

Chair

Nancy Bird

Vice Chair

Mark Hall

Commissioners

Tom McGann

John Baenen

Chris Bolin

Trae Lohse

Sarah Trumblee

City Planner

Kevin Johnson

PLANNING COMMISSION REGULAR MEETING
August 10, 2021 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B

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 John Baenen and Trae Lohse from the July 13, 2021 Regular Meeting
- b. Minutes of June 10, 2021 Regular Meeting..... **Page 1**
- c. Minutes of July 13, 2021 Public Hearing..... **Page 4**
- d. Minutes of July 13, 2021 Regular Meeting..... **Page 6**

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 10**9. UNFINISHED BUSINESS**

- a. Land Disposal Noticing Process..... **Page 11**

10. NEW/MISCELLANEOUS BUSINESS

- a. Resolution 21-09 – Add to the Land Disposal Map and make available the East Portion of Lot 10, Block 6, USS 3345, Eyak Addition..... **Page 13**
 A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, that the east portion of lot 10, block 6, of the Eyak Addition be added to the Land Disposal map and be listed as available
- b. Letter of interest from Kim Hager for the East Portion of Lot 10, Block 6, USS 3345, Eyak Addition ... **Page 20**
- c. Resolution 21-10 – Capital Improvement Projects List..... **Page 26**
 A resolution of the Planning Commission of the City of Cordova, Alaska, recommending a Capital Improvement Projects list to the City Council of the City of Cordova

11. PENDING CALENDAR

- a. September 2021 Calendar**Page 30**
- b. October 2021 Calendar**Page 31**

12. AUDIENCE COMMENTS**13. COMMISSION COMMENTS****14. ADJOURNMENT**

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

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

1. CALL TO ORDER

Chair *Nancy Bird* called the Planning Commission Public Hearing to order at 6:30 PM on June 10, 2021 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

Staff present was Acting City Planner *Sam Greenwood*.

3. APPROVAL OF AGENDA

M/Hall S/Bolin to approve the agenda.

Upon voice vote, motion passed 5-0.

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

Absent: *Baenen, Lohse*

4. APPROVAL OF CONSENT CALENDAR

a. **Record excused absence for Chris Bolin from the May 11, 2021 Regular Meeting**

b. **Approval of the minutes for the May 11, 2021 Regular Meeting**

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

Upon voice vote, motion passed 5-0.

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

Absent: *Baenen, Lohse*

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

6. CORRESPONDENCE

a. Email from David Rosenthal RE: Lot 11 land disposal

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. **Guest Speakers - None**

b. **Audience comments regarding agenda items**

David Rosenthal said he was upset that there was no notice given to him that the land next to his property had been made available on land disposal map. He wants the city to consider the affects of the sale of this property on neighbors and not allow a mc-mansion. The city needs to also consider

how the lot has been used as a snow dump and how that will be handled in the future. He also stated the city should consider that the lot is the only public path to get downtown without having to walk completely down Center Dr and then back down Chase Ave.

8. PLANNER'S REPORT

Greenwood explained the following:

Craig Kuntz is completing his survey so he can complete his platting of lot 11 block 5. Lot is going out to RFP based on Council decision.

The Pettingill plat is heading to the recorder.

The new Planner Kevin Johnson will be joining us next month.

Bird asked for clarification on the Request for Proposals (RFP) process regarding the disposal of Lot 11. *Greenwood* explained that once the RFPs are received the Commission will review them and make a recommendation to the City Council on which RFP, if any, is in the best interest of the city. The City Council will then make the final decision.

9. NEW/ MISCELLANEOUS BUSINESS

a. Resolution 21-08 – Support for RAISE grant

M/McGann S/Bolin to approve resolution 21-08.

McGann and *Trumblee* asked if this was just a name change to the previous resolution that the commission had already approved. *Greenwood* confirmed that nothing besides the name had been changed.

Bird called for the vote

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

Absent: *Baenen, Lohse*

b. Discussion on Land Disposal communication methods

Greenwood said that she would like the commission to consider the practicality of ideas that are considered.

Bird said she believes that at a minimum neighbors of a property that is being made available should receive notice and have the ability to comment. She also believes that a joint meeting with the council is necessary before they make any recommendations.

McGann suggested that a change of availability be noticed on the e-news and in the paper to catch a wider audience than just the adjacent property owners. *Bolin* added that it should be posted on social media as well.

Bird would like to see a 30 day comment period when a property is changed from not available to available when the land disposal map update is considered each January and if a request for a change is made by the public during the year.

The Commission agreed that they like the idea of placing a sign on properties that have gone out for RFPs.

Greenwood said that once the new planner has arrived we can work on setting up a joint work session with the Council to discuss this topic and have both groups get on the same page.

10. PENDING CALENDAR

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

Hall said that the plat for the Scott subdivision has not been completed and that there has been talk of them selling that lot which cannot be done as the lot has not been legally created until the plat is recorded.

13. ADJOURNMENT

M/McGann S/Hall to adjourn the Regular Meeting at 7:35 PM.
With no objection, the meeting was adjourned.

Approved:

Nancy Bird, Chair

Kevin Johnson, City Planner

**PLANNING COMMISSION PUBLIC HEARING
July 13, 2021 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES**

Prior to the meeting, Chair Nancy Bird informed staff that she would be calling into the meeting due to an outbreak of COVID-19 cases and requested that Vice Chair Mark Hall act as the chair for ease of facilitating the meeting.

1. CALL TO ORDER

Vice Chair **Mark Hall** called the Planning Commission Public Hearing to order at 6:30 PM on July 13, 2021 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

Staff present was City Planner **Kevin Johnson** and Public Works Director **Sam Greenwood**.

John McGrew and **Glenn Gellert**, the applicants for the Swell conditional use permit were present

Additionally, five members of the public were in attendance.

3. PUBLIC HEARING

a. Conditional Use Permit – Swell Multifamily Homes on Lot 8A, Block 5, V. Young Sub.

Tommy Sheridan stated his concerns about the project. These concerns included the lack of mitigation for increase in vehicular traffic, increased use of Nirvana park, inadequate drainage and stormwater controls, and the presence of cutthroat trout in the onsite stream.

Ellen Sheridan reiterated the concerns raised by her husband Tommy Sheridan.

Linden O'Toole stated her support of the project. This support included that an increase in housing was necessary for the city and that this project will help meet that need.

John McGrew, the applicant of the project stated his support of the project. This support included that Swell, the company he represents, will be a part of the ownership of the project upon its completion and they have a vested interest in ensuring that the project is considerate of neighbors' concerns and that this project creates less of an impact with fewer dwellings than if the property was subdivided in a traditional method. Additionally, these units are dedicated to low income tenants.

Barbara Jewell stated her support of the project. Her support included the need for more affordable housing.

4. ADJOURNMENT

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

Approved:

Nancy Bird, Chair

Kevin Johnson, City Planner

DRAFT

**PLANNING COMMISSION REGULAR MEETING
July 13, 2021 AT 6:45 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES**

Prior to the meeting, Chair Nancy Bird informed staff that she would be calling into the meeting due to an outbreak of COVID-19 cases and requested that Vice Chair Mark Hall act as the chair for ease of facilitating the meeting.

1. CALL TO ORDER

Vice Chair **Mark Hall** called the Planning Commission Public Hearing to order at 6:45 PM on July 13, 2021 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

Staff present was City Planner **Kevin Johnson** and Public Works Director **Sam Greenwood**.

John McGrew and **Glenn Gellert**, the applicants for the Swell conditional use permit were present. Additionally, five members of the public were in attendance.

3. APPROVAL OF AGENDA

M/McGann S/Bolin to approve the agenda.

Upon voice vote, motion passed 5-0.

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

Absent: **Baenen, Lohse**

4. APPROVAL OF CONSENT CALENDAR

a. Record excused absence for John Baenen and Trae Lohse from the June 10, 2021 Regular Meeting

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

Upon voice vote, motion passed 5-0.

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

Absent: **Baenen, Lohse**

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

Trumblee stated that she was contacted by a resident regarding the Swell project and that they had requested information on how they could participate in the meeting. Trumblee said that she forwarded the information onto the planner. No commissioner expressed concern of a conflict.

Bird stated that she was contacted by Barb Jewell requesting call in information which she provided to Barb. No commissioner expressed concern of a conflict.

6. CORRESPONDENCE

Hall said that three letters were received related to the Swell development. The letters were from the *Sheridan's*, The *Newlun's* and the *McDaniel's*. Each commissioner confirmed that they had received each letter.

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers - None
- b. Audience comments regarding agenda items

Tommy Sheridan said that he was concerned about the process for a conditional use permit and public involvement. He supports the need for affordable housing but requests the commission consider placing additional conditions to address the concerns he raised during the public hearing.

Barb Jewell said she understands others concerns regarding stormwater and she is confident that the city will ensure those issues are mitigated and they have done in the past. She also requests that units designed for single occupancy residents are provided.

8. PLANNER'S REPORT

Johnson explained the following:

there had been heavy traffic from the public requesting information about easements, land purchases, subdividing, and acquiring building permits.

Signatures had been acquired for the Peterson plat, and still awaiting signatures for the Beedle plat.

The lease and use agreement for the 5-mile garden has been sent for FEMA review.

The discussion on land disposal public noticing would be put on the agenda for the August 10th commission meeting.

9. NEW/ MISCELLANEOUS BUSINESS

- a. Conditional Use Permit – Swell Multifamily Homes on Lot 8A, Block 5, V. Young Sub.

M/McGann S/Trumblee to approve the conditional use permit request by Swell, LLC for townhouse development on lot 8A, Block 5, of the Vine and Young subdivision as described in the application and to adopt and incorporate the findings and special conditions contained in the staff report.

Trumblee said that she is concerned about the drainage on that lot as the existing house struggles with the current water coming across the property. She expressed concern about the increase in traffic from 15 units if each unit has two cars. Trumblee also requested clarification on the income limitations as she believes there is a missing housing option for those in the middle-income range.

Gellert explained that the rules of the funding for this project require that they rent to those making 60% or less of the area median income, which would allow someone making 70 thousand dollars a

year or less to rent the units. **Trumblee** asked if there would be single bedroom units. **Gellert** said that their units are designed for two and three-bedroom units.

McGann believes that adding a condition to the project to require a site plan review would allow the city to address the concerns that the public and the commission has with the project. He also added that after going through the comprehensive plan update it has become apparent that the community needs housing and that this project would help address that.

Bird agrees with McGann's recommendation that a requirement for a site plan review be placed on the project, and that a condition should be added to allow the buildings to be three stories. Bird asked if the commission should postpone making a decision on the project. **Johnson** explained that city code requires that the commission make a decision within 30 days of the public hearing. A special meeting would need to be held prior to the next regularly scheduled. **Gellert** added that they have a deadline to submit a pre-application packet to the Alaska Housing Finance at the beginning of August and they need to have some indication that the project is supported so they can meet that deadline. **Bird** said she understood and expressed that she believes that action should take place at this meeting.

Hall pointed out that the zoning district limits buildings to a max of 35 feet high and two and half stories. He believes that a condition should be added that they buildings may be three stories but still limited to 35 feet in height. **Hall** also said that this property could potential be developed into eight to 14 lots that could have a tri-plex on each lot. This would create a much larger impact in terms of traffic and stormwater, and he believes that this project is a good fit for its size compared to the other possibilities.

Bolin stated that he agrees with the public's comments regarding concerns about stormwater as he has experienced this living in the area.

M/McGann S/Bolin to amend the motion by adding a condition that a site plan review be conducted.

Upon voice vote, amendment passed 5-0.

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

Absent: **Baenen, Lohse**

Bird asked if the site plan review would go through an administrative process or be brought back to the commission for their review. **Johnson** explained that as the site plan review was not required by code but was instead being added as a condition, the review could be either administrative or go through the commission. **McGann** indicated that the intent of his motion was for the site plan to be a drainage review that is done administratively.

M/McGann S/Bolin to amend the amendment for requiring site plan review as an administrative review by the City Planner and be specific to a site drainage plan providing detail on how onsite runoff will not negatively affect neighboring properties or the downstream drainage area with no building permit being issued until the plan is approved to the satisfaction of the City Planner.

Upon voice vote, amendment passed 4-1.

Yea: **McGann, Bolin, Hall, Trumblee**

Nay: **Bird**

Absent: **Baenen, Lohse**

M/Hall S/Bird to amend the motion by adding a condition that the project be allowed to build structures up the three stories while retaining the max 35-foot height limit of the zoning district.
Upon voice vote, amendment passed 5-0.
Yea: Bird, McGann, Bolin, Hall, Trumblee
Absent: Baenen, Lohse

Hall asked if each commissioner agrees with the findings for the approval criteria as presented by staff. Each commissioner stated that they are in agreement with the staff's findings. Bird did add that she believes that traffic changes should be pursued in the future by working with the State as it is a State owned and maintained road.

Hall called for a vote on the main motion as amended
Upon voice vote, the main motion, as amended, passed 5-0.
Yea: Bird, McGann, Bolin, Hall, Trumblee
Absent: Baenen, Lohse

10. PENDING CALENDAR

Hall said that after speaking with staff they would monitor the ongoing COVID outbreak and that if cases continued to rise the August meeting may be held virtually via Zoom.

11. AUDIENCE PARTICIPATION

Tommy Sheridan asked for clarification on if the conditional use permit was just approved with the inclusion that a site drainage plan is required to be approved by the planner without further public meetings. *Hall* confirmed that that was what was approved.

12. COMMISSION COMMENTS

Trumblee welcomed the new planner along with *McGann, Bolin, Bird, and Hall*. Bolin stated that he is excited to see the multifamily development being. Bird said that she is also excited for the project but did believe that there could have been more public participation. Hall also expressed his enthusiasm for the project.

13. ADJOURNMENT

M/Bolin S/McGann to adjourn the Regular Meeting at 8:20 PM.
With no objection, the meeting was adjourned.

Approved:

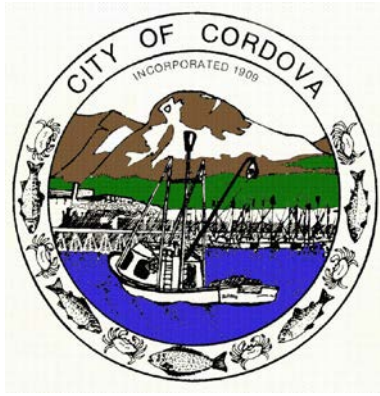
 Nancy Bird, Chair

 Samantha Greenwood, Acting City Planner

Planner's Report

To: Planning Commission
From: Kevin Johnson, City planner
Date: 8/10/21
Re: Recent Activities and Updates

- RFP for Lot 11 Block 5, Odiak Park subdivision expected to be advertised next week
- Craig Kuntz land purchase agreement signed, plat reviewed, and corrections sent to surveyor
- Powder House boundary line deletion applied for, awaiting payment prior to review
- 2 new building permits issued;1 renewed YTD 20.
- Updating lease terms with USCG for use of city T dock
- E-911 addressing database project has begun, completion expected January 2022
- Break water fill city park proposal being considered by parks commission.



AGENDA ITEM #9a

Planning Commission Meeting Date: 8/10/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner

DATE: 8/10/21

ITEM: Land disposal communication methods

NEXT STEP: Generate Ideas

☒ INFORMATION

☐ MOTION

☐ RESOLUTION

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.

II. BACKGROUND INFORMATION:

At the 6/10/21 meeting staff and commission discussed the following ideas for increasing public notice:

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

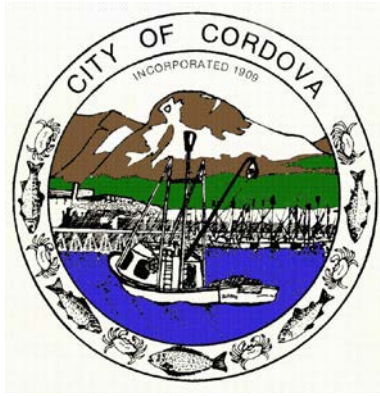
maps; the maps will be placed on the next meeting to allow for public notification and participation to occur.

2. A public comment period of 30 days should be required when a property is changed from not available to available.
3. Change of availability should be noticed through the e-news system, on social media, and in the newspaper.
4. For properties that are out for RFP or another public process, a notice sign should be placed on the property. This sign would include information about the land disposal process and how the public can submit a proposal or comments.

Commissioners also indicated that they would like to have a discussion with the new City Planner once he has had a chance to get established.

III. NEXT STEPS

Staff requests that the commission finalizes their ideas for improving the land disposal noticing process. Staff will then create a recommendation for the commissioners to vote on at the September 14th meeting. If the commission votes to advance their recommendation, a joint meeting with the City council will be scheduled (likely October 6th).



AGENDA ITEM # 10a

Planning Commission Meeting Date: 8/10/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner

DATE: 8/10/21

ITEM: Resolution 21-09 – Add to the Land Disposal Map and make Available the East Portion of Lot 10, Block 6, USS 3345, Eyak Addition

NEXT STEP: Pass Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

Requested Action: Pass Resolution
 Legal Description: East Portion of Lot 10, Block 6, USS Survey 3345, Eyak Addition
 Lot Area: Approximate Area = 5,567 SF
 Zoning: Business
 Attachments: A - Location Map
 B – Property Survey
 C - Letter of Interest from Kim Hager
 D - Resolution 21-09

II. RECOMMENDED ACTION / NEXT STEP:

If the Planning Commission would like to add this property to the Land Disposal map and make it 'Available' they made do so by passing Resolution 21-09.

“I move to approve Resolution 20-02.”

III. FISCAL IMPACTS:

Fiscal impacts include the potential purchase price of the property and future property tax collection.

IV. BACKGROUND INFORMATION:

A letter of interest has been received to purchase the east portion of lot 10, block 6, USS 3345, Eyak Addition. The interested party is the owner of a property directly to the north and owns the west portion of lot 10, block 06, USS 3345, Eyak Addition.

This property is currently not shown on the 2020 Land Disposal Maps in any form. This is due lot 10 being split into an east portion and a west portion through a warranty deed in 1952. The east portion of lot 10 was then foreclosed on by the city in 1972 at which time it became owned by the city. Due to the age and style of the subdivision method, the city’s current mapping system does not show lot 10 as separate lots, and therefore was not inventoried in the same way the other city properties are.

Planning staff spoke with the Public Works Department to determine if there were any concerns with disposing of this property. Public Works staff indicated that there were no concerns with disposing of the property.

The following is the description of the map designations and update policy from the 2020 Land Disposal Maps:

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.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

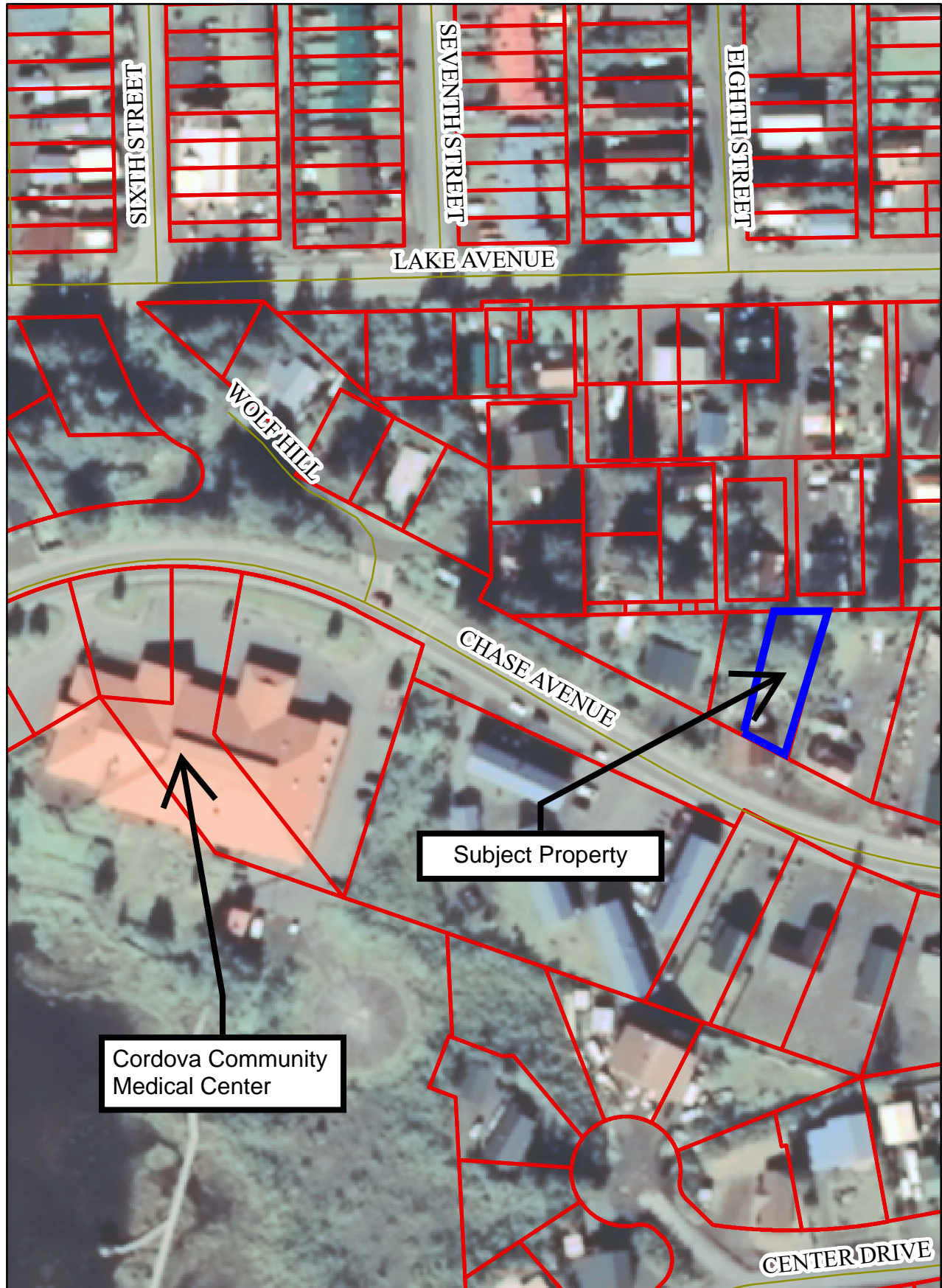
N/A

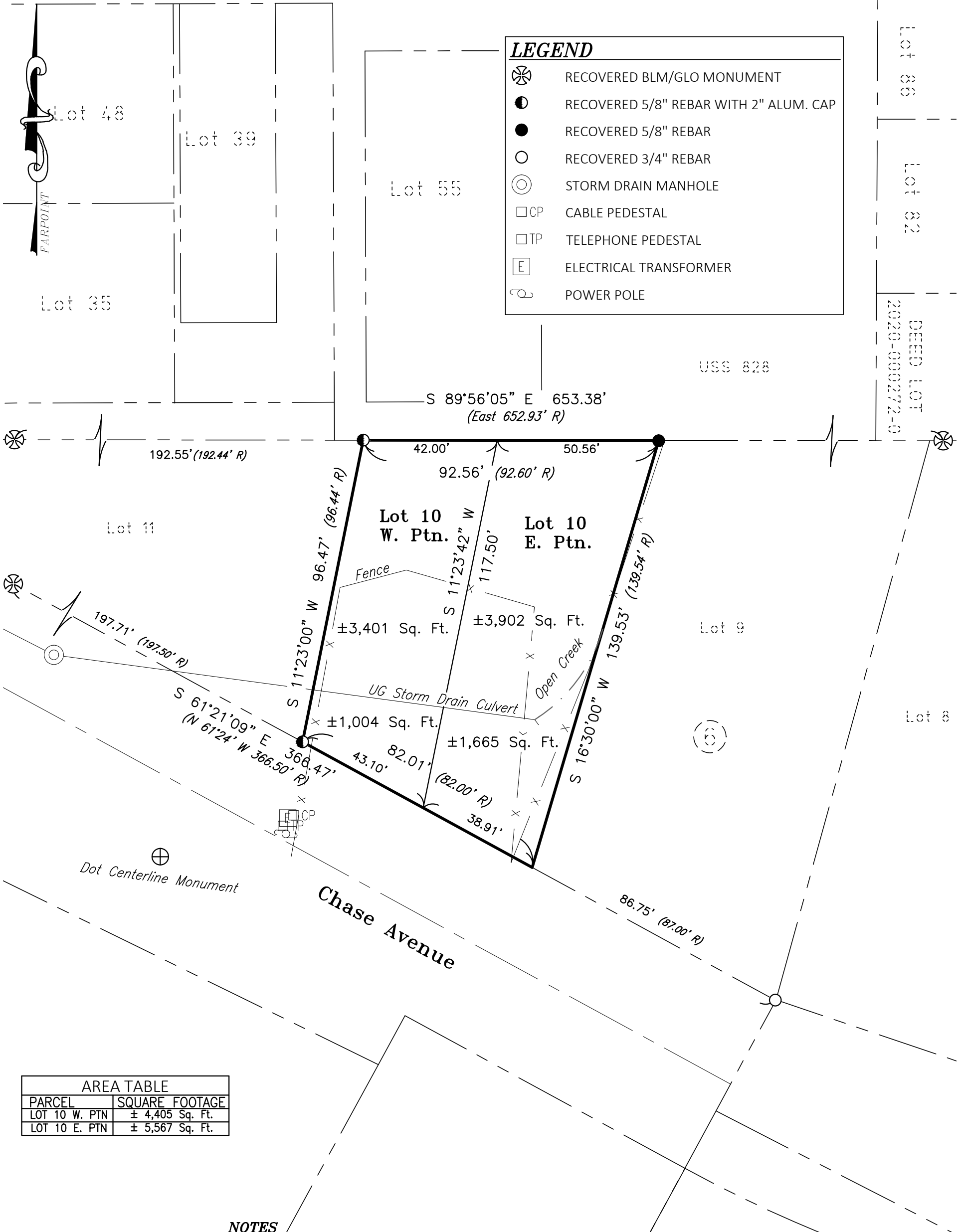
VII. SUMMARY AND ALTERNATIVES:

Planning Staff, after discussion with the Public Works department and the City Manager recommends that the commission add the property to the 2020 Land Disposal Map and have it marked as ‘Available’.

The commission could choose to add the property to the land disposal map and designate it as ‘Available’, ‘Not Available’, or take no action, which would result in the property remaining off the 2020 Land Disposal Map.

LOCATION MAP





Farpoint Land Services, LLC
SURVEYING, MAPPING, LAND PLANNING, GIS
1131 E. 76th Ave., Suite 101 Anchorage, Alaska 99518
FarpointAK.com • (907) 522-7770 • survey@farpointak.com

LOT SURVEY OF: Lot 10, Block 6, U.S. Survey No. 335 A&B Cordova, Alaska				SURVEY CERTIFICATION: FARPOINT has conducted a physical survey of the subject property, the improvements situated thereon are within the property lines as shown.		PREPARED FOR: City of Cordova P.O. Box 1210 Cordova, AK 99574
WORK ORDER No 20327				EXCLUSION NOTES: It is the owners responsibility to determine the existence of any easements, covenants, or restrictions which do not appear on the Plat used for this survey. NOTE: Under no circumstances should any data hereon be used for construction or for the establishing of property lines.		
DATE: July 1, 2021	CHECKED: JLA MJH	SCALE: 1"=30'	ZONING: N/A	FB BOOK/PAGE: N/A		

**Kim Hager
Box 1552
Cordova, AK 99574**

August 3, 2021

Attn:
Planning Commission
City of Cordova

I would like to acquire the east portion of Block 6, Lot 10, Eyak Addition.

In January, I purchased what I believed to be the entirety of Block 6, Lot 10 only to discover the lot was divided into two (East and West) after a previous land owner defaulted on property tax and City took ownership of half the lot in the 1950's. For 70 years the entirety of the lot has been used by all previous owners.

The lot is zoned for business and has been used for boat storage and maintenance and that is my intended use as well. I own the abutting lot just above this property and am building a house which will be completed in 2022. This lot provides needed access and parking for this property. I will need to remove trees and a fence, add fill, level, and grade to put in a driveway and would do this as soon as I retain ownership, and definitely before winter. I will put in a warehouse or storage lockers by 2023 and will use the property for boat storage until that time.

Thank you for your consideration.

Sincerely,

Kim Hager

A handwritten signature in blue ink, appearing to be 'Kim Hager', with a stylized, cursive script.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 21-09**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA THAT THE EAST PORTION OF LOT 10, BLOCK 6, USS 3345, EYAK ADDITION BE ADDED TO THE 2020 LAND DISPOSAL MAPS AND DESIGNATED AS AVAILABLE

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

WHEREAS, the City of Cordova's Planning Commission has determined that updating the 2020 Land Disposal Maps at this time to add the East Portion of Lot 10, Block 6, USS 3345, Eyak Addition and designating the lot as 'Available' is important to maintain consistency with land disposal process; and

WHEREAS, the City of Cordova's Planning Commission has determined that this property should be designated as 'Available' on the 2020 Land Disposal Maps in order to consider disposal; and

WHEREAS, having 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 to the City Council of the City of Cordova, Alaska that the East Portion of Lot 10, Block 6, USS 3345, Eyak Addition be added to the 2020 Land Disposal Maps and designated as available.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 2021

Nancy Bird, Chair

ATTEST:

Kevin Johnson, City Planner



AGENDA ITEM # 10b

Planning Commission Meeting Date: 8/10/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner

DATE: 8/10/21

ITEM: Letter of interest from Kim Hager for the East Portion of Lot 10, Block 6, USS 3345, Eyak Addition

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

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

This action item is contingent on the Planning Commission passing Resolution 21-09 with the area designated as 'Available' and if this has not occurred then no action should be taken. Any action on this item is still pending City Council concurrence on designating this area 'Available.'

Requested Actions:	Recommendation to City Council on Disposal and Disposal Method
Applicant:	Kim Hager
Legal Description:	East Portion of Lot 10, Block 6, USS 3345, Eyak Addition
Zoning:	Business District
Attachments:	A - Location Map B - Property Survey C - Letter of Interest from Kim Hager

II. RECOMMENDED ACTION / NEXT STEP:

Staff suggest the following motion:

“I move to recommend to City Council to dispose of East Portion of Lot 10, Block 6, USS 3345, Eyak Addition 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 Kim Hager 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:

Fiscal impacts include the potential purchase price of the property and future property tax collection.

IV. BACKGROUND INFORMATION:

A letter of interest has been received to purchase the east portion of lot 10, block 6, USS 3345, Eyak Addition. The interested party is the owner of a property directly to the north and owns the west portion of lot 10, block 06, USS 3345, Eyak Addition.

This property is currently not shown on the 2020 Land Disposal Maps in any form. This is due lot 10 being split into an east portion and a west portion through a warranty deed in 1952. The east portion of lot 10 was then foreclosed on by the city in 1972 at which time it became owned by the city. Due to the age and style of the subdivision method, the city’s current mapping system does not show lot 10 as separate lots, and therefore was not inventoried in the same way the other city properties are.

Planning staff spoke with the Public Works Department to determine if there were any concerns with disposing of this property. Public Works staff indicated that there were no concerns with disposing of the property.

Mr. Hager is the owner of the west portion of lot 10 as well as the lot directly to the north of lot 10 on which he is building a home. When he bought the west portion of lot 10, he did not realize that he was not purchasing the entirety of lot 10. This has caused him to need to purchase the city owned east portion for him to develop the property as he intended. He plans to use the lots for access to his new home as well as the creation of boat storage and construction of a warehouse or storage lockers. This would occur after he has completed the construction of his home.

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 disposal documents will be required.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

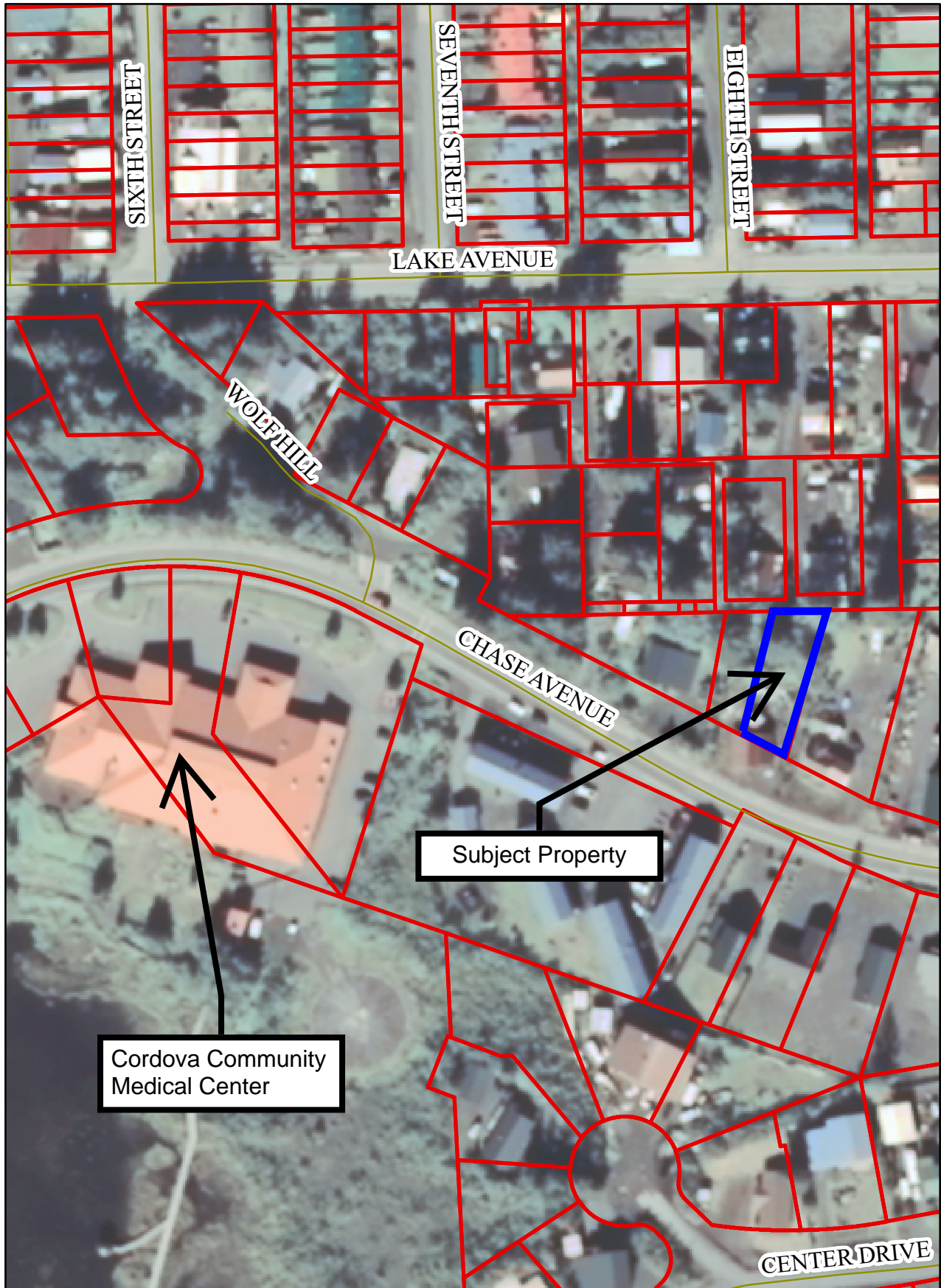
N/A

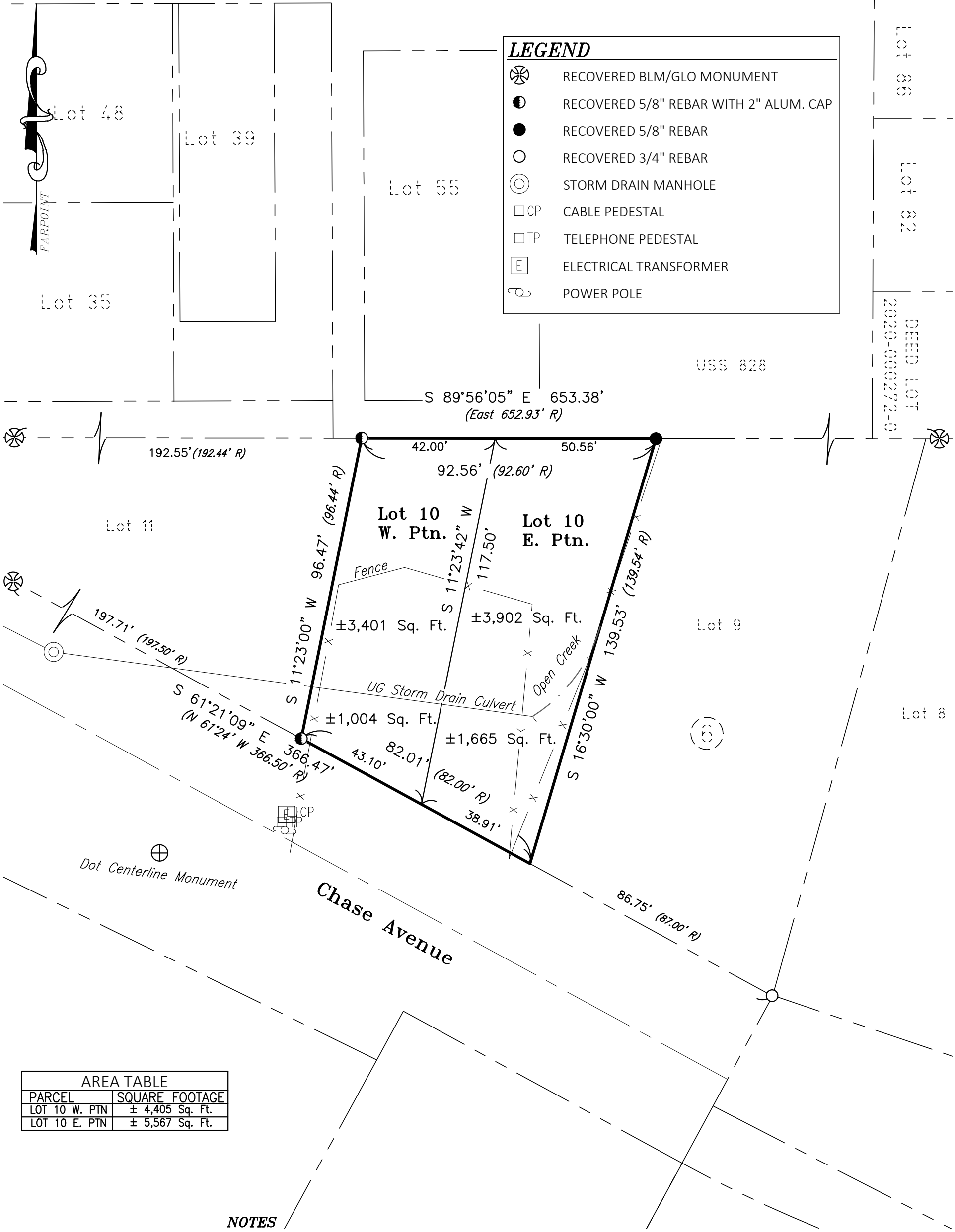
VIII. SUMMARY AND ALTERNATIVES:

Due to the unique situation regarding the cities ownership of the east portion of lot 10 and the misunderstanding by the applicant in their purchase of only part of lot 10, staff would recommend that the Commission consider direct negotiation if they do chose to recommend that the lot be disposed of.

The Commission may choose to recommend disposal, and by which method or recommend that the land not be disposed of. The Commission's recommendation will be brough to the council for a final decision.

LOCATION MAP





Farpoint Land Services, LLC
 SURVEYING, MAPPING, LAND PLANNING, GIS
 1131 E. 76th Ave., Suite 101 Anchorage, Alaska 99518
 FarpointAK.com • (907) 522-7770 • survey@farpointak.com

LOT SURVEY OF: Lot 10, Block 6, U.S. Survey No. 335 A&B Cordova, Alaska				SURVEY CERTIFICATION: FARPOINT has conducted a physical survey of the subject property, the improvements situated thereon are within the property lines as shown.	PREPARED FOR: City of Cordova P.O. Box 1210 Cordova, AK 99574
WORK ORDER No 20327				EXCLUSION NOTES: It is the owners responsibility to determine the existence of any easements, covenants, or restrictions which do not appear on the Plat used for this survey. NOTE: Under no circumstances should any data hereon be used for construction or for the establishing of property lines.	
DATE: July 1, 2021	DRAWN: JLA	CHECKED: MJH	GRID No: N/A	ZONING: N/A FB BOOK/PAGE: N/A	

**Kim Hager
Box 1552
Cordova, AK 99574**

August 3, 2021

Attn:
Planning Commission
City of Cordova

I would like to acquire the east portion of Block 6, Lot 10, Eyak Addition.

In January, I purchased what I believed to be the entirety of Block 6, Lot 10 only to discover the lot was divided into two (East and West) after a previous land owner defaulted on property tax and City took ownership of half the lot in the 1950's. For 70 years the entirety of the lot has been used by all previous owners.

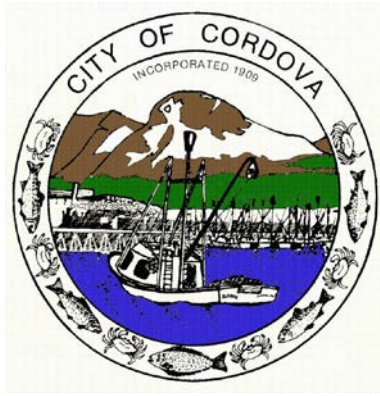
The lot is zoned for business and has been used for boat storage and maintenance and that is my intended use as well. I own the abutting lot just above this property and am building a house which will be completed in 2022. This lot provides needed access and parking for this property. I will need to remove trees and a fence, add fill, level, and grade to put in a driveway and would do this as soon as I retain ownership, and definitely before winter. I will put in a warehouse or storage lockers by 2023 and will use the property for boat storage until that time.

Thank you for your consideration.

Sincerely,

Kim Hager

A handwritten signature in blue ink, appearing to be 'Kim Hager', written over a printed name.



AGENDA ITEM # 10c

Planning Commission Meeting Date: 8/10/21

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 8/10/21

ITEM: Resolution 21-10 – Capital Improvement Projects List

NEXT STEP: Pass Resolution

☐ INFORMATION

☐ MOTION

☒ RESOLUTION

I. REQUEST OR ISSUE:

The Planning Commission is required by the City Code to:

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

II. RECOMMENDED ACTION / NEXT STEP:

The current draft of Resolution 21-10 contains the items recommended and presented to City Council in 2020 that have not been completely funded. Staff has also included new projects that they feel are priorities for future funding efforts. After making the motion to approve the resolution, the commission can discuss and make changes to the list. This list can be reviewed and discussed at more than one

meeting if the commission desires. Ideally, the commission should amend the resolution once with the new, updated list.

“I move to approve Resolution 21-10.”

III. FISCAL IMPACTS:

The city will likely have limited capital expenditures for the 2022 budget.

IV. BACKGROUND INFORMATION:

Last year’s Capital Improvement List recommended to City Council by Resolution 20-03 was as follows:

1. **E-911 Addressing - \$75,000 in E-911 Fund**
 - Contract to develop and implement E-911 compliant database
2. **Railroad Avenue – Nicholoff Intersection to Water Street Intersection - \$1,000,000**
 - Update and implement plan and profile drawings
 - Includes paving street, ADA sidewalks, and drainage improvements
3. **Design Crater Lake Siphon - \$75,000**
4. **Parking and Walkway Design on North Harbor - \$122,013**
 - Create shovel-ready project providing public safety, additional parking, and ADA accessible sidewalks to be used in grant/loan applications
 - Extends 25 feet into harbor
 - Includes contract services from engineer
 - Based on the cost from South Fill report with engineering at 15% of project cost
5. **Update Code Titles 17 and 18 - \$10,000 - \$25,000**
 - Funding for attorney time
6. **Design Railroad Avenue – Water Street Intersection to Council Intersection - \$25,000 - \$35,000**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
7. **Design Council Avenue – Railroad Intersection to First Street Intersection - \$25,000 - \$35,000**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements

Item number one has been funded and work on creating the database has begun and is anticipated to be completed in early 2022. Phase two which requires investment in hardware for the 911 dispatch to communicate with the data base is still in need of funding. The Commission may decide if they would like to add phase two as a new item.

Item number three has received funding through the 2016 Pink Salmon Fishery Disaster Relief funds and has been removed from the list in the attached resolution.

Public Works and Planning staff recommend the commission consider the following capital projects be added to the CIP list and have been placed on the draft CIP resolution:

1. **Design Chase Ave – Copper River Hwy intersection to Lefevre Street Intersection - \$25,000 - \$35,000**
Design shovel-ready project to include paving street, ADA sidewalks, drainage improvements and utility upgrades.
2. **Design 7th Street – Lake Ave Intersection to Adams Ave Intersection - \$25,000 - \$35,000**
Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements

3. Wastewater Treatment Plant – Additional Treatment Capability and General Upgrades - \$TBD

The existing treatment plant needs additional treatment capability for high flow and general upgrades. Last upgrades done in 1999-2000.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 21-10**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA,
RECOMMENDING A CAPITAL IMPROVEMENT PROJECTS LIST TO THE CITY COUNCIL**

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

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

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

1. **Design Chase Ave – Copper River Hwy intersection to Lefevre Street Intersection - \$25,000 - \$35,000**
Design shovel-ready project to include paving street, ADA sidewalks, drainage improvements and utility upgrades.
2. **Wastewater Treatment Plant – Additional Treatment Capability and General Upgrades - \$TBD**
The existing treatment plant needs additional treatment capability for high flow and general upgrades. Last upgrades done in 1999-2000
3. **Design 7th Street – Lake Ave Intersection to Adams Ave Intersection - \$25,000 - \$35,000**
Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
4. **Parking and Walkway Design on North Harbor - \$122,013**
 - Create shovel-ready project providing public safety, additional parking, and ADA accessible sidewalks to be used in grant/loan applications
 - Extends 25 feet into harbor
 - Includes contract services from engineer
 - Based on the cost from South Fill report with engineering at 15% of project cost
5. **Railroad Avenue – Nicholoff Intersection to Water Street Intersection - \$1,000,000**
 - Update and implement plan and profile drawings
 - Includes paving street, ADA sidewalks, and drainage improvements
6. **Update Code Titles 17 and 18 - \$10,000 - \$25,000**
 - Funding for attorney time
7. **Design Railroad Avenue – Water Street Intersection to Council Intersection - \$25,000 - \$35,000**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
8. **Design Council Avenue – Railroad Intersection to First Street Intersection - \$25,000 - \$35,000**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend a capital improvement list to the City Council.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 2021

ATTEST:

Nancy Bird, Chair

Kevin Johnson, City Planner

2021 SEPTEMBER

30

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

2021 OCTOBER

31

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