

Chair

Tania Harrison

Vice Chair

Mark Hall

Commissioners

Chris Bolin

Sarah Trumblee

Kris Ranney

Gail Foode

Sean Den Adel

City Planner

Amanda Hadley

Coward

**PLANNING COMMISSION PUBLIC HEARING
Tuesday October 14, 2025, AT 6:30 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. PUBLIC HEARING

Conditional Use Permit – Marijuana Establishment on Lot 2A, Block 4, Cordova Industrial Park
See 10/14/2025 Regular Meeting Packet item 10d, for Memo and Application Material

4. 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 4:30 p.m. on the day of the meeting

Chair
Tania Harrison

Vice Chair
Mark Hall

Commissioners
Chris Bolin
Sarah Trumblee
Kris Ranney
Gail Foode
Sean Den Adel

City Planner
Amanda Hadley
Coward

**PLANNING COMMISSION REGULAR MEETING
Tuesday October 14, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOM A & B**

AGENDA

1. CALL TO ORDER

2. ROLL CALL

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

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Record excused absence of Chris Bolin from the September 09, 2025, Regular Meeting

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

8. PLANNER'S

REPORT.....Page 1

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a. Letter of Interest for Lot 2, Block 7, North Fill Development Park.....**Page 3**
b. Letter of Interest for A Portion of Lots 11, 12,13, & 14, Block 32, Original Townsite.....**Page 9**
c. Letter of Interest for Lots 1 & 2, Block 5, Odiak Park Subdivision.....**Page 14**
d. Conditional Use Permit for Lot 2A, Block 4, Cordova Industrial Park from AMW Property Management LLC.....**Page 20**
e. Capital Improvements Projects.....**Page 47**

11. AUDIENCE COMMENTS

12. COMMISSION COMMENTS

13. ADJOURNMENT

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Planner's Report

To: Planning and Zoning Commission
From: Amanda Hadley Coward, City planner
Date: Tuesday October 14, 2025
Re: Recent Activities and Updates

1. Planning & Zoning Numbers Up to October 10, 2025:

- 20 - Building Permits
- 3 - Conditional Use Permits
- 1 – Variance Application
- 2 - Site Plan Review
- 17 - Letters of Interest
- 2 - Resolutions Passes by Planning Commission
- 5 – Published Requests for Proposals (RFP)
- 3 – Plats Administratively Approved
- 3 – Plats Under Administrative Review

2. Land Use Permit/ROW Permit Completions:

- Haida Lane ROW Permit – End date was 9/30/2025 and AML cleared items from the area.
- Breakwater Fill Lot – End date was 9/30/2025 and Vic Al Food truck was cleared from the lot and all items cleaned from the area.

3. Second Street Open House Meeting with DOT:

On Tuesday 9/30/2025 the City & State DOT held an open house in the City Education Room where they put out large images of the entire project area with adjacent landowner properties represented. They answered questions for property owners and the Public Works Director, Kevin Johnson is available for meetings if the public has any additional questions.



4. Lots 19-25, Block 6, Original Townsite:

Negotiations are taking place between the City and the Native Village of Eyak (NVE) for the purchase of these lots.

5. Local Emergency Planning Committee (LEPC):

The State of Alaska Division of Homeland Security & Emergency Management is working with the City to create an LEPC specific to Cordova. The Planner has passed this project to the Fire Marshal, Aaron Sayles for completion.

6. City of Cordova Police Department:

Collaboration on updated GIS address information and updated reference maps.

7. Clerk's Office:

Records retention schedule meeting with the Deputy Clerk, Colette Gilmour. What documents need to be stored via original, paper, or electronically and how long to store documents. This is an ongoing conversation and will be updated when the Clerks Office learns more regarding this process.

8. Human Resources & Finance Department:

Updated Software for Timekeeping is going to have a phased roll out to management and then to their employees.

9. Lease at the Shipyard:

Met with Dutch Marine Industries (DMI) they confirmed that they are on track for meeting the substantial completion requirement of a shipping container building in their lease.

10. Meetings with Eyak Corporation:

Meetings have been occurring with Eyak Corp Land Manager, Tiffany Beedle and City Planner, Amanda Hadley Coward regarding updating processes for lands within the City of Cordova boundary. Eyak Corp is committed to following the City processes and is working to pass that information onto their shareholders within their Eyak Homesite Program.



AGENDA ITEM # 10a
Planning Commission Regular Meeting Date: 10/14/2025
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday October 14, 2025

ITEM: Letter of Interest for Lot 2, Block 7, North Fill Development Park

NEXT STEP: Recommendation on Disposal and Disposal Method

☐ INFORMATION
☒ MOTION

☐ RESOLUTION
☐ ORDINANCE

I. REQUEST OR ISSUE:

Requested Actions: Recommendation on Disposal and Disposal Method
Applicant: Bayside Storage
Applicant: Prince William Sound Economic Development District (PWSEDD)
Legal Description: Lot 2, Block 7, North Fill Development Park
Parcel Number: 02-060-136
Area: Approximately 11,534 Sq. Ft.
Zoning: Waterfront Industrial Park District

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motions for the Planning Commission to open the agenda item for discussion:

“I move to dispose of Lot 2, Block 7, North Fill Development Park approximately 11,534 square feet in size as outlined in Cordova Municipal Code 7.40.060 B by *”

Choose one of the following to insert for the asterisk:

1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property. (Alphabetical order: Bayside Storage or PWSEDD)
2. Invite sealed bids to lease or purchase the property.
3. Offer the property for lease or purchase at public auction.
4. Request sealed proposals (RFPs) to lease or purchase the property.

III. FISCAL IMPACTS: The property would become part of the City's lease or purchase revenue and possessory interest tax or property tax revenue.

IV. BACKGROUND INFORMATION: Bayside Storage and Prince William Sound Economic Development District (PWSEDD) put in letters of interest for Lot 2, Block 7, North Fill Development Park. This is located in the Waterfront Industrial Park District of Cordova. The lot was created in 1986 when the area of tidelands was filled with material to create this lot, and is shown on plat 86-6.

Waterfront Industrial Zoning District

"The Waterfront Industrial District is intended to include land with direct access or close proximity to navigable tidal waters within the City. Uses within this district are intended to be marine-dependent or marine-oriented, and primarily those uses which are particularly related to location or commercial enterprises that derive an economic benefit from a waterfront location." (CMC 18.33.010)

Interested Applicants

On behalf of Bayside Storage, Paul and Linda Kelly the owners propose to use this location to expand their storage business.

On behalf of Prince William Sound Economic Development District (PWSEDD), Kristin Smith the Executive Director proposes to use this location to develop a shared community processing facility for seafood, kelp, and shellfish processing.

The Planning Commission's Recommendation & Next Steps

The Letters of Interest from each applicant are attached for review. The Planning Commission shall make two decisions regarding this memo: First, is if the requested property should or should not be leased or sold. If it is determined that the best interest of the City is to lease or sell the subject property they shall second, determine by what method they recommend the land be disposed of (direct negotiation, sealed bids, public auction, or request for proposals).

Planning Commission's recommendation will then be move forward to the City Council for their review and decision.

Applicable Code:

7.40.040 - Letter of interest to lease or purchase.

A. A person may submit a letter of interest to the city raising an interest in the purchase or lease of city property. Except as otherwise provided in this chapter, a letter of interest shall be submitted to the city manager and must include the following information:

- 1. The name of the interested party and any other names under which the party does business;*
- 2. The interested party's mailing address and the address of the interested party's registered office in the state, if applicable;*
- 3. The use or purpose for which the interested party proposes to lease or purchase the property, and any additional information required by the city manager, school board, city planner or the planning commission.*

B. The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission.

C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 7.40.060(B).

D. The city council shall review the letter of interest and the planning commission's recommendation, and determine, in the city council's sole discretion, whether to offer the real property interest for disposal by one of the methods as described in Section 7.40.060(B).

7.40.060 - Methods of disposal.

A. Except as this chapter provides otherwise, all disposals of interests in city real property shall be for no less than fair market value. The city may accept in exchange for an interest in city real property any consideration of sufficient value not prohibited by law.

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

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

C. If the city elects to dispose of an interest in city real property under one of the competitive methods described in subsections (B)(2) through (B)(4), notice of the disposal shall be published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days. At a minimum, the notice shall describe the interest in city real property to be disposed of, the method of disposal, and the time and place for submitting bids or proposals.

D. An invitation for bids to lease or purchase city real property shall specify any minimum price requirement and any required terms.

E. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals.

V. LEGAL ISSUES: Legal review of lease or purchase agreement will be required prior to final approval by City Council.

VI. SUMMARY AND ALTERNATIVES: Planning Commission may make a motion to recommend or not recommend the lease or purchase of this property.

VII. ATTACHMENT:

- 1) Letter of Interest Bayside Storage
- 2) Letter of Interest PWSEDD
- 3) Subject Property

land Lease/purchase lot 2 block 7

From Paul Kelly [REDACTED]

Date Mon 9/8/2025 5:52 PM

To Linda Kelly [REDACTED]

City officials,

Please consider this letter a formal request from Bayside Storage, owned by Linda and Paul Kelly Box [REDACTED] to lease or lease purchase or purchase lot 2 block 7 of the North Fill development area. We would like to expand our Storage business.

Thank you,



Paul and Linda Kelly

RECEIVED

SEP 10 2025

City of Cordova



August 27, 2025

Sam Greenwood
City Manager
City of Cordova
P.O. Box 1210
Cordova, AK 99574

Dear Ms. Greenwood,

As part of the PWS Economic Development District's work to develop a shared seafood/food processing center for the Cordova community, I am writing to express our interest in leasing or purchasing Lot 2, Block 7, North Fill Development Park.

In coordination with community partners, the PWSEDD has been exploring suitable sites for the past four years. The proximity of this site to the community's waterfront infrastructure makes it a desirable location for coordinating dock deliveries and processing seafood, kelp and shellfish. We are pursuing development of a small processing building, roughly 4,200 square feet, that could be used by kelp and shellfish farmers, direct finfish marketers, and other cottage food businesses. We also plan to include a small commercial kitchen in the facility that could be used by small businesses and for research and development of value added products made here in town. Operations at this site are planned to include a small blast freezer and other cold storage capacity.


We would be pleased to submit a proposal for this lot depending on what process the Planning and Zoning Commission and City Council bodies take for evaluation of such requests.

Thank you for your consideration, and please let me know what you decide for "next steps" with regard to this lot.

Sincerely,

Kristin Smith
Executive Director

...

An aerial photograph of an industrial area with various buildings and parking lots. Black lines delineate the boundaries of several lots. One lot, located in the center-right of the image, is highlighted with a thick cyan border. A white arrow points from a text box to this highlighted lot. The surrounding area includes other industrial buildings with colorful roofs (red, blue, green) and a road with a green median on the right side.

**Approximate Boundary of
Lot 2, Block 7, North Fill
Development Park**



AGENDA ITEM # 10b
Planning Commission Regular Meeting Date: 10/14/2025
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday October 14, 2025
ITEM: Letter of Interest for A Portion of Lots 11, 12, 13, & 14, Block 32, Original Townsite
NEXT STEP: Recommendation on Disposal and Disposal Method

☐ INFORMATION
☒ MOTION

☐ RESOLUTION
☐ ORDINANCE

I. REQUEST OR ISSUE:

Requested Actions: Recommendation on Disposal and Disposal Method
Applicant: David Paddock & David Evans
Legal Description: A Portion of Lots 11, 12, 13, & 14, Block 32, Original Townsite
Parcel Number: 02-061-477, 02-061-479, 02-061-481, & 02-061-483
Area: 4,408 sf, 4,500 sf, 4,500 sf, & 4,500 sf
Zoning: Low Density Residential District

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motions for the Planning Commission to open the agenda item for discussion:

“I move to dispose of A Portion of Lots 11, 12, 13, & 14, Block 32, Original Townsite approximately 17,908 square feet in size as outlined in Cordova Municipal Code 7.40.060 B by *”

Choose one of the following to insert for the asterisk:

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

III. FISCAL IMPACTS: The property would become part of the City’s lease or purchase revenue and possessory interest tax or property tax revenue.

IV. BACKGROUND INFORMATION: David Paddock and David Evans put in a letter of interest to enter into a lease with option to purchase agreement with the City for lots 11, 12, 13, & 14, Block 32, Original Townsite. This is located in the Low Density Residential District of Cordova. They would like to develop these lots and build residential homes on them for resale to the community.

Low Density Residential Zoning District

The Low Density Residential Districts permitted uses are one-family, two-family and three-family dwellings, boardinghouses, truck gardening, the raising of bush and tree crops, flower gardening, and the use of greenhouses, home occupations, accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters, and required off-street parking. (CMC 18.20.010)

Land Disposal Maps - Replat of Lots & Roadway

The specific lots requested are marked on the land disposal maps as “Available Requires Subdivision.” Two of these lots as well as adjacent City lots include the existing Ski Hill Road within their boundaries. This road is not within a plated right-of-way (ROW) and best practice would be to replat and represent the current roadway. As part of any land disposal process involving the requested lots, the City should also explore the possibility of re-subdividing the greater area, block 32, lot 5 of block 33, as well as adjacent plated ROWs. At a minimum, disposal of the requested lots would require a replat to have the existing road dedicated as ROW and rearranging the lot lines and adjacent ROW to maximize the usable space. The details of any such replating and ROW vacations would be explored as this request moves through the land disposal process, with final decisions being made during the negotiations of a sale if that were to occur.

The Planning Commission’s Recommendation & Next Steps

The Letter of Interest from the applicant is attached for review. The Planning Commission shall make two decisions regarding this memo: First, is if the requested property should or should not be leased or sold. If it is determined that the best interest of the City is to lease or sell the subject property they shall second, determine by what method they recommend the land be disposed of (direct negotiation, sealed bids, public auction, or request for proposals).

The Planning Commission’s recommendation will then move forward to the City Council for their review and decision.

Applicable Code:

7.40.040 - Letter of interest to lease or purchase.

A. A person may submit a letter of interest to the city raising an interest in the purchase or lease of city property. Except as otherwise provided in this chapter, a letter of interest shall be submitted to the city manager and must include the following information:

- 1. The name of the interested party and any other names under which the party does business;*
- 2. The interested party's mailing address and the address of the interested party's registered office in the state, if applicable;*
- 3. The use or purpose for which the interested party proposes to lease or purchase the property, and any additional information required by the city manager, school board, city planner or the planning commission.*

B. The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission.

- C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 7.40.060(B).*
- D. The city council shall review the letter of interest and the planning commission's recommendation, and determine, in the city council's sole discretion, whether to offer the real property interest for disposal by one of the methods as described in Section 7.40.060(B).*

7.40.060 - Methods of disposal.

- A. Except as this chapter provides otherwise, all disposals of interests in city real property shall be for no less than fair market value. The city may accept in exchange for an interest in city real property any consideration of sufficient value not prohibited by law.*
- B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:*
- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
 - 2. Invite sealed bids to lease or purchase the property;*
 - 3. Offer the property for lease or purchase at public auction;*
 - 4. Request sealed proposals to lease or purchase the property.*
- C. If the city elects to dispose of an interest in city real property under one of the competitive methods described in subsections (B)(2) through (B)(4), notice of the disposal shall be published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days. At a minimum, the notice shall describe the interest in city real property to be disposed of, the method of disposal, and the time and place for submitting bids or proposals.*
- D. An invitation for bids to lease or purchase city real property shall specify any minimum price requirement and any required terms.*
- E. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals.*

V. LEGAL ISSUES: Legal review of lease or purchase agreement will be required prior to final approval by City Council.

VI. SUMMARY AND ALTERNATIVES: Planning Commission may make a motion to recommend or not recommend the lease or purchase of this property.

VII. ATTACHMENT:

- 1) Letter of Interest
- 2) Subject Property

David Paddock

[REDACTED]

David Evans

[REDACTED]

9th September 2025

City Manager
Cordova Alaska

Dear City Manager

My Name is David Paddock, I am interested in a lease option to purchase on Lots 11, 12, 13, and 14 in Block 32 of the Cordova Old Townsite. The area is near the Ski Hill.

I would be entering this agreement with David Evans as a partner. Our plan is to develop the lots into residential homes for resale.

David Evans has built a few homes in Cordova over the years and is currently building a home on Whiskey Ridge road for the Peterson family. I am a contractor in Hawaii and am in Cordova to help with the tile and finish carpentry on the Peterson home. We have both built and renovated hundreds of homes over the last 30 years and are confident that we can build quality housing for the residents of Cordova.

Sincerely,

David Paddock

Block 32

Lot 14

Lot 13

Lot 12

Lot 11

**Subject
Property**



AGENDA ITEM # 10c
Planning Commission Regular Meeting Date: 10/14/2025
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday October 14, 2025

ITEM: Letter of Interest for Lots 1 & 2, Block 5, Odiak Park Subdivision

NEXT STEP: Recommendation on Disposal and Disposal Method

☐ INFORMATION
☒ MOTION

☐ RESOLUTION
☐ ORDINANCE

I. REQUEST OR ISSUE:

Requested Actions: Recommendation on Disposal and Disposal Method
Applicant: Controller Bay Fisheries Inc.
Applicant: Nathan & Andra Doll
Legal Description: Lots 1 & 2, Block 5, Odiak Park Subdivision
Parcel Number: 02-072-820 & 02-072-822
Area: 23,934sf & 21,579sf
Zoning: Business District & Medium Density Residential

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motions for the Planning Commission to open the agenda item for discussion:

“I move to dispose of Lots 1 & 2, Block 5, Odiak Park Subdivision approximately 45,513 square feet in size as outlined in Cordova Municipal Code 7.40.060 B by *”

Choose one of the following to insert for the asterisk:

1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property. (Alphabetical order: Controller Bay Fisheries Inc. or Nathan & Andra Doll)
2. Invite sealed bids to lease or purchase the property.
3. Offer the property for lease or purchase at public auction.
4. Request sealed proposals (RFPs) to lease or purchase the property.

III. FISCAL IMPACTS: The property would become part of the City's lease or purchase revenue and possessory interest tax or property tax revenue.

IV. BACKGROUND INFORMATION: Controller Bay Fisheries Inc. and Nathan & Andrea Doll put in letters of interest. These lots can be seen on plat 79-5 Odiak Park Subdivision. The lots are located within the Business District (Lot 1) and the Medium Density Residential District (Lot 2).

Business Zoning District

The uses within the Business District are intended to be broad ranging commercial uses of a service-oriented nature (retail, entertainment, business services, etc. (CMC 18.28.010)) However, the Business District also allows all uses permitted in residential zones (house, apartments, etc.) the residential uses must meet residential setback requirements. (CMC 18.28)

Medium Density Residential Zoning District

The Medium Density Residential District permitted uses are one-family, two-family and multiple-family dwellings, boardinghouses, accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters, and require off-street parking. (CMC 18.24.010)

Public Works Department Requested Snow Storage

The Public Works Department has requested to retain a portion of the property as a snow storage location along Center Drive. The Department believes that retaining an easement for a snow dump would still allow for a sale of the property without interfering with development of the lot. The size and location of the snow dump would need to be determined during the negotiations if the property is to be sold.

Interested Applicants

On behalf of Controller Bay Fisheries Inc. Brian Rutzer is requesting Lot 1, Block 5, Odiak Park Subdivision in the Business District and Lot 2, Block 5, Odiak Park Subdivision in the Medium Density Residential District. To start with receiving permitting to do the dirt work and developing the property.

Nathan and Andra Doll are requesting a portion of Lot 1, Block 5, Odiak Park Subdivision in the Business District and a portion of Lot 2, Block 5, Odiak Park Subdivision in the Medium Density Residential District for immediate development.

The Planning Commission's Recommendation & Next Steps

The Letters of Interest from the applicants are attached for review. The Planning Commission shall make two decisions regarding this memo: First, is if the requested property should or should not be leased or sold. If it is determined that the best interest of the City is to lease or sell the subject property they shall second, determine by what method they recommend the land be disposed of (direct negotiation, sealed bids, public auction, or request for proposals).

The Planning Commission's recommendation will then move forward to the City Council for their review and decision.

Applicable Code:

7.40.040 - Letter of interest to lease or purchase.

A. A person may submit a letter of interest to the city raising an interest in the purchase or lease of city property. Except as otherwise provided in this chapter, a letter of interest shall be submitted to the city manager and must include the following information:

- 1. The name of the interested party and any other names under which the party does business;*

2. *The interested party's mailing address and the address of the interested party's registered office in the state, if applicable;*
3. *The use or purpose for which the interested party proposes to lease or purchase the property, and any additional information required by the city manager, school board, city planner or the planning commission.*

B. The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission.

C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 7.40.060(B).

D. The city council shall review the letter of interest and the planning commission's recommendation, and determine, in the city council's sole discretion, whether to offer the real property interest for disposal by one of the methods as described in Section 7.40.060(B).

7.40.060 - Methods of disposal.

A. Except as this chapter provides otherwise, all disposals of interests in city real property shall be for no less than fair market value. The city may accept in exchange for an interest in city real property any consideration of sufficient value not prohibited by law.

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

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

C. If the city elects to dispose of an interest in city real property under one of the competitive methods described in subsections (B)(2) through (B)(4), notice of the disposal shall be published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days. At a minimum, the notice shall describe the interest in city real property to be disposed of, the method of disposal, and the time and place for submitting bids or proposals.

D. An invitation for bids to lease or purchase city real property shall specify any minimum price requirement and any required terms.

E. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals.

V. LEGAL ISSUES: Legal review of lease or purchase agreement will be required prior to final approval by City Council.

VI. SUMMARY AND ALTERNATIVES: Planning Commission may make a motion to recommend or not recommend the lease or purchase of this property.

VII. ATTACHMENT:

- 1) Letter of Interest Controller Bay Fisheries Inc.
- 2) Letter of Interest Nathan & Andra Doll
- 3) Subject Property

Fw: Letter of interest to purchase city property offered on land disposal map

From Sam Greenwood [REDACTED]
Date Thu 9/18/2025 2:52 PM
To Amanda Coward [REDACTED]; Kevin Johnson [REDACTED]

Get [Outlook for Android](#)

From: brian rutzer [REDACTED]
Sent: Thursday, September 18, 2025 9:31:44 AM
To: Sam Greenwood [REDACTED]
Subject: Letter of interest to purchase city property offered on land disposal map

Dear Mrs.Greenwood,

I would like to express my interest in purchasing the land offered in the land disposal map located on Chase Avenue and referenced on the attached map as lots 1 and 2.

My interest in the property would be to do the earthwork required to make the land suitable for building, including receiving all necessary permits and easements to fill the land to grade and to build an access road for the upper portion of the property.

Sincerely,

Brian Rutzer
Controller Bay Fisheries Inc.

[REDACTED]

Nathan and Andra Doll

[REDACTED]
Cordova, AK 99574
[REDACTED]
[REDACTED]

September 22, 2025

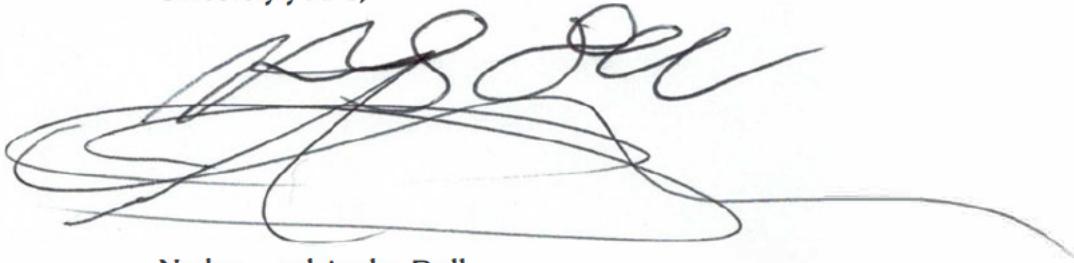
Samantha Greenwood

[REDACTED]
[REDACTED]
City Manager
[REDACTED]

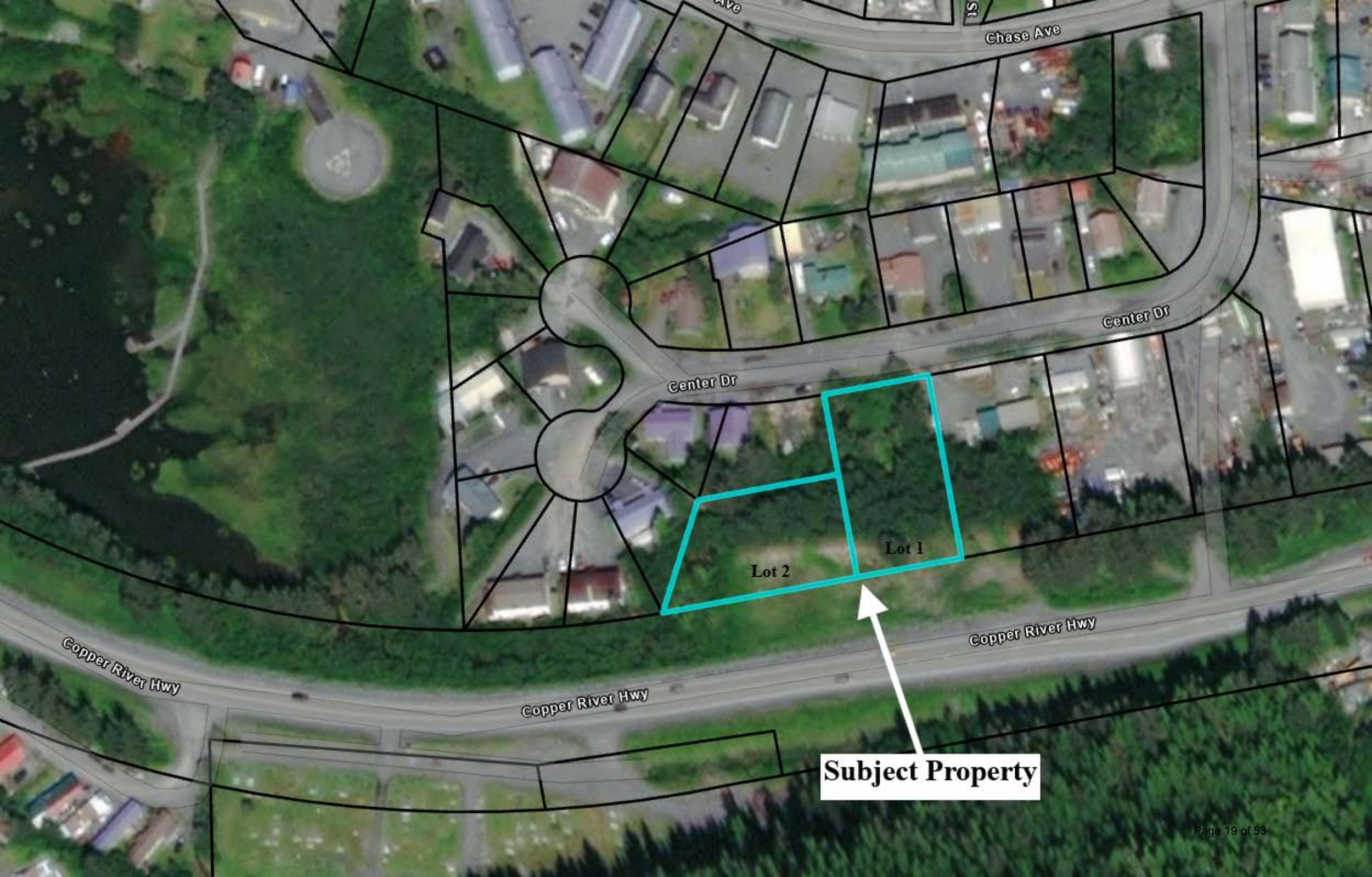
Cordova, AK 99574

On this date, September 22, 2025, Nathan and Andra Doll wish to enter into direct negotiations with the City of Cordova to purchase a portion of Lot 1 and 2, Block 5, Odiak Park Subdivision for immediate development.

Sincerely yours,

A handwritten signature in dark ink, appearing to be "Nathan and Andra Doll", with a long horizontal line extending from the end of the signature.

Nathan and Andra Doll



Chase Ave

Center Dr

Center Dr

Lot 2

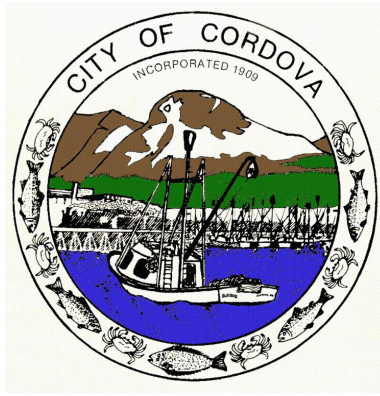
Lot 1

Copper River Hwy

Copper River Hwy

Copper River Hwy

Subject Property



AGENDA ITEM # 10d

Planning Commission Special Meeting Date: 10/14/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday October 14, 2025

ITEM: Conditional Use Permit – Retail Marijuana Establishment

NEXT STEP: Decision on Conditional Use Permit for a Retail Marijuana Establishment

☐ INFORMATION
☒ MOTION

☐ RESOLUTION
☐ ORDINANCE

I. REQUEST OR ISSUE:

Requested Actions: Decision on Conditional Use Permit for a Retail Marijuana Establishment
Applicant: AMW Property Management LLC
Parcel Number: 02-060-241
Legal Description: Lot 2A, Block 4, Cordova Industrial Park
Zoning: Business District
Lot Area: 10,967 sq. ft.

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motions for the Planning Commission to open the agenda item for discussion:

“I move to grant the conditional use permit for a retail marijuana establishment request submitted by AMW Property Management LLC.”

Review the Conditional Use Permit (CUP) and determine if the criteria have been met for a marijuana establishment in the Cordova Municipal Code (CMC) 18.60.

III. FISCAL IMPACTS: Revenue would be generated from the collection of City water, sewer, and refuse fees for the proposed commercial and residential uses, alongside existing property taxes, rental taxes on the three apartment units, and taxes from the liquor and marijuana-specific sales taxes. These align with the 2019 Comprehensive Plan's emphasis on diversified revenue (p. 51). No significant new infrastructure costs are anticipated, as public utilities in the Cordova Industrial Park are adequate to accommodate the proposed uses.

IV. BACKGROUND INFORMATION: The subject property is located in the North Harbor area of the Cordova Industrial Park. The building housed two commercial spaces that were formerly occupied by the Anchor Bar & Grill with an adjacent liquor store. Currently this property has been vacant and represents an underutilized site in the Business District. The proposed demolition and redevelopment revitalizes this location by constructing a new structure. The applicant AMW Property Management LLC, is seeking a Conditional Use Permit to allow for the operation of a retail marijuana establishment.

Applicants Proposed Plan

On behalf of AMW Property Management LLC, Brian Glasheen the owner is proposing to construct a new structure that would contain two commercial units on the first floor. One commercial unit would be a retail marijuana establishment. The proposed plan shows the second floor of the structure would contain three (3) dwellings that are built in a typical apartment type fashion, with individual units that each contain their own sleeping, bathroom, and cooking areas. Construction is proposed to begin with the demolition of the existing building in November of 2025 followed immediately by construction of the new mixed-use structure. The applicant is targeting occupancy of the new structure by April of 2026, per the submitted timeline.

Zoning Code Conditional Use for Marijuana Establishments

The purpose of a Conditional Use Permit is to “recognized that there are some uses and associated structures which may be compatible with designated principal uses in specific zoning districts provided certain conditions are met. The conditional use permit procedure is intended to allow flexibility in the consideration of the proposed use on surrounding property if the proposed use is in harmony with the various elements or objectives of the comprehensive city plan and the zoning district. The conditional use permit process provides the opportunity to apply conditions of controls and safeguards to ensure that the proposed use will be compatible with the surroundings” (CMC 18.60.010).

State, Local, & Federal Distance Requirements

State regulations under Alaska Statute (AS 17.38), authorizes local governments to regulate the time, place, and manner of marijuana operations and (3 AAC 306.010), which imposes a 500-foot buffer from schools, recreation centers, religious buildings, and correctional facilities. The Cordova Municipal code strengthens this with a 1,000-foot buffer from educational facilities (CMC 18.60.080). Federal law prohibits the sale within 1,000 feet of a school or other protected area (21 U.S. Code § 860).

Noticing & Other Boundary Requirements

Notice has been provided to property owners within 300 feet of the subject property boundary (CMC 18.60.020). Staff has verified compliance with application requirements (CMC 18.60), including a notarized landowner consent form, purchase & sale agreement, plot plans, construction timeline, and confirmation of no monies owed to the City. The site meets the 1,000-foot buffer from schools, 500-foot buffer from recreation centers, religious buildings, correctional facilities, and the applicant holds a state marijuana retail license.

The Planning Commission's Review and Decision

The Planning Commission is to review the following criteria that is provided under the CMC and make a decision if the application fits the requirements and should be approved, if it should be approved with applicable conditions, or if it does not fit the requirements and should be rejected. 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 use is consistent with the purpose of the Conditional Use zoning code as it specifically references marijuana establishments.
- The use is consistent with the Business District zoning code as it allows for retail uses.
- This use is consistent with the Comprehensive Plan particularly those related to economic development, diversification, and fiscal health. The plan emphasizes diversifying the economy through year-round employment, supporting local businesses, and pursuing growth ("Cordova Comprehensive Plan" 33-38). It also highlights the need for new revenue sources to address fiscal challenges ("Cordova Comprehensive Plan" 51-53).

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

This criterion is met.

- This use will not permanently or substantially injure the lawful use of neighboring properties as the proposed use is similar to the current allowed uses for the Business District zoning code. The proposed site plan allows for the required number of parking spaces per the zoning. Adjacent industrial, harbor, and retail uses generate large volumes of traffic, noise, and odors. The proposed use will not create incompatible levels of similar effects.

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

This criterion is met.

- The available public services and facilities are adequate to serve the proposed use. The North Harbor is fully equipped to support large-scale commercial and industrial operations, including water, sewage, garbage, power, and telecommunications. Residential housing and larger bunkhouses are already fully supported by public and utility services in this area.

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;*

This criterion is met.

- This area is already subject to high levels of pedestrian and vehicular traffic from the large number of

industrial, retail, and harbor user traffic. The previous use (bar & grill and liquor store) generated large pedestrian and vehicular traffic which was not a known burden on the existing transportation infrastructure. The addition of this year-round retail marijuana establishment would not negatively affect either the on or off-season traffic circulation. The already required off-street parking (per CMC 18.40) will help maintain safety and is met in the applicants proposed plan.

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 and Municipal Code requirements the use does not adversely affect the public's safety, health, or general welfare.

Applicable Code:

18.60.010 - Purpose.

It is recognized that there are some uses and associated structures which may be compatible with designated principal uses in specific zoning districts provided certain conditions are met. The conditional use permit procedure is intended to allow flexibility in the consideration of the proposed use on surrounding property if the proposed use is in harmony with the various elements or objectives of the comprehensive city plan and the zoning district. The conditional use permit process provides the opportunity to apply conditions of controls and safeguards to ensure that the proposed use will be compatible with the surroundings.

18.60.020 - Applications.

Applications for a conditional use permit shall be filed with the city planner.

A. The application shall include but is not limited to the following:

- 1. Name and address of the applicant;*
- 2. 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;*
- 3. A legal description of the property involved;*
- 4. A narrative description of the proposed use;*
- 5. A proposed time frame for the new use and/or the period of construction;*
- 6. Dimensioned plot plans showing the location of all existing and proposed buildings or alterations, and their existing and proposed uses;*
- 7. The nonrefundable fee as established by city council resolution;*
- 8. Narrative evidence that the application meets all of the review criteria in Section 18.60.020B. Evidence shall be sufficient to enable meaningful review of the application;*
- 9. Any additional information required by the Municipal Code; and*
- 10. Any additional information the city planner may require to determine whether the application satisfies the criteria for issuance of a permit.*

B. Prior to granting a conditional use permit, the planning and zoning commission must determine that the proposed use meets all of the following review criteria:

- 1. The use is consistent with the purpose of this chapter and is compatible with the zoning district and the comprehensive plan;*
- 2. The use will not permanently or substantially injure the lawful use of neighboring properties;*

3. *Public services and facilities are adequate to serve the proposed use;*
 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*
 5. *The proposed use will not adversely affect to the public's safety, health, or general welfare.*
- C. *The planning and zoning commission shall hold a public hearing upon each properly submitted application. Such hearing shall be held not less than ten days nor later than thirty days following the date of filing of such application and the applicant shall be notified of the date of such hearing.*
 - D. *The commission shall cause to be sent to each owner of property within a distance of three hundred feet of the exterior boundary of the lot or parcel of land described in such application notice of the time and place of hearing and a description of the property involved. For the purposes of this section, "property owner" means that owner shown upon the latest tax assessment roll.*
 - E. *The commission shall cause to be made by its own members, or its authorized agent, an investigation of facts bearing on any application sufficient to assure that the action taken is consistent with the intent and purpose of this section.*
 - F. *The planning and zoning commission shall hear and consider evidence and facts from any person at any public hearing or written communication from any person relative to the matter. The right of any person to present evidence shall not be denied for the reason that any such person was not required to be informed of such public hearing.*
 - G. *Within thirty days from the conclusion of the public hearing, the planning and zoning commission shall render its decision unless such time limit be extended by common consent and agreement signed by both applicant and the commission. If, in the opinion of the commission, the necessary facts and conditions set forth in this chapter apply in fact to the property or use referred to, it may grant the conditional use permit. If, however, such facts and conditions do not prevail nor apply the commission shall deny the application.*
 - H. *The commission, in granting approval, may establish conditions under which a lot or parcel of land may be used or a building constructed or altered; make requirements as to architecture, height of building or structure open spaces or parking areas; require conditions of operation of any enterprise; or may make any other condition, requirements or safeguards that it may consider necessary to prevent damage or prejudice to adjacent properties or detriment to the city. When necessary, the commission may require guarantees in such form as deemed proper under the circumstances to ensure that the conditions designed will be complied with.*
 - I. *The decision of the planning and zoning commission, either for the granting with or without conditions, or the denial of an application, shall become final and effective ten days following such decision.*
 - J. *Any aggrieved person or party may appeal the planning and zoning commission decision following the protocol in 18.64.030.*
 - K. *Any application approved by the planning and zoning commission shall be conditional upon the privilege granted being utilized within six months after the effective date of approval.*
 - L. *Construction work must commence within the stated period and must be diligently prosecuted to completion, otherwise the approval is automatically voided.*
 - M. *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.*
 - N. *A conditional use permit shall automatically expire if for any reason the conditioned use ceases for a period of twenty-four months or longer*
 - O. *A permittee who disputes the administrative official's determination that the conditioned use has not been timely initiated or has ceased for a period of twenty-four months or longer may appeal the official's determination under 18.64.040.P. A conditional use permit is not transferable from one*

parcel of land to another. Conditional use permits may be transferred from one owner to another for the same use, but if there is a change in use on the property, a new permit must be obtained.

18.60.030 - Conditional uses.

The city planning and zoning commission may grant the following uses by conditional use permit in any district unless otherwise specified. Uses not listed may be permitted in any district subject to the requirements of this chapter and if the proposed use is in harmony with the various elements or objectives of the comprehensive city plan and the zoning district.

L. Marijuana establishments subject to the regulations and limitations in this code and state law;

18.60.080 - Conditional use for marijuana establishments.

- A. In addition to other applicable requirements, an applicant for a marijuana establishment conditional use permit shall submit an application to the planning and zoning commission that contains the following:
 - 1. A copy of the lease for the property upon which the marijuana establishment will be located and a notarized written statement from the land owner stating that he, she or it has knowledge of and consent for the use of the property as a marijuana establishment.*
 - 2. Any additional information the city planner may require to determine whether the application satisfies the criteria for issuance of a permit.*
 - 3. Verification from city clerk and finance department that no monies are owed the city by the applicant or the land owner if not the applicant.**
- B. A buffer zone of one thousand feet shall be required between any marijuana establishment and building primarily being used as a public or private elementary or secondary education facility.*
- C. This section does not void an existing marijuana establishment conditional use permit if the conditional use permit was issued prior to the requirements in 18.60.080B.*
- D. Upon denial, expiration or revocation of a marijuana establishment license issued by the State of Alaska, any conditional use permit issued for that marijuana establishment shall be immediately voided and any use permitted under such permit revoked.*
- E. Notwithstanding any other requirement to the contrary, a conditional use application approved by the planning and zoning commission under this section is conditional upon the applicant using the property as a marijuana establishment within six months after the effective date of the applicant's State Marijuana Establishment License.*

V. LEGAL ISSUES: The Planning Commission's decision is final 10 days post-hearing (CMC 18.60.020(I)) and appealable to City Council (CMC 18.64.030).

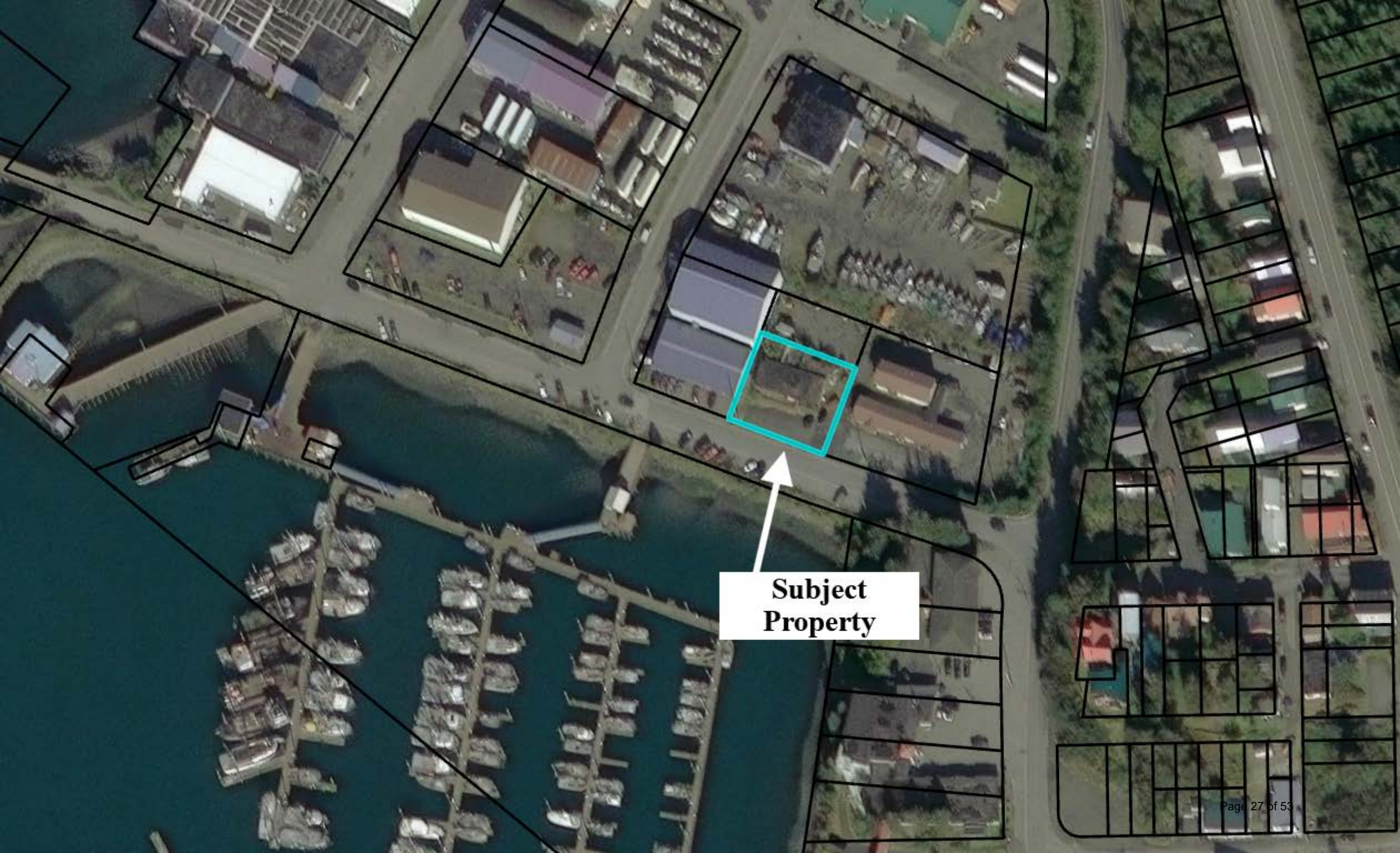
VI. ENVIRONMENTAL ISSUES: No environmental issues identified. Applicant has been compliant with the City Refuse Department & State DEC recommendations for the planned demolition and removal of the existing structure.

VII. SUMMARY AND ALTERNATIVES: The Planning Commission may approve the Conditional Use Permit with or without conditions or deny the Conditional Use Permit if they believe the approval criteria has not been met.

VIII. CONDITIONS OF APPROVAL: Staff has no recommend conditions of approval as the application in its existing form appears to meet all approval criteria.

IX. ATTACHMENTS:

- 1) Subject Property
- 2) Conditional Use Permit Application
- 3) Conceptual Parking and Floor Plan
- 4) Timeline for Construction
- 5) 500 Foot Buffer
- 6) 1,000 Foot Buffer



**Subject
Property**

CITY OF CORDOVA



CONDITIONAL USE PERMIT APPLICATION

City of Cordova, Alaska

INSTRUCTIONS

Print or type requested information. Incomplete applications will be returned to the applicant and will delay processing of the request. Applications must be received by the Planning Department 21 days prior to the next Planning Commission Regular Meeting, which is scheduled the second Tuesday of each month.

PERMIT TYPE

Conditional Use Permit

FEE

\$250

APPLICANT INFORMATION

Name:	AMW Property Management LLC
Mailing Address:	[REDACTED]
City/State/Zip:	Anchorage AK 99501
Phone Number:	[REDACTED]
Email Address:	[REDACTED]

OWNER INFORMATION

Name:	AMW Property Management LLC/ Signed purchase agreement with Tiny Wings
Mailing Address:	[REDACTED]
City/State/Zip:	Anchorage AK 99501
Phone Number:	[REDACTED]
Email Address:	[REDACTED]

Only complete this section if owner is different from applicant.

PROPERTY INFORMATION

Address:	207 Breakwater Ave
Legal Description:	Plat 2002-3 Lot 2A Block 4, Cordova Industrial Park
Tax Lot No.:	02-060-241
Zone District:	Business District

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.

Attached

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.

Attached

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

Attached

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

Attached

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.

Attached

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

Attached

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: Brian P Glasheen

Digitally signed by Brian P
Glasheen
Date: 2025.09.13 08:19:23
-08'00'

Date: 9/11/25

Print Name: Brian Glasheen

Request Description

Project Overview

We respectfully submit this Conditional Use Permit (CUP) application to request approval for the redevelopment of an existing vacant building site located at 207 Breakwater Ave. The proposed project includes the demolition of the current structure and the construction of a new, multi-use commercial/residential building that will include:

- A state-licensed **marijuana retail dispensary**
- A **liquor store** with separate access
- **Three residential apartments** located on the second level

This project is designed in accordance with current zoning regulations and community development goals and is intended to bring renewed economic activity, job creation, and aesthetic improvement to the area.

Proven Track Record & Regulatory Compliance

We currently own and operate a successful state-licensed marijuana retail store in Bethel Alaska, where we are proud to maintain an excellent reputation and full compliance with all local and state regulations. Our business is in good standing with the City of Bethel, law enforcement, and AMCO.

Through this experience, we have developed strong internal protocols for:

- Security and surveillance systems
- ID verification and responsible sales practices
- Employee training and operational compliance
- Community engagement

We bring this same professionalism, transparency, and respect for regulation to our proposed operation in Cordova. The goal is not only to open a compliant and safe establishment, but also to become a valued, long-term partner to the city and surrounding community.

Project Steps (Schedule attached)

1. Demolition of Existing Structure (Demo will be required to start the new construction, and we are asking that this CUP 6 month expiration date be applied to the day demolition starts not new construction)

The existing building on site is currently vacant and deteriorating. The structure is not suitable for modern use, and after a thorough assessment, demolition is the most viable path forward.

We will undertake the following steps:

- Secure appropriate demolition permits
- Conduct asbestos and hazardous materials abatement
- Perform demolition in compliance with city codes and safety standards
- Recycle and responsibly dispose of demolition debris

2. New Construction

Following demolition, a brand-new two-story structure will be constructed. The design will reflect modern architectural standards, enhance the visual appeal of the area, and comply with all applicable building, fire, and accessibility codes.

Key features of the new building:

- **Ground Floor (Commercial Use):**
 - ~1000 sqft marijuana dispensary with full security and state licensing compliance
 - Separate entrance and space for a ~700 sqft liquor store
 - ADA-compliant entrances and shared parking area
- **Upper Floor (Residential Use):**
 - Three high-quality rental apartments with private entry access
 - Modern design, energy-efficient materials, and on-site amenities

Compliance with Local Ordinances and Zoning

- The proposed land use is consistent with the site's current zoning, with the understanding that conditional approval is required for the marijuana and liquor retail operations.
- All required setbacks, parking minimums, and mixed-use development standards will be met or exceeded.
- Security plans, operational protocols, and business hours will be submitted in accordance with city and state licensing requirements.

Community & Economic Benefits

Economic Revitalization

- The project brings two new retail businesses to the area, creating **6–12 permanent jobs** in retail, management, and security.
- Generates **increased tax revenue** from both cannabis and liquor sales.
- Improves the property's assessed value and contributes to long-term tax base growth.

Neighborhood Enhancement

- Replaces a deteriorating building with an attractive, safe, and professionally managed development.
- Increases foot traffic and consumer activity, benefiting nearby businesses.
- Offers **new housing options** with high-quality apartments, supporting the city's residential development goals.

Safety and Compliance

- The marijuana retail store will operate under strict state and local regulations, including 24/7 surveillance, limited access, ID verification, and compliance audits.
- The liquor store will comply with all ABC licensing requirements and city ordinances.
- Both uses will have professional management, clear hours of operation, and responsive on-site staff.

Conclusion

We believe this project aligns with the City of Cordova's vision for smart growth, neighborhood revitalization, and economic development. By transforming an deteriorating and underutilized lot into a clean, safe, and vibrant mixed-use property, we aim to contribute meaningfully to the local community while providing needed services and housing.

We thank the Planning Committee for its consideration and welcome any questions or feedback as this project moves forward.

Conditional Use Standards

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.

The proposed use aligns with Chapter 18.60 – Conditional Use Permits, as the property lies within the industrial park but is zoned as a business district. The location in industrial park is located more than 1000ft from any school and more than 500ft from any church. For your reference we have included the 1000ft street map. The business district permits retail stores of all kinds making it a good fit for a marijuana retail store. We have allocated 11 standard parking spaces and 1 designated loading area. This allocation provides one parking space per 600 square feet of retail area, as well as two parking spaces for each residential unit. This project promotes a mix of commercial and residential uses on a single site, which is compatible with the intent of the business district. The development aligns with the city's comprehensive plan by encouraging redevelopment, increasing housing availability, enhancing the local economy, and activating underutilized space. By providing a regulated marijuana retail establishment, a licensed liquor store, and much-needed residential units, the project contributes to the city's goals for smart growth, diverse land use, and revitalization of existing properties. All components of the proposed development will operate within the bounds of local and state regulations, ensuring both functionality and long-term compatibility with the surrounding community

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

The new building has been thoughtfully designed to comply with all zoning regulations, including setbacks, height restrictions, and required buffers. Both the marijuana retail store and the liquor store will operate under strict state and local regulations, with comprehensive security systems and limited hours of operation to ensure minimal disruption to the surrounding area. Additionally, the inclusion of residential units on the second floor promotes a mixed-use environment that aligns with modern urban planning principles. The overall redevelopment will replace an underutilized or deteriorating structure with a clean, professionally managed building that is expected to enhance property values and improve the aesthetic appeal of the neighborhood. Careful attention will be given to noise control, lighting, traffic flow, and parking to ensure compatibility with adjacent business's.

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

The site was previously operated as a bar and grill, which generated similar levels of public service demand, including water, sewer, trash collection, and public safety response. The existing infrastructure is already established and capable of supporting commercial operations, and the proposed redevelopment will include necessary upgrades to meet modern code requirements. Utilities such as water, power, and sewer

are readily available at the site, and no additional strain is expected to be placed on public services. Fire access, emergency response, and law enforcement support are also adequate, and we will work closely with relevant departments to ensure compliance with all safety and operational protocols. The transition from a single-use bar and grill to a mixed-use commercial and residential development represents a more efficient and beneficial use of the property without requiring substantial new public investment.

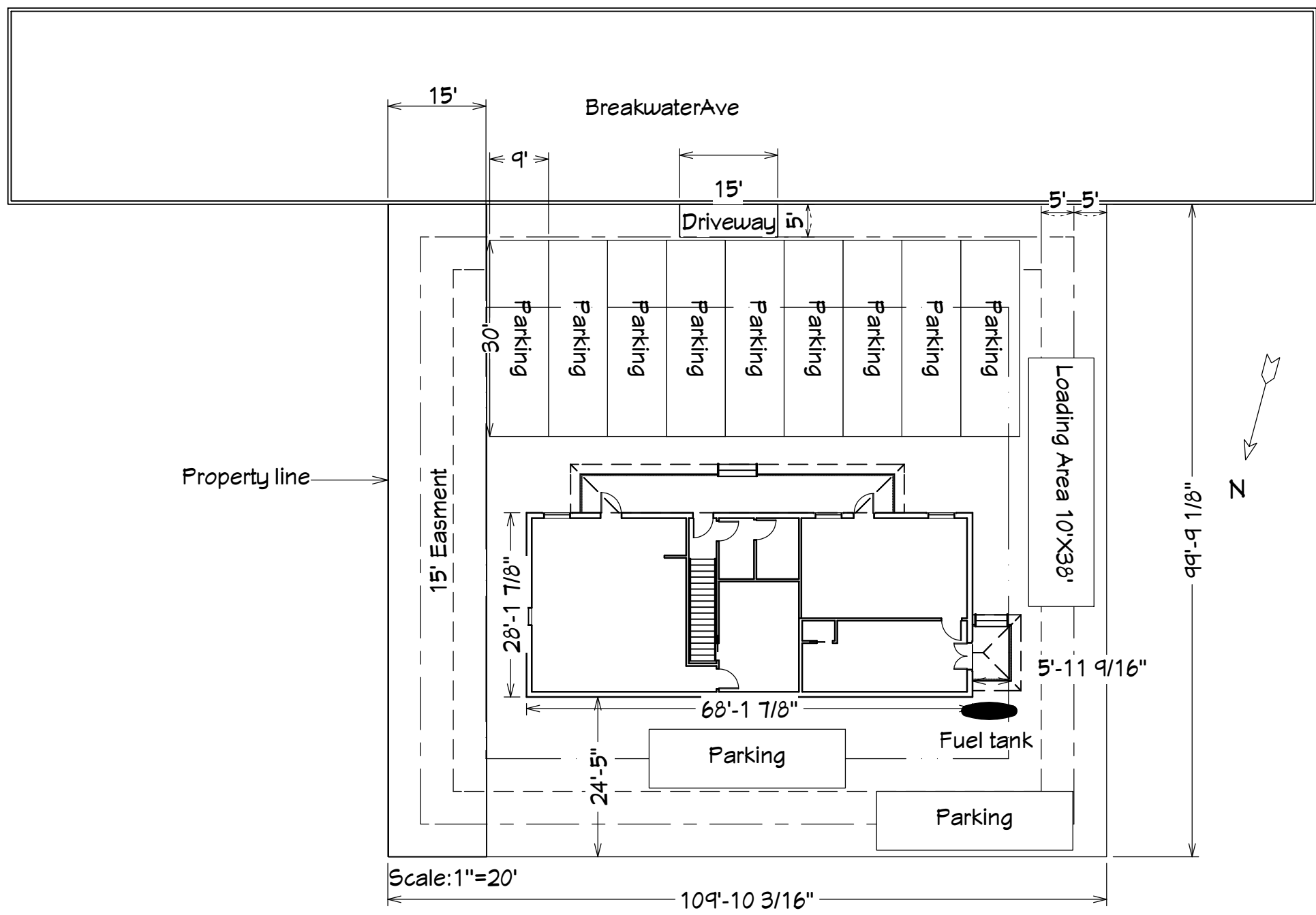
The proposed use will not have a permanent negative impact on pedestrian and vehicular traffic circulation and safety substantially greater than that anticipated from other permitted developments.

The site was previously occupied by a bar and grill, which generated comparable levels of customer and delivery traffic. The new mixed-use development has been designed with separate entrances for commercial and residential tenants, clear pedestrian pathways, and adequate on-site parking to manage circulation efficiently. Traffic flow will be further supported by appropriate signage, designated delivery/loading zones, and adherence to all local traffic and access regulations. Additionally, the marijuana and liquor retail stores will have regulated business hours, helping to spread out customer flow and avoid peak congestion. Based on the prior use and expected volume, no substantial adverse impact on traffic or pedestrian safety is anticipated. In fact, improved site design and lighting will likely enhance overall safety and accessibility compared to the previous layout.

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

The redevelopment of the site will improve the overall condition of the property, replacing an aging bar and grill structure with a modern, code-compliant mixed-use building that meets all current safety, accessibility, and environmental standards. The marijuana retail store will operate under strict state and local regulations, including 24/7 surveillance, ID verification, secure product storage, and limited access, ensuring a safe and controlled environment. The liquor store will be fully licensed and similarly managed in accordance with all Alcohol Beverage Control (ABC) laws. All business operations will include trained staff, robust security protocols, and clearly defined hours to minimize any potential for nuisance or risk.

Additionally, the inclusion of high-quality residential units promotes neighborhood stability and growth. The project brings well-managed businesses and new housing opportunities to the area without introducing incompatible or unsafe activity. By improving lighting, circulation, and site design, and by maintaining positive relationships with local agencies, the development will support—not undermine—the health, safety, and general welfare of the public.



1st Floor

REVISION TABLE		
NUMBER	DATE	REVISION BY DESCRIPTION
1	3/30/2025	

Address



AMW
Construction

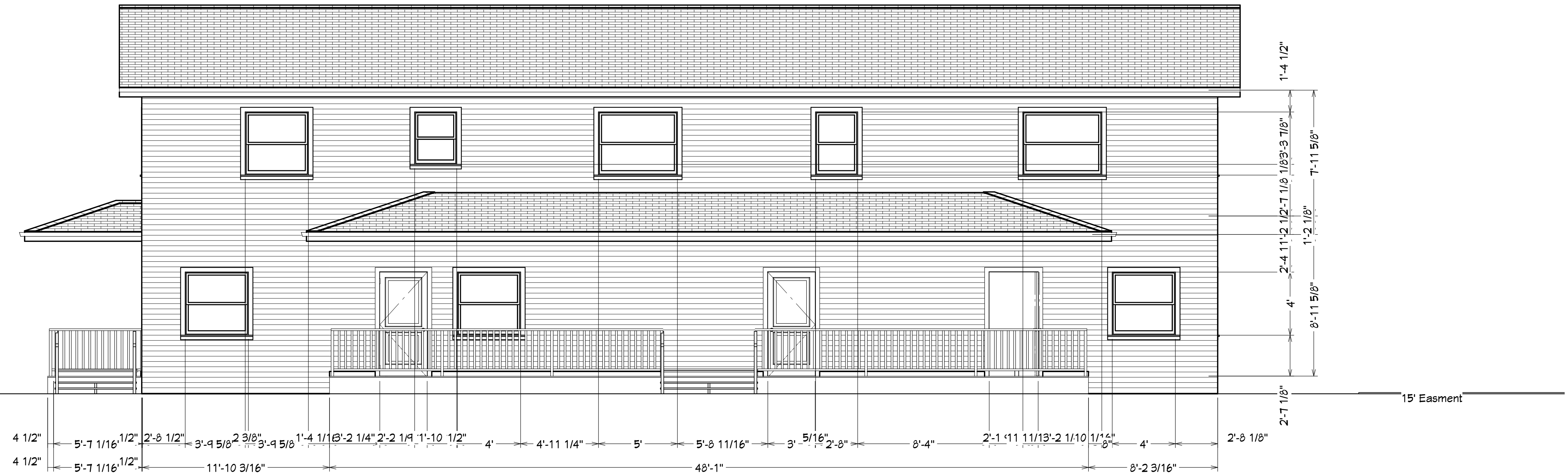
Custom Home Builder Est. 2010

DATE:

9/14/2025

SCALE:

SHEET:



Exterior Elevation Back 2



Exterior Elevation Front 2

REVISION TABLE		DESCRIPTION
NUMBER	DATE	REVISOR

Address



AMW
Construction

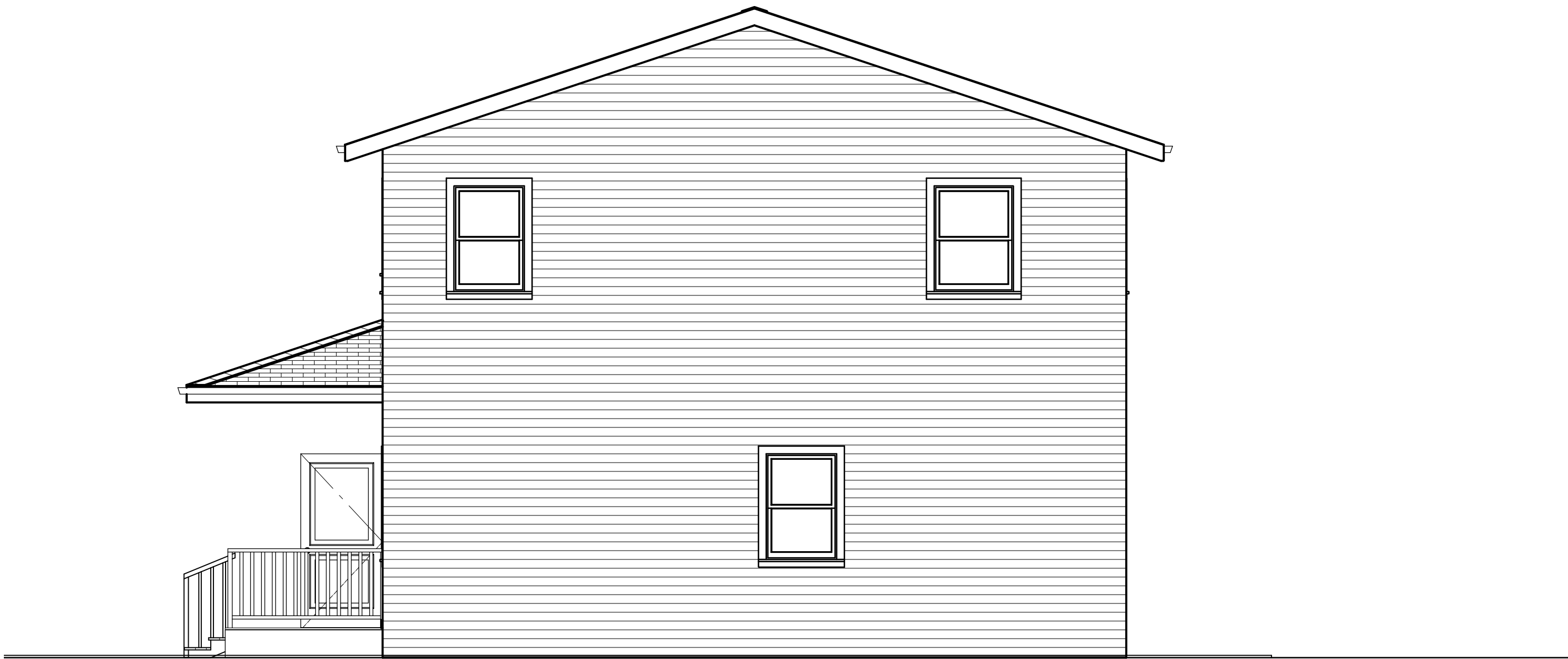
Custom Home Builder Est. 2010

DATE:

9/14/2025

SCALE:

SHEET:




Exterior Elevation Left 2



Exterior Elevation Right 2

REVISION TABLE	
NUMBER	DATE

Address



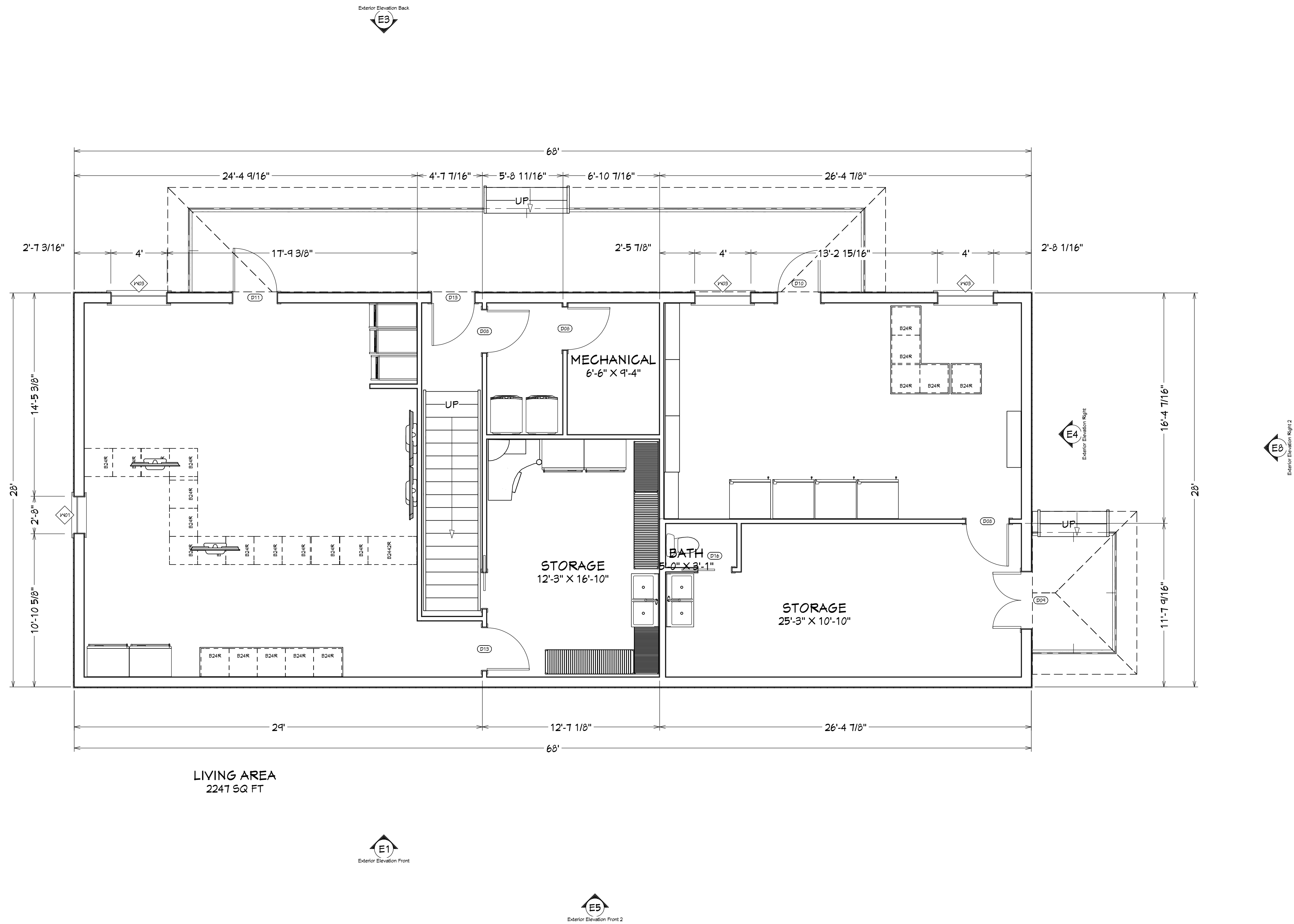
AMW
Construction

Custom Home Builder Est. 2010

DATE:
9/14/2025

SCALE:

SHEET:



1st Floor

REVISION TABLE		DESCRIPTION
NUMBER	DATE	REVISOR

Address

AMW

Construction

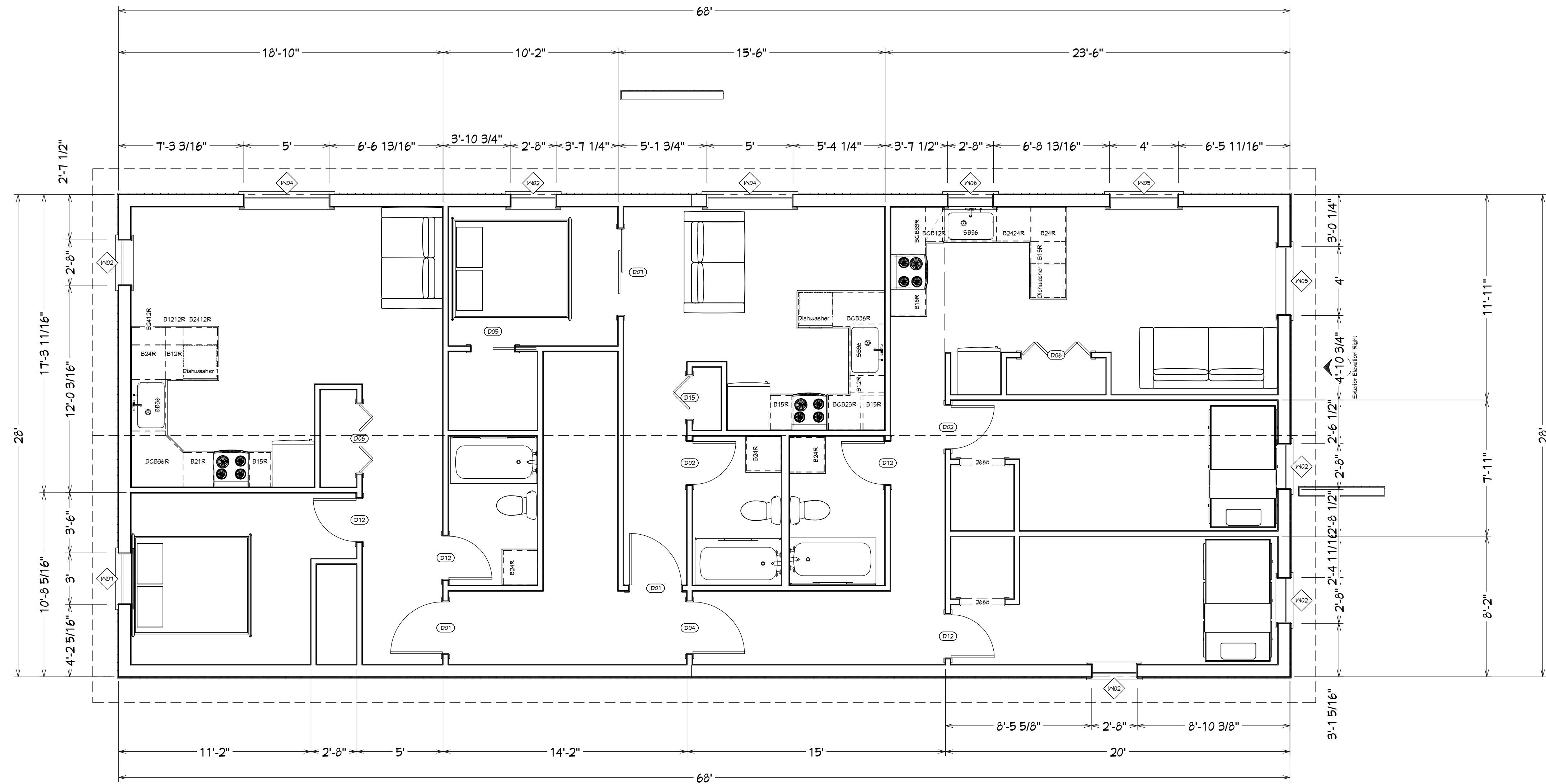
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DATE:

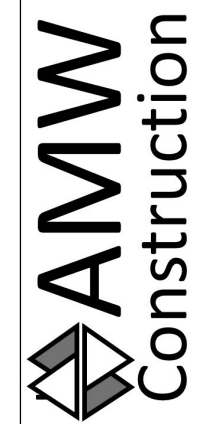
9/14/2025

SCALE:

SHEET:



2nd Floor



Custom Home Builder Est. 2010

DATE:

9/14/2025

SCALE:

SHEET:

Address

REVISION TABLE		DESCRIPTION
NUMBER	DATE	

LIVING AREA
1904 SQ FT

DOOR SCHEDULE													
NUMBER	LABEL	QTY	FLOOR	SIZE	WIDTH	HEIGHT	R/O	DESCRIPTION	HEADER	THICKNESS	CODE	MANUFACTURER	COMMENTS
D01	3068	2	2	3068 L IN	36 "	80 "	38"X82 1/2"	HINGED-DOOR P04	2X6X41" (2)	1 3/8"			
D02	2668	2	2	2668 L IN	30 "	80 "	32"X82 1/2"	HINGED-DOOR P04	2X6X35" (2)	1 3/8"			
D03	2668	1	1	2668 L	30 "	80 "	62"X82 1/2"	POCKET-DOOR P04	2X6X65" (2)	1 3/8"			
D04	3068	1	2	3068 R IN	36 "	80 "	38"X82 1/2"	HINGED-DOOR P04	2X6X41" (2)	1 3/8"			
D05	2668	1	2	2668 L	30 "	80 "	62"X82 1/2"	POCKET-DOOR P04	2X6X65" (2)	1 3/8"			
D06	4068	2	2	4068 L/R	48 "	80 "	50"X82 1/2"	4 DR. BIFOLD-LOUVERED	2X6X53" (2)	1 3/8"			
D07	5068	1	2	5068 R IN	60 "	80 "	62"X82 1/2"	SLIDER-DOOR P04	2X6X65" (2)	1 3/8"			
D08	3068	3	1	3068 L IN	36 "	80 "	38"X82 1/2"	HINGED-DOOR P04	2X6X41" (2)	1 3/8"			
D09	4068	1	1	4068 L/R IN	48 "	80 "	50"X82 1/2"	DOUBLE HINGED-DOOR P04	2X6X53" (2)	1 3/4"			
D10	3068	1	1	3068 R IN	36 "	80 "	38"X82 1/2"	HINGED-DOOR P04	2X6X41" (2)	1 3/4"			
D11	3168	1	1	3168 L IN	37 1/4 "	80 "	34 1/4"X82 1/2"	HINGED-DOOR P04	2X6X42 1/4" (2)	1 3/8"			
D12	2668	4	2	2668 R IN	30 "	80 "	32"X82 1/2"	HINGED-DOOR P04	2X6X35" (2)	1 3/8"			
D13	3068	2	1	3068 R IN	36 "	80 "	38"X82 1/2"	HINGED-DOOR P04	2X6X41" (2)	1 3/8"			
D15	2668	1	2	2668 R	30 "	80 "	32"X82 1/2"	2 DR. BIFOLD-LOUVERED	2X6X35" (2)	1 3/8"			
D16	2468	1	1	2468 R	28 "	80 "	58"X82 1/2"	POCKET-DOOR P04	2X6X61" (2)	1 3/8"			

WINDOW SCHEDULE													
NUMBER	LABEL	QTY	FLOOR	SIZE	WIDTH	HEIGHT	R/O	EGRESS	DESCRIPTION	HEADER	CODE	MANUFACTURER	COMMENTS
W01	2840DH	1	1	2840DH	32 "	48 "	33"X49"		DOUBLE HUNG	2X6X36" (2)			
W02	2840DH	5	2	2840DH	32 "	48 "	33"X49"		DOUBLE HUNG	2X6X36" (2)			
W03	4040DH	3	1	4040DH	48 "	48 "	49"X49"		DOUBLE HUNG	2X6X52" (2)			
W04	5040DH	2	2	5040DH	60 "	48 "	61"X49"		DOUBLE HUNG	2X6X64" (2)			
W05	4040DH	2	2	4040DH	48 "	48 "	49"X49"		DOUBLE HUNG	2X6X52" (2)			
W06	2834DH	1	2	2834DH	32 "	39 7/8 "	33"X40 7/8"		DOUBLE HUNG	2X6X36" (2)			
W07	3040DH	1	2	3040DH	36 "	48 "	37"X49"		DOUBLE HUNG	2X6X40" (2)			

2nd Floor

REVISION TABLE		REVISION BY	DESCRIPTION
NUMBER	DATE		

Address

AMW

Construction

Custom Home Builder Est. 2010

DATE:

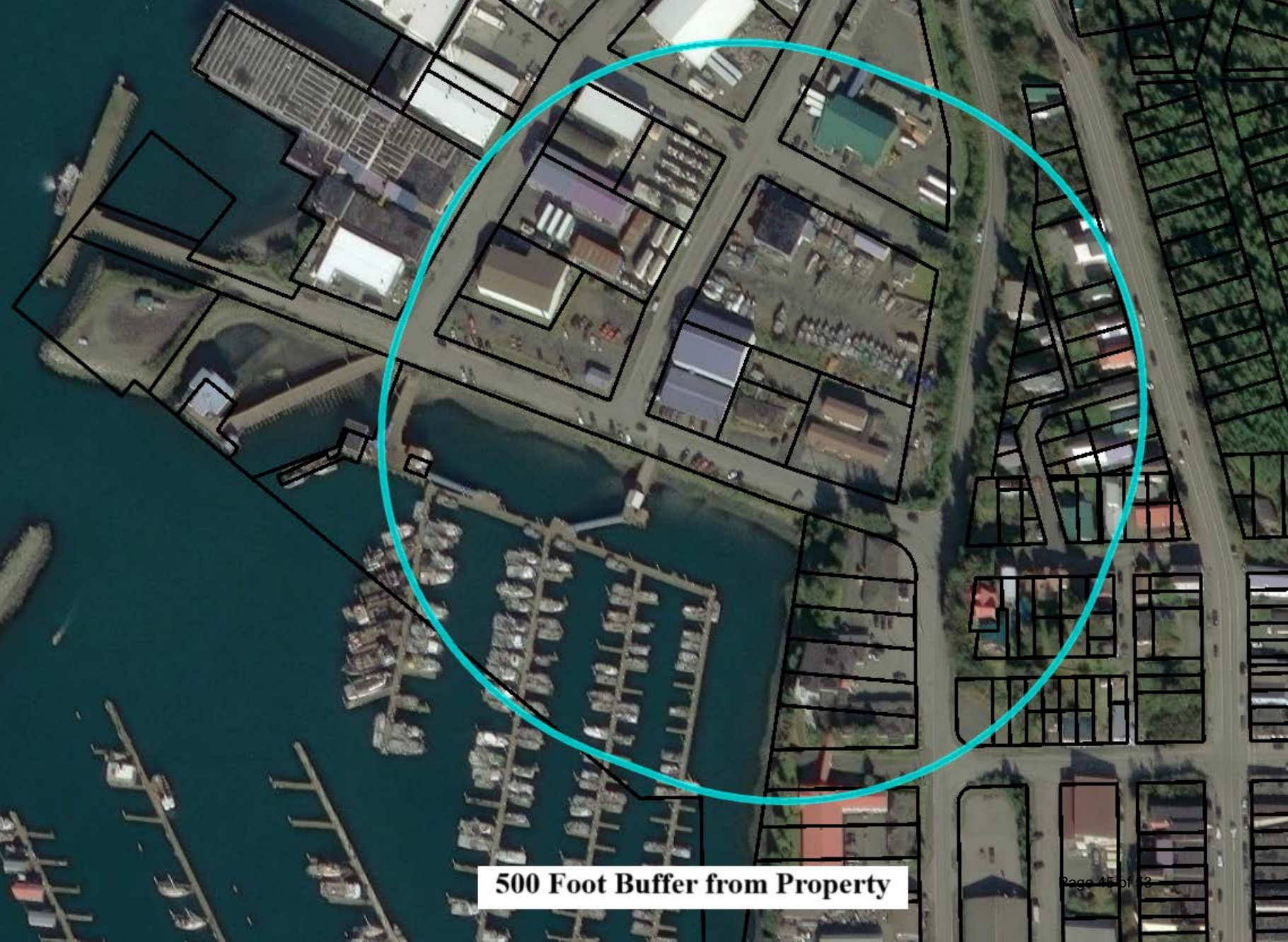
9/14/2025

SCALE:

SHEET:

Date	Task	Duration	End Date
4/1/26	Demo	30	5/1/26
5/1/26	Foundatong install	30	5/31/26
5/31/26	1st /2nd floor framing	21	6/21/26
6/21/26	Interior Framing	14	7/5/26
7/5/26	Roof Framing/ Roof membrane	7	7/12/26
7/12/26	Rough in electric	30	8/11/26
7/12/26	Rough in Plumbing	30	8/11/26
7/13/26	Install windows/ exterior doors	7	7/20/26
7/14/26	Install building wrap/siding	40	8/23/26
8/23/26	Finish boiler room drywall/flooring	5	8/28/26
8/28/26	Boiler room install	14	9/11/26
9/11/26	Install roofing	20	10/1/26
10/1/26	interior wall insulation/ vapor retarded	14	10/15/26
10/15/26	Hang GWB	21	11/5/26
11/5/26	Mud/tape/paint	42	12/17/26
12/17/26	Blown in Insulation	3	12/20/26
12/20/26	Electric trim out	25	1/14/27
1/14/27	Cabinets/ countertops/window sills	30	2/13/27
2/13/27	Interior doors	30	3/15/27
3/15/27	Flooring	30	4/14/27
4/14/27	Plumbing trim out	30	5/14/27
5/14/27	Appliance install	7	5/21/27
5/21/27	Security camera trim out	4	5/25/27
5/25/27	Signage	3	5/28/27
5/28/27	Clean/ caulk	7	6/4/27
6/4/27	Walkthrough	1	6/5/27
6/5/27	Punchlist	3	6/8/27
6/8/27	Demobilaztion	10	6/18/27

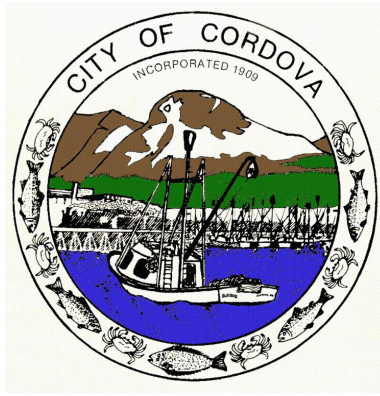




500 Foot Buffer from Property



1,000 Foot Buffer from Property Line



AGENDA ITEM # 10e

Planning Commission Meeting Date: 10/14/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday October 14, 2025

ITEM: Resolution 25-03 – 2025 Capital Improvement Projects (CIP) List

NEXT STEP: Discuss CIP List and Pass Resolution

☐ INFORMATION
☐ MOTION

☒ RESOLUTION
☐ ORDINANCE

I. REQUEST OR ISSUE: The Planning Commission is required by the City Code to:

Submit annually to the city council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year (CMC 3.40.080 E).

II. RECOMMENDED ACTION / NEXT STEP: The current draft of Resolution 25-03 contains the same items that were forwarded to the City Council in the 2023 Capital Improvements Projects (CIP) list, Resolution 23-03 as they remain unfunded at this time. After making the motion to approve the Resolution, the Commission can discuss and make changes to the list if so desired.

“I move to approve Resolution 25-03.”

III. FISCAL IMPACTS: Fiscal impacts have not been determined as each project cost varies widely. City Council will determine which if any of the items on the list should be explored further including cost estimates.

IV. BACKGROUND INFORMATION: Capital improvements are significant projects that are intended to improve, extend the life of, or add value to a city's assets and infrastructure. Each year City Council asks that the Planning Commission take time to determine what they feel are the most pressing capital improvements that the City should undertake in the next three to five years.

Below is the CIP list from the 2023 Planning Commission CIP list that was submitted to Council for their consideration. Staff has no additional projects to add to this list.

Staff asks that the Planning Commission discuss the exiting list and determine if it adequately represents what they believe are the most important things that should be addressed to ensure the future health and prosperity of the community.

1. **E-911 Addressing Implementation Phase II**
 - Acquire and integrate new hardware to fully utilize the new E-911 addressing.
2. **Chase Ave updates – Copper River Hwy intersection to Lefevre Street Intersection**
 - Project would include paving street, ADA sidewalks, drainage improvements and utility upgrades.
 - Preliminary design work has been completed making it “shovel ready” for grant applications. Final costs to be determined.
3. **Wastewater Treatment Plant – Additional Treatment Capability and General Upgrades**
 - The existing treatment plant needs additional treatment capability for high flow and general upgrades. Last upgrades done in 1999-2000
4. **Preliminary Engineering for 7th Street updates – Lake Ave Intersection to Adams Ave Intersection**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
 - This area is in need of major upgrades to better control stormwater runoff and pedestrian facilities are needed due to the dense population from the USCG housing and townhomes, as well as the close proximity to the elementary school.
5. **Cordova North Harbor Efficiency and Resiliency Project**
 - construct a protective bulkhead along Breakwater Ave to allow for the creation of usable uplands for laydown and truck staging, multimodal pathway connecting the north and south harbors, and increase parking. The project would also include the creation of a floating fuel dock in the harbor
 - Preliminary design completed as part of the PIDP grant application.
 - This “shovel ready” project should remain on the CIP list until grant funding is awarded.
6. **Design and Construction of a new Public Safety Building**
 - Create shovel-ready project providing public safety, additional parking, and ADA accessible sidewalks to be used in grant/loan applications
7. **Railroad Avenue – Nicholoff Intersection to Council Intersection**
 - Preliminary design completed as part of the PIDP grant application
 - Includes paving street, ADA sidewalks, and drainage improvements
 - This “shovel ready” project should remain on the CIP list until grant funded is awarded.
8. **Preliminary Engineering for Council Avenue Upgrades – Railroad Intersection to Third Street Intersection**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
9. **Update Code Titles 17 and 18**
 - Updates needed to both the subdivision and zoning code to help encourage the development of residential and commercial properties.

Following the review and discussion of items on the CIP list, Commissioners may propose amendments through a formal motion. Commissioners may also add, modify, or remove items as deemed necessary. To facilitate accurate tracking of changes and ensure alignment among all Commissioners, Staff respectfully requests that the Commission conclude discussion and vote on each proposed amendment before initiating a new discussion.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. ATTACHMENTS:

1. Draft Resolution 25-03 2025 Planning Commission CIP List
2. Resolution 23-03 2023 Planning Commission CIP List

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 25-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA,
RECOMMENDING A CAPITAL IMPROVEMENT PROJECTS LIST TO THE CITY COUNCIL**

WHEREAS, the City of Cordova's Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to *Submit annually to the City Council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year;* and

WHEREAS, the City of Cordova's Planning Commission has identified and prioritized a Capital Improvement List that will benefit the citizens of Cordova; and

WHEREAS, the City of Cordova's Planning Commission has identified the following Capital Improvement List as being critical to the future wellbeing and economy of Cordova and the surrounding area:

- 1. E-911 Addressing Implementation Phase II**
 - Acquire and integrate new hardware to fully utilize the new E-911 addressing.
- 2. Chase Ave updates – Copper River Hwy intersection to Lefevre Street Intersection**
 - Project would include paving street, ADA sidewalks, drainage improvements and utility upgrades.
 - Preliminary design work has been completed making it “shovel ready” for grant applications. Final costs to be determined.
- 3. Wastewater Treatment Plant – Additional Treatment Capability and General Upgrades**
 - The existing treatment plant needs additional treatment capability for high flow and general upgrades. Last upgrades done in 1999-2000
- 4. Preliminary Engineering for 7th Street updates – Lake Ave Intersection to Adams Ave Intersection**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
 - This area is in need of major upgrades to better control stormwater runoff and pedestrian facilities are needed due to the dense population from the USCG housing and townhomes, as well as the close proximity to the elementary school.
- 5. Cordova North Harbor Efficiency and Resiliency Project**
 - construct a protective bulkhead along Breakwater Ave to allow for the creation of usable uplands for laydown and truck staging, multimodal pathway connecting the north and south harbors, and increase parking. The project would also include the creation of a floating fuel dock in the harbor
 - Preliminary design completed as part of the PIDP grant application.
 - This “shovel ready” project should remain on the CIP list until grant funding is awarded.
- 6. Design and Construction of a new Public Safety Building**
 - Create shovel-ready project providing public safety, additional parking, and ADA accessible sidewalks to be used in grant/loan applications
- 7. Railroad Avenue – Nicholoff Intersection to Council Intersection**
 - Preliminary design completed as part of the PIDP grant application
 - Includes paving street, ADA sidewalks, and drainage improvements
 - This “shovel ready” project should remain on the CIP list until grant funded is awarded.
- 8. Preliminary Engineering for Council Avenue Upgrades – Railroad Intersection to Third Street Intersection**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
- 9. Update Code Titles 17 and 18**
 - Updates needed to both the subdivision and zoning code to help encourage the development of residential and commercial properties.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommends a capital improvement list to the City Council.

PASSED AND APPROVED THIS 14TH DAY OF OCTOBER 2025

ATTEST:

Tania Harrison, Chair

Amanda Hadley Coward, City Planner

DRAFT

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 23-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA,
RECOMMENDING A CAPITAL IMPROVEMENT PROJECTS LIST TO THE CITY COUNCIL**

WHEREAS, the City of Cordova's Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to *Submit annually to the City Council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year; and*

WHEREAS, the City of Cordova's Planning Commission has identified and prioritized a Capital Improvement List that will benefit the citizens of Cordova; and

WHEREAS, the City of Cordova's Planning Commission has identified the following Capital Improvement List as being critical to the future wellbeing and economy of Cordova and the surrounding area:

- 1. E-911 Addressing Implementation Phase II**
 - Acquire and integrate new hardware to fully utilize the new E-911 addressing that is currently under development.
- 2. Chase Ave – Copper River Hwy intersection to Lefevre Street Intersection**
 - Project would include paving street, ADA sidewalks, drainage improvements and utility upgrades.
- 3. Wastewater Treatment Plant – Additional Treatment Capability and General Upgrades**
 - The existing treatment plant needs additional treatment capability for high flow and general upgrades. Last upgrades done in 1999-2000
- 4. Preliminary Engineering 7th Street – Lake Ave Intersection to Adams Ave Intersection**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
 - This area needs major upgrades to better control stormwater runoff and pedestrian facilities are needed due to the dense population from the USCG housing and townhomes, as well as the proximity to the elementary school.
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 - construct a protective bulkhead along Breakwater Ave to allow for the creation of usable uplands for laydown and truck staging, multimodal pathway connecting the north and south harbors, and increase parking. The project would also include the creation of a floating fuel dock in the harbor
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- 7. Railroad Avenue – Nicholoff Intersection to Council Intersection**
 - Includes paving street, ADA sidewalks, and drainage improvements
- 8. Preliminary Engineering Council Avenue – Railroad Intersection to Third Street Intersection**
 - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
- 9. Update Code Titles 17 and 18**
 - Updates needed to both the subdivision and zoning code to help encourage the development of residential and commercial properties.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommends a capital improvement list to the City Council.

PASSED AND APPROVED THIS 10TH DAY OF OCTOBER, 2023



Tania Harrison, Chair

ATTEST:



Kevin Johnson, City Planner