

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

**1. CALL TO ORDER**

Chair *Nancy Bird* called the Planning Commission Regular Meeting to order at 6:45 PM on April 13, 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, Trae Lohse, Mark Hall,* and *Sarah Trumblee*. *Chris Bolin* was absent.

Also present was City Planner *Leif Stavig*.

Zero people from the public were in attendance.

**3. APPROVAL OF AGENDA**

M/McGann S/Baenen to approve the agenda.

Upon voice vote, motion passed 6-0.

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

Absent: *Bolin*

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record excused absence for Tom McGann from the February 18, 2021 Regular Meeting
- b. Record excused absence for John Baenen from the March 9, 2021 Regular Meeting
- c. Minutes of March 9, 2021 Public Hearing
- d. Minutes of March 9, 2021 Regular Meeting
- e. Minutes of March 19, 2021 Special Meeting

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

*Bird* submitted a written list of corrections to the minutes. *Stavig* said he concurred with all of them except one where *Lohse* was shown as absent. *Lohse* was indeed absent for the vote as his phone service was in and out. The commission concurred with the remaining minor changes to the minutes.

Upon voice vote, motion passed 6-0.

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

Absent: *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 that he spoke to the attorney several times about the building codes and he had every intention of bringing a draft ordinance to the meeting that would then go to the City Council, but there were extenuating circumstances and it was not completed in time. The attorney said there was no reason why they couldn't adopt the building codes by referencing the State Code where it is adopted. *Stavig* said that this appears to be the best option, as they would stay up-to-date whenever the Alaska Housing Finance Corporation updated their codes.

*Stavig* said he has been busy updating his continuity book and trying to capture all of the various projects he has been working on. *Sam Greenwood* would be the point of contact for the Planning Department after his last day on Friday. He has really enjoyed working with the commission; he thinks this is the best the commission has ever been.

*Stavig* explained that there was concern from council about what a landslide assessment would do, especially if it identified hazards in an already developed area. Council referred it back to staff for more information.

## 9. NEW/MISCELLANEOUS BUSINESS

### a. Final Plat Approval for Thorne Lake Estates

M/McGann S/Bolin to recommend to City Council to approve the final plat request for Thorne Lake Estates.

*McGann* said he thought it was a good idea to create more land to develop. *Hall* provided the following comments:

- Monuments – show recovered and set monuments, and any “unrecovered.”
- Update legend.
- Basis of Bearing – indicate line.
- Indicate as applicable bearings and distances, record and found
- Verify adequate building setbacks to meet zoning requirements.
- Wastewater note not necessary with city water and sewer.
- Add following notes:
  - o All development work within the Copper River Highway right-of-way requires approval from the Alaska Department of Transportation and Public Facilities.
  - o Eyak Lake has been identified by the Alaska Department of Fish and Game (ADF&G) as protected under AS 16.05.871-.901, The Anadromous Fish Act. Authorization from ADF&G is required prior to any development on affected areas.

*Hall* said that in the future, when they update the subdivision code, they should add a note to all plats for a utility service agreement: “A Non-Exclusive Utility Service Easement, 10-foot wide, 5-foot each side of a utility line, from a platted easement to the service connection within the parcel is hereby granted for the access, installation, maintenance, repair, or removal of service utilities as determined by the utility companies and the landowner, to provide utility service within a parcel.”

**Lohse** said the lots were all large enough if the setbacks were met and agreed with **Hall's** comments. **Bird** said she was a little confused by the final plat not being a final survey of the property. **Stavig** said it was an issue with the terminology used in code. Many subdivisions only have to go through a final plat approval, but you don't want everything completed before approval in case something has to change. **Hall** said what they are really doing is a sort of conditional approval.

M/Hall S/McGann to amend the motion by making the approval conditional upon the comments provided by Hall.

Upon voice vote, amendment passed 6-0.

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

Absent: Bolin

Upon voice vote, main motion passed 6-0.

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

Absent: Bolin

**b. Proposal for Eastern Half of Lot 3, Block 17, Original Townsite**

M/McGann S/Trumblee to recommend to City Council to approve the proposal from Craig Kuntz for the Eastern Half of Lot 3, Block 17, Original Townsite.

**McGann** said that they already went through this in the past, and he doesn't have anything to add. **Bird** said it was interesting that they had recommended direct negotiation, but in the end, they only had the one proposal.

Upon voice vote, motion passed 6-0.

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

Absent: Bolin

**c. Letter of Interest for Tract 8A, Group C, ASLS 73-35**

M/McGann S/Lohse to recommend to City Council to dispose of Tract 8A, Group C, ASLS 73-35 as outlined in Cordova Municipal Code 5.22.060B by negotiating an agreement with the Native Conservancy to lease the property.

**McGann** said that this had gone out for RFP in the past and the property has been 'Available' for a long time. **Baenen** verified that the property could not be sold. **Lohse** said that he wasn't sure the proposed use met the allowable uses of the zone district. **Bird** said she thought it was debatable either way, but a case could be made that it was for the public.

**Stavig** said the interesting unknown is the approval through FEMA, which could be lengthy, and it would be interesting to see if they would allow anything. **Baenen** said if the Native Conservancy was able to go through the hoops and get it approved, he was willing to let them lease the area. **Trumblee** verified that they would have to work through the city, state, and federal processes to get approval.

**Bird** said it sounds like they aren't going to be able to get through all the hoops soon enough to start this summer. **Lohse** said that he had concerns about the city's liability when it came to enforcing

the strict requirements for the Avalanche District. *Stavig* said that the city would make sure the lease was very protective of the city's liabilities, but ultimately any lease has the potential to increase city liability.

*McGann* was concerned about how much staff time the FEMA approval process would take. *Stavig* said with staffing changes at the city, that process would need to be taken on primarily by the Native Conservancy. *McGann* said that Cordova needs all the produce it can get.

Upon voice vote, motion passed 6-0.

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

Absent: *Bolin*

**d. Resolution 21-03 – Support for BUILD Grant**

**A resolution of the Planning Commission of the City of Cordova, Alaska supporting the Better Utilizing Investments to Leverage Development (BUILD) grant application to improve and upgrade the Cordova South Harbor**

**e. Resolution 21-04 – Support for EDA Grant**

**A resolution of the Planning Commission of the City of Cordova, Alaska supporting an Economic Development Administration (EDA) grant application to improve and upgrade the Cordova South Harbor**

**f. Resolution 21-05 – Support for PIDP Grant**

**A resolution of the Planning Commission of the City of Cordova, Alaska supporting the Port Infrastructure Development Program (PIDP) grant application to improve and upgrade the Cordova South Harbor**

M/McGann S/Baenen to approve Resolutions 21-03, 21-04, 21-05.

*McGann* and *Baenen* said they supported the resolutions. *Hall* said that there was nothing for the Forest Service or the fuel dock. If it could somehow be incorporated that would be great. *Bird* said the state legislature would be making decisions on money from the federal government, so she hopes these projects are discussed. *Stavig* said that these resolutions do help out; the Cordova Center stairs project is set to begin this summer, and Second Street has a long way to go, but it is underway.

Upon voice vote, resolutions passed 6-0.

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

Absent: *Bolin*

**g. Resolution 21-06 – Adopting Historic Buildings Survey Plan**

**A resolution of the Planning Commission of the City of Cordova, Alaska adopting a Historic Buildings Survey Plan as an attachment to the City's Comprehensive Plan**

M/McGann S/Trumblee to approve Resolutions 21-06.

*Bird* said that the Historic Preservation Commission makes the city eligible for certain grants for historic preservation. An inventory of historic properties is supposed to be done every decade. The National Park Service helped pay for the survey plan. They hope to start tackling this project next fall. She's hoping it could eventually be online for people to see pictures and get information on

prior owners. She thought the best way of keeping the plan current was to have it attached to the Comprehensive Plan.

Upon voice vote, resolution passed 6-0.

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

Absent: *Bolin*

## 10. PENDING CALENDAR

*Bird* said the next meeting was May 11. The next Planning Commissioner's training is on April 25.  
*Bird* said they would be sad without *Stavig* in the future.

## 11. AUDIENCE PARTICIPATION

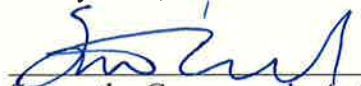
## 12. COMMISSION COMMENTS

## 13. ADJOURNMENT

*M/McGann S/Baenen* to adjourn the Regular Meeting at 7:43 PM.  
With no objection, the meeting was adjourned.

Approved:

  
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Nancy Bird, Chair

  
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Samantha Greenwood, Acting City Planner