#### <u>Chair</u>

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 Monday November 10, 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 Tania Harrison and Chris Bolin from the October 28, 2025, Special Meeting
- 5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS
- 6. CORRESPONDENCE
- 7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
  - a. Guest Speakers

Prince William Sound Economic Development District (PWSEDD)

- b. Audience comments regarding agenda items (3 minutes per speaker)
- 9. UNFINISHED BUSINESS
- 10. NEW BUSINESS
  - a. Letter of Interest for a Portion of Lot 3, Block 7A, Tidewater Development Park, Old Sea Grants Building
  - b. Letter of Interest for a Portion of Tract A, USS 833, Wastewater Treatment Facility by Cordova Telecom

  - d. Land Disposal Map Review Regarding RurAL CAP's Mutual Self-Help Housing Program.......Page 15
- 11. AUDIENCE COMMENTS
- 12. COMMISSION COMMENTS
- 13. ADJOURNMENT

You may submit written public comments via email to planning@cityofcordova.net, mail comments to City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to City Hall directly. Written public comments must be received by 4:00 p.m. on the day of the meeting.





# Your Voice Matters—Help Shape the Future of Prince William Sound

Take our short community survey and share what matters most—jobs, housing, transportation, small businesses, and more.

## What's Happening

The Prince William Sound
Economic Development District is
developing its next five-year
Comprehensive Economic
Development Strategy (CEDS), a
roadmap for regional investment,
job creation, and community
resilience.

## Why It Matters

- Guide where funding and resources are focused for the next five years.
- Ensure community voices from across Prince William Sound are heard.
- Build a shared regional vision for a strong, more resilient future.

## Take the Prince William Sound Community Survey Today!

Your feedback will guide future investments, job creation, and community priorities across the region

Scan the QR code or visit pwsedd.org/ceds-survey



## Planner's Report

**To:** Planning and Zoning Commission **From:** Amanda Hadley Coward, City Planner

Date: Monday November 10, 2025
Re: Recent Activities and Updates

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

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

#### 2. Second Street Progress DOT:

DOT has been boring and getting samples for bedrock along Second Street with the help of our Public Works Streets Division.

#### 3. City Council Decisions on Land Disposal:

- Ordinance 1236 1<sup>st</sup> Reading Approved: Purchase & Sale Agreement with CEC for a 2.14 Acre Portion of ATS 220.
- Lots 19-25, Block 6, Original Townsite: For the construction of a new Ilanka Cultural Center building. Staff is to negotiate an agreement with Native Village of Eyak (NVE). Negotiations are currently underway.
- ASLS 79-263 a 2.155 Acre Portion: For the realignment of the Shepard Point Road. Staff is to negotiate an agreement with NVE. Negotiations are currently underway.
- <u>The City T-Dock:</u> Staff is to Publish a Request for Proposals (RFP) for a lease of a portion of the City T-Dock.
- Lot 2, Block 7, North Fill Development Park: Staff is to publish an RFP for a lease or a purchase.
- Lots 1 & 2, Block 5, Odiak Park Subdivision: Staff is to publish an RFP for a lease or a purchase.
- A Portion of Lots 11-14, Block 32, Original Townsite: Staff is to publish an RFP for a lease or a purchase.
- Lot 1, Block 7A, Tidewater Development Park (Breakwater Fill Lot): Staff is to negotiate an agreement for a purchase with Camtu's Alaska Wild Seafoods. Negotiations are currently underway.



## AGENDA ITEM # 10a Planning Commission Regular Meeting Date: 11/10/2025 PLANNING COMMISSION COMMUNICATION FORM

FROM:	Amanda Hadley Coward, City Planner	
DATE:	Monday November 10, 2025	
ITEM:	Letter of Interest from the Prince William Sound Science Center	
NEXT STEP:	Recommendation on Disposal and Disposal Method	
-	INFORMATION X MOTION	RESOLUTION ORDINANCE

#### I. REQUEST OR ISSUE:

Requested Actions: Recommendation on Disposal and Disposal Method

Applicant: Prince William Sound Science Center

Legal Description: A Portion of Lot 3, Block 7A, Tidewater Development Park (Old Sea Grants

Building on the North Harbor Loading Dock)

Area: Approximately 750 Square Foot Structure

Zoning: N/A

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

"I move to recommend that City Council dispose of A Portion of Lot 3, Block 7A, Tidewater Development Park (AKA The Old Sea Grants Building) a Structure that is Approximately 750 Square Feet 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 the property. (Prince William Sound Science Center)
- 2. Invite sealed bids to lease the property.
- 3. Offer the property for lease at public auction.
- 4. Request sealed proposals to lease the property.

- **III. FISCAL IMPACTS:** The property would remain part of the City's lease revenue and sales tax revenue.
- **IV. BACKGROUND INFORMATION:** The Prince William Sound Science Center (PWSSC) is the current lessor of the structure and has leased it since August 24, 1999. The current lease expires on December 31, 2025. The lessor would like to continue to lease this structure and has submitted their letter of interest to the City.

Staff has no concerns with this proposed lease as this structure has had a long history of being leased without issue to this applicant.

#### **Commissions Considerations**

The Letter of Interest 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. If it is determined that the best interest of the City is to lease 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 determination.

#### **Applicable Code:**

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

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

#### 7.40.060 - Methods of disposal.

- B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:
- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;
- 2. *Invite sealed bids to lease or purchase the property;*
- 3. Offer the property for lease or purchase at public auction;
- 4. Request sealed proposals to lease or purchase the property.

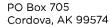
#### <u>7.40.030 – Land Disposal Map</u>

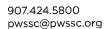
- 5. Leased: These properties are currently under lease and not considered available but can be the subject of a letter of interest during the final year of the lease term.
- V. <u>LEGAL ISSUES</u>: Legal review of the lease agreement will be required prior to final approval by Council.
- VI. <u>SUMMARY & ALTERNATIVES</u>: The applicant would like to lease an approximate 750 square foot structure known as the Old Sea Grants Building located on the North Harbor Loading Dock. The Planning Commission may make a motion to recommend or not recommend the lease of this property.

#### VIII. <u>ATTACHMENTS:</u>

- A. Subject Property
- B. Letter of Interest







www.pwssc.org

25 October 2025

PRINCE WILLIAM SOUND

SCIENCE

CENTER

Dear City of Cordova,

We are submitting this letter of interest to renew our lease of the Old Sea Grant building located on a portion of Lot 3, Block 7A, Tidewater Development Park

There are approximately 2-3 people utilizing this as storage space for supplies and equipment. It is used as a staging area from which we deploy and retrieve instrumentation and supplies onto and off of vessels using the crane on the dock when we are departing on and returning from research cruises. The individuals using the facility will need to access it occasionally as required by their job/project. When removing/storing equipment they would be parking on the street near the old science center building or temporarily on the dock as necessary to load/unload items.

We are requesting to renew the lease for an additional two years. This facility has been an important asset and although we have new facilities, they are not in a location that allows us to easily aggregate and deploy the supplies we use in research cruises, both on our own vessel and chartering vessels owned by other entities in the community. We appreciate your consideration of this request.

Sincerely,

Tyler Tulloch, COO

Prince William Sound Science Center



## AGENDA ITEM # 10b Planning Commission Regular Meeting Date: 11/10/2025 PLANNING COMMISSION COMMUNICATION FORM

FROM:	Amanda Hadley Coward, Ci	ty Planner & Kevin Johnson, Public Works Director
DATE:	Monday November 10, 2025	
ITEM:	Letter of Interest from Cordova Telecom Cooperative for a Lease of a Portion of Trac A, USS 833 (Wastewater Treatment Facility Lot)	
NEXT STEP:	Recommendation on Disposa	al and Disposal Method
-	INFORMATION X MOTION	RESOLUTION ORDINANCE

#### I. <u>REQUEST OR ISSUE:</u>

Requested Actions: Recommendation on Disposal and Disposal Method

Applicant: Cordova Telecom Cooperative (CTC)

Legal Description: A Portion of Tract A, USS 833 (Wastewater Treatment Facility Lot)

Area: Approximately 9,000 Sq. Ft.

Zoning: Public Lands and Institutions District

## **II.** <u>RECOMMENDED ACTION & NEXT STEP:</u> Staff has provided the following motions for the Planning Commission to open the agenda item for discussion:

"I move to recommend that City Council redesignate a Portion of Tract A, USS 833 on the land disposal maps from "Unavailable" to "Available" and to dispose of a portion of approximately 9,000 square feet 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 the property. (Cordova Telecom Cooperative)
- 2. Invite sealed bids to lease the property.
- 3. Offer the property for lease at public auction.
- 4. Request sealed proposals to lease the property.

**III. <u>FISCAL IMPACTS</u>:** The property would become part of the City's lease revenue and possessory interest tax.

**IV. BACKGROUND INFORMATION:** Cordova Telecom Cooperative (CTC), as part of their "ReConnect" grants award have begun the process of bringing fiber-optic to every home and business in Cordova. In addition to that, they are in the process of preparing to install a fiber-optic submarine cable from Cordova to Seaward and Juneau, with branches off the main cable to multiple communities along the route. This undersea cable will need a place to land and connect to an onshore site that then hooks into the rest of the fiberoptic infrastructure in Cordova.

CTC is requesting that the City lease a roughly 9,000 square foot portion of the lot where the Wastewater Treatment Facility (WWTF) is located. This location would be used to construct a cable landing station.

#### **Zoning: Public Lands and Institutions District**

This zoning district is intended to include major open lands and major public and quasi-public institutional uses, including government office buildings and existing land reserves for public and institutional use. Per the Cordova Municipal Code (CMC) 18.38 a utility installation and structure is a permitted use.

#### **Land Disposal Map Designation**

On the 2025 Land Disposal Maps this lot is designated at "Not Available". To make this lot available for the applicant to lease a portion of this property, the Commission would need to make a motion to redesignate the lot from "Not Available" to "Available". The public would then be noticed for a 30-day period. Following the noticing period, the City Council will then hear the agenda item for their decision on disposal and disposal method.

#### **Staff Assessment**

#### Planning & Zoning Staff:

Staff has no concerns with this proposed land lease as it will be a beneficial utility that will serve the community. Given the sensitive City infrastructure located at this site, Staff would not support another entity occupying this space unless it was another community benefiting utility and would support Direct Negotiations.

#### Public Works Staff:

The Water and Sewer Division has been involved in early conversations regarding this request. Initial concerns were regarding the loss of ground space for inventory storage and future expansion needs. The preferred layout would include the proposal to potentially clear / blast space on the southwest side of the property. Understanding that it may be financially infeasible, Staff believes that a 30 X 30 footprint within the existing ground space would be manageable if coordinated with CTC. Access issues were discussed and ultimately determined to not be an issue as after construction, CTC and others would need limited access and any major access needs can be coordinated with the City as needed.

#### **Commissions Considerations**

The Letter of Interest 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. If it is determined that the best interest of the City is to lease 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 determination.

#### **Applicable Code:**

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

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

#### 7.40.060 - Methods of disposal.

- B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:
- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;
- 2. Invite sealed bids to lease or purchase the property;
- 3. Offer the property for lease or purchase at public auction;
- 4. Request sealed proposals to lease or purchase the property.
- **V. <u>LEGAL ISSUES</u>:** Legal review of lease or purchase agreement will be required prior to final approval by Council.
- VI. <u>SUMMARY & ALTERNATIVES:</u> The applicant would like to lease an approximate 9,000 square foot portion of Tract A, USS 833 to build a structure that will house the fiber optic utility connection where the underwater sea cable and land cable connection will meet. The Planning Commission may make a motion to recommend or not recommend the lease of this property.

#### VIII. <u>ATTACHMENTS:</u>

- A. Subject Property
- B. Letter of Interest





Sam Greenwood City Manager, City of Cordova 601 First Street, Cordova, AK 99574

RE: Cordova Telecom Cooperative Letter of Interest to Lease

Dear Ms. Greenwood:

I am writing this letter on behalf of Cordova Telecom Cooperative, Inc. (CTC) to request consideration to lease a portion of land at the east end of the Wastewater Treatment Facility, Tract A, USS 833 located off Whitshed Road. We are seeking to utilize this space for our cable landing station (CLS), which will house fiber-optic submarine cables and associated equipment.

In 2023 and 2024, CTC was awarded two separate USDA Rural Development broadband infrastructure grants under the "ReConnect" program. These grants include building fiber-to-the-premises (FTTP) for all participating homes and businesses in the grant scope for both Cordova and Pelican, and they include the construction of fiber-optic submarine cables from Cordova to Seward and Juneau, with branch units to multiple communities en route.

Over the last two years, CTC and our partners have been looking for the optimal location in Cordova to bring our cables ashore and construct our CLS, a facility where the cable terminates and contains the associated equipment and power. After extensive review and collaboration with the City of Cordova, we have found the eastern end of the wastewater treatment facility to be the ideal location for two reasons. The first is that the marine route survey found this area to be the optimal site to bring a cable ashore. The second is that this area is already designated to house public utilities, and thus, utilizing the far corner for additional services would add to the community's benefit.

As we have completed the marine route survey and have begun the next engineering phase, trying to identify another viable landing location would be too costly and may impede the timeline for these projects. These submarine cables will provide multiple benefits to our community, including critical redundant communication paths, improved internet speeds, and making Cordova the new internet hub of Southcentral Alaska. Additionally, maximizing the use of existing public utility space is an added value as other alternative spaces may mean developing land that could otherwise be used for homes or other structures.

We appreciate your consideration on the matter and should you have any questions, please feel free to contact me.

Sincerely,

Jeremiah Beckett

**CEO** 

Cordova Telecom Cooperative

907-424-2345

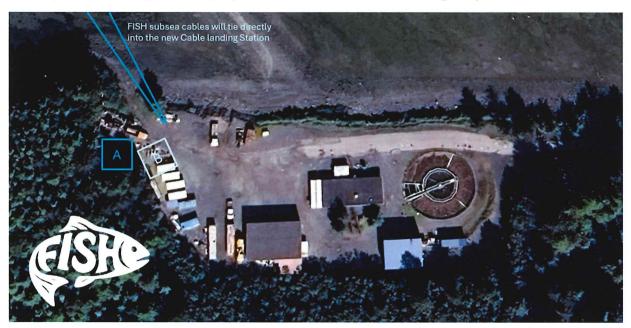
jeremiah@ctcak.coop



Below is the proposed area we are looking to lease at the wastewater treatment facility. We are currently exploring multiple design options and seeking to minimize our footprint.

#### **CTC Waterworks Land Lease Interests**

CTC needs roughly 9000' footprint, 30x30, for a Cable Landing Station (CLS) A  $\sim$  requires blasting and excavation, expensive but leaves the city footprint alone B  $\sim$  requires yard reorganization, city loses minimal land of the existing footprint



#### FISH in Alaska - Project Overview

Fiber Internet Serving Homes (FISH) in Alaska is a multiyear strategic project being delivered by Cordova Telecom Cooperative (CTC). CTC has been awarded over \$100M in grants from the USDA to deliver fiber-based broadband internet services across Southcentral Alaska to the communities of Chenega, Cordova, Nanwalek, Port Graham, Pelican, and Yakutat.

This project will deliver Fiber-To-The-Home (FTTH) to six rural off-road communities, interconnect thirteen Alaskan communities, and deliver over seven hundred miles of essential middle-mile subsea fiber connectivity for southcentral Alaska.

Upon completion, Cordova and all Chugach Tribes will be connected via fiber and have a communications infrastructure in place that will last generations. All households and businesses will have access to gigabit internet services, our communities will have resilient infrastructure, and Cordova will become a strategic hub for all Alaska internet traffic.



## AGENDA ITEM # 10c Planning Commission Regular Meeting Date: 11/10/2025 PLANNING COMMISSION COMMUNICATION FORM

FROM:	Kevin Johnson, Public Works I	Director
DATE:	Monday November 10, 2025	
ITEM:	City of Cordova 2025 Hazard Mitigation Plan Review and Input	
NEXT STEP:	Review and Provide Comments	
-	INFORMATION _X MOTION	RESOLUTION ORDINANCE

#### I. REQUEST OR ISSUE:

Requested Actions: Review and Provide Comments

Applicant: City of Cordova

Legal Description: N/A
Area: N/A
Zoning: N/A

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

"I move to recommend the City of Cordova 2025 Hazard Mitigation Plan be finalized with no additional comments from the Planning Commission"

This motion will open the agenda item for discussion. If during the discussion it is determined that there are specific or general comments from the Planning Commission, the motion can be amended to include those comments that the Commission as a body determines should be made.

**III. <u>FISCAL IMPACTS</u>:** Access to FEMA mitigation grant funding for projects is reliant on having a current approved Hazard Mitigation Plan.

**IV. BACKGROUND INFORMATION:** The City of Cordova Hazard Mitigation Plan (CHMP) was last updated in 2018 and is valid for a 5-year period. Cordova received State grant funding to hire a consultant to help update the CHMP. Staff began the process with the consultant by reviewing the 2018 plan to determine what needed to be carried over. Following that, a small group of local stake holders was asked to review the first draft of the 2025 CHMP. Comments from that review were used to prepare the second draft of the plan.

The second draft of the 2025 CHMP was released for public review on 10/28/2025 with a request for comments to be provided by 11/10/2025.

In addition to the general public review, we ask that the Planning Commission review the plan, discuss it at the 11/10/25 meeting, and provide comments if determined necessary. Additional historical context or events, geographic areas of concern, and similar items that appear to be missing from the plan should be kept in mind while reviewing and discussing the plan. We ask that the Commission take specific notice to the mitigation projects mentioned in section 5.4 (further described in appendix C, Table C-2) and determine if there are other projects that should be considered.

Following tonight's review, all comments received during the general public comment period and comments from the Planning Commission will be taken by staff to be reviewed and considered for incorporation into the final draft. A final draft of the plan will then be sent to the City Council for final approval.

#### V. <u>LEGAL ISSUES:</u> N/A

VI. <u>SUMMARY & ALTERNATIVES</u>: The Planning Commission is being asked to review the current draft of the 2025 City of Cordova Hazard Mitigation Plan and provide additional input and comments as necessary. Any comments will be considered in the final drafting of the document prior to it going to City Council for final approval.

VIII. <u>ATTACHMENTS:</u> Due to its size, the Draft of the 2025 CHMP can be found on the City website at the link below: <a href="https://www.cityofcordova.net/city-of-cordova-2025-local-hazard-mitigation-plan-draft-available-for-public-review/">https://www.cityofcordova.net/city-of-cordova-2025-local-hazard-mitigation-plan-draft-available-for-public-review/</a>

Or by scanning this QR Code:





## AGENDA ITEM # 10d Planning Commission Regular Meeting Date: 11/10/2025 PLANNING COMMISSION COMMUNICATION FORM

FROM:	Amanda Hadley Coward, City Planner	
DATE:	Monday November 10, 2025	
ITEM:	Land Disposal Map Review	
NEXT STEP:	Recommendation on Land Identified as F	Possible for Development

#### I. REQUEST OR ISSUE:

Requested Actions: Recommendation on City Property for Possible Development by RurAL CAP

Applicant: City Council Request

Legal Description: City Lands

Parcel Number: N/A

Area: City Limits

Zoning: N/A

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

"I move to recommend that City Council review the following City property as identified \*(insert legal descriptions here) by the Planning Commission for possible land disposal to RurAL CAP's self-help housing program."

- **III. <u>FISCAL IMPACTS:</u>** The property could become part of the City's lease or purchase revenue and possessory interest tax revenue or property tax revenue if it was eventually disposed of for development.
- **IV.** <u>BACKGROUND INFORMATION:</u> On Wednesday September 03, 2025, the City Council had a Workshop where they invited the Planning Commission to attend this joint meeting. The presenter was the non-profit RurAL CAP Mi'shell French, Shay Bowman, and Bob Marquez spoke as representatives of their program. As guest speakers they gave a presentation on the Mutual Self-Help Housing program.

#### Link to City Council Workshop Meeting:

https://www.youtube.com/live/11GUNGAxHDo?feature=shared

#### Excerpt from their website:

https://ruralcap.org/client-services/housing/mutual-self-help-housing/

"In partnership with USDA Rural Development and Alaska Housing Finance Corporation, RurAL CAP's Mutual Self-Help Housing program gives first time homebuyers an opportunity for affordable home ownership with no down payment.

The program operates on the principles of sweat equity. Groups of six to 12 participants build one another's homes, working together under the direction and coaching of a RurAL CAP construction supervisor. These families must perform at least 65% of the labor and work at least 35 hours per week. Homebuyers work on all homes in the project, and no one moves in until all the homes are finished. Once completed, a community of single-family homes replaces the once vacant lot. The participants' sweat equity eliminates the need for a down payment and reduces the size of their mortgage.

The building process enriches the families and the community. Families gain new skills, a home with little out-of-pocket expense, a sense of ownership, and affordable mortgage loans with interest as low as 1%, while communities gain an increase in property tax base, a vibrant neighborhood, and an economic boost via the purchase of local building material and the hiring of local subcontractors."

#### **The Planning Commission Regular Meeting**

On Tuesday September 09, 2025, the Planning Commission discussed the development options that RuRAL CAP offers for housing development assistance. Using the Land Disposal Maps as a guide, the Commission determined criteria to be used in identifying City owned land that may be viable for one of the programs that RuRAL CAP offers.

Criteria that the Planning Commission used to identify land was proximity or availability to water, sewer (septic), road access. The Commission also discussed lot size as a factor when determining locations. The following lots were determined viable with questions from the Planning Commission needing further clarification from Staff.

- 1) New England Cannery Road City Quarry/Burn Pile Area
- 2) Old Town -31 lots
- 3) Old Town Upper Davis Ave 4 lots
- 4) Odiak Park (2 lots) CRH + Center Drive
- 5) Whitshed Road Corner of CRH on Roadway
- 6) Power Creek Road Behind Pioneer Cemetery
- 7) Power Creek Road Very End Lot
- 8) Eyak Lake CRH Under Water Tank

M/ Hall S/Den Adel

Vote: 6 yea, 0 nay, and 1 absent (Bolin). Item was referred back to Staff to bring additional information to the Planning Commission for review.

Full Video: https://www.youtube.com/live/-SBObRmjxWU?feature=shared

Staff identified lots and parcel information as requested by the Planning Commission.

- 1) New England Cannery Road City Quarry/Burn Pile Area <u>A Portion of Lot 1, Section 15, ASLS</u> 79-258 Plat 99-15 Parcel Number 02-041-999
- 2) Old Town 31 lots Plat 1-12 <u>Lots 4-17, Block 4, Railway Addition</u>, Lots 1-3, 10-12, & 16-24, Block 3, Railway Addition, and Lot 1, Block 26, Original Townsite.

Parcel Numbers 02-060-459, 02-060-452, 02-060-451, 02-060-450, 02-060-600, 02-060-483, 02-060-460, 02-060-484, 02-060-461, 02-060-485, 02-060-486, 02-060-487, 02-060-488, 02-060-465, 02-060-489, 02-060-466, 02-060-490, 02-060-467, 02-060-491, 02-060-468, 02-060-492, 02-060-469, 02-060-493, 02-060-470, 02-060-494, 02-060-471, 02-060-495, 02-060-472, 02-060-473, 02-060-496, and 02-041-999

- 3) Old Town Upper Davis Ave 4 lots <u>Lots 1-3, Block 33, Original Townsite</u> and <u>A Portion of the Old Proposed Reservoir, Block 32, Original Townsite</u> Plat 1-11 Parcel Numbers 02-061-503, 02-061-502, 02-061-501, and 02-061-460
- 4) Odiak Park (2 lots) CRH + Center Drive <u>Lots 1 & 2, Block 5, Odiak Park Subdivision</u> Plat 79-5 Parcel Numbers02-072-820 & 02-072-822
- 5) Whitshed Road Corner of CRH on Roadway <u>A portion of ASLS 79-265</u> Plat 82-11 Parcel Number 02-086-100
- 6) Power Creek Road Behind Pioneer Cemetery <u>A portion of USS 1668</u> Survey USS 1668 Parcel Number 02-071-600
- 7) Power Creek Road Very End Lot A portion of Tract A, ASLS 79-259 Plat 82-6 Parcel Number 02-063-500
- 8) Eyak Lake CRH Under Water Tank <u>A portion of USS 900</u> Survey 900 Parcel Number 02-087-200

For a single-family home in the Medium or Low Density Residential Districts the code requires 4,000 square feet per lot. According to that code and the RurAL CAP project they are looking for an area of land where six (6) to twelve (12) single-family homes can be built.

Approximate Sizing Requirement for Residential Single-Family Lots:

Six (6) lots 24,000 square feet.

Eight (8) lots 32,000 square feet.

Ten (10) lots 40,000 square feet.

Twelve (12) lots 48,000 square feet.

The Planning Commission directed Staff to research the identified lots and bring the agenda item back with the answers to the above questions. They may now make a motion to refer the item back to Staff for additional information or make a recommendation to City Council from the information given.

#### V. LEGAL ISSUES: N/A

**VI. <u>SUMMARY AND ALTERNATIVES</u>:** The Planning Commission is reviewing lands owned by the City for possible development where 6-12 single family homes could be constructed. The Planning Commission may make a motion to recommend or not recommend the disposal of City property to City Council.

#### VII. ATTACHMENTS:

- 1) RurAL CAP's FAQ's
- 2) 2025 Land Disposal Maps
- 3) Topographic Maps (5-Meter Contours)
- 4) Plats



#### RurAL CAP's

## Mutual Self-Help Housing Program Frequently Asked Questions

#### WHAT IS THE MUTUAL SELF-HELP HOUSING?

Since 1971, the Mutual Self-Help Housing Program, in partnership with USDA Rural Development, has assisted thousands of low-income, rural families, and individuals to achieve home ownership. Under this program, qualifying families and individuals jointly contribute home-building labor under the guidance of a skilled construction supervisor. The family's labor requirement becomes their down payment. The labor provided by the family is known as "sweat equity." The costs associated with purchase of the lot, materials and sub-contractor labor needed to construct the home are financed through USDA Rural Development's 502 direct mortgage loan program. Each family or individual must be able to qualify for a mortgage loan through USDA Rural Development in order to participate in the program. Hard work, commitment, and willingness to work cooperatively with the other participants in the program is the key to its success. Self-Helpers share a common goal of homeownership and commit themselves to sharing in the work that will make that goal a reality. The commitment for each family is 35 hours per week. 17.5 of those hours can be completed by the family's volunteers. Families do not take occupancy to their home until all of the homes in the group are complete. Self-Helpers build homes, friendships, neighborhoods, and communities.

#### WHAT IS RurAL CAP?

RurAL CAP is a private, statewide, non-profit organization working to improve the quality of life for low-income Alaskans since 1965. RurAL CAP provides resources and services to enhance child and family development, improve housing, save energy, develop leadership, promote environmental conservation, prevent substance abuse, and foster independent living. Governed by a 24-member Board of Directors representing every region of the state, RurAL CAP is one of the largest and most diversified not-for-profit organizations in Alaska.

#### **HOW DO I GET STARTED?**

- Complete a Pre-Screen Application and Credit Information Release Form found at www.ruralcap.com/rhp/selfhelp/ or at the Soldotna RurAL CAP office.
- Provide a \$35 Application Fee with your Pre-Screen Application, check payable to RurAL CAP.
   This helps to offset the cost to pull a tri-merge credit report from a third party credit bureau.
- Mail or drop off the completed forms to our address located at the Blazy Mall: RurAL CAP Mutual Self-Help Housing 44539 Sterling Hwy, Suite 206

Soldotna, AK 99669

#### WHAT IF MY CREDIT ISN'T VERY GOOD?

As a potential Self-Helper, you will receive useful information about your credit report and how to repair derogatory credit, if needed. One-on-one counseling and guidance in repairing damaged credit is an important role of RurAL CAP's Mutual Self-Help Housing Program staff. If you don't have a traditional credit history, you will receive assistance in putting one together utilizing non-traditional sources such as rental history and utilities. Acceptable credit is important and necessary to qualify for the mortgage loan needed to finance the construction of the home through the Mutual Self Help Housing Program. We understand that every credit history is different and the reasons for such are incredibly personal. Often, with sound budgeting and guidance, many of our clients with blemished credit are able to credit qualify for a mortgage loan approximately 6-12 months after beginning the process of credit repair with our staff. Here are some indicators of creditworthiness that home loan lenders look for:

- Monthly obligations are current with a history of timely payments.
- Minimum of 2 accounts are reporting with at least a 12 month history of payments. (Authorized user accounts do not count unless the applicant can provide proof they have been making the payments for a minimum of 12 months on that account.)
- No more than one payment over 30 days late reported on any account within the last 12 months.
- Rents are paid in a timely manner with no more than 1- 30 day late payment reporting in a 12 month period.
- Foreclosures over 36 months old are generally acceptable, but; further analysis is required for those less than 36 months old.
- Child support payments are current with no arrearages.
- No federal debt delinquencies (i.e. student loans, etc.)
- Any collection accounts should be reporting PAID in full for a minimum of 6 months or applicant to have evidence of written repayment plan with the collection agency and proof of 6 months history of payments on each collection account.
- Chapter 13 Bankruptcies should be discharged for a minimum of one full year AND minimum of 12 months good repayment history on all other debts.
   Chapter 7 Bankruptcies should be discharged for a minimum of 36 months AND minimum 12 months good repayment history on all other debts. If bankruptcy was discharged less than 36 months, client must have a valid reason, beyond their control, for extenuating circumstances leading up to the bankruptcy that can be verified.

**Remember:** You will have an opportunity to explain late payments. There may be exceptions for situations that arise that are out of your control.

## WHAT ABOUT INCOME AND OTHER REQUIREMENTS NEEDED TO QUALIFY FOR A USDA 502 HOME LOAN?

USDA Rural Development is looking for a stable and continuing source of income. To fit the income maximums, your household may not earn more than 80% of the county median income with certain adjustments (see the current chart specific to Kenai Peninsula Borough on page 3). If you meet these guidelines, the next step is to determine if your income is sufficient to handle a house payment and the rest of your monthly debt. As a rule of thumb, your housing payment should not exceed 29% of your gross monthly income, and your total debt (including your new house payment) should not exceed 41%.

#### **HOW MUCH WILL MY HOUSE PAYMENT BE?**

That is a difficult question to answer. A feature of the USDA 502 loan is an interest rate that is subsidized based on your household's annual income. The interest rate can be reduced down as far as 1% with terms as long as 38 years, based upon income qualifications. Once you provide income information for your family, our RurAL CAP Homeownership Program Manager can provide you with an estimated monthly mortgage payment amount based upon your income and the house plan you may qualify for. Generally, our mutual self-help housing families pay 3-5% less for their mortgage payments than they pay in rent!

#### **Current USDA Income Guidelines for the Kenai Peninsula Borough:**

FAMILY SIZE	MAXIMUM INCOME ALLOWABLE
1 - 4	\$86,500.00
5 - 8	\$114,150.00

#### **HOW MUCH OUT-OF-POCKET CASH WILL I NEED?**

You'll need to provide some of your own tools and safety items such as a hand saw, hammer, safety glasses, ear plugs, chalk line, nail apron, work gloves and shoes/boots, etc. when you turn in your pre-screening application, RurAL CAP will collect \$35.00 to cover the cost of obtaining your credit report through a third-party credit bureau. When RurAL CAP determines that you would qualify for the 502 direct mortgage loan, staff will collect \$30.00 from each borrower in order to submit the full mortgage loan application to USDA Rural Development for underwriting. Lastly, after your mortgage loan is approved, but; before construction of the home is started, RurAL CAP will collect a \$150.00 Tool Deposit when you sign the Association/Construction Agreement. All other costs associated with construction of the home including insurance, construction interest, property taxes, materials, utilities connections and temporaries, lot purchase, and sub-contractor labor will be

financed in your mortgage loan. Once the house is complete, you will need to be prepared to purchase or provide your own refrigerator, washer, and dryer. You will also need to be prepared to pay any deposits required to establish your utilities through HEA, Enstar, and your phone/cable/satellite provider, directly to those companies.

#### WHAT IF I'VE NEVER BUILT A HOUSE BEFORE?

Part of RurAL CAP's job is to teach you all that you need to know to properly construct a home. Before you break ground in the spring, you will attend preconstruction meetings to learn and practice carpentry and safety skills. During the construction period, RurAL CAP's construction supervisor will provide professional supervision and guidance at the worksite.

#### MAY I PICK THE LOCATION OF MY HOUSE?

You may have a choice of the lot your home is located within the current inventory of property that RurAL CAP has available for the building season. You may not construct a home using the self-help housing program on a lot you currently own.

#### WHAT ABOUT THE DESIGN OF THE HOUSE?

RurAL CAP has 3 & 4 bedroom house designs for the Self-Helpers to choose from. The plans range from 1,100 to 1,500 square feet. The mortgage loan amount you qualify for will determine the size and design of the houses you may select from.

No changes or alterations may be made to the plans.

## HOW LONG WILL IT TAKE TO BUILD MY HOUSE AND HOW MUCH TIME WILL I BE REQUIRED TO COMMIT EACH WEEK?

Estimated construction time is 12 months for all the homes to be completed. *Remember no one moves in until all homes are finished*. The commitment is 35 hours a week per Self-Help household. Volunteers may contribute 17.5 of those labor hours per week for each household.

#### WHAT IF I WANT TO SELL MY HOUSE IN A FEW YEARS?

You may sell your house at any time after occupancy. There could be monetary benefits to occupying the property a minimum of 10 years after taking occupancy, however. Please speak to RurAL CAP staff to learn more about this.

#### IS THE PROGRAM FOR FAMILIES AND MARRIED COUPLES ONLY?

No! The Mutual Self-Help Housing Program is for anyone who qualifies to build a home through the program, regardless of age, ethnicity, race, religion, or marital status and who can commit to the 35 hour a week labor contribution.

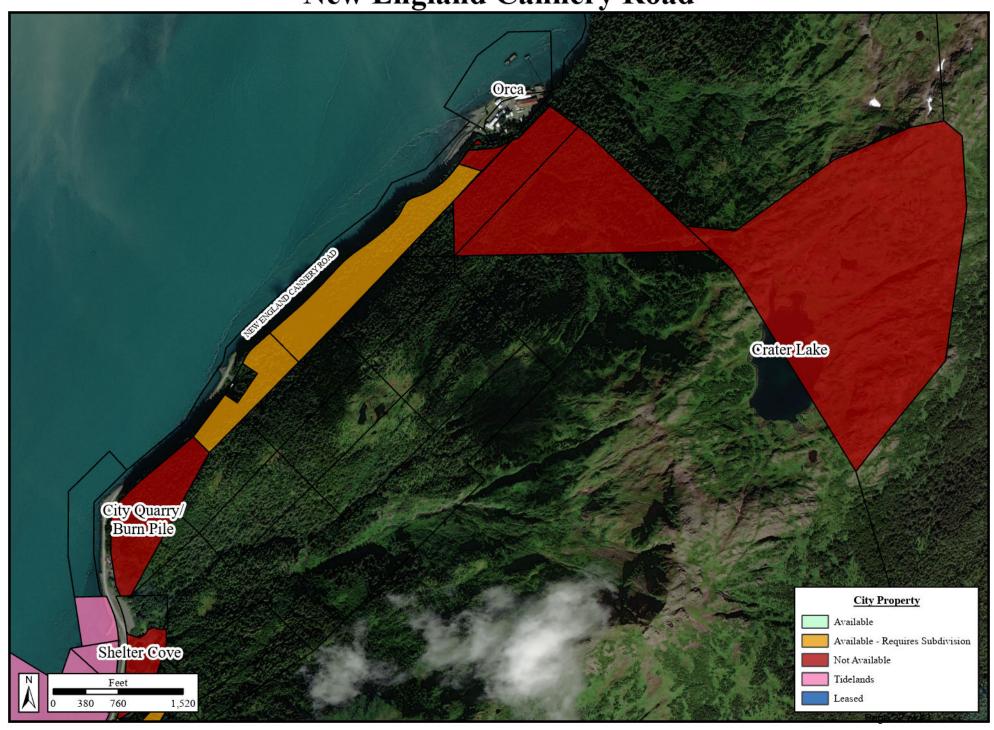
#### WHAT IF I WANT TO CHANGE SOMETHING ON THE HOUSE PLANS?

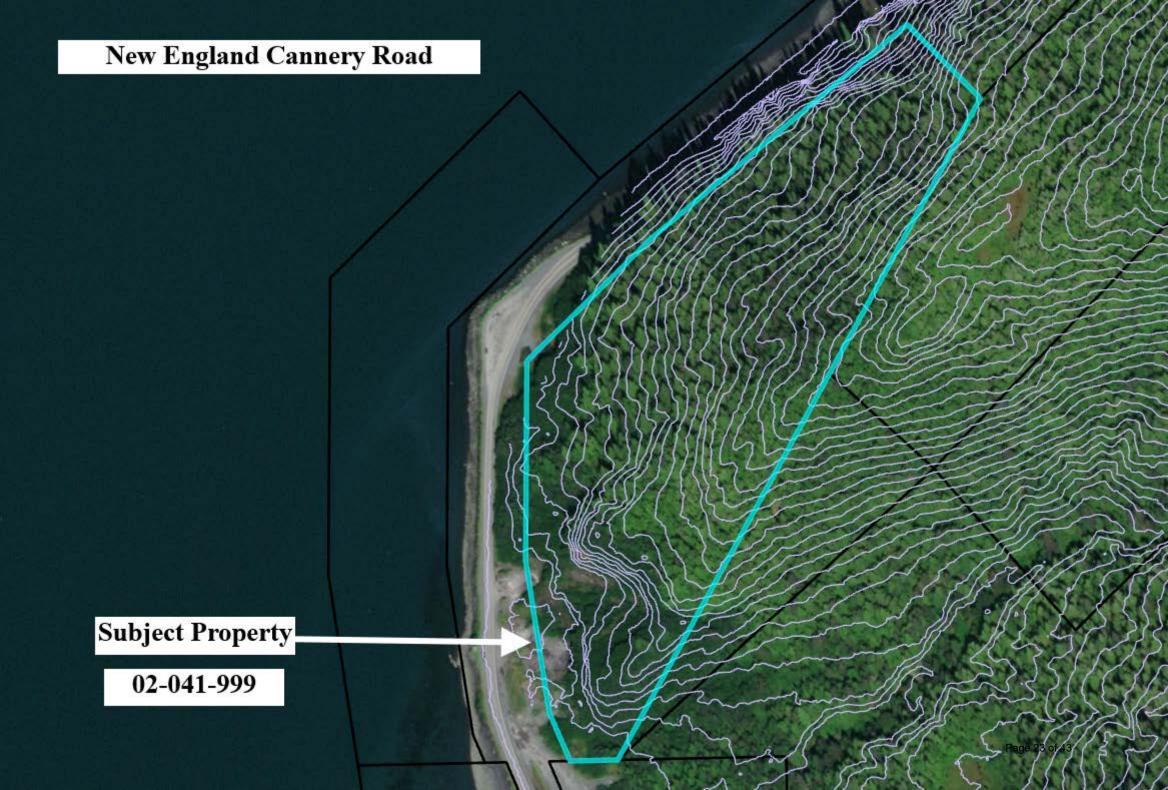
No changes can be made to the house plans.

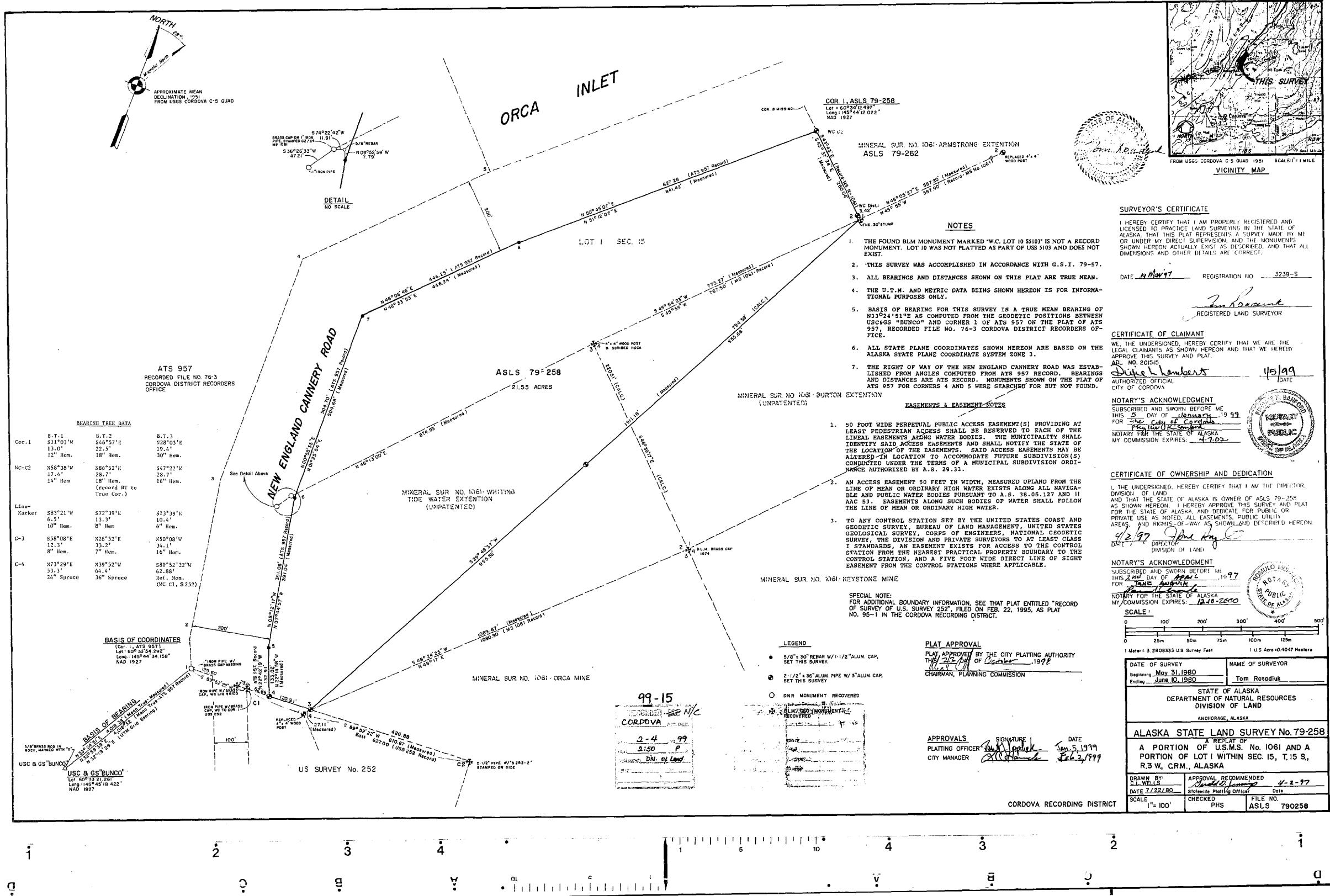




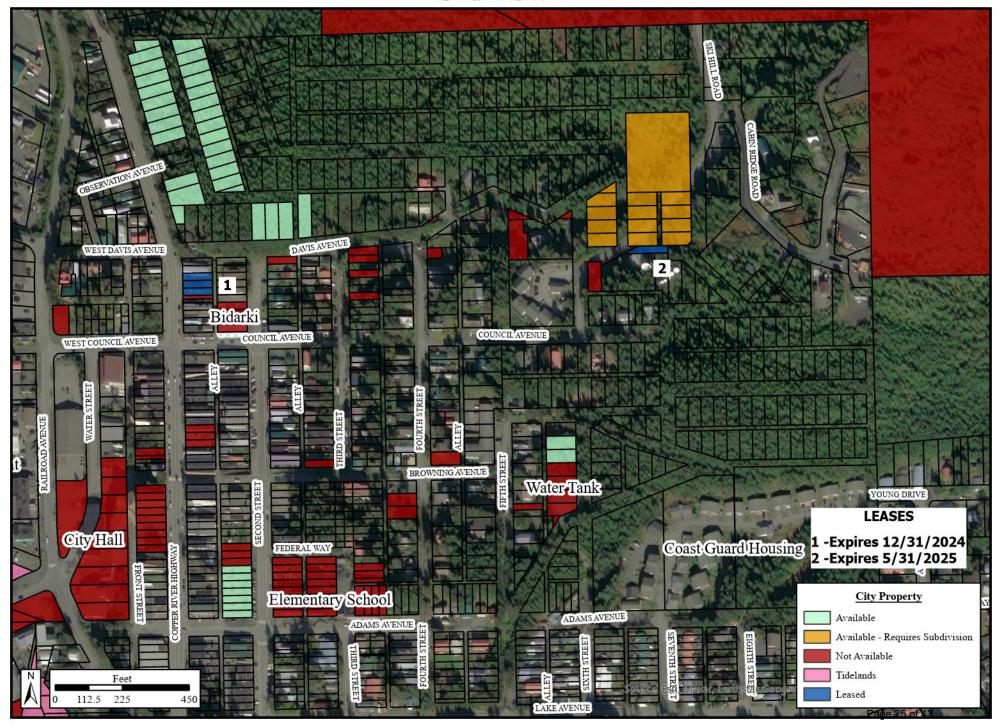
**New England Cannery Road** 







## **Old Town**

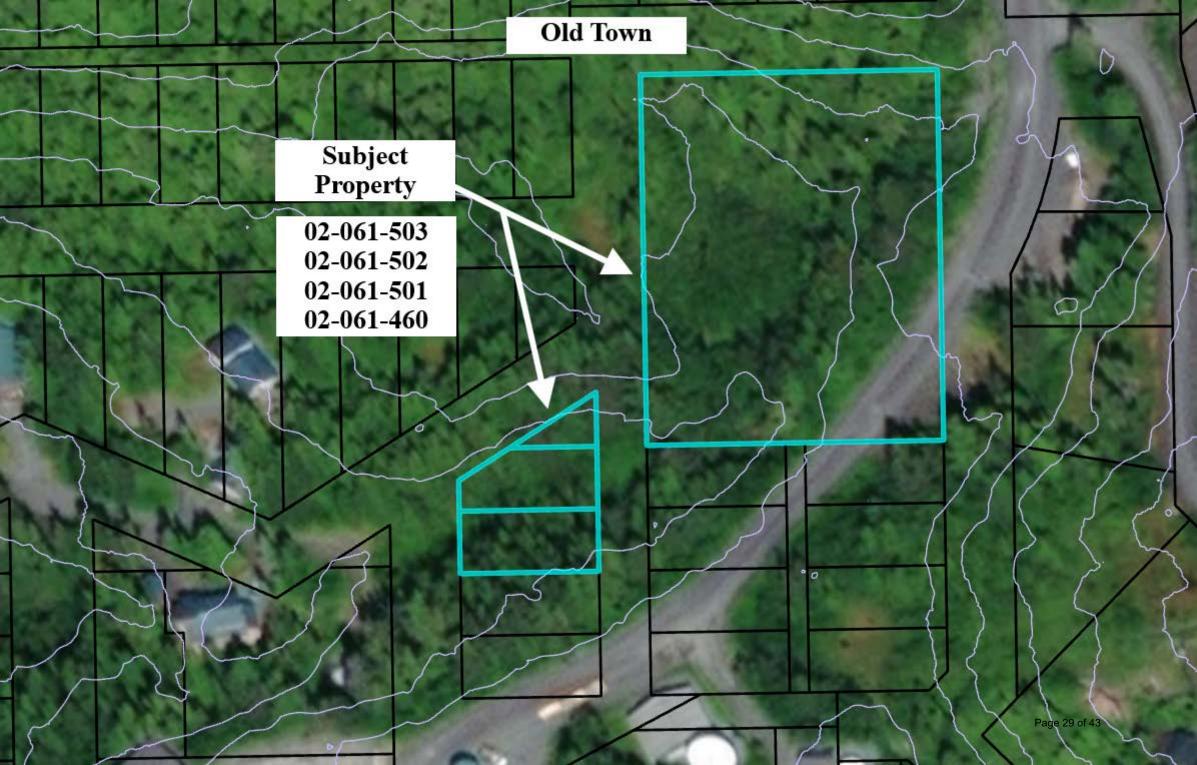


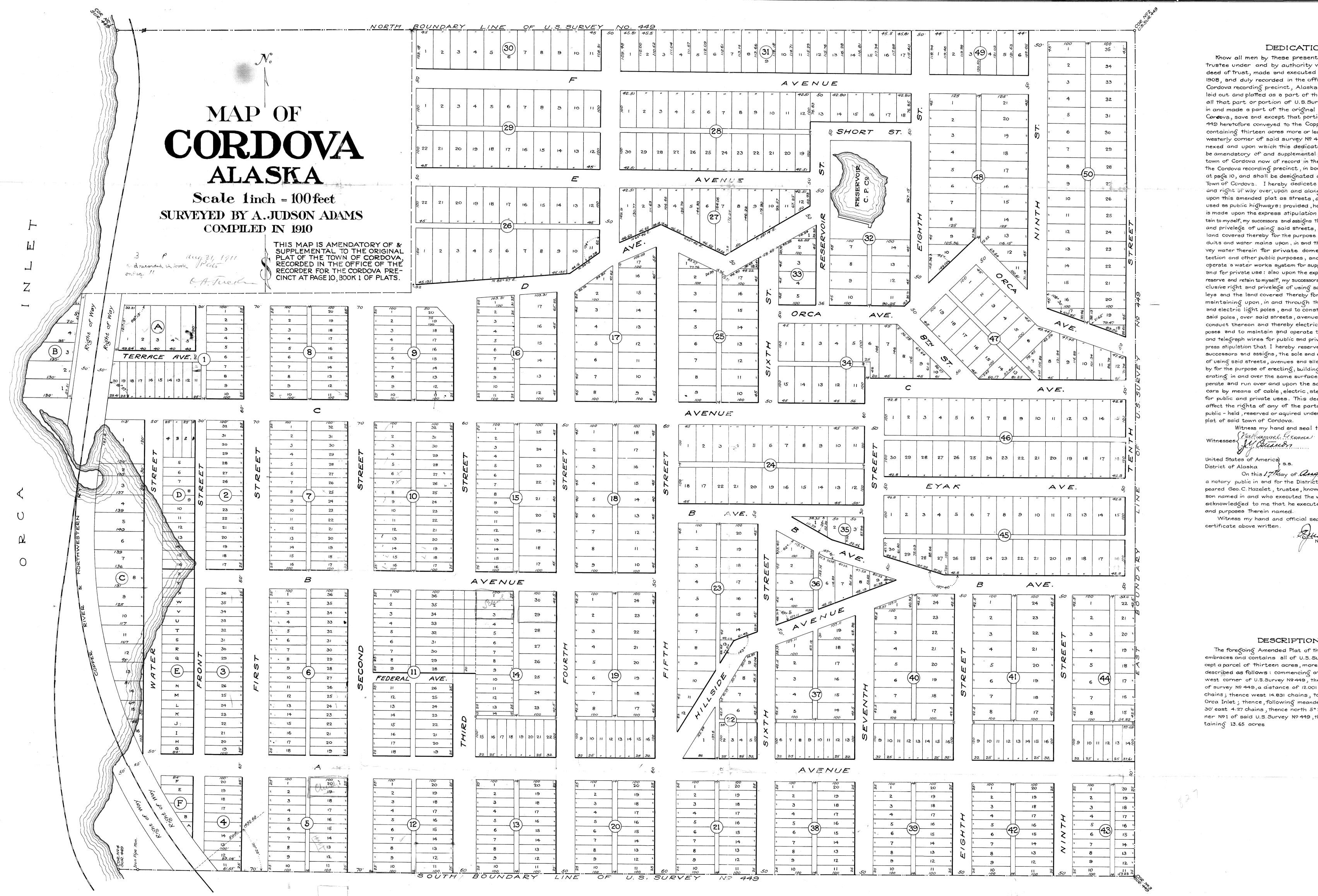




#### DEDICATION KNOW ALL MEN BY THESE PRESENTS: The Copper River Railway Company, a corporation organized under the laws of the State of Washington, has caused to be surveyed, laid out and platted as an Cor. Nº U.S. Survey Nº 449 Addition to the Town of Cordova, Alaska, to be hereafter known as and called Railway Addition to the Town of Cordova," that certain tract of land embraced in U.S. Survey Nº 449 heretofore commonly called the "Thirteen-Acre Tract," conveyed to the Copper River Railway Company by the deed of T.J. Danohoe 22 and wife, bearing date the fifth day of August, 1907, and filed for record in the office of the United States Commissioner and Recorder in and for Cordova Recording Precinci, at Cordova, Alaska, and recorded 2 - 25-14 21 F. AVE. in said affice in Volume One, Deed Records, at page one hundred and two (102); a map a plat of which D= 10°CR. 20 said Railway Addition to the Town of Cordova, as so laid out, surveyed, and platted, is hereto annexed and made a part of this Dedication. 19 And said Copper River Railway Company, a corporation, does hereby DEDICATE to the public the P.T. ALTOOA easement and right of way over, upon and along the several spaces marked upon this Plat as streets, avenues, and alleys, to be used as public highways, forever: SAVING AND EXCEPTING from this 3 " Dedication, however, the right in the public, or any municipal, state, or national government, or any person whomsover, to demand ar require the right, franchise, privilege, or easement of crossing in any manner the right of way, lines, tracks, readbed, or property of the Copper River Railway Company or its successors or assigns, (and particularly the right of way, lines, tracks, roadbed or property of the Copper River and Northwestern Railway Company. IN WITNESS WHEREOF, the Copper River Railway Company has caused these presents to be executed at Cordova, Alaska, on this 9th day of June, A.D. 1917. COPPER RIVER RAILWAY COMPANY or Caleb Corser SECOND STREET UNITED STATES OF AMERICA) Chitina Precinct 5.5. 6 5 4 TERRITORY OF ALASKA Before me, R.J. DeLeo, a Notary Public in and for the Territory of Alaska, personally appeared Galeb Corser, known to me to be the person named in and who executed the within and foregoing instrument as Attorney in Fact of and for the Copper River Railway Company, and acknowledged to me that he had signed and sealed the same as the act and deed of said Copper River Railway Company, a corporation, for the uses and purposes therein named; and further acknowledged to me that he was duly authorized by said corporation so to execute the same in its behalf. Witness my hand and official seal at Condova on this A.th. day of June, A.D. 1917. Notary Public, territory of Alaska. My commission expires Pee 10- 1118 All street manumer. consist of 2 bronze study, set in concrete 3 4 3

June 9, 1917.





#### DEDICATION

Know all men by these presents, that I, Geo. C. Hazelet, trustee under and by authority vested in me by a certain deed of trust, made and executed on the 24th day of February, 1908, and duly recorded in the office of the recorder of the Cordova recording precinct, Alaska, have caused to be surveyed, laid out and platted as a part of the original Cordova townsite, all that part or portion of U.S. Survey Nº 449, not embraced in and made a part of the original plat of said townsite of Cordova, save and except that portion of said U.S. Survey No 449 heretofore conveyed to the Copper River Railway Company, containing thirteen acres more or less, situated at the northwesterly corner of said survey № 449. The plat hereto annexed and upon which this dedication is written is intended to be amendatory of and supplemental to the original plat of said town of Cordova now of recordin the office of the recorder for the Cordova recording precinct, in book 1 of plats and blue prints, at page 10, and shall be designated as the Amended Plat of the Town of Cordova. I hereby dedicate to the public the easement and right of way over, upon and along the several spaces marked upon this amended plat as streets, avenues and alleys, to be used as public highways: provided, however, and this dedication is made upon the express stipulation that I hereby reserve and retain to myself, my successors and assigns the sole and exclusive right and privelege of using said streets, avenues and alleys, and the land covered thereby for the purpose of laying water pipes, conduits and water mains upon, in and through the same, and to convey water therein for private domestic use and for fire protection and other public purposes, and thereby to maintain and operate a water works system for supplying water to the public and for private use: also upon the express stipulation that I hereby reserve and retain to myself, my successors and assigns the sole and exclusive right and privelege of using said streets, evenues and alleys and the land covered thereby for the purpose of erecting and maintaining upon, in and through the same, telegraph, telephone and electric light poles, and to construct, erect and maintain upon said poles, over said streets, avenues and alleys, wires and to conduct thereon and thereby electricity for light and power purposes and to maintain and operate thereon and thereby telephone and telegraph wires for public and private uses: also upon the express stipulation that I hereby reserve and retain to myself, my successors and assigns, the sole and exclusive right and privalege of using soid streets, avenues and alleys and the land covered thereby for the purpose of erecting, building and laying thereon and operating in and over the same surface railway tracks, and to opperate and run over and upon the same street railways and other cars by means of cable, electric, steam or other motive power for public and private uses. This dedication shall in no manner affect the rights of any of the parties hereto - or of the general public - held, reserved or aquired under the dedication of the original

Witness my hand and seal this 1.7. day of August 1911 Leange C. Tragelet.

On this 17 Hay of august A.D. 1911, before me, a notary public in and for the District of Alaska, personally appeared Geo. C. Hazelet, trustee, known to me to be the same person named in and who executed the within instrument, and acknowledged to me that he executed the same for the uses

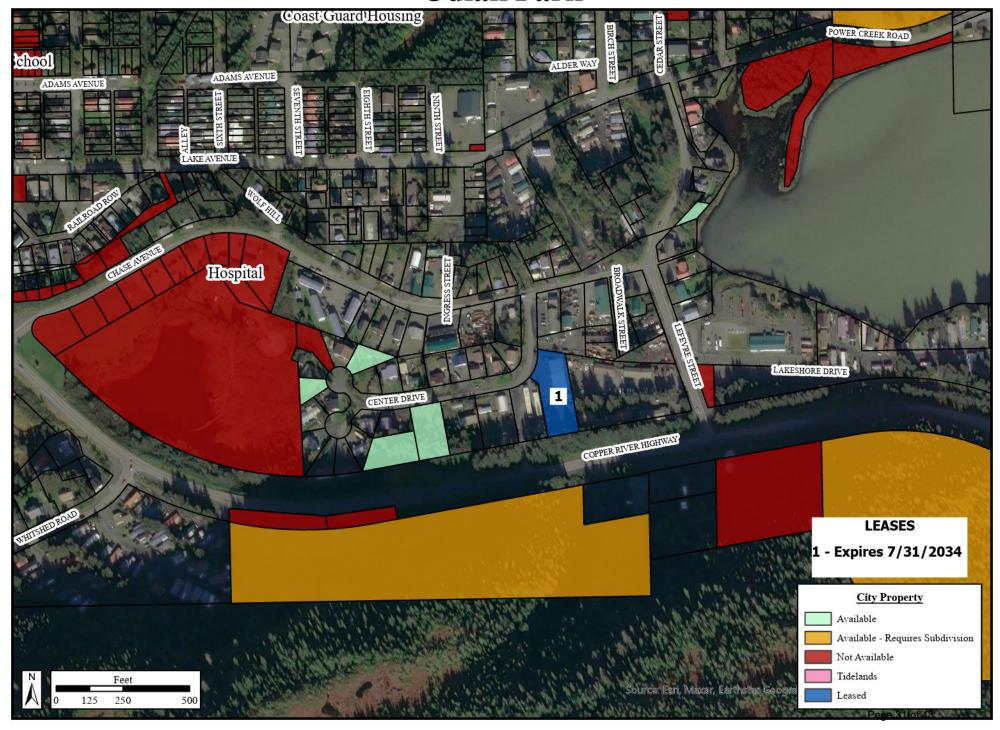
Witness my hand and official seal the day and year in this

Notary Public for Alaska

## DESCRIPTION

The foregoing Amended Plat of the Town of Cordova, Alaska, embraces and contains all of U.S. Survey Nº 449, save and except a parcel of thirteen acres, more or less, said tract being described as follows: commencing at Cor. No 1, being the Northwest corner of U.S. Survey No 449, thence East along the north line of survey Nº 449, a distance of 12.001 chains; thence south 10.65 chains; thence west 14.831 chains, to meander line on shore of Orca Inlet; thence, following meanders of Orca Inlet, north 30° 30' east 4.27 chains, thence north 5° 25' east 7.00 chains to corner Nº1 of said U.S. Survey Nº 449, the place of beginning, con-

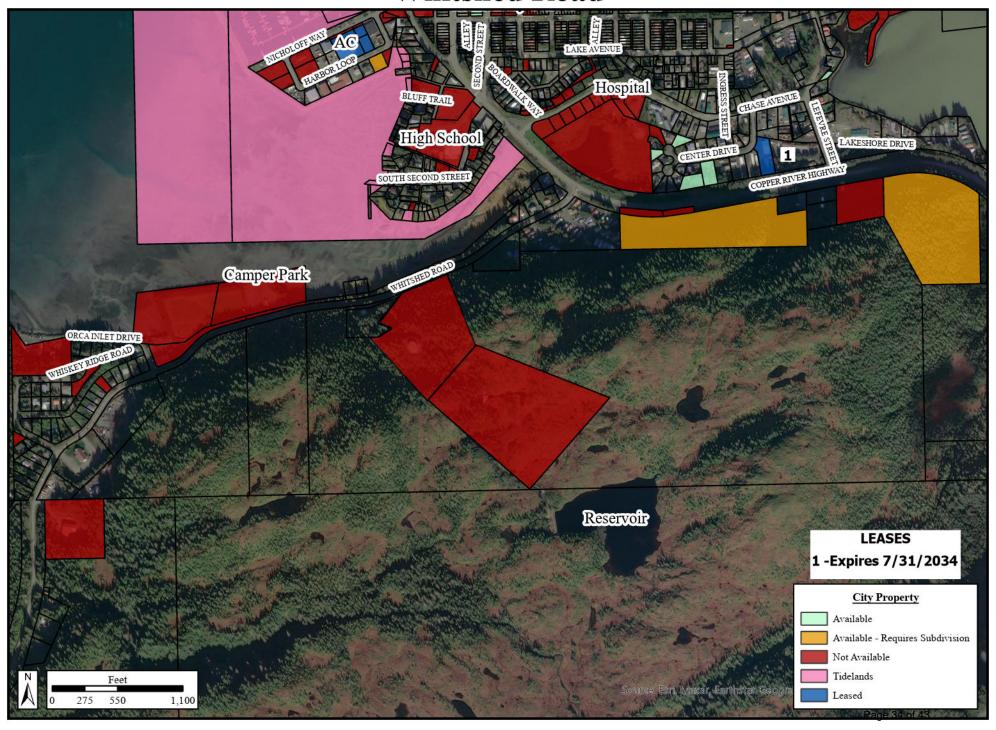
### **Odiak Park**

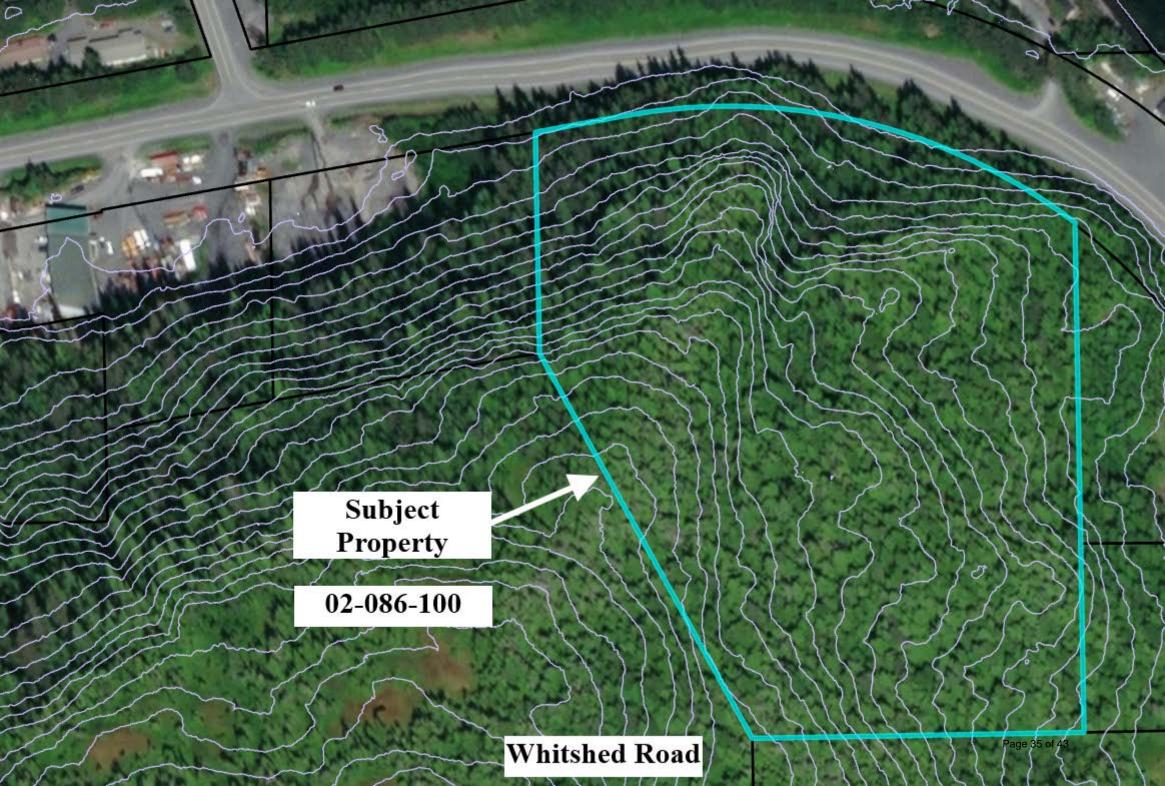


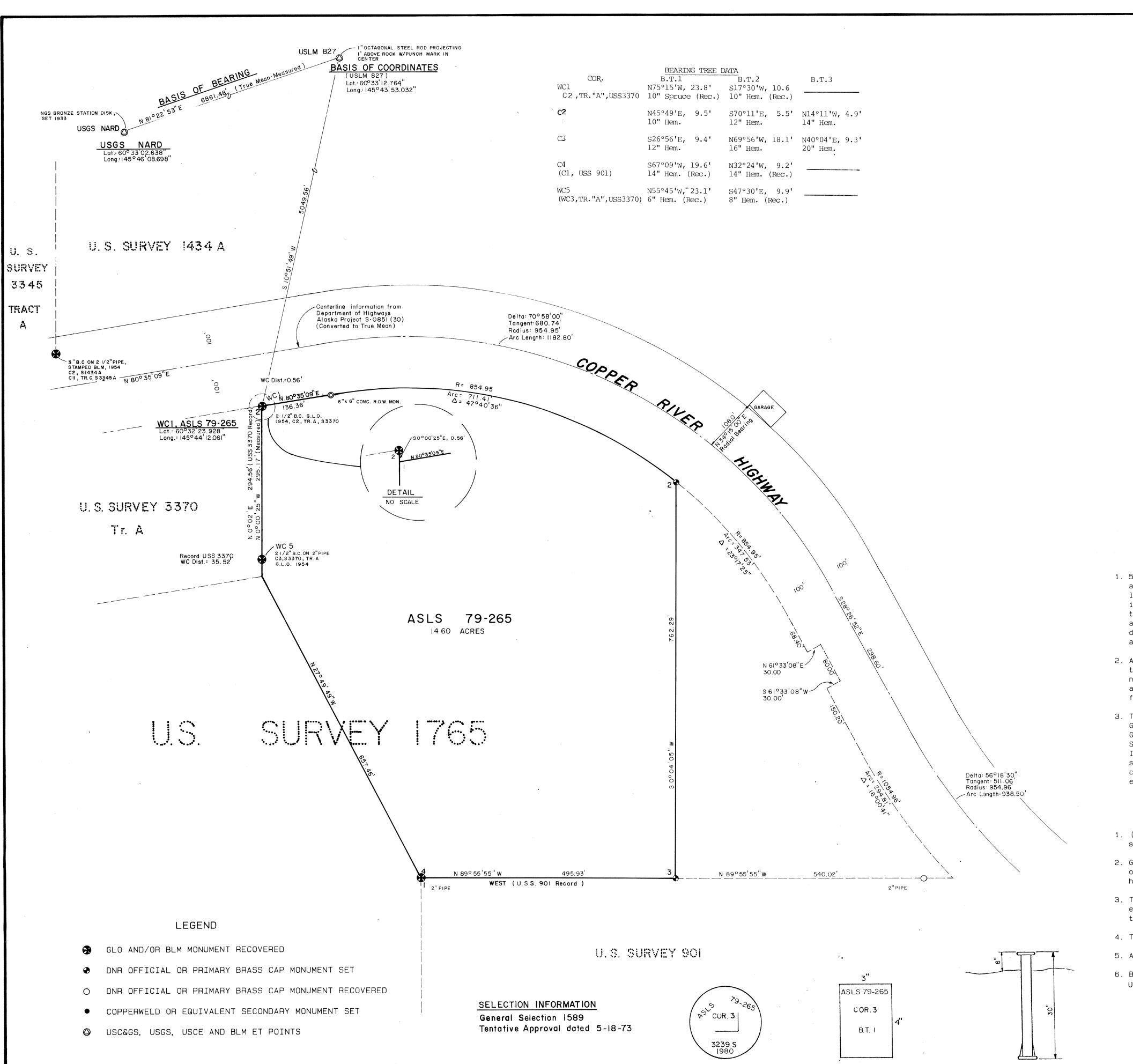


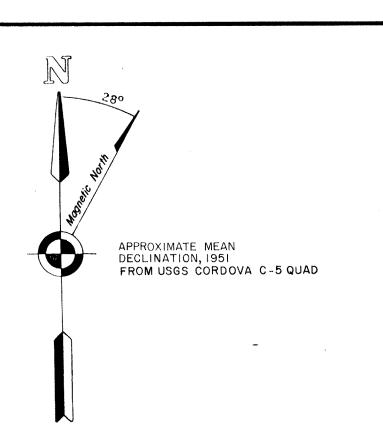


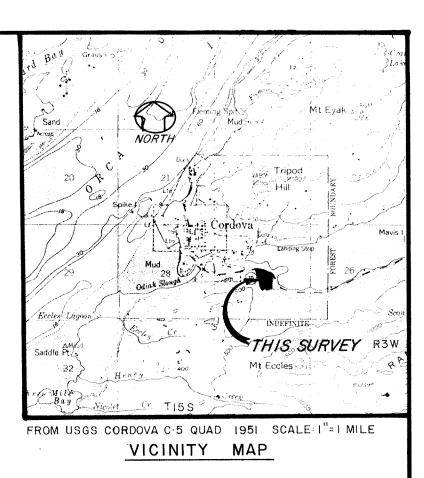
## Whitshed Road











#### OWNERSHIP CERTIFICATE

I, the undersigned, hereby certify that I am the Director, Division of Technical Services, and that the State of Alaska is owner of ASLS 79-265 as shown hereon. I hereby approve this survey and plat for the State of Alaska,

Director Division of Technical Services

#### NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn to before me this day of Julin 1982

Notary for Alaska Mile a Sullary My commission expires: 12-10 84

#### SURVEYOR'S CERTIFICATE

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, and that this plat represents a survey made by me or under my direct supervision, and the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.

Date 8/13/82 Registration No.: 32395 Registered Land Surveyor

### CERTIFICATE OF CLAIMANT

We hereby certify that we are the legal claimants of the property shown hereon and that we hereby approve this plat of survey.

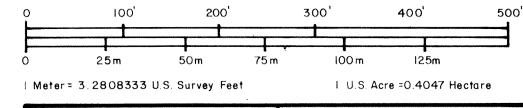
Authorized Official City of Cordova

### NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn to before me this  $\frac{\cancel{\times} 0}{\cancel{\times} 0}$  day of HIAMA, 1982.

My commision expires: \_/\_\_

### SCALE:



NAME OF SURVEYOR DATE OF SURVEY Beginning July 5, 1980 Tom Rosadiuk Ending <u>July 19, 1980</u>

> STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF TECHNICAL SERVICES

> > ANCHORAGE, ALASKA

### ALASKA STATE LAND SURVEY No. 79-265

BEING A PORTION OF U.S. SURVEY NO. 1765 WITHIN UNSURVEYED SECTION 27, T. 15 S., R.3W., C.R.M., AK.

DATE 8-28-80 SCALE	Chief Cadastral Surveyo	FILE NO. 79-265
DRAWN BY: C. WELLS	APPROVAL RECOMMI	

- 1. 50 foot wide perpetual public access easement(s) providing at least pedestrian access shall be reserved to each of the lineal easements along water bodies. The Municipality shall identify said access easements and shall notify the State of the location of the easements. Said access easements may be altered in location to accomodate future subdivision(s) conducted under the terms of a Municipal Subdivision Ordinance authorized by A.S. 29.33.
- 2. An access easement 50 feet in width, measured upland from the line of mean or ordinary high water exists along all navigable and public water bodies pursuant to A.S. 38.05.127 and 11 AAC 53. Easements along such bodies of water shall follow the line of mean or ordinary high water,
- 3. To any control station set by the United States Coast and Geodetic Survey, Bureau of Land Management, United States Geological Survey, Corps of Engineers, National Geodetic Survey, the Division and private surveyors to at least Class I standards, an easement exists for access to the control station from the nearest practical property boundary to the control station, and a five foot wide direct line of sight easement from the control stations where applicable.

## NOTES

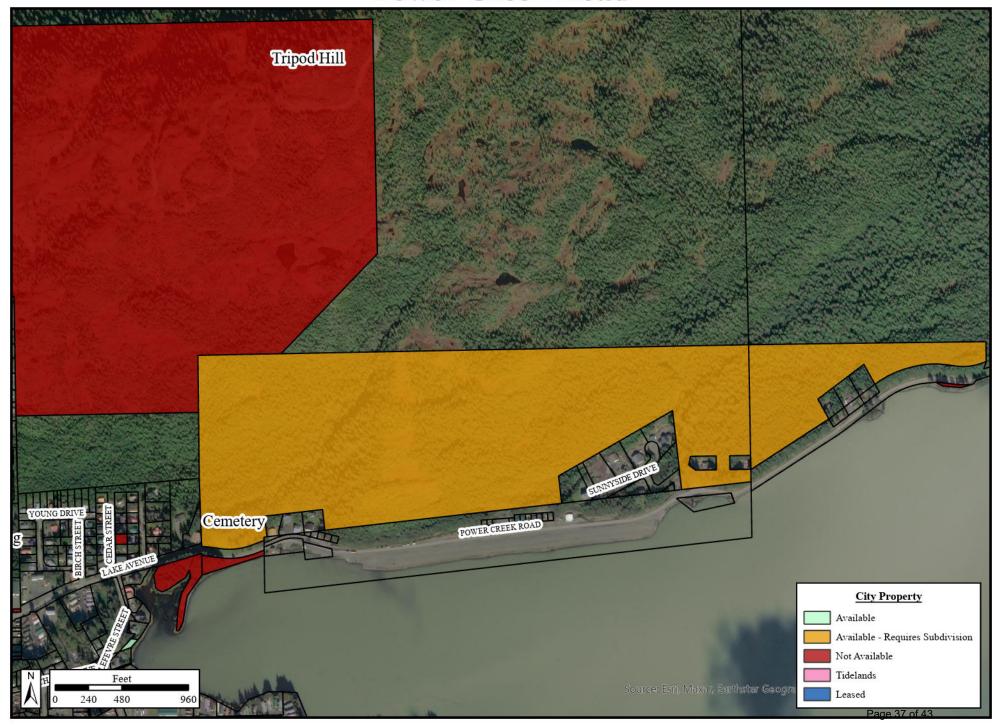
- 1. (Net Area) indicates net area. Net area excludes all shorelands and highway rights of way as shown hereon.
- 2. Gross area is the mathematically computed area or areas of record including shorelands and uplands easements and highway rights of way.
- 3. Tracts traversed by section lines are subject to a 50 foot easement each side of the section line which is reserved to the State of Alaska for public highways under A.S. 19.10.010,
- 4. This survey was accomplished in accordance with 6.8.I. 79-64.
- 5. All bearings and distances shown on this plat are true mean.
- 6. Basis of bearing for this survey is N.81°22′53″ E. between USGS "NARD" and USLM 827.

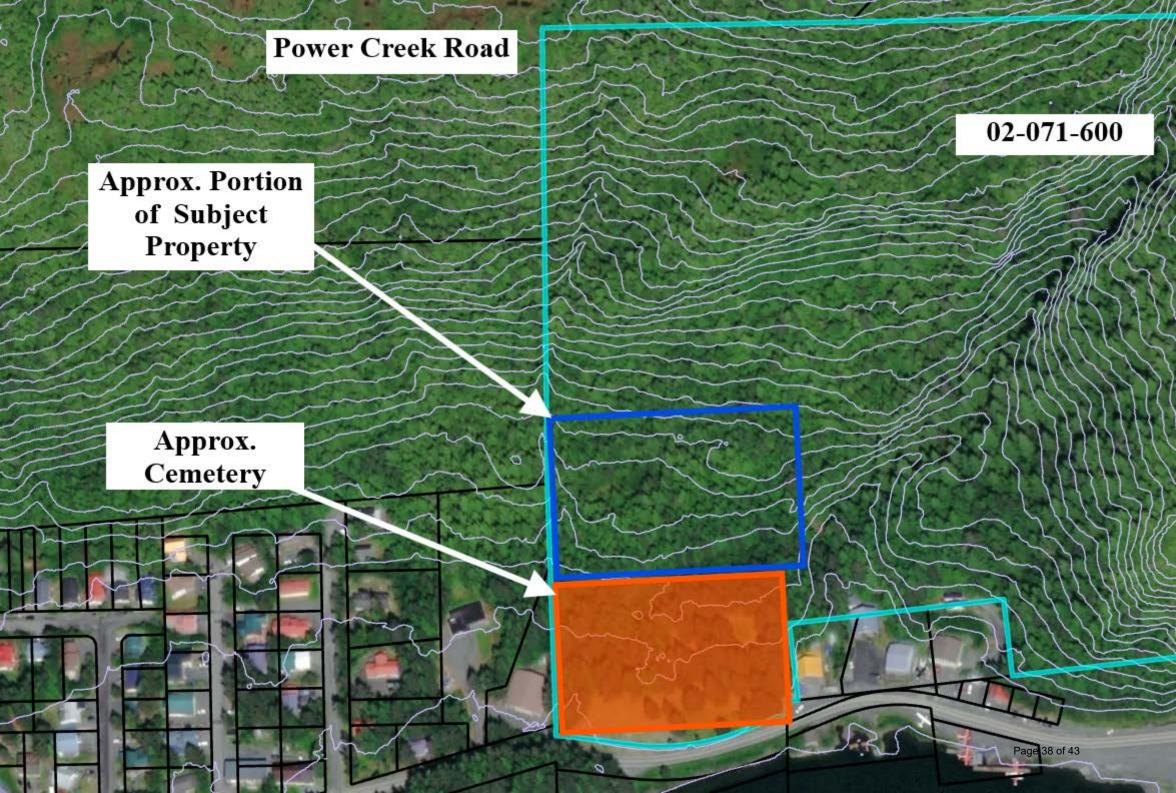
TYPICAL D.T.S. MONUMENT

TYPICAL BEARING TREE TAG

TYPICAL MONUMENT MARKING

## **Power Creek Road**





From Cor. No. 4 MC 1 - \$62°45°W. 2 - \$85°30°W. 6.30 " 3 - 552°30'W. 4 - SOO-45 W. 5 .- NOO 30 W. 6 - N58°45'W. 7 - \$43.00.W. 8 - \$84.00.W. 3.10 " 2.32 " 9 - S84°54'W. 15.30 " 10 - N76°30'W. 6.81 " 11 - 573°33'W. 1.1.3.8 " To Cor. No. 1 M.C. COF. 2 U.S. Survey Nº1668 CORDOVA PARK and CEMETERY Area 122.51 Acres † † T T TERY + + + EYAKLAKE DEPARTMENT OF THE INTERIOR GENERAL LAND OFFICE Washington, D.C. July 7, 1928. The survey represented by this plat having been correctly executed in accordance with the requirements of law and the regulations of this office, is hereby accepted. Thoro Havell

MEANDERS

P L A

οf

U. S. SURVEY NO. 1668

of

CORDOVA PARK AND CEMETERY

Executed under the provisions of the Act of Congress, approved September 30, 1890

situated

On Eyak Lake approximately one mile from the Town of Cordova,

TERRITORY OF ALASKA

Latitude 60°32'28"N.; longitude 145°42'W.

Scale: 5 chains to the inch
Declination 29°30'E.
Area, 122.51 acres.

As executed by E.D. CALVIN, U.S. CADASTRAL ENGINEER, April 10 to 14, 1926

Under instructions issued by the Fublic Survey Office dated April 2, 1926 and approved by the Commissioner of the General Land Office April 23, 1926.

U.S. SUPERVISOR OF SURVEYS' CERTIFICATE,

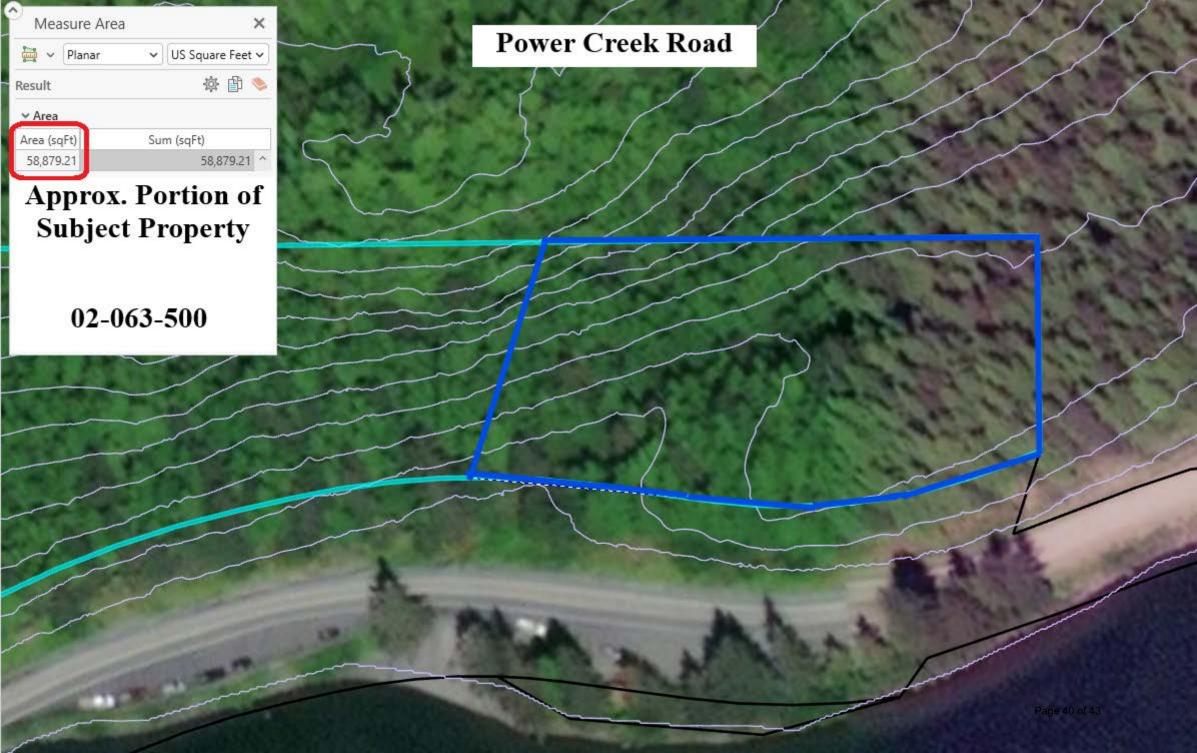
Denver Colorado, June 6, 1928.

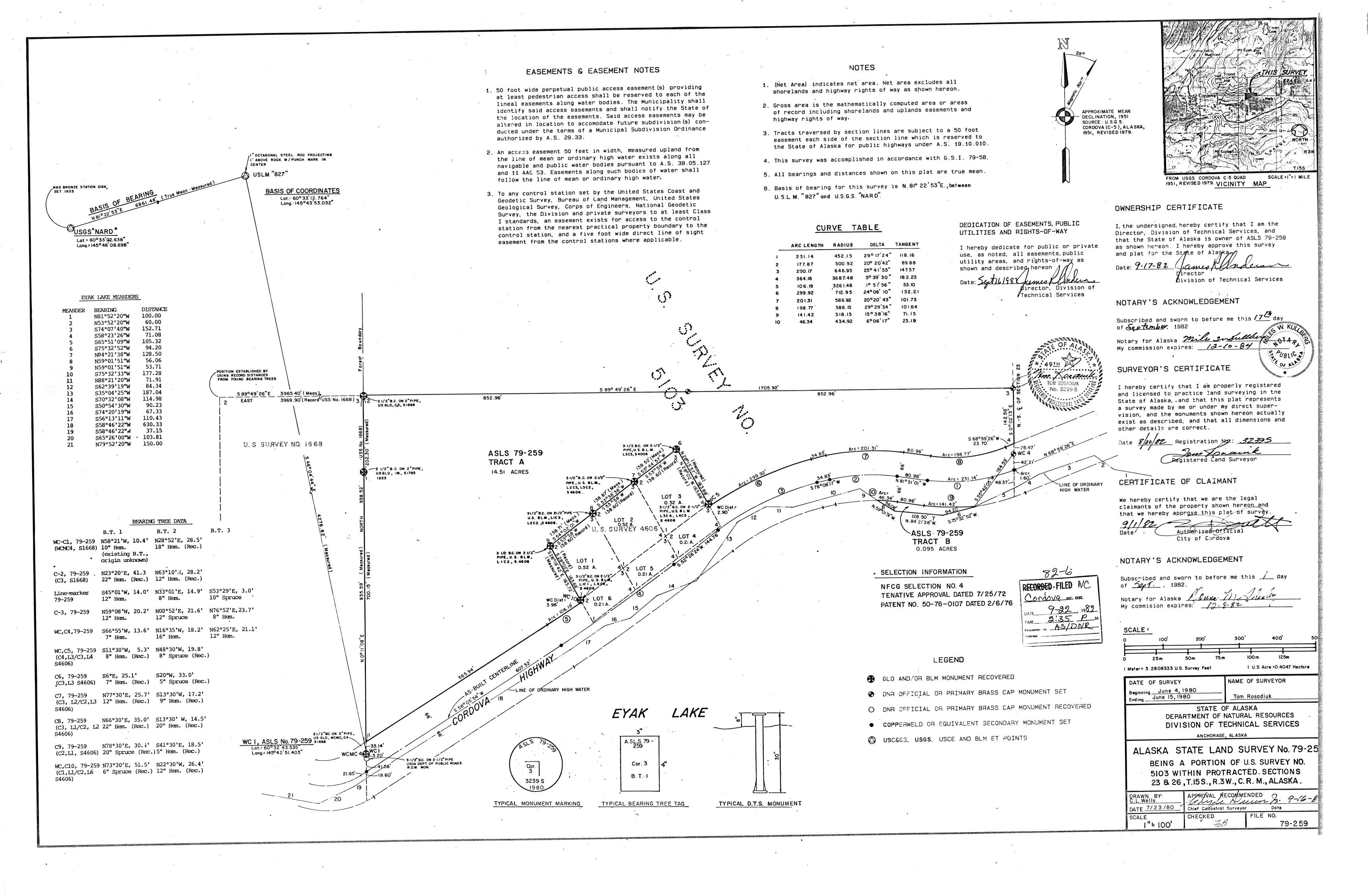
The original field notes of U.S. Survey No. 1665, Cordova Park and Cemetery, from which this plat has been made, have been examined and approved, and I hereby certify that they furnish such an accurate description of said claim as will, if incorporated into a patent, serve fully to identify the premises, and that such reference is made therein to natural objects and permanent monuments, as will perpetuate and fix the locus thereof.

And I further certify that this is a correct plat of said claim, made in conformity with said original field notes of the survey thereof, and the same is hereby approved.

Assistant Commissioner.

U.S. Supervisor of Surveys.





Eyak Lake

