

**PLANNING COMMISSION REGULAR MEETING  
SEPTEMBER 14, 2021 AT 6:30 PM  
CORDOVA CENTER EDUCATION ROOM 1<sup>ST</sup> FLOOR**

**Chair**

Nancy Bird

**Vice Chair**

Mark Hall

**Commissioners**

Tom McGann

John Baenen

Chris Bolin

Trae Lohse

Sarah Trumblee

**City Planner**

Kevin Johnson

**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 Trae Lohse from the August 10, 2021 Regular Meeting

b. Minutes of August 10, 2021 Regular Meeting..... **Page 1**

**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 REPORT** .....**Page 6**

**9. UNFINISHED BUSINESS**

a. Resolution 21-10 – Capital Improvement Projects List..... **Page 7**

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

**10. NEW BUSINESS**

a. 2023 Planning and Zoning Commission Work Program..... **Page 12**

**11. AUDIENCE COMMENTS**

**12. COMMISSION COMMENTS**

**13. ADJOURNMENT**

**You may submit written public comments via email to [planning@cityofcordova.net](mailto:planning@cityofcordova.net), mail comments to City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to City Hall directly. Written public comments must be received by 4:00 p.m. on the day of meeting**

**PLANNING COMMISSION REGULAR MEETING**  
**August 10, 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 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 August 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, Sarah Trumblee*, and *John Baenen*

*Trae Lohse* was absent.

Staff present was City Planner *Kevin Johnson*.

**3. APPROVAL OF AGENDA**

*M/Bolin S/Trumblee* to approve the consent calendar.  
Upon voice vote, motion passed 6-0.  
Yea: *Bird, McGann, Bolin, Hall, Trumblee, Baenen*  
Absent:*Lohse*

**4. APPROVAL OF CONSENT CALENDAR**

- a. **Record excused absence for John Baenen and Trae Lohse from the June 10, 2021 Regular Meeting**
- b. **Minutes of August 10, 2021 Regular Meeting**

*M/Bolin S/Trumblee* to approve the consent calendar.  
Upon voice vote, motion passed 6-0.  
Yea: *Bird, McGann, Bolin, Hall, Trumblee, Baenen*  
Absent:*Lohse*

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

*Trumblee* stated that her husband is the Fire Marshal and has worked on the E-911 addressing project which is on the Capital Improvements Projects list and had discussed the item with him.

**6. CORRESPONDENCE**

*Johnson* told the commission that nothing had been received.

## 7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

## 8. PLANNER'S REPORT

*Johnson* explained the following:

The RFP for Lot 11 Block 5 Odiak Subdivision would be advertised next week

The Kuntz land purchase agreement signed, currently reviewing corrections to the plat from the surveyor. This will be sent for recording if all corrections were provided.

An application for the Powder House BLA was received.

Lease terms with the USCG were being updated for their use of the City T Dock

E-911 Addressing project has begun and phase one is expected to be completed by the end of January

A group of residents are promoting that the breakwater fill lot be turned into a city park and they are currently talking with the parks board.

## 9. UNFINISHED BUSINESS

### a. Land Disposal Noticing Process

*Johnson* explained that this was put on the agenda based on previous discussion from the commission, where they said that they would like to discuss this with the new City Planner once he had come on board. *Johnson* said that he had listened to their past discussions on the topic and agreed with the ideas that the commission had come to and did not have any additional items to add.

*McGann* asked that notice via the radio be added as part of item number three on the memo.

*Johnson* said that if there is no more additions or modification then he will schedule a joint meeting with the Council for either September 15<sup>th</sup> or October 6<sup>th</sup>. The commissioners agreed they were good to have the meeting scheduled.

## 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

M/McGann S/Bolin to approve Resolution 21-09.

*McGann* said that he is in support with adding this to the map and that the situation is unfortunate and he feels sorry that the applicant must buy a piece of property he thought he already owned.

*Baenen* asked why this property had not shown up on the land disposal maps in the past, *Hall* responded that the land was not surveyed until the early 50s or 60s by the Federal government and

that the land was divided by deed and not through a platting process. The deeds of the east and west half traded hands multiple times before the city acquired the east half. Unfortunately, as the land was not divided through modern methods no official subdivision map was created to show this division and was not shown when the city began using electronic maps.

Mr. *Hagar* said that he came to the city to acquire the maps that the city had on hand and he went forward with purchasing the land but did not read the legal description that described that he was only buying half of lot 10.

*Baenen* asked how we can fix this situation without further penalizing Mr. Hagar, *Hall* said that we must go through the land disposal process which is what we are currently doing. *Baenen* said that if this is disposed through a public process anyone could try to buy this and that does not seem fair in this situation and that direct negotiation seems to be the most appropriate. *Johnson* explained that choosing the disposal method will be done as part of the next agenda item if the commission votes to recommend adding this property to the land disposal map and making the property available.

Upon voice vote, motion passed 6-0.

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

Absent: *Lohse*

**b. Letter of interest from Kim Hager for the East Portion of Lot 10, Block 6, USS 3345, Eyak Addition**

M/*McGann* S/*Bolin* to recommend to City Council to dispose of the east portion of lot 10, block 06, USS 3345, Eyak Addition as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement directly with Kim Hager to lease or purchase the property.

*McGann* said that while Mr. Hager claims partial responsibility for not reading the legal description of the land he was purchasing, he feels the other half of the responsibility should fall with the city and that direct negotiations make sense in this case even though in the past putting it out for bids has been appropriate in other situations.

*Bolin* agreed with *McGann*'s statement and that direct negotiation seems to be the correct choice due to the circumstances

*Baenen* said that common sense says that we should move forward with direct negotiation and that he hopes the council sees it that way as well.

*Trumblee* stated that she agrees with everything that has been said so far.

*Bird* said that initially she was wanting to go with a more public process, but she has been persuaded by the discussion and agrees with direct negotiation.

*Hall* also stated that he agrees with the discussion that has been had and that he supports direct negotiation in this situation even though Council typically likes to put disposals out to the public.

Upon voice vote, motion passed 6-0.

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

**Absent: Lohse**

**c. Resolution 21-10 – Capital Improvements Projects List**

M/Bird S/McGann to recommend to City Council to dispose of the east portion of lot 10, block 06, USS 3345, Eyak Addition as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement directly with Kim Hagar to lease or purchase the property.

**Bird** said that she is in support with the capital improvement list (CIP) as laid out in the resolution

**McGann** is in support of these being good projects, but there is concern with the values laid out. Some of the design costs appear to be low for what the price truly would be, especially as some of the numbers are the same from previous years and typically costs rise every year.

**Johnson** explained that this list is less about showing the costs of certain projects as those will change, but city staff needs a list that is approved by the commission and council showing that these are important projects. This gives staff the ability to apply for Federal and State grant funding.

**Bolin** asked about the status of the E-911 project. **Johnson** explained that it had been removed from the list as that was for phase one of the project which has been funded. Phase one is limited to making the city-wide address data base. Phase two is related to acquiring the hardware that is needed to work with the database, and the current cost of phase two is at \$450,000. If the commission would like to add phase two, staff can return with an updated CIP list.

**Bolin** said that he agreed with the items that staff had added to the CIP list, especially the need to upgrade the wastewater treatment plant.

M/McGann S/Baenen to refer this list back to staff.

**McGann** explained this would allow them to update the costs and then commission would not need to deal with the main motion this evening.

**Trumblee** asked if the public safety building should be added to this list as she believed it was on the list approved by the council previously. **Johnson** said he would check and if it had been missed, he will add it to the resolution for the next meeting.

**Trumblee** added that for the E-911 upgrades, phase two is necessary or it is a waste to do phase one and costs are only continuing to rise for phase two. **Baenen** agreed with Trumblee's comments and thinks it should be a top priority as the city deserves a fully functioning system.

Upon voice vote, motion to refer it the list back to staff passed 6-0.

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

**Absent: Lohse**

**11. PENDING CALENDAR**

No comments

**12. AUDIENCE PARTICIPATION**

No audience comments

### 13. COMMISSION COMMENTS

*Trumblee* hopes that the best comes out of the direct negotiations with the Hager's. *Mcgann, Bolin,* and *Hall* agreed.

### 14. ADJOURNMENT

M/McGann S/Bolin to adjourn the Regular Meeting.  
With no objection, the meeting was adjourned.

Approved:

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

\_\_\_\_\_  
Kevin Johnson, City Planner

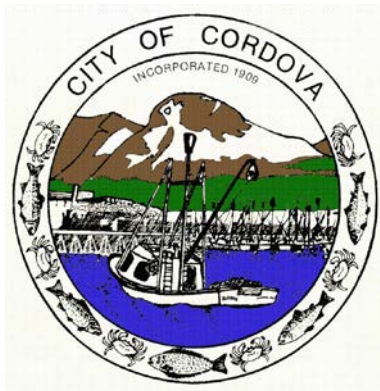
DRAFT

# Planner's Report

**To:** Planning Commission  
**From:** Kevin Johnson, City planner  
**Date:** 9/14/21  
**Re:** Recent Activities and Updates

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- RFP for Lot 11 Block 5, Odiak Park subdivision has been advertised.
- Craig Kuntz subdivision has been recorded. Completing closing with legal counsel
- Council approved to begin direct negotiation for Lot 10, Block 6 with Kim Hager
- Dutch Marine Industries draft lease under review for leasing a portion of the shipyard
- Stairway connection from the Cordova Center down to Rail Road Ave to begin end of September



## AGENDA ITEM # 9a

### Planning Commission Meeting Date: 9/14/21

#### PLANNING COMMISSION COMMUNICATION FORM

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**FROM:** Kevin Johnson, City Planner  
Samantha Greenwood, Public Works Director

**DATE:** 9/14/21

**ITEM:** Resolution 21-10 – Capital Improvement Projects List

**NEXT STEP:** Pass Resolution

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INFORMATION  
 MOTION  
 RESOLUTION

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#### 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.

“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:**

This list was reviewed and discussed at 8/10/21 commission meeting. The commission directed staff to provide updated estimated costs for some of the projects, add additional projects, and reorganize the priority of the projects. Staff has completed those changes and provided an updated resolution for the Commission to vote on.

1. **E-911 Addressing Implementation Phase II - \$450,000**
  - Acquire and integrate new hardware to fully utilize the new E-911 addressing that is currently under development.
2. **Preliminary Engineering for Chase Ave updates – 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.
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
4. **Preliminary Engineering for 7<sup>th</sup> Street updates – Lake Ave Intersection to Adams Ave Intersection - \$20,000 - \$30,000**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
5. **Parking and Walkway Design on North Harbor - \$125,000**
  - 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
6. **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
7. **Update Code Titles 17 and 18 - \$10,000 - \$25,000**
  - Funding for attorney time
8. **Preliminary Engineering for Railroad Avenue Updates – Water Street Intersection to Council Intersection - \$25,000 - \$35,000**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
9. **Preliminary Engineering for Council Avenue Upgrades – Railroad Intersection to First Street Intersection - \$25,000 - \$35,000**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements

### **V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. ATTACHMENTS:**

A. Draft Resolution 21-12 CIP List

**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. E-911 Addressing Implementation Phase II**
  - Acquire and integrate new hardware to fully utilize the new E-911 addressing that is currently under development.
- 2. Preliminary Engineering Chase Ave – Copper River Hwy intersection to Lefevre Street Intersection**
  - Design shovel-ready project to include paving street, ADA sidewalks, drainage improvements and utility upgrades.
- 3. Wastewater Treatment Plant – Additional Treatment Capability and General Upgrades**
  - The existing treatment plant needs additional treatment capability for high flow and general upgrades. Last upgrades done in 1999-2000
- 4. Preliminary Engineering 7<sup>th</sup> Street – Lake Ave Intersection to Adams Ave Intersection**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
- 5. Parking and Walkway Design on North Harbor**
  - 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
- 6. Design and Construction of a new Public Safety Building**
  - Create shovel-ready project providing public safety, additional parking, and ADA accessible sidewalks to be used in grant/loan applications
- 7. Railroad Avenue – Nicholoff Intersection to Water Street Intersection**
  - Update and implement plan and profile drawings
  - Includes paving street, ADA sidewalks, and drainage improvements
- 8. Preliminary Engineering Railroad Avenue – Water Street Intersection to Council Intersection**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
- 9. Preliminary Engineering Council Avenue – Railroad Intersection to First Street Intersection**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
- 10. Update Code Titles 17 and 18**
  - Funding for attorney time

**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 14<sup>TH</sup> DAY OF SEPTEMBER, 2021

ATTEST:

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

\_\_\_\_\_  
Kevin Johnson, City Planner

DRAFT



**AGENDA ITEM # 10a**  
**Planning Commission Meeting Date: 9/14/21**

**PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Kevin Johnson, City Planner  
**DATE:** 9/14/21  
**ITEM:** 2022 Planning and Zoning Commission Work Program  
**NEXT STEP:** Discuss Program and Make a Motion Sending it to City Council for Approval

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

The Planning and Zoning Commission will review the draft 2022 Work Program for concurrence prior to submission to the City Council for their review and approval.

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

Staff recommends that the Commission review and discuss the draft document and identify any suggested changes or additional items to be included in the 2022 work program. Once the Commission is in agreement, the Commission should take a vote on advancing the draft plan to the City council for their review and approval.

Staffs recommended opening motion: *“I move to recommend advancing the draft 2022 Planning and Zoning Commission Work Program to the City Council for their review and approval”*

**III. FISCAL IMPACTS:**

The fiscal impacts of this work program would be staff time working on the program items and costs incurred from any necessary legal counsel review.

**IV. BACKGROUND INFORMATION:**

A draft 2022 Work Program is attached for the Commission’s review, discussion and modification. The proposed 2022 Work Program helps carry out the goals identified by City Council, Planning and Zoning Commission, and the Comprehensive Plan.

Staff has proposed initial items for the commission to consider and as other priority items are identified during discussion at the meeting, the work program will be adjusted accordingly based on a majority of commissioners agreeing that an item should be added or removed from the program.

Staff plans to have the Commission and Council review and update this program annually around the September / October timeframe. This will allow for time to modify the following years budget if needed.

**V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. ATTACHMENTS:**

A. Draft 2022 Planning and Zoning Commission Work Program

**2022 Planning and Zoning Commission Work Program  
9/14/2021**

Work Program Items		Proposed By:	Description	Anticipated Start / Completion Date
Priority	<b>2022 Plan Updates</b>			
	Harbor Master Plan Update	Staff Identified Need	Work with the Harbor Commission to update the Harbor Master Plan to include long range upgrades, needs, expansions, etc. This process should involve public outreach and meetings with all user groups. The update is needed to allow for the city to apply for grant funding as well as having a long range plan for the harbors future that is guided by the wants and needs of the community at large. The Plan was last updated in 2014	
	Parks and Recreation Master Plan Update	Staff Identified Need	Work with the Parks Commission to update the Parks and Recreation Master Plan to include long range upgrades, needs, expansions, etc. This process should involve public outreach and meetings with all user groups. The update is needed to allow for the city to apply for grant funding as well as having a long range plan to guide how the Parks and Recreation Department achieves the wants and needs of the community at large. The Plan was last updated in 2000	
Priority	<b>2022 Code Updates</b>			
	Title 16 Update	P&Z	Update Title 16 to reference the most current state adopted building, plumbing, mechanical, electrical and fire codes. This will eliminate the need to update the building code when the state adopts new versions of those codes in the future. Additionally, remove irrelevant code sections that have been superseded, references that are no longer valid, and make the code more user friendly for both the general public and city staff.	January / May
Priority	<b>2022 Other Projects</b>			
	Housing	Identified Need	Investigate opportunities to incentivize the private development of housing through tax incentives, alternative housing types, Etc.	
	Comprehensive Plan Review	Annual	Annual review of the Comprehensive Plan to determine if amendments are needed / identify ways to meet the Plan's goals.	
	2023 CIP List	Annual	Yearly update and recommendation to City Council of the Capital Improvement Projects list	September / October
	2022 Land Disposal Map update	Annual	Yearly review and recommendation to City Council of the Land Disposal Map	January / February