

**PLANNING COMMISSION REGULAR MEETING**  
**Thursday June 10, 2021 at 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOMS A & B**

**Chair**

Nancy Bird

**Vice Chair**

Mark Hall

**Commissioners**

Tom McGann

John Baenen

Chris Bolin

Trae Lohse

Sarah Trumblee

**City Planner**

*vacant*

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**  
Chair Nancy Bird, Commissioners Tom McGann, 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 Chris Bolin from the May 11, 2021 Regular Meeting
  - b. Minutes of May 11, 2021 Regular Meeting .....Page 1
- 5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS**
- 6. CORRESPONDENCE**
  - a. Email from David Rosenthal RE: Lot 11 land disposal..... Page 6
- 7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
  - a. Guest Speakers
  - b. Audience comments regarding agenda items (3 minutes per speaker)
- 8. PLANNER'S REPORT .....Page 8**
- 9. NEW/MISCELLANEOUS BUSINESS**
  - a. Resolution 21-08 – Support for RAISE Grant..... Page 9
  - b. Discussion on Land Disposal communication methods..... Page 12
- 10. PENDING CALENDAR .....Page 14**
  - a. June 2021 Calendar.....Page 15
  - b. July 2021 Calendar .....Page 16
- 11. AUDIENCE COMMENTS**
- 12. COMMISSION COMMENTS**
- 13. ADJOURNMENT**

**If you would like to participate telephonically please contact the Planning Department for call-in information.**

**PLANNING COMMISSION REGULAR MEETING  
MAY 11, 2021 AT 6:00 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES**

**1. CALL TO ORDER**

Chair *Nancy Bird* called the Planning Commission Regular Meeting to order at 6:30 PM on May 11, 2021 in Cordova Center Community Rooms A & B.

**2. ROLL CALL**

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

Also present was Public Works Director *Samantha Greenwood*.

**3. APPROVAL OF AGENDA**

M/Baenen S/Trumblee to approve the agenda.

Upon voice vote, motion passed 5-0.

Yea: *Bird, McGann, Baenen, Hall, Trumblee*

Absent: *Lohse, Bolin*

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record excused absence for Chris Bolin from the April 13, 2021 Regular Meeting
- b. Minutes of April 13, 2021 Public Hearing
- c. Minutes of April 13, 2021 Regular Meeting

M/McGann S/Trumblee to approve the consent calendar.

Upon voice vote, motion passed 5-0.

Yea: *Bird, McGann, Baenen, Hall, Trumblee*

Absent: *Lohse, Bolin*

**5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS**

*Baenen* said that he may have a conflict concerning the Letter of Interest from *Terry* and *Paula Phillips* for Lot 11, Block 5, Odiak Park Subdivision as *Terry Phillips* is an employee of his. *McGann* said that he does not think so as *Baenen* does not stand to make any financial gain from the proceedings. *Baenen* said he is concerned about making a non-biased decision. *Bird* said that she agreed with *McGann*. *Baenen* said he still had concerns, and *Bird* ruled that he will not participate in that discussion and vote.

**6. CORRESPONDENCE**

**Disposal of State land Public Notice** from Statewide aviation, Northern Region Aviation Leasing.

## 7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

### a. Guest Speakers

### b. Audience comments regarding agenda items

**Terry Phillips** of 930 Center Dr. said that he is interested in making an offer on the piece of land between his and **Allen Roemhildt's** properties with plans to eventually build on it.

**Chris Iannazzone** came to speak on Resolution 21-07 and to support the designated area from “not available” to “available” for a community gardening space. The PWS Economic Development district, the Copper River Watershed project and advisory board have been conducting a feasibility study for the past 8 months funded by USDA rural business development grant to develop a cooperative greenhouse space. They have multiple pending funding options and already awarded grants.

**Kristin Carpenter** executive director of PWS Economic Development Division would like to change the lot on orca road from available. A self-sufficient community growing facility is in the works. PWSEDD is acting as the fiscal sponsor for getting this started and plans for it eventually to be its own non-profit cooperative free-standing entity within a few years.

## 8. PLANNER'S REPORT

**Greenwood** said that **Kevin Johnson** has been hired as planner, currently he is an assistant planner in Washington State. He will start work July 6<sup>th</sup> and will be present for the July meeting.

**McGann** asked what DMI stands for in the planner's report. **Greenwood** clarified that it's Dutch Marine Industries and that she's waiting to hear back from them.

### Trae Lohse joined the meeting

## 9. NEW/MISCELLANEOUS BUSINESS

- a. Letter of Interest from Terry and Paula Phillips for Lot 11, Block 5, Odiak Park Subdivision.

M/McGann S/Lohse to recommend to City Council to dispose of lot 11 block 5 Odiak Park subdivision as outlined in Cordova code 5.22.06 by direct negotiation in agreement with Terry and Paula Phillips

**McGann** said that we were short on real estate in town and that he supports encouraging filling land that may not be desirable to someone else.

**Lohse** commented, when looking over maps with **Bolin** in the past, the city currently uses that lot as a snow dump. **Greenwood** clarified that they had in the past but they no longer do. **Lohse** stated in that case he also supports utilizing undeveloped land for someone who has interest in developing it.

**Hall** said that he was wondering if the City Council would feel inclined send it out for bid before moving into direct negotiations, but that he supported direct negotiations as the **Phillip's** plans for development seem like the best available option.

*Trumblee* asked if this lot had a sewer line running to it. *Hall* stated it did not. *Trumblee* then agreed with *Hall* that as this is a recent availability it should go out for sealed proposal.

*McGann* said that this does add cost to the city and that ultimately council will make the final call.

*Bird* explained that a similar matter happened with the *Craig Kuntz* property and the council put it out for proposal and the only proposal was *Kuntz*, so she suspects this one would go the same way. She asked what costs would be incurred by the city sending it out for proposal. *Greenwood* said that city staff time is the cost incurred, and that it may take a little more time.

*Trumblee* questioned who comes up with the price. *Greenwood* explained the appraisers. *Bird* said that she leans with *Hall* and *Trumblee* in using sealed proposal. She has questions about whether the lot is buildable. *Greenwood* said yes, it is a legal lot.

Upon voice vote, main motion passed 6-0.

Yea: *Bird, McGann, Baenen, Lohse, Hall, Trumblee*

Absent: *Bolin*

- b. **Resolution 21-07** – Make a Portion of ASLA 79-258 “Available”.
- c. **Letter of Interest** from Prince William Wound Economic Development District for a Portion of ASLS 79-258.

M/Lohse S/McGann to approve Resolution 21-07 recommending to City Council that approximately 4875 sq ft of the southern portion of ASLS29-258 be updated to available and added to the 2021 land disposal map.

*Bird* asked if there was a change to the square footage. *Ianzonne* stated that the most recent square footage includes the fill area as well, 13,000 sf. He said it is difficult to pace it out with the current fill, so expanding it will change it from 13,000 sf to 13,500 sf. *Bird* asked that the resolution reflect the change to approximately 13,225 sf in the motion. *Greenwood* asked for clarification on what was meant by “fill”, if it referred to the piles existing on the lot. *Ianzonne* stated they would be removing the fill to do the project, and that half of the fill would be available for the city. They are hoping to use some of the fill to raise the area.

*Lohse* said he is concerned that the project would block the city rock quarry and questioned if a garden would be good next to the burn pile. *McGann* said that it seems like in the past they have gone through more detailed site plans. *Greenwood* stated she only had the site plan that was given to her and did not notice the larger number marked and that she too would like to see the site plan for that. *McGann* agreed. He is in favor of a community greenhouse but would like to see a more detailed process before supporting. *Baenen* said that he is favor of a greenhouse but does not think this is the proper location as someone already expressed interest in the lot and was denied. There would be only evening and afternoon sunlight. The burn pile is already getting squeezed by the science center, and the city may need to blast the quarry. He will not support the Resolution but does think a community garden is a great idea. He suggested the recycling area as an alternative.

*Trumblee* said she was similarly concerned that it is not a sunny place that a greenhouse should be located in. She asked if only the dome would be in use year-round. *Ianzonne* said yes, that was the only semi-permanent structure, all the other materials would be lumber and raised bed materials. *Trumblee* stated that the greenhouse seemed small for the scope of what they were hoping to do and

asked if they've looked at other sites. **Iazonne** explained they have explored other sites but usable real estate in town is limited and that they have considered the recycling area. **Trumblee** said it would not be her choice for it to be there.

**Hall** said he agreed with **Baenen** that it is not the right location. The road is a DOT right-of-way and they would need to have a plan done through them for how it and the burn pile and rock quarry would be accessible. He also pointed out that it would require a conditional use re-zone. **Iazonne** stated that they've worked with DOT on other projects. **McGann** said that he was excited to hear that the project had received funding.

**Bird** thought she is hearing mixed comments and that she would suggest they look at the piece of land above the city cemetery out power creek road, although access there may be difficult.

**Carpenter** said they would need to talk to DOT about an encroachment permit, and that they've looked at a section of the old covered landfill on Whitshed road. They were concerned that the recycling center area gets too severe weather. She said they can fine-tune their proposal, but it sounds like there is not much support for the Orca road spot.

**Baenen** said that the Orca road spot also has severe weather. **McGann** asked what the city's plan for the dog park adjacent to the ball field was. **Greenwood** said it was developed under a land water conservation grant which has some restrictions and would need to have a recreational aspect, she's not sure if a community garden would fall into that category and it would have to be pushed through the state. **Bird** agreed that was a good option.

**McGann** commented that the raised beds would not have to be on flat land and asked about the cemetery property. **Bird** said it would need a fair amount of development. **Hall** said that there is a recently available lot on Sunnyside Dr that would be a good option, **Greenwood** said they would need a conditional use permit. Land on the ski hill and by Nicolet Creek were also discussed.

Upon voice vote, motion did not pass 0-6.

No: **Bird, McGann, Baenen, Lohse, Hall, Trumblee**

Absent: **Bolin**

## 10. PENDING CALENDAR

**Bird** said the next meeting was June 8. **Greenwood** said that she was working on a potential conditional use permit for a company trying to develop a tax credit-based apartment complex.

## 11. AUDIENCE PARTICIPATION

**Iazonne** thanked the commission for their thought and the concerns they brought up.

## 12. COMMISSION COMMENTS

**Trumblee** said she was glad to hear a new planner was hired. She encouraged the PWSEDD to continue exploring locations for a community garden.

**Lohse** thanked **Greenwood** for filling in and said he hoped a good place would be found for the community garden.

**Baenen** said echoed **Lohse's** comments.

*McGann* thanked everyone for the good discussion.

*Hall* said he concurred with everything that's been said and thanked *Greenwood*.

*Bird* thanked *Greenwood* for her extra duties and *Hall* for sitting in on the interviews for the planner applicants. She said she was looking forward to meeting the new planner.

### 13. ADJOURNMENT

M/Lohse S/Baenen to adjourn the Regular Meeting at 6:56 PM.

With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Nancy Bird, Chair

\_\_\_\_\_  
Samantha Greenwood, Acting City Planner

DRAFT

## Tina Hammer

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**From:** Sam Greenwood  
**Sent:** Wednesday, May 26, 2021 1:10 PM  
**To:** Leif Stavig  
**Subject:** FW: Lot 11 land disposal

Samantha Greenwood  
Public Works Director  
City of Cordova  
907-424-6231

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**From:** Susan Bourgeois <[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)>  
**Sent:** Wednesday, May 26, 2021 10:51 AM  
**To:** Mayor & City Council <[Mayor&Council@cityofcordova.net](mailto:Mayor&Council@cityofcordova.net)>  
**Cc:** Helen Howarth <[citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net)>; Sam Greenwood <[publicworks@cityofcordova.net](mailto:publicworks@cityofcordova.net)>  
**Subject:** FW: Lot 11 land disposal

Sam,  
Can you please forward to the Planning Commissioners.

All,  
This will be in the June 2 Council packet as correspondence. I will do some research and see if there was a zone change. I do know that any zoning change occurred for this lot.

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**From:** David Rosenthal <[rosenthal@ctcak.net](mailto:rosenthal@ctcak.net)>  
**Sent:** Monday, May 24, 2021 2:09 PM  
**To:** Susan Bourgeois <[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)>  
**Subject:** Lot 11 land disposal

Dear City Clerk,  
Please pass on these thoughts to the Council members ,Planning committee members, and the Mayor, City Manager, and Planner,  
I am David Rosenthal, and I have lived next to the property that is being disposed of by the city for thirty years and have inquired about buying the property three or four times over the last thirty years. I was told by the planners during the nineties and the early two thousands, that the lot was zoned Green Zone and would never be developed. ( No, I do not have documentation). Apparently I have never talked to the current planner, probably because I finally took the planners at their word. I was a bit upset that the first thing I heard about the change in the zoning for that lot was when a friend watching the council meeting called to say the council was selling the lot. I want to make it clear that I believe that everyone was acting in good faith, and apologize for speaking a bit harshly about this issue. I do however want to see the council send this proposal back to the planning committee and make sure everyone in this neighborhood is aware and has a chance to give the committee more information on the history of this property.

I think I have a right to know why the property went from Green Zone to Snow dump to now available for sale. I certainly hope that the decision to eliminate it as snow dump was not based on it not being used much because for thirty years I have allowed the plows to use a twenty by one hundred foot swath of my yard to push snow out to the wetland. I even purposely left this clear from my landscaping for the convenience of my neighbors and the plows.

In the mist of a pandemic when no one is focused on land issues, is not the time to make major changes to a neighborhood especially if very little notice is given. So if the city is going to make major decisions, then do it the right way with proper notification and proper input by us who live in this neighborhood. It is not enough to say sealed bids are the answer.

I hope this will be discussed at the next council meeting.

Thank you,  
David Rosenthal



# Planner's Report

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 6/1/21  
**Re:** Recent Activities and Updates

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- Heavy traffic from public with misc. planning questions, i.e., subdivisions, permits, maps, zoning, property purchasing, etc.
- Draft lease has been sent to the FS.
- Thorne plat recorded 5-11-2021.
- Pettingill Plat has been signed and sent to be recorded.
- Waiting on mylar for Cannery Row and Scott Subdivisions.
- Finalizing lease and use plan for FEMA approval for the Native conservancy's 5-mile garden.
- Craig Kuntz's land purchase completed, waiting for signatures.
- Working with USGC on lease renewal.
- Historical Building survey plan was adopted and is posted on the City Planning & Land Use web page.
- Request for a portion of ASLS 79-258 for community garden was not passed by city council.
- Lot 11, Block 5 Odiak subdivision will go out to RFP, appraiser will be in town next week to appraise the property.
- 3 new building permits issued, one renewed, YTD 12.



**AGENDA ITEM # 9a**  
**Planning Commission Meeting Date: 6/10/21**

**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Samantha Greenwood, Public Works Director  
Tony Schinella, Harbormaster

**DATE:** 6/1/21

**ITEM:** Resolution 21-08

**NEXT STEP:** Approve Resolution

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

Staff seeks approval of a resolution supporting the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant. The RAISE grant was formerly the BUILD grant, the name was changed in the release of the 2021 notice of funding which was after the resolution for the BUILD grant was approved by the planning commission.

**II. RECOMMENDED ACTION / NEXT STEP:**

“I move to approve Resolution 21-08.”

**III. FISCAL IMPACTS:**

The Grant request will be for 25 million and there is no match required.

**IV. BACKGROUND INFORMATION:**

We had a consultation with the National RAISE staff concerning the shortcomings of the 2020 application and are moving forward with their recommendations.

If awarded, will replace the entire south harbor dock infrastructure, create a drive down dock, install sheet piling on the south side (AC side) which will increase parking on the uplands and provide additional moorage. Upgrades to the water, electrical, and fire lines will be done to all docks, and cranes will be added.

**VI. LEGAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

N/A

**CITY OF CORDOVA, ALASKA  
PLANNING COMMISSION  
RESOLUTION 21-08**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,  
ALASKA, SUPPORTING THE RAISE GRANT APPLICATION TO IMPROVE AND UPGRADE  
THE CORDOVA SOUTH HARBOR**

**WHEREAS**, the South Harbor is over 35 years old and has surpassed its intended design life; and

**WHEREAS**, the South Harbor Condition Assessment report done in 2016 by PND engineers states that the South Harbor float system was found to be in generally poor to serious condition with observed issues requiring immediate repair; and

**WHEREAS**, the report also noted that electrical, fire suppression, and water supply are not up to code; and

**WHEREAS**, this project is a priority of the Harbor Department, Harbor Commission, and Planning Commission, and appears annually on the City Council Capital Improvement Projects list; and

**WHEREAS**, a drive down dock with cranes will improve harbor efficiencies for loading and unloading boats, all-tide vehicular access, and improve safety by relieving congestion at the boat launch; and

**WHEREAS**, a bulkhead lining the majority of the south side of the harbor will provide additional moorage, improve parking and safety, incorporate economic development for small business and improve overall quality of life; and

**WHEREAS**, the project will bring the harbor into compliance with modern safety, fire, and electrical codes; would improve access for the disabled; and make the harbor safer for fishermen to use by providing even walking surfaces, upgraded docks and an ADA compliant gangway.

**NOW, THEREFORE BE IT RESOLVED THAT** the Planning Commission of the City of Cordova, Alaska, supports the RAISE Grant application to improve and upgrade the Cordova South Harbor

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF JUNE 2021**

\_\_\_\_\_  
Nancy Bird, Chair

ATTEST:

\_\_\_\_\_  
Samantha Greenwood, Acting City Planner



## **AGENDA ITEM # 9b**

### **Planning Commission Meeting Date: 6/10/21**

#### **PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Samantha Greenwood, Public Works Director

**DATE:** 6/1/21

**ITEM:** Land disposal communication methods

**NEXT STEP:** Generate Ideas

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INFORMATION  
 MOTION  
 RESOLUTION

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#### **I. REQUEST OR ISSUE:**

There have been concerns raised about the existing methods of communication for the land disposal maps and changes to them. The existing process has been in place since 2012, while there has been some tweaks to the designation of the properties and what those mean, there has not been a lot of consideration given to how the land disposal maps and changes to those maps are presented to the public. The land disposal maps are usually reviewed and updated in January, other than these public meetings where the summary of the changes are presented and the maps are in the packet there is no communication to the public of any changes to properties. The email in correspondence addresses the frustration of not realizing the lot adjacent to his house was being made available during the update of the land disposal maps.

#### **II. BACKGROUND INFORMATION:**

At this meeting, I would like to discuss some ideas on how to better communicate to the public concerning the land disposal maps. We can consider all ideas but we must be realistic about if the idea is sustainable, feasible and a good use of staff time. Here are a couple thoughts to think about and maybe help lead to more ideas.

1. If a piece of property is identified to be made available at or prior to the land disposal review, which has been unavailable for at least one-year, adjacent neighbors will be notified of the change. If this discussion/decision occurs during the planning commission meeting reviewing the disposal maps; the maps will be placed on the next meeting to allow for public notification and participation to occur. Could limited this to residential only or properties.
2. Prior to the planning commission meeting where the land disposal maps will be discussed, a public meeting could be held to get input on the existing designations on the maps. Either directly prior to or on a separate date. Advertising for the public meeting could be done through a variety of outlets and be specific to that topic rather than a planning commission regular meeting advertising.
3. Develop a web page that is linked from the front page, has the maps, and a summary of any changes from the following year, current RFPs and contact information.
4. For properties that are out for RFP a generic sign could be developed and placed on the property. The sign could have a QR code that would link to the web page and contact information on the sign.

At the July planning commission meeting I will provide a summary of the ideas and a recommendation from staff.

## **Planning Commission Pending Calendar**

### Items pending for July Regular Meeting

- Building Code Adoption Draft Ordinance
- Possible CUP
- Summary of 6/10/21 meeting ideas on land disposal communication and staff recommendations

### August 2021

- Planning Commission CIP List to City Council (Annual)

### September 2021

- Comprehensive Plan Review (Annual)

### January 2022

- 2022 Land Disposal Maps (Annual)

### February 2022

- Planning Commissioner's Training & Planning Conference in Anchorage (Annual)

# 2021 JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02 7:00 PM - City Council Regular meeting <i>(Cordova Center Rooms A &amp; B)</i>	03	04	05
06	07	08	09	10 6:30 PM - Planning Commission Regular Meeting <i>(Cordova Center Rooms A &amp; B)</i>	11	12
13	14	15	16 7:00 PM - City Council Regular Meeting <i>(Cordova Center Rooms A &amp; B)</i>	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10



# 2021 JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
04	05	06	07 7:00 PM - City Council Regular meeting <i>(Cordova Center Rooms A &amp; B)</i>	08	09	10
11	12	13 6:30 PM - Planning Commission Regular Meeting <i>(Cordova Center Rooms A &amp; B)</i>	14	15	16	17
18	19	20	21 7:00 PM - City Council Regular Meeting <i>(Cordova Center Rooms A &amp; B)</i>	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07