

PLANNING COMMISSION REGULAR MEETING
Tuesday February 13, 2024 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B

Chair

Tania Harrison

Vice Chair

Mark Hall

Commissioners

Chris Bolin

Sarah Trumblee

Kris Ranney

Gail Foode

Sean Den Adel

City Planner

Kevin Johnson

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Chair Tania Harrison, Commissioners Chris Bolin, Sarah Trumblee, Mark Hall, Kris Ranney, Gail Foode, and Sean Den Adel

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of the July 11, 2023 Regular Meeting
- b. Minutes of the August 15, 2023 Special 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

9. UNFINISHED BUSINESS

- a. Resolution 24-01 - 2024 Land Disposal Maps Recommendation.....Page 8

10. NEW BUSINESS

- a. Jones Conditional Use Permit Approval ExtensionPage 38

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 REGULAR MEETING
JULY 11th, 2023 AT 6:30 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 6:30 PM on July 11, 2023 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call was Commissioners *Tom McGann, Chris Bolin, Mark Hall, Sarah Trumblee, Tania Harrison, Trae Lohse, and Kris Ranney* were absent.

Staff present - City Planner *Kevin Johnson*.

3. APPROVAL OF AGENDA

M/McGann S/Trumblee to approve the agenda
With no objection the motion was passed.

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of March 22, 2023 Public Hearing
- b. Minutes of March 22, 2023 Special Meeting

M/Trumblee S/Bolin to approve the consent calendar.
Upon voice vote, motion passed 4-0.
Yea: Hall, McGann, Trumblee, Bolin
Absent: Harrison, Lohse, Ranney

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

Bolin commented on the amount of scrap metal being removed that there was still a lot more that needs to go.

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

a. Letter of interest from Andy Craig & Seawan Gehlbach, for a portion of ATS 220 adjacent to Lot 10A, Block 2, South Fill Development Park

M/McGann S/Bolin move that the Planning Commission recommend to the City Council they dispose of a portion of ATS 220, roughly 4,000 square feet in size, by negotiating an agreement with Andy Craig and Seawan Gehlbach for purchase of the property

McGann said that he does not see this property as being of use to the City and that it would be better used by the applicants since it is adjacent to their property. There is a good slope in front of their house and he says the safety need for them to be able to utilize this property to stabilize their existing lot.

Trumblee asked for more clarification on what they need the property for. **Johnson** explained that they would use the property to gain access to the back of their existing lot which is on a cliff that needs to be stabilized. Following the stabilization of their lot, they could then use the lot for storage and possible building a garage or warehouse type structure.

Bolin said he was in favor as this is as it's a fairly small area and they city cannot use the area for much. Also, this proposal would preserve space for future right-of-way.

Hall asked about the 10-foot-wide alley adjacent to this area and if that alley should be widened and if the adjacent neighbors should purchase the remnant ATS 220 that will remain or dedicate that whole area to ROW. **Johnson** said he has spoken with some of the neighbors and would inquire about that and that he would also look the at dedicating ROW space, as necessary.

Upon voice vote, motion passed 4-0.

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

Absent: **Harrison, Lohse, Ranney**

11. AUDIENCE PARTICIPATION

No Comments

12. COMMISSION COMMENTS

McGann brought up the zoning changes that are being proposed in Anchorage. Its something that other commissioners take a look at those for future discussions on amending our code.

Trumblee thanked everyone for their time and a quick meeting

Bolin Thanked everyone for their time

Hall Thanked everyone for their time

Johnson let the commission know that he will be out of the office for the scheduled August meeting, but he will send out an email to follow up on date for rescheduling.

13. ADJOURNMENT

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

Approved:

Tania Harrison, Chair

Kevin Johnson, City Planner

DRAFT

PLANNING COMMISSION SPECIAL MEETING
August 15, 2023 AT 6:30 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 6:30 PM on August 15, 2023 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call was Commissioners **Tom McGann, Chris Bolin, Trae Lohse, Mark Hall, Kris Ranney**

Tania Harrison, and Sarah Trumblee were absent.

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

3. APPROVAL OF AGENDA

M/McGann S/Bolin to approve the agenda

With no objection the motion was passed.

4. APPROVAL OF CONSENT CALENDAR

- a. Record unexcused absence of **Tania Harrison, Trae Lohse, and Kris Ranney** from the July 11, 2023 meeting
- b. Minutes of the April 11, 2023 Regular Meeting
- c. Minutes of the May 23, 2023 Special Meeting

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

Upon voice vote, motion passed 5-0.

Yea: McGann, Bolin, Lohse, Hall, Ranney

Absent: Harrison, 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

8. PLANNER'S REPORT

Johnson added to his written report that staff hopes to discuss accessory dwelling units a bit at the September meeting. We have had multiple people interested in adding detached units to their properties, the current code is vague, and requires a conditional use permit.

Bolin asked about an update on the impound lot sale and moving the impound lot to the bailer. *Johnson* explained that he spoke with DEC and DNR and they had no immediate issues with the idea. The city will need to submit a development plan to DNR for them to review to get final approval.

Hall asked about how many building permits we have issued this year compared to historical numbers. It would be good to see the numbers and types of permits for future conversations. *Johnson* said he will include the permit logs for the last couple years in the next permit.

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS

a. Letter of Interest from Prince William Sound College, to lease a portion of Cordova Highschool

M/Bolin S/Ranney move to recommend to City Council to dispose of a portion of a portion of the Cordova Highschool as outlined in Cordova Municipal Code 5.22.060 B (1) to negotiate an agreement with Prince William Sound College to lease the property

Bolin said this is a great benefit to the school and the kids and that he has seen the benefit over the years that having this in town has provided.

Ranney said this is a valuable resource that provides options for students outside of the general curriculum.

Lohse said that he is in support of this.

McGann is in support, if there is room lets use it.

Hall said that he knows typically the Council wants to do public RFP's but this makes sense to do direct negotiations.

Upon voice vote, motion passed 5-0.

Yea: McGann, Bolin, Lohse, Hall, Ranney

Absent: Harrison, Trumblee

b. Letter of Interest from Paul and Linda Kelly, for Lot 4A, North Fill Development Park Addition #2

M/McGann S/Bolin 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 (2) by requesting sealed proposals to lease or purchase the property.

McGann said during the land disposal map updates we made this available so now let us see what interest there is out there. We will then get to review and judge the different proposals that are received.

Bolin agrees, but the one concern is that we do not yet have a secured location for the new impound lot. That will need to be handled prior to selling the land.

Ranney is in support of disposing of the land

Lohse is also in support

Hall said he is in support, especially for request for proposals as this property was just made available this year so there needs to be a chance for more people to be aware of the opportunity.

Upon voice vote, motion passed 5-0.

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

Absent: **Harrison, Trumblee**

11. AUDIENCE PARTICIPATION

No Comments

12. COMMISSION COMMENTS

McGann no comments

Bolin good meeting and glad to hear the Planner will be bringing material to discuss regarding housing

Ranney said he is looking forward to September's meeting

Lohse thanked everyone for the good meeting

Hall thanked staff

Johnson added that he had one more item to add to the Planners Report. The Planning Commissions recommended CIP list will be coming to the Commission in September so he asks that commissioners think of items they may want to see on that.

13. ADJOURNMENT

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

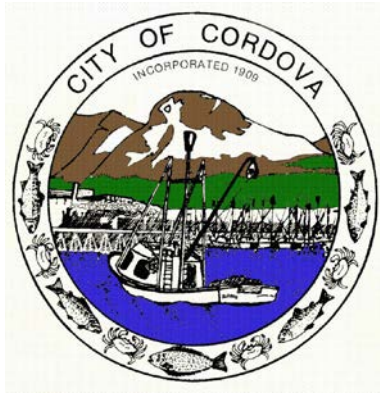
With no objection, the meeting was adjourned.

Approved:

Tania Harrison, Chair

Kevin Johnson, City Planner

DRAFT



AGENDA ITEM # 9a
Planning Commission Meeting Date: 2/13/24

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 2/13/24
ITEM: Resolution 24-01 - 2024 Land Disposal Maps Recommendation
NEXT STEP: Make a Recommendation to City Council via Resolution

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

The Land Disposal Maps are updated annually. At this time, the Planning Commission should review the proposed 2024 Land Disposal Map document to make a recommendation to City Council on adopting the proposed updates.

II. RECOMMENDED ACTION / NEXT STEP:

A motion should be made to begin discussion of the topic.

Staffs suggested motion:

“I move to approve Resolution 24-01 recommending that City Council adopt the 2024 Land Disposal Maps as presented”

Once the motion to approve the resolution is on the table, the commission should hear staff's presentation and then discuss the concept. After the general discussion, if any commissioner feels strongly that an item should be added, removed, or modified, a motion should be made to amend the concept. Following a second of that motion the commission should discuss, if there is obvious unanimous consent then the commission should move onto the next item. If unanimous consent is not obvious, the commission should vote on if the amendment should be made. For clarity, please discuss each action separately.

If amendments are made, the Chair would then call for a vote on the main motion as amended.

III. FISCAL IMPACTS:

Land disposals can be a revenue source for the city and private ownership and development of these lots would also increase the city tax base.

IV. BACKGROUND INFORMATION:

Information was added to show when leased properties will next be available for someone to submit a letter of interest.

Individual map pages have been modified as follows:

- New England Cannery Road
 - Make the northern portion of the property along New England Cannery Road "Not Available" to align with Shepard Point Road easement
- Ocean Dock Subdivision
 - No changes
- North Fill Development Park
 - No Changes
- Tidewater Development Park & Cordova Industrial Park
 - Change old PWSSC building to Available from Leased
 - Changes Breakwater Fill Lot to Available for Not Available
- Old Town
 - Removed old museum building lots from map. Lots were officially sold in 2023
- South Fill Development Park
 - No Changes
- Odiak Slough
 - No Changes
- Whitshed Road
 - No Changes
- Odiak Park
 - No Changes
- Power Creek Road
 - No Changes
- Eyak Lake
 - No Changes
- Five Mile Loop
 - No Changes

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A

VII. ATTACHMENTS:

- A. 2023 Land Disposal Maps
- B. Proposed 2024 Land Disposal Maps
- C. Resolution 24-01 – 2024 Land Disposal Map Update Recommendation

2023 Land Disposal Maps

Adopted by City Council: 06/21/2023

Map Designations

Available – Available to purchase, lease, or lease with an option to purchase. Any of these lots may have conditions or special criteria that must be met.

Available - Requires Subdivision – These parcels are considered ‘Available.’ These are large parcels of land which would most likely be developed as a subdivision. The disposal process for these parcels may require some or all of the following: city acquiring title to the land from the state, surveying, or subdivision development agreements. Many of these parcels contain city improvements that would not be disposed of, such as access roads, water infrastructure, trails, cemeteries, etc.

Not Available – These parcels include, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the city. The city manager will accept a Letter of Interest from an interested party who requests the property designation be changed to ‘Available,’ however the existing city use of the property will be examined and carefully weighed against the letter of interest.

Tidelands – A Letter of Interest to purchase or lease tidelands will be reviewed by the Planning Commission following a recommendation by the Harbor Commission. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

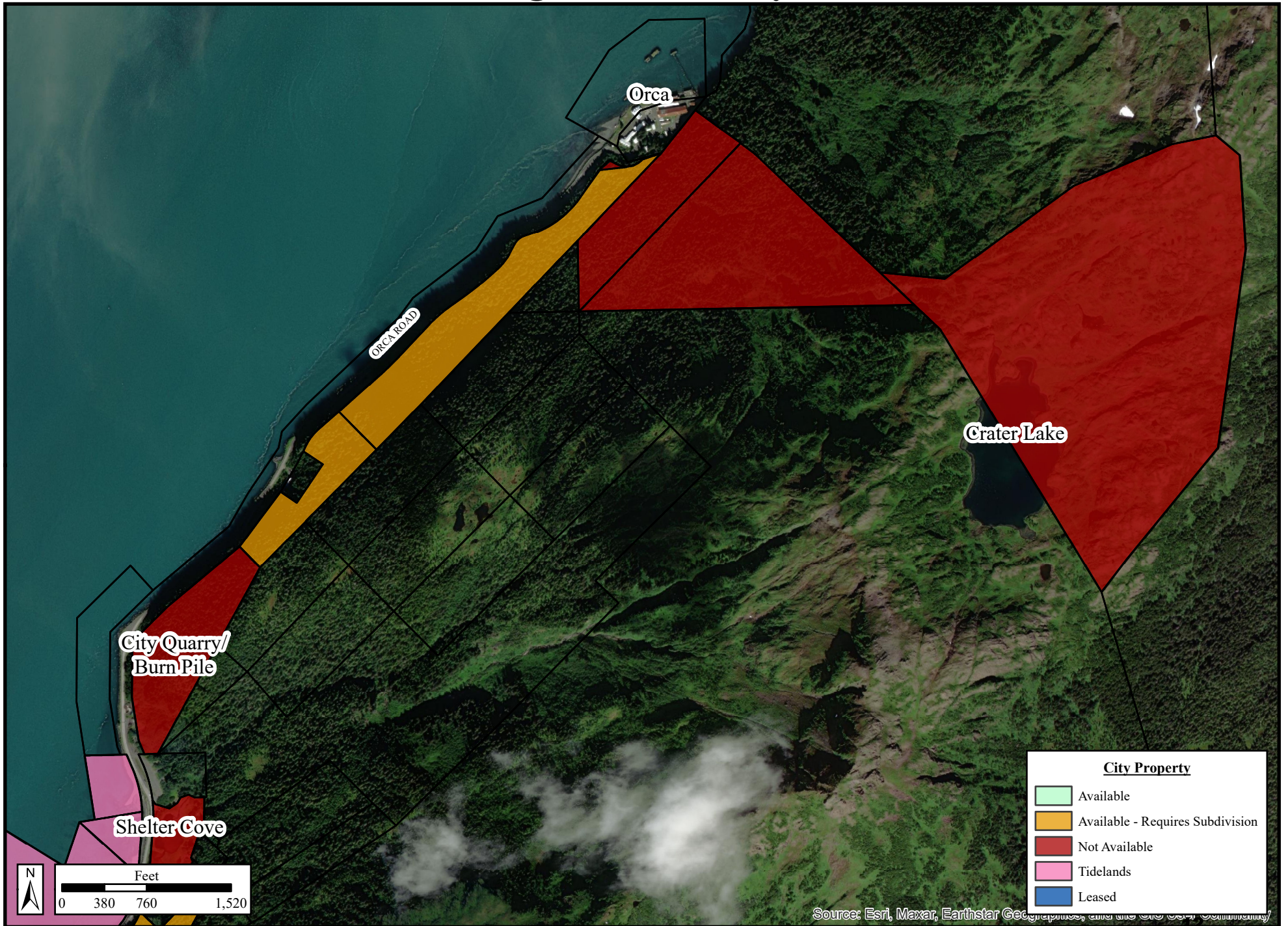
Leased – These are parcels currently leased to a business or government entity by the city. There are leases that are short term, others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. A Letter of Interest for a property that is under lease may be considered when the lease enters the final year of its term.

Update Policy

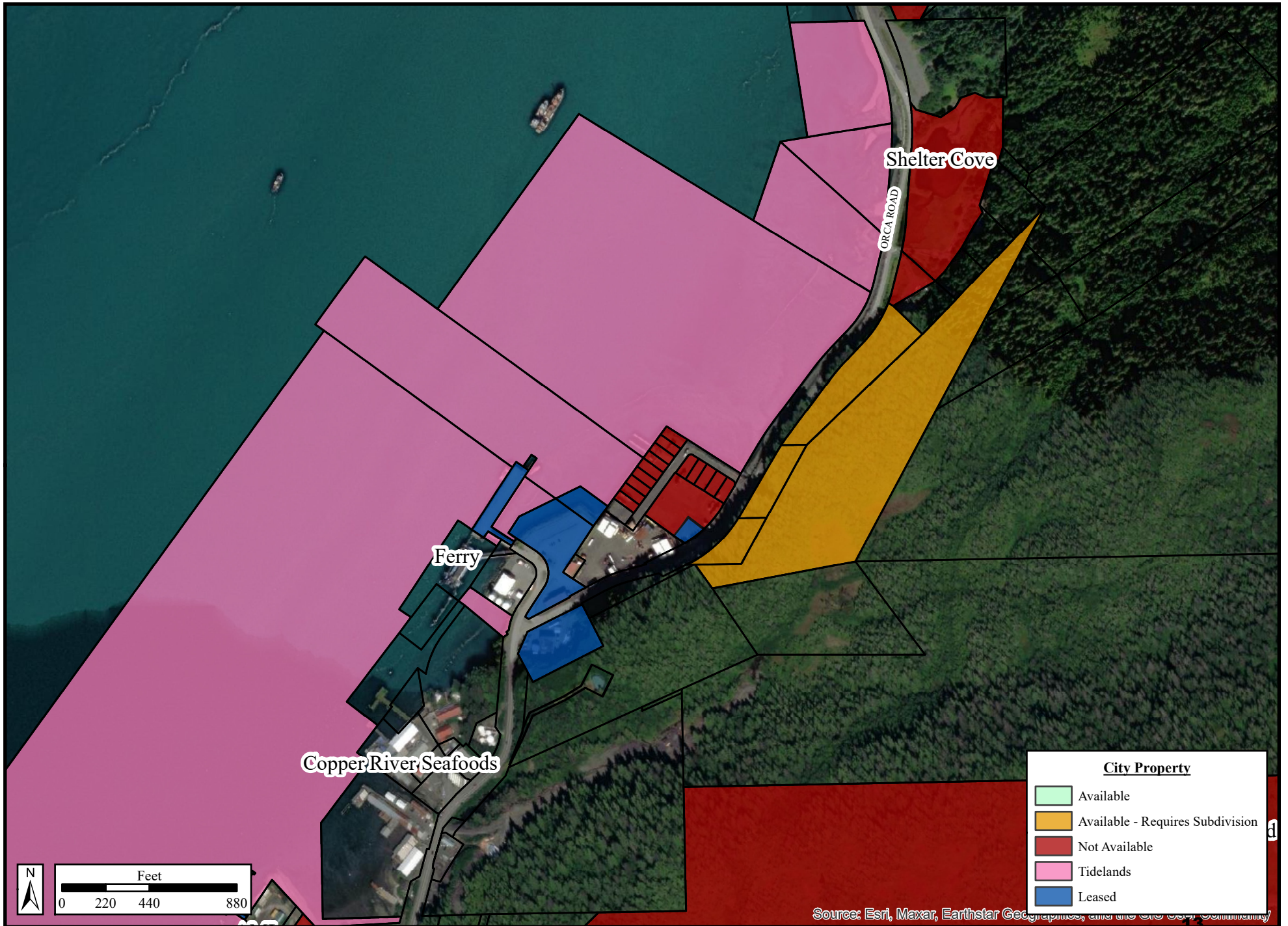
Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission, but the maps may be modified throughout the year on a case-by-case basis.

For more information on the land disposal process, refer to Chapter 5.22 of the Cordova Municipal Code, or direct your questions to the Planning Department staff.

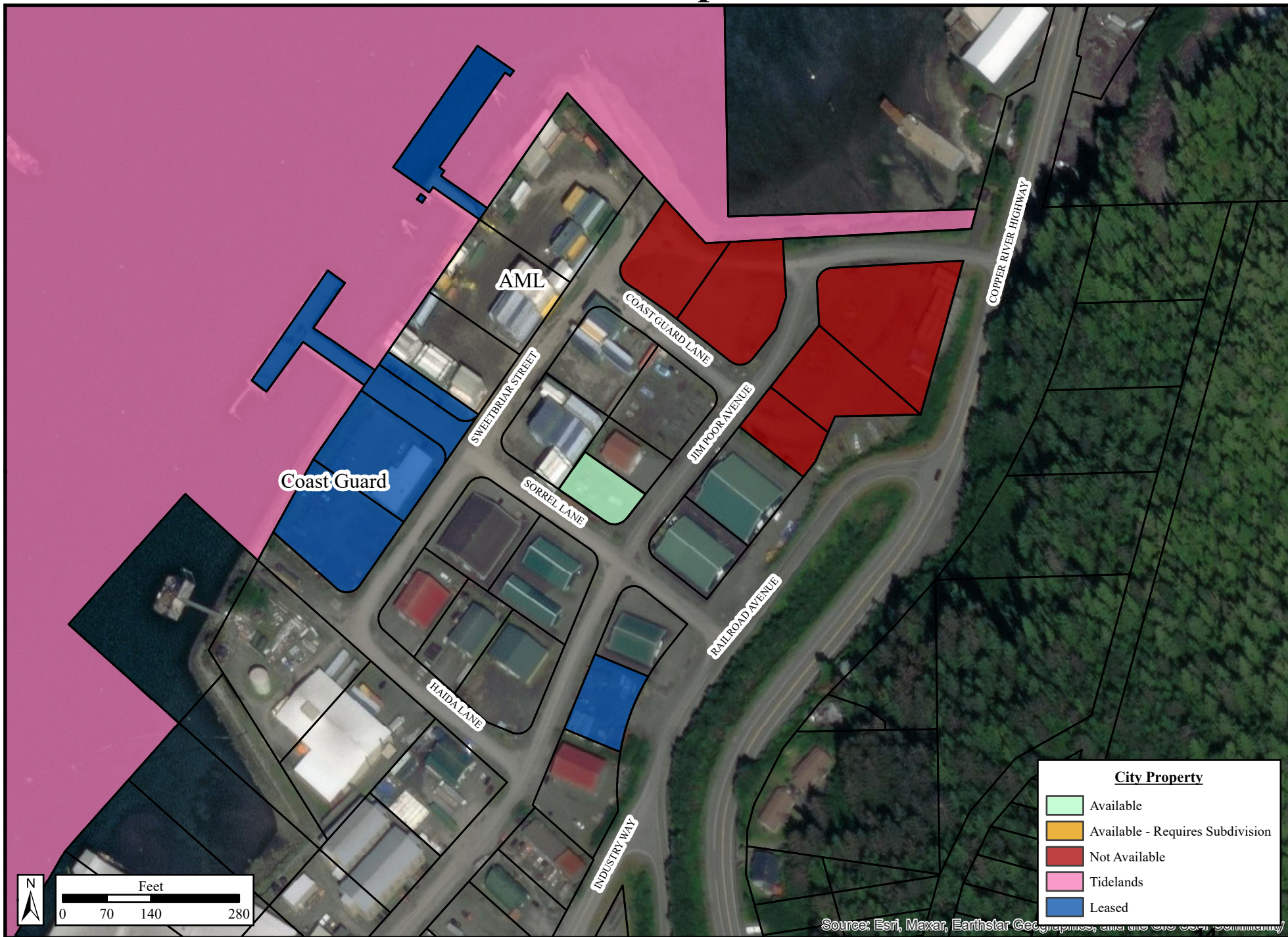
New England Cannery Road



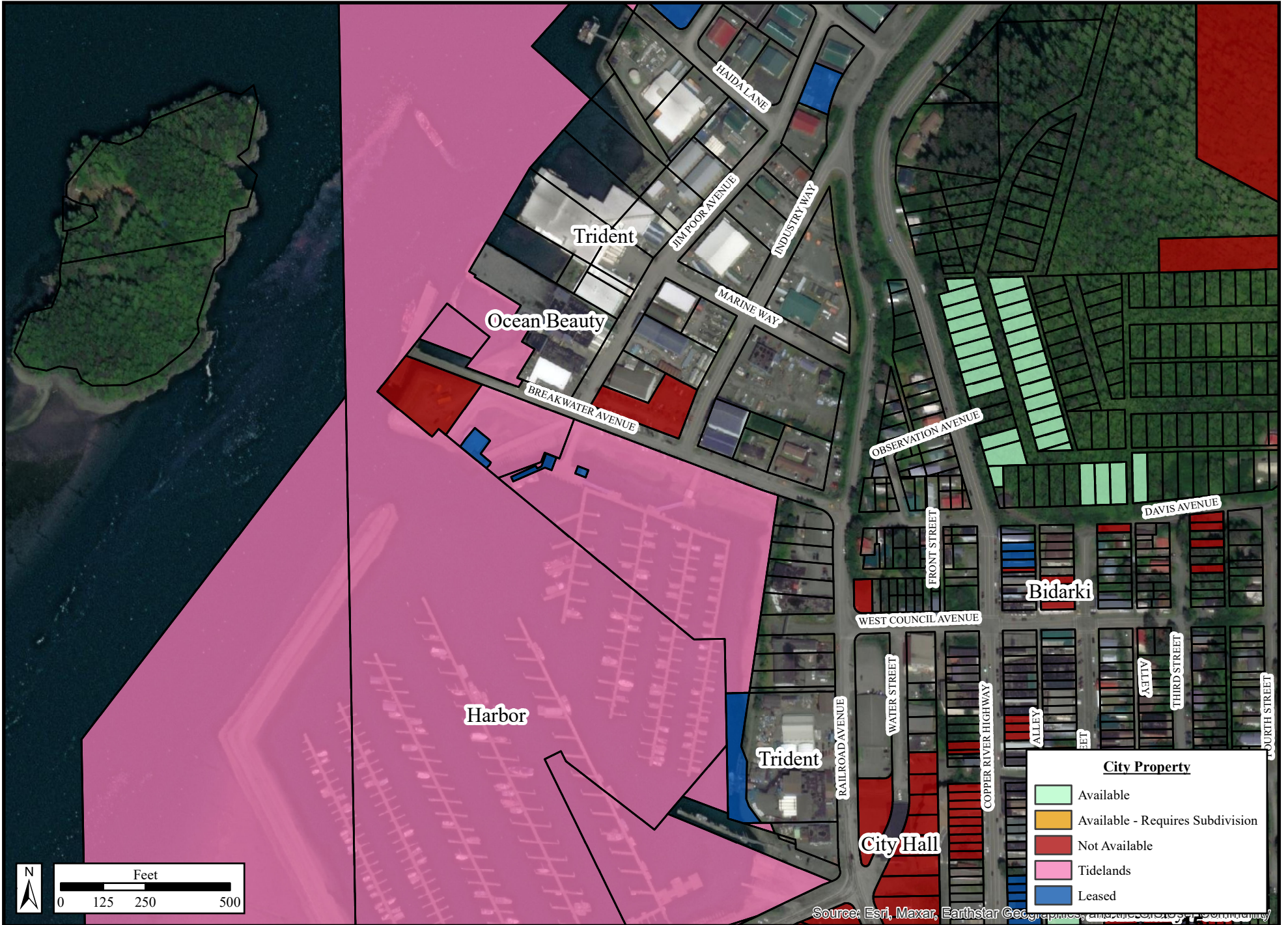
Ocean Dock Subdivision



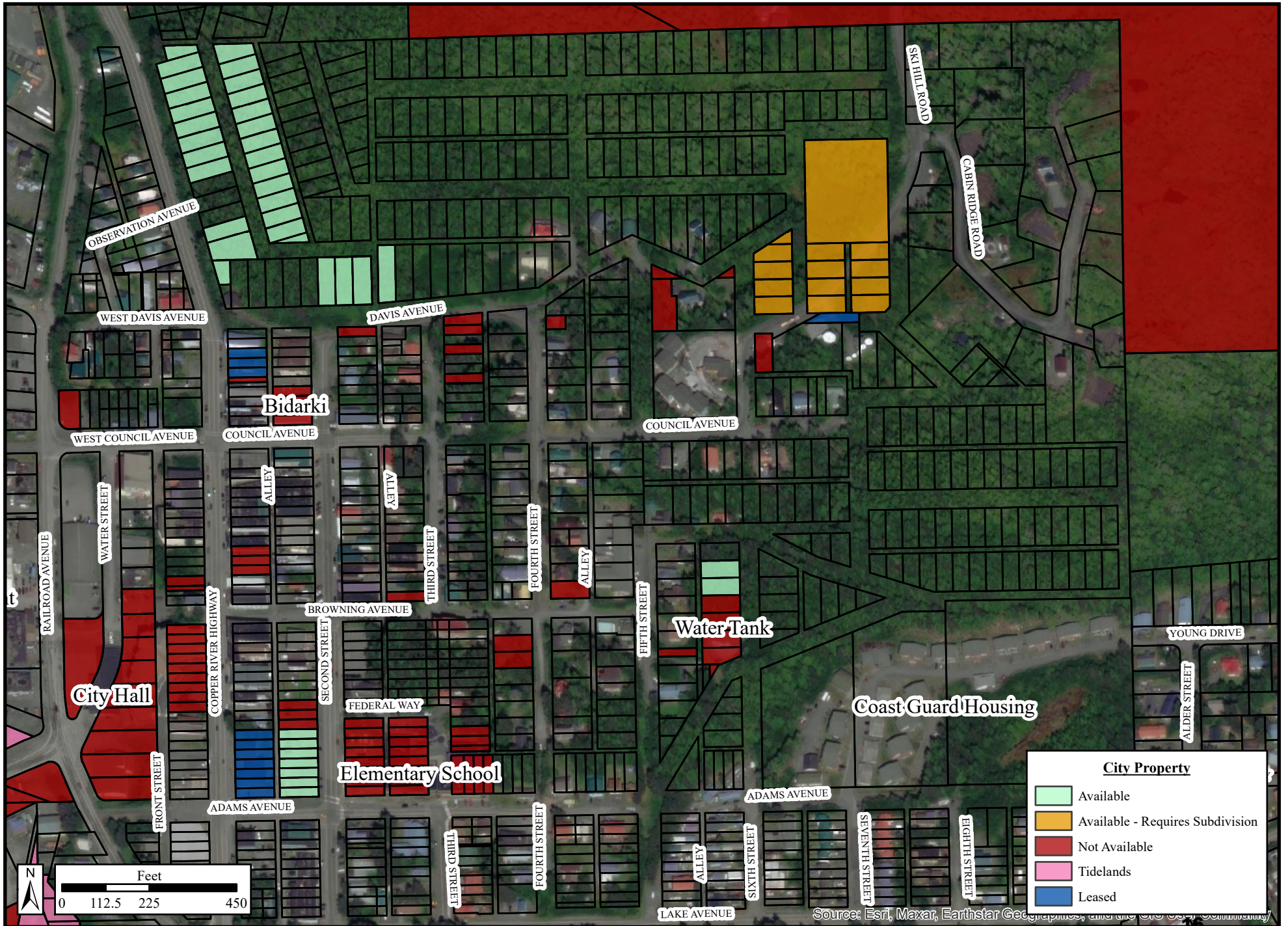
North Fill Development Park



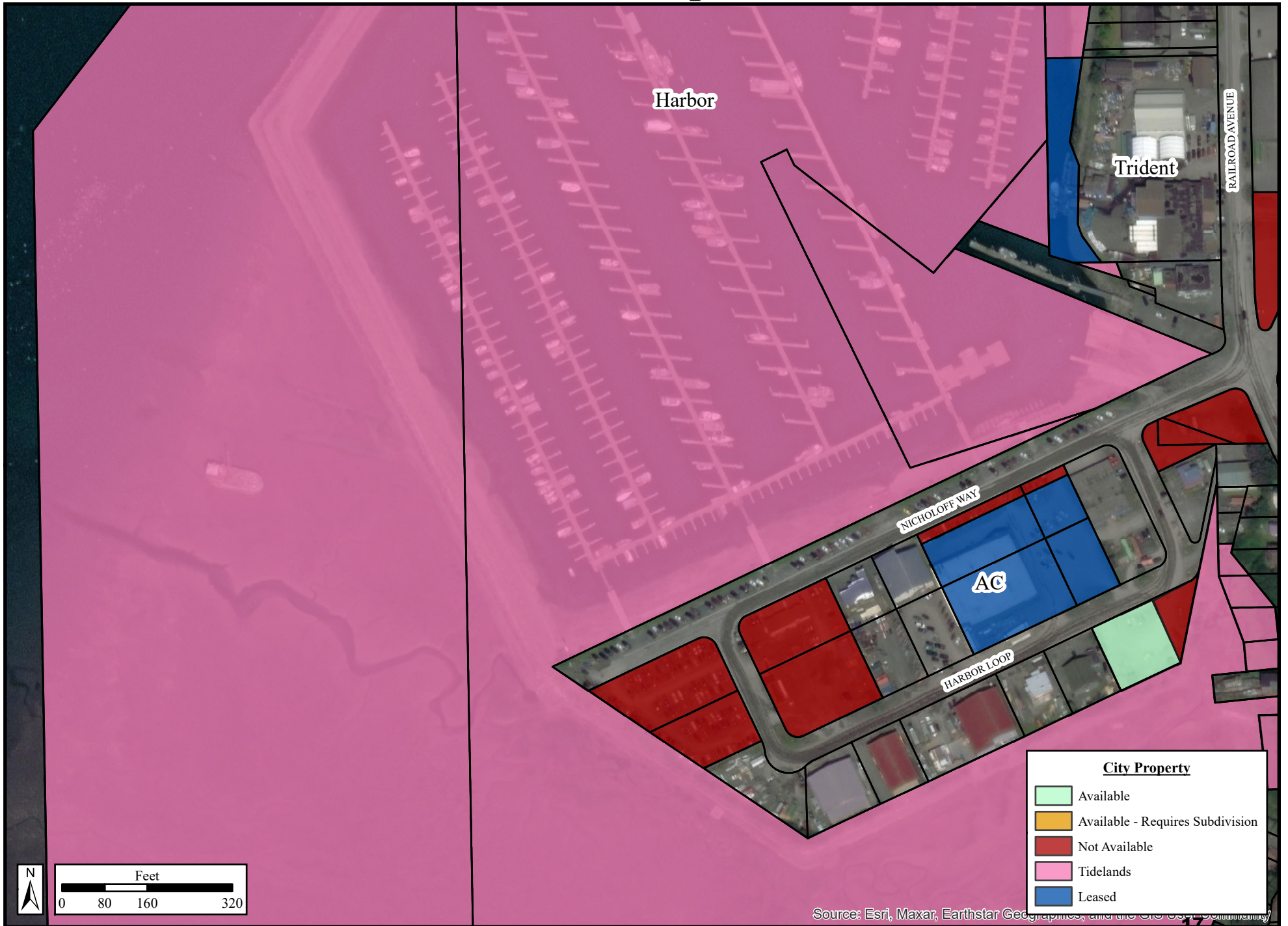
Tidewater Development Park & Cordova Industrial Park



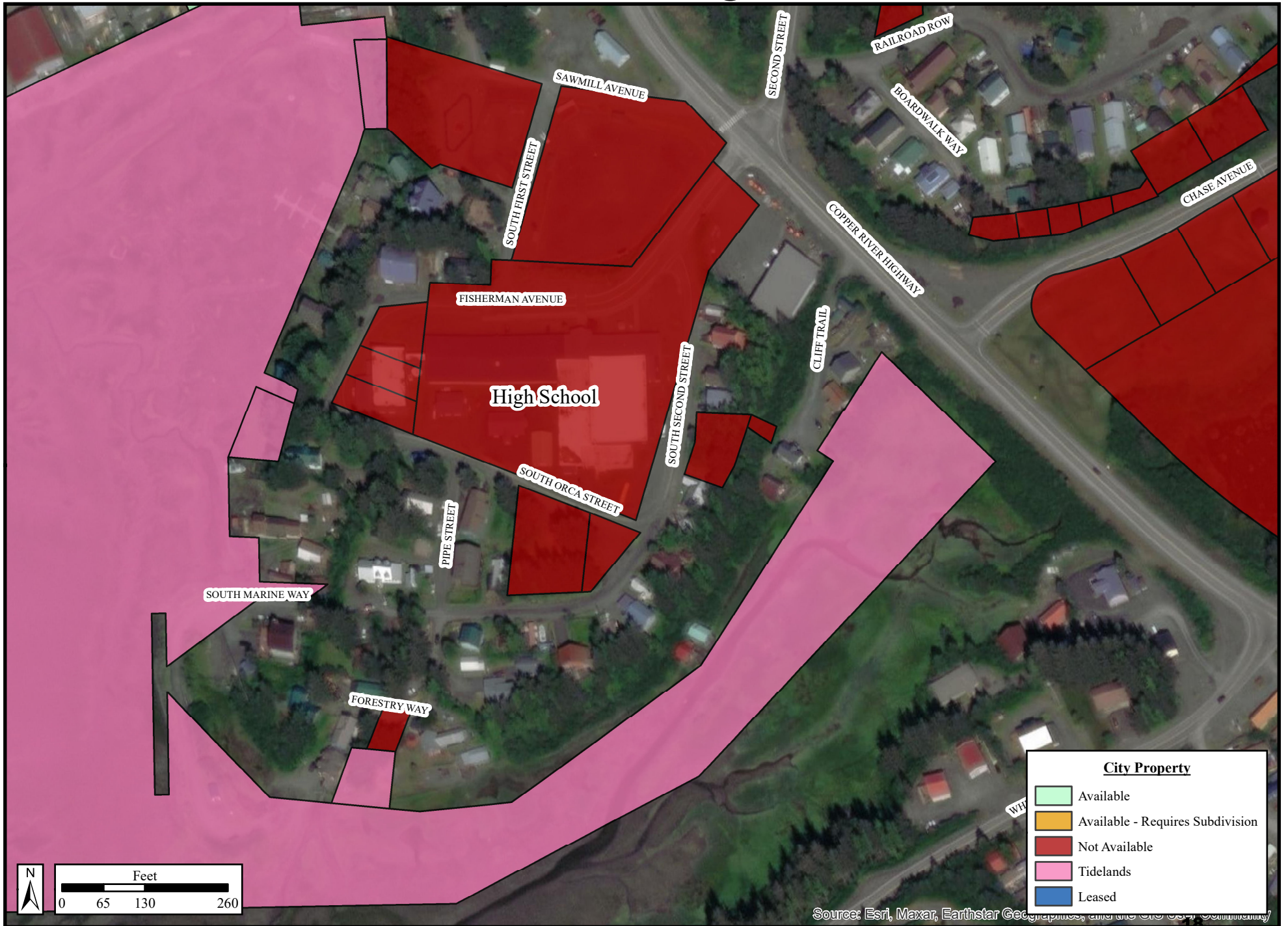
Old Town



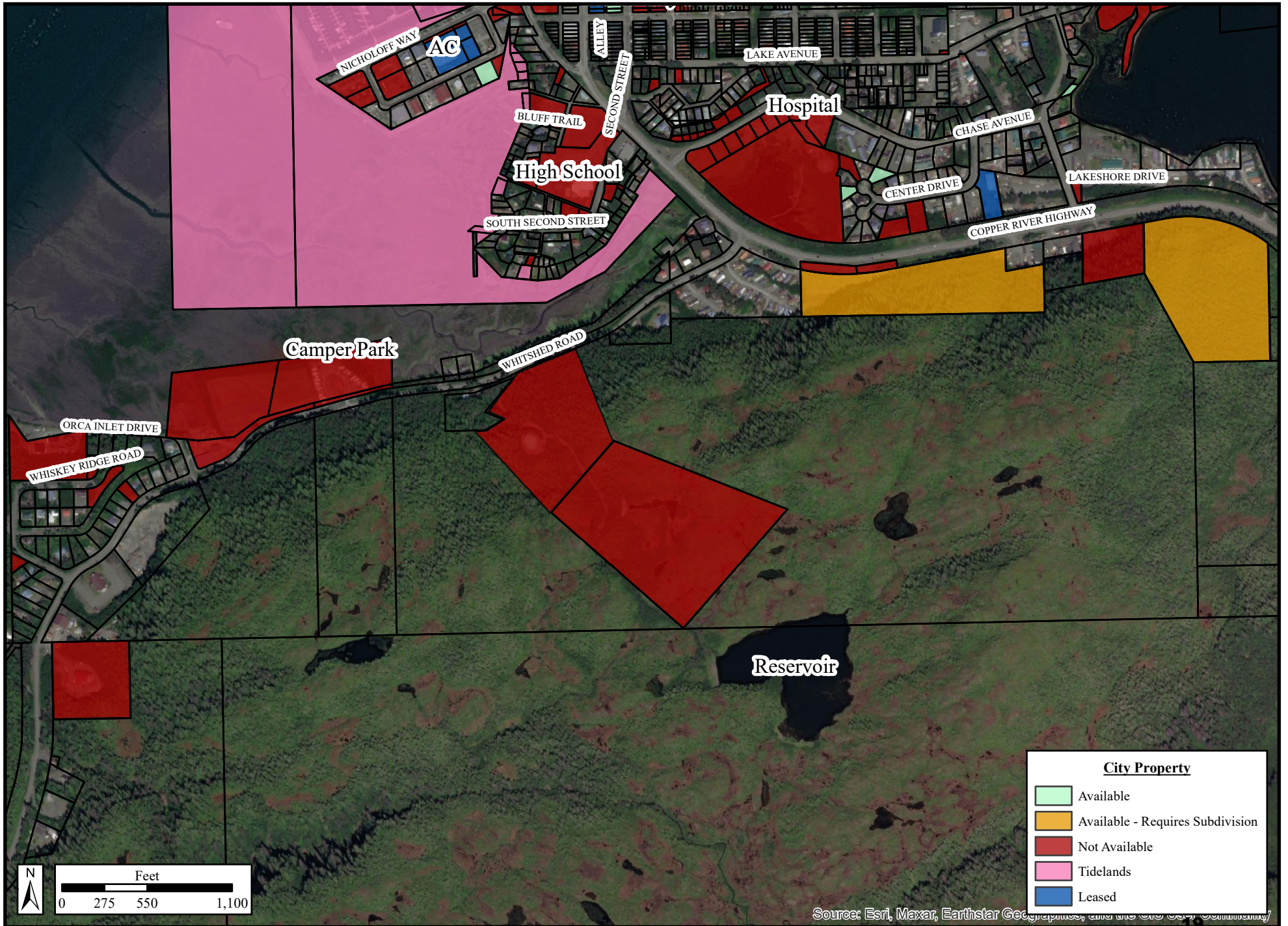
South Fill Development Park



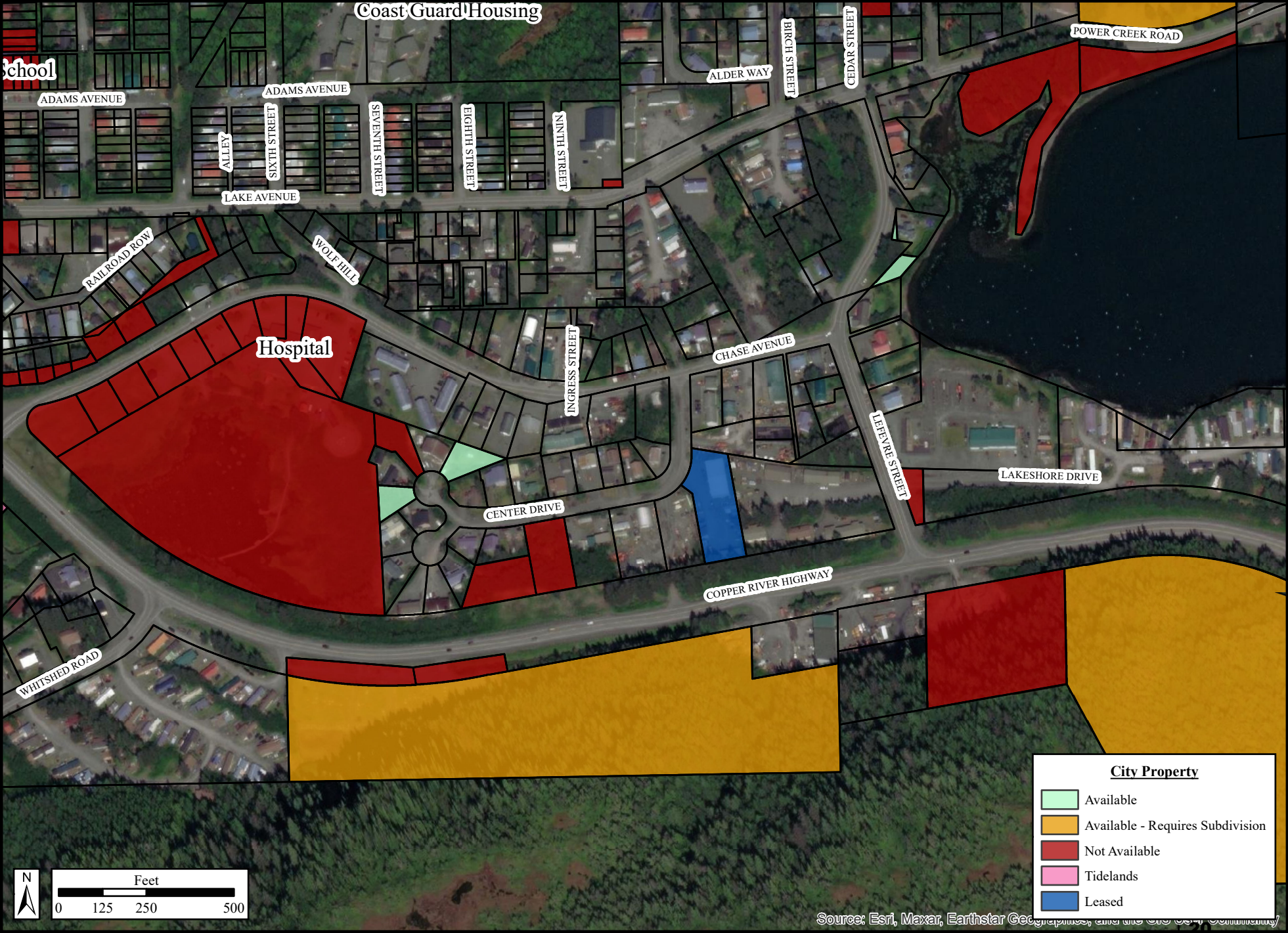
Odiak Slough



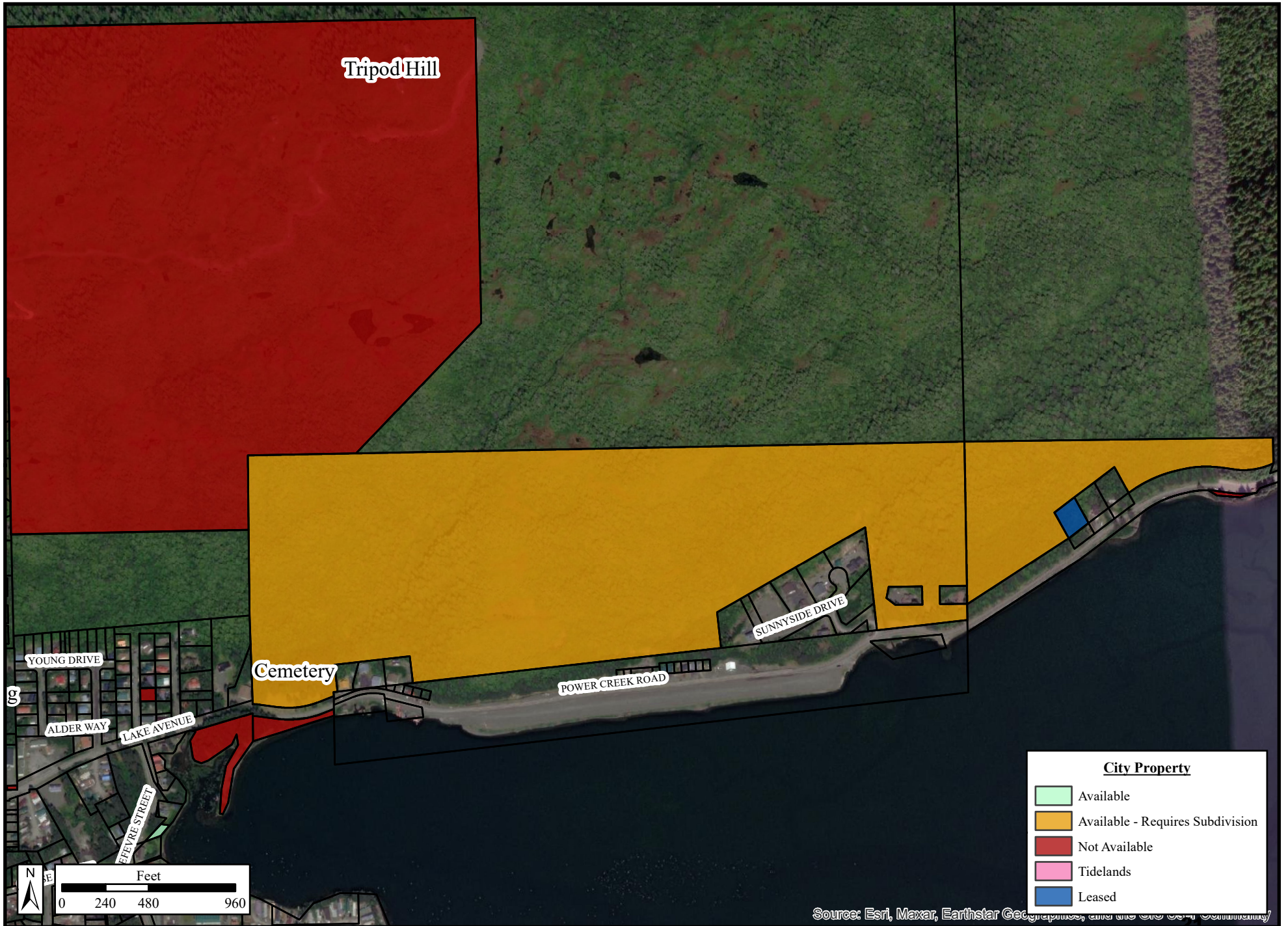
Whitshed Road



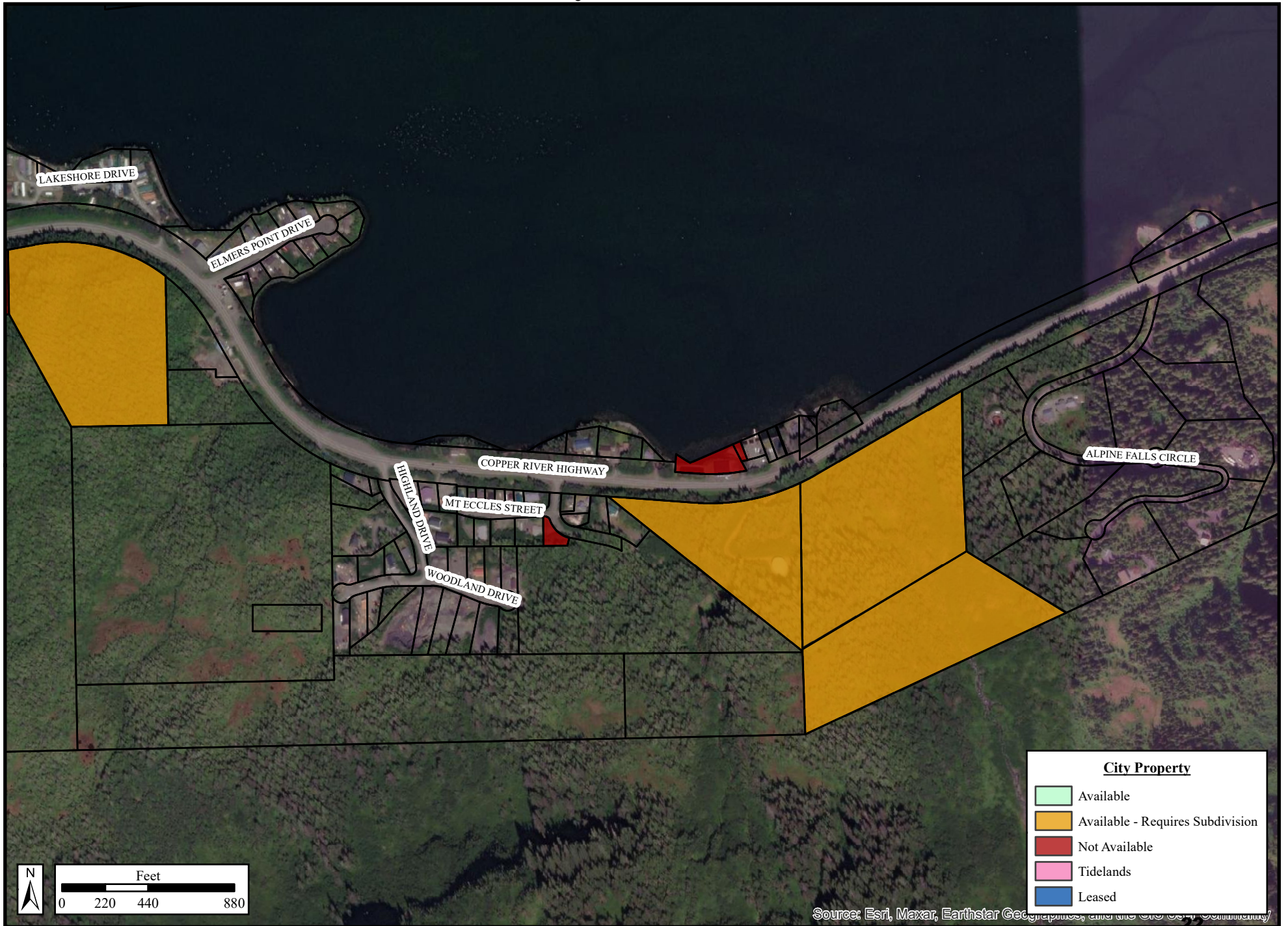
Odiak Park



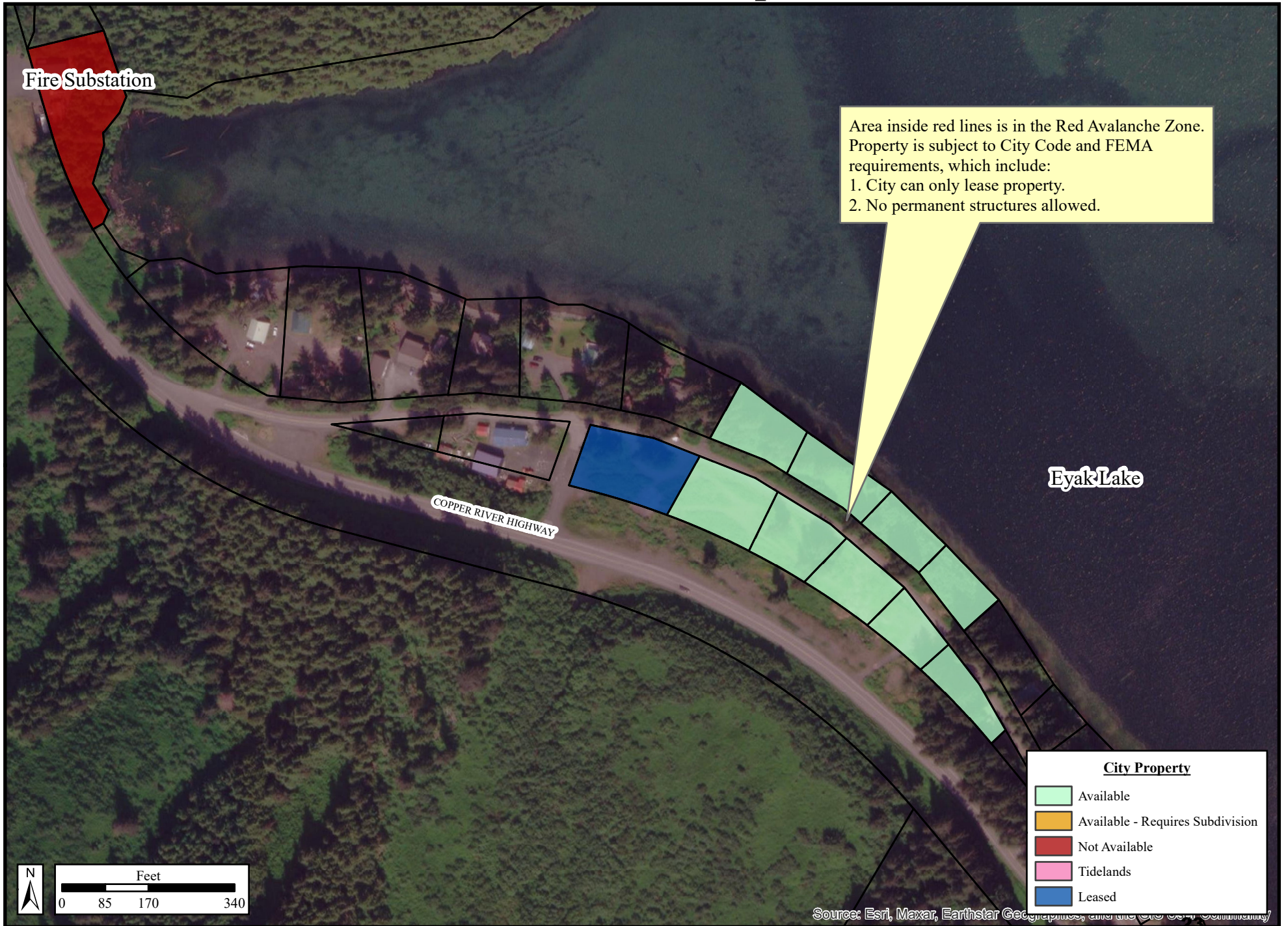
Power Creek Road



Eyak Lake



Five Mile Loop



2024 Land Disposal Maps

Adopted by City Council: **XX/XX/2024**

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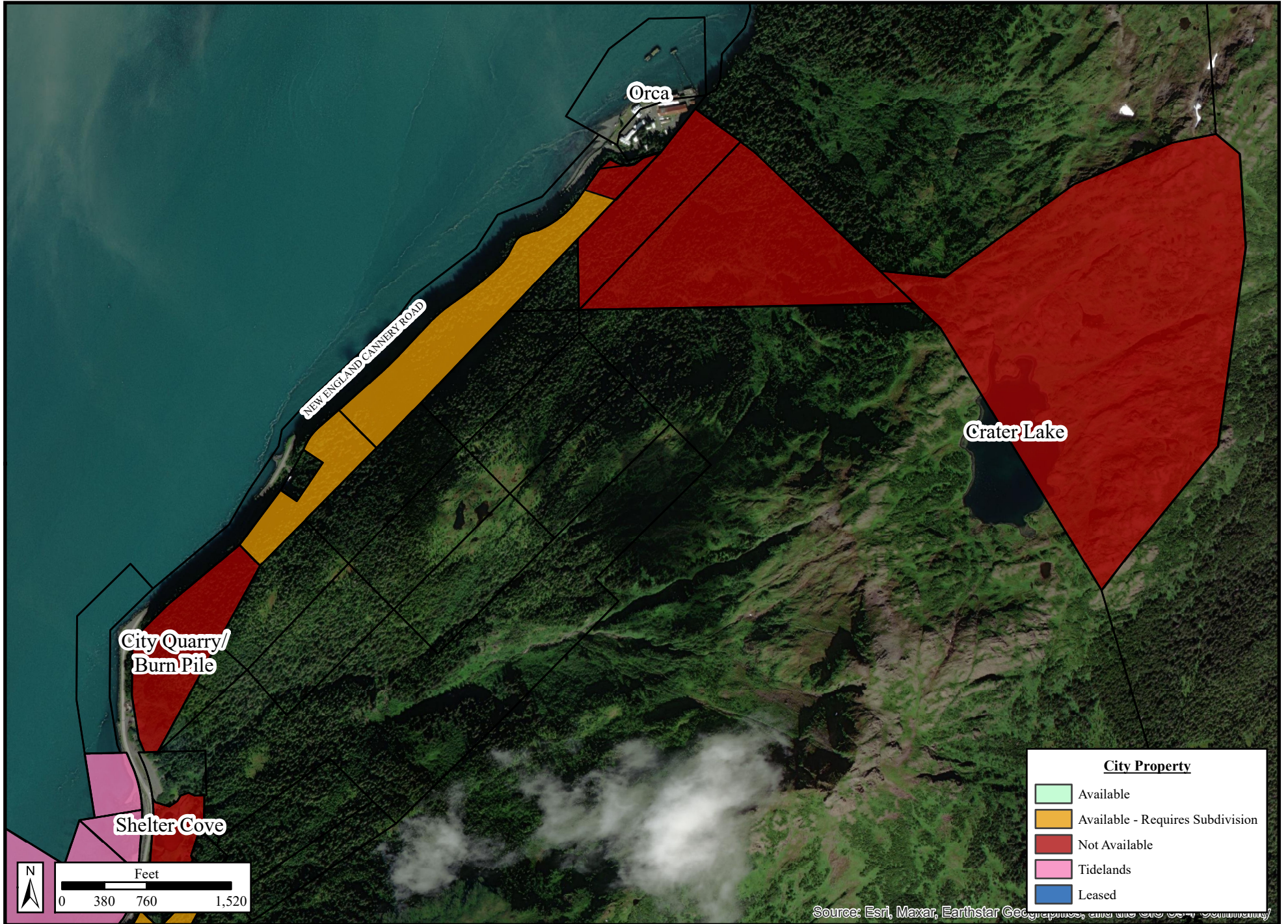
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Update Policy

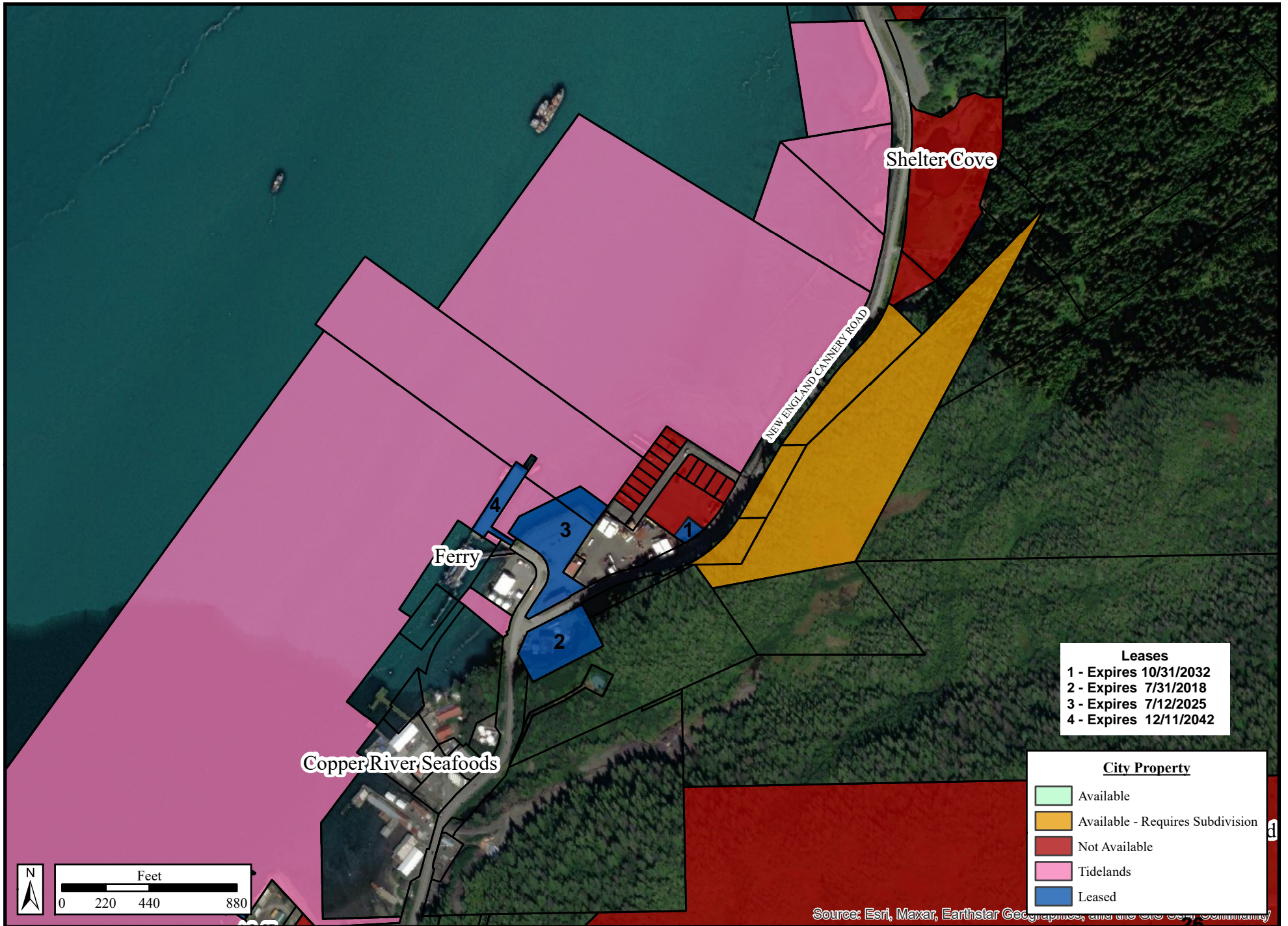
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New England Cannery Road



Ocean Dock Subdivision

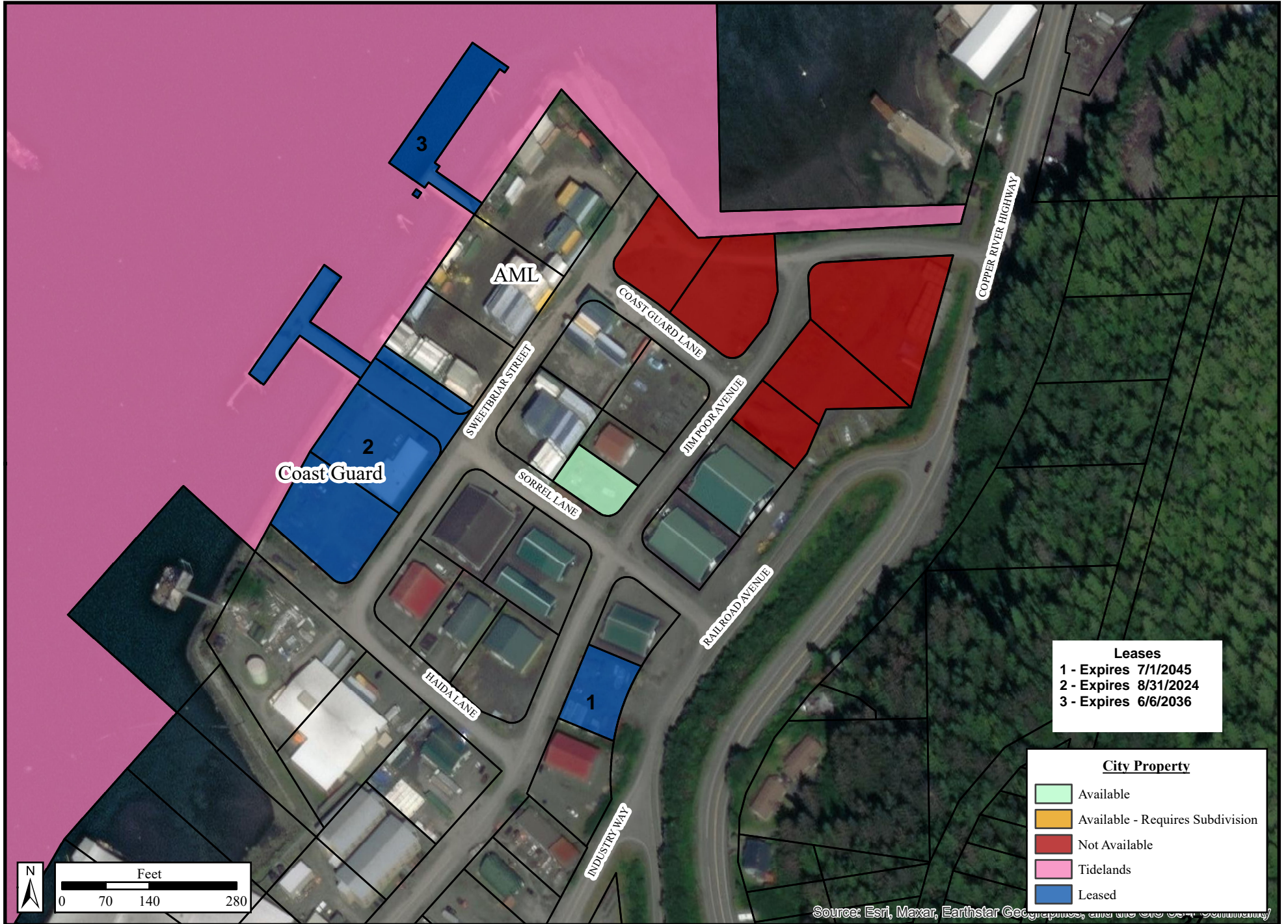


Leases	
1	Expires 10/31/2032
2	Expires 7/31/2018
3	Expires 7/12/2025
4	Expires 12/11/2042

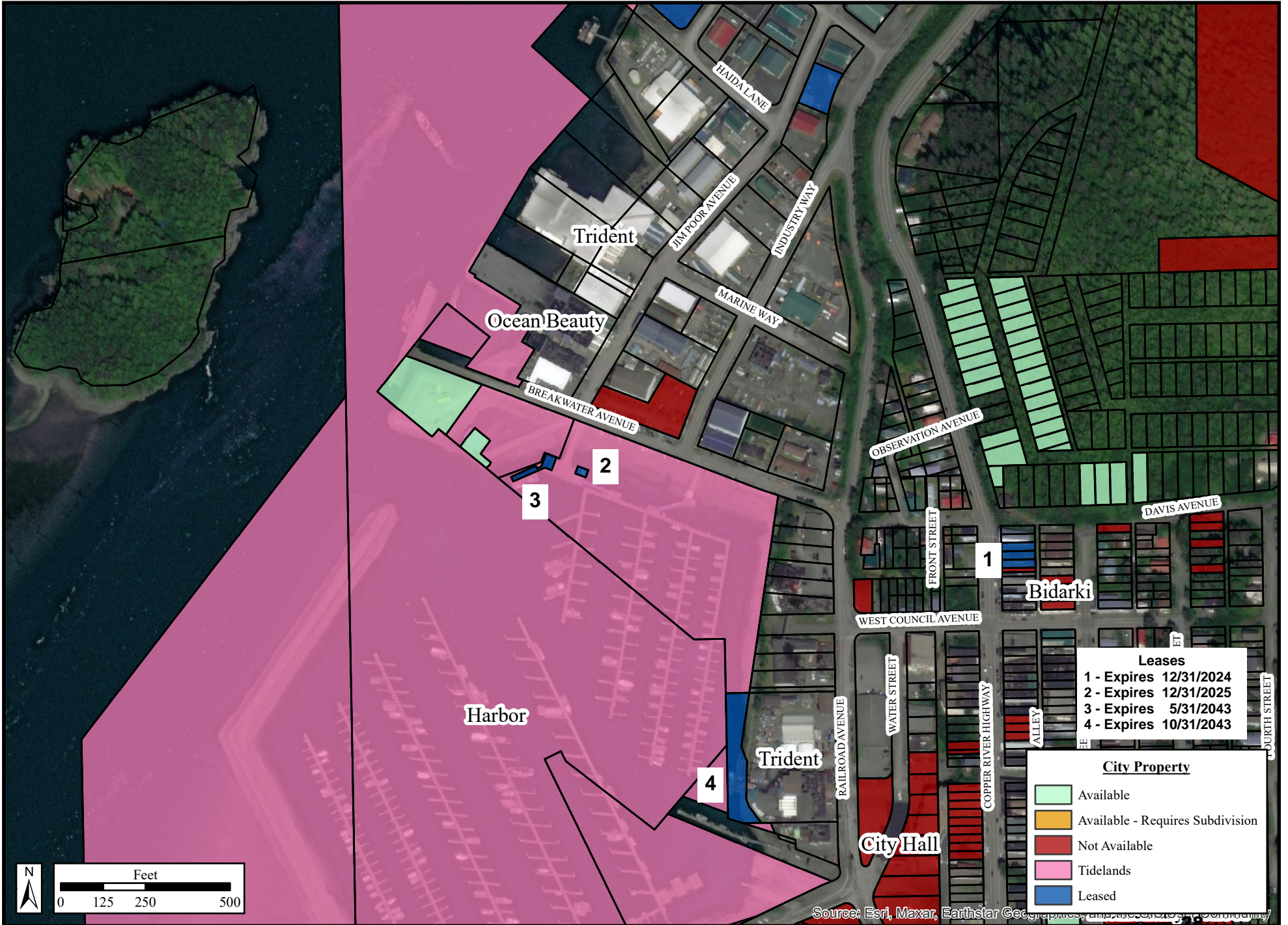
City Property	
Light Green	Available
Yellow	Available - Requires Subdivision
Red	Not Available
Pink	Tidelands
Blue	Leased

Source: Esri, Maxar, Earthstar Geographics, and the USGS Community

North Fill Development Park



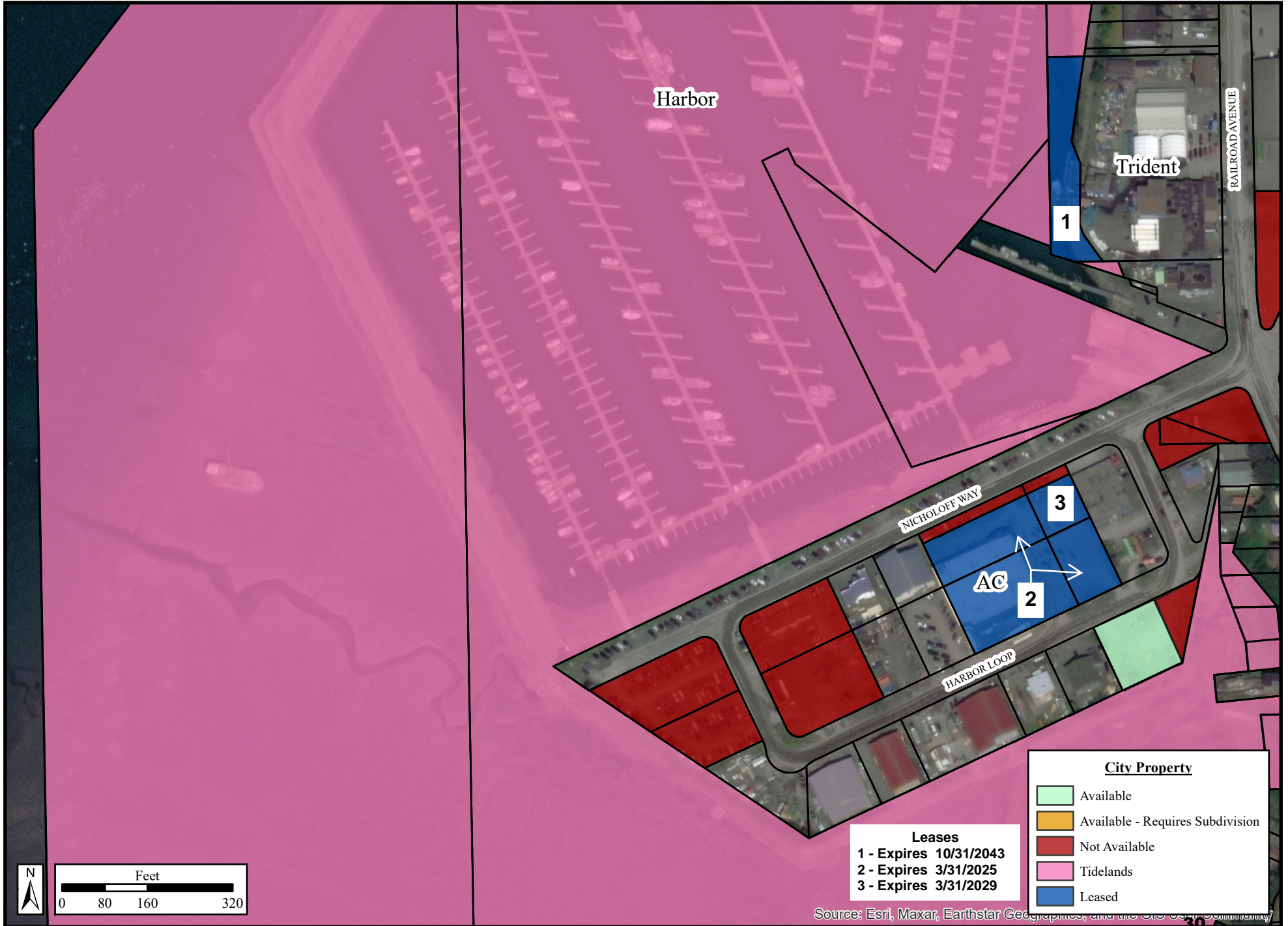
Tidewater Development Park & Cordova Industrial Park



Old Town



South Fill Development Park



Harbor

Trident

RAILROAD AVENUE

NICHOLOFF WAY

HARBOR LOOP

AC

1

2

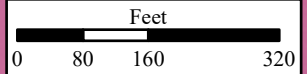
3

City Property

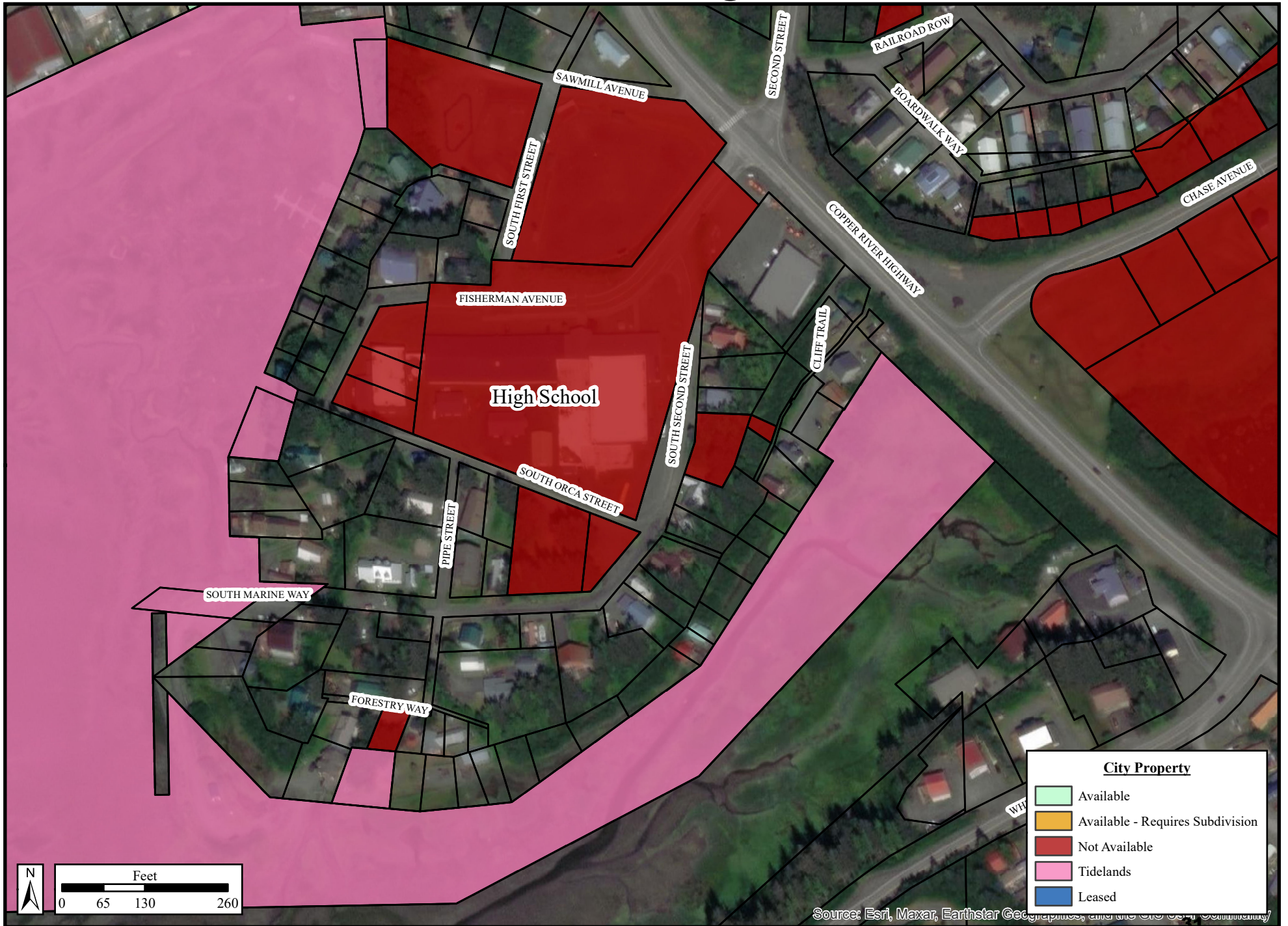
- Available
- Available - Requires Subdivision
- Not Available
- Tidelands
- Leased

Leases

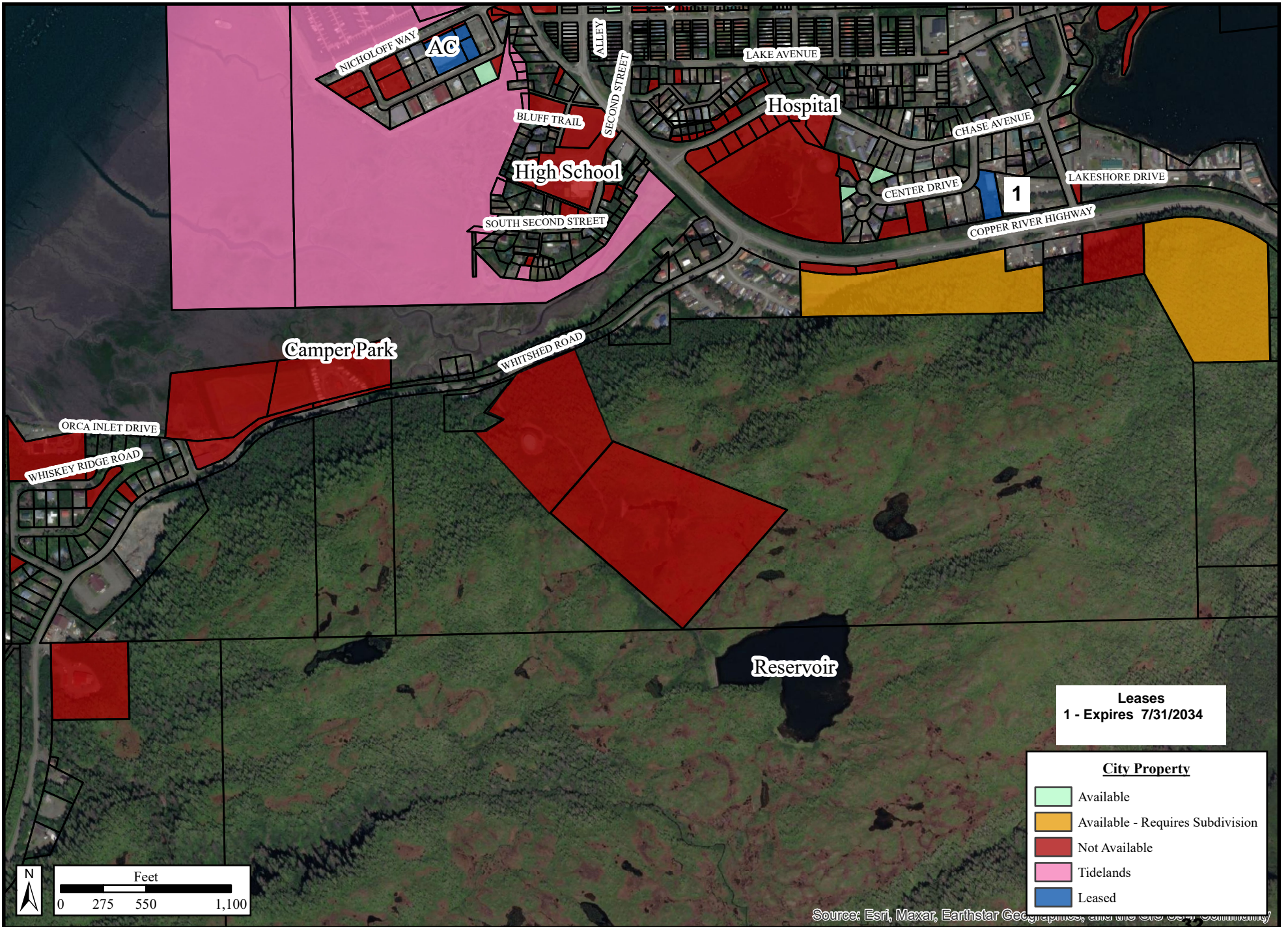
- 1 - Expires 10/31/2043
- 2 - Expires 3/31/2025
- 3 - Expires 3/31/2029



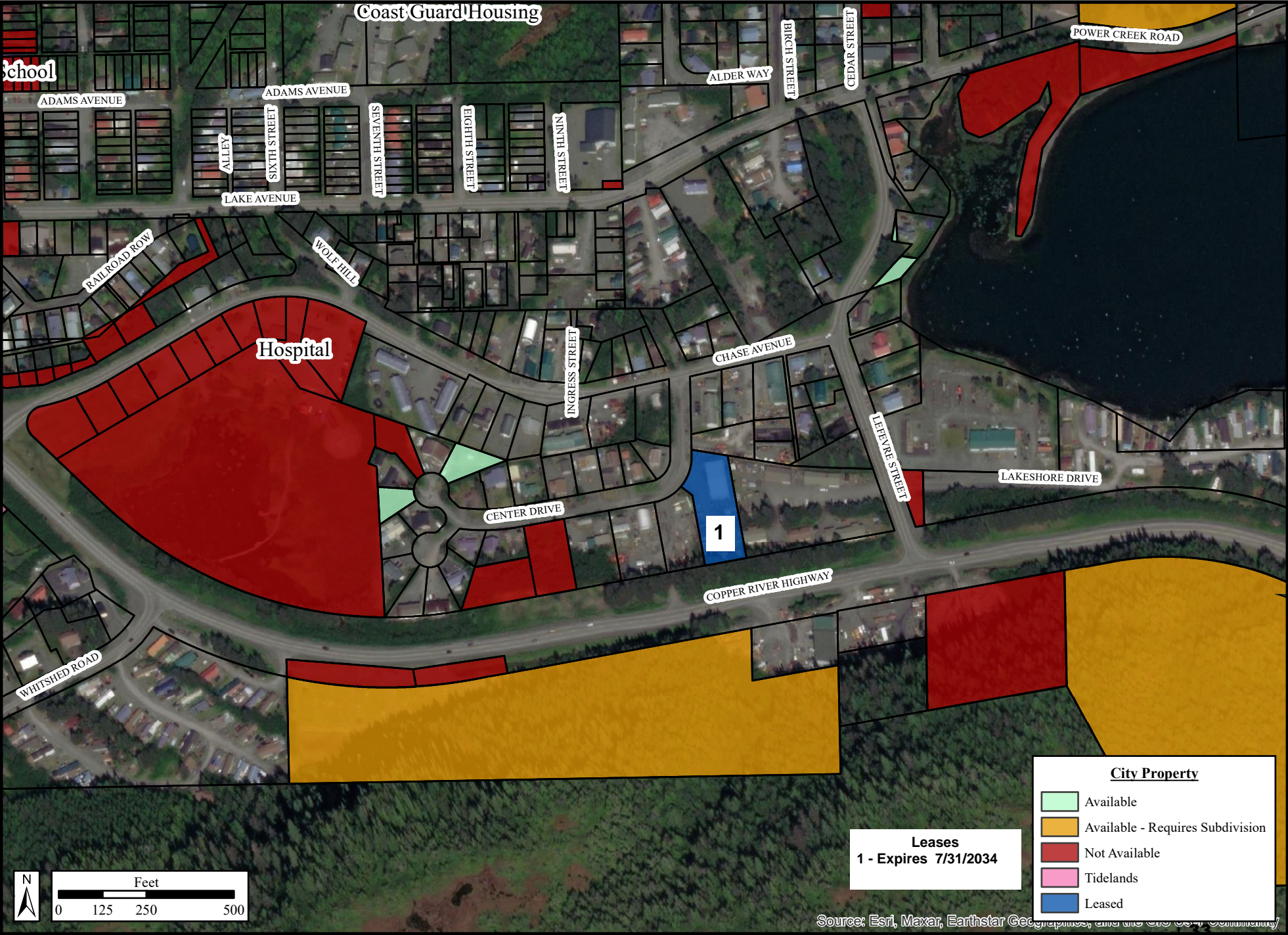
Odiak Slough



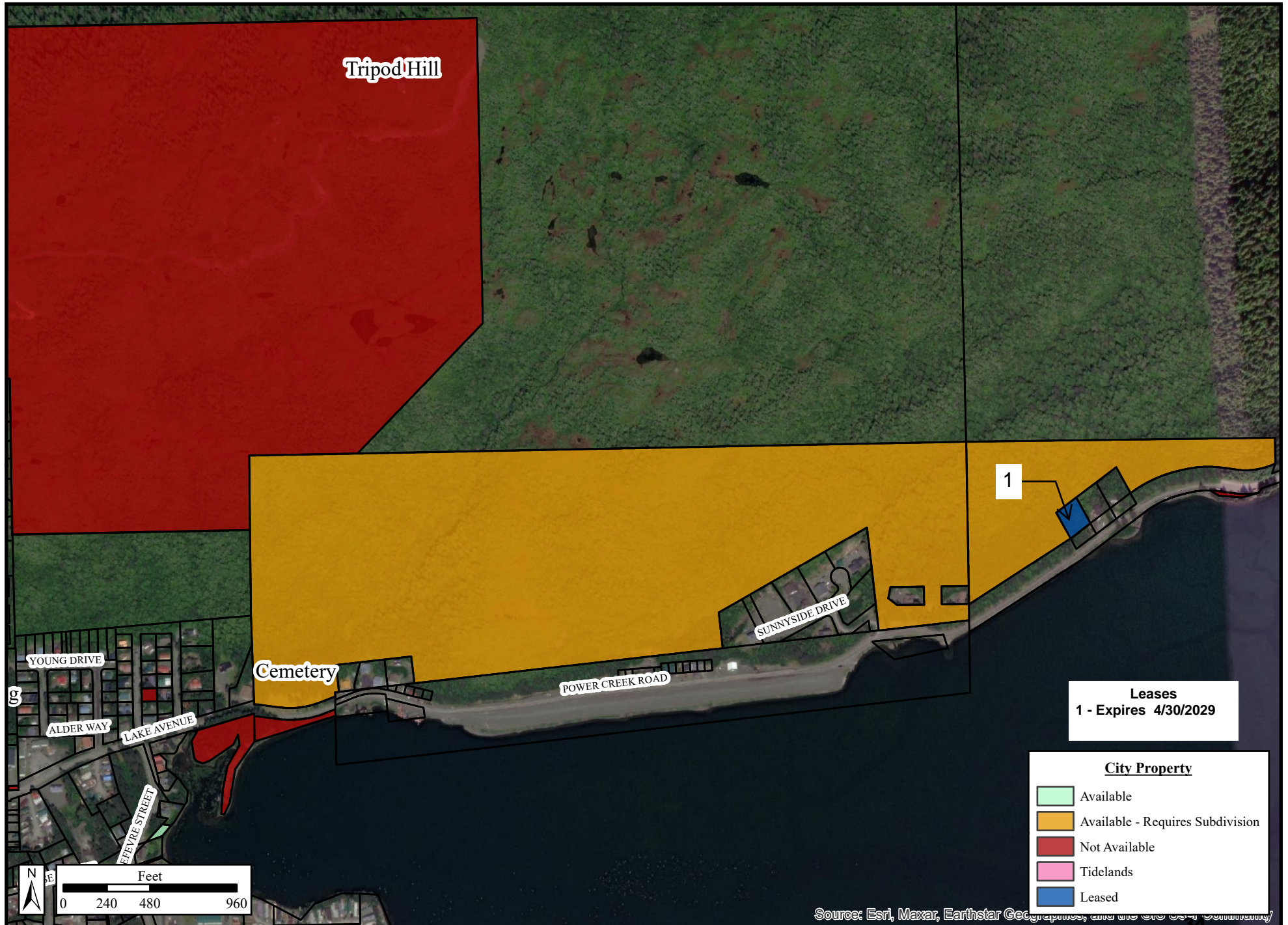
Whitshed Road



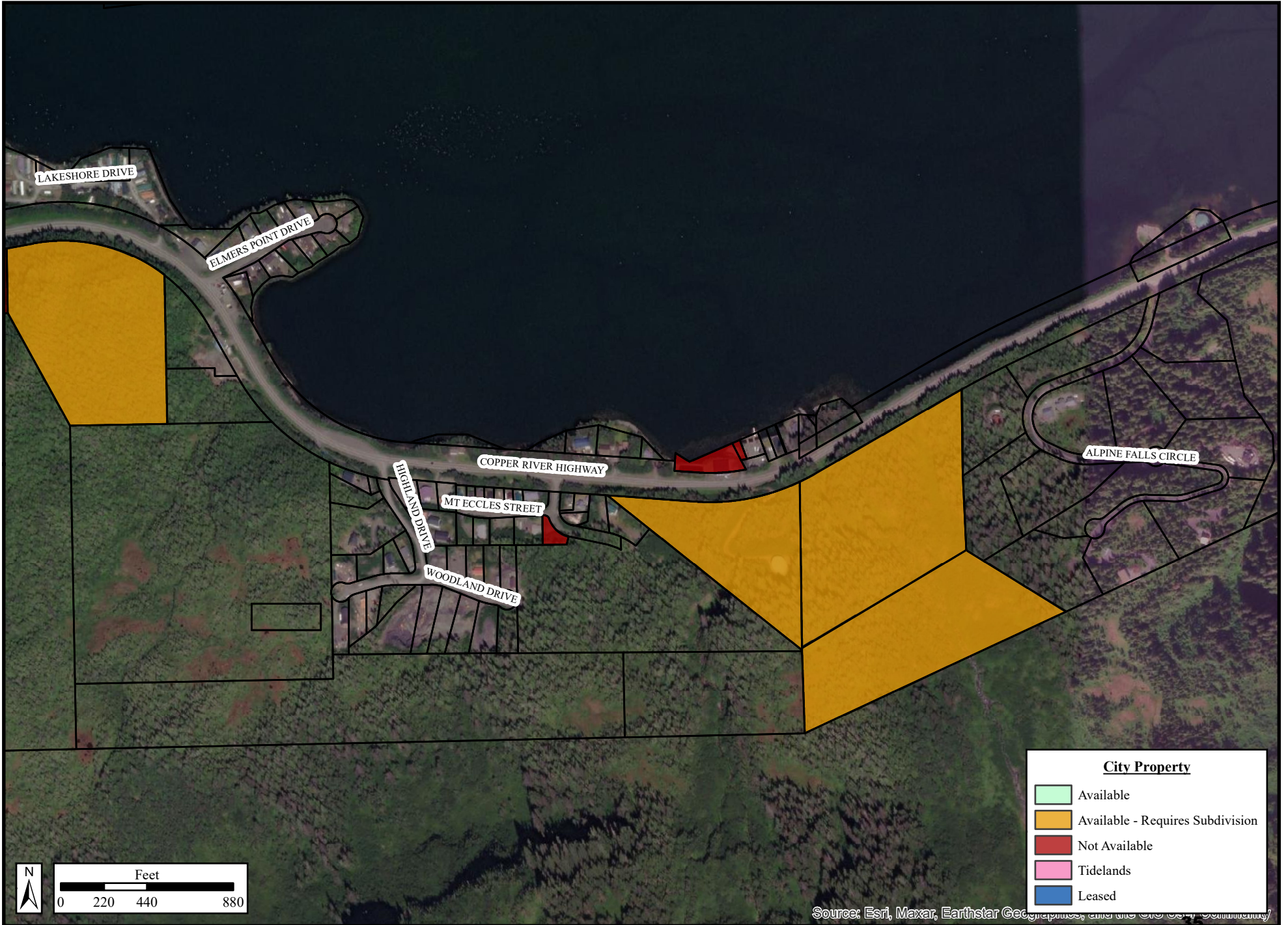
Odiak Park



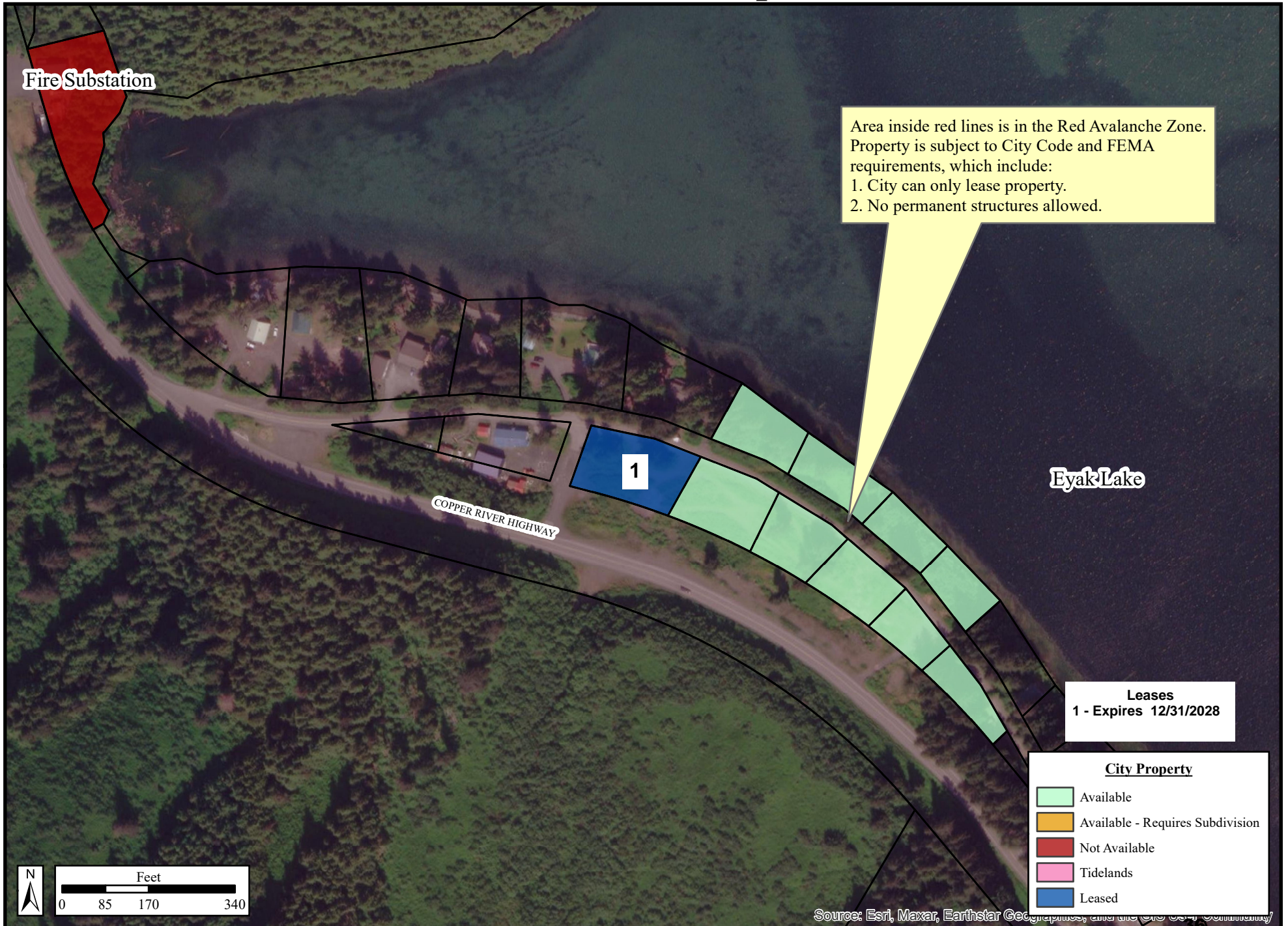
Power Creek Road



Eyak Lake



Five Mile Loop



**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 24-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPT THE 2024 LAND DISPOSAL MAPS**

WHEREAS, the City Planner is directed by Cordova Municipal Code Section 5.22.030(B) – *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*; and

WHEREAS, the Planning Commission has determined that annually reviewing and recommending the Land Disposal Maps for City Council’s approval will enable the City Manager and City Planner to efficiently determine if land is available for purchase, lease, or lease to purchase; and

WHEREAS, the Planning Commission has identified these Land Disposal Maps as the most current and updated version to be used in the land disposal process; and

WHEREAS, having annually updated maps will benefit the residents of Cordova by providing maps for public review.

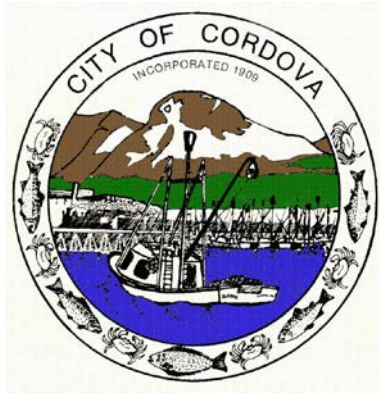
NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend the City Council of the City of Cordova, Alaska adopt the 2024 Land Disposal Maps.

PASSED AND APPROVED THIS 13th DAY OF FEBRUARY, 2024

Tania Harrison, Chair

ATTEST:

Kevin Johnson, City Planner



AGENDA ITEM # 10a
Planning Commission Meeting Date: 2/13/24

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 2/13/24
ITEM: Jones Conditional Use Permit Approval Extension
NEXT STEP: Make a decision on extension of conditional use permit approval

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

A Conditional Use Permit (CUP) is valid for six months from the date of approval, however the Planning Commission may extend the approval if satisfactory evidence of planning and/or construction progress is presented. The applicant is requesting a one-year extension of their CUP as their current approval has expired.

II. RECOMMENDED ACTION / NEXT STEP:

A motion should be made to begin discussion of the topic.

Staffs suggested motion:

“I move to approve the requested one-year extension of the march 2023 Conditional Use Permit approval associated with Lot 6, Lakeview Subdivision”

III. FISCAL IMPACTS:

N/A

IV. BACKGROUND INFORMATION:

The applicant has requested that the Planning Commission grant a one year extension of their CUP approval as allowed by CMC 18.60.020 (M) which states “In the case of construction, the planning and zoning commission may extend the time of construction if satisfactory evidence of planning and/or construction progress is presented.” The applicant has provided information and pictures to show that they have made progress on the project. They have so far cleared and leveled the lot, established the driveway, and placed and compacted material for two of the three building pads.

Staff believes that the applicant has made adequate progress to grant an extension and recommends the Planning Commission approve the extension.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A

VII. ATTACHMENTS:

- A. Applicant Progress information and photos

Kevin Johnson

From: Kenneth Jones <jonespropertiesak@gmail.com>
Sent: Friday, December 22, 2023 1:07 PM
To: Kevin Johnson
Subject: Re: Conditional use permit renewal

Follow Up Flag: Follow up
Flag Status: Flagged

Ok sounds good, I would like to request an extension now, for the max 1 year term, will probably need to get one more extension next fall aswell. Progress so far is we got the lot cleared of alders and the garbage that was left from the previous owner, got my new driveway in and filled the old driveway, and got two of the three building pads are in and compacted. I have continued shopping for cabin packages and haven't quite found what I am looking for, so will likely have to custom stick build. I have talked to septic contractors and am making plans to get the DEC approved septic, am on CECs list for spring to trench in the utilities and with the actual cabin construction still pending final building permit approval am now hoping for the following year spring/summer build season 2025, that of course is all depending on contractor availability which has been an issue. The contractor I normally use has unfortunately moved and I have not been able to find anybody else with the crew and time to do it yet.



