

**Mayor**  
*David Allison*

**Council Members**  
*Tom Bailer*  
*Cathy Sherman*  
*Kasey Kinsman*  
*Wendy Ranney*  
*Anne Schaefer*  
*Kristin Carpenter*  
*Ken Jones*

**Interim City Manager**  
*Samantha Greenwood*

**City Manager**  
*Helen Howarth*

**City Clerk**  
*Susan Bourgeois*

**Deputy Clerk**  
*Tina Hammer*

**Special City Council Meeting**  
**January 25, 2024 @ 6:00 pm**  
**Cordova Center Community Rooms**  
**Agenda**

- A. Call to order**
- B. Roll call**  
 Mayor David Allison, Council members Tom Bailer, Cathy Sherman, Kasey Kinsman, Wendy Ranney, Anne Schaefer, Kristin Carpenter, and Ken Jones
- C. Approval of agenda**..... (voice vote)
- D. Disclosures of Conflicts of Interest and Ex Parte Communications**
  - conflicts as defined in 3.10.010 [https://library.municode.com/ak/cordova/codes/code\\_of\\_ordinances](https://library.municode.com/ak/cordova/codes/code_of_ordinances) should be declared, then Mayor rules on whether member should be recused, Council can overrule
  - ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

- E. Communications by and petitions from visitors**
- 1. Audience Comments regarding agenda items..... (3 minutes per speaker)

- F. Unfinished Business**
- 3. City Addressing..... (voice vote)(page 1)

- G. New Business**
- 4. Resolution 01-24-04..... (voice vote)(page 15)  
 A resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with UMIAQ Environmental to provide to complete the EPA mandated lead service line inventory
- 5. Resolution 01-24-05..... (voice vote)(page 19)  
 A resolution of the Council of the City of Cordova, Alaska renaming Elmer’s Point Drive as Kimmick Way in honor of and to show respect to a great Cordovan

**H. Audience participation**

**I. Council comments**

**J. Executive Session**

- 6. Council discussion of City Manager’s contract a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the City  
 City Council is permitted to enter into an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

**K. Adjournment**

**Executive Sessions per Cordova Municipal Code 3.14.030**

- subjects which may be considered are: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question
- action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations

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To: City Council  
From: Kevin Johnson, City Planner  
Paul Trumblee, Fire Marshal / Deputy Fire Chief  
Cameron Hayden, Acting Police Chief  
Date: 1/23/2024  
Re: E911 and City Addressing Policy

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The City of Cordova has been attempting to implement a standardized addressing system city wide since 2012. The purpose of this system is to provide accurate, consistent, and predictable addresses for emergency responders.

The process began with an E911 Addressing Committee who worked on a draft addressing policy. This policy was then reviewed by the Planning Commission at their 5/8/2012 meeting. The Planning Commission agreed with the policy and passed it onto the City Council.

The City Council reviewed the policy at their 5/14/12 meeting. At this meeting, the Council asked staff to return with an ordinance to codify the policy. Staff began work on an ordinance to codify the full policy. After consultation with the city attorneys it was determined that the full policy should not be put into code but instead just the parts necessary to establish addressing authority and procedures for when addressing and road naming should occur. The policy would then be used by staff to administer the addressing system. Council approved this at their 9/19/12 meeting after a public hearing and two readings of the ordinance.

On page five of the policy that was adopted for addressing standards it states that "Addresses shall be assigned such that even numbered addresses will be on the South or East side of the street, as appropriate for the roadway. The North or West sides of streets shall be assigned odd numbered addresses."

In 2022, using this policy, and at the direction from City Council to the City Manager, funding was made available to contract with GEOComm to implement a consistent, and predictable address system; The City Planner, Fire Marshal, and Police Chief made the determination that the addresses on Eyak Drive had been miss assigned and did not conform to the set standard. This required that addresses be reassigned to ensure uniformity and predictability for our emergency responders.

Of the roughly 1,000 properties eligible for an address 84% retained existing addresses, 12% did not have an address and were assigned an address, and 4% had their address modified.

### Next Step:

At the 1/17/24 Council meeting staff was asked to prepare an action item for Council to consider at a Special Meeting on 1/25/24. At this meeting City Council will decide if they will override the addressing decisions made by their local professionals, public safety officers, and volunteer fire/ems personnel related to Eyak Drive and South Second Street.

The decision to change the addresses in those two locations was not taken lightly. The decision was made after consulting with the Fire Marshal, with 16 years of experience as a volunteer, 7 years' experience as a paid Firefighter Medic and almost 13 years as Fire Marshal, as well as the former Police Chief who had 5 years of experience as an Officer and almost 2 years as Chief, responding to calls in this community. Over those years they have experienced the chaos and confusion that can occur during the response to an emergency. They have the day to day knowledge of the needs and inadequacies that create havoc in this town. They have also witnessed the confusion of the volunteer crews who currently only have a couple of years of experience on average.

These responders need to have a consistent and predictable system when responding. By allowing these anomalies to continue to exist it adds an additional layer of clarification that must be conveyed to the responders in an already high stress situation. This introduces an increased possibility for human error which can lead to delayed response times which can have deadly consequences.

Your public safety officials have made the decision that they believe has the best interest of the community at large and request that you keep this in mind when making your decision tonight.

### Potential Motions:

1. "I move to concur with staff's decision to change the addresses along Eyak Drive and South Second Street based on established city policy"
2. "I move to concur with staff's decision to change the addresses along Eyak Drive based on established city policy"
3. "I move to concur with staff's decision to change the addresses along South Second Street based on established city policy"
4. "I move to direct the City Manager to disregard the established addressing policy and have the addresses on Eyak Drive and South Second Street revert to their previous addresses"
5. "I move to direct the City Manager to disregard the established addressing policy and have addresses on Eyak Drive revert to their previous addresses"
6. "I move to direct the City Manager to disregard the established addressing policy and have the addresses on South Second Street revert to their previous addresses"

Other information for this agenda item:

**City Code Chapter 13.06 Road Naming, Signing and Addressing**..... (pages 4-8)

**City of Cordova Staff Road Addressing, Naming, and Signing Policy**..... (pages 9-14)

## Chapter 13.06 ROAD, NAMING, SIGNING AND ADDRESSING

### 13.06.010 Purpose.

The purpose of this chapter is to establish and maintain a system for the assignment, naming and identification of roads and numerical addresses for the city of Cordova which will improve the efficiency of locating a property and provide for public safety.

(Ord. No. 1097, § 1, 9-19-2012)

### 13.06.015 Definitions.

Whenever the following words or terms are used in this chapter, they shall have the meaning ascribed to them in this section, unless the content makes such meaning repugnant thereto.

- A. "Driveway" means any road which provides, will provide, or is proposed to provide direct access to only one lot from any other road which provides access to more than one lot.
- B. "Duplicate" shall mean that the road in question either has the identical name, has a name which because of its pronunciation or spelling is deceptively similar to another name, or has an identical name followed by a different designating suffix, i.e., Willow Street and Willow Road.
- C. "Private Road" means private easements or travel ways not dedicated to the public and located on private property.
- D. "Public Street" means a dedicated right-of-way or a public prescriptive easement as determined by a final court action.
- E. "Reasonable" shall mean that the choice of name for the road in question, to the extent possible, should be consistent with the historical, cultural, geographical, or natural significance of the area. Roads within a neighborhood are encouraged to use a consistent theme in their names.

(Ord. No. 1097, § 1, 9-19-2012)

### 13.06.020 Road names required.

Official road names shall be established in accordance with the following:

- A. Every road existing, proposed, or constructed which provides, will provide, or is proposed to provide access to two or more lots in the city of Cordova shall be identified with a unique road name so as to clearly identify and distinguish such road from every other road in the city of Cordova.
- B. Naming of private streets shall be in accordance with this section and shall be named in accordance with the procedures of Section 13.06.040.
- C. Naming a private road does not constitute a legal dedication of the street for public right-of-way or maintenance purposes.
- D. Driveways shall not be required to be identified by a separate road name, but shall be required to comply with other signage and addressing requirements of this chapter.
- E. No Road shall have a duplicate name.

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- F. A different suffix (street, avenue, etc.) does not constitute a different name.
  - G. Road names shall not exceed eighteen letters and/or spaces.
  - H. All road names shall be reasonable as defined in this chapter.
  - I. The city planning department shall have the final authority to approve and assign road names for roads within the city.
  - J. No building permit shall be issued for any construction on property in the city unless the road accessing such property has been assigned a name pursuant to this chapter.

(Ord. No. 1097, § 1, 9-19-2012)

### **13.06.030 Master list and map.**

The planning department and the public safety department shall maintain a master list and map of all roads within the city which identifies each road by its unique name or designation and its location. Once a road name or other designation is approved and assigned, that name shall not be used for any other road in the city, unless otherwise provided for in this code.

(Ord. No. 1097, § 1, 9-19-2012)

### **13.06.040 Road naming.**

- A. The planning department upon a finding that an existing road name conflicts with or duplicates another existing road name thereby causing confusion as to the exact location of either road or the road has not been assigned a name, shall officially rename the road(s) using the procedures set forth in Section 13.06.040(B) and (C).
- B. The planning department shall send written notice to the record owners of any land accessed by any road identified in Section 13.06.040.A. Such notice shall contain, at a minimum, the following:
  - 1. A description or identification of the road(s) and property in question;
  - 2. A statement that the name of the road accessing the property duplicates the name of another in the city or that the road has not been assigned a name;
  - 3. A statement or copy of the criteria to be used for naming or renaming roads;
  - 4. A determination by the planning department and public safety department that one or more of such roads must be named or renamed, identifying which road or roads are required to be named or renamed; and
  - 5. A notice of the time in which the record owners of land assessed by such road or roads identified for naming or renaming shall respond by petition for naming or renaming the identified road(s).
- C. Within thirty days of the mailing of the notice required under Section 13.06.040.B., the record owners of land accessed by any road required to be named or renamed may submit to the planning department a petition for naming or renaming roads containing the following:
  - 1. Proposal of a name or new name for the road or roads required to be named or renamed.
  - 2. Signatures of the record owners of a minimum of fifty-one percent of all land accessed by such road or roads.

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3. If such owners of land cannot agree on one name, the Petition may contain a list of no more than three alternative names for any one road.

(Ord. No. 1097, § 1, 9-19-2012)

### **13.06.050 Notice and determination.**

- A. Upon receipt of a petition as provided in Section 13.06.040.C., the planning department shall approve and assign any name proposed in such petition if it is found that such name is reasonable and does not duplicate the name of any other road within the city of Cordova.
- B. In the case that no petition has been received within thirty days of the mailing of the notice required in Section 13.06.040, or if it has been determined that the name proposed in the petition is a duplicate, a reasonable name shall be selected and assigned pursuant to the guidelines contained in Section 13.06.020.
- C. Once a road name is approved and assigned pursuant to this section the planning department and the public safety department shall make a notation of such name or changed name on the master list and map of all roads in the city.

(Ord. No. 1097, § 1, 9-19-2012)

### **13.06.060 Renaming of roads.**

- A. A petition to rename a road submitted to the planning department shall contain:
  1. A description or identification of the road(s) and property in question;
  2. A statement describing why the name of the road should be changed;
  3. A statement that the new name does not duplicate any current road name in the city; and
  4. A document which shall be signed by the record owners supporting the proposed name change.
- B. Within thirty days of the receipt of the petition as required in Section 13.06.040.A.:
  1. The planning department shall determine whether the proposed name of the road duplicates any other road in the city;
  2. The planning department shall schedule a public hearing pursuant to Section 13.06.070.

(Ord. No. 1097, § 1, 9-19-2012)

### **13.06.070 Public hearing.**

- A. The planning commission shall hold a public hearing upon each properly submitted petition. Such hearing shall be held not less than ten days nor later than thirty days following the date of receipt of such petition and the applicant shall be notified of the date of such hearing. Notice shall be sent by regular mail to property owners fronting the street to be renamed, as shown on city tax rolls. Notice shall include:
  1. Current road name.
  2. Proposed new name.
  3. Map showing the road location.

(Ord. No. 1097, § 1, 9-19-2012)



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### **13.06.080 Street name suffixes.**

A suffix designation shall be added to all new, renamed, or unnamed streets as follows:

1. Avenue: A wide, principal thoroughfare leading from a main road.
2. Boulevard: A wide street, often divided by a median.
3. Circle: A road that circles back to its beginning point or to the same road from which it starts.
4. Court: A cul-de-sac or dead end road.
5. Drive: A winding road.
6. Highway: A designated state or federal route.
7. Lane: A narrow road; an uninterrupted street ending in a cul-de-sac or dead end.
8. Loop: See Circle.
9. Parkway: A special scenic route or park drive.
10. Path: A cul-de-sac or dead end road. Usually a road where automobile transportation is secondary to other forms of transportation, i.e., bicycles or foot travel.
11. Place: A short, usually narrow street; also see Court.
12. Road: A street or road for low volume traffic, local access road, primitive roads and country roads.
13. Street: Any public road; also see Avenues.
14. Trail: See Path.
15. Way: See Court.

(Ord. No. 1097, § 1, 9-19-2012)

### **13.06.090 Private road sign requirements.**

- A. Purchase, installation and maintenance of road identification signs for private roads shall be the responsibility of the record owner(s) of property adjacent to and accessed by such road.
- B. Road identification signs for private roads in the city shall have a brown base with white letters.
- C. These signs shall be reflective and the letters or number shall be five inches in height.
- D. Signage may not be placed in a public right-of-way.

(Ord. No. 1097, § 1, 9-19-2012)

### **13.06.100 Addressing requirements.**

- A. Address numbers shall be required on all buildings, whether commercial or residential, within the city. Address numbers shall be assigned by the city of Cordova planning department:
  1. At the time of creation of lots pursuant to any city development approval process.
  2. Prior to a building permit being issued.

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3. At such times as it comes to the attention of the planning department that a lot requires an address number or it is required to be renumbered.

B. Renumbering of addresses shall be required whenever:

1. Addresses are not sequential.
2. Addresses need to be changed or realigned after a road name is assigned or reassigned.
3. Lots were created without assignment of road names or addresses.
4. The Planning Department determines that renumbering is necessary.

(Ord. No. 1097, § 1, 9-19-2012)

**13.06.110 Display of addresses.**

A. All residences and businesses shall display address numbers or characters which identify the property address and are plainly visible and legible from the street or road fronting the property. It shall be the responsibility of the record owner of a structure(s) to maintain address signage pursuant to this chapter.

1. Numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility, to seasonal changes, landscaping, daylight and evening light.
2. For buildings which are not visible from the street or are located more than fifty feet from the shoulder or curb of the street, address characters shall be affixed to a freestanding sign or post located adjacent to the road in which the property is addressed.
3. The sign or post shall be located twenty-five feet or less from the shoulder or curb of the road at the point of access. The post shall be a minimum of five feet in height from the ground and not to exceed seven feet in height.
4. Numbers may be placed vertically and read from top to bottom if a post is used, or the numbers may be placed horizontally on a sign affixed to the post.
5. All address characters shall be of a color and/or material that contrasts with the background or shall be reflective.
6. All characters and number shall be at least four inches in height.
7. Addresses shall be posted during construction of a new building pursuant of this code.

(Ord. No. 1097, § 1, 9-19-2012)

**CITY OF CORDOVA  
ROAD ADDRESSING, NAMING, AND SIGNING POLICY**

**1. INTENT OF REGULATIONS**

- 1.1** To establish and maintain a system for the assignment, naming and identification of roads and numerical addresses for the City of Cordova which will improve the efficiency of locating a property by use of a street name and address.
- 1.2** To state the policies of the City regarding addressing new projects, re-addressing areas, naming new roads, numbering roads, naming or renaming existing roads, and road and address signage.
- 1.3** To state the responsibility of City Departments in addressing, road naming, and road signage.
- 1.4** These regulations do not purport to regulate the names of, addressing on, or signage for roads outside of the municipality of the City of Cordova.

**2. ROAD NAMES AND OTHER DESIGNATIONS**

**2.1 Unique Road Names and Other Designations.** Every road existing, proposed, or constructed which provides, will provide, or is proposed to provide access to two or more lots, as defined in the City of Cordova Zoning Resolution, in the City of Cordova shall be identified with a unique road name or other designation so as to clearly identify and distinguish such road from every other road in the City of Cordova.

**2.2 Other Government Roads.** Designations for public roads such as Federal Highways, State Highways, and Public Lands Agency Roads, shall be approved and assigned by the State of Alaska.

**2.3 Other Public Roads and Private Roads.** The following shall be approved and assigned by the City of Cordova pursuant to this Policy and the appropriate City development approval processes, which may include, without limitation, subdivision or plat review pursuant to City Subdivision Regulations: (1) names of roads in the City of Cordova dedicated to and accepted for public as shown on the Official City Road Map or other government road system and (2) names of private roads in the City of Cordova dedicated or intended for the benefit or use of purchasers or owners of Lots.

**2.4 Driveways.** Driveways shall not be required to be identified by a separate road name, but shall be required to comply with other signage and addressing requirements of this Policy. “Driveway” means any road which provides, will provide, or is proposed to provide direct access to only one lot from any other road which provides access to more than one lot.

**2.5 Master List and Map.** The Planning Department and the Public Safety Department shall maintain a master list and map of all roads within the City which identifies each road by its unique name or designation and its location. Once a road name or other designation is approved and assigned, that name shall not be used for any other road in the City of Cordova, unless otherwise noted.

**2.6 Criteria for Naming Roads.** The following criteria shall be considered in approving and assigning names for roads identified in Section 2.3. It is the intent and goal of the City of Cordova that no road in the City shall have a name which duplicates the name of any other road in the City, unless otherwise noted.

- A. The City Planning Department shall have the final authority to approve and assign road names for roads within the municipality of Cordova. However, the City will approve and assign reasonable road names, not to exceed 18 letters and/or spaces proposed by the applicant, developer, or the record owner(s) of land accessed by such road, as the case may be, so long as the name does not duplicate the name of any other road in the City.

- B. “Reasonable” shall mean that the choice of name for the road in question may include: (1) Names currently or formerly identified with the general area; (2) Pioneers of the State or citizens who have made a significant community contribution; (3) Names from a War Casualty Lists; (4) Thematic names (e.g. nautical, sporting etc.). Given/first and surname combinations are suitable only if the surname alone cannot be used because of duplication. All name proposals must clearly identify the origin of the name. Road names should consider the geographical location. For example, “Hill Top Road” should not be used if the location is in a valley or does not lead to a hill top.
- C. “Duplicate” shall mean that the road in question either has the identical name, has a name which because of its pronunciation or spelling is deceptively similar to another name, or has an identical name followed by a different designating suffix, i.e., Willow Street and Willow Road.
- D. To the extent possible the names of new or renamed roads in the City of Cordova should be consistent with the historical, cultural, geographical, or natural significance of the area. Roads within a neighborhood are encouraged to use a consistent theme in their names.
- E. New roads or renamed roads in the City should be given a designating suffix which indicates the type of road:

Avenue:	A wide, principal thoroughfare leading from a main road.
Boulevard:	A wide street, often divided by a median.
Circle:	A road that circles back to its beginning point or to the same road from which it starts.
Court:	A cul-de-sac or dead end road.
Drive:	A winding road.
Highway:	A designated state or federal route.
Lane:	A narrow road; an uninterrupted street ending in a cul-de-sac or dead end.
Loop:	See Circle.
Parkway:	A special scenic route or park drive.
Path:	A cul-de-sac or dead end road. Usually a road where automobile transportation is secondary to other forms of transportation, i.e. bicycles or foot travel.
Place:	A short, usually narrow street; see Court.
Road:	A street or road for low volume traffic, local access road, primitive roads and country roads.
Street:	Any public road; also see Avenues.
Trail:	See Path.
Way:	See Court.

**2.7 Procedure for Re-Assignment of Duplicate Road Names and Assignment of Names for Roads Without an Assigned Name.**

- A. Whenever it comes to the attention to the City Planning Department or Public Safety Department that a road in the City has not been assigned a name or that the assigned name duplicates the name of any other road in the City, the Planning Department shall initiate proceedings to name or rename such road.
- B. The Planning department shall send written notice to the record owners of any land accessed by any road identified in section 2.7A. Such notice shall contain, at a minimum, the following:
  - ❖ A description or identification of the road(s) and property in question;

- ❖ A statement that the name of the road accessing the property duplicates the name of another in the City or that the road has not been assigned a name;
  - ❖ A statement or copy of the criteria to be used for naming or renaming roads, as set forth in sections 2.6 and 2.8;
  - ❖ A determination by the Planning Department and Public Safety Department that one or more of such roads must be named or renamed, identifying which road or roads are required to be named or renamed;
  - ❖ A notice of the time in which the record owners of land assessed by such road or roads identified for naming or renaming shall respond by petition for naming or renaming the identified road(s);
- C. Petition for Naming or Renaming Road(s). Within 30 days of the mailing of the notice in section 2.7B, the record owners of land assessed by any road required to be named or renamed shall submit to the Planning Department a Petition for Naming or Renaming Roads. Such Petition shall propose a name or new name for the road or roads required to be named or renamed, and shall be signed by the record owners of a minimum of 51% of all land assessed by such road or roads, or by the authorized representative of such owners, such as a Homeowners Association organized to act on behalf of such owners. If such owners of land cannot agree on one name, the Petition may contain a list of no more than three alternative names for any one road.
- D. Notice and Determination. Upon receipt of a Petition as provided in section 2.7C, or if no Petition was received within 30 days of the mailing of the notice required in section 2.7B, the Planning Department shall determine whether the existing name of the road duplicates any other road in the City, or that road in question has not been assigned a name.
1. The Planning Department shall approve and assign any name proposed in such petition if it is found that such name is reasonable and does not duplicate the name of any other road within the Municipality of Cordova. In the case that no petition has been received within 30 days of the mailing of the notice required in section 2.7B, or if it has been determined that the name proposed in the petition is a duplicate, a reasonable name shall be selected and assigned pursuant to the guidelines contained in section 2.6.
  2. Once a road name is approved and assigned pursuant to this section the Planning Department and the Public Safety Department shall make a notation of such name or changed name on the master list and map of all roads in the Municipality of Cordova.

**2.8 Criteria for Renaming Roads.** Once it has been determined that the name of a road duplicates the name of any other road in the City, the following criteria shall be considered and balanced in determining whether a road is required or renamed:

1. The number of residences, businesses, or buildable lots accessed by each of the roads with duplicate names.
2. The respective periods of times the roads with duplicate names have had such names.
3. Whether there are areas along the road that also need to be re-addressed.
4. Whether the roads with duplicate names are in the same emergency response area or are geographically related.
5. Whether the name of either road with duplicate names is inherently or traditionally identified with natural features, historical events or a business along the road.
6. Whether either road with a duplicate name has been constructed and the extent to which buildable lots accessed by such roads have been developed.

7. The ease with which one of the roads with duplicate names may be changed to a similar but not deceptively similar name.

**2.9 Road Name Required Prior to Building Permit.** No building permit shall be issued for any construction on property in City unless the road accessing such property has been assigned a name pursuant to this policy. The form of Building Permit used by the City shall contain a space for the notation of whether the road has been assigned a name pursuant to this policy, and such space shall be filled in by the Planning Department prior to the issuance of the building permit.

### **3. ROAD IDENTIFICATION SIGNS**

**3.1** Road signs identifying the name or designation of all roads in the City shall be posted at the intersections of all roads.

- A. Road identification signs for City roads shall have a green base and white letters. These signs shall be reflective and the letters or numbers shall be five inches in height. Such signage shall be required only on roads which have been constructed and which are used to access dwelling units for which building permits have been issued. Such signage shall be installed and maintained by the City of Cordova Public Works Department, PROVIDED however, that the installation and maintenance by the Public Works Department of road signs on any public road shall not be evidence of any obligation or commitment on the City to perform road maintenance on such roads.
- B. Road identification signs for private roads in the City shall have a brown base with white letters. These signs shall be reflective and the letters or number shall be five inches in height. Such signage shall be required only on roads which have been constructed and which are used to access dwelling units for which building permits have been issued. Purchasing, installation and maintenance shall be the responsibility of the record owner(s) of property adjacent to and accessed by such road. The Public Works Department may assist in the location of road signs. Signage may not be placed in a public right-of-way. No final inspection or certificate of occupancy shall be performed or issued for any construction a buildable lot accessed by any private road unless the appropriate signage pursuant to this section 3.1B is in place.
- C. Signage for Federal and State Highways shall be the responsibility of the appropriate Federal or State agency responsible for such Highway.

### **4. ADDRESSING**

**4.1 Assignment of Address Numbers.** All lots within the Municipality of Cordova shall have a numerical address assigned pursuant to this policy.

- A. Assignment of address numbers shall be performed by the City or Cordova Planning Department (1) at the time of creation of lots pursuant to any City development approval process, (2) at the time of the issuance of a Building Permit for any lot without an address, or (3) at such times as it comes to the attention of the Planning department that a lot requires an address number or it is required to be renumbered. A unique address number shall be determined pursuant to the established system for each buildable lot in the City.
- B. Addressing shall commence from Mile 0 of the Copper River Highway and increase incrementally by distance or platted block from that point as described herein;

The Copper River Highway shall serve as the point of origination for addressing purposes for streets or roads that intersect it;

Addresses shall be assigned such that even numbered addresses will be on the South or East side of the street, as appropriate for the roadway. The North or West sides of streets shall be assigned odd numbered addresses.

Within the greater downtown area, addresses will be assigned to be consistent with existing platted streets that are named with a number, i.e. Second Street, Third Street, etc. For example, addressed parcels lying between Copper River Highway (First Street) and Second Street will be assigned incremental addresses within the one hundred block; those parcels lying between Second Street and Third Street would be assigned incremental addresses within the two hundred block, etc.

Addressing of parcels fronting north/south streets within the greater downtown district shall be incrementally numbered consistent with the addressing of the Copper River Highway lying due east or due west of that block. i.e. Parcels lying on Second Street, Third Street, Fourth Street, etc. that are between Adams Ave. and Browning Ave. will all be numbered consistent with the block of parcels on the Copper River Highway between Adams and Browning Avenues, namely the six-hundred block.

Outside the greater downtown district, addressing shall be assigned, incrementally, as described above and will be guided by the distance from Mile Zero of the Copper River Highway, or the distance from the Copper River Highway, as applicable. I.E. parcels between Mile 3.5 and 3.6 would be incrementally numbered within the 3500 block, those between Mile 3.6 and 3.7 would be numbered within the 3600 block, etc.

C. No building permit shall be issued for any construction on any lot in the City unless an address has been assigned for the lot pursuant to this policy. The form of Building Permit used by the City shall contain a space for the notation of whether the lot has been assigned an address pursuant to this policy, and such space shall be filled in by the Planning Department prior to the issuance of the Building Permit.

D. The following are specifications for addressing certain types of developments:

Multiple units on a lot: Unless otherwise provided herein, where there are multiple units within a single structure, each structure will receive a street address and each unit shall receive a unit designator. The address for the individual units shall be the building address and the unit designator.

Multiple but separate units located on a single lot shall have one street address and unit designator.

Commercial area, indoor: Where each unit in the commercial area has a separate outdoor entrance, each unit will be given a separate address. Where multiple commercial units are served by a common entrance, or entrances, each unit shall be addressed with a common street address and unit designator.

Duplexes: Separate addresses shall be given for each unit, except where there are a mixture of duplexes and multifamily unit, unit numbers may be assigned to the duplexes when deemed necessary to avoid confusion.

Mobile Home Parks: One address shall be given for the entire development. Individual mobile home sites shall use both the address for the development and the space number.

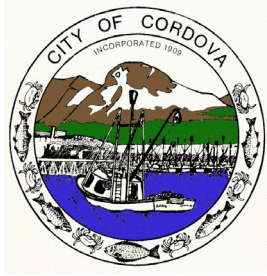
Single Family Residence: A separate address shall be given for each dwelling.

- E. The following are situations where the renumbering of addresses may be required:
1. Addresses are not sequential;
  2. Addresses need to be changed or regrided after a road name is assigned or reassigned;
  3. Lots were created without assignment of road names or addresses.

**4.2 Address Number Signage.** All residences and businesses shall display address numbers or characters which identify the property address and are plainly visible and legible from the street or road fronting the property.

- A. Numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility to seasonal changes, landscaping, daylight and evening light. For buildings which are not visible from the street or located more than fifty feet from the shoulder or curb of the street, address characters shall be affixed to a free-standing sign or post located adjacent to the road in which the property is addressed. The sign or post shall be located twenty five feet or less from the shoulder or curb of the road at the point of access. The post shall be a minimum of five feet in height from the ground and not to exceed seven feet in height. Numbers may be placed vertically and read from top to bottom if a post is used, or the numbers may be placed horizontally on a sign affixed to the post. All address characters shall be of a color and/or material that contrasts with the background on which they are mounted, however, the City recommends the use of reflective numbers or characters to enhance visibility at night. All characters and number shall be at least four inches in height unless they are reflective in which case they may be as small as three inches in height.
- B. Addresses shall be posted prior to construction of a new building or as soon as the address is issued by the Planning Department.
- C. It shall be the responsibility of the owner of a lot to maintain address signage pursuant to this policy.





**SPECIAL AGENDA: NEW BUSINESS**  
**City Council Meeting Date: 01/25/24**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Samantha Greenwood, Public Works Director  
**DATE:** 1/21/24  
**ITEM:** Award of Sole Source Contract to UMIAQ Environmental.  
**NEXT STEP:** Council approval of a resolution authorizing City Manager to negotiate the contract

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ORDINANCE  
 MOTION

RESOLUTION  
 INFORMATION

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**I. REQUEST OR ISSUE:** To approve a sole source contract with UMIAQ Environmental to complete the lead line survey per the Environmental Protection Agency's (EPA) LCRR requirements. This includes submitting a draft inventory in April 2024, incorporating any changes required by ADEC, and a final report to ADEC in October 2024.

*5.12.150 - Sole source procurements.*

*A. The City may procure supplies, services, or construction without competition where the city manager determines in writing that one of the following circumstances applies:*

- 1. Supplies, services or construction that reasonably meet the City's requirements are available from only one vendor;*
- 2. The supplies, services or construction have a uniform price wherever purchased;*
- 3. The supplies, services, or construction may be purchased from or through another governmental unit at a price lower than that obtainable from private vendors;*
- 4. The price of the supplies, services, or construction is fixed by a regulatory authority; or*
- 5. The contract is for professional services that the council by resolution determines to procure without formal competition.*

*B. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.*

This contract meets the requirements of 5.12.150 A5 above by providing professional services from a firm that will allow the City to timely complete the EPA mandated lead service line survey per the requirements. This includes submitting a draft inventory in April 2024, incorporating any changes required by ADEC, and a final report to ADEC in October 2024.

**II. RECOMMENDED ACTION / NEXT STEP:** Council suggested motion “to approve Resolution 01-24-04”

**III. FISCAL IMPACTS:** This contract will be paid using an ADEC State Revolving Fund (SRF) Program reimbursable grant of \$50,000.

**IV. BACKGROUND INFORMATION:** In 1991, EPA published a regulation to control lead and copper in drinking water. This regulation is known as the Lead and Copper Rule (also referred to as the LCR). Since 1991, the LCR has undergone various revisions. The latest revision requires that all community and non-transient non-community public water systems must compile an inventory to identify the materials used for each water service line connected to their distribution system, regardless of ownership status of the land where the service line is located.

After learning about this mandate and the possible grant funding from the Alaska Clean Water group, after discussion with them, it was obvious that this mandate would require a consultation. The requirements and criteria for the inventory are complicated, which would require excessive amounts of research. UMIAQ was contacted for guidance on the grant application request for the scope of work, a budget, and a work schedule. Grant application was submitted in late October, meeting the deadline. The City was not notified until late December that we had been awarded the \$50,000 grant. It is in the City's best interest to begin work as quickly as possible to avoid missing deadlines.

**V. SUMMARY AND ALTERNATIVES:** The council could choose not to approve the contract.

**CITY OF CORDOVA, ALASKA  
RESOLUTION 01-24-04**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A SOLE SOURCE CONTRACT  
WITH UMIAQ ENVIRONMENTAL TO COMPLETE THE EPA MANDATED LEAD  
SERVICE LINE INVENTORY.**

**WHEREAS**, the Environmental Protection Agency (EPA) has mandated that the Lead and Copper Rule Revisions (LCRR) requires that all community, and non-transient, non-community public water systems must compile an inventory to identify the materials used for each water service line connected to their distribution system, regardless of ownership status of the service line is located; and

**WHEREAS**, the goal of this mandate is to either ensure there are no lead materials in the public water system (PWS) and/or to locate any lead material so it can be removed and replaced; and

**WHEREAS**, the Alaska Department of Environmental Conservation (ADEC) State Revolving Fund (SRF) Program is providing lead service line inventory (LSLI) grants; and

**WHEREAS**, the draft inventory and report is due to ADEC in April 2024, and the final report is due October 2024; and

**WHEREAS**, it is in the best interest of the City to be timely and thorough in its inventory, and the public works department has worked with UMIAQ Environmental in the past and UMIAQ Environmental has knowledge and experience within Cordova; and

**WHEREAS**, time is of the essence to complete the survey by the mandated deadline; and

**WHEREAS**, a professional services contract with UMIAQ Environmental will provide a complete and timely inventory of Cordova's public water system; and

**WHEREAS**, City Council does hereby approve the following as required in Cordova Municipal Code Section 5.12.040 Council approval of contracts:

A. Contractor: *UMIAQ Environmental*

B. Contract price: *\$50,000*

C. Nature and quantity of the performance that the City shall receive:

*UMIAQ Environmental will complete the lead line survey per the EPA LCRR requirements. Including draft inventory in April 2024, incorporating any changes required by ADEC, and a final report to ADEC in October 2024*

D. Time for performance: *Estimated completion of work is October 2024*

**WHEREAS**, pursuant to Cordova Municipal Code Section 5.12.150A, the City Manager has determined in writing that the services of UMIAQ Environmental are essential and in the City's best interest to complete the EPA mandated LSLI. The City Council, by approving this resolution affirms that the professional services contract with UMIAQ Environmental should be procured without formal competition.

**NOW, THEREFORE BE IT RESOLVED THAT**, the Council of the City of Cordova, Alaska, hereby authorizes the City Manager to enter into a sole source contract with UMIAQ Environmental to complete the EPA mandated LSLI.

**PASSED AND APPROVED THIS 25<sup>th</sup> DAY OF JANUARY 2024.**

ATTEST:

\_\_\_\_\_  
David Allison, Mayor

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

DRAFT

To: City Council

From: Kevin Johnson, City Planner

Date: 1/23/2024

Re: Elmer's Point Drive Street Name Change – Resolution 01-24-05

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In 2006 a petition to rename Elmer's Point Drive to Kimmick Way was received by the City. Shortly after, the street sign was changed to reflect this. Unfortunately, tax records were not updated to reflect this which has caused confusion over the years. Additionally, the name change was never officially recorded through the passing of a Resolution as this did not appear to be required by code at that time. Ultimately the petition was filed away into the city archives with no easy way to recall or locate the document.

The petition was ultimately rediscovered with the help of the residents of Elmer's Point Drive / Kimmick Way during the E911 addressing review process. Staff now requests that the Council pass a Resolution so that the name change can be officially recorded and placed into the permanent records of approved Resolutions.

A copy of the original petition has been attached to this memo.

**CITY OF CORDOVA, ALASKA  
RESOLUTION 01-24-05**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
RENAMING ELMER’S POINT DRIVE AS KIMMICK WAY IN HONOR OF AND TO  
SHOW RESPECT TO A GREAT CORDOVAN**

**WHEREAS**, the City of Cordova, Alaska, received a petition in September of 2006 requesting to rename Elmer’s Point Drive to Kimmick Way to honor Jack Kimmick who had been a resident for 36 years at that time; and

**WHEREAS**, Jack Kimmick’s house was moved from five and a half mile following the 1999 avalanche, making him the first resident of the Elmer’s Point Subdivision; and

**WHEREAS**, the petitioner believes that this is an important part of Cordova’s history; and

**WHEREAS**, the petition was signed by the majority of the residents living on that road at the time the petition was submitted to the City.

**NOW, THEREFORE BE IT RESOLVED** that the Council of the City of Cordova, Alaska, hereby honors the memory of Mr. Jack Kimmick by renaming Elmer’s Point Drive as **Kimmick Way**.

**PASSED AND APPROVED THIS 25<sup>th</sup> DAY OF JANUARY 2024**

\_\_\_\_\_  
David Allison, Mayor

ATTEST:

\_\_\_\_\_  
Susan Bourgeois, City Clerk

Jackie Ladd  
PO Box 1306  
Cordova, Ak. 99574  
September 13, 2006

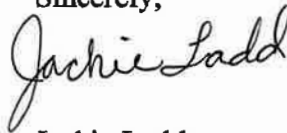
RECEIVED  
SEP 28 2006  
City of Cordova

Jim Goossens  
City Planner  
PO Box 1210  
Cordova, Ak. 99574

Good Afternoon Mr. Goossens,

I would like to propose the road entering Elmer's Point Subdivision be named Kimmick Way. My father, Jack Kimmick has been a Cordova resident for 36 years. His house was scheduled to be relocated due to the 1999 avalanche at 5 ½ mile Copper River Highway. It was moved to Elmer's Point Subdivision in 2002 and soon after he moved in, being the first resident in the area. I also feel this is part of Cordova's history. This July my father passed away and would like to honor him by naming this road after him. I have collected signatures of land owners at Elmer's Point Subdivision in favor of the road name. Thank you for considering this proposal. I can be reach at 424-3104 of your discussion.

Sincerely,



Jackie Ladd

Elmer's Point Subdivision land owners

The undersigned are in favor to name the road at Elmer's Point Subdivision to Kimmick Way.

Lot 1 Gary Graham Lizzie Graham

Lot 2 Gary Graham Lizzie Graham

Lot 3 Elmer Gunnerson Dary E. G

Lot 4 Jeff Thelen Jeff Thelen

Lot 5 Olaf Gildnes Steven Gildnes

Lot 6 Jack Kimmick Gary L. Lammate FOR ESTATE OF

Lot 7 Jack Kimmick Gary L. Lammate FOR ESTATE OF

Lot 8 William Cobb William O. Cobb

Lot 9 Lynn Potter Carol Potter CAROL POTTER

Lot 10 Mike Babic M. A.

Lot 11 Carolyn Thorne \_\_\_\_\_