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

Agenda

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

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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

__X__ 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

__X__ 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
<table>
<thead>
<tr>
<th>Work Program Items</th>
<th>Proposed By:</th>
<th>Description</th>
<th>Anticipated Start / Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 2022 Plan Updates</td>
<td></td>
<td>Work with the Harbor Commission 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 harbor's future that is guided by the wants and needs of the community at large. The Plan was last updated in 2014</td>
<td>TBD</td>
</tr>
<tr>
<td>Harbor Master Plan Update</td>
<td>Staff Identified Need</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks and Recreation Master Plan Update</td>
<td>Staff Identified Need</td>
<td>Work with the Parks Commission 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</td>
<td>TBD</td>
</tr>
<tr>
<td>Priority 2022 Code Updates</td>
<td></td>
<td>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 superceded, references that are no longer valid, and make the code more user friendly for both the general public and city staff.</td>
<td></td>
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<tr>
<td>Title 16 Update</td>
<td>P&amp;Z</td>
<td></td>
<td>January / May</td>
</tr>
<tr>
<td>Land Disposal Update</td>
<td>Council / P&amp;Z</td>
<td>Update CMC 5.22 Disposal of Real Property, to standardize the noticing process and as additionally directed by the City Council and P&amp;Z</td>
<td>November 2021 / March 2022</td>
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<tr>
<td>Priority 2022 Other Projects</td>
<td></td>
<td>Investigate opportunities to incentivise the private development of housing through tax incentives, alternative housing types, etc.</td>
<td></td>
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<tr>
<td>Housing</td>
<td>Comp Plan Identified Need</td>
<td></td>
<td></td>
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<tr>
<td>Comprehensive Plan Review</td>
<td>Annual</td>
<td>Annual review of the Comprehensive Plan to determine if amendments are needed / identify ways to meet the Plan's goals.</td>
<td>TBD</td>
</tr>
<tr>
<td>2023 CIP List</td>
<td>Annual</td>
<td>Yearly update and recommendation to City Council of the Capital Improvement Projects list</td>
<td>September / October</td>
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