

Vice Chair

Nancy Bird

Commissioners

John Baenen

Chris Bolin

Trae Lohse

Mark Hall

Sarah Trumblee

City Planner

Leif Stavig

PLANNING COMMISSION REGULAR MEETING

JANUARY 19, 2021 AT 6:30 PM

ELECTRONIC – INFORMATION BELOW

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Vice Chair Nancy Bird, Commissioners John Baenen, Chris Bolin, Trae Lohse, Mark Hall, and Sarah Trumblee

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Record excused absence for John Baenen, Nancy Bird, and Chris Bolin from the December 8, 2020 Regular Meeting
- b. Minutes of December 8, 2020 Regular Meeting.....Page 2

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

8. PLANNER'S REPORTPage 5

9. NEW/MISCELLANEOUS BUSINESS

- a. Letter of Interest from USDA Forest Service for the "Forest Service Dock and Marine Warehouse"Page 6
- b. Resolution 20-01 – Land Disposal Maps.....Page 20
A resolution of the Planning Commission of the City of Cordova, Alaska recommending the City Council of the City of Cordova, Alaska adopt the 2021 Land Disposal Maps
- c. Chair ElectionPage 36
- d. Vice Chair Election.....Page 38

10. PENDING CALENDAR

- a. January 2021 Calendar.....Page 40
- b. February 2021 Calendar.....Page 41

11. AUDIENCE COMMENTSa

12. COMMISSION COMMENTS

13. ADJOURNMENT

To join the meeting from your computer, tablet, or smartphone, use the following link:

<https://global.gotomeeting.com/join/338535869>

You can also dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 338-535-869

**PLANNING COMMISSION REGULAR MEETING
DECEMBER 8, 2020 AT 6:30 PM
ELECTRONIC
MINUTES**

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:30 PM on December 8, 2020 held electronically and open to the public.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau**, **Trae Lohse**, and **Mark Hall**. **John Baenen**, **Nancy Bird**, and **Chris Bolin** were absent.

Also present was City Planner **Leif Stavig**.

No one from the public was in attendance.

3. APPROVAL OF AGENDA

M/Pegau S/Hall to approve the agenda.

Upon voice vote, motion passed 4-0.

Yea: **McGann, Pegau, Lohse, Hall**

Absent: **Baenen, Bird, Bolin**

4. APPROVAL OF CONSENT CALENDAR

a. Record excused absence for **John Baenen**, **Chris Bolin**, and **Trae Lohse** from the October 13, 2020 Regular Meeting

b. Minutes of October 13, 2020 Regular Meeting

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

Stavig said there was a small suggestion from **Bird**; on page 2, delete “way a pain” and replace with “is too short.”

Upon voice vote, motion passed 4-0.

Yea: **McGann, Pegau, Lohse, Hall**

Absent: **Baenen, Bird, Bolin**

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items

8. PLANNER'S REPORT

Stavig said the city was finishing up the budget. It will be a tough year with low fish tax and no state bond debt reimbursement for the schools. The Alaska Planning Commissioner's Training will be held electronically in February. He is looking into landslide threats to the city, for which there is not much data. There was only one letter of interest for the Planning Commission and this would be *Pegau* and *McGann's* last meeting. *Lohse* verified that *Craig Kuntz* had withdrawn his letter of interest, but subsequently withdrew his withdrawal, so *Stavig* was continuing to work on that disposal.

9. NEW/MISCELLANEOUS BUSINESS

a. Resolution 20-04 – Certificate to Plat Code Change

A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska to add Cordova Municipal Code Section 17.24.005 – Certificate to Plat Required in order to require a Certificate to Plat for all plats submitted for city approval

M/Hall S/Lohse to approve Resolution 20-04.

McGann said that they had hashed through the code change at the last meeting. *Lohse* verified that if someone was having a plat go through a city approval process they would be required to obtain the Certificate to Plat. *Pegau* said that in the last sentence, "valid" should be replaced with "accepted." The commission concurred with the change.

Stavig said that *Bird* suggested removing the title of the code section in the title of the resolution so that it was easier to read.

M/Hall S/Pegau to amend the title of Resolution 20-04 by striking "- Certificate to Plat Required."

Upon voice vote, motion to amend passed 4-0.

Yea: McGann, Pegau, Lohse, Hall

Absent: Baenen, Bird, Bolin

Upon voice vote, resolution passed 4-0.

Yea: McGann, Pegau, Lohse, Hall

Absent: Baenen, Bird, Bolin

10. PENDING CALENDAR

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

Hall said that he has looked at Title 17, and he saw a few things that irked him and he is keeping a list of the changes for them to make in the future.

Lohse verified there would be two empty seats. *Stavig* said the Mayor may do some more recruitment.

Pegau encouraged the commission to work on the code. If they change the zoning code, the maps need to get updated at the same time. He thanked the commission and said he appreciated the time he's had.

McGann said that Title 16 is based on 1986 building code, which was pretty old.

13. ADJOURNMENT

M/*Pegau S/Hall* to adjourn the Regular Meeting at 6:56 PM.
With no objection, the meeting was adjourned.

Approved:

Nancy Bird, Vice Chair

Leif Stavig, City Planner

DRAFT

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 1/14/21
Re: Recent Activities and Updates

- Is 6:30 PM still the best time for everyone to meet?
- Heavy traffic from public after the holidays with misc. planning questions, i.e., subdivisions, permits, maps, zoning, property purchasing, etc.
- Changed Planning Commission meeting process so it is more electronic. Permanent record is electronic vs. paper.
- Craig Kuntz Letter of Interest – RFP to be released shortly.
- Having lots of internal conversations about housing and private/public partnerships to try to come up with some solutions for how do deal with some of Cordova's housing issues.
- Working with someone interested in leasing space at the shipyard for a small work area with capability for putting up a temporary covering; attended Harbor Commission meeting to discuss. Will go back to Harbor Commission in February and likely start disposal process after that.
- Working with surveyor on several plats which will be coming up in the next few months.
- 2021 Budget – Passed in December.
- Staff involved in update to the state's Cordova Airport Master Plan; will keep the commission updated with future opportunities for public comment.
- Sarah Trumblee was appointed to the Planning Commission in December; there is still one vacancy, if anyone is interested, they can apply on the city webpage.
- Prepared packet and completed minutes for Planning Commission Regular Meeting.
- 20 building permits issued for 2020. Total for 2019: 29.
- Thank you for meeting electronically, this is saving the city money as in-person meetings require additional staffing. I also appreciate the flexibility with scheduling meetings as there is a lot of work that goes into having meetings, so being able to consolidate them allows me to work more efficiently.
- Here's a great article about minor mistakes with Robert's Rules: <https://jurassicparliament.com/minor-mistakes-in-roberts-rules/>

It is important to remember that we use Robert's Rules to make our meetings fair and equitable, it should not make the meetings more confusing.



AGENDA ITEM # 9a

Planning Commission Meeting Date: 1/19/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 1/14/21

ITEM: Letter of Interest from USDA Forest Service for the “Forest Service Dock and Marine Warehouse”

NEXT STEP: Recommendation to City Council on Disposal and Disposal Method

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Recommendation to City Council on Disposal and Disposal Method
Applicant: USDA Forest Service
Legal Description: Portion of Lot 3, Block 7A, Tidewater Development Park
Area: Approx. 1,120 SF of tidelands
Zoning: None
Attachments: Location Map

II. RECOMMENDED ACTION / NEXT STEP:

Staff suggest the following motion:

“I move to recommend to City Council to dispose of a 1,120 square foot portion of tidelands on Lot 3, Block

7A, Tidewater Development Park over which there are improvements commonly referred to as the “Forest Service Dock and Marine Warehouse” as outlined in Cordova Municipal Code 5.22.060 B by *”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with the Forest Service to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

III. FISCAL IMPACTS:

These tidelands have been leased to the Forest Service with no annual rent since 1965. The Forest Service has indicated that they are willing to lease at fair market value in the future.

IV. BACKGROUND INFORMATION:

The Forest Service has leased a 1,120 square foot portion of tidelands (see attached location map) in the Cordova Harbor. The improvements on the tidelands, the dock and warehouse, are owned by the Forest Service.

1/31/19 – Forest Service submitted a letter (**Attachment A**) requesting a renewal of the lease. The 1965 lease (**Attachment B**) had a lease renewal clause that could be exercised at the option of the Forest Service and the city.

8/21/19 – City staff met with Forest Service staff and reviewed the renewal request and the lease with the city attorney. City staff and attorney determined that it would not be possible to renew under the terms of the old lease as it was in conflict with city ordinances due to how limited the language and how old the lease was. In order to negotiate a new lease with the Forest Service, the Forest Service would need to go through the city’s land disposal process. City staff sent the Forest Service a letter (**Attachment C**) explaining two conditions staff anticipated would be necessary for a new lease. The Forest Service indicated that their original letter requesting renewal of the lease would serve as the letter of interest for the land disposal process.

3/5/20 – At a Harbor Commission meeting, the commission passed Resolution 03-20-01 (**Attachment D**), which recommends a renegotiation of the lease for a five-year term.

3/12/20 – Shoreside Petroleum submitted a letter (**Attachment E**) to the City Manager indicating interest in the portion of the harbor leased by the Forest Service and Science Center facilities, and requesting the city only enter into short-term leases.

5/1/20 – Due to the lease expiration and the city’s COVID-19 response, the city entered into a standstill agreement with the Forest Service to allow for more time for the land disposal process. The standstill agreement is a temporary agreement to preserve status quo under existing lease terms. It is set to expire on March 31, 2021.

1/14/21 – The Forest Service submitted a letter (**Attachment F**) requesting the city negotiate directly with the Forest Service.

This property is currently shown as ‘Leased’ on the Land Disposal Maps. The following is the definition of the designation:

Leased – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. When a lease term ends, the property immediately becomes ‘Available.’

There have been no problems related to this lease; conditions of the lease have been met. There are planned improvements to the marine warehouse portion of the leased area in the near future. The Forest Service presence in the harbor has been noted in various harbor grants in order to demonstrate the diversity of harbor users. The Forest Service has submitted letters of support for harbor grants.

There has been some discussion about how this part of the harbor could be reconfigured in the future, but there is no concrete design as that would likely happen in conjunction with a large harbor infrastructure project. Staff anticipated that this would be a concern, which is why the second condition in Attachment C addressed future infrastructure projects. The Science Center’s lease for their office building expires in December 2021; however, they will likely need to occupy the building for an additional year while construction on their new campus is completed.

Applicable Code:

5.22.040 - Letter of interest to lease or purchase.

C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).

5.22.060 - Methods of disposal.

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

- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
- 2. Invite sealed bids to lease or purchase the property;*
- 3. Offer the property for lease or purchase at public auction;*
- 4. Request sealed proposals to lease or purchase the property.*

VI. LEGAL ISSUES:

Legal review of lease required.

VII. SUMMARY AND ALTERNATIVES:

N/A

Location Map



Attachment A



United States
Department of
Agriculture

Forest
Service

Cordova Ranger District

612 2nd Street
P.O. Box 280
Cordova, AK 99574

File Code: 7310
Date: January 31, 2019

Alan Lanning
Cordova City Manager
PO Box 1210
601 1st St
Cordova, Alaska 99574

Dear Cordova City Manager Lanning,

I would like to request a renewal of lease between the City of Cordova and USDA Forest Service for loading dock space and adjoining intertidal space currently occupied by the Cordova Ranger District in the Cordova Small Boat Harbor as described in the attached lease agreement. The Forest Service would like to exercise the option to renew for a period of 55 years under the terms and conditions identified in section #5 of the lease. This would include the continued operation and maintenance of the Forest Service owned marine warehouse and adjoining float and ramp facility.

Additionally, I would like to express appreciation for the ongoing mutual support between the Forest Service and the City of Cordova. This support includes: an MOU allowing the City use of the Cordova Ranger District office located on 2nd Street as an alternate Emergency Operations Center (EOC) during natural disasters such as an earthquake-generated tsunami; providing the Cordova community use of the historic federal courtroom as a public space for special events and meetings; and providing public safety through cooperation between Forest Service Law Enforcement officers and the City. We have also been proud to provide equipment and personnel to assist with a variety of annual community activities including Cordova Clean-up Day, Cordova Shorebird Festival, Cordova Community 4th of July celebration, and other public events.

Since the creation of the Chugach National Forest and Cordova Ranger District in 1907, the Forest Service and City have enjoyed a close partnership and collaborative relationship. We look forward to continuing our relationship and supporting Cordova along with managing surrounding public lands.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Zastrow", written over a light blue circular stamp.

DAVID ZASTROW
District Ranger (Acting)



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Attachment B

U. S. Standard Form 7-103
Approved by the Secretary
May 6, 1934
7-103

LEASE

BETWEEN

CITY OF CORDOVA

AND

THE UNITED STATES OF AMERICA

1. THIS LEASE, made and entered into this thirty-first day of May
in the year one thousand nine hundred and sixty-five by and between
the City of Cordova
whose address is Box 938, Cordova, Alaska

for heirs, executors, administrators, successors, and assigns, hereinafter called
the Lessor, and THE UNITED STATES OF AMERICA, hereinafter called the Government;

WITNESSETH: The parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

2. The Lessor hereby leases to the Government the following-described premises, viz:
That part of the tidelands within the Cordova Small Boat Harbor, Alaska
Tidelands Survey No. 220, to be occupied by the westerly 28 feet of the
Loading Dock in the northwesterly part of said small boat harbor as shown
on the approved plans Q-3-4-48, entitled, U. S. Army Engineers District,
Alaska, City of Cordova, Inner Harbor Facility Reconstruction, General
Layout, Sheet 1 of 5, a portion of which is hereto attached and hereby
made a part of this lease, containing 1,120 square feet, more or less; and
an adjoining space designated on said approved plan as FS-PHS (Forest Service-
Fish and Wildlife Service) Float and Gangway with dimensions of approximately
12 x 95 feet.

to be used exclusively for the following purposes (see instruction No. 3):

3. TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning
the first day of June 1965

and ending with
the thirty-first day of May 2020

5. This lease may, at the option of the Government, ~~be renewed for a period of 50 years under~~
and of the Lessor, be renewed for a period of 50 years under
~~the terms and conditions herein specified, provided notice be given in writing~~
to the Lessor at least one (1) year ~~before this lease expires.~~
otherwise expire: ~~the term of this lease shall be extended for another 50-year period if the~~

7. The Government shall pay the Lessor for the premises rent at the following rate:

[illegible]

9. The Lessor hereby warrants that the premises are free from all liens, claims, and encumbrances, except as otherwise indicated in the lease. The Lessor reserves the right at reasonable times to enter and inspect the premises, and to make such repairs and alterations as may be necessary to maintain the premises in good condition.

10. If the premises are destroyed by fire or other casualty, this lease shall immediately terminate. The Lessor shall be obligated to reconstruct the premises, and the Lessor shall be obligated to pay the cost of reconstruction. The Lessor shall be obligated to pay the cost of reconstruction, and the Lessor shall be obligated to pay the cost of reconstruction.

11. No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this lease or to any benefit to arise therefrom. Nothing, however, herein contained shall be construed to extend to any incorporated company, if the lease be for the general benefit of such corporation or company.

12. The provisions, deletions, and additions to Paragraphs 1, 2, 3, 4, 5, 6, and 7, and the complete deletions of Paragraphs 8, 9, and 10, and the additions of Paragraph 13 on the attached sheet are hereby a part of this lease and were made prior to the execution of the lease by either party hereto.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

In presence of:

/s/ Donna M. Sherby

City Clerk

(Witness)

/s/ David Muma
City Manager

Mayor

UNITED STATES OF AMERICA,

By W. H. Johnson

Regional Forester, Region 10, Forest
Service,
Department of Agriculture

(Official title)

(If Lessor is a corporation, the following certificate shall be executed by the secretary or assistant secretary.)

I, Donna M. Sherby

certify that I am the City Clerk-Treasurer

Secretary of the corporation named as Lessor in the attached lease; that

David Muma

who signed said lease on behalf of the Lessor, was then

City Manager

of said corporation; that said lease was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

/s/ Donna M. Sherby

[CORPORATE SEAL]

(Sheet 3)

13. The Government shall have the right during the existence of this lease to erect a marine warehouse and such associated and related building facilities as may be needed; to erect additions, structures or signs, in or upon the premises leased, such buildings to be and remain the property of the Government and may be removed therefrom by the Government within a reasonable time after the termination of this lease or renewal thereof; to dispose of the buildings in place, in the event that use is discontinued by the Government, provided that if disposition of the buildings is to a party or parties other than the lessor, the buildings shall be removed from the premises within a reasonable period.



INSTRUCTIONS TO BE OBSERVED IN EXECUTING LEASE

1. This standard form of lease shall be used whenever the Government is the lessee of real property; except that when the total consideration does not exceed \$100 and the term of the lease does not exceed 1 year the use of this form is optional. In all cases where the rental to be paid exceeds \$2,000 per annum the annual rental shall not exceed 15 per centum of the fair market value of the rented premises at the date of lease. Alterations, improvements, and repairs of the rented premises by the Government shall not exceed 25 per centum of the amount of the rent for the first year of the rental term or for the rental term if less than 1 year.

2. The lease shall be dated and the full name and address of the lessor clearly written in paragraph 1.

3. [REDACTED] and, in case of rooms, the floor and room number of each room given. The language inserted at the end of article 2 of the lease should specify only the general nature of the use, that is, "office quarters," "storage space," etc.

4. Whenever the lease is executed by an attorney, agent, or trustee on behalf of the lessor, two authenticated copies of his power of attorney, or other evidence to act on behalf of the lessor, shall accompany the lease.

5. When the lessor is a partnership, the names of the partners composing the firm shall be stated in the body of the lease. The lease shall be signed with the partnership name, followed by the name of the partner signing the same.

6. Where the lessor is a corporation, the lease shall be signed with the corporate name, followed by the signature and title of the officer or other person signing the lease on its behalf, duly attested, and, if requested by the Government, evidence of his authority so to act shall be furnished.

7. Under paragraph 6 of the lease insert necessary facilities to be furnished, such as heat, light, janitor service, etc.

8. There shall be no deviation from this form without prior authorization by the Director of Procurement, except--

(a) Paragraph 3 may be drafted to cover a monthly tenancy or other period less than a year.

(b) In paragraph 5, if a renewal for a specified period other than a year, or for a period optional with the Government is desired, the phrase "from year to year" shall be deleted and proper substitution made. If the right of renewal is not desired or cannot be secured paragraph 5 may be deleted.

(c) Paragraph 6 may be deleted if the owner is not to furnish additional facilities.

(d) If the premises are suitable without alterations, etc., paragraph 8 may be deleted.

(e) Paragraph 9 provides that the lessor shall, "unless herein specified to the contrary, maintain the said premises in good repair, etc." A modification or elimination of this requirement would not therefore be a deviation.

(f) In case the premises consist of unimproved land, paragraph 10 may be deleted.

(g) When executing leases covering premises in foreign countries, departure from the standard form is permissible to the extent necessary to conform to local laws, customs, or practices.

(h) Additional provisions, relating to the particular subject matter mutually agreed upon, may be inserted, if not in conflict with the standard provisions, including a mutual right to terminate the lease upon a stated number of days' notice, but to permit only the lessor so to terminate would be a deviation requiring approval as above provided.

9. When deletions or other alterations are permitted specific notation thereof shall be entered in the blank space following paragraph 11 before signing.

10. If the property leased is located in a State requiring the recording of leases in order to protect the tenant's rights, care should be taken to comply with all such statutory requirements.

U.S. GOVERNMENT PRINTING OFFICE: 1942 O-421074

Attachment C

CITY OF CORDOVA



August 21, 2019

Dave Zastrow
PO Box 280
Cordova, AK 99574

RE: Lease

Dave,

Thank you for meeting with city staff earlier this year to discuss the lease for the dock in the Cordova Harbor. As discussed, the city wanted to know if the Forest Service would still be interested in leasing the property with the following conditions:

1. The lease rate will be at fair market value of the tidelands. We have determined this amount to be an annual rental rate of \$1,014.00. This amount is based on the city assessor's valuation in the property tax files for square footage and the 6,000 square feet of the harbor impacted by the dock.
2. The lease will contain a provision which allows the lease to be renegotiated if there is a harbor infrastructure project which changes the configuration of the docks. The city would like the ability to work with the Forest Service on a different configuration and/or location so that a future harbor project would not be limited by working around the existing leased tidelands.

In order to begin the land disposal process, which would allow for the negotiation of a new lease, the city needs a letter of interest from the Forest Service which states that the Forest Service is interested in continuing to lease the property from the city.

Please contact me if you have any questions.

Sincerely,



Alan Lanning
City Manager
City of Cordova
PO Box 1210
Cordova, AK 99574

602 Railroad Avenue P.O. Box 1210 Cordova, Alaska 99574 Telephone (907) 424-6200 Fax (907) 424-6000

Attachment D

**CORDOVA HARBOR COMMISSION
CORDOVA, ALASKA
RESOLUTION 03-20-01**

A RESOLUTION OF THE HARBOR COMMISSION OF THE CITY OF CORDOVA, ALASKA TO CORDOVA CITY COUNCIL, RECOMMENDING TO RENEGOTIATE THE USFS LEASE WITHIN THE NORTH HARBOR AT FAIR MARKET VALUE FOR A MAXIMUM TERM OF 5 YEARS.

WHEREAS, the current lease between the City of Cordova and the USFS was established in 1965 for 1 dollar, and expires on May 31, 2020,

WHEREAS, the current location of the USFS dock is blocking potential harbor expansion,

WHEREAS, the current Harbor Facilities Master Plan calls for expansion towards the USFS dock and the PWSSC,

WHEREAS, the USFS vessels could potentially share secure moorage with the Alaska State Trooper vessels at the Alaska State dock in the South side of the Cordova Harbor,

WHEREAS, the Cordova Harbor Commission previously passed a resolution December 9th, 2015 with the same wording, giving the USFS notice of the Harbor's intentions,

NOW THEREFORE BE IT RESOLVED, that the Harbor Commission of Cordova, Alaska, recommends to Cordova City Council that the USFS lease within the North Harbor be renegotiated for term of not more than 5 years at fair market value.

PASSED AND APPROVED ON THE 9TH DAY OF MARCH, 2020.


Chairman Jacob Betts


Tony Schinefla, Cordova Harbormaster

Attachment E



CORPORATE OFFICE
1813 E. 1st Avenue
Anchorage, AK 99501
PHONE (907) 344-4571
FAX (907) 561-3509
www.shoresidepetroleum.com

March 12, 2020

Helen Howarth
Cordova City Manager
PO Box 1210
Cordova, Alaska 99574

Dear Cordova City Manager Howarth,

As you are aware, Shoreside Petroleum Inc. has been part of the Cordova Harbor Expansion and improvement planning for the last several years. During the planning process Shoreside Petroleum Inc. has expressed interest in the installation of a Floating Fuel Dock Facility located within the Cordova Harbor. Shoreside Petroleum Inc. is interested in the lease or purchase of a portion of Lot 3, Block 7A, Tidewater Development Park. This may include all or portions of dock space, and waterfront currently leased by the US Forest Service and the Prince William Sound Science Center.

A Floating fuel dock facility located inside the Harbor is limited to very few locations. Shoreside Petroleum Inc. welcomes the opportunity to work with Harbor Development and the City of Cordova for the installation of a state-of-the-art facility.

At this time Shoreside Petroleum Inc. respectfully requests that the City of Cordova not enter into leases longer than one year until a long term plan can be developed.

Sincerely,

Terminal Manager

Cordova Terminal

Attachment F



United States
Department of
Agriculture

Forest
Service

Cordova Ranger District

612 2nd Street
P.O. Box 280
Cordova, AK 99574

File Code: 7310

Date: January 14, 2021

Helen Howarth
Cordova City Manager
PO Box 1210
601 1st St
Cordova, Alaska 99574

Dear City Manager,

I would like to request a renewal of the lease for the 1,120 square foot portion of tidelands on Lot 3, Block 7A, Tidewater Development Park currently occupied by the Cordova Ranger District described in the attached lease agreement. The Forest Service requests the City of Cordova exercise option #1 of the City's land disposal options in order to negotiate a new lease agreement between the Forest Service and the City of Cordova.

The Forest Service owns improvements on the property including a marine warehouse and adjoining float and ramp facility. Much of the work the Forest Service performs out of the Cordova Ranger District is reliant on the space that we lease at the Cordova Small Boat Harbor and is beneficial to the diversity of the Harbor and to the community. The Cordova Ranger District uses the dock to patrol the Prince William Sound, operate vessels for fishery and wildlife restoration and research, crew drop off and pick-ups, as well as recreation program operations to maintain public use cabins and trails. The Forest Service also allows other Federal agencies to operate out of this space in the summer. The dock allows the Forest Service to support agencies such as U.S. Coast Guard, USFWS and USGS, in their operations within Prince William Sound.

The Forest Service looks forward to continuing our long partnership with the City and hope to negotiate a long-term lease of this space at the fair market rate. The Forest Service is aware of the City's plan to perform renovations on the harbor and has been supportive to these efforts. The Forest Service has submitted letters of support for harbor grants and has been noted in various harbor grants in order to demonstrate the diversity of harbor users. The Forest Service would like to continue to be involved in the harbor renovation planning and have the opportunity to discuss options in the future.

In order to negotiate agreeable lease term and rate to both party I ask that the City exercise the first option in the land disposal process to begin negotiating a new lease agreement between the Forest Service and City of Cordova.

Sincerely,


STEVEN NAMITZ
District Ranger



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AGENDA ITEM # 9b

Planning Commission Meeting Date: 1/19/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 1/13/21

ITEM: Resolution 21-01 - 2021 Land Disposal Maps

NEXT STEP: Approve Resolution

☐ INFORMATION

☐ MOTION

☒ RESOLUTION

I. REQUEST OR ISSUE:

The Land Disposal Maps are updated annually. At this time, the Planning Commission should review the 2021 Land Disposal Maps in order to make a recommendation to City Council to adopt the maps.

The Harbor Commission has indicated they would like to review city owned land applicable to harbor uses at their next Harbor Commission meeting. After reviewing the maps, please make a motion to refer the item to the Harbor Commission.

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 21-01”

Once the motion to approve the resolution is on the table, the commission should discuss the maps and make changes as they see fit. For clarity, please discuss each action separately.

If an action clearly has unanimous consent, no motion to amend is necessary. If there are differing opinions concerning any amendments, then a motion to amend the maps should be made and voted on by voice vote.

After discussion, “I move to refer Resolution 21-01 to the Harbor Commission.”

III. FISCAL IMPACTS:

Land disposals can be a revenue source for the city.

IV. BACKGROUND INFORMATION:

The descriptions of the map designations and the update policy are on the cover page of the 2021 Land Disposal Maps document, attached.

These maps are meant to be a simple, easy-to-understand resource for the public. In the past, there have been conversations about adding more detail to the maps, but ultimately, staff, the Planning Commission, and City Council have kept the maps as easy to understand as possible and have been cautious about making the maps too confusing by adding more detail, designations, or labels.

The 2020 Land Disposal Maps are available on the city’s webpage (under Land Use and Development E-Forms): <http://www.cityofcordova.net/document-central>

General Changes to the 2021 Land Disposal Maps:

- Parcel layer has been updated with new subdivisions.
- Parcel lines more accurate, fixed errors in parcel lines, etc.

Specific Updates by Map Page:

- North Fill Development Park
 - The lot at the intersection of Coast Guard Lane and Jim Poor Ave, previously shown as ‘Leased’ has been purchased and removed from the map.
- Old Town
 - One lot just north of the Water Tank, previously shown as ‘Leased’ has been purchased and removed from the map.
 - The eastern half of Lot 3, Block 17, Original Townsite (requested by Kuntz) is shown as ‘Available’ per Resolution 20-02.

V. LEGAL ISSUES:

Legal issues should be considered on a property by property basis.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

Conflicts or environmental issues should be considered on a property by property basis.

VII. SUMMARY AND ALTERNATIVES:

N/A

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 21-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPT THE 2021 LAND DISPOSAL MAPS**

WHEREAS, the City of Cordova's City Manager and City Planner are directed by Cordova Municipal Code Section 5.22.040(B) – *The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission;* and City of Cordova's Planning Commission is directed by Cordova Municipal Code Section 5.22.040(C) – *The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B);* and

WHEREAS, the Planning Commission has determined that annually reviewing and recommending the Land Disposal Maps for City Council's approval will enable the City Manager and City Planner to efficiently determine if land is available for purchase, lease, or lease to purchase; and

WHEREAS, the Planning Commission has identified these Land Disposal Maps as the most current and updated version to be used in the land disposal process; and

WHEREAS, having annually updated maps will benefit the citizens of Cordova by providing maps for public review.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend the City Council of the City of Cordova, Alaska adopt the 2021 Land Disposal Maps.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY, 2021

Nancy Bird, Vice Chair

ATTEST:

Leif Stavig, City Planner

2021 Land Disposal Maps

Adopted by City Council: xx/xx/xx

Map Designations

Available – Available to purchase, lease, or lease with an option to purchase. Any of these lots may have conditions or special criteria that must be met.

Available - Requires Subdivision – These parcels are considered ‘Available.’ These are large parcels of land which would most likely be developed as a subdivision. The disposal process for these parcels is complex and could take a significant amount of time. Many require some or all of the following: city acquiring title to the land from the state, an extensive amount of surveying, or subdivision development agreements. Many of these parcels include city improvements that would not be disposed, such as access roads, water infrastructure, trails, cemeteries, etc.

Not Available – These parcels include substandard lots, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the city. The city manager will accept letters of interest from an interested party who requests the property designation be changed to ‘Available,’ however the existing city use of the property will be examined and carefully weighed against the letter of interest.

Tidelands – All requests to purchase tidelands will be reviewed by the Planning Commission as they are received. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

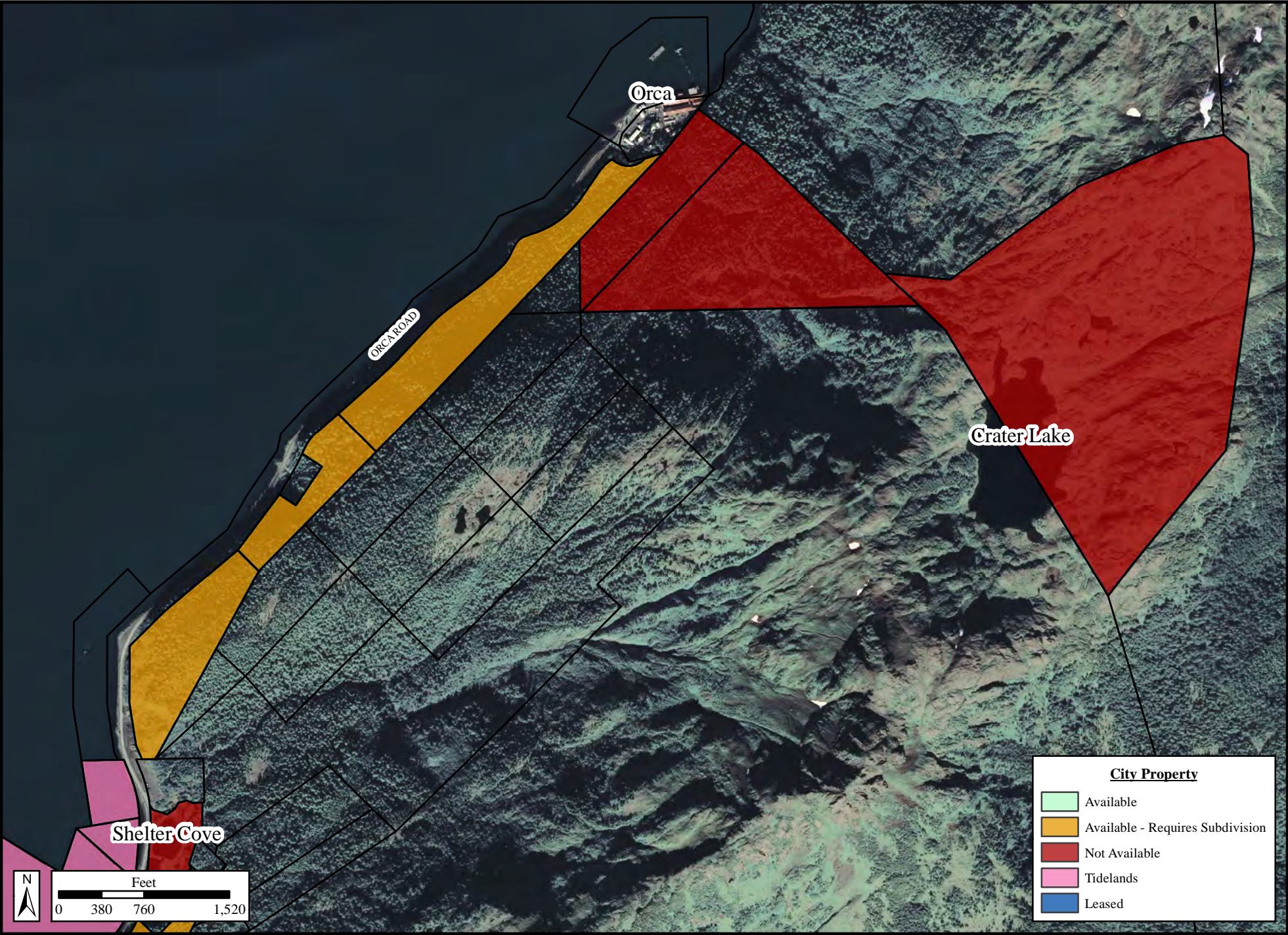
Leased – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. When a lease term ends, the property immediately becomes ‘Available.’

Update Policy

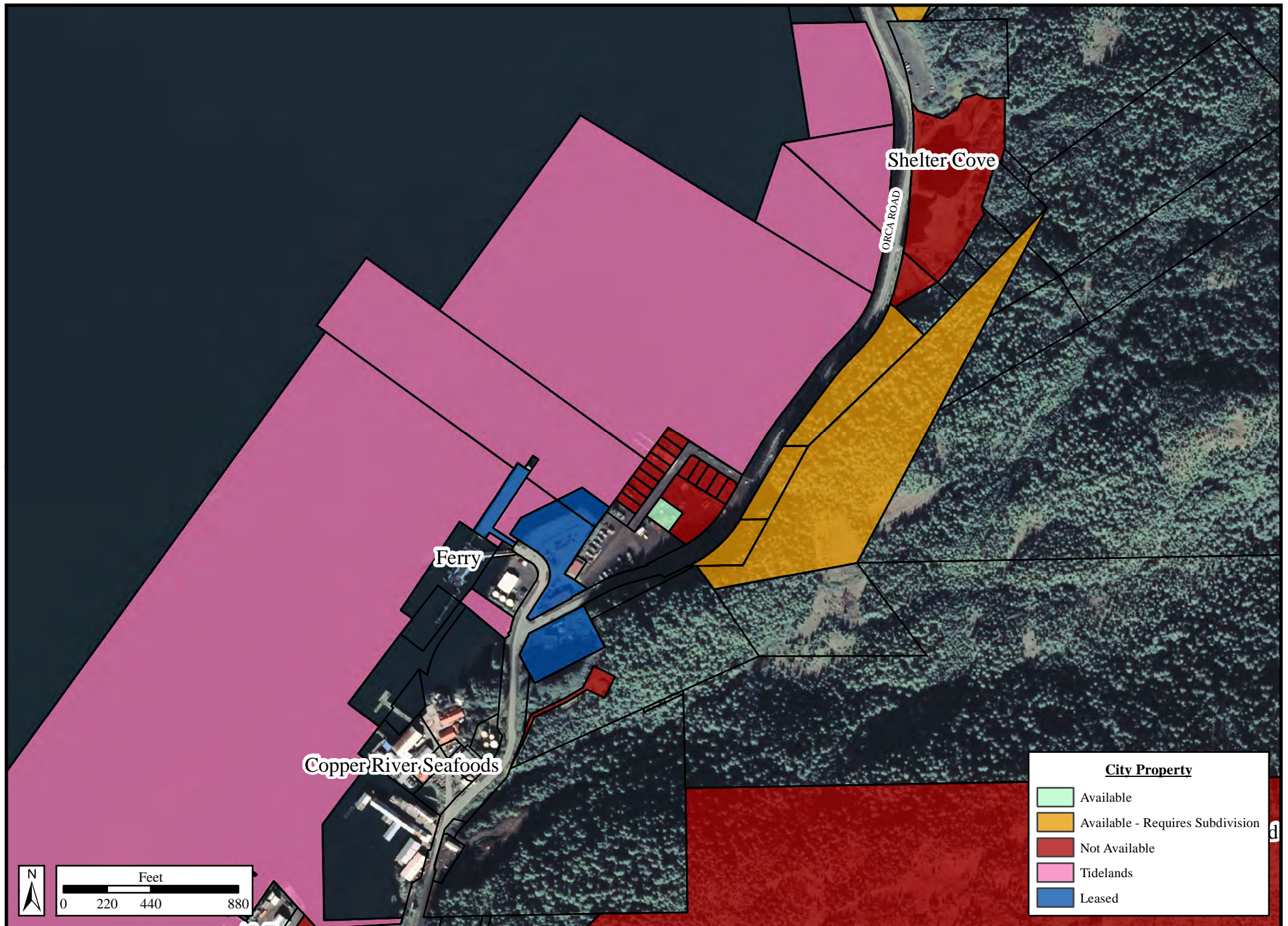
Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission in January, but the maps may be modified throughout the year on a case-by-case basis.

For more information on the land disposal process, refer to Chapter 5.22 of the Cordova Municipal Code, or direct your questions to the Planning Department staff.

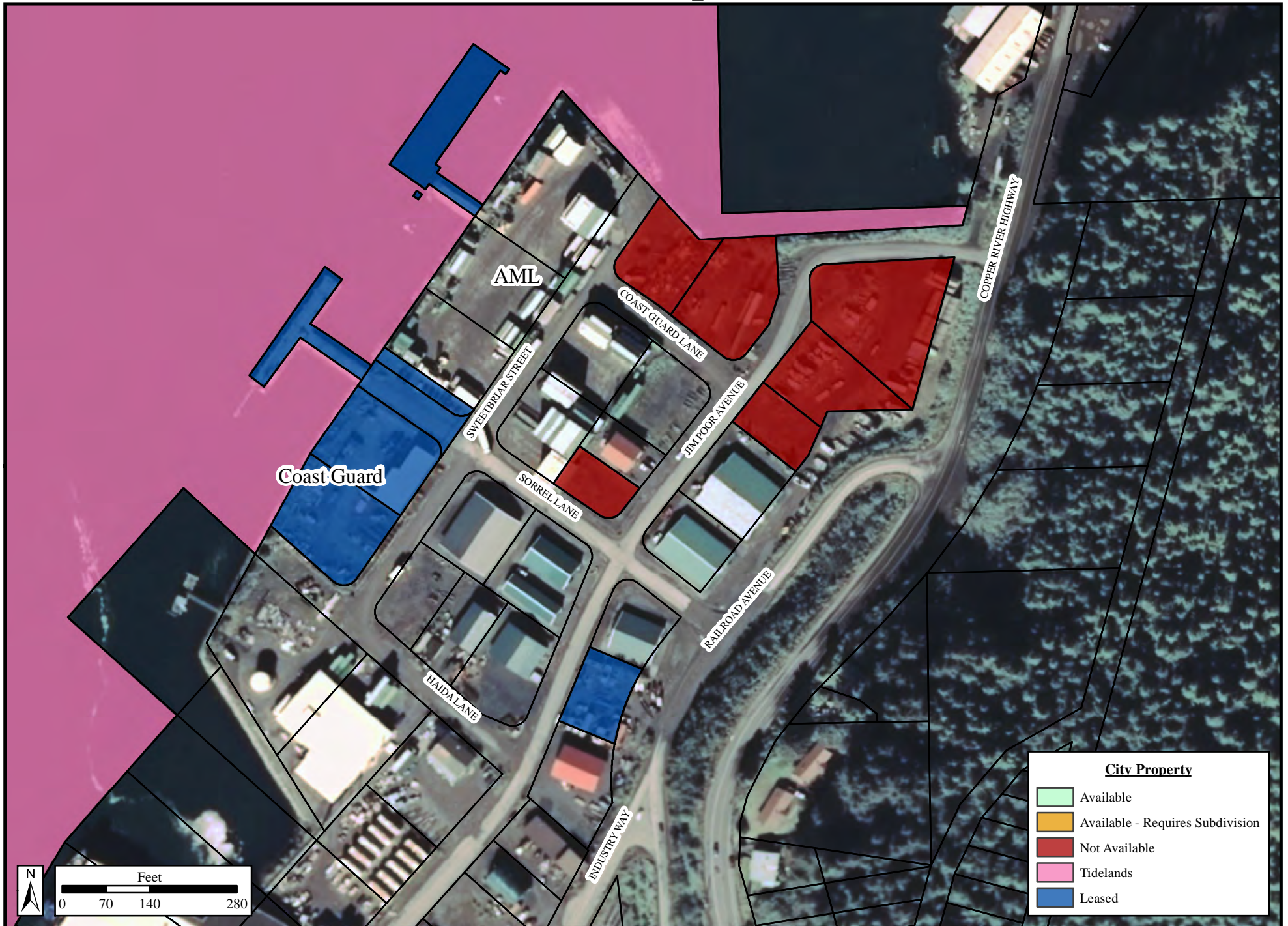
New England Cannery Road



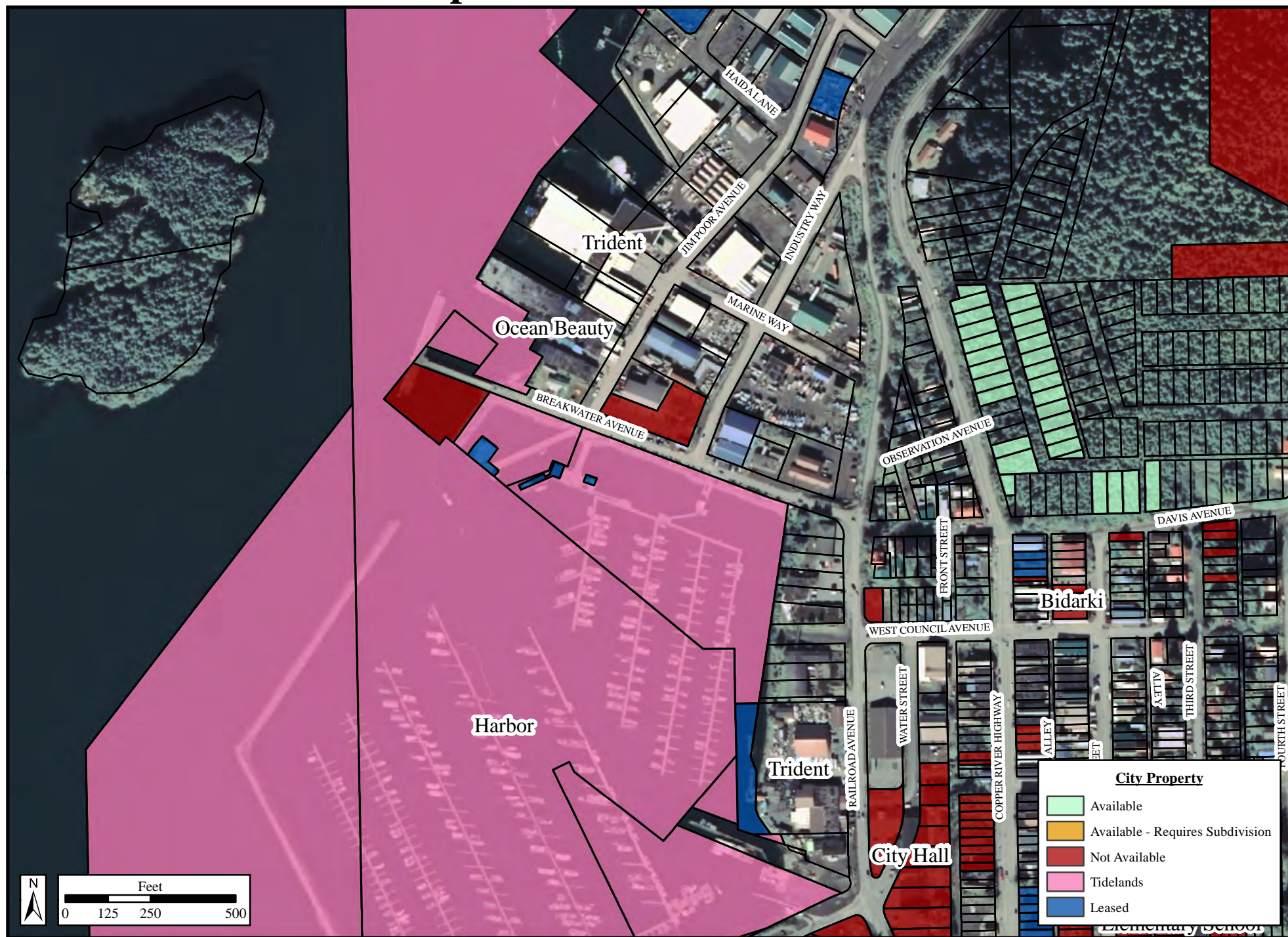
Ocean Dock Subdivision



North Fill Development Park



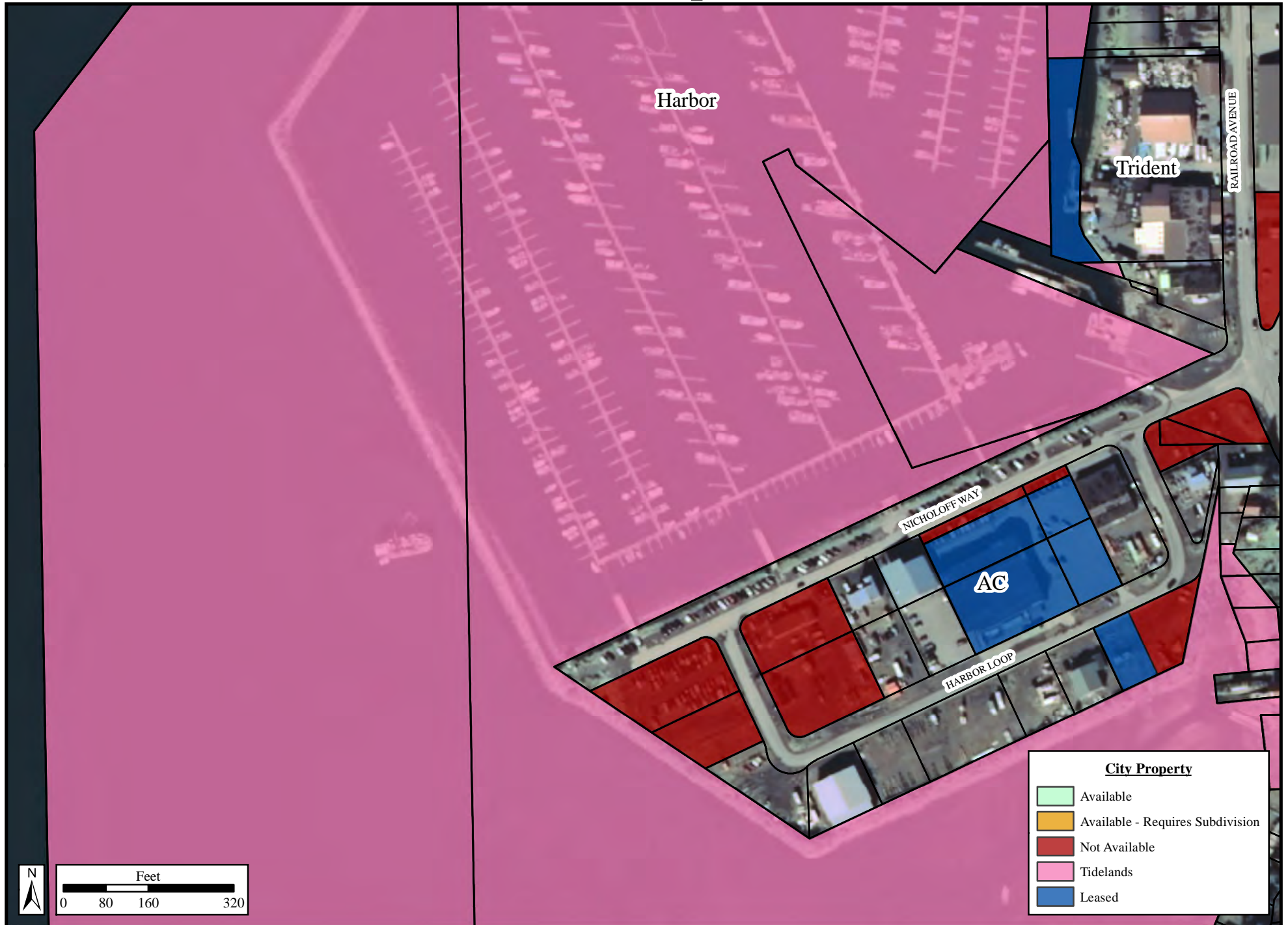
Tidewater Development Park & Cordova Industrial Park



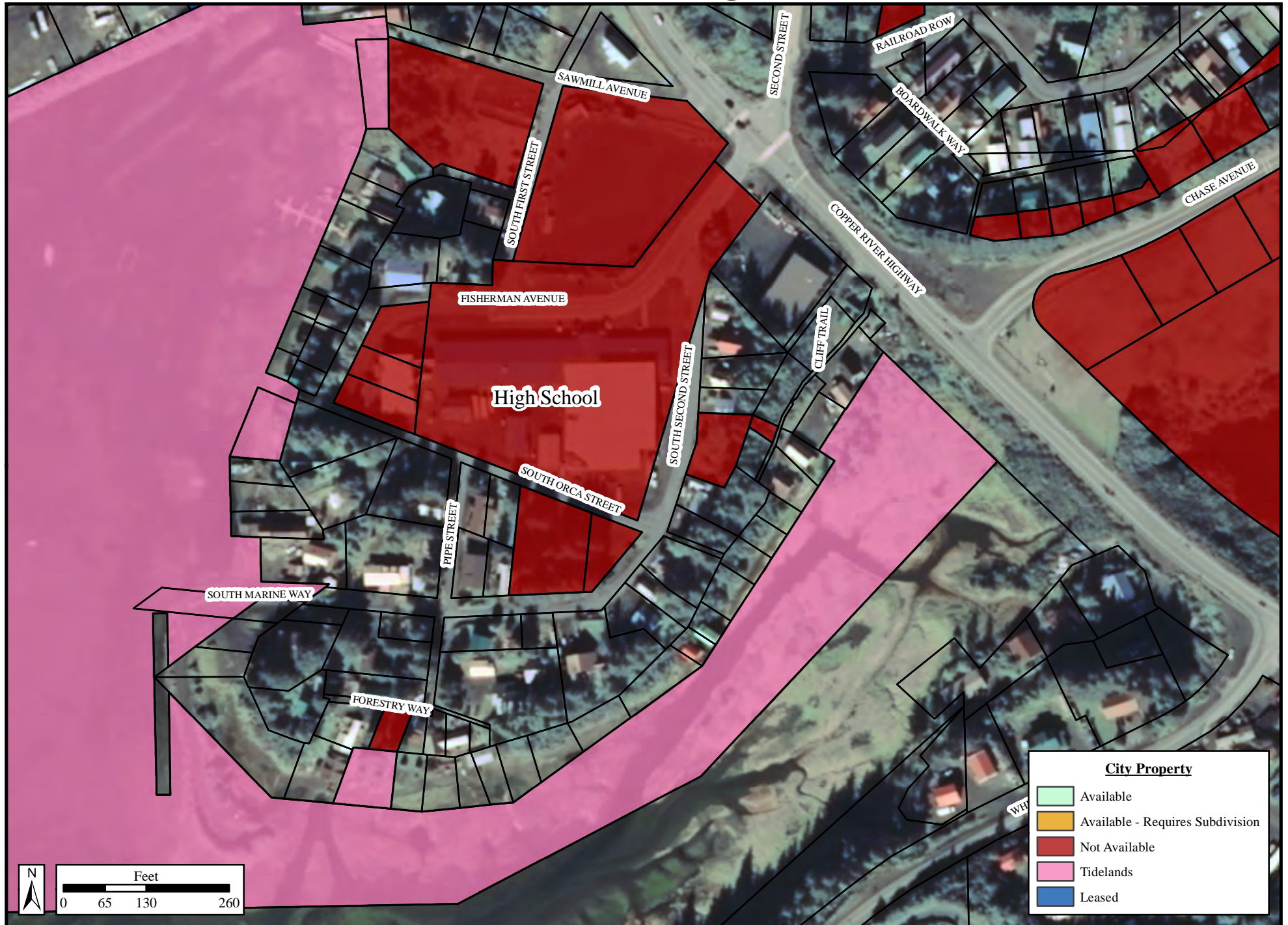
Old Town



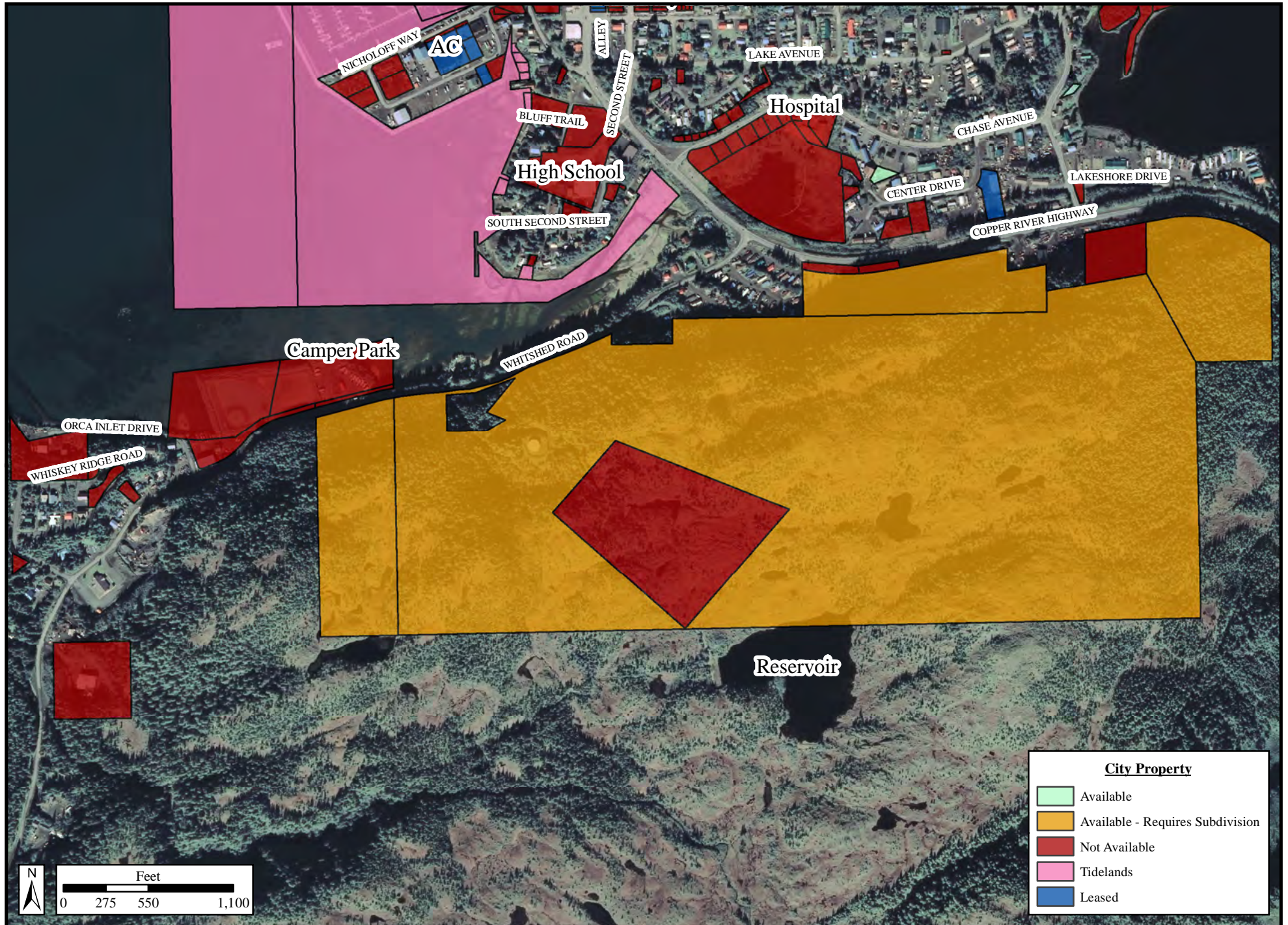
South Fill Development Park



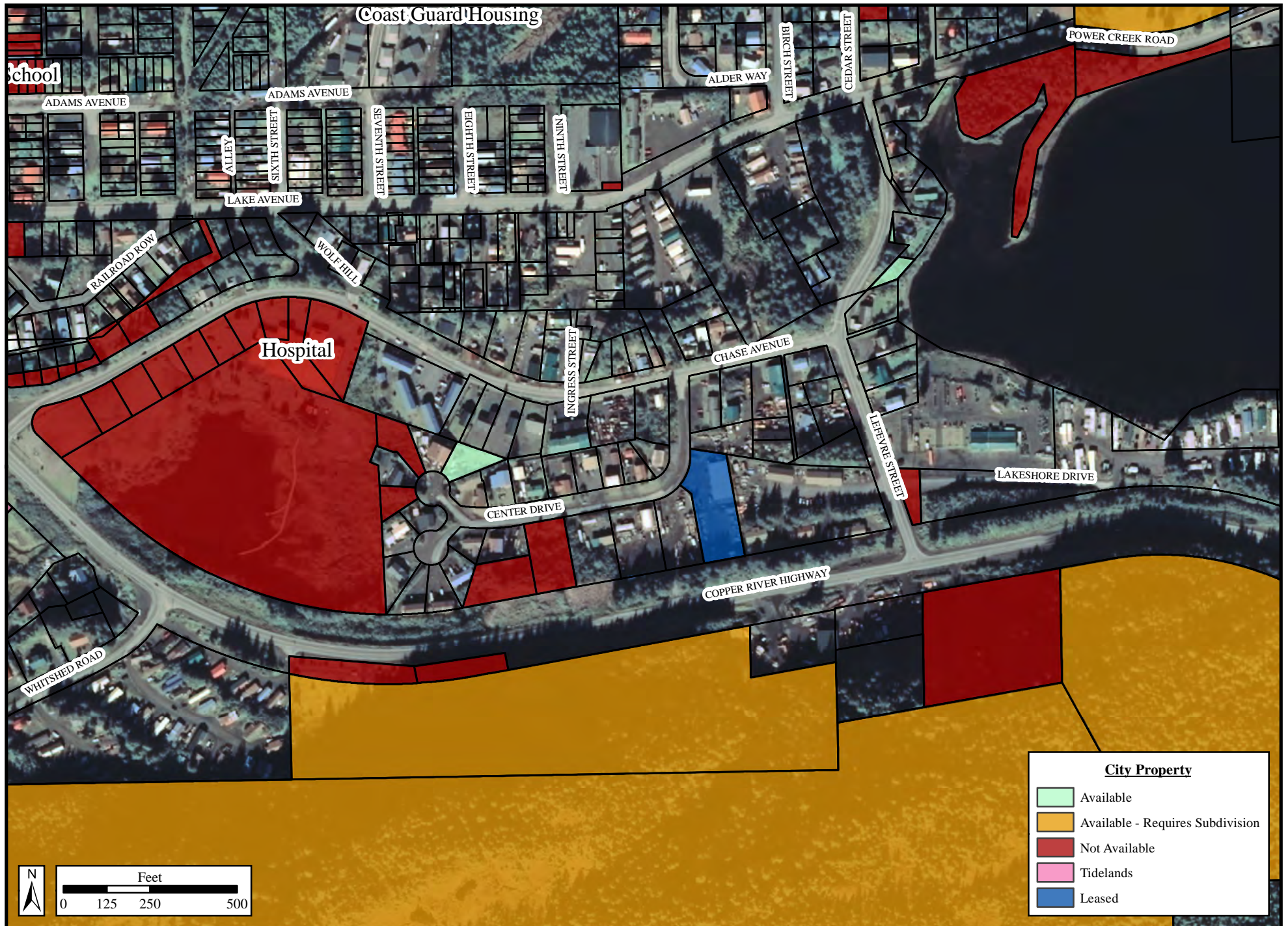
Odiak Slough



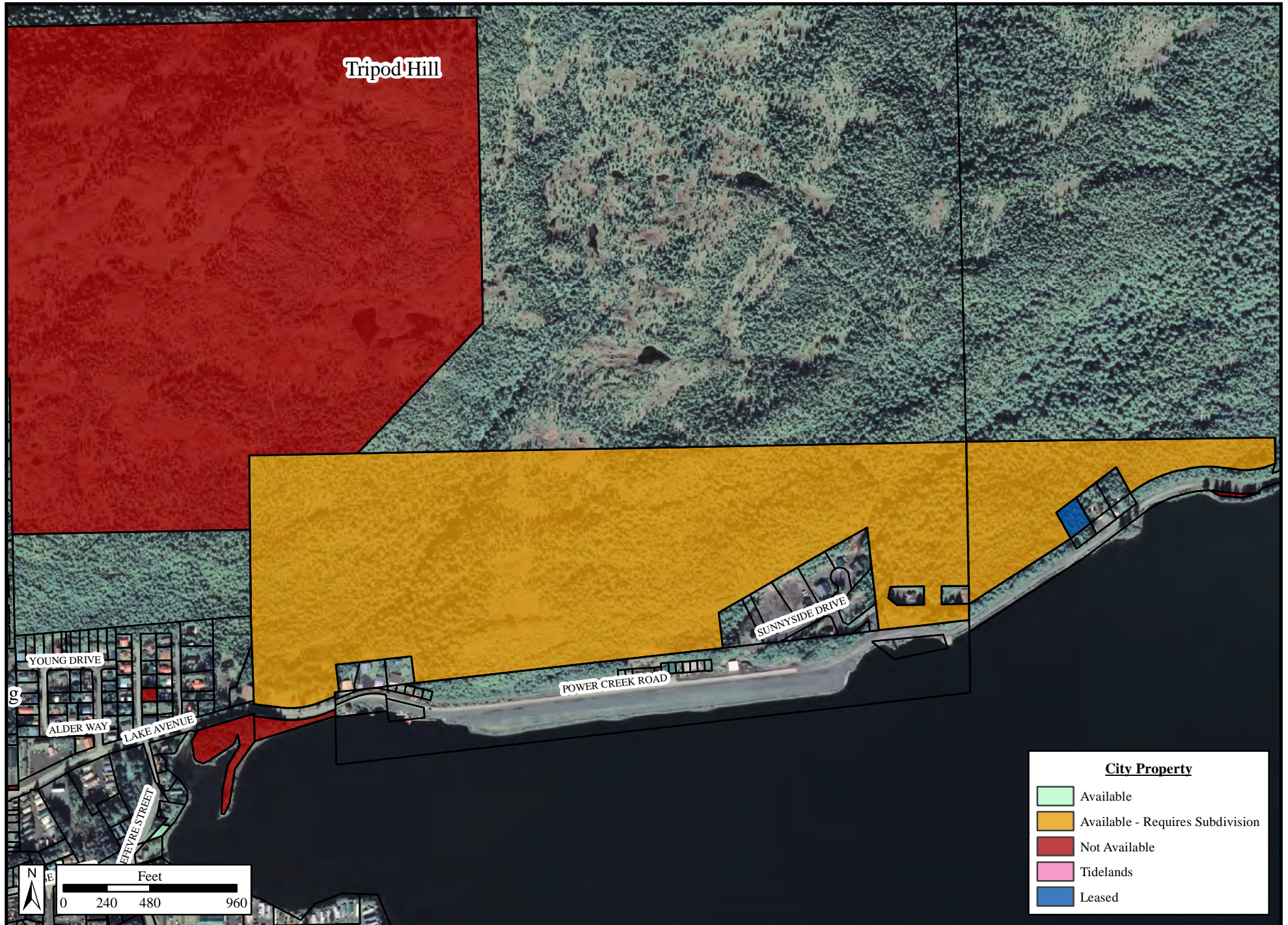
Whitshed Road



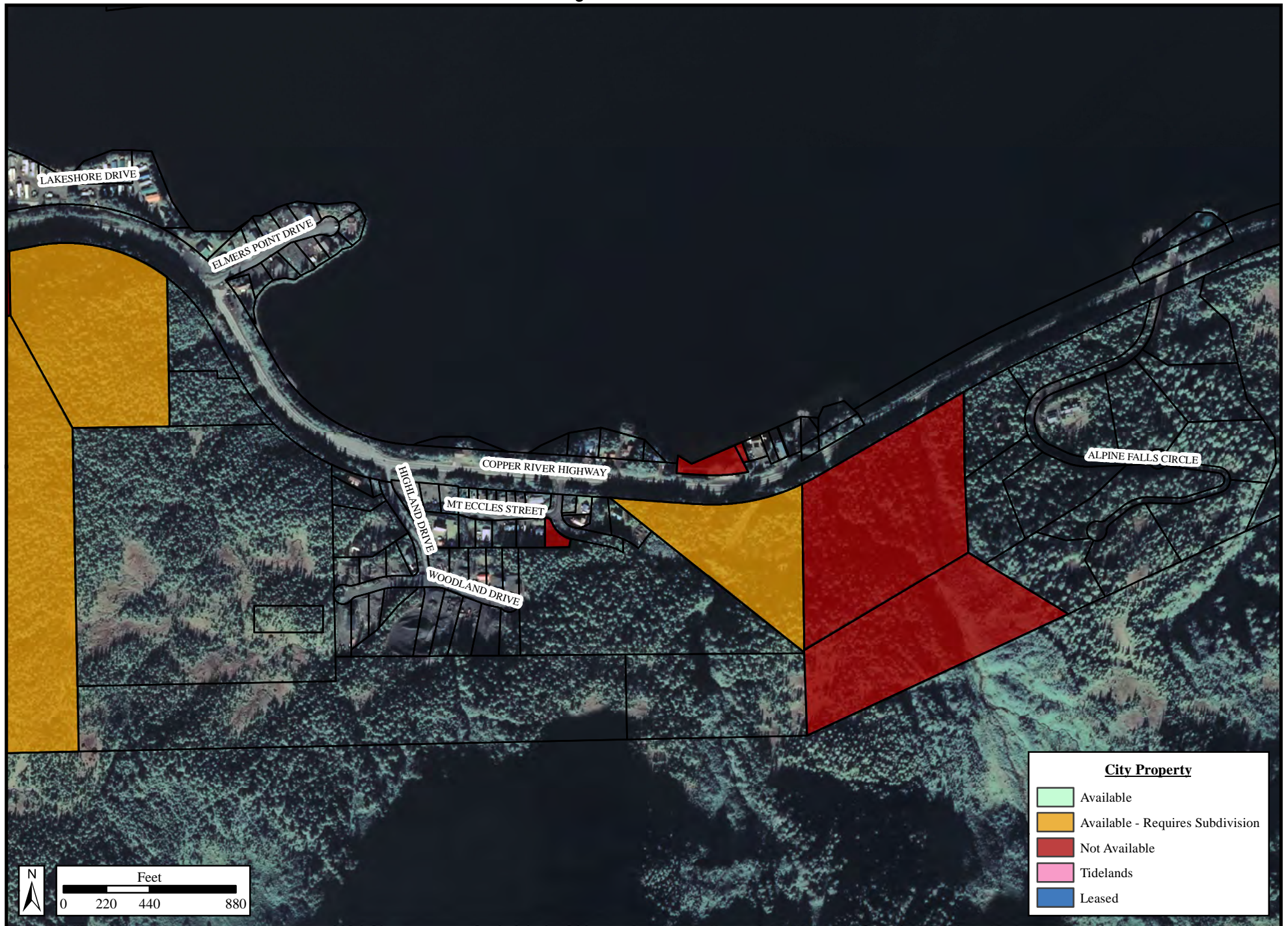
Odiak Park



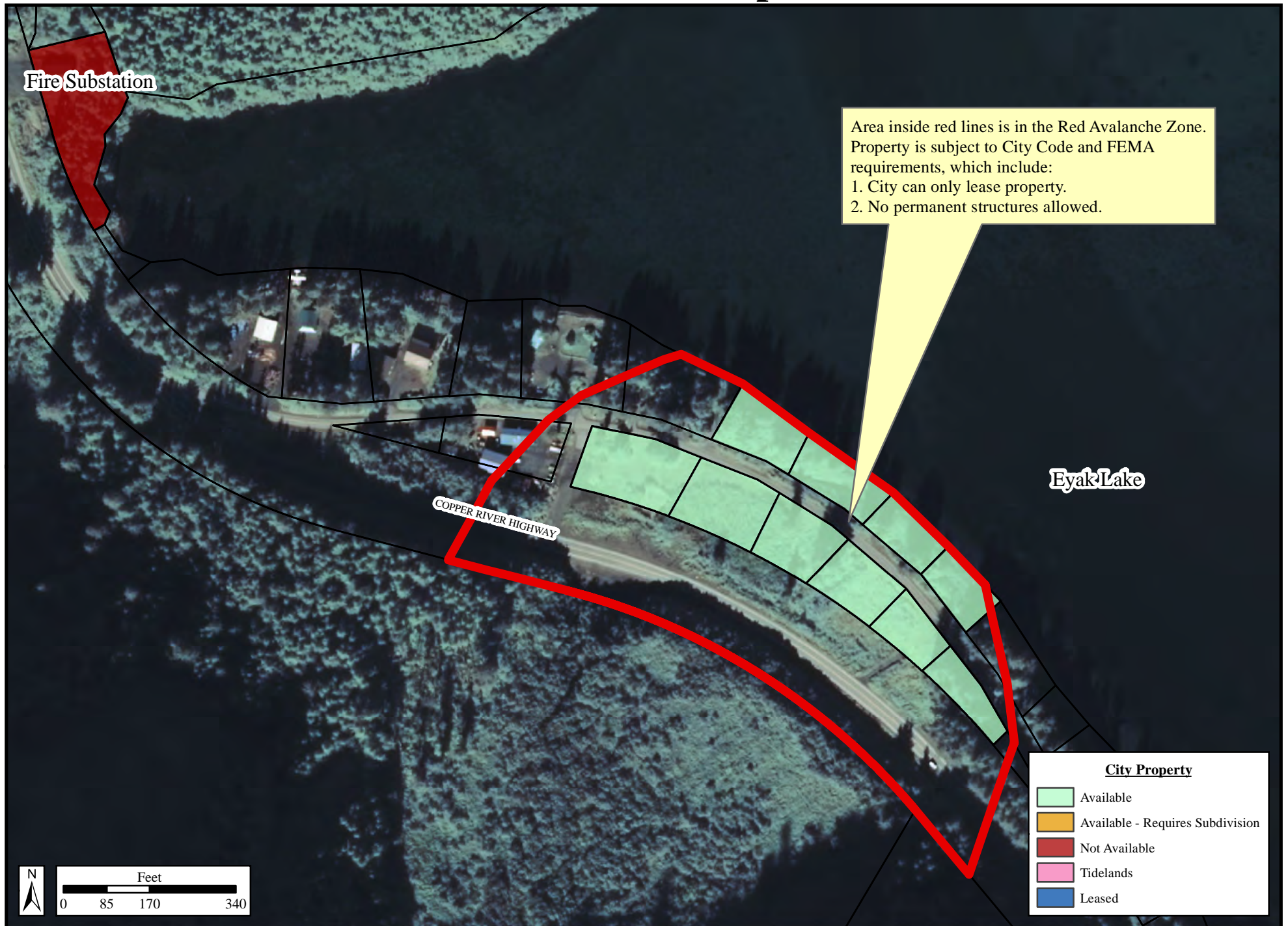
Power Creek Road



Eyak Lake



Five Mile Loop





AGENDA ITEM # 9c

Planning Commission Meeting Date: 1/19/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 1/13/21

ITEM: Chair Election

NEXT STEP: Elect Chair

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

The Planning Commission consists of seven members. Pursuant to Section 3.40.030, a chair shall be selected annually from the members of the commission. The current chair is vacant. The current vice chair is Nancy Bird.

II. RECOMMENDED ACTION / NEXT STEP:

Staff recommend the chair open nominations from the floor by stating: "Nominations are now in order for the office of chair of the Planning Commission."

After nominations, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

As soon as the current chair opens nominations from the floor, any member can bring forth a nomination. The member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.

When the nomination is from the floor:

- A member does not have to get recognition from the current chair to make a nomination.
- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- The current chair can continue presiding, even if he or she is one of the nominees for the office.
- After each nomination, the current chair repeats the name to the commission.

A motion to close nominations is not necessary. Usually the current chair closes nominations when no further nominations come forward.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

After the nominating process is finished, the members must vote on the proposed candidates. Members can take the vote for election by voice vote or roll call vote.

In the event there is a tie, the commission may choose a method to break the tie and vote until the tie is broken.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A



AGENDA ITEM # 9d

Planning Commission Meeting Date: 1/19/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 1/13/21

ITEM: Vice Chair Election

NEXT STEP: Elect Vice Chair

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

While the city's code does not require a vice chair for the Planning Commission, this has been the practice in the past. Having a vice chair gives staff and public another point of contact and allows for meetings to run smoothly if the chair is absent. Staff recommend that the commission continue this practice. The current chair is vacant. The current vice chair is Nancy Bird.

II. RECOMMENDED ACTION / NEXT STEP:

Staff recommend the chair open nominations from the floor by stating: "Nominations are now in order for the office of vice chair of the Planning Commission."

After nominations, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

The procedure for vice chair election should be the same as for the chair.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A

2021 JANUARY

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

2021 FEBRUARY

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