

**City Council Joint Work Session with
the Planning Commission
October 6, 2021 @ 6:00 pm
Cordova Center Community Rooms
Agenda**

Mayor

Clay Koplin

Council Members

Tom Bailer

Cathy Sherman

Jeff Guard

Melina Meyer

Anne Schaefer

David Allison

David Glasen

City Manager

Helen Howarth

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

vacant

A. Call to order

B. Roll call

Mayor Clay Koplin, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison, and David Glasen

Planning Commission Chair Nancy Bird, Planning Commission Members Mark Hall, Tom McGann, John Baenen, Chris Bolin, Trae Lohse, and Sarah Trumblee

C. Work Session topics

1. City Land Disposal..... (page 1)
2. Planning Commission 2022 Work Program..... (page 3)

D. Adjournment

Planning Commission

Chair

Nancy Bird

Commission Members

Mark Hall

Tom McGann

John Baenen

Chris Bolin

Trae Lohse

Sarah Trumblee

City Planner

Kevin Johnson

If you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.

Full City Council agendas and packets available online at www.cityofcordova.net



AGENDA ITEM # 1
City Council Joint Work Session Meeting Date: 10/06/21
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 10/06/21
ITEM: Land Disposal Process Joint Discussion with Planning and Zoning Commission
NEXT STEP: Discuss and Direct Staff on How to Proceed

INFORMATION MOTION

I. REQUEST OR ISSUE:

There have been concerns raised about the existing methods of communication when the land disposal maps are changed, or a letter of interest is submitted. These concerns have included the public noticing process for when new land becomes available, letters of interests are received, or when requests for proposals are solicited. Another area of concern has been the methods in which the city uses for disposing of property (direct negotiation, request for proposals, etc.).

The existing process has been in place since 2012. There have been some tweaks to the designations of the properties and what those designations mean but not to the public noticing requirements or disposals methods. City Council and the Planning and Zoning Commission have requested that additional modifications to the code be explored.

II. RECOMMENDED ACTION / NEXT STEP:

Staff requests that the Council and Commission discuss the topic and provide staff with guidance on the types of code changes they would like pursued.

III. BACKGROUND INFORMATION:

The city code leaves the method of noticing to the discretion of the City Manager (or their designee) when land is being considered for disposal. The code specifically states that “notice of the disposal shall be

published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days”. This noticing has consisted of posting the notice at the city notice locations (City Hall, Cordova Center lobby, the Library, and the Post Office), on the city website and on the radio. These are the same locations that City Council and Planning & Zoning Commission meeting notices are posted.

The land disposal maps are usually reviewed and updated as needed in January of each year. Other than noticing for these public meetings, where the summary of the changes are presented and the maps are in the meeting packet, there is no additional communication to the public. The map can be modified outside of this yearly review if a letter of interest is received from a member of the public. This is noticed in the same way as a typical public meeting (posted in the city locations, on the radio, and city website).

The Planning & Zoning Commission discussed how noticing of land disposals could be expanded to ensure that the maximum number of residents could be reached. The following suggestions are the outcome of those meetings:

1. If a piece of property is identified to be made available, at or prior to the submittal of a letter of interest, which has been unavailable for at least one-year, adjacent neighbors will be notified of the change.
2. A public comment period of 30 days should be required when a property is changed from not available to available.
3. If during the annual review of the land disposal maps a decision is made to make available a previously unavailable property; the updated maps will be on the agenda of a meeting to be held no sooner than 30 days later, before a final decision is made. This allows for the noticing as suggested in items one and two.
4. Change of availability should be noticed through the e-news system, on social media, and in the newspaper.
5. 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.

IV. SUMMARY AND ALTERNATIVES:

The land disposal process lacks specific direction in terms of noticing the public when land becomes available. The Council and Commission have brought this up many times in the past and would like to standardize the noticing process to allow for maximum exposure while not creating an overly burdensome process for both applicants and staff. Following this discussion, staff hopes to have a clear understanding of the changes to the code that the Council and Commission would like to see. Once that direction is given, staff can begin the process of drafting code changes for future review and approval.



AGENDA ITEM # 2
City Council Joint Work Session Meeting Date: 10/06/21
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 10/06/21
ITEM: 2022 Planning and Zoning Commission Work Program
NEXT STEP: Hear Staffs Presentation

INFORMATION

MOTION

I. REQUEST OR ISSUE:

The Planning and Zoning Commission and staff have decided to implement a yearly work program to prioritize and track the progress of identified needs. The Commission has forwarded their work program forward for Council review.

II. RECOMMENDED ACTION / NEXT STEP:

No Council action needed.

III. FISCAL IMPACTS:

Potential fiscal impacts could include the need for consultants, legal review, etc. The final list of work program items is intended to be finalized prior to the yearly budget review so that the Planning and Zoning Department can submit a budget request accordingly.

IV. BACKGROUND INFORMATION:

The 2022 P&Z Work Program is intended to identify and prioritize the goals identified by City Council, Planning and Zoning Commission, and the Comprehensive Plan that will be worked on that year.

V. ATTACHMENTS:

2022 Planning and Zoning Commission Work Program

2022 Planning and Zoning Commission Work Program

Work Program Items		Proposed By:	Description	Anticipated Start / Completion Date
Priority	2022 Plan Updates			
	Harbor Master Plan Update	Staff Identifeid Need	Work with the Harbor Commissin to update the Harbor Master Plan to include long range upgrades, needs, expansions, etc. 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 be the wants and needs of the community at large. The Plan was last updated in 2014	TBD
	Parks and Recreation Master Plan Update	Staff Identifeid Need	Work with the Parks Commissin to update the Parks and Recreation Master Plan to include long range upgrades, needs, expansions, etc. 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	TBD
Priority	2022 Code Updates			
	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 adoptes new verisions of thoes codes in the future. Additionally, remove irrelvant code sections that have been superceeded, references that are no longer valid, and make the code more user friendly for both the general public and city staff.	Januray / May
	Land Disposal Update	Council / P&Z	Update CMC 5.22 Disposal of Real Property, to standardze the noticing process and as additionally directed by the City Council and P&Z	November 2021 / March 2022
Priority	2022 Other Projects			
	Housing	Comp Plan Identifeid Need	Investigate opportunities to incentivise the private development of housing through tax incentives, alternative housing types, Etc.	
	Comprehensive Plan Review	Annual	Annual review of the Comprehensive Plan to determin if amendments are needed / identify ways to meet the Plan's goals.	TBD
	2023 CIP List	Annual	Yearly update and reccomendation to City Council of the Capital Improvement Projects list	September / October