

**PLANNING COMMISSION SPECIAL MEETING  
TUESDAY AUGUST 15, 2023 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B**

**Chair**

Tania Harrison

**Vice Chair**

Mark Hall

**Commissioners**

Tom McGann

Chris Bolin

Trae Lohse

Sarah Trumblee

Kris Ranney

**City Planner**

Kevin Johnson

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record excused absence for Tania Harrison, Trae Lohse, and Kris Ranney from the July 11, 2023 regular meeting
- b. Minutes of April 11, 2023 Regular Meeting.....Page 1
- c. Minutes of May 23, 2023 Special Meeting.....Page 4

**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. Letter of Interest from Prince William Sound College, to lease a Portion of Cordova Highschool.....Page 8
- b. Letter of Interest from Paul and Linda Kelly, for Lot 4A, North Fill Development Park Addition #2  
.....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 4:30 p.m. on the day of the meeting**

**PLANNING COMMISSION REGULAR MEETING  
APRIL 11, 2023 AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B  
MINUTES**

**1. CALL TO ORDER**

Chair *Tania Harrison* called the Planning Commission Regular Meeting to order at 6:30 PM on April 11, 2023 in Cordova Center Community Rooms A & B.

**2. ROLL CALL**

Present for roll call were Chair *Tania Harrison* and Commissioners *Tom McGann, Mark Hall, Chris Bolin, Trae Lohse and Kris Ranney*

*Sarah Trumblee* was absent.

Staff present - City Planner *Kevin Johnson*.

**3. APPROVAL OF AGENDA**

M/McGann S/Hall to approve the agenda

With no objection the motion was passed.

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record unexcused absence of Chris Bolin from the February 14, 2023 meeting
- b. Minutes of the December 13, 2023 Regular Meeting

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

Upon voice vote, motion passed 6-0.

Yea: *Harrison, McGann, Hall, Bolin, Lohse, Ranney*

Absent: *Trumblee*

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

None

**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

**8. PLANNER'S REPORT**

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

*Lohse* asked if the group that is taking the scrap metal from the land fill is paying for it. *Johnson* said that the city was unable to find anyone willing to buy the scrap, so we are allowing this group to take the scrap just to get it off of our hands. The State Department of Environmental Conservation has been pushing the City to get the scrap removed as we are only allowed to store a certain amount and we have been over that limit for some time now.

## 9. UNFINISHED BUSINESS

None

## 10. NEW BUSINESS

### a. North Harbor Port Infrastructure Development Program 2023 Grant Concept

M/Bolin S/McGann move to concur with the Harbor Commissions approval of the updated PIDP grant concept and to recommend that City Council pass a resolution supporting the concept for grant application.

*Bolin* said that if we are able to update our harbor infrastructure it is a great thing for both the fishing fleet and the city as a whole.

*Ranney* supports the application and looks forward to seeing this progress if the grant is awarded to the city.

*McGann* asked how the floating fuel dock would work in terms of financials and leasing with Shoreside. *Johnson* explained that Shoreside would be building the fuel dock which counts as match money for the grant and that is why their costs are included in the cost estimate. Also, the city would be leasing the tidelands to Shoreside for the fuel dock location.

*Johnson* explained that while this concept is not as fun and flashy as the original concept, this will get us what we truly need. This includes stabilizing Breakwater Ave, creating more working space, adding more cranes, removing parking and pedestrians from Breakwater Ave to reduce congestion and a floating fuel dock. While we did have to cut other needed items, staff is continuing to look for funding sources to construct a net mending float, repair the three stage, and add another boat ramp.

Upon voice vote, motion passed 6-0.

Yea: *Harrison, McGann, Hall, Bolin, Lohse, Ranney*

Absent: *Trumblee*

## 11. PENDING CALENDAR

No comments

## 12. AUDIENCE PARTICIPATION

No Comments

### 13. COMMISSION COMMENTS

*Ranney* thanked staff and appreciated the short meeting.

*Bolin* said that he attended the street lighting presentation that CEC put on and it was very informative. Since that meeting, he has noticed while driving into work in the morning many areas where lighting is an issue both to much and not enough lighting. He hopes this is something that the commission can discuss at some point.

*Hall* thanked staff for their work

*Lohse* said he is excited to see the outcome of the grant application.

*McGann* asked what staff thought their chances were for the grant. Johnson explained that it is hard to judge this year as we are asking for less than last year, but we are also matching much less. This year we are matching roughly 17% which is below the minimum 20% requirement. We are allowed to match below the 20% as we are a rural community in a non-contiguous state, but that still technically counts against us.

*Johnson* added one additional comment that on May 17<sup>th</sup> the Council will be holding a work session on housing and development incentives and the Commission is invited to attend.

### 14. ADJOURNMENT

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

Approved:

\_\_\_\_\_  
Tania Harrison, Chair

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

**PLANNING COMMISSION SPECIAL MEETING**  
**May 23, 2023 AT 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOMS A & B**  
**MINUTES**

**1. CALL TO ORDER**

Chair *Tania Harrison* called the Planning Commission Regular Meeting to order at 6:30 PM on April 11, 2023 in Cordova Center Community Rooms A & B.

**2. ROLL CALL**

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

*Trae Lohse* was absent.

Staff present - City Planner *Kevin Johnson*.

**3. APPROVAL OF AGENDA**

M/ *Sarah Trumblee* S/*Hall* to approve the agenda  
With no objection the motion was passed.

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record unexcused absence of Chris Bolin from the February 14, 2023 meeting
- b. Minutes of the January 10, 2023 Regular Meeting
- c. Minutes of the February 14, 2023 Public Hearing
- d. Minutes of the February 14, 2023 Regular Meeting

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

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

None

**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

**John Harvill** – 701 Railroad Ave, speaking on behalf of Camtu’s Alaska Wild Seafood. Harvill spoke in favor of Camtu’s agenda item requesting the city support their proposal to build a dock and channel to support Camtu’s needs.

## 8. PLANNER’S REPORT

**Ranney** asked if the Shepard Point Road easement was going to be included as an agenda item since it is listed in the Planners Report. Johnson said that easement approval was an administrative function so there is no Planning Commission approval required. He added that the only reason it is going to City Council is for the approval of the compensation package. Items in the Planners Report are not always items that will be reviewed by the commission and it is generally to keep the commission informed of what is going on around the city relating to the Planning Department.

**McGann** asked if the Planning Commission will be beginning work on updates to the zoning code since the council has had its discussion related to housing? **Johnson** said that he does still plan to bring things to the commission as staff time allows.

**Bolin** said he was glad the council was looking to move forward with development incentives and was curious what they were specifically interested in. **Johnson** said that the council seemed less interested in providing direct financial assistance and more interested in tax abatement. This would possibly look like a tiered approach where the more dwelling units you build the larger the tax abatement is and the longer it lasts. There was some mild interest in possibly diverting some of the short-term rental tax into program that would provide for the development of long-term housing or rentals.

## 9. UNFINISHED BUSINESS

None

## 10. NEW BUSINESS

### a. Letter of Interest from Camtu’s Alaska Wild Seafoods, for a Portion of ATS 220 adjacent to Lot 3, Block 2, South Fill Development Park

M/Bolin S/Hall move to recommend to City Council to dispose of a portion of ATS 220 Roughly 4,000 square feet in size as outlined in Cordova Municipal Code 5.22.060 B (1)

**Bolin** said that he agrees with Camtu’s proposal and as most everyone knows they have done so much for the community and especially for the fishermen and it would benefit the city immensely.

**Hall** asked if the 4,000 square feet included the excavated channel area? Johnson said that we would only lease them the area adjacent to the uplands where they would build a dock and not the new proposed channel area.

**McGann** said that he is in support of the motion. With the congestion that is currently in the north harbor this would greatly reduce that.

**Trumblee** asked if they planned to excavate the channel deep and wide enough to bring tenders into the proposed dock? **Harvill** said that is the plan so that Camtu can bring their tenders to the dock.

**Ranney** asked what restrictions would be put in place so that this does not conflict with future south fill expansion? Johnson said that he had looked into this and based on previous plans and study's, it is most likely that the city would fill to the south and not to the west towards Orca Inlet. With that in mind, staff would require that future right-of-way could be developed along the portion of uplands where the proposed dock meets the uplands, this is shown in the attached exhibit.

**Harrison** said she is in support of this project.

M/McGann S/Trumblee to approve the consent calendar.

Upon voice vote, motion passed 6-0.

Yea: **Harrison, McGann, Hall, Bolin, Lohse, Ranney**

Absent: **Trae Lohse**

## 11. PENDING CALENDAR

No comments

## 12. AUDIENCE PARTICIPATION

No Comments

## 13. COMMISSION COMMENTS

**Ranney** said he is excited to see these types of projects moving forward

**Bolin** is also excited to see a project like this and thanks staff for their time and effort

**Hall** said he is glad to see that future ROW preservation was considered for Camtu's potential dock space lease.

**Trumblee** agrees with all of the comments and is excited to see more housing and zoning code conversation

## 14. ADJOURNMENT

M/McGann S/Bolin to adjourn the Regular Meeting.

With no objection, the meeting was adjourned.

Approved:

\_\_\_\_\_  
Tania Harrison, Chair

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

# Planner's Report

**To:** Planning and Zoning Commission  
**From:** Kevin Johnson, City planner  
**Date:** 8/15/23  
**Re:** Recent Activities and Updates

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- Spoke with DEC and DNR regarding the expansion of the baler lot to create room for future potential impound lot location. No immediate concerns from either department, we would just need to submit a plan for what we want to do for them to do a formal review and approval. Staff plans to work on this process over the next couple of months.
- Alaska DOT&PF held the public open house to discuss the Second Street rebuild project. This meeting was well attended with 20+ people making their way through over the two-hour time frame. We received a lot of good comments and the State is working on making those updates which will then be shared with the commission.
- Continuing to work with Prince William Sound Economic Development District on their regional housing investigation. We are currently working with a consultant to create a housing needs assessment. As part of this assessment we will be sending a survey to every community member to gather existing and desired housing data. This survey is planned to be distributed in late September.
- The City has signed on as a supporter of CEC's application for a "Biologically Appropriate, Minimal Light Pollution and Lower Energy Use Exterior and Interior Lighting" pilot program. This is related to the street lighting workshop that CEC put on earlier this year.
- Sam Greenwood and I will be attending the "Alaska Infrastructure Grant Symposium" on September 25-27 to learn more about grant opportunities related to the Federal money coming from the Bipartisan Infrastructure Law along with other Federal and State opportunities.





**AGENDA ITEM # 10a**  
**Planning Commission Meeting Date: 8/15/23**

**PLANING COMMISSION COMMUNICATION FORM**

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**FROM:** Kevin Johnson, City Planner  
**DATE:** 8/15/23  
**ITEM:** Letter of Interest from Prince William Sound College, to lease a Portion of Cordova Highschool  
**NEXT STEP:** Recommendation to City Council on Disposal and Disposal Method

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

Requested Actions: Recommendation to City Council on Disposal and Disposal Method  
Applicant: Prince William Sound College (PWSC)  
Legal Description: Cordova Highschool - USS 2637  
Area: About 1,200 Square Feet  
Zoning: Public Lands and Institutions District  
Attachments: Letter of Interest

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

Staff has provided the following motions for the Planning Commission to open the agenda item for discussion:

“I move to recommend to City Council to dispose of a portion of the Cordova Highschool as outlined in Cordova Municipal Code 5.22.060 B by \*”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with Prince William Sound College to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

Alternate motion:

“I move to recommend the City Council does not dispose of the requested space at Cordova Highschool for the proposed use”

### **III. FISCAL IMPACTS:**

Rent received from leasing the space to PWSC is passed through the city and goes directly to the School District.

### **IV. BACKGROUND INFORMATION:**

PWSC has leased space in Cordova Highschool since 2013. Their most current lease expired on June 30<sup>th</sup> of 2023 and had no renewals included in the lease. Due to having no renewal options, they are required to go back through the Land Disposal process.

Staff provided PWSC’s request to the Cordova School District Superintendent, Alex Russin, for review and comment. Following his review, he informed city staff that he had no objection to PWSC negotiation a new lease being negotiated for a period in the five-year range. Extensions could be included to avoid the need to go through the land disposal process, as long as the approval of the extension is at the city and school district’s discretion.

### **Applicable Code:**

#### 5.22.030 – Land Disposal Map.

*A. The City shall maintain and update annually a map of city owned real property. The following designations shall be applied to the land disposal map:*

*3. Tidelands: Tidelands are considered as “Available” designation but shall require review and recommendation from the Harbor Commission.*

#### 5.22.040 - Letter of interest to lease or purchase.

*C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).*

#### 5.22.060 - Methods of disposal.

*B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:*

- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
- 2. Invite sealed bids to lease or purchase the property;*
- 3. Offer the property for lease or purchase at public auction;*
- 4. Request sealed proposals to lease or purchase the property.*

**VI. LEGAL ISSUES:**

Legal review of the lease will be required prior to final approval by Council.

**VII. SUMMARY AND ALTERNATIVES:**

The Planning Commission may make a motion to recommend or not recommend the disposal of the land.



PRINCE WILLIAM SOUND COLLEGE

UNIVERSITY of ALASKA ANCHORAGE.

Prince William Sound College  
P.O. Box 97, Valdez, Alaska 99686  
Phone: 907-834-1600  
Fax: 907-834-1691

18 July 2023

Cordova School Board  
Cordova City School District  
PO Box 1330 / 675 Second Street  
Cordova, AK 99574

Dear Cordova School Board,

Prince William Sound College wishes to renew its lease on approximately 1,203 of instructional space on the Cordova Jr/Sr High School Campus (U.S. Survey No. 2637).

Prince William Sound College will use the leased space for coordination and delivery of classroom instruction for both dual-credit Cordova High School students and for Cordova community members seeking postsecondary education opportunities locally. We look forward to continuing educational support for the Cordova community.

Please feel free to contact me to discuss any particulars involved in the lease renewal process.

Best regards,

Dennis J. Humphrey, PhD  
Campus Director  
Associate Professor of English  
Prince William Sound College  
University of Alaska Anchorage  
Valdez, AK 99686  
(907) 834-1662 (Director's Office line)  
(907) 834-1665 (English Faculty line)

(he/him)

I live and work on traditional Alutiiq/Sugpiaq land



**AGENDA ITEM # 10b**  
**Planning Commission Meeting Date: 8/15/23**

**PLANING COMMISSION COMMUNICATION FORM**

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**FROM:** Kevin Johnson, City Planner  
**DATE:** 8/15/23  
**ITEM:** Letter of Interest from Paul and Linda Kelly, for Lot 4A, North Fill Development Park Addition #2  
**NEXT STEP:** Recommendation to City Council on Disposal and Disposal Method

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INFORMATION  
 MOTION  
 RESOLUTION

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**I. REQUEST OR ISSUE:**

Requested Actions: Recommendation to City Council on Disposal and Disposal Method  
Applicant: Paul and Linda Kelly  
Legal Description: Lot 4A, North Fill Development Park Addition #2  
Area: Approximately 8,200 Sq. Ft.  
Zoning: Waterfront Industrial Park District  
Attachments: Location Map  
Letter of Interest

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

Staff has provided the following motions for the Planning Commission to open the agenda item for discussion:

“I move to recommend to City Council to dispose of Lot 4A, North Fill Development Park Addition #2 as outlined in Cordova Municipal Code 5.22.060 B by \*”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with Paul and Linda Kelly to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

Alternate motion:

“I move to recommend the City Council does not dispose of the requested portion of ATS 220 for the proposed use”

### **III. FISCAL IMPACTS:**

The property would become part of the city’s tax base increasing property tax collection.

### **IV. BACKGROUND INFORMATION:**

Paul and Linda Kelly have submitted a Letter of Interest to purchase Lot 4A, North Fill Development Park Addition #2 (the impound lot) located at the corner of Sorrel Lane and Jim Poor Avenue.

No specifics on a development plan was provided. Their letter of interest says that they wish to purchase it for “immediate development”.

The Harbor Commission reviewed the letter of interest at their 8/9/23 meeting. At that meeting they determined that they saw potential need for the land for harbor activities and functions and did not oppose the lot being sold.

The following are the permitted uses in the zone in which the lot is located-

Permitted uses in this zone are as follows:

- A. Marine sales;
- B. Open wet moorage;
- C. Covered wet moorage;
- D. Passenger staging facility;
- E. Haulout facilities;
- F. Marine construction, repair and dismantling;
- G. Cargo terminal;
- H. Cargo handling and marine-oriented staging area;
- I. Fish and seafood processing;
- J. Warehousing and wholesaling;
- K. Open storage for marine-related facilities;
- L. Fuel storage and sales.

Permitted accessory uses are as follows:

1. Bunkhouses used in conjunction with permitted principal uses;

2. Residential dwelling for watch person or caretaker employed on the premises, or owner-operator and members of the owner-operator's family, used in conjunction with permitted principal uses;
3. Retail business when use is accessory to a permitted principal use.

**Applicable Code:**

5.22.030 – Land Disposal Map.

*A. The City shall maintain and update annually a map of city owned real property. The following designations shall be applied to the land disposal map:*

*3. Tidelands: Tidelands are considered as “Available” designation but shall require review and recommendation from the Harbor Commission.*

5.22.040 - Letter of interest to lease or purchase.

*C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).*

5.22.060 - Methods of disposal.

*B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:*

- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
- 2. Invite sealed bids to lease or purchase the property;*
- 3. Offer the property for lease or purchase at public auction;*
- 4. Request sealed proposals to lease or purchase the property.*

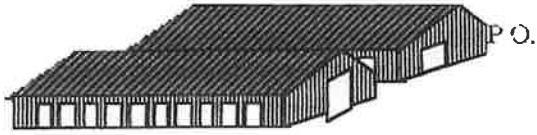
**VI. LEGAL ISSUES:**

Legal review of purchase and sale agreement will be required prior to final approval by Council.

**VII. SUMMARY AND ALTERNATIVES:**

The Planning Commission may make a motion to recommend or not recommend the disposal of the land.

**BAYSIDE  
STORAGE**



**RECEIVED**

JUN 26 2023

**City of Cordova**

**Paul and Linda Kelly  
Box 265  
Cordova, AK 99574**

**Cordova Planning Commission  
Box 1210  
Cordova, AK 99574**

On this date, June 25, 2023, Bayside Storage wishes to enter into direct negotiations with the City of Cordova to purchase Lot 4A, Block 5, North Fill Development Park for immediate development.

Thank you very much.

**Paul and Linda Kelly  
Bayside Storage**

A handwritten signature in cursive script that reads "Paul Kelly".

A handwritten signature in cursive script that reads "Linda Kelly".



# Location Map

