the gross cubical content of such building or structure does not exceed the sum total of the area of the lot upon which it is to be erected multiplied by fifty.

(Ord. 586 (part), 1984).

18.29.040 - Yards.

- A. Every building or portion thereof in the B district which is designed, intended or used for any purpose permitted in an R district for any other residential or dwelling purpose shall provide yards as required in the R district; provided, that when the ground floor of any such building is used for any commercial purpose, no side yard shall be required except that there shall be a side yard along the side of every lot which is not bounded by an alley and which is bordering on property in an R district.
- B. Yards shall not be required otherwise, except that no building shall be erected nor shall any use of land be conducted so that the same will be closer than thirty feet to the center line of any street adjoining the lot.

(Ord. 586 (part), 1984).

18.29.050 - General conditions.

- A. All selling, dealing in or displaying of goods or merchandise by shops, stores or business shall be entirely conducted and located within a permanent building unless otherwise specifically excepted.
- B. No stores or businesses shall involve any kind of manufacturing, compounding, processing or treatment of products except that which is clearly incidental and essential to the authorized use and provided that:

PLANNING COMMISSION REGULAR MEETING NOVEMBER 10, 2015 ATTACHMENT D

- 1. No more than ten persons are engaged in the manufacturing, compounding, processing or treatment of products or servicing and repairing of appliances, equipment, etc.;
- 2. Not more than twenty percent of the ground floor area of any building shall be used for such purposes;
- 3. Such operations or products are not objection— able due to odor, dust, smoke, noise, vibrations or other similar nuisances.
- C. All exterior walls of buildings hereafter erected, extended or structurally altered which face a street or property in an R district shall be designed, treated and finished in a uniform and satisfactory manner approved by the planning commission.

(Ord. 586 (part), 1984).

November 2015

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

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

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Nov 1	2	3	4 7:00pm City Council Regular (CC Comm. Rooms A & B)	5	6	7
20	8	9	10 6:30pm Planning Commission Regular (CC Comm. Rooms A & B)	11 City Closed - Veteran's Day 7:00pm Harbor Commission Regular (CC Comm. Room B) 7:00pm School Board Regular (High School)	12 6:30pm Planning Commission Work Session (CC Education Room)	13	14
20 of 21	15	16	17	18 7:00pm City Council Regular (Library)	19	20	21
	22	23	24 6:00pm Parks and Rec. Commission Regular Meeting (CC Comm. Room B)	25	26 City Closed - Thanksgiving	27 City Closed - Thanksgiving	28
	29	30	Dec 1	2	3	4	5

11/4/2015 3:22 PM

December 2015

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

January 2016									
Su	Mo	Tu	We	Th	Fr	Sa			
3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30			

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Nov 29	30	Dec 1	2 7:00pm City Council Regular (CC Comm. Rooms A & B)	3	4	5
21	6	7	8 6:30pm Planning Commission Regular (CC Comm. Rooms A & B)	9 7:00pm Harbor Commission Regular (CC Comm. Room B) 7:00pm School Board Regular (High School)	10	11	12
21 of 21	13	14	15	16 7:00pm City Council Regular (Library)	17	18	19
	20	21	22 6:00pm Parks and Rec. Commission Regular Meeting (CC Comm. Room B)	23	24	25 City Closed - Christmas	26
	27	28	29	30	31	Jan 1, 16	2

11/4/2015 3:22 PM