

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 February 10, 2026, 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

Variance Permit – Lot 9, Block 6, USS 2981

See 02/10/2026 Regular Meeting Packet item 10b, 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

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**PLANNING COMMISSION REGULAR MEETING
Tuesday February 10, 2026, AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS 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

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items (3 minutes per speaker)

8. PLANNER'S REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

a. Chair ElectionPage 1

b. Vice Chair ElectionPage 3

c. Historic Preservation Commission Nomination.....Page 5

d. Land Disposal Maps 2026 & Resolution 26-01.....Page 11

e. Request for Variance.....Page 43

11. AUDIENCE COMMENTS

12. COMMISSION COMMENTS

13. ADJOURNMENT

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AGENDA ITEM # 10a
Planning Commission Meeting Date: 02/10/2026
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday, February 10, 2026

ITEM: Chair Election

NEXT STEP: Elect Chair

INFORMATION
 MOTION

RESOLUTION

I. REQUEST OR ISSUE: The Planning Commission consists of seven members. Pursuant to Section 3.40.030 of the Cordova Municipal Code (CMC), a chair shall be selected annually from the members of the commission.

II. RECOMMENDED ACTION / NEXT STEP: Staff recommends the chair open nominations from the floor by stating:

“Nominations are now in order for the office of chair of the Planning Commission.”

After the nomination process, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

III. FISCAL IMPACTS: N/A

IV. BACKGROUND INFORMATION: As soon as the floor is open for nominations, any member can bring forth a nomination. The member should know beforehand if the person he or she wishes to nominate is willing to serve.

When the nomination is from the floor:

- A member does not have to get recognition from the current chair to make a nomination.
- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- The current chair can continue presiding, even if he or she is one of the nominees for the office.
- After each nomination, the current chair repeats the name to the commission.

A motion to close nominations is not necessary. Usually, the current chair closes nominations when no further nominations come forward.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

After the nominating process is finished, the members must vote on the proposed candidates. Members can take the vote for election by voice vote or roll call vote.

In the event there is a tie, the commission may choose a method to break the tie and vote until the tie is broken.

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

VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** N/A

VII. **SUMMARY AND ALTERNATIVES:** Nominate and elect a Planning Commission Chair.



AGENDA ITEM # 10b
Planning Commission Meeting Date: 02/10/2026
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday, February 10, 2026

ITEM: Vice Chair Election

NEXT STEP: Elect Vice Chair

INFORMATION
 MOTION

RESOLUTION

I. REQUEST OR ISSUE: While the City’s code does not require a vice chair for the Planning Commission, this has been the practice in the past. Having a vice chair gives Staff and the public another point of contact and allows for meetings to run smoothly if the chair is absent. Staff recommends that the commission continue this practice.

II. RECOMMENDED ACTION / NEXT STEP: Staff recommend the Chair open nominations from the floor by stating:

“Nominations are now in order for the office of vice chair of the Planning Commission.”

After nominations, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

III. FISCAL IMPACTS: N/A

IV. BACKGROUND INFORMATION: The procedure for the vice chair election should be the same as for the chair.

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

VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** N/A

VII. **SUMMARY AND ALTERNATIVES:** Nominate and elect a vice chair.



AGENDA ITEM # 10c
Planning Commission Meeting Date: 02/10/2026
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday, February 10, 2026
ITEM: Nomination of Planning Commission Member for Historic Preservation Commission
NEXT STEP: Select a Nominee from the Planning Commission

INFORMATION RESOLUTION
 MOTION

I. REQUEST OR ISSUE: The Historic Preservation Commission has requested that the Planning Commission nominate a member to serve on the Historic Preservation Commission to stay in compliance with State / National requirements.

II. RECOMMENDED ACTION / NEXT STEP: Staff recommends the chair open nominations from the floor.

“Nominations are now in order for the office of the Planning Commission member to serve on the Historic Preservation Commission.”

After the nomination process, a voice vote is recommended if there is only one nomination, or a roll call vote if there are multiple nominations.

III. FISCAL IMPACTS: N/A

IV. BACKGROUND INFORMATION: The Historic Preservation Commission is required to have one

member of its ranks be from the City's Planning Commission. This dual member of the Planning Commission and Historic Preservation Commission is meant to provide planning and zoning priorities and perspective to the Historic Preservation Commission. This member is also meant to bring Historic Preservation Commission priorities and perspective to the Planning Commission.

The previous member was Kris Ranney whose term expired in November of 2025. The Planning Commission must now nominate a member to serve on the Historic Preservation Commission to fulfill that need.

Current Members of the Historic Preservation Commission:

Native Village of Eyak Representative - Sylvia Lange

Historical Society Representative - Jamie Foode

Planning Commission Representative – Open Seat

Historian Representative - Christy Mog

Three (3) Community Representatives - Wendy Ranney, Cathy Sherman, & Jim Casement

Goals / Projects of the Historic Preservation Commission over the next few years include:

- Prepare an update to the Draft Preservation Plan.
- Continue the Historic Building Survey and Inventory Program.
- Conduct More Outreach to Educate the Community About Historic Preservation.

The Historic Preservation Commission plans to meet roughly every two to three months.

V. LEGAL ISSUES: N/A

VI. ALTERNATIVES: The Planning Commission may nominate one member to the Historic Preservation Commission or refer this item back to Staff for more time and/or information.

VII. SUMMARY: The Planning Commission may nominate one member to the Historic Preservation Commission to serve a three (3) year term.

VIII. ATTACHMENTS:

- 1) 1990's Historic Preservation Commission Preservation Plan

Cordova, Alaska

Historic Preservation Commission

Date: approx.
late 1990s

Historic Preservation Mission Statement

The mission statement adopted for Cordova's Historic Preservation Plan states that the overall purpose for historic preservation in the community is as follows:

The City of Cordova and its citizens seek to identify, protect, and preserve the community's historic and cultural resources in order to maintain and enhance the quality of life and economic well being of current and future generations.

Summary of Goals

The ten goals summarized below identify the major element of the historic preservation plan. The order that the goals appear does not necessarily indicate priorities, but instead reflect a logical sequence in which to best accomplish the preservation mission.

Goal 1 Make preservation decision-making a normal function in citywide planning, rather than an exceptional one, through the creation of a historic commission who will advise and reduce administrative conflicts concerning historic preservation decisions.

Action: Establish a Historic Preservation Commission to serve as an advisory board to Planning and Zoning Commission.

- a. Draft legislation
- b. Establish Mission, Rules and Procedures
- c. Submit list of commission members annually.

Historian, Cordova Historical Society Representative, Eyak Village Representative, Planning and Zoning Representative, Representative from the Public at Large,

Cordova, Alaska

Historic Preservation Commission

*Adopted approx late
1990s*

Goal II Develop, maintain and strengthen preservation partnerships between municipal government, state government and federal agencies.

Action: Designate HPC member to serve as governmental liaison.

- a. Inform city officials of the HPC and its goals and current action and of the benefits of historic preservation. Develop working relationship with planning and zoning commission and council and maintain a regular exchange of information through monthly reports and minutes of meetings.
- b. Inform state and federal officials of Cordova HPC, its goals and current actions. Develop working relationship and regular exchange of information through annual CLG reports.

Goal III Maintain and strengthen support for historic preservation from individuals, the Cordova Historical Society (CHS), neighborhood organizations and business interests.

Action: Develop and maintain contact between HPC and individuals, CHS, neighborhood and business organizations.

- a. Prepare historic preservation brochure
- b. Hold public informational/educational meetings concerning the importance of historic preservation, workshops on National Registry nomination applications, public programs regarding specific preservation efforts within Cordova's history.
- c. Directly contact owners of historic property.

Goal IV Identify historic and cultural resources significant to Cordova's past.

Action: Review and update current sources, information currently available.

- a. Update Inventory Survey (Buildings/Property)
- b. Inventory of Local Cemeteries
- c. Review and Identify Potential New Projects.

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Cordova, Alaska

Historic Preservation Commission

Adopted approx
late 1990s

Goal V Establish and support heritage tourism efforts appropriate to Cordova's historic resources and community needs.

Action: Accentuate the importance of history to tourism.

- a. Support the creation of a central visitors center
- b. Publish a new updated historic walking tour map.
- c. Solicit and provide media coverage of historic highlights.
- d. Plan/promote heritage festivals

Goal VI Provide the technical assistance necessary to improve historic properties.

Action: Compile Historic Preservation guidelines and info on available sources of funding and grants.

- a. Research and develop historic preservation design guidelines.
- b. Research/identify funding sources
- c. Publish historic preservation design guidelines handbook
- d. Provide info to public, business organizations and (proposed) historic district neighborhoods

Goal VII Increase public awareness of historic preservation in the community and improve preservation education efforts for various audiences.

Action: Designate HPC member to execute public relations.

- a. Devise sign program for city gateways (ferry terminal, cruise ship dock, airport terminal) and local historic districts and structures.
- b. Publish historic walking tour map.
- c. Create and execute historic education program for school children K-6
- d. Establish yearly interest in History Day program

Page 3 of 4

Cordova, Alaska

Historic Preservation Commission

Adopted approx
late 1990s

Goal VIII Establish economic incentives to encourage the preservation of historic buildings and neighborhoods.

Action: Establish local property tax and credits for rehabilitation/restoration.

- a. Designate HPC member
- b. Research use of credits in other Alaskan communities.
- c. Inform city and state officials of benefits of credits, solicit their support.
- d. Draft legislation for submittal when local economy improves

Goal IX Conduct regular review and evaluation of historic preservation initiatives, goals and priorities with the historic preservation community.

Action: Develop this goal into HPC mission statement

- a. Develop inventory database and update regularly.
- b. Plan for annual public review of goals

Goal X Work to adopt strategies to conserve historic neighborhoods, which reflect their natural development. Historical roles and traditions, current needs and economic health and stability.

Action: Develop long-term HPC goals compatible to Cordova's Master Development plan and the public's needs.

- a. Increase public awareness of historic preservation and local history.
- b. Develop working group within HPC to develop and draft long-term goals.

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AGENDA ITEM # 10d
Planning Commission Meeting Date: 02/10/2026
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday, February 10, 2026

ITEM: 2026 Land Disposal Map Update by Resolution

NEXT STEP: Discuss Potential Changes to the Land Disposal Maps and Make a Recommendation to City Council by Resolution

INFORMATION RESOLUTION
 MOTION

I. REQUEST OR ISSUE: The Land Disposal Maps are updated annually. At this time, the Planning Commission should review the 2026 Land Disposal Map document, review Staff's suggested changes, and discuss the potential changes the Commission would like to recommend to City Council. Following that discussion, determine whether another meeting is needed to discuss further or whether the maps can be recommended to the City Council for final approval.

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motion for the Commission to consider opening the agenda item for discussion:

“I move to approve Resolution 26-01 recommending that City Council adopt the 2026 Land Disposal Maps as presented.”

III. FISCAL IMPACTS: Land disposals can be a revenue source for the City, both through the sale of the land and by the property moving into private hands, which creates property tax revenue.

IV. **BACKGROUND INFORMATION:** Individual map pages have been modified as follows:

- Cover Page
 - See the track changes text on the cover page for proposed updates. Items with a ~~strickthrough~~ have been suggested for deletion, items with an underline are suggested additions.
- New England Cannery Road
 - City Council gave direction at their regular meeting on Wednesday, October 15, 2025, to redesignate ASLS 79-263 from “unavailable” to “available requires subdivision.”
- Ocean Dock Subdivision
 - Updated lease three (3) to reflect all lots leased by the State for the Ferry Dock space and Walkway, these are parcel 2 & parcel 3, ATS 220. Updated the expiration date on lease three (3).
- North Fill Development Park
 - Lot 2, Block 7, North Fill Development Park was leased in 2025 and has been made available in 2026. Removed lease three (3) and reordered leases one (1) and two (2). Updated the expiration date on lease one (1).
- Tidewater Development Park & Cordova Industrial Park
 - Updated lease one (1) and lease two (2) to reflect the new expiration dates for the leases.
- Old Town
 - Updated lease one (1) and lease two (2) to reflect the new expiration dates for the leases.
- South Fill Development Park
 - Updated lease one (1) and lease two (2) to reflect the new expiration dates for the leases.
- Odiak Slough
 - No Changes
- Whitshed Road
 - City Council gave direction at their regular meeting on Wednesday, December 17, 2025, to redesignate a 1,400 square foot portion of the Wastewater Treatment Facility Tract A, USS 833 from “unavailable” to “available.”
- Odiak Park
 - Lot 15A, Block 5, Odiak Park Subdivision was leased on March 28, 2025, for a ten (10) year term expiring on March 28, 2035.
 - Updated remnant parcel along LeFevre Street to reflect as City property.
- Power Creek Road
 - No Changes
- Eyak Lake
 - No Changes

- Five Mile Loop
 - Tract 9B, ASLS 73-35 was leased on May 05, 2025, for a five (5) year term expiring on May 05, 2030.

7.40.030 – LAND DISPOSAL MAP

- A. *The City shall maintain and update annually a map of city owned real property. The following designations shall be applied to the land disposal map:*
 - 1. *Available: These properties are available to purchase or lease.*
 - 2. *Available—Subdivision Required: These properties are available to purchase or lease, but a subdivision of the land may be required.*
 - 3. *Tidelands: Tidelands are considered as "Available" designation but shall require review and recommendation from the Harbor Commission. Disposal of tidelands shall follow the procedures set forth in CMC 7.30.*
 - 4. *Not Available: These properties are currently in use for city uses and operations but can be the subject of a letter of interest per the procedures set forth in this chapter.*
 - 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.*
- B. *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*
- C. *The land disposal map may be modified throughout the year at the request of the public through the submission of a letter of interest, under the procedures set forth in this chapter.*
- D. *The City Planner shall provide public notice when real property is added to the land disposal map, or when the "Not Available" designation is proposed to be removed from an existing property. The notice shall:*
 - 1. *Include the name of the proponent, the location of the property, the proposed use and project description, and information on how the public can comment on the proposal.*
 - 2. *Be posted on the property in a location visible and legible from the right-of-way, beginning thirty days prior to the Planning Commission delivering its recommendation to the City Council.*
 - 3. *Be posted at City Hall, Cordova Public Library, and the Post Office beginning thirty days prior to the Planning Commission delivering its recommendation to the City Council.*
 - 4. *Be mailed to all property owners within three hundred feet of the perimeter of the subject property thirty days prior to the Planning Commission delivering its recommendation to the City Council.*

V. LEGAL ISSUES: N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES: N/A

VII. SUMMARY AND ALTERNATIVES: The Planning Commission should discuss the land disposal maps and propose potential changes if they believe any are necessary. They may also approve the changes before them and recommend this version to the City Council.

VII. ATTACHMENTS:

- A. Resolution 26-01
- B. Land Disposal Maps with Proposed Updates for 2026
- C. Land Disposal Maps Adopted in 2025

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 26-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPT THE 2026 LAND DISPOSAL MAPS**

WHEREAS, the City Planner is directed by Cordova Municipal Code Section 7.40.060 (B) – *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*; and

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

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

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

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend the City Council of the City of Cordova, Alaska adopt the 2026 Land Disposal Maps.

PASSED AND APPROVED THIS 10th DAY OF FEBRUARY 2026

Tania Harrison, Chair

ATTEST:

Amanda Hadley Coward, City Planner

202~~6~~⁵ Land Disposal Maps

Adopted by City Council: _____

Map Designations

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

Available Requires Subdivision – These parcels are considered “Available.” These are large parcels of land ~~which would require subdivision and creation of two or more lots out of a portion of or all that would require subdivision, creating two or more lots from a portion of some or all of~~ the land in question. The disposal process for these parcels may require some or all the following: City acquiring title to the land from the state, surveying, or subdivision development agreements. Many of these parcels contain ~~C~~city improvements that would not be disposed of, such as access roads, water/sewer infrastructure, trails, cemeteries, etc.

Not Available – These parcels include; snow ~~storage~~dumps, property with improvements/~~buildings on them or buildings~~, or other lots used or occupied by the City. The City Manager will accept a Letter of Interest from an interested party who requests the property designation be changed to “Available,” however the existing City use of the property will be examined and carefully weighed against the ~~L~~etter of ~~I~~nterest before either making the land “Available” or maintaining the “Not Available” designation.

Tidelands – A Letter of Interest to purchase or lease tidelands will be reviewed by the by the Harbor Commission, Planning Commission, and the City Council. The final ~~decision~~recommendation on disposing of the tidelands would be by the majority vote of the City Council.

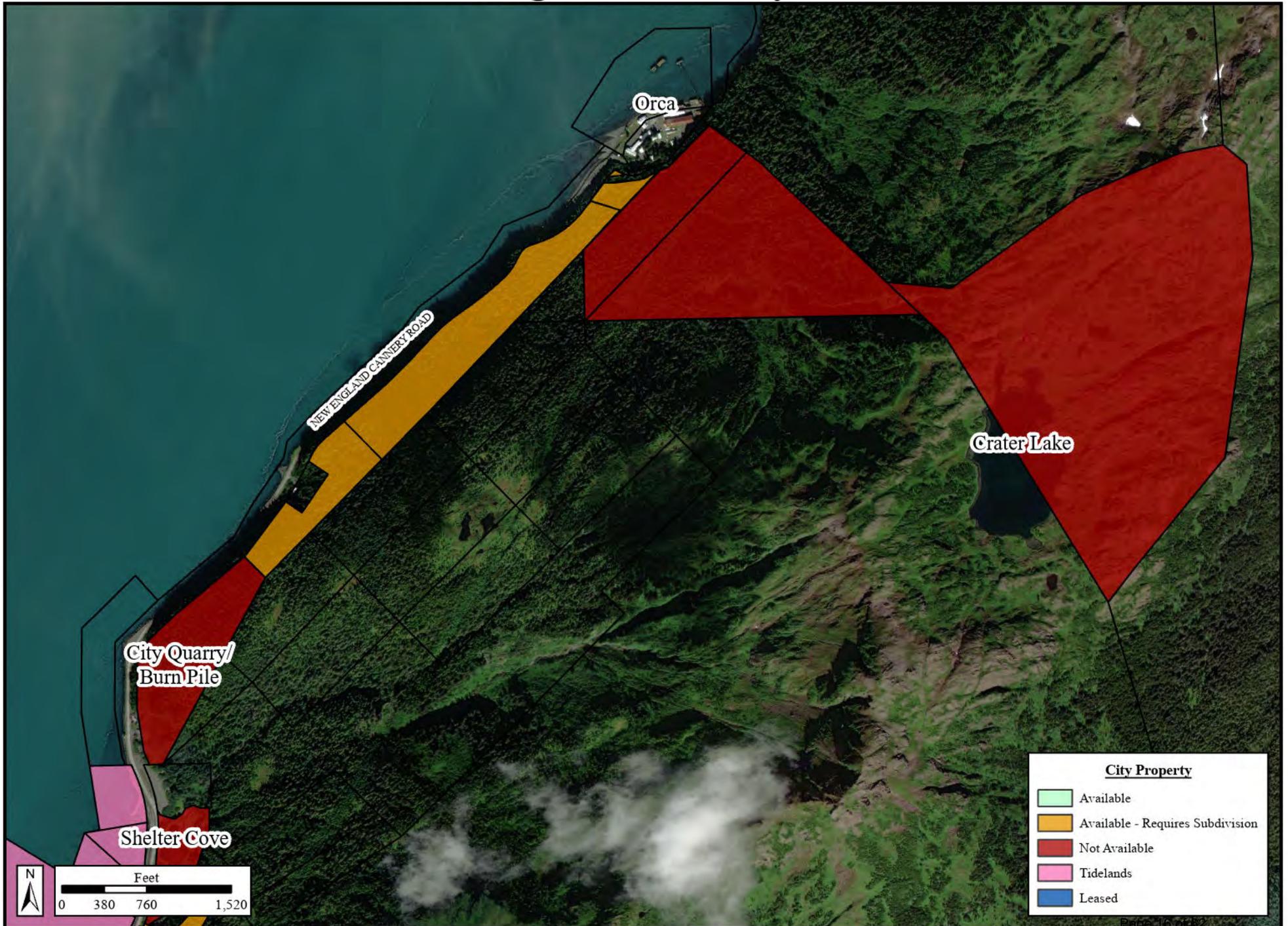
Leased – These are parcels ~~currently leased to a business, nonprofits, or government entities by the City~~leased by the City to a business, nonprofit, or government entity. There are leases that are short term, others are long term leases with substantial improvements on the property. Some of the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

Update Policy

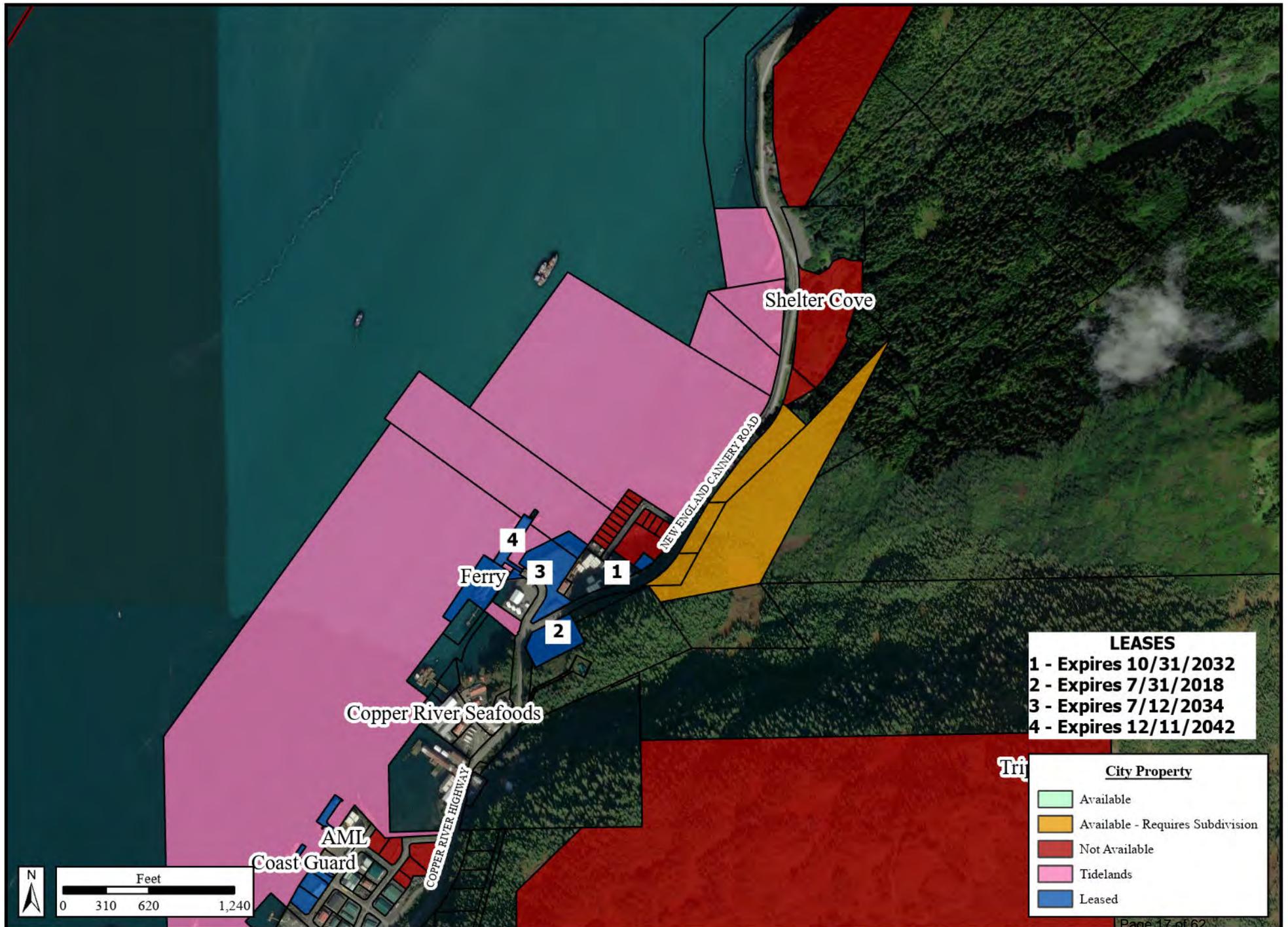
Maps will be updated on an annual basis by the Planning Department Staff, reviewed by Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission, but the maps may be modified throughout the year on a case-by-case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

For more information on the land disposal process, refer to Chapter 7.40 of the Cordova Municipal Code, or direct your questions to the Planning Department Staff.

New England Cannery Road



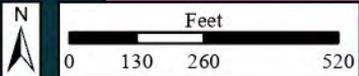
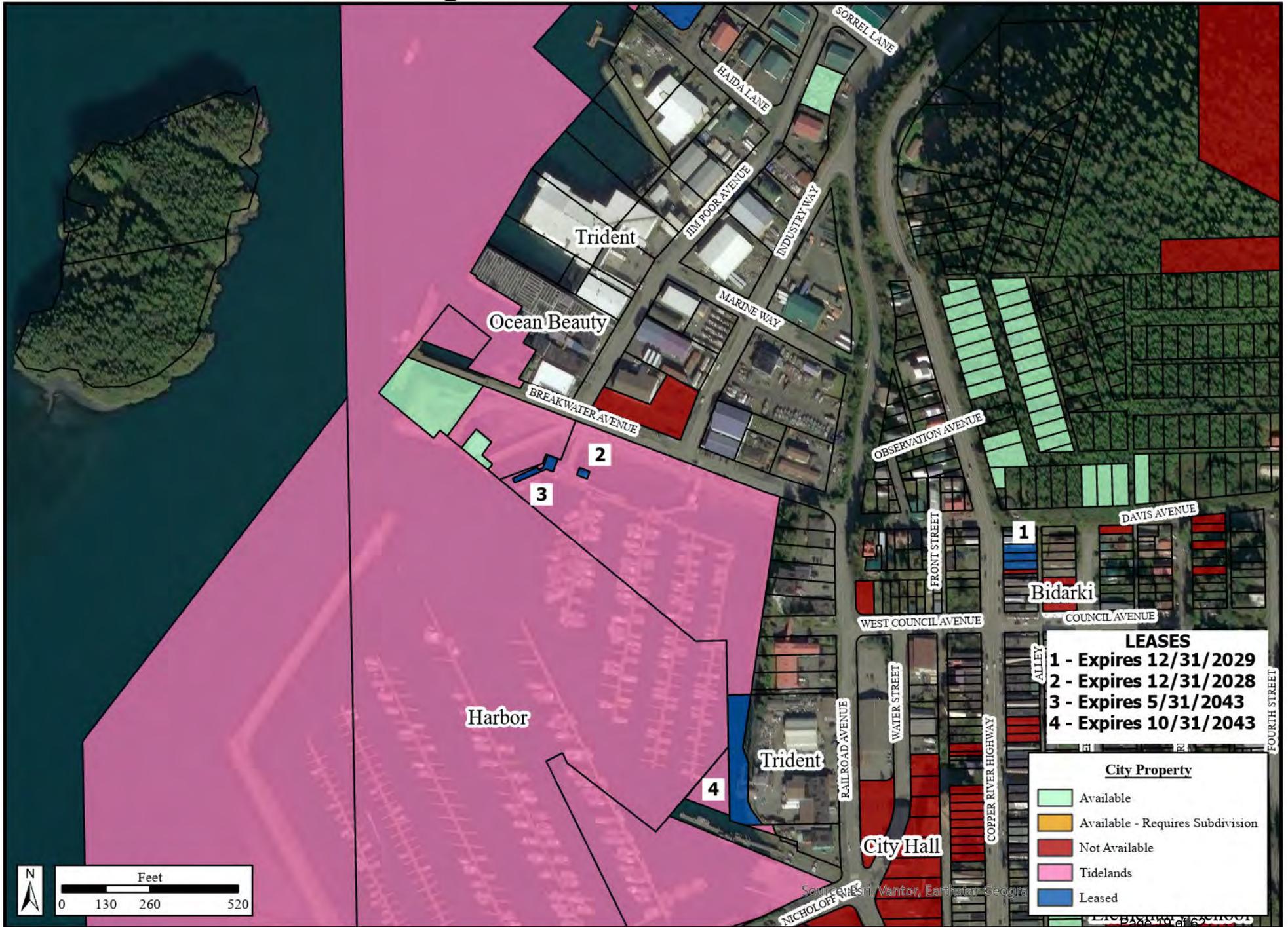
Ocean Dock Subdivision



North Fill Development Park



Tidewater Development Park & Cordova Industrial Park

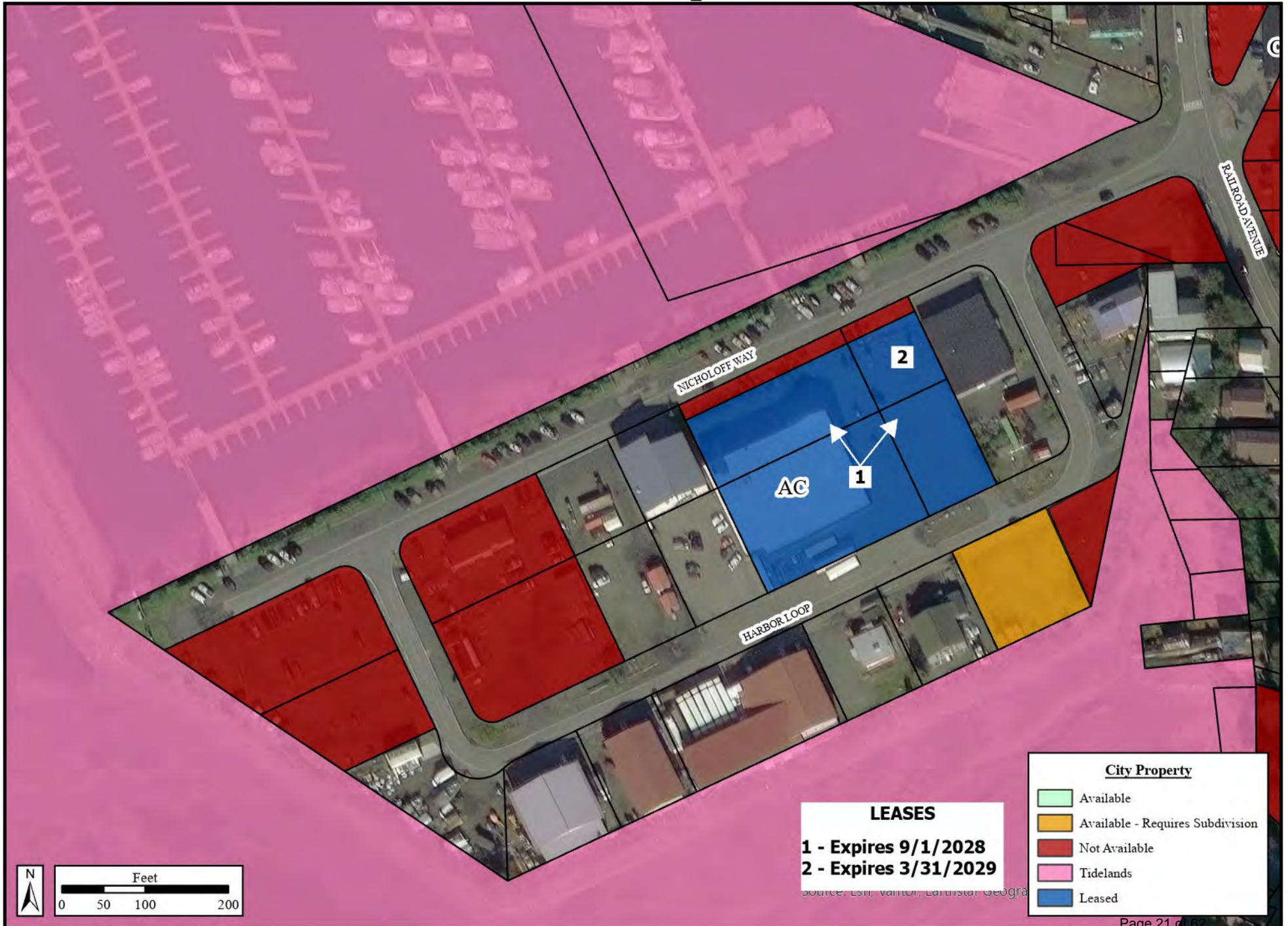


Source: Brian Vantor, Earthstar Geographics

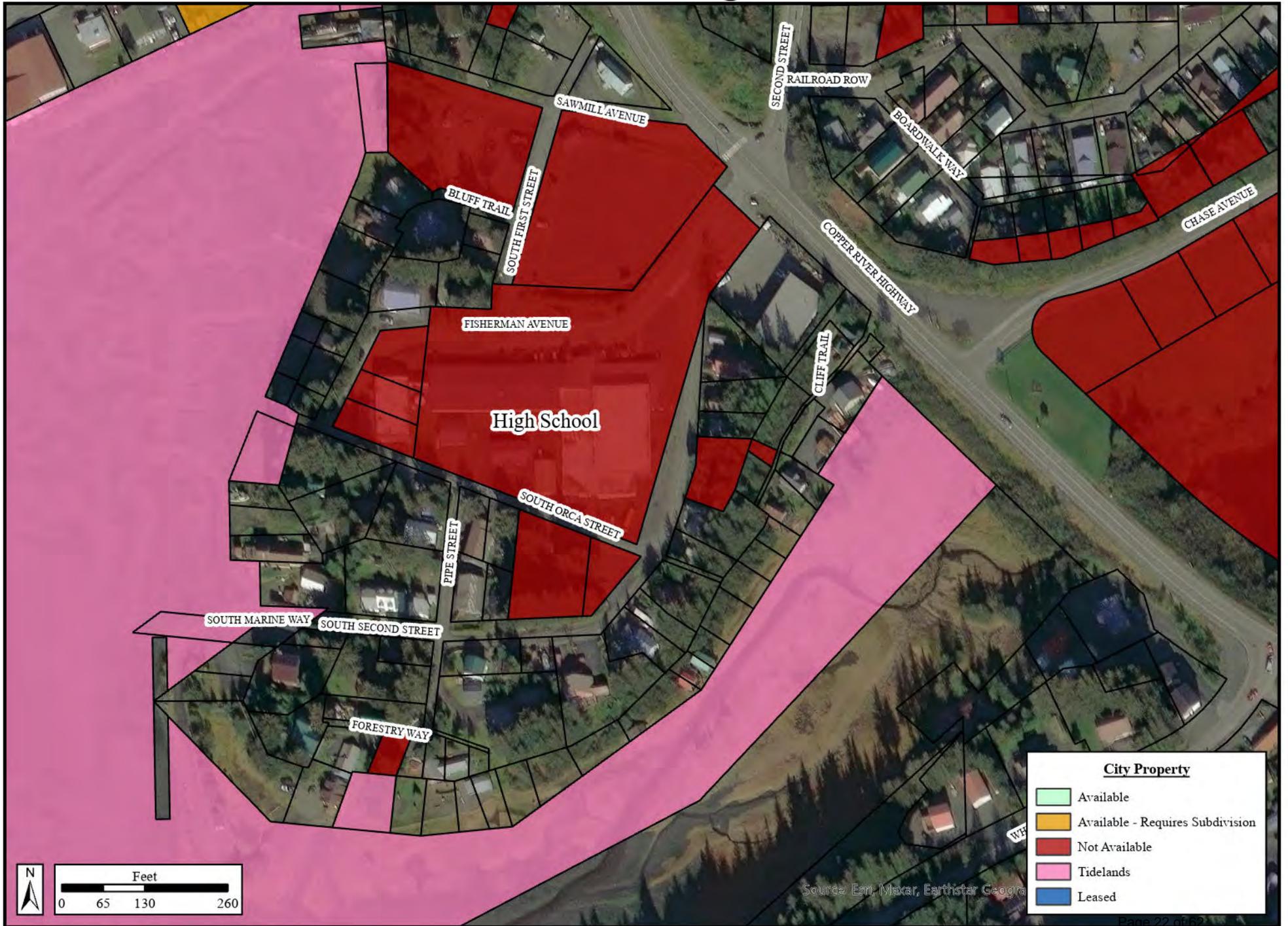
Old Town



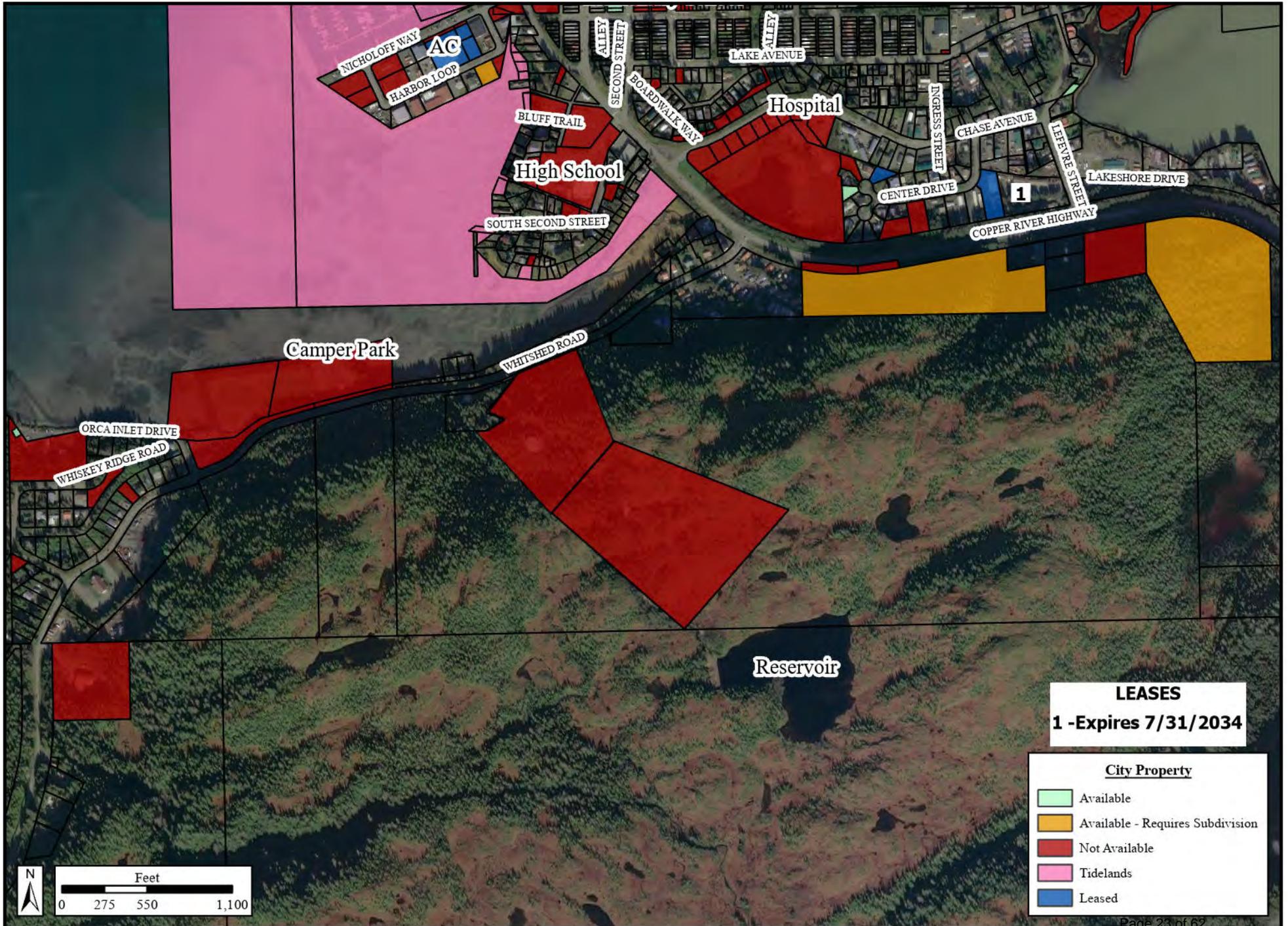
South Fill Development Park



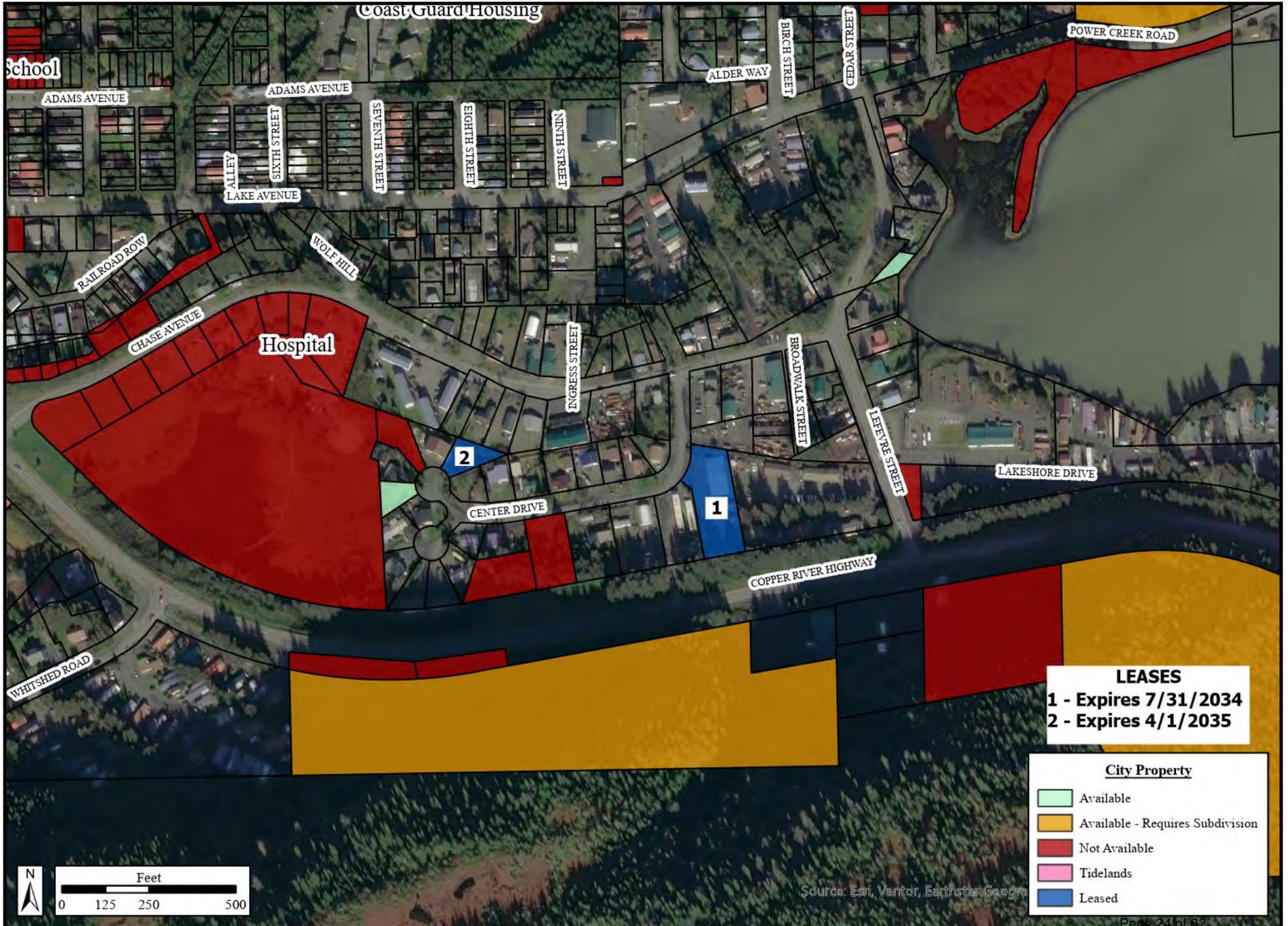
Odiak Slough



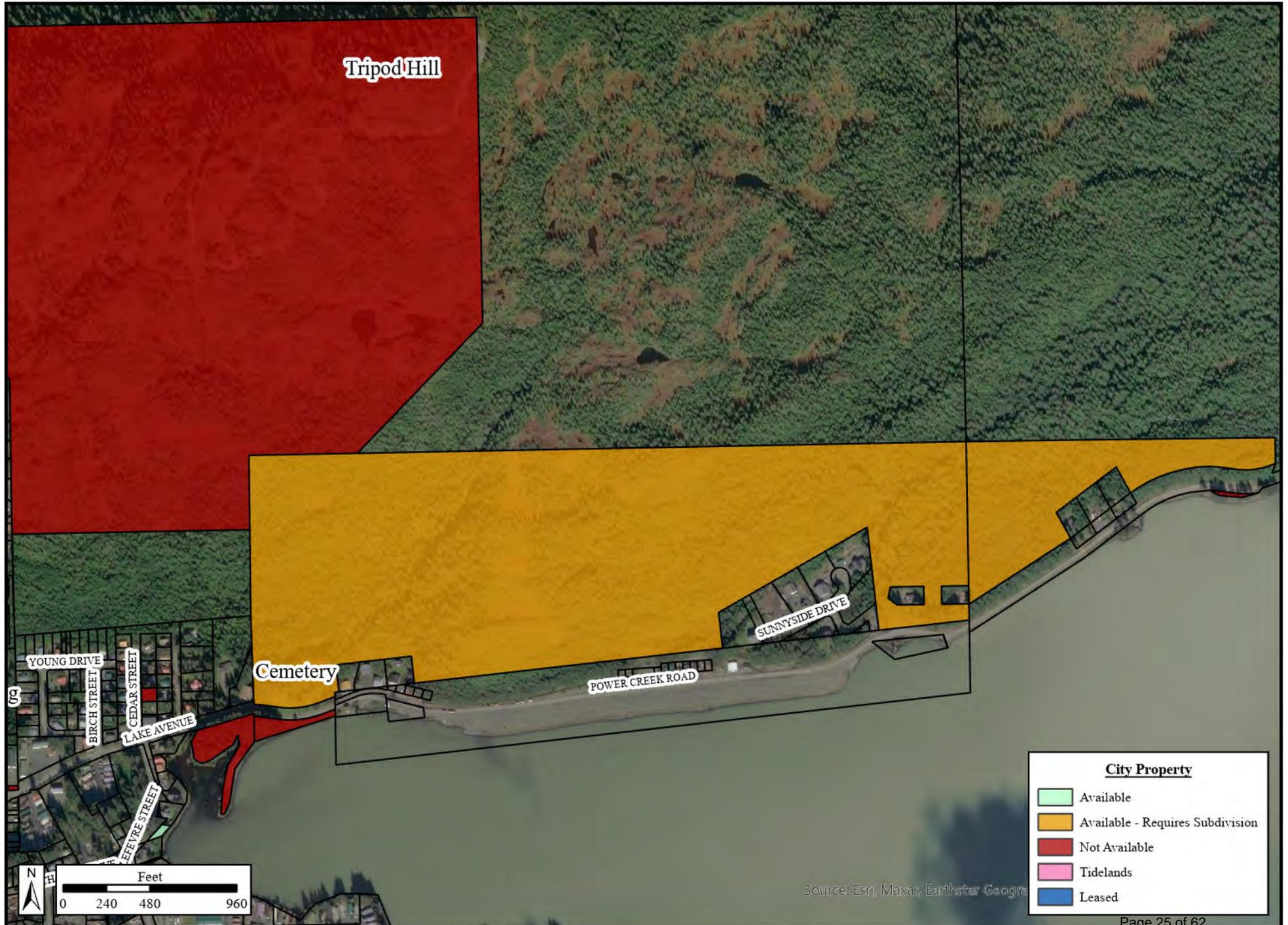
Whitshed Road



Odiak Park



Power Creek Road



Eyak Lake



Five Mile Loop



2025 Land Disposal Maps

Adopted by City Council: April 16, 2025

Map Designations

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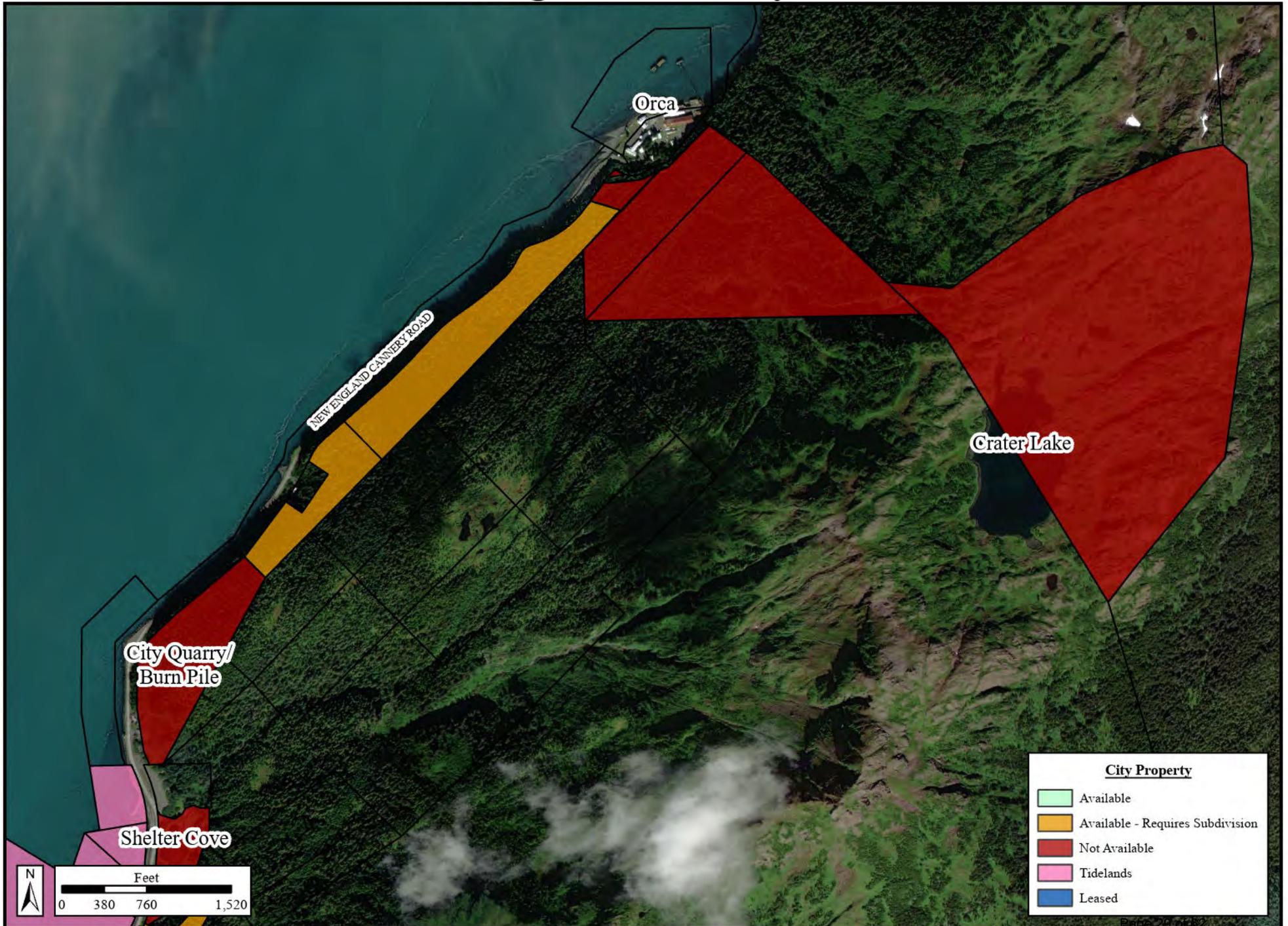
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Update Policy

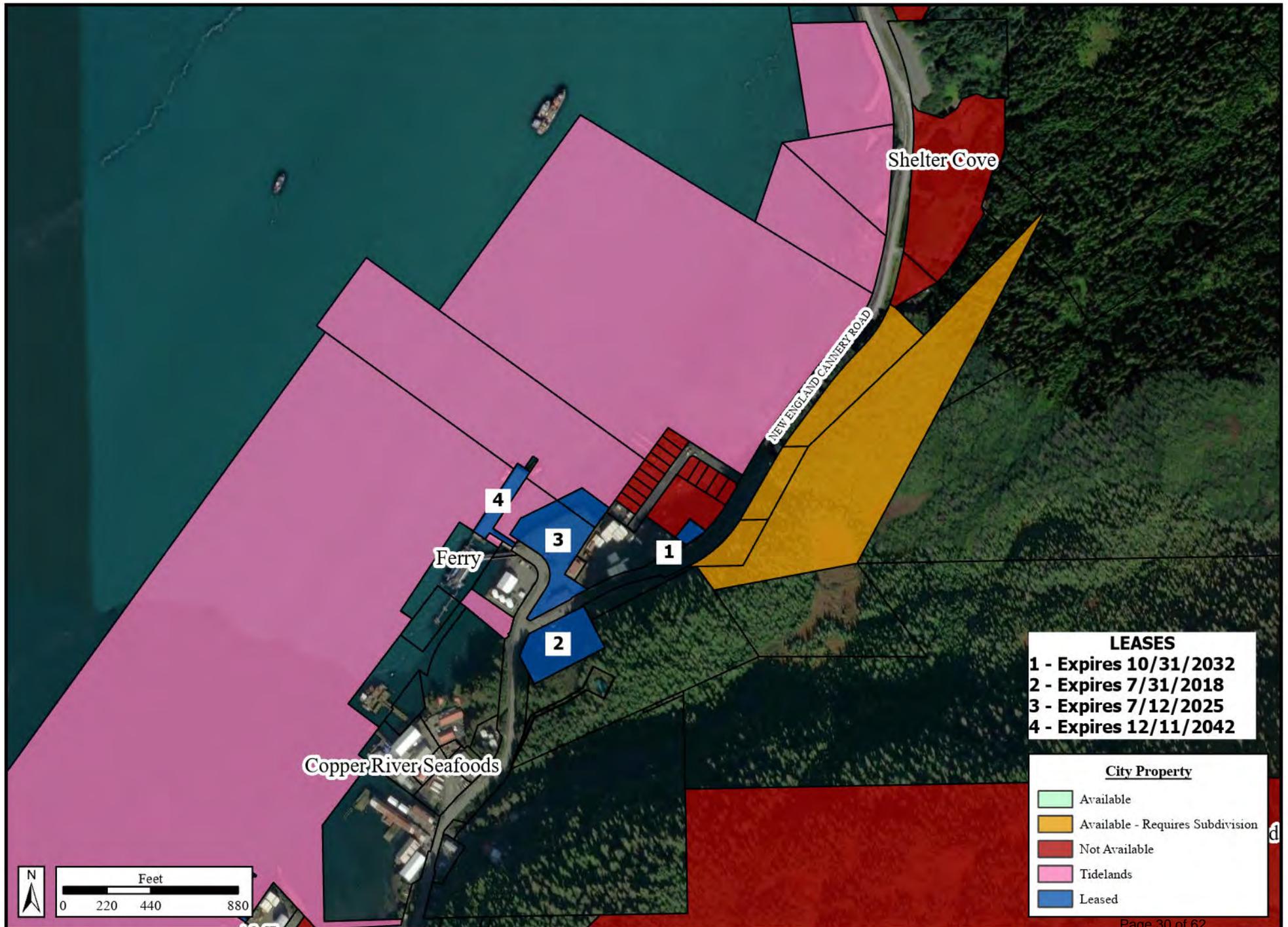
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New England Cannery Road



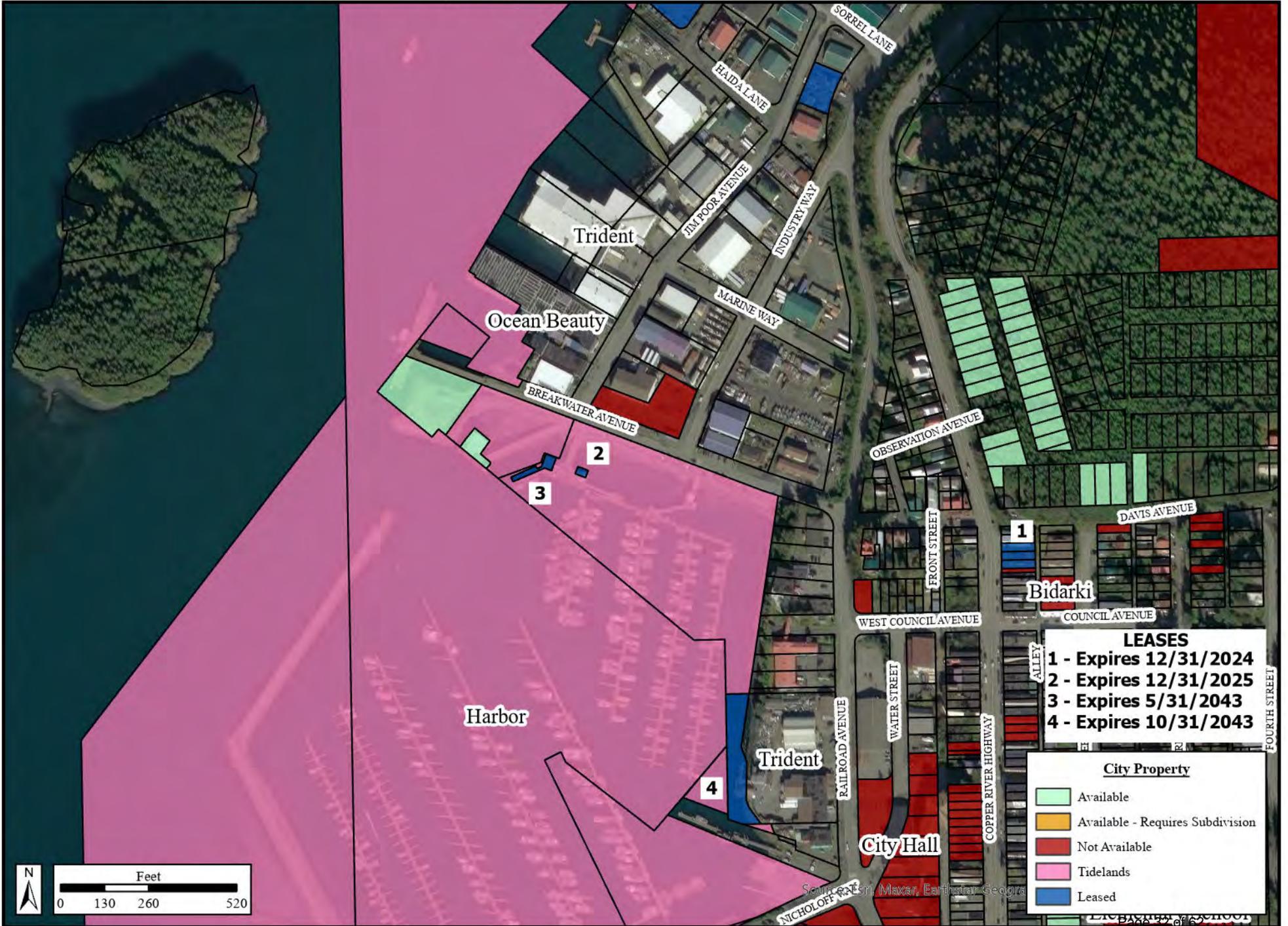
Ocean Dock Subdivision



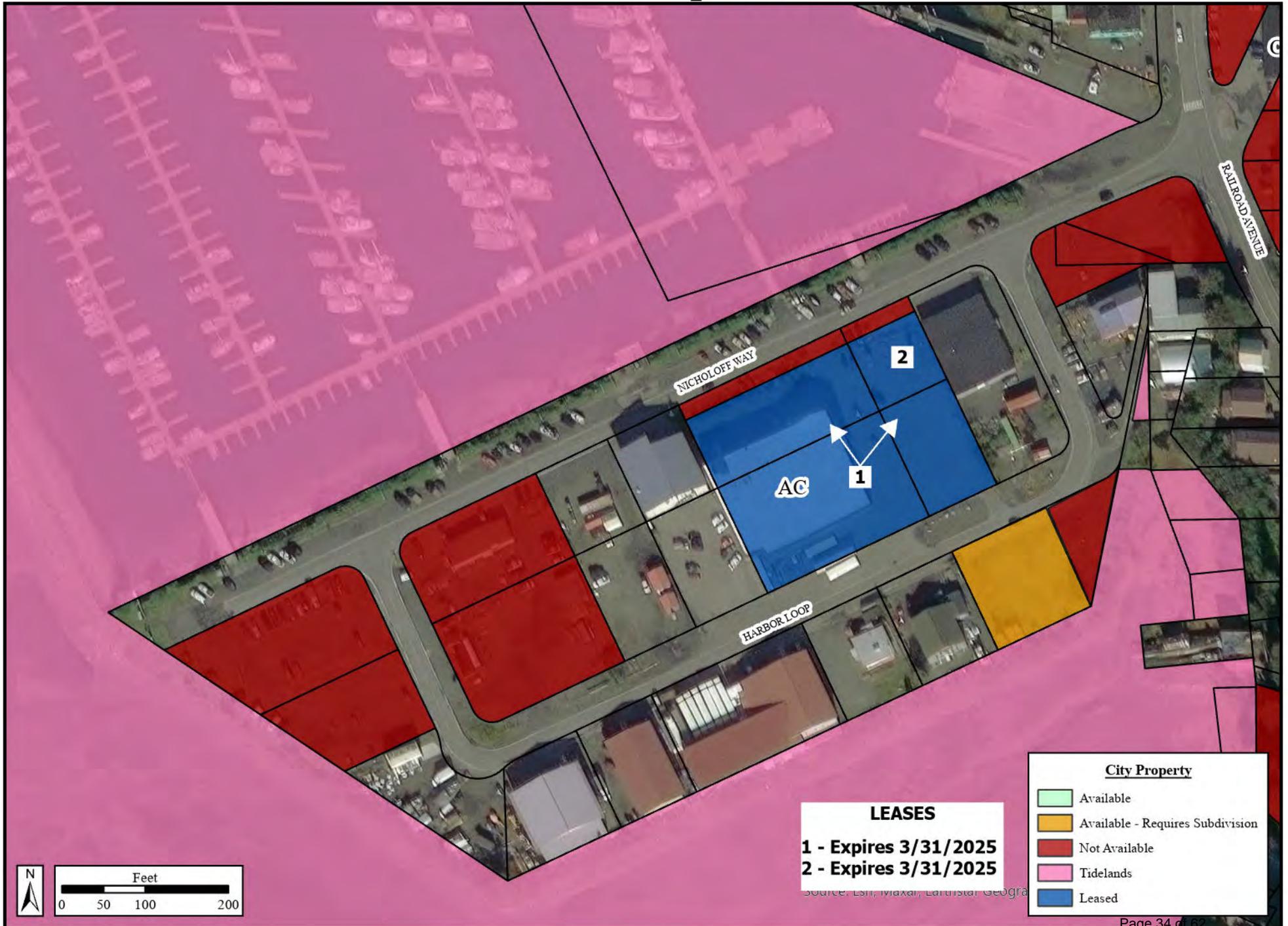
North Fill Development Park



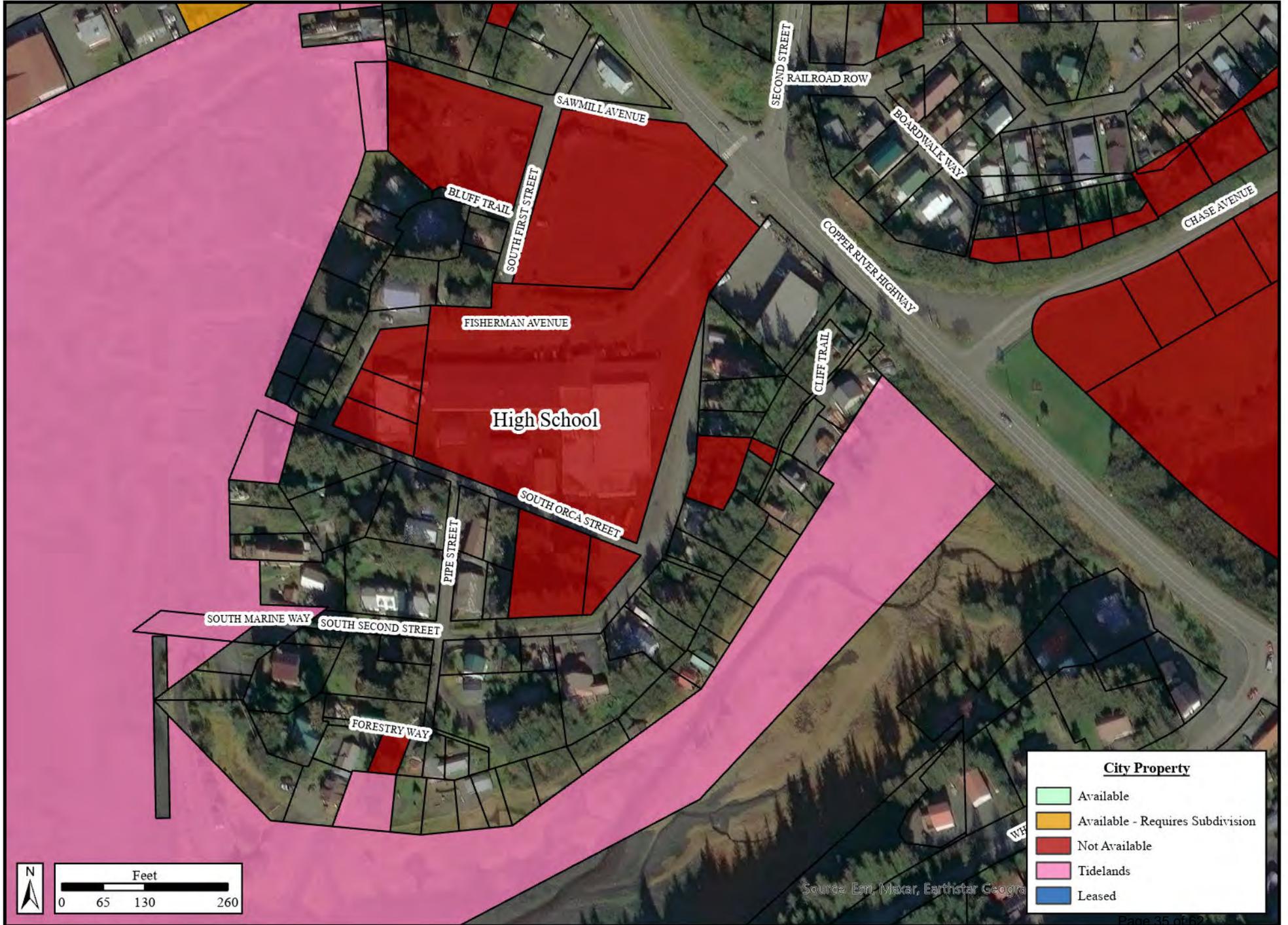
Tidewater Development Park & Cordova Industrial Park



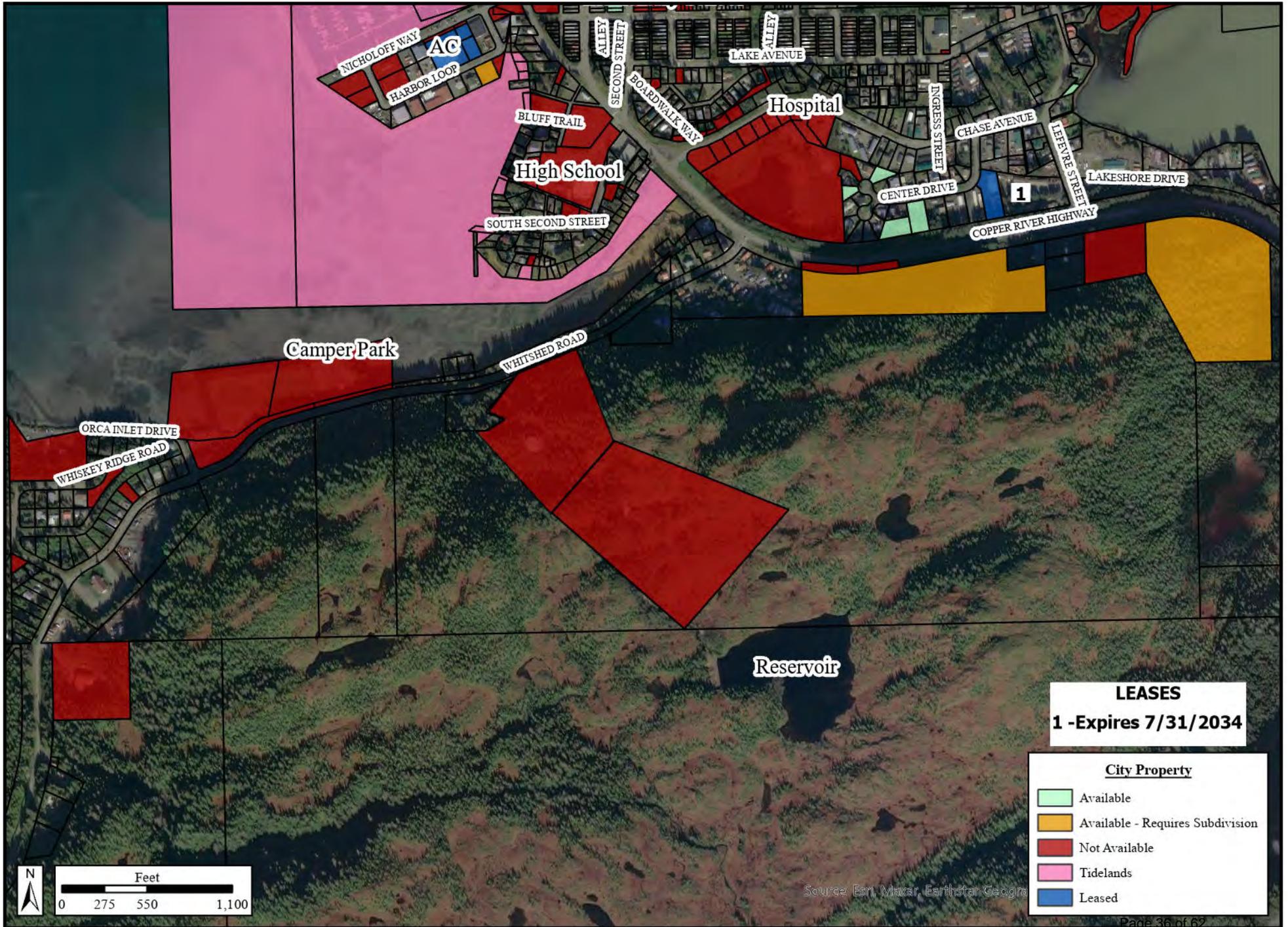
South Fill Development Park



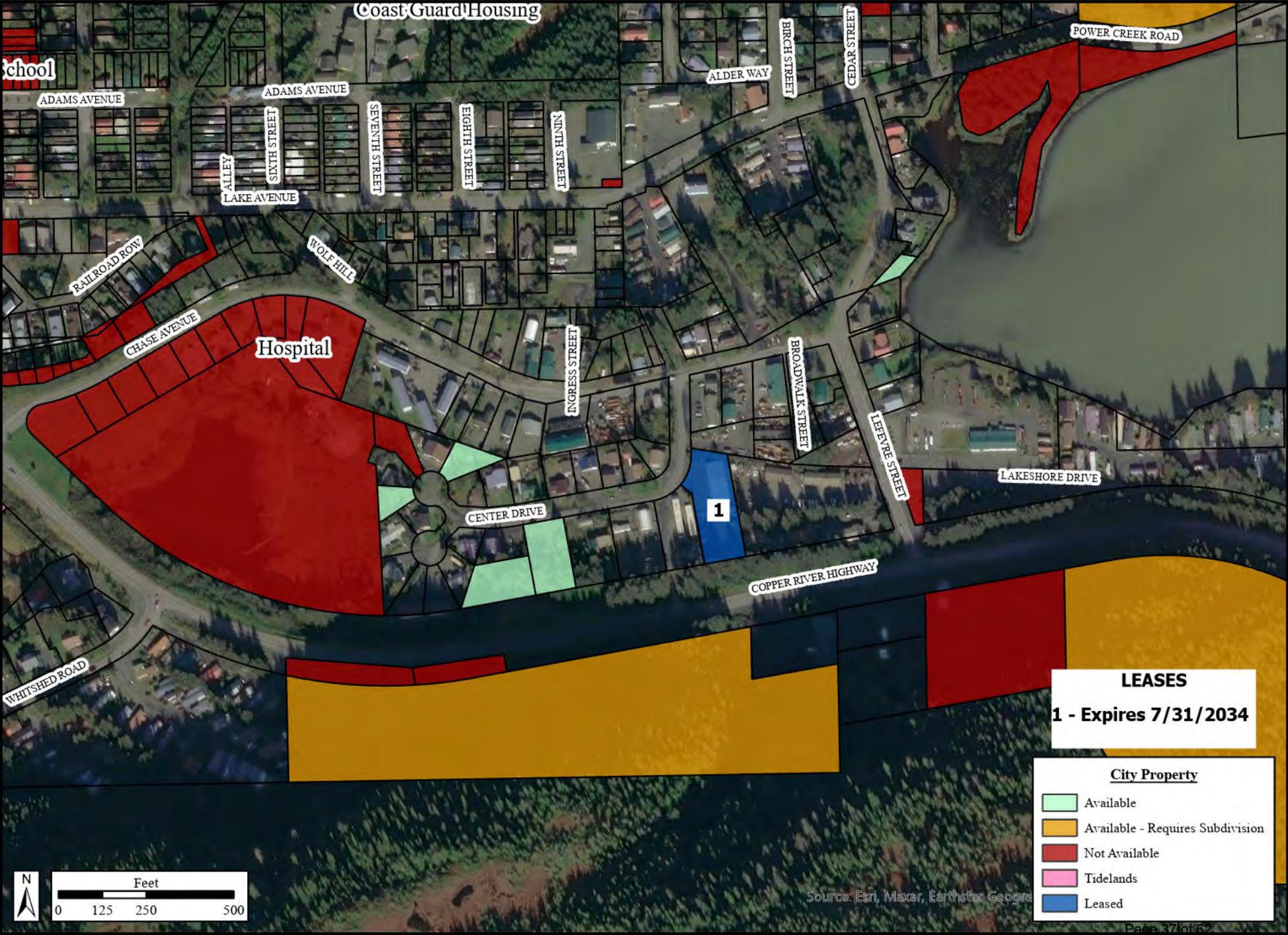
Odiak Slough



Whitshed Road

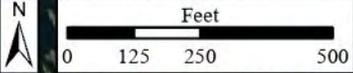


Odiak Park



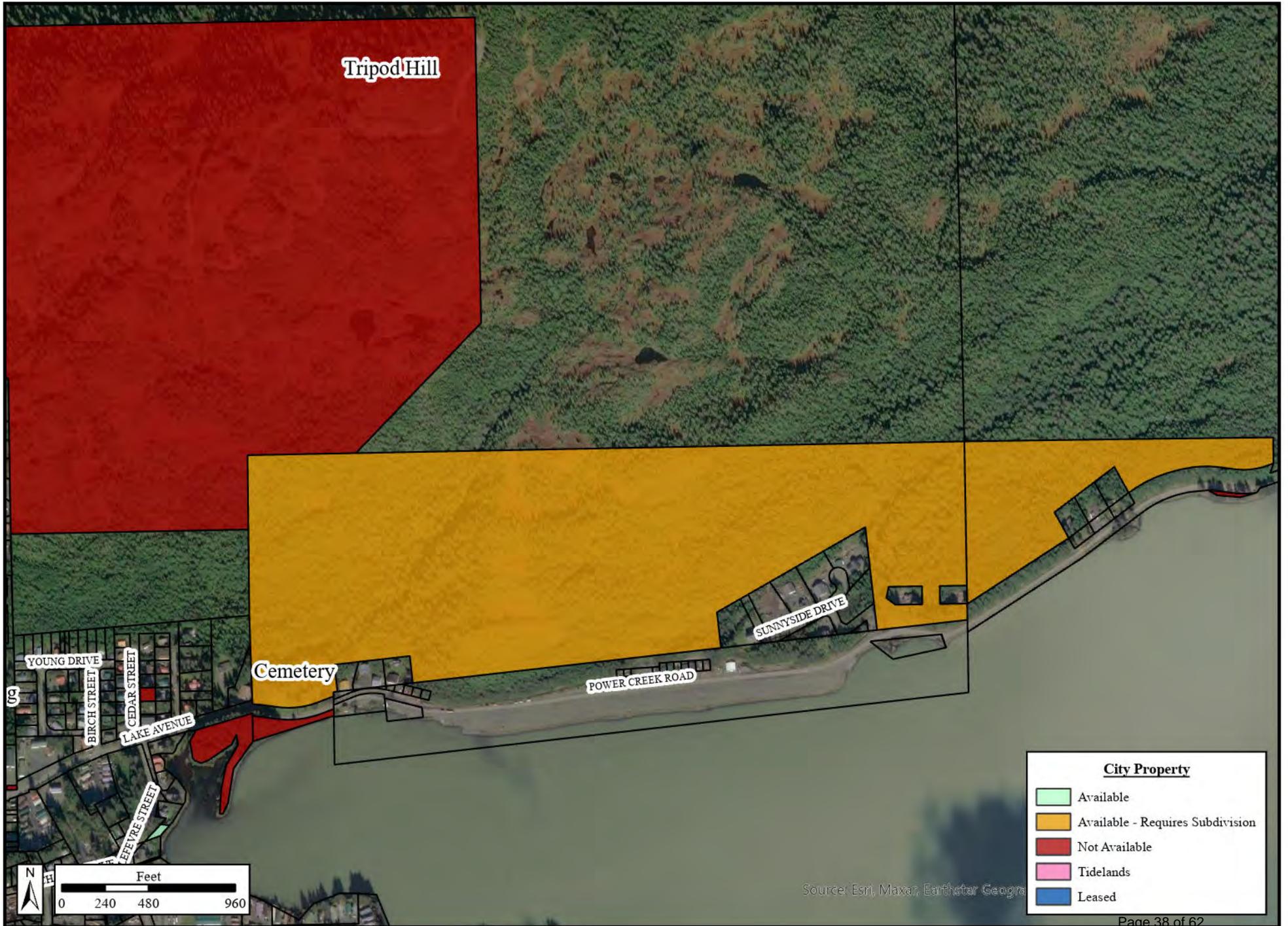
LEASES
1 - Expires 7/31/2034

City Property	
■	Available
■	Available - Requires Subdivision
■	Not Available
■	Tidelands
■	Leased



Source: Esri, Maxar, Earthstar Geogra

Power Creek Road



Eyak Lake



Five Mile Loop



**CITY OF CORDOVA, ALASKA
RESOLUTION 04-25-08**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPTING THE 2025 LAND DISPOSAL MAPS**

WHEREAS, the City Planner is directed by Cordova Municipal Code Section 7.40.060 (B) – *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*; and

WHEREAS, the City Council has determined that annual review of the Land Disposal Maps for approval will enable the City Manager and City Planner to efficiently determine if land is available for purchase, lease, or lease to purchase; and

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

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

NOW, THEREFORE BE IT RESOLVED THAT the Council of the City of Cordova, Alaska hereby adopts the 2025 Land Disposal Maps.

PASSED AND APPROVED THIS 16th DAY OF APRIL 2025



ATTEST:

Kristin Smith, Mayor

Susan Bourgeois, CMC, City Clerk

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 02-25**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPT THE 2025 LAND DISPOSAL MAPS**

WHEREAS, the City Planner is directed by Cordova Municipal Code Section 7.40.060(B) – *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*; and

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

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

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

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend the City Council of the City of Cordova, Alaska adopt the 2025 Land Disposal Maps.

PASSED AND APPROVED THIS 08th DAY OF APRIL 2025



Tania Harrison, Chair

ATTEST:



Amanda Hadley Coward, City Planner



AGENDA ITEM # 10e
Planning Commission Special Meeting Date: 02/10/2026
PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Tuesday, February 10, 2026
ITEM: Variance Permit – Lot 9, Block 6, South Addition to the Townsite
NEXT STEP: Decide Whether to Grant Variance Permit

INFORMATION RESOLUTION
 MOTION

I. REQUEST OR ISSUE:

Requested Actions: Grant Variance
Applicant: Donald & Pamela Scutt
Parcel Number: 02-373-126
Legal Description: Lot 9, Block 6, South Addition to the Townsite
Zoning: Low Density Residence District
Lot Area: Approximately 7,124 sq. ft.

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motions for the Commission to consider opening the item for discussion:

“I move to grant the variance request submitted by Donald & Pamela Scutt and to include the findings and conditions of the Planning Commission.”

If the Planning Commission's assessment differs from Staff's findings, they must clearly state each criterion and provide findings for how each has been met or not met and how. If the commission believes that conditions of approval should also be included, they must clearly state conditions and explain what they accomplish.

III. FISCAL IMPACTS: Revenue would be generated from the increase in property taxes as the addition to the existing structure would increase the property's assessed improvement value.

IV. BACKGROUND INFORMATION: On January 13, 2026, Donald & Pamela Scutt submitted their application for a variance. Their request is to extend their garage by 14 feet towards the back of their property (along the northwest lot line). Their current structure, a house and attached garage, is 3 feet from the side yard lot line on the northwest side of the property. The required setback in the Low Density Residence District from the side yard lot line is 5 feet. The existing structure is considered legal nonconforming. They are requesting a variance to extend the garage at the same setback as the existing structure (3 feet from the property line).

Applicants Requests & Claims

The applicants are requesting a variance for the 14-foot portion of the proposed garage extension along the northwest lot line. Claiming exceptional physical circumstances/conditions due to the steep terrain on their property from the bluff line to the highway.

The applicants state that the strict application of the zoning setback provisions would result in unnecessary hardship. If the variance is not granted, the applicants would suffer unnecessary hardship, as they would need to rent off-site storage.

If the variance were granted, the applicant states that this would not result in material damage or prejudice to other properties nor be detrimental to the public health, safety, or welfare, as their property line bordering the Cresswell/Siebenmorgen property has bushes and trees separating the properties and would not be visible to them six (6) months out of the year.

The applicants also say that granting the variance is not contrary to the objectives of the comprehensive plan, as they are seeking to build on their own land rather than taking up a vacant lot that could be used for housing.

Staff's Assessment

Staff cannot support this request as it does not meet the approval criteria and would be an expansion of a nonconforming use; the code defines this in CMC 18.52.050 (1): " No nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied as of the date it became nonconforming."

Following Staff's review of the application materials, the applicants appear to meet two (2) out of the four (4) variance code criteria. The approval criteria are: a. That there are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same land use district, b. That the strict application of the provisions of this title would result in practical difficulties or unnecessary hardship, c. That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare, d. That the granting of the variance will not be contrary to the objectives of the comprehensive plan. These criteria can be found in CMC 18.64.020 A (2)

While it is Staff's assessment that the applicants' request, if granted, would not prejudice or damage the neighboring property nor pose a public health or safety risk (criterion C). Nor would it be contrary to the Comprehensive Plan (criterion D). Staff's assessment is that complying with the 5-foot setback requirement

regarding an extension of the garage area would not be limited by an exceptional physical circumstance, be a practical difficulty, or an unnecessary hardship (criteria A & B).

Applicable Code:

18.64.020 - Variances.

A. An application for a variance shall be filed in writing and verified by the owner of the property concerned.

1. The application shall contain the following data with respect to the property and the applicant:

- a. A legal description of the property involved,*
- b. Plot plans showing the location of all existing and proposed buildings or alterations, elevations of such buildings or alterations, and such other data as may be required,*
- c. Evidence of the ability and intention of the applicant to proceed in accordance with the plans within six months after the effective date of the variance;*

2. The application shall contain a statement and adequate evidence showing the following conditions, all four of which must exist before a variance may be granted.

- a. That there are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same land use district,*
- b. That the strict application of the provisions of this title would result in practical difficulties or unnecessary hardship,*
- c. That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare,*
- d. That the granting of the variance will not be contrary to the objectives of the comprehensive plan.*

18.52.050 - Nonconforming uses.

If at any time a nonconforming use is brought into conformity with this title, the use shall thereafter conform to all the regulations of the zoning district in which it is located.

A nonconforming use may be continued so long as it remains otherwise lawful. The following provisions apply to nonconforming uses:

- 1. No nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied as of the date it became nonconforming.*
- 2. No nonconforming use shall be moved in whole or in part to any other portion of the lot that was not occupied by the nonconforming use as of the date it became nonconforming.*
- 3. If at any time a nonconforming use is abandoned or discontinued, the use of that lot shall thereafter conform to the code provisions applicable in the zone in which the lot is located, and the nonconforming use shall not thereafter be resumed or allowed to continue.*

18.20 - R LOW DENSITY RESIDENCE DISTRICT

18.20.050 - Rear yard.

There shall be a rear yard in the R low density district of not less than twenty-five percent of the depth of the lot, but such yard need not exceed fifteen feet.

18.20.060 - Side yard.

A. *There shall be a side yard in the R low density district of not less than five feet. The minimum side yard on the street side of a corner lot shall be ten feet.*

B. *The following additional requirements shall apply to two-family and three-family dwellings in the R low density district:*

In case the building is so located on the lot that the rear thereof abuts one side yard and front abuts the other, the side yard along the rear of the building shall have a minimum width of twelve feet and the side yard along the front of the building shall have a minimum width of eighteen feet.

Suggested Findings:

a. *That there are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same land use district.*

This criterion has not been met. This property does experience other exceptional physical circumstances and conditions that do not apply to others within the Low Density Residential District. However, the applicants are requesting to build in an area unaffected by the bluff side. The proposed garage extension can meet the 5-foot setback without being affected.

b. *That the strict application of the provisions of this title would result in practical difficulties or unnecessary hardship.*

The criterion has not been met. The applicants are able to meet all zoning requirements, such as side and rear yard setbacks, parking, height limit, and lot size. They can meet the 5-foot setback requirement and complete the addition to the structure without following the same nonconforming 3-foot setback they currently have.

c. *That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare.*

This criterion has been met. The applicants are requesting a 3-foot setback along a 14-foot section of the lot line to the northwest. This would affect one property owner. This property owner was notified by the City of the variance request. A public hearing will allow the property owner to address any concerns before the Planning Commission votes on the variance. The property owner would also need to have a 5-foot side-yard setback, and no damage, prejudice, or detriment will result from granting a variance at the requested 3-foot lot line along the northwest 14-foot portion of the proposed garage extension. As of the writing of this memo, no written objection to this variance has been received by the City.

d. *That the granting of the variance will not be contrary to the objectives of the comprehensive plan.*

This criterion has been met. The 2019 Comprehensive Plan identifies limited land availability and the high cost of new construction. The Comprehensive Plan did not state specific support for this type of development. Granting the proposed variances for this lot would not be contrary to the objectives of the Comprehensive Plan.

V. **LEGAL ISSUES:** The public or applicants may appeal the decision of the Planning Commission to the Board of Adjustment.

VI. **ALTERNATIVES:** The Planning Commission can choose to grant or deny the applicant's request.

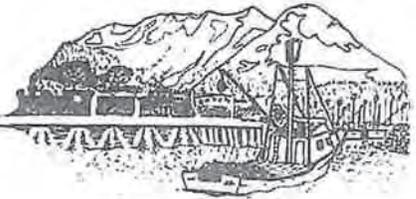
VII. SUMMARY: The applicants have requested that the Planning Commission grant a variance to construct an extension to a preexisting non-conforming structure on Lot 9, Block 6, South Addition to the Townsite that currently has a 3-foot side yard setback. The setback differs from the code-allowed 5-foot side-yard setback in the Low Density Residence District. The applicants cite the steep slope of the bluff and renting off-site vacant land for storage when it could be used for housing, as conditions that would cause difficulties and hardship.

VIII. CONDITIONS OF APPROVAL: The Planning Commission, if it approves the variance request, can insert its own conditions of approval if deemed necessary.

IX. ATTACHMENTS:

- A. Variance Application
- B. Photos Provided by Applicants
- C. Record of Survey of Lots 9 & 10 USS 2981
- D. Record of Survey Lot 8, Block 6, USS 2981
- E. Subject Property with Topography 2-foot Contours

CITY OF CORDOVA



VARIANCE APPLICATION City of Cordova, Alaska

INSTRUCTIONS	PERMIT TYPE	FEE
Print or type requested information. Incomplete applications will be returned to the applicant and will delay processing of the request. Applications must be received by the Planning Department 21 days prior to the next Planning Commission Regular Meeting, which is scheduled the second Tuesday of each month.	<input checked="" type="checkbox"/> Variance	\$250

APPLICANT INFORMATION

Name:	Donald & Pamela Scutt
Mailing Address:	Po Box [REDACTED]
City/State/Zip:	Cordova AK 99574
Phone Number:	[REDACTED]
Email Address:	[REDACTED]

OWNER INFORMATION

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

Only complete this section if owner is different from applicant.

PROPERTY INFORMATION

Address:	204 Boardwalk Way
Legal Description:	Lot 9, Block 6, South Addition to the townsite
Tax Lot No.:	Q2-373-126
Zone District:	Low Density Residency District

Planning Department can assist if unknown.

REQUEST DESCRIPTION

Please describe your request in detail and identify which provision(s) of the code you are seeking a variance from.

We would like to extend our garage toward the back of our property by 14 feet. We are only 3 feet from our property line and we are requesting a variance to extend the garage at the same setback as the existing structure.

With this application you must also include:

1. Plot plans showing the location of all existing and proposed buildings or alterations and the elevations of such buildings or alterations.
2. Evidence of the ability and intention to proceed in accordance with the plans within six months after the effective date of the variance.

Planning Department staff recommend that you provide any additional documents which will help the Planning Commission better understand the request, such as a cover letter, drawings, maps, or photographs.

VARIANCE CONDITIONS

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

CONDITION 1: There are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same land use district.

There is approx. 30' of our property, from the bluff line to the highway, that is unusable due to the steep terrain.

CONDITION 2: The strict application of the provisions of this title would result in practical difficulties or unnecessary hardship.

Without this extension we would need to rent off site storage.

CONDITION 3: The granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare.

This would be bordering Creswell/Siebenmorgan property. There is a large salmonberry patch + spruce trees separating the properties. 6 months out of the year the building would not even be visible to them.

CONDITION 4: The granting of the variance will not be contrary to the objectives of the comprehensive plan.

We are asking to build on our land instead of taking up a vacant lot for housing

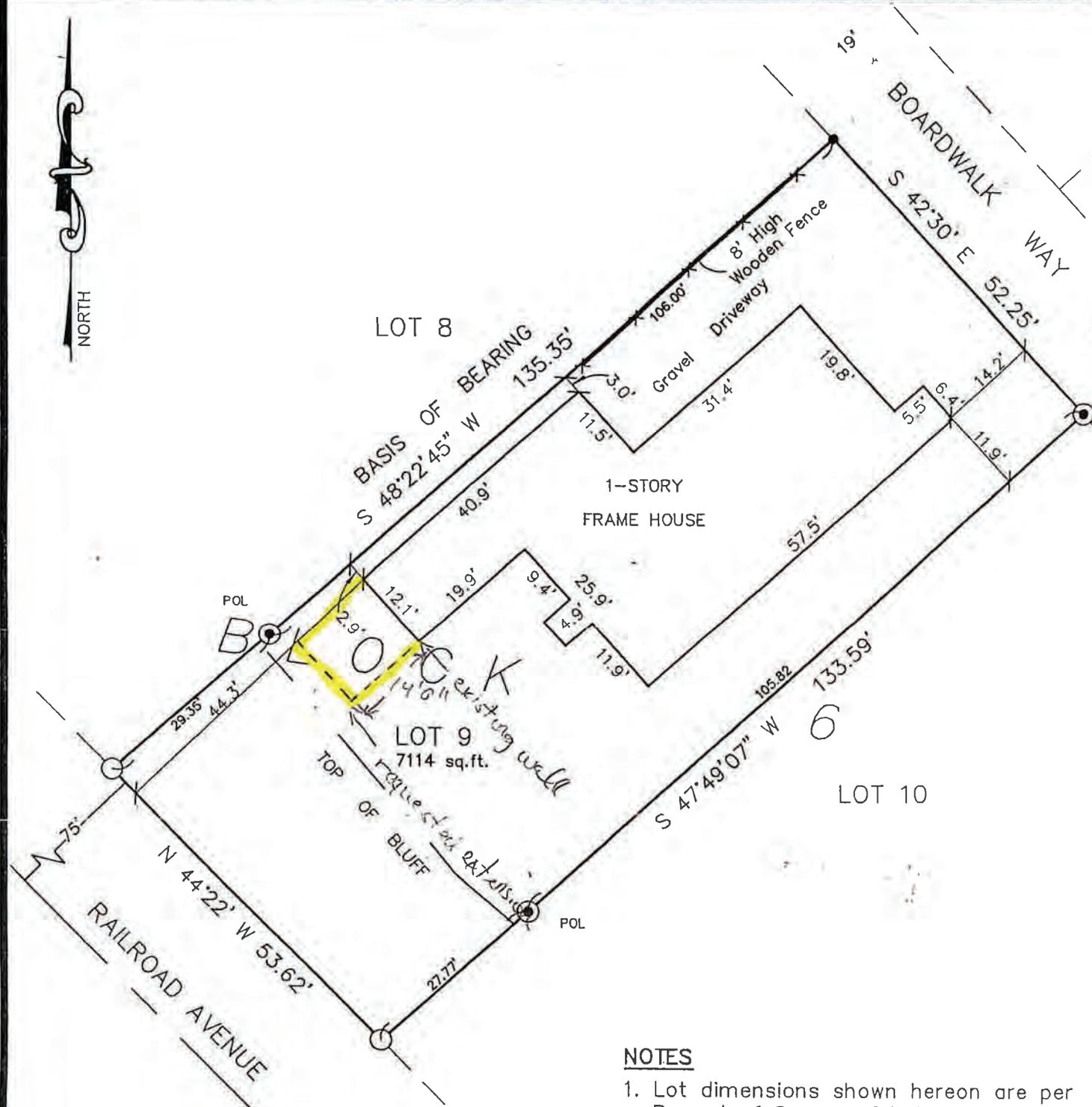
APPLICANT CERTIFICATION

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: Don Scott

Date: 1/13/20

Print Name: Don Scott



NOTES

1. Lot dimensions shown hereon are per Record of Survey of Lots 9 and 10, Block 6, U.S. Survey 2981 (Plat #92-3)

LEGEND

- Recovered 5/8" rebar with 2" alum cap (3943-S 1991)
- Recovered 5/8" rebar
- Corner not recovered this survey

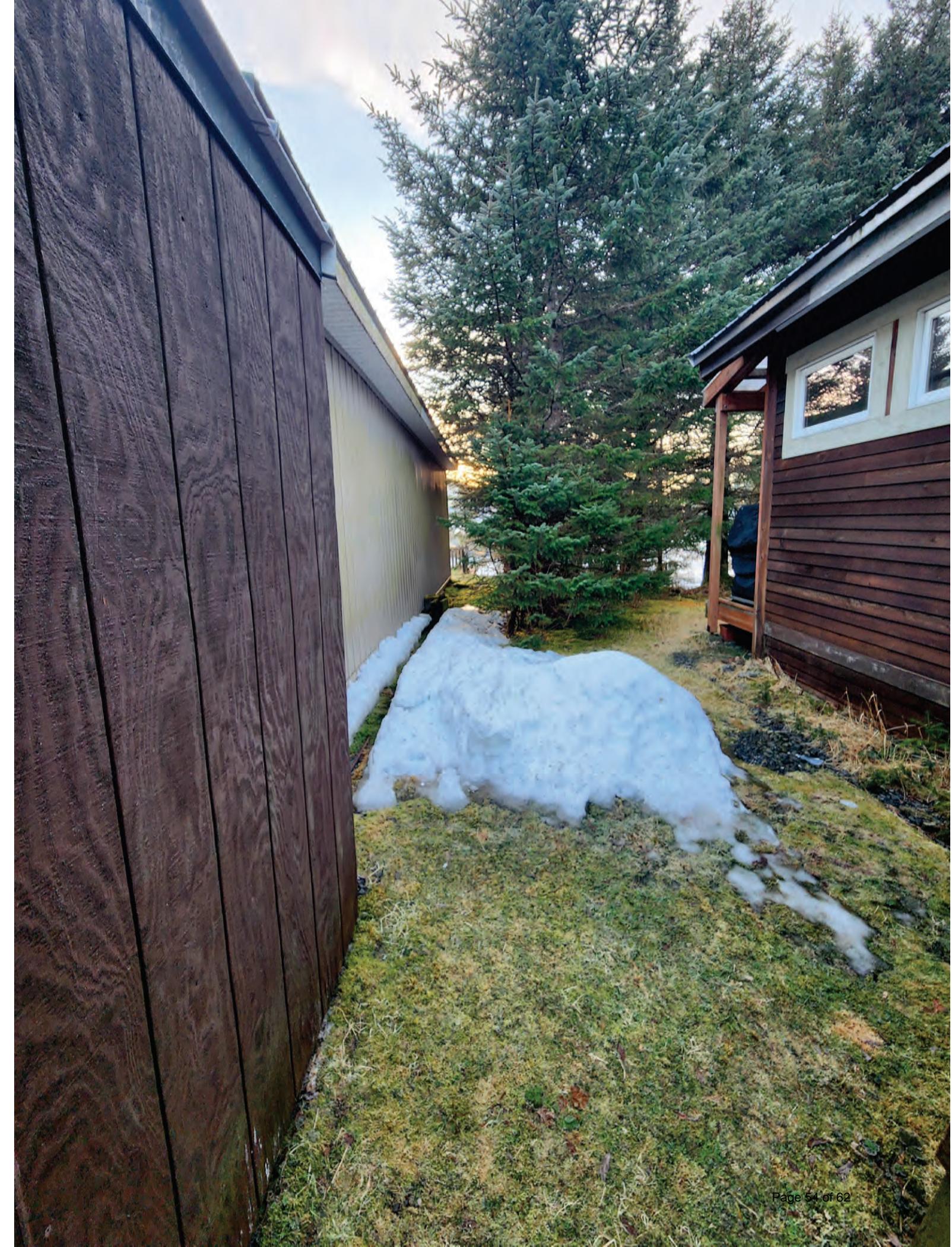


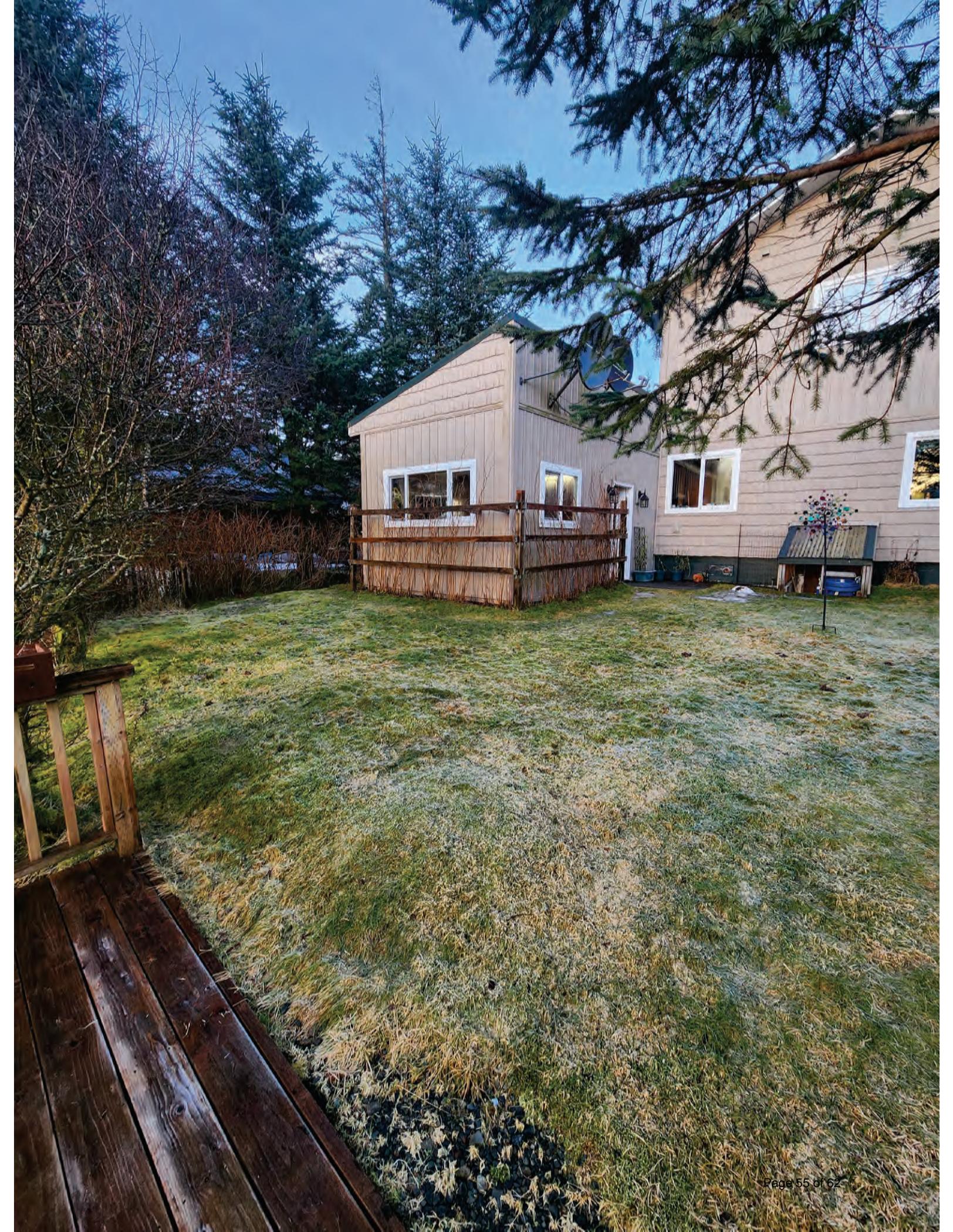
SURVEYOR'S CERTIFICATE

AS-BUILT SURVEY OF
 LOT 9 BLOCK 6
 Page 5 of 62















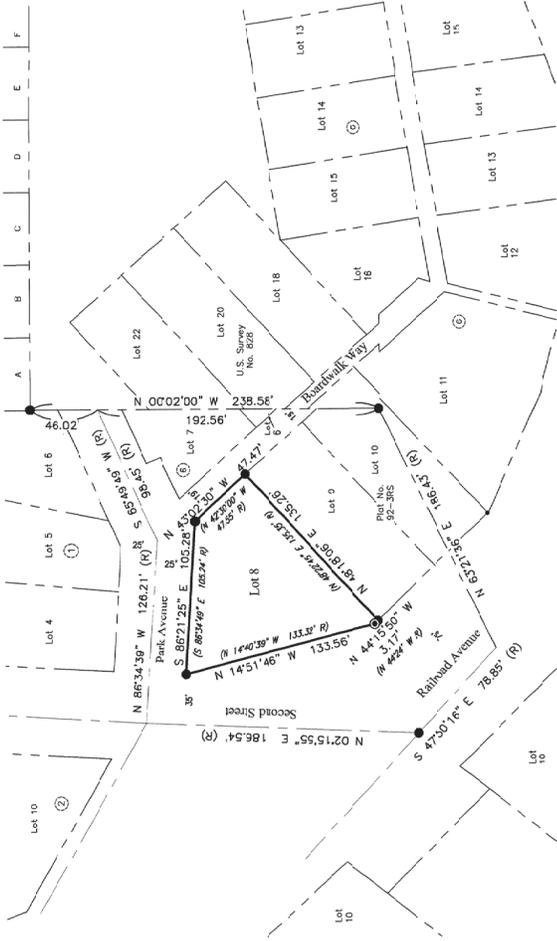


LEGEND

- RECOVERED 5/8" REBAR
- SET 5/8" REBAR WITH 2" ALUM. CAP

NOTES

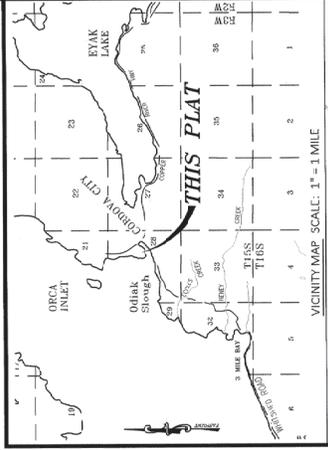
1. This survey does not constitute a subdivision as defined by AS 40.15.900(5).
2. The intent of this survey is to locate existing property corners and set missing corners for the subdivisions as shown.
3. This survey was conducted without the benefit of a title report such that easements of record are not shown hereon. It is the responsibility of the owner to determine the existence of any easements, covenants or restrictions which do not appear on the recorded subdivision plat.



SURVEYOR'S CERTIFICATE
 I, Michael J. Home, hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, and that the monuments, shown hereon actually exist as described, and that all dimensions and other details are correct.

10/24/20
 DATE

2020-2
Plot #
 CORSONA
 Name Plot
 10 / 20 20.20
 UTM
 Time 02.05 P.M.



Record of Survey

Lot 6, Block 6, U.S. Survey No. 2981

Cordova Recording District, Located Within SECTION 28, TOWNSHIP 15 SOUTH, RANGE 3 WEST, Copper River Meridian, Alaska. Containing 0.233 acres more or less.

Farpoint Land Services, LLC
 SURVEYING, MAPPING, LAND PLANNING, GIS
 1131 E. 76th Ave., Suite 101, Anchorage, Alaska 99516
 FarpointAK.com (907) 552-7770 survey@farpointak.com

Drawn: JLA	Date: 10/29/20	Field BMP#: 144710	WO #: 20059
Checked: MHH	Scale: 1"=50'	Sheet: 1 of 1	Case No. N/A

”Record of Survey”

