

**Chair**

Tania Harrison

**Vice Chair**

Mark Hall

**Commissioners**

Chris Bolin

Sarah Trumblee

Kris Ranney

Gail Foode

Sean Den Adel

**City Planner**

Kevin Johnson

**PLANNING COMMISSION REGULAR MEETING  
TUESDAY NOVEMBER 19<sup>th</sup>, 2024 AT 6:40 PM  
CORDOVA CENTER COMMUNITY ROOMS A & B**

**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. Record unexcused absence of Chris Bolin and Gail Foode from the October 8, 2024 Regular Meeting

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

**6. CORRESPONDENCE**

**7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

- a. Guest Speakers  
b. Audience comments regarding agenda items (3 minutes per speaker)

**8. PLANNER'S REPORT**

**9. UNFINISHED BUSINESS**

- a. Request For Proposals Planning Commission Review and Scoring Criteria Update Discussion..... Page 1

**10. NEW BUSINESS**

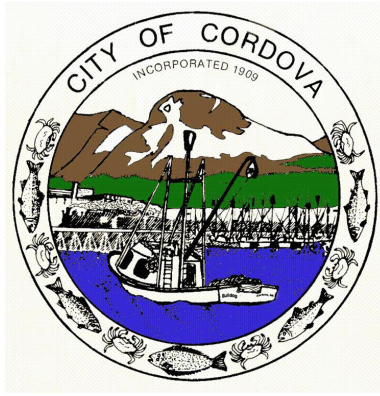
- a. Conditional Use Permit – Vehicle Oil Change Home Occupation.....Page 6

**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 4:00 p.m. on the day of the meeting**



## **AGENDA ITEM # 9a**

### **Planning Commission Meeting Date: 11/19/24**

#### **PLANNING COMMISSION COMMUNICATION FORM**

---

**FROM:** Kevin Johnson, City Planner

**DATE:** 11/19/24

**ITEM:** Request For Proposals Planning Commission Review and Scoring Criteria Update  
Continued Discussion

**NEXT STEP:** Review and Discuss Updating the Request for Proposals Review and Scoring  
Criteria

---

☒ INFORMATION  
☐ MOTION  
☐ RESOLUTION

---

#### **I. REQUEST OR ISSUE:**

The Planning Commission, after using the existing Request for Proposals (RFP) scoring criteria at their 4/9/24 meeting, determined that the criteria should be revisited and potentially updated. It was decided that there would be a discussion about this at the next meeting to determine how to move forward with modifying the process if needed.

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

No motion necessary, the commission should hear staffs presentation and then discuss the topic.

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

N/A

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

While reviewing proposals at the 4/8/24 meeting, the Planning Commission determined that the review criteria are appeared to be unclear and may no longer align with the needs, goals, and values of the city. This was confirmed when it was realized that many commissioners had their own interpretation and meaning for the existing criteria. The commission then decided that the criteria and review process need to be examined and potentially updated to create better clarity.

The existing criteria (attached to this memo) was created over a series of meetings in 2011. The idea to create criteria came from the commission themselves. After reviewing multiple proposals with no set review process, they saw that there is a need to create a process that includes some objectivity to the process, but also recognized that ultimately it is a subjective process. In addition to providing direction for the commission in their review, they saw the creation of criteria as a way to also guide development to meet the needs and values of the community.

When creating these they had many of the same concerns as the commission today. There were concerns that there were not clear definitions and how would future commissions interpret the criteria. Ultimately it was determined that these criteria should be owned and modified by each commission as they see fit.

The following are some loose “definitions” that seemed to get general consensus from the commission at the time of creation. I have not finished combing through the records, so this list is incomplete at this time.

Importance to Community: comparing proposed uses to intended zoning (flower shop vs boat repair shop in commercial zone)

Enhanced Architectural Design: Building aesthetic, building material, energy efficiency, landscaping, sidewalks, greenspaces / public spaces.

The Planning Commission had an initial discussion at their 5/14/24 meeting.

The discussion began with talking about if the criteria are to be used as just an advisory tool or if they are used to choose the best proposal. It was decided that these criteria should be used as an advisory tool for the commission to make a recommendation. This leaves it open for the commission to have discretion as not every criterion can be accounted for. If a proposal comes forward that includes a need or desire of the that is not accounted for in the criteria, the commission is not held to the rigidity of the criteria.

The commission discussed adding a “preference bonus” to proposal scores for those with State or local residency. This could be tied to your PFD status. Could be two tiered, you get X% bonus for state residency, and then X% bonus if also a local resident.

Staff explained that when they issue an RFP they include two different sheets. One being the review criteria, the second is a list of questions (attached to this memo) that staff puts together which are somewhat tailored to each RFP. These questions are to pull more specific information out from the applicants in their proposals. The commission asked to either add questions or modify the existing ones to pull out more information regarding business plans such as well as getting more specific information on financing plans.

The commission decided that there should be definitions for each criterion and that these definitions should then be included with the RFP. The commission then decided to go through and discuss each of the criterion individually.

“Value of Improvements” - There was a desire to have this clarified that this criterion has to do with what the estimated property / improvement value will be for property tax purposes.

“Number of Employees” - it was determined that the commission would like to see this clarified that this is referring to the number of additional direct employees not including the owner.

The commission ended the meeting and decided to pick the discussion back up at their next meeting.

**VI. LEGAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

The Planning Commission has requested a time to discuss the RFP review criteria. There has been concerns stressed that they are unclear and may not be in line with the current needs and value of the city.

**VIII. ATTACHMENTS:**

RFP Review Criteria

Please review the attached section of Code for the permitted uses within the **Waterfront Industrial District**.  
**Additional Minimum Information Required** (please attach separately with this proposal form):

1. Describe the development you're proposing.
2. What is the proposed square footage of the development?
3. Provide a sketch, to scale, of the proposed development in relationship to the lot. (Attachment C)
4. What is the benefit of the proposed development to the community?
5. What is the value of the proposed improvements (in dollars)?
6. What is your proposed timeline for development?

**Included for your convenience:**

**Attachment A:** Criteria used when evaluating each submitted proposal.

**Attachment B:** A location map showing the subject property.

**Attachment C:** The property parcel with measurements.

**Attachment D:** Cordova Municipal Code - Waterfront Industrial District

**Attachment E:** Sample Lease with Option to Purchase Agreement

**Please mail proposals to:**     **City of Cordova**  
   **Attn: City Manager**  
   **C/O Impound Lot Proposals**  
   **P.O. Box 1210**  
   **Cordova, Alaska 99574**

**Or email proposals to [citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net) and [planning@cityofcordova.net](mailto:planning@cityofcordova.net).** The email subject line shall be "Proposal for Lot 4A, Block 5," and the proposal shall be attached to the email as a PDF file.

**Or deliver your proposal to the front desk at City Hall.**

For questions or more information about the land disposal process, contact the City Planning Department at 424-6220, [planning@cityofcordova.net](mailto:planning@cityofcordova.net), or stop by in person.

**Proposals received after Friday, March 1<sup>st</sup>, 2024 at 4:30 PM will not be considered.**

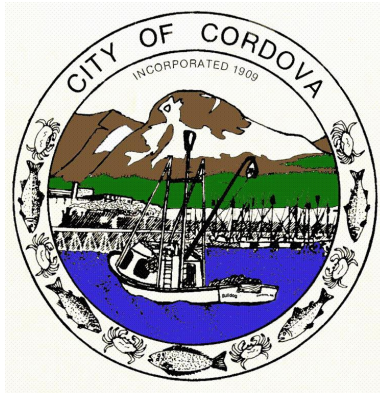
## ATTACHMENT A

Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10. The multiplier will then be applied to the scores to determine a final score.

**A proposals score is not the final determination on if it will be chosen. City Council has ultimate discretion and may select the proposal they determine best based on their own determination. The Council may also reject any and all proposals based on their own determination.**

### Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal Rank 1-10	Subtotal for Proposal
Value of improvements	1.75		
Number of Employees	1.5		
Sales Tax Revenue	1.25		
Importance to Community	1.75		
5yr Business Plan/Timeline	0.75		
Enhanced Architectural Design	1		
Proposal Price	1		
Consistency with Comprehensive Plan	1		
<b>Total</b>			



**AGENDA ITEM #10a**  
**Planning Commission Regular Meeting Date: 11/19/24**  
**PLANNING COMMISSION COMMUNICATION FORM**

---

**FROM:** Kevin Johnson, City Planner

**DATE:** 11/5/24

**ITEM:** Conditional Use Permit – Vehicle Oil Change Service Home Occupation

**NEXT STEP:** Decide Whether to Grant Conditional Use Permit

---

☐ INFORMATION  
☒ **MOTION**  
☐ RESOLUTION

---

**I. REQUEST OR ISSUE:**

Requested Actions: Grant of Conditional Use Permit  
Applicant: Ray Renner  
Parcel Number: 02-086-250  
Legal Description: Tract B1-B Mt Eccles Estates Addition #1, Plat 99-18  
Zoning: Low Density Residential  
Lot Area: 35,477 Square Feet (.81 acres)

The City of Cordova received an application requesting a Conditional Use Permit (CUP) to allow for a home occupation consisting of a vehicle oil changing services to be conducted on a residential lot.

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

A Commissioner should make the following motion followed by a second to open the item for discussion

“I move that the Planning Commission grant the Conditional Use Permit request submitted by Ray Renner and to adopt and incorporate the findings and conditions of approval within the staff report.”

The CUP can be granted with or without special conditions or denied.

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

The city would expect to see additional sales tax revenue from services associated with this use.

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

Ray Renner is seeking a CUP to allow for them operate a vehicle oil changing service out of an existing shop building on their residential lot.

The zoning for the property allows for home occupations. However, as this use is not directly in line with the definition for home occupations, and so a CUP is required.

Business operations would consist of performing oil changes on vehicles, with only one vehicle being on site for an oil change at a time this will reduce possible congestion and traffic to the site. Waste oil will be stored in 300 gallon storage containers which the applicant already possesses. This oil will then be used in the applicants waste oil burner.

The 2019 Cordova Comprehensive Plan encourages home occupations that do not negatively impact the surrounds or significantly alter the residential nature of the neighborhood. This use will be contained within an existing shop, and the operation is limited to one vehicle at a time, and waste oil will be stored in secured storage containers.

The Planning Commission may want to consider imposing Conditions of Approval if they consider approving this proposal. Staff would suggest that the two following conditions be included with any approval to provide clarity on what is being allowed:

1. No customer vehicles shall be serviced or stored outside.
2. Waste oil must be stored in a secure container, and if stored outside, container must have a form of secondary containment to prevent spills or leaks from contaminating the surrounding area.

The Planning Commission may choose to include or remove the suggested conditions, or impose different or additional conditions that they find appropriate.

Below you will find the CUP approval criteria in *italics* and staff's responses in normal font type.

### **Suggested Findings:**

#### **18.60.020 (B) – Conditional Use Permit Approval Criteria**

1. *The use is consistent with the purpose of this chapter and is compatible with the zoning district and the comprehensive plan;*



This criterion is met.

The zoning district allows for home occupations. Home Occupation is defined by our city code as “an accessory use of a service character customarily conducted within a dwelling by the residents thereof, which is clearly secondary to the use of the dwelling for living purposes and does not change the character thereof and does not involve more than one paid assistant.”. While this commercial activity would not occur inside of a dwelling, it would occur within an existing shop building which would maintain the residential character of the neighborhood.

The 2019 Cordova Comprehensive Plan supports this type of use by encouraging home occupations that do not negatively impact the surrounds or significantly alter the residential nature of the neighborhood. This use is contained within an existing shop building, it is mostly out of sight, there would be no storage of vehicles outside.

2. *The use will not permanently or substantially injure the lawful use of neighboring properties;*

This criterion is met.

This proposed use occurs fully within an existing shop building and does not include processes that would create excessive noise or odors that could affect neighboring properties. Waste oil would be stored in secured containers and spills would be contained either within the building or within the secondary containment around the storage container.

3. *Public services and facilities are adequate to serve the proposed use;*

This criterion is met.

The property is currently served by city water, sewer, and refuse. The proposed additional use would be able to be served by the existing services.

4. *The proposed use will not have a permanent negative impact on pedestrian and vehicular traffic circulation and safety substantially greater than that anticipated from permitted development; and*

This criterion is met.

The applicant proposes that only one customer would be served at a time so there would not be an excessive amount of additional traffic at any one time and would be spread out throughout the day or the week and would be similar to the coming and goings of a standard residence, so it is not anticipated that this use would negatively impact traffic or pedestrian circulation.

5. *The proposed use will not adversely affect to the public's safety, health, or general welfare.*

This criterion has been met.

By meeting the above criterion and being consistent with the comprehensive plan the use does not adversely affect the public's safety, health, and general welfare.

## V. **LEGAL ISSUES:**

The public or applicant may appeal the decision of the Planning Commission to the City Council within 10 days of approval.

**VI. ENVIRONMENTAL ISSUES:**

Potential environmental issues include the potential for oil to be spilt and cause contamination. This concerns will be mitigated by the oil changes occurring within the shop which will contain any spills. If Waste oil is stored outside a form of secondary containment should be in place to provide additional protection.

**VII. SUMMARY AND ALTERNATIVES:**

The applicant has requested that the Planning Commission grant a CUP to allow for them to operate a vehicle oil changing service business in a residential zone. The operation would be limited to changing vehicle oil on one vehicle at a time, with no outdoor storage of vehicles and the oil changes would occur within an existing shop building.

The Planning Commission may approve the CUP with or without conditions or deny the CUP if they believe the approval criteria have not been met.

**VIII. STAFF SUGGESTED CONDITIONS OF APPROVAL:**

Staff Recommends the following conditions of approval:

1. No customer vehicles shall be serviced or stored outside.
2. Waste oil must be stored in a secure container, and if stored outside, container shall have a form of secondary containment to prevent spills or leaks from contaminating the surrounding area.

**IX. ATTACHMENTS:**

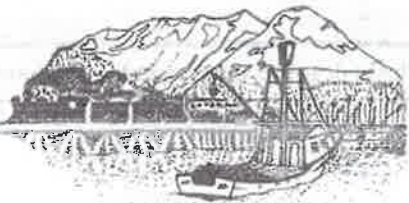
- A. Location Map
- B. Conditional Use Permit Application



Source: Esri, Maxar, Earthstar Geographics, IGN, and the GIS User Community



# CITY OF CORDOVA



## CONDITIONAL USE PERMIT APPLICATION

City of Cordova, Alaska

INSTRUCTIONS	PERMIT TYPE	FEE
Print or type requested information. Incomplete applications will be returned to the applicant and will delay processing of the request. Applications must be recieved by the Planning Department 21 days prior to the next Planning Commission Regular Meeting, which is scheduled the second Tuesday of each month.	Conditional Use Permit	\$250

### APPLICANT INFORMATION

Name:	Raymond Renner
Mailing Address:	Box 1181
City/State/Zip:	Cordova AK 99574
Phone Number:	907-424-5696
Email Address:	ray-renner4@hotmail.com

### OWNER INFORMATION

Name:	
Mailing Address:	
City/State/Zip:	
Phone Number:	
Email Address:	

Only complete this section if owner is different from applicant.

### PROPERTY INFORMATION

Address:	201 Highland Drive
Legal Description:	Tract B1-B
Tax Lot No.:	02-086-250
Zone District:	Low Density Residential

Planning Department can assist if unknown.



## REQUEST DESCRIPTION

Please describe your requested conditional use in detail as well as the proposed time frame for the new use.

I am looking to start an oil change business in my shop starting as soon as possible. I have a waste oil burner in my shop for heat so it will take away any waste oil. Also the waste oil will be put into plastic waste oil totes which I already have 4 - 300 gallon storage containers.

You may add any additional documents which will help the Planning Commission better understand the request, such as a cover letter, drawings, maps, or photographs.

## CONDITIONAL USE STANDARDS

The Planning Commission may only approve the conditional use if the commission finds that ALL of the following standards are met. You must include a statement and adequate evidence showing that each of the standards has been met. Use additional pages if needed.

The use is consistent with the purpose of this chapter (Chapter 18.60 - Conditional Use Permits) and is compatible with the zoning district and the comprehensive plan.

Yes

The use will not permanently or substantially injure the lawful use of neighboring properties.

No. I will only be changing 1 oil change at a time and will not have any cars built up outside.

Public services and facilities are adequate to serve the proposed use.

Yes I have a 40x60 shop already on my lot.

The proposed use will not have a permanent negative impact on pedestrian and vehicular traffic circulation and safety substantially greater than that anticipated from permitted development.

No. Car traffic will be a minimal.  
I will only have 1 car at a time  
for oil changes ~~on~~ in my driveway

The proposed use will not adversely affect the public's safety, health, or general welfare.

No the oil will be in oiltight containers  
I plan to only have 1 vehicle at a time.  
Used oil will be buried in my waste oil drum ✓  
I will have 4 - 300 gallon catenies for used oil.

#### OTHER CONDITIONAL USE REQUIREMENTS

Any application approved by the planning commission shall be conditional upon the privilege granted being utilized within six (6) months after the effective date of approval.

Plot plan is required. The plot plan needs to be drawn to scale, showing the location of all existing and proposed buildings or improvements, elevations of such buildings or alterations, and off-street parking areas.

The City Planning Commission shall have the authority to impose such conditions and safeguards as it deems necessary to protect the best interests of the surrounding property or neighborhood and the Comprehensive City Plan and zoning ordinance.

If applicant is not the owner of the subject lot, the owner's signed authorization granting applicant the authority to (a) apply for the conditional use permit and (b) bind the owner to the terms of the conditional use permit, if granted.

Some conditional uses (telecommunication tower, marijuana establishments, junkyards, and others) are subject to additional requirements in Chapter 18.60 of the Cordova Municipal Code.

#### APPLICANT CERTIFICATION

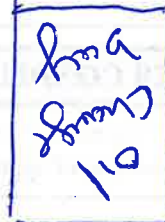
By the signature attached hereto, I certify that I am the owner or duly authorized owner's agent and that the information provided within this application and accompanying documentation is correct. Furthermore, I hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting site inspections.

Applicant Signature: \_\_\_\_\_

Date: 10/21/24

Print Name: \_\_\_\_\_

Randy Perre



Shed

