

Chair

Nancy Bird

Vice Chair

Mark Hall

Commissioners

Tom McGann

Chris Bolin

Trae Lohse

Sarah Trumblee

Tania Harrison

City Planner

Kevin Johnson

**PLANNING COMMISSION REGULAR MEETING
Tuesday November 8, 2022 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Chair Nancy Bird, Commissioners Tom McGann, Chris Bolin, Trae Lohse, Mark Hall, Sarah Trumblee, and Tania Harrison

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Record excused absence for Nancy Bird from the October 11, 2022 Regular meeting
- b. Record unexcused absence for Sarah Trumblee from the October 11, 2022 Regular meeting
- c. Minutes of August 18, 2022 Public Hearing
- d. Minutes of August 18, 2022 Regular Meeting

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 7

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a. Plat Approval for Plat of Tract D ATS 220.....Page 8

11. AUDIENCE COMMENTS

12. COMMISSION COMMENTS

13. ADJOURNMENT

You may submit written public comments via email to 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 the meeting

**PLANNING COMMISSION PUBLIC HEARING
AUGUST 18, 2022 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES**

1. CALL TO ORDER

Vice Chair **Mark Hall** called the Planning Commission Public Hearing to order at 6:30 PM on August 18, 2022 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair Commissioners **Mark Hall, Sarah Trumblee, and Tom McGann**

Nancy Bird, Tania Harrison, Chris Bolin, and Trae Lohse were absent.

Staff present was City Planner **Kevin Johnson**.

3. PUBLIC HEARING

a. Conditional Use Permit – Detached Accessory Dwelling Unit – Lot 10, Mt. Eccles Estates

With no comments from the members of the public currently in attendance a motion to recess was put forward to allow time for additional members of the public to arrive.

M/McGann S/Trumblee to recess until 6:44 pm.

Upon voice vote, motion passed 3-0.

Yea: **Hall, Trumblee, McGann**

Absent: **Bird, Harrison, Bolin, Lohse**

Commission **Bolin** arrived at 6:42 pm.

The meeting was reconvened at 6:44 pm.

With no additional members of the public and no comments **Hall** called for a motion to adjourn.

4. ADJOURNMENT

M/McGann S/Bolin to adjourn the Public Hearing.

With no objection, the meeting was adjourned.

Approved:

Nancy Bird, Chair

Kevin Johnson, City Planner

DRAFT

**PLANNING COMMISSION REGULAR MEETING
AUGUST 18, 2022 AT 6:45 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES**

1. CALL TO ORDER

Vice Chair **Mark Hall** called the Planning Commission Regular Meeting to order at 6:45 PM on August 18, 2022 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair Commissioners **Mark Hall, Sarah Trumblee, Tom McGann, and Chris Bolin**

Nancy Bird, Tania Harrison, and Trae Lohse were absent.

Staff present was City Planner **Kevin Johnson**.

3. APPROVAL OF AGENDA

M/Trumblee S/Bolin to approve the agenda.

Upon voice vote, motion passed 4-0.

Yea: Hall, Trumblee, McGann, Bolin

Absent: Bird, Harrison, Lohse

4. APPROVAL OF CONSENT CALENDAR

a. Record excused absence for Tania Harrison & Trae Lohse from the July 14, 2022 Regular meeting

b. Record unexcused absence for Chris Bolin from the July 14, 2022 Regular meeting

M/Bolin S/Trumblee to approve the agenda.

Upon voice vote, motion passed 4-0.

Yea: Hall, Trumblee, McGann, Bolin

Absent: Bird, Harrison, Lohse

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

McGann wanted to inform the commission that he is friends and neighbors with Jeff Guard who has agenda item 10a before them tonight, but he has no financial interest in the outcome of the commission's decision tonight. He said that he would leave it up to the commission to determine if he has a conflict of interest. No conflict was found.

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**

Jeff Guard of 902 Cliff Trail spoke in favor of his agenda item 10a. He said that with the land he is requesting to purchase he would be able to subdivide his current property into two. With this new lot he could then build a new home which Cordova is in need of.

8. PLANNER'S REPORT

Johnson summarized the items found in his report under agenda item 8.

Bolin asked for clarification on the Facilities Condition Assessment and if staff had chosen someone from the RFP process. *Johnson* explained that staff had chosen a consulting firm from Anchorage to come to town to assess the structural integrity as well as develop maintenance schedules for some of the elements of the different facilities.

McGann asked if the Public Safety Building was included in this. *Johnson* explained that there was a separate assessment done a number of years back that provided all the information needed for that building.

9. UNFINISHED BUSINESS

There was no unfinished business

10. NEW BUSINESS

- a. Letter of Interest for Portion of ATS 220, Odiak Slough**

M/Bolin S/McGann I move to recommend to City Council to dispose of the requested Portion of ATS 220, Odiak Slough as outlined in Cordova Municipal Code 5.22.060 (B) negotiating an agreement with Jeff Guard & Dorne Hawxhurst to lease or purchase the property.

Bolin agreed with Jeff's proposal and that it is a need for the community to increase the number of lots and housing when we can.

McGann said that direct negotiations make sense as Jeff and Dorne as this requested area is really only accessible through Jeff and Dorne's existing lot. This also helps clean up other issues with property line encroachments.

Hall said he would suggest that the property line be limited to the edge of where the tide comes in.

Hall called for the vote on the main motion

Upon voice vote, motion passed 4-0.

Yea: *Hall, Trumblee, McGann, Bolin*

Absent: **Bird, Harrison, Lohse**

b. Conditional Use Permit – Detached Accessory Dwelling Unit – Lot 10 Mt Eccles Estates

M/Bolin S/McGann to grant the Conditional Use Permit request by Shannon and Brice Phillips and to adopt and incorporate the findings within the staff report.

Bolin said this will help increase housing and city taxes and that he would hate to see the city shoot itself in the foot by not allowing this.

McGann said that he agrees with **Bolin** and that the requested size is very modest and on a large lot.

The other commissioners agreed

Hall called for the vote on the main motion

Upon voice vote, motion passed 4-0.

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

Absent: **Bird, Harrison, Lohse**

11. AUDIENCE PARTICIPATION

No Comments

12. COMMISSION COMMENTS

No Comments

13. 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 and Zoning Commission
From: Kevin Johnson, City planner
Date: 11/8/22
Re: Recent Activities and Updates

- Copper River Watershed Project has secured EVOS money to replace the Lake Eyak weir. The projects intent is to install a new weir that is designed with fish passage in mind. Lake level will be kept at its existing level. The city is sitting on the stakeholders committee to represent the cities interests and concerns. Currently the project is at a 15% design stage. Public meetings and more information to come.
- Prince William Sound Economic Development District (PWSEDD) has submitted an application to the Minnesota Housing Partnership for a Technical Assistance grant. The grant is for communities that are looking for technical assistance with addressing community development needs, determine strategic solutions, assist in securing project/planning resources, and implementing action steps. PWSEDD application seeks to get assistance with identifying strategies for developing housing for all income levels. The City has committed to be a partner with this application and participate in the processes that occur if the grant is awarded. Staff hopes to be able to bring items from this to the Commission and Council to help determine steps we can take to help with housing.



AGENDA ITEM # 10a

Planning Commission Meeting Date: 11/8/22

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 11/8/22

ITEM: Plat Approval for Plat of Tract D ATS 220 – Guard / Hawxhurst Land Disposal

NEXT STEP: Approve Motion

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Plat Approval
Applicant: Jeff Guard & Dorne Hawxhurst
Owner: City of Cordova
Address: Adjacent to 902 Cliff Trail
Zoning: Low Density Residential
Attachments: Location Map
Final Plat

II. RECOMMENDED ACTION / NEXT STEP:

As a part of the purchase and sale agreement it is required that the Planning Commission review the final plat and approve it prior to completing the sale of the property. Staff recommends that the commission approve the plat as required by the purchase and sale agreement.

Staff's recommended motion:

"I move to approve the Plat of Tract D ATS 220"

III. FISCAL IMPACTS:

Approval of the plat will allow for the sale of the property which will bring in money from the sale. The applicants also intend to construct a new home which will increase the tax base. The city will incur no costs from the sale as required by city code.

IV. BACKGROUND INFORMATION:

This plat before you today will create a new legal lot within ATS 220 (Alaska Tidelands Survey 220) that would then be sold to the applicants.

This plat is related to the land disposal initiated by Jeff Guard and Dorne Hawxhurst, who requested to purchase a portion of city tidelands. The reason for purchasing these tidelands is to then do a separate subdivision that turns their one lot into two lots. This would then allow them to build a home on the newly created lot.

Staff findings:

1. The proposed plat conforms to the Comprehensive Plan, specifically by aligning with the following goals and policies:
 - Section 2 Strategy 2 d: "Infill and densification – allow and encourage increased densities in established residential areas"
 - Section 3 Goal A: "Increase the supply of affordable, quality housing that addresses the needs of all residents"
2. The proposed plat conforms to City Code for both subdivisions and zoning. Staff reviewed the plat to ensure the plat contains the requirements within Title 17, as well as Title 18 Zoning requirements such as lot size, depth, and access.
3. By being in conformance with the Comprehensive Plan and the municipal code, the plat does not adversely affect the health, safety, or welfare of the community.

V. LEGAL ISSUES:

Legal has reviewed the purchase and sale agreement, no legal review required for the plat itself.

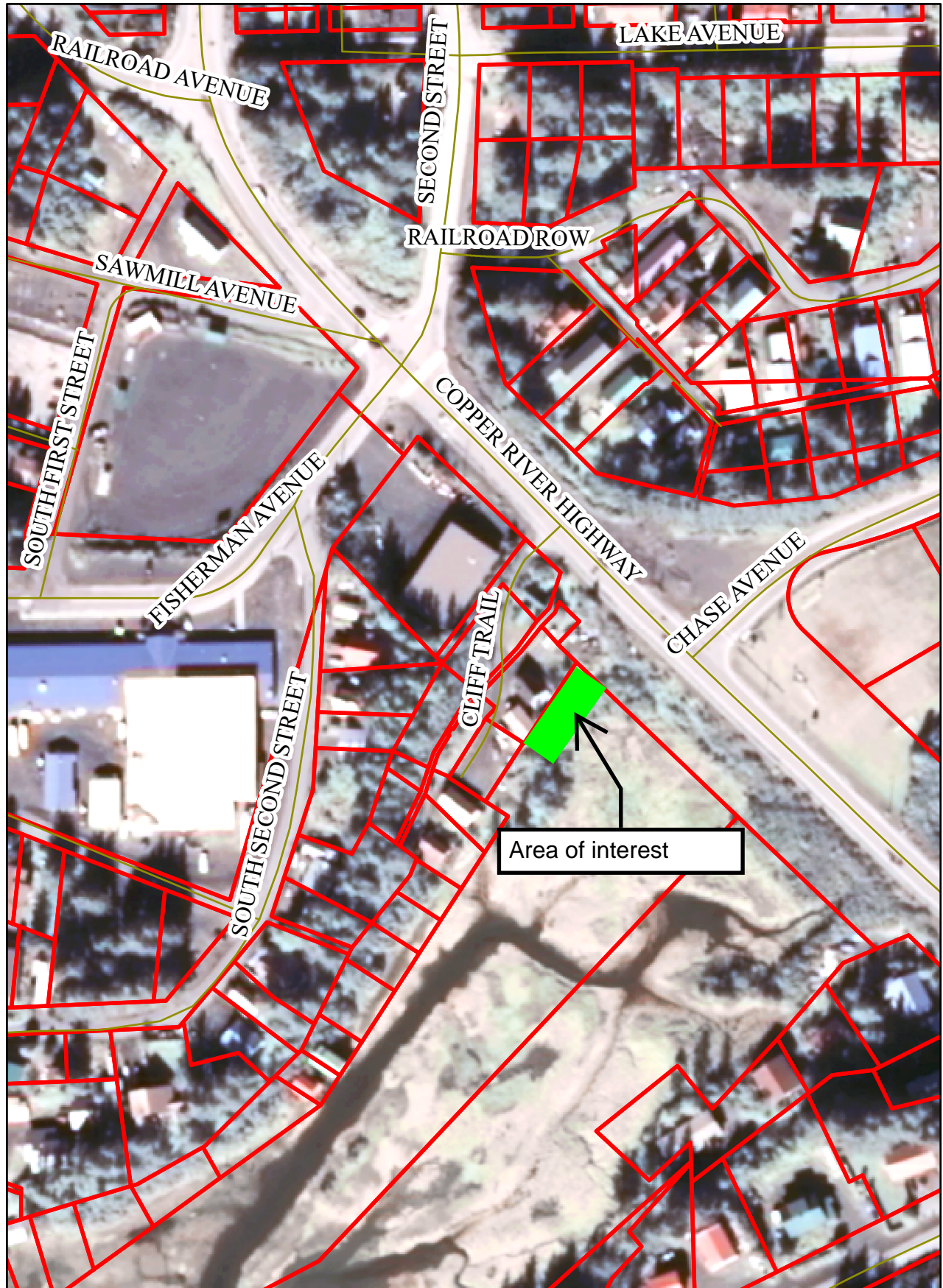
VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

While portions of the newly created lot may be considered tidelands, the majority of the lot is not affected by tidal action. Additionally, when the applicant does apply for a building permit, staff will review the site plan to ensure that no proposed structure would be within a flood zone.

VII. SUMMARY AND ALTERNATIVES:

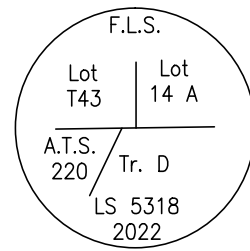
While typically a subdivision of this type would not require commission review, it was added as a part of the purchase and sale agreement as an additional check in the land disposal process. Staff has reviewed

the plat for code compliance and the development proposal and has found that all items are in line. Staff recommends that the Planning Commission confers with staff's findings and approves the plat.



1. The error of closure of this survey does not exceed 1:5000.
2. All bearings are true bearings as oriented to the Basis of Bearings .
3. All distances shown have been reduced to horizontal ground distances.

5/8" REBAR WITH 2" ALUM. CAP



●	RECOVERED 5/8" REBAR WITH 2" ALUMINUM CAP
●	RECOVERED 5/8" REBAR
▲	RECOVERED MAGNETIC SURVEY NAIL
◎	SET 5/8" X 30" REBAR WITH 2" ALUMINUM CAP
(R1)	PLAT No. 86-3
(RC)	COMPUTED FROM RECORD PLATS 89-1 AND U.S. SURVEY No. 2981

SUBJECT BOUNDARY LINE

ADJACENT BOUNDARY LINE

SURVEY TIE LINE

We hereby certify that we are the owners of the property shown and described hereon. We hereby request approval of this plat.

Helen Howarth, City Manager Date

City of Cordova
P.O. Box 1210
Cordova, AK 99574

Subscribed and sworn to before me this _____ Day of _____
2022, for _____

Notary Public for the State of Alaska

My Commission Expires

This plat conforms to the requirements of the city of Cordova Planning and Zoning commission and is hereby accepted as the official plat, subject to any and all conditions and requirements of ordinance and law pertaining thereto.

City Manager

Date _____

Chairman, Planning & Zoning Commission

Date _____

Platting Official

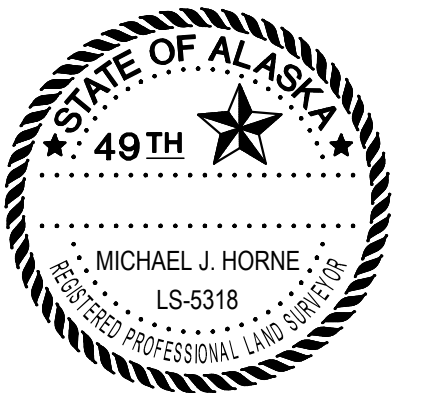
Date _____

All real property taxes are levied by the City of Cordova on the area shown on this plat have been paid through _____.

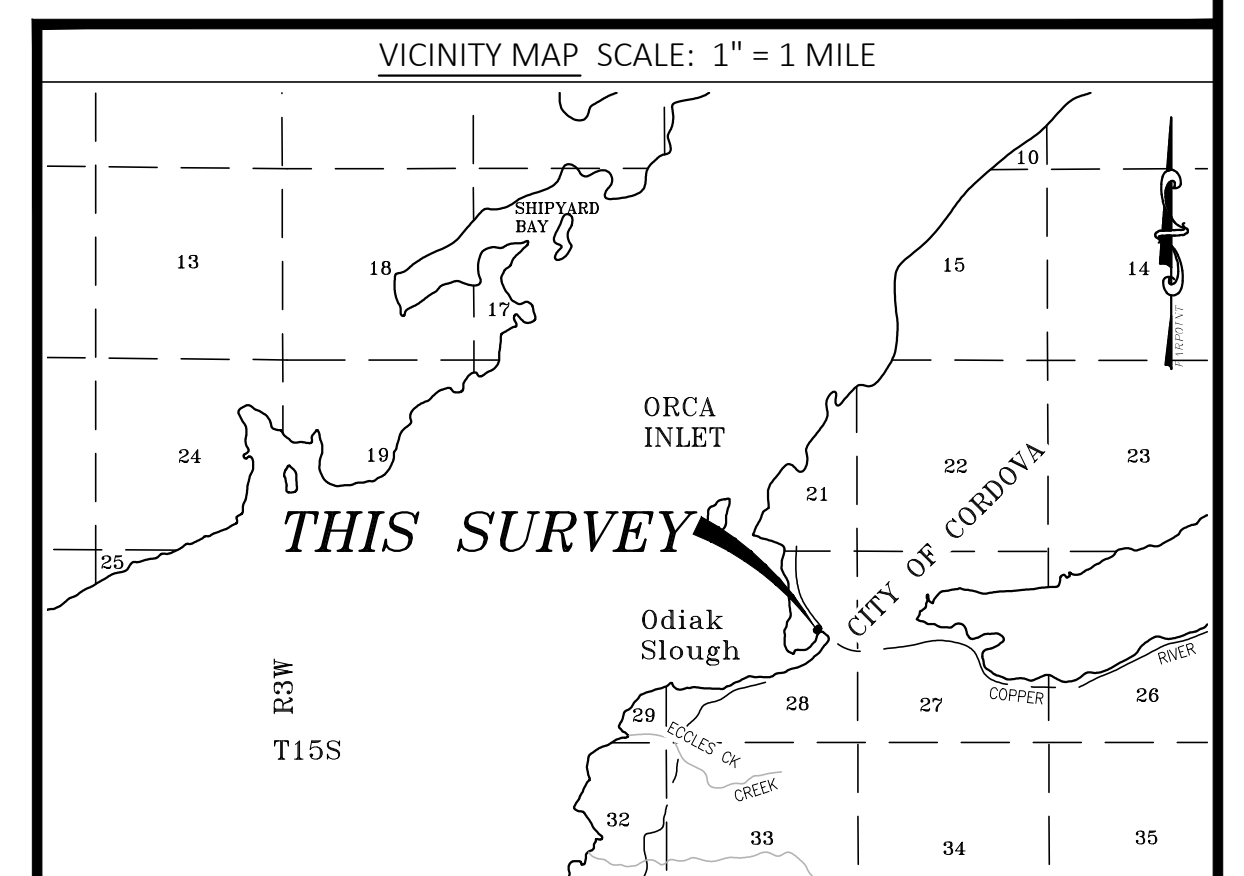
Attest: City Clerk

Date _____

I, Michael J. Horne, hereby certify that I am properly registered and licensed to practice land surveying in the state of Alaska and that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.



Remainder of:
Alaska Tideland Survey No. 220



FINAL PLAT OF
Tract D

Alaska Tideland Survey No. 220

A Subdivision of
A Portion of Alaska Tideland Survey No. 220

Cordova Recording District, Located Within
SECTION 28, TOWNSHIP 15 SOUTH, RANGE 3 WEST, Copper River Meridian, Alaska.
Containing 0.259 acres more or less.



Farpoint Land Services, LLC
SURVEYING, MAPPING, LAND PLANNING, GIS
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Drawn: JLA	Date: Oct. 11, 2022	Field Bk/Pg:	Bk/Pg	WO #: 22185
Checked: MJH	Scale: 1"= 10'	Sheet: 1 of 1	Grid: 443	Case No. N/A