

**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, June 16, 2026, 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. PUBLIC HEARING**

a. Conditional Use Permit to Construct an Accessory Dwelling Unit (ADU) on Lot 11, Mount Eccles Estates  
See 06/16/2026 Special Meeting Packet item 10a, for Memo and Application Material

b. Variance Permit to Reduce Back Lot Line Setback from 12.25 feet to 5 feet on Lot 4A, Block 3, USS  
3345

See 06/16/2026 Special Meeting Packet item 10b, for Memo and Application Material

**4. AUDIENCE COMMENTS**

**5. ADJOURNMENT**

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

**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 SPECIAL MEETING  
Tuesday, June 16, 2026, 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. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS**

- conflicts as defined in CMC 3.10.020 should be declared, then the Chair rules whether the member should be recused, the Commission may appeal the Chair’s ruling, and the ruling may be overridden by a majority vote of the Commission.
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before the Commission, ex parte does not recuse a member, it is required that ex parte is declared and explained.

**5. APPROVAL OF CONSENT CALENDAR**

a. Record the excused absence of Chris Bolin, Sean Den Adel, & Gail Foode from the May 12, 2026, Regular Meeting

b. Minutes:

- i. Minutes of the Planning Commission Regular Meeting of May 13, 2025.....Page 1
- ii. Minutes of the Planning Commission Public Hearing of June 10, 2025.....Page 2
- iii. Minutes of the Planning Commission Regular Meeting of June 10, 2025.....Page 3
- iv. Minutes of the Planning Commission Regular Meeting of July 08, 2025.....Page 5
- v. Minutes of the Planning Commission Public Hearing of August 12, 2025.....Page 7
- vi. Minutes of the Planning Commission Regular Meeting of August 12, 2025.....Page 8

**6. CORRESPONDENCE**

- Molly Whitcomb.....Page 10
- Sarah Trumblee.....Page 13
- Sean Den Adel.....Page 14

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

- a. Guest Speakers  
Alaska Municipal League (AML) Grace Fluharty, Safe Streets for All
- b. Audience comments regarding agenda items (3 minutes per speaker)

**8. PLANNER’S REPORT.....Page 15**

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

- a. Conditional Use Permit ADU Used for Financial Gain on Lot 11, Mount Eccles Estates.....Page 20
- b. Variance Permit Setback Reduction Request on Lot 4A, Block 3, USS 3345.....Page 31
- c. Letter of Interest for a Portion of ATS 220 Approx. 4,100 Sq.Ft.....Page 44

**11. AUDIENCE COMMENTS**

**12. COMMISSION COMMENTS**

**13. ADJOURNMENT**

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

**PLANNING COMMISSION REGULAR MEETING  
Tuesday May 13, 2025, AT 6:30 PM  
CORDOVA CENTER COMMUNITY ROOM A & B**

**MINUTES**

**NOTICE OF CANCELED  
PLANNING COMMISSION  
MEETING**

**THE MAY 13, 2025, PLANNING COMMISSION  
REGULAR MEETING IS CANCELLED**

**THE NEXT REGULAR MEETING WILL BE ON  
TUESDAY, JUNE 10, 2025.**

**AGENDA TO BE POSTED PRIOR TO THE JUNE  
MEETING.**

Approved:

\_\_\_\_\_  
Tania Harrison, Chair

Attest:

\_\_\_\_\_  
Amanda Hadley Coward, City Planner

**PLANNING COMMISSION PUBLIC HEARING**  
**Tuesday June 10, 2025, AT 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOMS A & B**

**MINUTES**

**1. CALL TO ORDER – 6:30 PM**

By Planning Commission Chair *Tania Harrison*.

**2. ROLL CALL**

Chair Tania Harrison (Present), Commissioners Chris Bolin (Present), Sarah Trumblee (Present), Mark Hall (Present), Kris Ranney (Present), Gail Foode (Present), and Sean Den Adel (Present via Zoom). Also present was the City Planner, Amanda Hadley Coward.

**3. PUBLIC HEARING**

Conditional Use Permit – Detached Watchman’s Quarters in the Waterfront Commercial Park District - Lot 8, Block 2, South Fill Development Park

Harrison opened the floor for public comment, none was given.

**4. ADJOURNMENT - 6:35 PM**

Approved:

\_\_\_\_\_  
Tania Harrison, Chair

Attest:

\_\_\_\_\_  
Amanda Hadley Coward, City Planner

**PLANNING COMMISSION REGULAR MEETING**  
**Tuesday June 10, 2025, AT 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOM A & B**

**MINUTES**

**1. CALL TO ORDER – 6:35 PM**

**2. ROLL CALL**

Chair Tania Harrison (Present), Commissioners Chris Bolin (Present), Sarah Trumblee (Present), Mark Hall (Present), Kris Ranney (Present), Gail Foode (Present), and Sean Den Adel (Present via Zoom). Also present was the City Planner, Amanda Hadley Coward.

**3. APPROVAL OF AGENDA**

*M/Hall S/Bolin*

Vote: 7 yea, 0 nay, 0 absent

**4. APPROVAL OF CONSENT CALENDAR**

- a. Record excused absence of Sarah Trumblee and Sean Den Adel from the April 08, 2025, Regular Meeting
- b. Approval of Minutes from April 08, 2025, Regular Meeting

*M/Trumblee S/Hall*

Vote: 7 yea, 0 nay, 0 absent

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

N/A

**6. CORRESPONDENCE**

Letter from Lindsay Butters in support of Jennifer Pallas

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

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

**8. PLANNER'S REPORT**

*Bolin* asked about the following RFPS and the locations of the lots. No proposals received for Lots 18 and 19, Block 23, Original Townsite. Located between fifth and platted sixth street by the City water tank. Lots 19-25, Block 6, Original Townsite Between Second and First Street and Adams Ave.

*Harrison* asked about the status of the Pool. Planner updated as to the status that Staff is trying to locate where the leak was occurring.

**9. UNFINISHED BUSINESS**

N/A

**10. NEW BUSINESS**

Conditional Use Permit for Lot 8, Block 2, South Fill Development Park

*M/Bolin S/Hall* Conditions 1) There will be a 10-foot separation between buildings. 2) One year from approval of the building permit to hook up the water and sewer to the structure.

Vote: 7 yea, 0 nay, 0 absent

Site Plan Review of Lot 8, Block 2, South Fill Development Park

*M/Bolin S/Hall* Condition 1) There will be a 10-foot separation between buildings.

Vote: 7 yea, 0 nay, 0 absent

**11. AUDIENCE COMMENTS**

N/A

**12. COMMISSION COMMENTS**

Positive feedback on meeting organization.

**13. ADJOURNMENT – 6:54 PM**

*M/Ranney S/Hall*

Vote: 7 yea, 0 nay, 0 absent

Approved:

\_\_\_\_\_  
Tania Harrison, Chair

Attest:

\_\_\_\_\_  
Amanda Hadley Coward, City Planner

**PLANNING COMMISSION REGULAR MEETING**  
**Tuesday July 08, 2025, AT 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOM A & B**

**MINUTES**

**1. CALL TO ORDER**

*Vice Chair Mark Hall* called the Regular Planning Commission Meeting to order at 6:30 PM on Tuesday, July 08, 2025.

**2. ROLL CALL**

*Chair Tania Harrison* (absent), *Vice Chair Mark Hall* (present), Commissioners *Chris Bolin* (absent), *Sarah Trumblee* (present), *Kris Ranney* (present), *Gail Foode* (present), and *Sean Den Adel* (present).

**3. APPROVAL OF AGENDA**

*M/Trumblee, S/Foode* - Hearing no objection to approval of the agenda, *Vice Chair Hall* declared it approved.

**4. APPROVAL OF CONSENT CALENDAR - None**

**5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS - None**

**6. CORRESPONDENCE - None**

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

- a. Guest Speakers - None
- b. Audience comments regarding agenda items - None

**8. PLANNER'S REPORT**

- a. Planners Report

*Hall* – Question on what the City Council decided to do with Lot 1, Block 7A, Tidewater Development Park (Breakwater Fill Lot)? *Planner* – The City Council voted to put it out to Request for Proposals (RFP) for sale.

*Planner* – Tsunami Public Presentation on Tuesday, July 15, 2025, at 6:30 PM in the Cordova City Center Rooms A & B.

**9. UNFINISHED BUSINESS - None**

**10. NEW BUSINESS**

- a. Score Proposals for Lot 2, Block 7A Tidewater Development Park

*Planner* – Gave the Planning Commission directions on procedures for making a motion.

*M/Ranney* “I move to recommend City Council approve the proposal from Serenity Adventure Lodge, LLC to lease or purchase Lot 2, Block 7A, Tidewater Development Park.”

*S/Den Adel*

*Ranney* – In favor of a short-term lease, no sale. Doesn't want to see the interior of the harbor tied up in private interest. Noticed the applicant is behind on his City sales tax.

*Den Adel* – The City should not lease property to those behind on City sales tax. Not in the City's best interest to sell the lot outright.

*Foode* – Not in favor of this proposal.

*Trumblee* – This lot is an integral part of the future development of the North Harbor and does not support a sale of this property.

*Hall* – In support of a lease. Commented on the future development of a floating fuel dock.

**Vote: 0 yes, 5 no, 2 absent (Harrison & Bolin).**

**11. AUDIENCE COMMENTS**

## 12. COMMISSION COMMENTS

**Ranney** – Noted that the Commission was on the same page when protecting the community asset.

**Den Adel** – Rereading the City of Cordova 2019 Comprehensive Plan and scoring the proposal and looking at that it said promote small-scale tourism with a focus on improvements that benefit both visitors and residents. I could see how this could benefit visitors. The only residents I see this would benefit are the owner of the lodge and those working for him, but beyond that, I couldn't see how it would be a community benefit.

**Foode** – Thank you for your time. I agree with those comments.

**Trumblee** – In agreement with Commissioners Ranney and Den Adel. Disappointed that the commission didn't hear from the applicant who submitted the proposal at the meeting. Thanked the Planner for the work on the packet.

**Hall** – Thanked the Planner for the work on the packet. Appreciated the short meeting.

## 13. ADJOURNMENT

**M/Trumblee**

**S/Ranney**

Hearing no objection to approval of the agenda, Vice Chair Hall declared it adjourned.

Approved:

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Tania Harrison, Chair

Attest:

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Amanda Hadley Coward, City Planner

**PLANNING COMMISSION PUBLIC HEARING**  
**Tuesday August 12, 2025, AT 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOMS A & B**

**MINUTES**

**CALL TO ORDER**

*Vice Chair Hall* called the public hearing to order at 6:27 PM.

**ROLL CALL**

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

**PUBLIC HEARING**

Variance Permit – Lot 4A, Block 3, USS 3345

Public Comment:

**Kylie Burton** spoke in support of the variance request.

**Genan Sorenson** spoke in opposition to the variance request.

*Vice Chair Hall* called for a recess of the meeting at 6:33 PM.

*Vice Chair Hall* called the meeting back to order at 6:36 PM.

**ADJOURNMENT**

*Vice Chair Hall* called for the adjournment of the public hearing. Vote to adjourn 4 yea, 0 nay, and 3 absent (*Harrison, Foode, & Den Adel*). Hearing adjourned at 6:37 PM.

Approved:

\_\_\_\_\_  
Tania Harrison, Chair

Attest:

\_\_\_\_\_  
Amanda Hadley Coward, City Planner

**PLANNING COMMISSION REGULAR MEETING**  
**Tuesday August 12, 2025, AT 6:30 PM**  
**CORDOVA CENTER COMMUNITY ROOM A & B**

**MINUTES**

**1. CALL TO ORDER**

*Vice Chair Hall* called the regular meeting to order at 6:37 PM.

**2. ROLL CALL**

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

**3. APPROVAL OF AGENDA**

*M/Trumblee, S/Bolin, Hall*, all those in favor vote 4 yea, 0 nay, 3 absent (*Harrison, Foode, & Den Adel*).

**4. APPROVAL OF CONSENT CALENDAR**

a. Record excused absence of *Tania Harrison* and excused absence of *Chris Bolin* from the July 08, 2025, Regular Meeting

*M/Trumblee, S/Ranney, Vice Chair Hall*, all those in favor vote 4 yea, 0 nay, 3 absent (*Harrison, Foode, & Den Adel*).

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

*Trumblee* disclosed a possible conflict of interest.

*Vice Chair Hall*, there is no conflict of interest.

*Commissioners* agreed there was no conflict.

**6. CORRESPONDENCE - None**

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

a. Guest Speakers – None.

b. Audience comments regarding agenda items.

*Vice Chair of the Native Village of Eyak Tribal Council, Brooke Mallory*, spoke on agenda item 10.a. in support of the Native Village of Eyak proposal.

*Jones Properties LLC owner Kenneth Jones*, spoke on agenda item 10.a. in support of the Jones Properties LLC proposal.

**8. PLANNER'S REPORT**

*Planner*, extended the invitation to the Planning Commission to attend the City Council work session on September 03, 2025, at 6 PM for a housing development guest speaker.

**9. UNFINISHED BUSINESS - None**

**10. NEW BUSINESS**

a. Land Disposal Lots 19-25, Block 6, Original Townsite

*M/Ranney S/Bolin*, "I move to recommend City Council approve the proposal from Jones Properties LLC and Soulliere Companies, Inc. to lease or purchase Lots 19-25, Block 6, Original Townsite."

*Ranney*, both proposals have merit. Jones Properties has more, and it was what the Commission had in mind when they put this property out for RFP. NVE is ambitious, but only if they actually do the whole project with a large timeline and many uncertainties.

*Bolin*, wanted to get the agenda item on the table for discussion. Big proposals on both sides with a lot of merit. NVE's proposal scored higher on the cultural aspects of what it does for the community.

*Trumblee*, I liked both proposals NVE's is higher on the cultural aspect like Commissioner Bolin said.

The Jones proposal apartments are so tiny. This is said to be typical of an urban apartment complex. A two bedroom apartment at 609 square feet feels very small. The snow shed roof is also a concern. There are also business spaces in the Jones proposal. The NVE proposal planning to open its tribal hall and commercial kitchen as a community rental which would bring the community into that not just tribal

members. This would increase the tourism aspect of the community as people coming to town are looking for something like that to visit.

**Hall**, The apartments are really small and doesn't seem to be for long term use. It could be for teachers and nurses that might need somewhere to stay and take a year before they can find somewhere to get settled. I would expect the apartments to have a high turn over rate. Cordova has a huge hole and needs housing and this is an attempt to fill that hole. A bigger variety with fewer units might be less profitable. How many of these units are going to be short-term rental units? My issue with the NVE proposal is it doesn't address one of our main concerns, which was housing and business spaces. This is basically one big business. The proposed purchase price is much higher. Price is just a portion of the proposal. The Planning Commission makes a recommendation and the City Council will have the final decision.

**M/ Bolin S/Trumblee** to Amend the motion to "I move to recommend City Council approve the proposal from the Native Village of Eyak (NVE) to lease or purchase Lots 19-25, Block 6, Original Townsite."

Vote: to Amend: 4 yes, 0 no, 3 absent (**Harrison, Foode, & Den Adel**)

Vote on the motion as amended: 4 yes, 0 no, 3 absent (**Harrison, Foode, & Den Adel**).

b. Request for Variance

**M/Bolin S/Trumblee** "I move to grant the variance request submitted by Diana Riedel and to include the findings and conditions presented in the Staff report." Vote: 4 yeas, 0 no, 3 absent (**Harrison, Foode, & Den Adel**)

## 11. AUDIENCE COMMENTS

## 12. COMMISSION COMMENTS

**Trumblee**, thank Saff for the packet, and thank both proposers; they were well thought out. City Council will now make its final decision.

**Bolin** echoes Commissioner Trumblee's comments.

**Ranney**, reiterate the comments and thanks for the public participation.

**Hall**, I second that and appreciate the Planners' work on the packet.

## 13. ADJOURNMENT

**M/Ranney S/Bolin**, Vote to adjourn: 4 yea, 0 nay, and 3 absent. Meeting adjourned at 7:36 PM.

**Vice Chair Hall** called for the adjournment of the regular meeting.

Approved:

\_\_\_\_\_  
Tania Harrison, Chair

Attest:

\_\_\_\_\_  
Amanda Hadley Coward, City Planner

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**Public Hearing – Conditional Use Permit Request Applicant: Casea Babic (Lot 11, Mount Eccles Estates) Hearing Date: June 16, 2026, at 6:30 PM**

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**From** Molly Whitcomb <mollywhitcomb20@gmail.com>

**Date** Tue 6/9/2026 3:34 PM

**To** Amanda Coward <planning@cityofcordova.net>

**Date:** June 9, 2026

**To:** Amanda Hadley Coward, City Planner

City of Cordova Planning Commission

City Hall

601 First Street

P.O. Box 1210

Cordova, Alaska 99574

*Submitted via email to: [planning@cityofcordova.net](mailto:planning@cityofcordova.net)*

Dear Planner Coward and Honorable Members of the Planning Commission,

As a property owner and resident within the 300-foot notification boundary of Lot 11, Mt Eccles Estates, I am writing to submit my formal public comments regarding the Conditional Use Permit request submitted by Casea Babic to construct a second single-family home on their property.

First and foremost, I want to emphasize that **I do not object to the construction of this second home**, nor do I oppose the smart infill development of our neighborhood. Cordova is in need of quality housing options, and I support our neighbors' efforts to utilize their property effectively.

However, as Mt Eccles Estates continues to develop and density increases, our neighborhood infrastructure must keep pace to maintain safety, livability, and community health. I would like to use this public hearing process as an opportunity to ask the Planning Commission and the City to address some pressing infrastructure and safety concerns associated with this ongoing growth.

Our primary concern is the escalating volume and speed of vehicular traffic traveling the Lake View Drive hill corridor. Because of the steep grade and limited visibility, vehicles frequently navigate this residential hill at speeds that are unsafe for a neighborhood street—a risk that continues to multiply as local development brings more traffic to the subdivision. This infrastructure gap creates a hazardous environment for residents, particularly families with young children. The nearby waterfall/spring is a treasured natural asset that draws neighborhood children and residents who regularly walk up the hill to access it. However, the combination of blind curves, fast-moving vehicles, and a complete lack of designated pedestrian space makes this vital community path a safety liability.

As detailed in the attached satellite image (below), the highest-risk zone is boxed in red, and the approximate location of the waterfall/spring is circled in yellow.

To proactively address these risks before a major incident occurs, we ask the City to implement the following highly effective, low-cost safety measures:

- We request the installation of highly visible, standardized traffic signage along the hill corridor to immediately heighten driver awareness and moderate speeds. Specifically, we ask for:
  - Residential & Foot Traffic Alerts: Yellow supplemental warning plaques indicating a "High Pedestrian Area" or "Neighborhood Zone."
  - School Bus Stop Warning: An official "School Bus Stop Ahead" warning sign on the highway approach to the Lake View Drive intersection to safeguard children gathering for and disembarking from the school bus.
- Pedestrian Shoulder/Pathway (Long-Term): We request that the City evaluate adding a delineated walking shoulder or path, possibly through future capital improvements.

Community Connectivity and Shared Recreation (Long-Term Request):

Looking at the layout of our area, Mt Eccles Estates is located immediately adjacent to another residential neighborhood (Highland Dr area). Currently, these two communities are separated by a small strip of forested land and are only connected by traveling out onto the main highway.

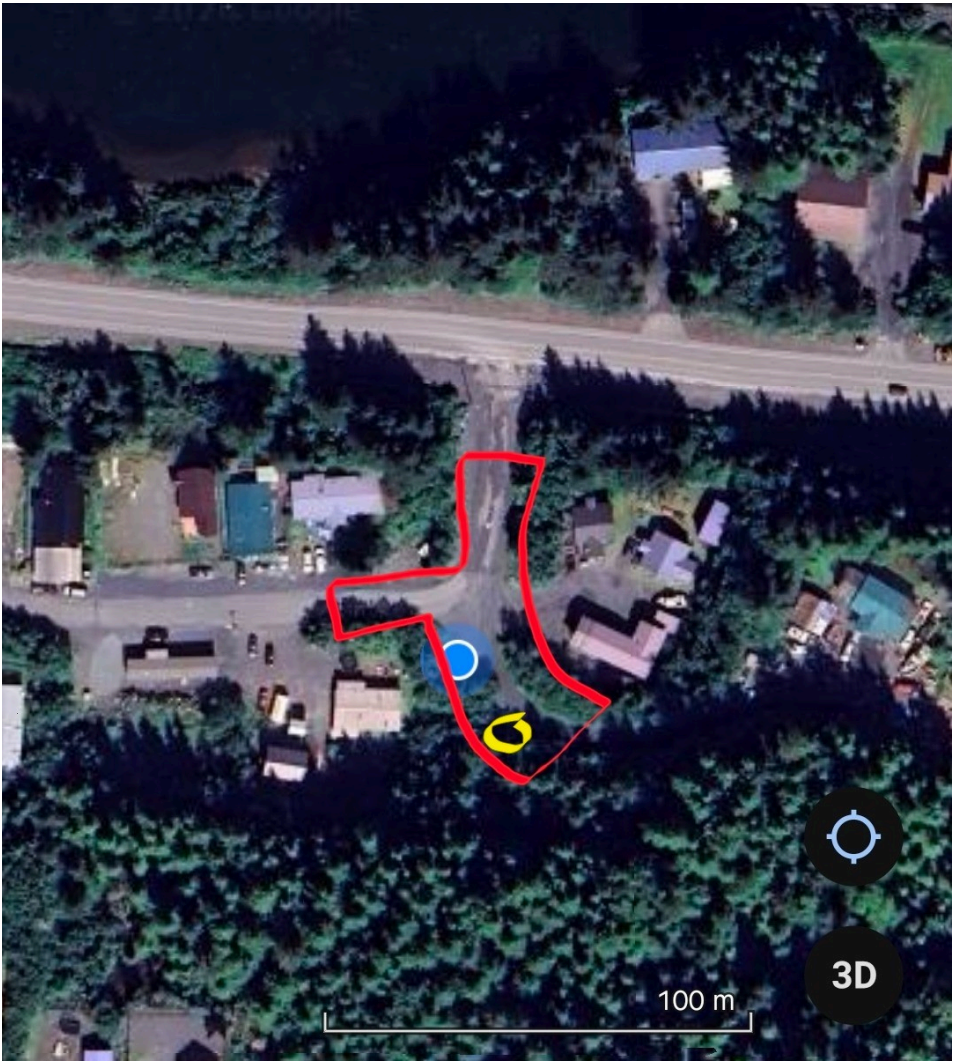
- In alignment with the *Cordova Comprehensive Trails Plan (2025)*, which emphasizes safe walking corridors and pedestrian connectivity near town, we suggest the City explore dedicating an easement for a wooded walking path linking these two neighborhoods.
- Establishing a shared, centrally-located playground or pocket park (similar to Nettie Hansen Park) in the buffer area between our neighborhoods would be an incredible asset. It would give the children from both developments a safe, dedicated space to gather and play, completely removing them from the hazards of playing near residential roads and the highway.

Conclusion

I believe that proactive planning and small, thoughtful investments in public safety can turn neighborhood growth into a win-win for everyone. By implementing simple, low cost, traffic-calming measures and planning for pedestrian trails and recreational spaces, the City can ensure that Mt Eccles Estates remains a safe, welcoming, and vibrant place for families to live.

Thank you for your time, consideration of these comments, and your continued dedication to the planning and safety of Cordova.

Sincerely,  
The Whitcomb Family  
1803 Lake View Dr Cordova, Alaska 99574  
907-831-0790  
[Mollywhitcomb20@gmail.com](mailto:Mollywhitcomb20@gmail.com)



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**Re: Reschedule Planning Commission Meeting**

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**From** sarah trumblee <4trumblee@gmail.com>

**Date** Tue 6/2/2026 4:23 PM

**To** Amanda Coward <planning@cityofcordova.net>

**Cc** Tania Harrison <taniaharrison90@gmail.com>; Mark Hall <mjhall105@gmail.com>; Chris Bolin <cbolin@cityofcordova.net>; Kris Ranney <rannkri@gmail.com>; Gail Foode <eyak@mac.com>; sean@nobleoceanfarms.com <sean@nobleoceanfarms.com>

Hi Amanda-this will not work for me, so I will be unable to attend the meeting. Virtually or in person.  
Sarah

On Tue, Jun 2, 2026 at 12:18PM Amanda Coward <[planning@cityofcordova.net](mailto:planning@cityofcordova.net)> wrote:

Hi Planning Commission,

I am going to be rescheduling the Planning Commission Meeting from the regular second Tuesday of the month. The meeting for June will be held on Tuesday, June 16, 2026, at 6:30 PM in Community Rooms A & B. I hope this works for everyone. Thanks.

*\*Please do not reply all to this email per the Open Meetings Act*

*Amanda Hadley Coward*

**City Planner**



**City of Cordova**  
A L A S K A

P.O. Box 1210

601 First Street

Cordova, AK 99574

Office Phone: 907.424.6200

Planning Phone: 907.424.6224

Fax: 907.424.6000

Email: [planning@cityofcordova.net](mailto:planning@cityofcordova.net)

Website: <https://www.cityofcordova.net/city-planning-and-land-use/>

**Office Hours:**

Monday-Friday 8:00am-5:00pm

**Please also be aware of the following Unavailable dates:**

2026

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**Re: Reschedule Planning Commission Meeting**

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**From** sean@nobleoceanfarms.com <sean@nobleoceanfarms.com>

**Date** Tue 6/2/2026 4:33 PM

**To** Amanda Coward <planning@cityofcordova.net>

**Cc** Tania Harrison <taniaharrison90@gmail.com>; Mark Hall <mjhall105@gmail.com>; Chris Bolin <cbolin@cityofcordova.net>; Kris Ranney <rannkri@gmail.com>; Sarah Trumblee <4trumblee@gmail.com>; Gail Foode <eyak@mac.com>

The 16th works for me.

Thanks for the heads up

Sean

Sent from my iPhone

On Jun 2, 2026, at 12:18 PM, Amanda Coward <planning@cityofcordova.net> wrote:

Hi Planning Commission,

I am going to be rescheduling the Planning Commission Meeting from the regular second Tuesday of the month. The meeting for June will be held on Tuesday, June 16, 2026, at 6:30 PM in Community Rooms A & B. I hope this works for everyone. Thanks.

*\*Please do not reply all to this email per the Open Meetings Act*

*Amanda Hadley Coward*

**City Planner**

<image.png>

P.O. Box 1210

601 First Street

Cordova, AK 99574

Office Phone: 907.424.6200

Planning Phone: 907.424.6224

Fax: 907.424.6000

Email: [planning@cityofcordova.net](mailto:planning@cityofcordova.net)

Website: <https://www.cityofcordova.net/city-planning-and-land-use/>

**Office Hours:**

Monday-Friday 8:00am-5:00pm

**Please also be aware of the following Unavailable dates:**

2026

May 25, 2026

Memorial Day

# Planner's Report

**To:** Planning and Zoning Commission  
**From:** Amanda Hadley Coward, City Planner  
**Date:** Friday, June 12, 2026  
**Re:** Recent Activities and Updates

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## **Second Street Purchase & Sale Agreement with the Native Village of Eyak (NVE)**

- The Purchase & Sale Agreement is at the title company, waiting for closing.

## **Shepard Point Road Purchase & Sale Agreement with the Native Village of Eyak (NVE)**

- The Purchase & Sale Agreement is at the title company, waiting for closing.
- The water transmission main work in the area is completed.
- NVE is currently working on the replat, which will be recorded concurrently with the closing.

## **2 Acre Portion of ATS 220 Purchase & Sale Agreement with Cordova Electric Cooperative (CEC)**

- The Purchase & Sale Agreement is at the title company, waiting for closing.
- CEC is currently working on the replat, which will be recorded concurrently with the closing.

## **LeFevre Street Purchase & Sale Agreement with Riedel & Burton**

- The Purchase & Sale Agreement is at the title company, waiting for closing.

## **Third Street Purchase & Sale Agreement with Stack/Solomon**

- The Purchase & Sale Agreement is at the title company, waiting for closing.
- Stack/Solomon has completed the replat, which will be recorded concurrently with the closing.

## **Negotiations with Camtu Alaska Wild Seafoods for a Portion of Lot 1, Block 7A, Tidewater Development Park**

- Negotiations are occurring with the Planner and the City Manager.
- Camtu's is completing the survey, design work, and permit feasibility.
- When doing the survey, the actual request for the dock the engineers had designed would also require a 4,100 square foot portion of ATS 220.

## **Negotiations with Prince William Sound Economic Development District (PWSEDD) for Lot 2, Block 7, North Fill Development Park**

- Negotiations are occurring with the Planner and the City Manager.

### **Meeting/Event Attendance**

- Harbor Commission Regular Meeting
- City of Cordova Directors Meetings
- Public Works Supervisors Meeting
- Pre-Site Access Meeting for the Future Public Safety Building

### **Permits**

- Land Use Permits Issued: Four (4)
- Building Permit Applications Received: Twelve (12)
- Conditional Use Applications Received: Four (4)
- Variance Applications Received: Two (2)
- Subdivision Applications Received: Two (2)

## **Alaska Municipal League (AML) Safe Streets for All**

### **Last call for public input!**

The City of Cordova is finalizing its Safe Streets for All Safety Action Plan and wants to hear from you one last time. Whether you drive, walk, bike, use mobility devices, or travel around town in any other way, your feedback will help identify transportation safety concerns and guide future improvements.

Your input today will help shape a safer transportation network for the entire community.

Please take a few minutes to complete the **survey** before it **closes on July 15**.

Link to Survey: <https://survey123.arcgis.com/share/e973b2330dd645d8b398de38566a1290>

# Planner's Report

**To:** Planning and Zoning Commission  
**From:** Amanda Hadley Coward, City Planner  
**Date:** Friday, June 12, 2026  
**Re:** Recent Activities and Updates

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## **Second Street Purchase & Sale Agreement with the Native Village of Eyak (NVE)**

- The Purchase & Sale Agreement is at the title company, waiting for closing.

## **Shepard Point Road Purchase & Sale Agreement with the Native Village of Eyak (NVE)**

- The Purchase & Sale Agreement is at the title company, waiting for closing.
- The water transmission main work in the area is completed.
- NVE is currently working on the replat, which will be recorded concurrently with the closing.

## **2 Acre Portion of ATS 220 Purchase & Sale Agreement with Cordova Electric Cooperative (CEC)**

- The Purchase & Sale Agreement is at the title company, waiting for closing.
- CEC is currently working on the replat, which will be recorded concurrently with the closing.

## **LeFevre Street Purchase & Sale Agreement with Riedel & Burton**

- The Purchase & Sale Agreement is at the title company, waiting for closing.

## **Third Street Purchase & Sale Agreement with Stack/Solomon**

- The Purchase & Sale Agreement is at the title company, waiting for closing.
- Stack/Solomon has completed the replat, which will be recorded concurrently with the closing.

## **Negotiations with Camtu Alaska Wild Seafoods for a Portion of Lot 1, Block 7A, Tidewater Development Park**

- Negotiations are occurring with the Planner and the City Manager.
- Camtu's is completing the survey, design work, and permit feasibility.
- When doing the survey, the actual request for the dock the engineers had designed would also require a 4,100 square foot portion of ATS 220.

## **Negotiations with Prince William Sound Economic Development District (PWSEDD) for Lot 2, Block 7, North Fill Development Park**

- Negotiations are occurring with the Planner and the City Manager.

### **Meeting/Event Attendance**

- Harbor Commission Regular Meeting
- City of Cordova Directors Meetings
- Public Works Supervisors Meeting
- Pre-Site Access Meeting for the Future Public Safety Building

### **Permits**

- Land Use Permits Issued: Four (4)
- Building Permit Applications Received: Twelve (12)
- Conditional Use Applications Received: Four (4)
- Variance Applications Received: Two (2)
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## **Alaska Municipal League (AML) Safe Streets for All**

### **Last call for public input!**

The City of Cordova is finalizing its Safe Streets for All Safety Action Plan and wants to hear from you one last time. Whether you drive, walk, bike, use mobility devices, or travel around town in any other way, your feedback will help identify transportation safety concerns and guide future improvements.

Your input today will help shape a safer transportation network for the entire community.

Please take a few minutes to complete the **survey** before it **closes on July 15**.

Link to Survey: <https://survey123.arcgis.com/share/e973b2330dd645d8b398de38566a1290>



# SAFE STREETS FOR ALL *TAKE THE SURVEY!*

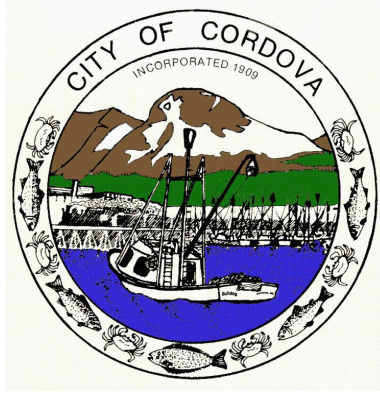
Be part of the Safe Street for All (SS4A) planning process for City of Cordova! Share your input on the transportation network, safety, and transportation issues that are most important to you.



**Survey closes July 15th**

Find out more: [bit.ly/AKsafeststreets](https://bit.ly/AKsafeststreets)





**AGENDA ITEM # 10a**  
**Planning Commission Special Meeting Date: 06/16/2026**  
**PLANNING COMMISSION COMMUNICATION FORM**

---

**FROM:** Amanda Hadley Coward, City Planner  
**DATE:** Tuesday, June 16, 2026  
**ITEM:** Conditional Use Permit – ADU Used for Financial Gain on Lot 11, Mount Eccles Estates  
**NEXT STEP:** Decision on Conditional Use Permit

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INFORMATION  RESOLUTION  
 MOTION

---

- I. REQUEST OR ISSUE:**  
Requested Actions: Decision on Conditional Use Permit  
Applicant: Casea Babic  
Legal Description: Lot 11, Mount Eccles Estates  
Parcel Number: 02-086-521  
Zoning: Medium Density Residence District  
Lot Area: Approximately 17,546 sq. ft.

The City of Cordova received an application requesting a Conditional Use Permit (CUP) to construct an accessory dwelling unit (ADU), a second single-family home on the same lot.

The Planning Commission, in accordance with Cordova Municipal Code (CMC) 18.60.020, shall hold a public hearing for a Conditional Use Permit to solicit public input. Following that hearing, the Commission shall review the application and determine whether the approval criteria listed in section IV of this memo have been met. If the approval criteria have been met, the Commission shall approve the request.

Additionally, the Commission may add conditions of approval if it determines that they are necessary to offset potential negative outcomes from approving the request.

The Commission's decision shall take effect ten (10) days after the decision.

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

“I move the Planning Commission to grant the Conditional Use Permit request for the construction of a second detached dwelling to be used for financial gain on Lot 11, Mount Eccles Estates, submitted by Casea Babic, and adopt and incorporate the findings of approval within the Staff report.”

The Planning Commission may choose to include or remove the suggested findings that are below, or impose different or additional findings and/or conditions that it deems appropriate. The CUP can be granted with or without special conditions or denied.

**III. FISCAL IMPACTS:** Additional revenue would be generated from the increase in property taxes, the collection of rental taxes, water & sewer fees, and refuse fees.

**IV. BACKGROUND INFORMATION:** Lot 11, Mount Eccles Estates, contains a single-family home. The applicant is requesting to construct an ADU, a second single-family home on the same lot. The applicant rents out the current home as a long-term rental. She also plans to rent out the second single-family home as a long-term rental.

Staff has reviewed this application for compliance with the CMC zoning district. The proposed dwelling meets all required height and setback restrictions of the Medium Density Residence District. The property has ample space to meet the parking requirements of both the existing single-family home and the proposed ADU. The code allows for multiple-family dwellings in this zoning district. The applicants' request to have two (2) single-family homes at one location would have the same impact as a duplex on the property, which is an allowed use. The lot area for a two-family dwelling unit must be at least 2,000 square feet per dwelling unit. The lot more than meets this requirement as it is 17,546 square feet.

Staff does want to point out that on plat 85-7, there is a recorded ten (10) foot utility easement running east to west along the front lot line. A recorded ten (10) foot green belt runs east to west along the back lot line. A recorded fifteen (15) foot drainage easement runs across a portion of the property along the left lot line (when viewed from the street) and angles east across a portion of the property. The applicant is aware of these recorded easements and has designed the AUD to be positioned so as not to interfere with them.

The 2019 Cordova Comprehensive Plan supports this type of development: Land Use Policies and Issues Strategy #2 states, “encourage development of accessory dwelling units and duplexes to add to the housing supply and so owners can generate revenue.” (The 2019 Cordova Comprehensive Plan, page 25). Staff's assessment is that this use is supported by the comprehensive plan, as two (2) single-family homes on one property have the same impact as a duplex. The applicant is requesting to generate revenue from both single-family homes, a request supported by the comprehensive plan.

The Planning Commission may choose to include or remove the suggested findings that are below, or impose different or additional findings and/or conditions that it deems appropriate.

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

Applicable Code:

*Chapter 18.24 - R MEDIUM DENSITY RESIDENCE DISTRICT*

*18.24.010 - Permitted uses.*

*The following uses are permitted in the R medium density district:*

- A. One-family, two-family and multiple-family dwellings;*
- B. Boardinghouses;*
- C. Accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters;*
- D. Require off-street parking.*

**Suggested Findings:**

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

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

This criterion is met.

The zoning district allows for residential dwellings, one-family, two-family, and multiple-family, with ADUs not operated for financial gain. However, CUPs can exempt it from this restriction if approved. Operating for financial gain would become an allowed use for this ADU on this property.

The 2019 Cordova Comprehensive Plan supports this type of development: Land Use Policies and Issues Strategy #2 states, “encourage development of accessory dwelling units and duplexes to add to the housing supply and so owners can generate revenue.” (The 2019 Cordova Comprehensive Plan, page 25)

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

This criterion is met.

This proposed use is similar to the allowed accessory uses for the zoning district. This is a similar use as ADUs are allowed. However, the zoning code specifically addresses that ADUs are not to be operated for financial gain in the Medium Density Residence District. The applicant is requesting to specifically use their ADU for financial gain. If approved, this ADU will operate for financial gain, which is an acceptable use; if a CUP is granted, it will be exempt from this restriction. This will not injure the lawful use of neighboring properties.

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

This criterion is met.

The available public services and facilities are adequate to serve the proposed use. The single-family home currently on the property is connected to the City water and sewer services. The ADU, if granted, would be connected to these City services and would not impose undue stress on the water and sewer utilities.

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

This criterion is met.

This area has low residential traffic. The zoning code allows for multi-family dwellings on this property. This lot could potentially support seventeen (17) units. Each dwelling unit needs two (2) parking spaces. That would require thirty-four (34) vehicles needing off-street parking. This is allowed in the zoning district per the CMC.

The applicant's development request, with the preexisting structure, would be for four (4) vehicles, with an off-street parking requirement. The request would not have a permanent negative impact on pedestrian and vehicular traffic or safety beyond that anticipated from other permitted developments.

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

This criterion is met.

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

V. **LEGAL ISSUES:** The decision of the Planning Commission may be appealed to the Board of Adjustment.

VI. **ENVIRONMENTAL ISSUES:** No environmental issues are identified.

VII. **SUMMARY AND ALTERNATIVES:** The City of Cordova received an application requesting a CUP to allow an ADU that will be constructed on Lot 11, Mount Eccles Estates, to be allowed as an income-producing rental unit.

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

VIII. **CONDITIONS OF APPROVAL:** Staff recommends the following conditions of approval:

Staff has no recommended conditions of approval at this time.

IX. **ATTACHMENTS:**

- A. Conditional Use Permit Application with Provided Attachments
- B. Plat 85-7
- C. Subject Property

# CITY OF CORDOVA



## CONDITIONAL USE PERMIT APPLICATION

### City of Cordova, Alaska

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

### APPLICANT INFORMATION

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

### OWNER INFORMATION

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

Only complete this section if owner is different from applicant.

### PROPERTY INFORMATION

Address:	108 Mt Eccles St.
Legal Description:	"
Tax Lot No.:	Parcel 02-086-521
Zone District:	Cordova- 306

Planning Department can assist if unknown.

## REQUEST DESCRIPTION

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

Starting May/June of 2026 I will begin the ground work and foundation for a single family home on the back half of my property at 108 Mt. Eccles St. I expect the construction of this home will last through 2028. This home will have its own connections to all utilities. It will be a 3 bedroom, 2 bathroom, 2 story home. There is currently a 3 bed room 2 bath house on the front part of this property that is currently a long term rental. The house I am going to built will also act as a long term rental.

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

## CONDITIONAL USE STANDARDS

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

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

Yes. This home will be residential use only. The lot is large enough to have 4 city lots and I will be building the new home far enough away from any existing homes. It will have its own utilities and will not cause any issues to the existing homes around it.

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

This will not permanently or substantially injure the neighboring properties. This will be a nice-looking home that should add to the overall look of the neighborhood, not take away in any way. It will be within my property lines and not intrude on any other property.

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

Yes, more than adequate as it will be hooked up to the city water and sewer. It will have its own electric, heat and internet utility hook ups as well. There will be no shared services, and it will be a single-family home with the required residential size water and sewer hookup line widths.

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

It will not. Since it will be used for a residence, it will only add the additional pedestrian and vehicular traffic that an additional residence for a single family would add. There is enough off-street parking to accommodate this on this property.

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

It will not. It is a single-family home and will not add any public safety, health or general welfare hazards.

### OTHER CONDITIONAL USE REQUIREMENTS

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

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

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

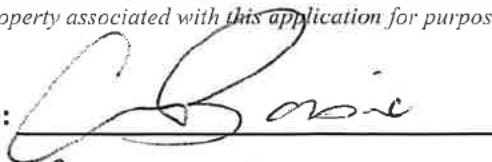
If applicant is not the owner of the subject lot, the owner's signed authorization granting applicant the authority to (a) apply for the conditional use permit and (b) bind the owner to the terms of the conditional use permit, if granted.

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

### APPLICANT CERTIFICATION

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

**Applicant Signature:**



**Date:**

5/8/26

**Print Name:**

Casen Babitz

REVISION	DATE	BY

THESE DRAWINGS ARE THE SOLE PROPERTY OF NELSON HOMES AND CAN BE USED FOR COMPLETION OF THIS PROJECT ONLY. DO NOT COPY, MODIFY OR REDISTRIBUTE THESE DRAWINGS WITHOUT WRITTEN CONSENT FROM NELSON HOMES.

ALL CONSTRUCTION TO MEET OR EXCEED ALL LOCAL AND NATIONAL BUILDING CODES. CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS, SPECIFICATIONS AND METHODS OF CONSTRUCTION.

DO NOT SCALE DRAWINGS. REPORT ANY ERRORS OR OMISSIONS TO OWNER BEFORE PROCEEDING.

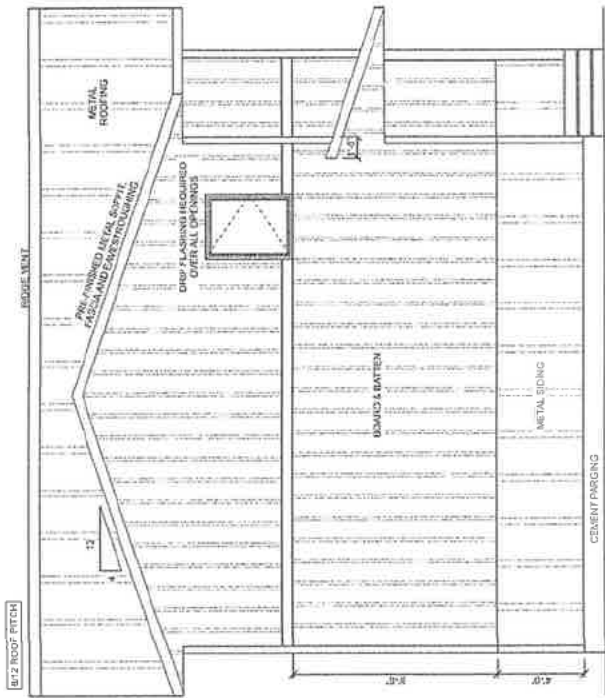


**Nelson HOMES**  
Trusted Quality and Service  
Since 1949

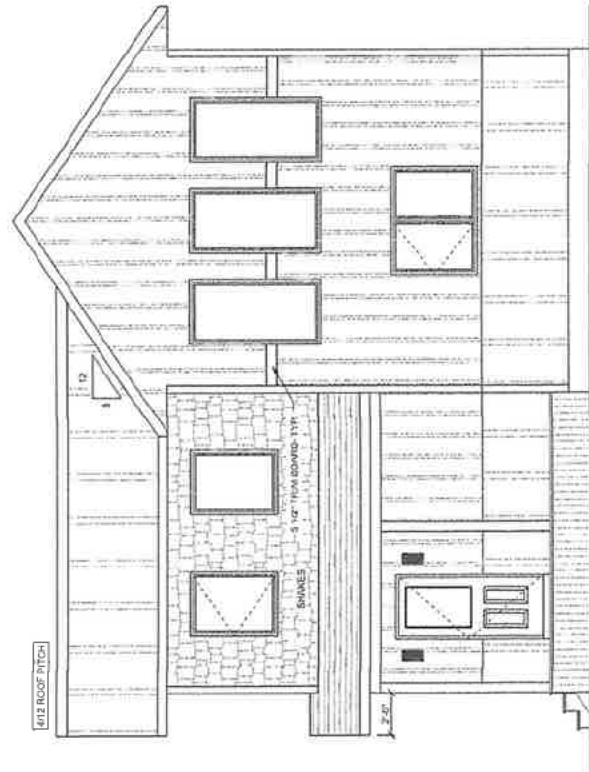
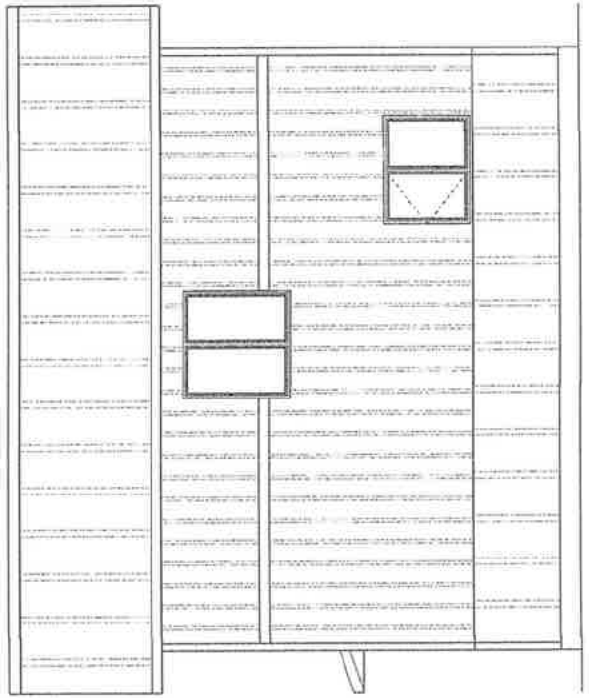
Head Office: Highway 16 West & RR 15  
Mail: 6609-44 St., Lloydminster, AB T9V 2X1  
Phone: 780-871-6377 | Email: [info@nelsonhomes.ca](mailto:info@nelsonhomes.ca)  
[www.nelsonhomes.ca](http://www.nelsonhomes.ca)

PROJECT: BABIC RESIDENCE  
NH PROJECT No.: M1656  
LOCATION: FAIRBANKS, AK  
ZONE/SPEC:  
SIZE: 1529 SQ FT  
DRAWN BY: KJC 06/24/22

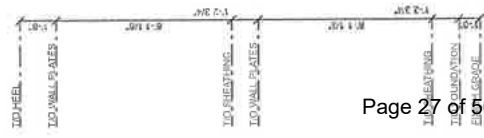
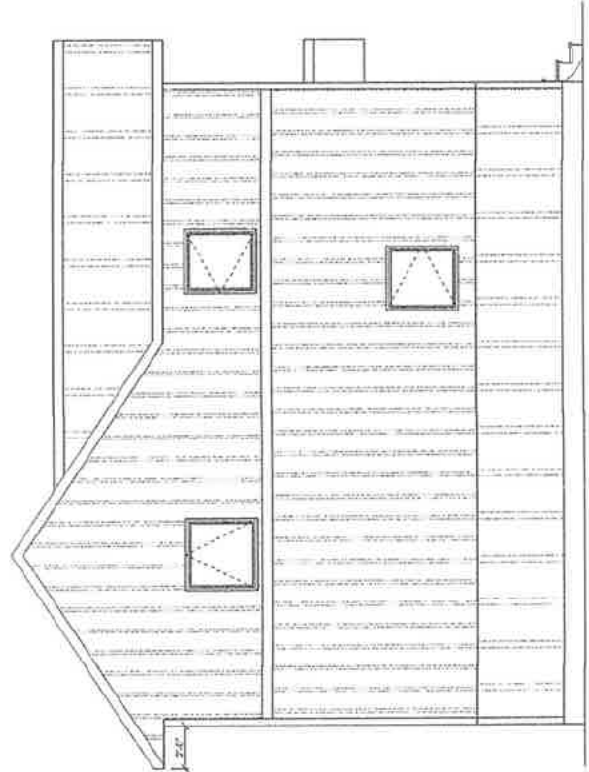
1 OF 7



LEFT ELEVATION



FRONT ELEVATION  
SCALE: 1/4" = 1'-0"



0 25 50 75 100 125 150

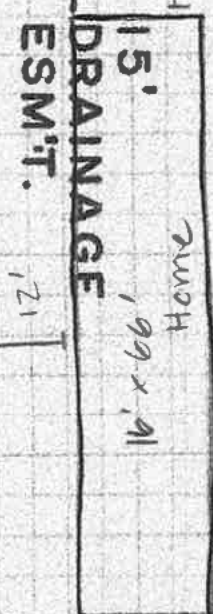
(NR) N 1°07'23" E

195.6'

110.61'

410' UTILITY ESMT.

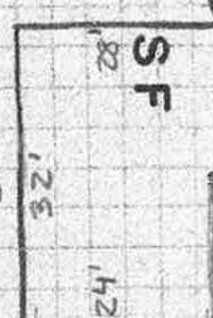
Parking 20' Easement



to1 mddn



17,546 SF



over 10'

N 0°42'16" E

143.79'

10' GREEN BELT  
125.00'

Well over 10'

Parking

Parking

138.32'  
DRAINAGE ESMT. TO 101 mddn

(DRJ) E P1

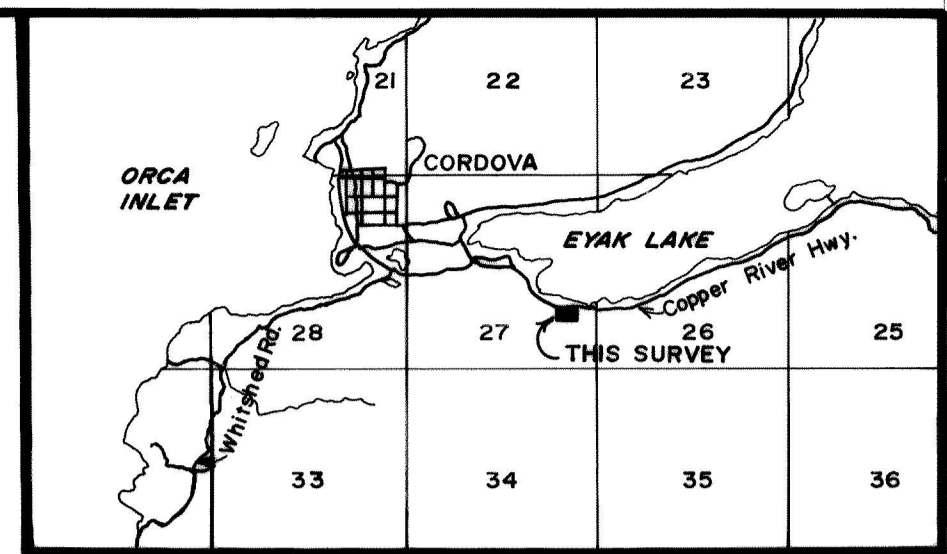
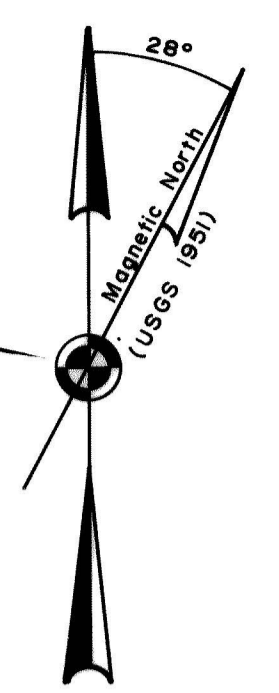
**GENERAL NOTES**

- The BASIS OF BEARING for this plat is derived from a field tie between recovered monumented position at the northwest corner of Tract C and the northeast corner of Tract A-3, Mt. Eccles Estates, Add. No. 1. Record Bearing S81°12'28"E. Record Distance 1,444.93'. Measured Distance 1,445.27'. Distances along northern boundary (Lots 1 thru 8) are proportioned accordingly.
- Boundary monumentation and lot staking to be completed on or before June 1, 1985.
- The 15' Drainage Easement encroaches upon existing mobile homes within Lots 5 and 6 on this plat.

**SURVEYOR'S CERTIFICATE**

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

Date Sept. 3, 1985 Registration Number 3212-5  
*Paul R. Mence*  
 Registered Land Surveyor



**VICINITY MAP**

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (We), hereby certify that I (We) hold the herein specified property interest in the property described hereon. I (We) hereby dedicate to the City of Cordova all areas depicted for use as public utility easements, streets, alleys, parks, thoroughfares, and other public areas shown hereon. There shall be reserved adjacent to the dedicated streets shown hereon, a slope reservation easement sufficient to contain cut and fill slopes of 1.5 feet horizontal for each 1 foot vertical (1.5 to 1) of cut or fill for the purpose of providing and maintaining the lateral support of the constructed streets. There is reserved to the grantors, their heirs, successors and assigns, the right to use such areas at any time upon providing and maintaining other adequate lateral support, as approved by the City.

I (We), hereby agree to this plat and to any restriction or covenant appearing hereon and any such restriction or covenant shall be binding and enforceable against present and successive owners of this subdivided property.

*Robert L. Vanbrocklin*  
 Robert L. Vanbrocklin  
 By Power of Attorney, Feb. 13, 1985

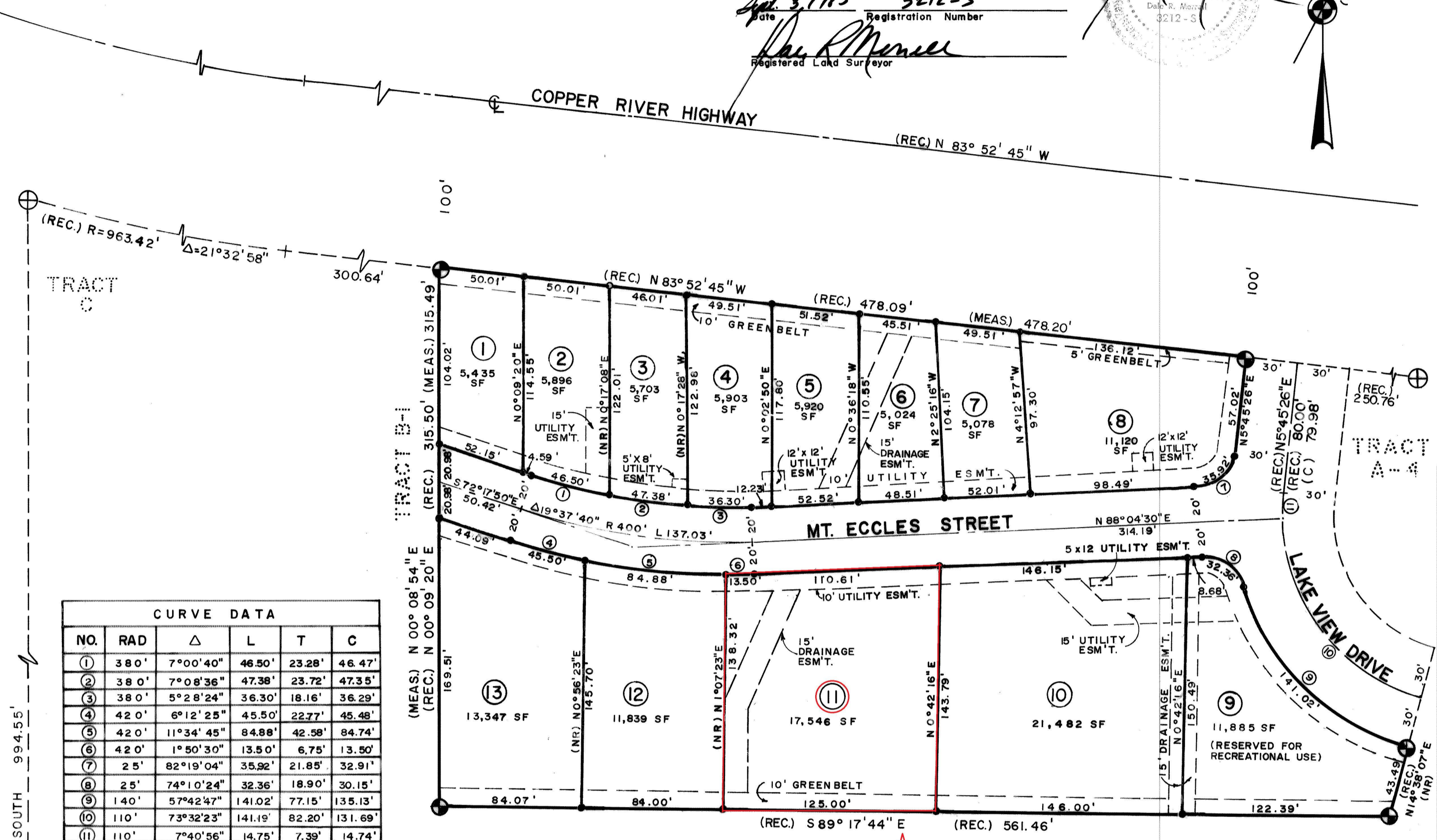
*Michael Hammersmith*  
 Michael Hammersmith  
 Patricia C. Hammersmith  
 By Power of Attorney, Feb. 13, 1985

Patricia C. Hammersmith

**NOTARY ACKNOWLEDGEMENT**

Subscribed and sworn to before me this 14<sup>th</sup> day of August, 1985. Personally appeared; Robert L. Vanbrocklin, Michael Hammersmith, and Patricia C. Hammersmith.

*Barbara A. Beedle*  
 Notary Public  
July 28, 1988  
 My Commission Expires



CURVE DATA					
NO.	RAD	Δ	L	T	C
①	380'	7°00'40"	46.50'	23.28'	46.47'
②	380'	7°08'36"	47.38'	23.72'	47.35'
③	380'	5°28'24"	36.30'	18.16'	36.29'
④	420'	6°12'25"	45.50'	22.77'	45.48'
⑤	420'	11°34'45"	84.88'	42.58'	84.74'
⑥	420'	1°50'30"	13.50'	6.75'	13.50'
⑦	25'	82°19'04"	35.92'	21.85'	32.91'
⑧	25'	74°10'24"	32.36'	18.90'	30.15'
⑨	140'	57°42'47"	141.02'	77.15'	135.13'
⑩	110'	73°32'23"	141.19'	82.20'	131.69'
⑪	110'	7°40'56"	14.75'	7.39'	14.74'

**LEGEND**

- Monument of Record not recovered.
- ⊕ Found 2" Aluminum Cap set on 1/2" φ rebar.
- ⊙ Set 3-1/4" Aluminum Cap set on 1/2" φ rebar.
- Set 1-7/8" Aluminum Cap set on 1/2" rebar.
- Corner Not Set.
- (MEAS) Measured
- (C) Computed
- (NR) Non Radial
- (REC) Record

**ACCEPTANCE OF DEDICATION**

The City of Cordova hereby accepts for public uses and for public purposes the real property dedicated on this plat including, but not limited to the easements, rights-of-way, alleys, roadways, thoroughfares and parks shown hereon.

Dated at Cordova, Alaska this 3rd day of September, 1985.

*Richard J. Leland*  
 City Manager

ATTEST:  
*Deanna M. Shesky*  
 City Clerk

**TAX CERTIFICATION**

All real property taxes levied by the City of Cordova on the area shown on this plat have been paid.

Date 9/3/85 *Deanna M. Shesky*  
 Authorized Official

**APPROVAL BY THE COMMISSION**

Plat approved by the City Planning Commission this 27<sup>th</sup> day of February, 1985.

*Janice L. Washburn*  
 Chairman, City Planning Commission

**Subject Property**

85-7

RECORDED - FILED 10-  
 CORDOVA REC. DIST.

DATE SEPTEMBER 12 1985  
 TIME 3:04 P.M.  
 Requested by CITY OF CORDOVA  
 Address BOX 1210  
CORDOVA, AK 99574

**MT. ECCLES ESTATES**

A RESUBDIVISION OF TRACT B-2  
 MT. ECCLES ESTATES, ADD. NO. 1

**MERRELL & ASSOC.  
 DESIGN SERVICE**

DRAWN BY: C.D.D. SCALE: 1" = 50' DATE: 2/4/85



Copper River Hwy

Copper River Hwy

Copper River Hwy

Highland Dr

Mount Eccles Rd

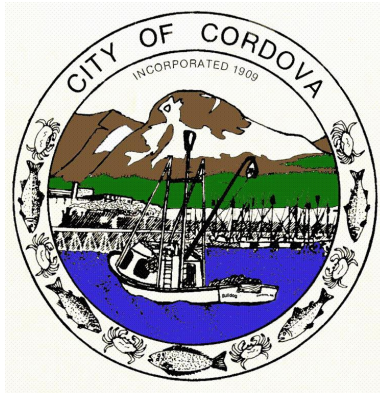
Highland Dr

Woodland Dr

Woodland Dr

Highland Dr

**Subject  
Property**



**AGENDA ITEM # 10b**  
**Planning Commission Special Meeting Date: 06/16/2026**

**PLANNING COMMISSION COMMUNICATION FORM**

---

**FROM:** Amanda Hadley Coward, City Planner  
**DATE:** Tuesday, June 16, 2026  
**ITEM:** Variance Permit – Setback Reduction Request on Lot 4A, Block 3, USS 3345  
**NEXT STEP:** Decide Whether to Grant Variance Permit

---

INFORMATION  RESOLUTION  
 MOTION

---

**I. REQUEST OR ISSUE:**

Requested Actions: Grant Variance  
Applicant: Diana Riedel & Kiley Burton  
Parcel Number: 02-072-624  
Legal Description: Lot 4A, Block 3, USS 3345  
Zoning: Low Density Residence District  
Lot Area: Approximately 4,400 sq. ft.

Applicants are requesting a variance to reduce the rear lot line setback requirement from 12.25 feet to five (5) feet. This would still maintain the twenty (20) foot setback from the Eyak Lakes area meriting special attention. The reason for this request is to allow an affordable kit home already in Cordova to be used. The lot is irregularly shaped, small, and has a twenty (20) foot City sewer easement running through the property. These are some of the reasons that the applicants have given for requesting this variance.

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

“I move to grant the variance request submitted by Diana Riedel & Kiley Burton to reduce the rear lot line setback to 5 feet on Lot 4A, Block 3, USS 3345, and to accept the findings presented in the Staff report.”

The Planning Commission may choose to include or remove the suggested findings that are below, or impose different or additional findings and/or conditions that it deems appropriate. The variance can be granted with or without special conditions or denied.

**III. FISCAL IMPACTS:** Revenue would be generated from the sale of this property, the collection of property taxes, water fees, sewer fees, and refuse fees.

**IV. BACKGROUND INFORMATION:** On May 28, 2026, the City received a variance application from Diana Riedel and Kiley Burton requesting a reduction of the setback required from the rear lot line. The current setback requirement is 12.25 feet, and the request is to reduce it to five (5) feet. This would still meet the setback of twenty (20) feet from the ordinary high-water mark of the Eyak Lakes area meriting special attention.

The lot is irregularly shaped, small, and has a large twenty (20) foot City sewer easement running through the property. The sewer easement makes that entire section unbuildable. The applicants are requesting this variance as they have an opportunity to reduce their estimated building costs from approximately \$400,000 to \$250,000 by acquiring an SBS kit home already located in Cordova. The applicants state that keeping the build price down amid high interest rates will help keep this home affordable for Kiley, a first-time homebuyer.

Diana Riedel & Kiley Burton have a purchase and sale agreement that has been signed with the City and is at the title company, awaiting the final closing. The City currently owns this property, is aware of the applicant's request, and has no objections to the applicant's applying for this variance.

Staff does want to point out that on plat 2025-2, there is a recorded twenty (20) foot sewer easement running northwest to southeast across a large portion of the property. This makes over 1/3 of the property unbuildable. The applicants are aware of this recorded easement and have made every effort to design a single-family home to be positioned so as not to interfere with it. The challenges with this lot are unique to this property and do not affect other property owners in the Low Density Residence District.

The Planning Commission may choose to include or remove the suggested findings that are below, or impose different or additional findings and/or conditions that it deems appropriate.

Below you will find the variance approval criteria in *italics* and Staff’s responses in normal font type.

**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.*

**Chapter 18.20 - R LOW DENSITY RESIDENCE DISTRICT**

**18.20.010 - Permitted uses.**

*The following uses are permitted in the R low-density district:*

- A. *One-family, two-family and three-family dwellings;*
- B. *Boardinghouses;*
- C. *Truck gardening, the raising of bush and tree crops, flower gardening, and the use of greenhouses;*
- D. *Home occupations;*
- E. *Accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters;*
- F. *Required off-street parking.*

**18.20.020 - Building height limit.**

*The maximum building height in the R low density district shall be two and one-half stories but shall not exceed thirty-five feet.*

**18.20.030 - Lot area.**

- A. *The minimum lot area in the R low-density district shall be four thousand square feet and the minimum lot width shall be forty feet.*
- B. *The minimum lot area in the R low density district for dwellings shall be:*
  1. *For a one—family dwelling, four thousand square feet per dwelling unit.*
  2. *For a two-family and three-family dwelling, two thousand square feet per dwelling unit.*

**18.20.040 - Front yard.**

*There shall be a front yard in the R low density district of not less than ten feet from curb line.*

**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.*

**18.50.090 - AMSA enforceable policies.**

*AMSA enforceable policies shall be enacted and shall provide as follows:*

***E. Future. Development.***

*6. Adequate building setbacks from lake and stream waters and wetlands shall be established and maintained. These setbacks shall be a minimum of twenty feet from any part of a structure to the ordinary high—water mark. Structures in existence at the time of adoption of this plan that are destroyed or damaged may be rebuilt within the existing foundation line.*

**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 been met.

This property does experience other exceptional physical circumstances and conditions that do not apply to others within the Low Density Residence District. An irregularly shaped, small lot, and a large twenty (20) foot City sewer easement that restricts over 1/3 of the lot's space, making that portion unusable. This is an unusual property, and these exceptional physical circumstances affect how it can be utilized. Other owners in the Low Density Residence District do not have the same physical circumstances.

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

The criterion has been met.

There are practical difficulties and hardships for this lot in the Low Density Residence District, which is the development of this property, as it is irregularly shaped, of a small size, and encumbered by a sewer easement. This lot is 4,382 square feet. The property is encumbered by a twenty (20) foot sewer easement that runs diagonally through more than 1/3 of the property, leaving the applicant with approximately 3,000 square feet of area. The required zoning setbacks further reduce the buildable area, leaving the applicant with approximately 1,875 square feet. The remaining area is trapezoid-shaped, and most houses are rectangular, which would further reduce the buildable area.

The hardship is that this property is encumbered by a sewer easement, which reduces the buildable lot size; these restrictions, on top of the zoning setbacks, create a hardship of having much less usable space to build a home than anyone else on a standard lot in the Low Density Residence District would 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.

A public hearing will allow the property owners to address any concerns before the Planning Commission votes on the variance. The applicant is requesting a reduction of the 12.25 foot setback from the rear lot line. There are no land owners adjacent to this lot line, as it borders Eyak Lake, which is owned by the State of Alaska and is public property. No damage will result from reducing this setback. The Eyak Lake area, meriting special attention, requires a twenty (20) foot setback from the ordinary high-water mark, which the applicant meets with the five (5) foot setback request. Granting this variance will not 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.*

This criterion has been met.

The 2019 Comprehensive Plan identifies that there is limited availability of land, new construction is expensive, and there is a limited stock of affordable housing.

In the housing goals, Goal A aims to increase the supply of affordable, high-quality housing that meets the needs of all residents (p.29).

Granting the proposed variances for this lot would enable the construction of a new single-family dwelling. This structure will help alleviate the housing shortage and increase the supply of affordable housing in the community. This is in line with Goal A of the Comprehensive Plan.

Strategy #2 notes that infill and densification should be encouraged to increase density in established residential areas. (p.24)

Development of this property makes use of land in the City that may have gone unused due to the hardship associated with developing this property. Building on this site, which has approximately 3,000 square feet of buildable area, and then reducing that area with required setbacks leaves the applicant with approximately 1,875 square feet of area. The area is a trapezoid, and most houses are rectangular, which would further reduce the buildable area. This hardship has made this lot undesirable to most. Reducing the setback requirement would allow for infill and densification in this residential area, meeting Strategy #2 in the Comprehensive Plan.

V. **LEGAL ISSUES:** The decision of the Planning Commission may be appealed to the Board of Adjustment.

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

VII. **SUMMARY:** The applicants have requested that the Planning Commission grant a variance on Lot 4A, Block 3, USS 3345 to reduce the required rear setback from 12.25 feet to five (5) feet. This would allow the applicants to have a lot line setback different from what the code allows in the Low Density Residence

District. The reasons are that the lot is irregularly shaped, small, and has a large twenty (20) foot City sewer easement running through it that cannot be built on. This would still meet the required twenty (20) foot setback from the ordinary high-water mark of the Eyak Lake area meriting special attention. The applicants can reduce building costs by approximately \$150,000 by purchasing a kit home already located in Cordova that will not meet the current setbacks; however, it will meet the setback if granted the variance from the rear lot line.

**VIII. CONDITIONS OF APPROVAL:** Staff Recommends the following conditions of approval:

Staff has no recommended conditions of approval at this time.

**IX. ATTACHMENTS:**

- A. Variance Application
- B. Plat 2025-2
- C. Subject Property

# 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:	Diana Riedel & Kiley Burton
Mailing Address:	[REDACTED]
City/State/Zip:	[REDACTED]
Phone Number:	[REDACTED]
Email Address:	[REDACTED]

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

Only complete this section if owner is different from applicant.

PROPERTY INFORMATION	
Address:	Lefevre Street
Legal Description:	Lot 4A, Block 3 US Survey 3345
Tax Lot No.:	02-072-624
Zone District:	low density residence 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.

Variance along the rear property line (Lake side) to be reduced from 12.25' to no less than 5'. This will still abide by the area permitting special attention rules of a 20' set back from the ordinary high water mark.

#### 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.**

Irregular shaped, small lot, with a large 20' city sewer easement in the middle of the property makes a reasonable sized footprint almost impossible.

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

I have an opportunity to purchase an SBS kit home already in condova. This variance would bring this project from 380-400K to 250K. This project is for a young first time home buyer. With the current interest rates we are trying our best to keep this affordable. This option also speeds up the completion date.

**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.

No changes to property lines/setbacks with neighboring properties. This is for the lake side of the property but still maintains the 20' ordinary high water mark setback.

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

This variance would reduce barriers for an affordable home and speed up this development. It would support a reasonable building footprint.

**APPLICANT CERTIFICATION**

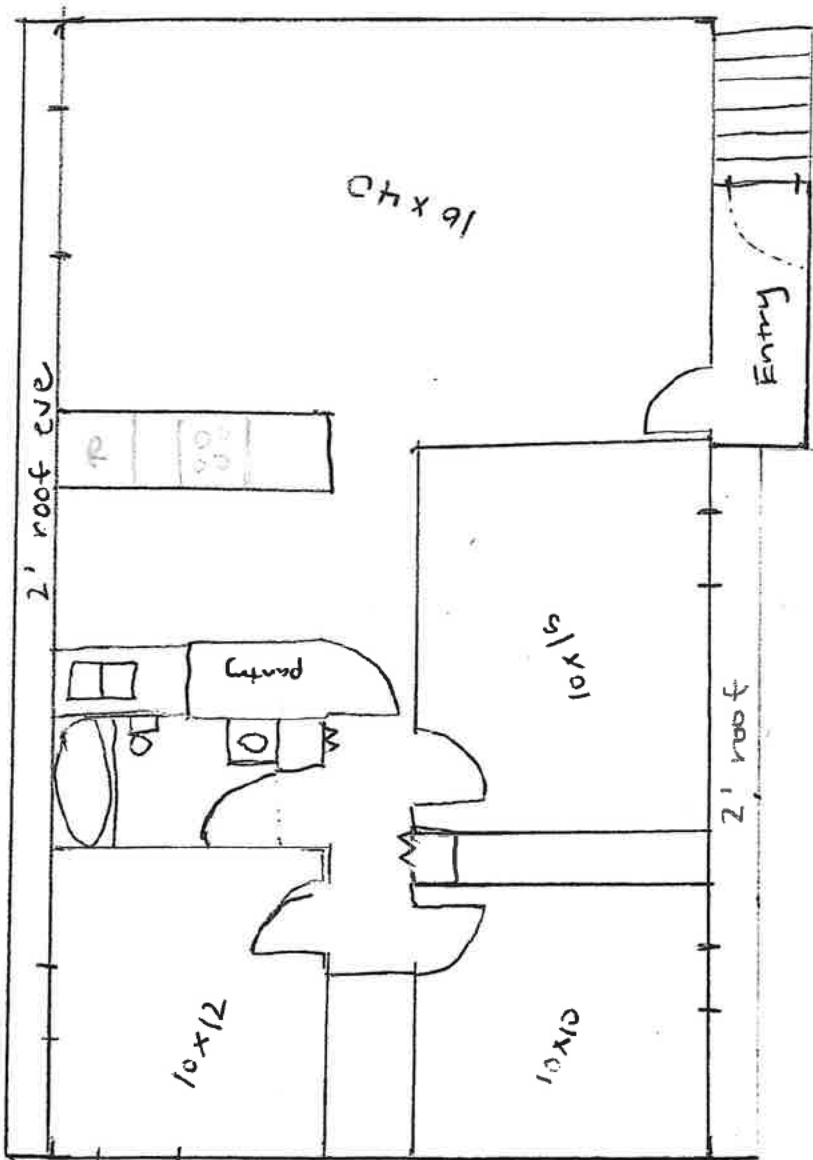
By the signature attached hereto, I certify that I am the owner or duly authorized owner's agent and that the information provided within this application and accompanying documentation is correct. Furthermore, I hereby authorize the City and its representatives to enter the property associated with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

Applicant Signature: Diana R. Reidel

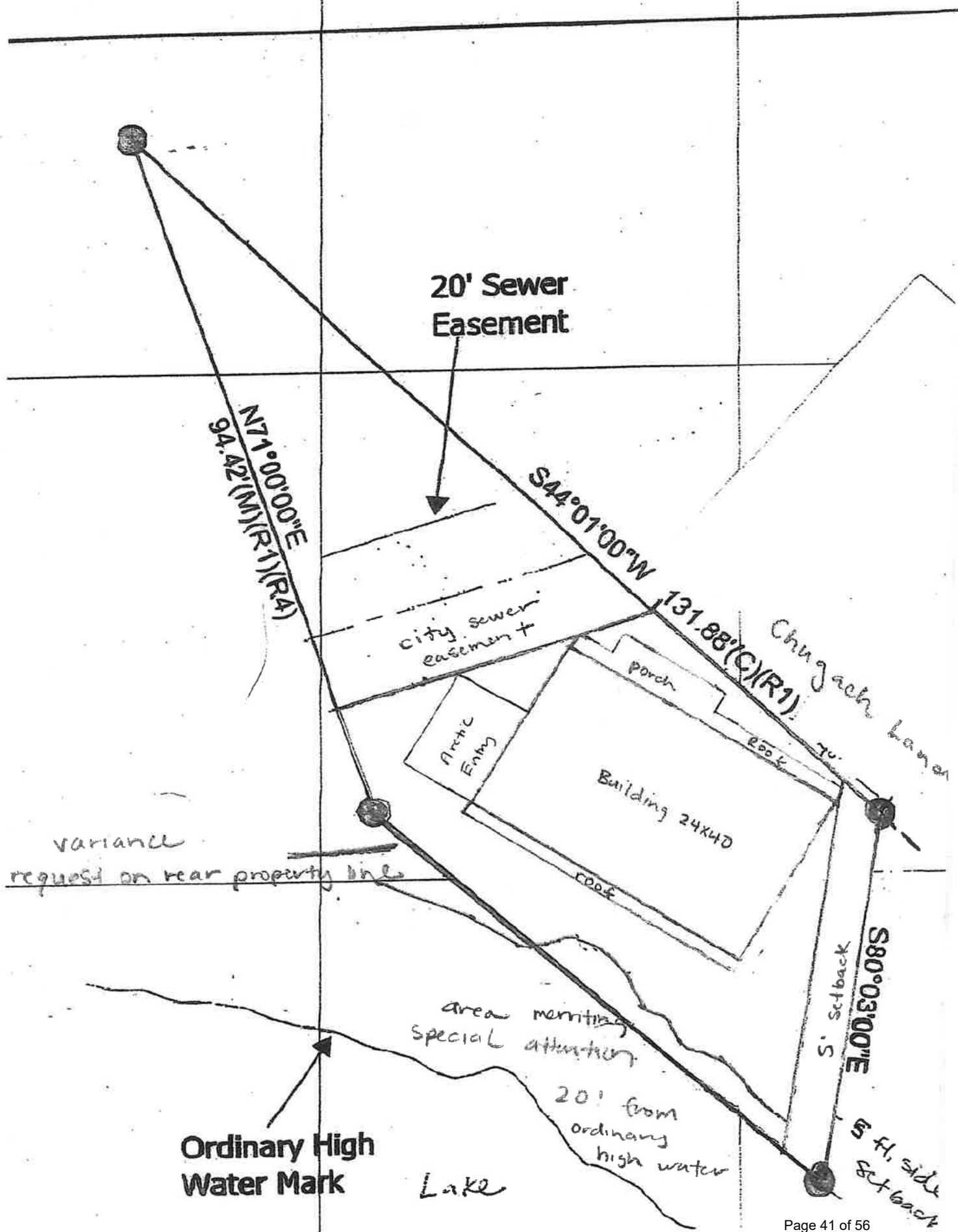
Date: 5/22/20

Print Name: Diana R. Reidel

Building  
 24 x 40 Foundation  
 2' front roof eave  
 2-5' rear roof eave

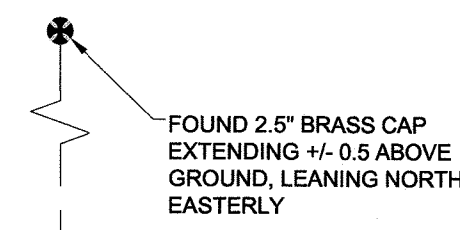


# Sample Site Plan

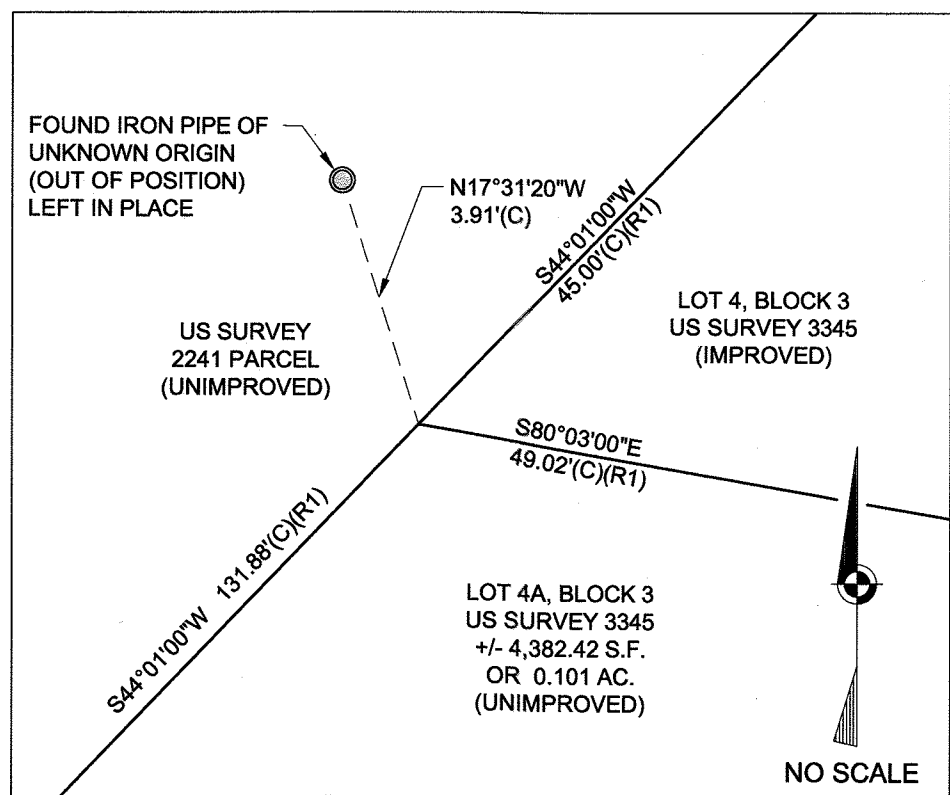


**BASIS OF BEARING**

THE BEARING NORTH 15°00'00" WEST BETWEEN FOUND MONUMENTS IDENTIFIED AS CORNER NO. 4 AND NO. 5 AS SHOWN UPON THAT CERTAIN U.S. SURVEY NO. 3345 TRACTS A & B, EYAK ADDITION, TOWNSITE OF CORDOVA, ALASKA TRACTS A,B, & C, OFFICIAL RECORDS OF THE BUREAU OF LAND MANAGEMENT, DEPARTMENT OF THE INTERIOR IS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.



**DETAIL "A"**



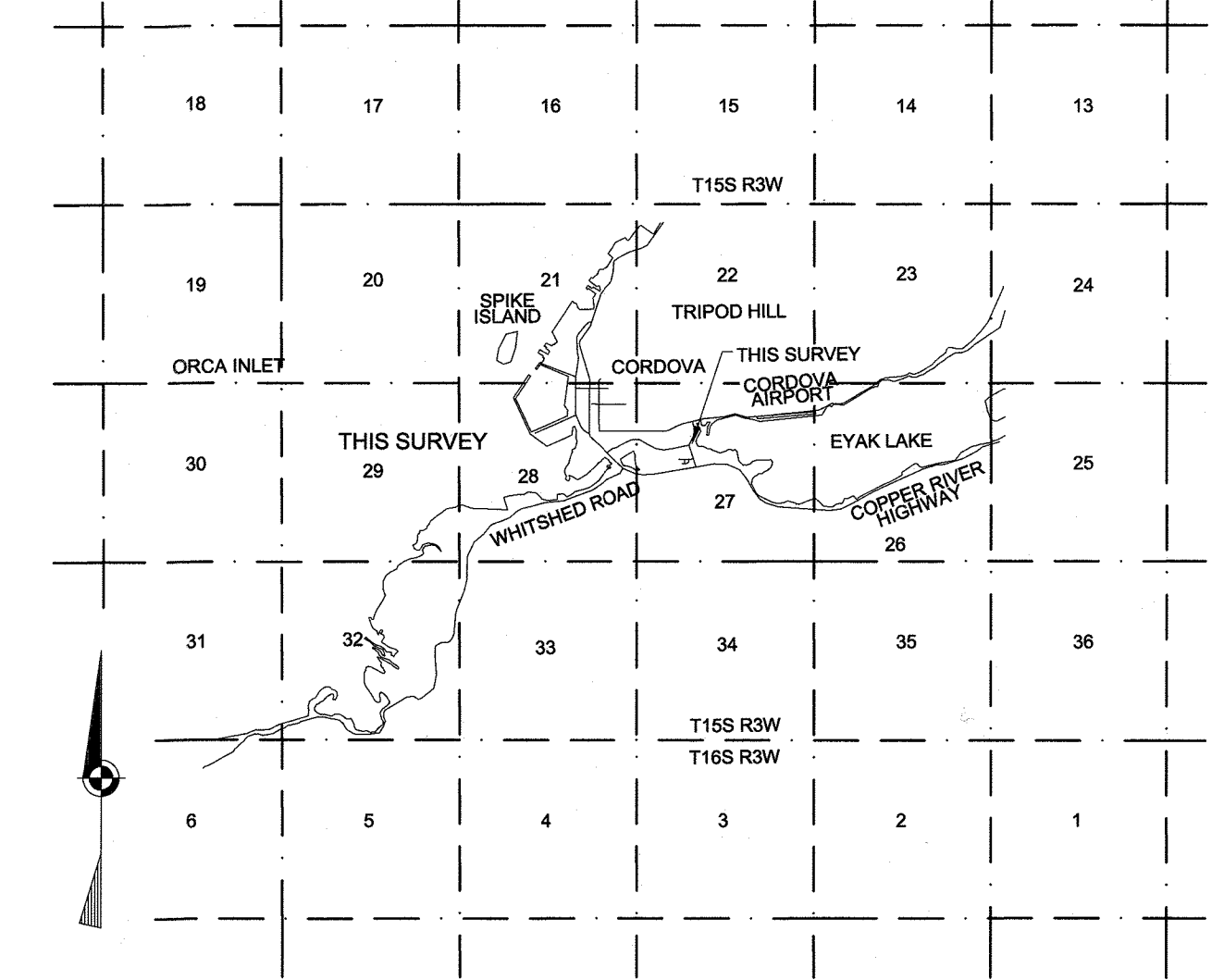
**OWNERS STATEMENT**

THIS RECORD OF SURVEY HAS BEEN COMPLETED AT THE REQUEST OF THE CITY OF CORDOVA IN DECEMBER OF 2024. THE CITY OF CORDOVA HEREBY RELINQUISHES THE CHASE AVENUE RIGHT OF WAY BURDENING LOT 4A, BLOCK 1, US SURVEY 3345 AS SHOWN ON RECORD REFERENCE (R1) AND HEREBY RELINQUISHES THE SANITARY SEWER EASEMENT BURDENING LOT 4A AND REMNANT PARCEL US SURVEY 2241 WITH THE INTENT TO RELOCATE THE SEWER INFRASTRUCTURE TO THE LAKE AVENUE RIGHT OF WAY AND LAFEVERE AVENUE PRESCRIPTIVE RIGHT OF WAY.

*[Signature]*  
CITY OF CORDOVA MANAGER  
*[Signature]*  
CITY OF CORDOVA, PUBLIC WORKS DIRECTOR  
*[Signature]*  
CITY OF CORDOVA, PLATTING/PLANNING OFFICIAL

5/17/25  
DATE  
5/7/2025  
DATE  
05/09/2025  
DATE

VICINITY MAP SCALE: 1" = 1 MILE



**REFERENCES**

- (R1) US SURVEY NO. 3345 A&B EYAK ADDITION, TOWNSITE OF CORDOVA, ALASKA TRACTS A,B&C CORDOVA, R.D.
- (R2) RECORD OF SURVEY VACATING LOTS 1, 2, & 3 US SURVEY 3345, CREATING LOTS 1A, 2A&3A, US SURVEY 3345 CORDOVA, R.D.
- (R3) STATE OF ALASKA (DOT&PF) PROJECT SOS-5(010) CHASE AVENUE AND LAFEVERE STREET, RIGHT OF WAY MAP RECORDS OF THE (DOT&PF)
- (R4) A PLAT OF LOT 1A, BLOCK 8 US SURVEY 3345 PLAT 2003-1 CORDOVA, R.D.
- (R5) GLASEN TRAILER COURT SUBDIVISION LOTS 1 & 2, PLAT 2004-8 CORDOVA, R.D.

**LEGEND**

- FOUND BLM BRASS CAP SURVEY MONUMENT, AS NOTED
- FOUND 2" ALCAP SURVEY MONUMENT, AS NOTED
- FOUND IRON PIPE, AS NOTED
- SET ORANGE PLASTIC CAP ON 5/8" REBAR, LS 131102 S.F.N.F.
- (M) SANITARY SEWER MANHOLE
- (C) MEASURED
- (R1) CALCULATED
- (AC) RECORD REFERENCE
- (M&R) ACRES
- (SF) METHODS & REASONING
- M.H.W. SQUARE FEET
- O.H.W. MEAN HIGH WATER
- BOUNDARY LINE/PROPERTY LINE
- ADJACENT BOUNDARY LINE
- CENTERLINE OF RIGHT OF WAY
- TIE LINE
- SANITARY SEWER CENTERLINE
- 20' SANITARY SEWER EASEMENT
- EDGE OF PATHWAY
- TOP BACK OF CURB
- EDGE OF PATHWAY
- STRUCTURE LINE
- EDGE OF EYAK LAKE (O.H.W.)

**NARRATIVE**

1. ACCORDING TO PUBLIC SOURCES, THE AREA ENCOMPASSED BY US SURVEY 3345 TRACTS A&B WAS SUBJECT TO THE GOOD FRIDAY EARTHQUAKE, RESULTING IN SUBSTANTIAL TECTONIC UPLIFT AND AVULSION WITHIN THE AREA SHOWN ON THIS RECORD. SUBSEQUENTLY, EXISTING SURVEY MONUMENTATION SET UNDER RECORD REFERENCE (R1) IS AT BEST SPARSE AND MORE OFTEN THAN NOT, CONFLICTING.
2. THE SCARCITY OF SURVEY EVIDENCE AND THE CONFLICTING EVIDENCE THAT IS AVAILABLE IN THE FIELD AND DETAILED ON US SURVEY 3345 REFERENCE R1, WILL MORE LIKELY THAN NOT INCREASE THE CHANCE THAT ANOTHER COMPETENT SURVEYOR USING THE SAME INFORMATION MAY ARRIVE AT A DIFFERENT CONCLUSION IN AFFIXING THE RECORD BOUNDARIES SHOWN ON THIS RECORD. THERE IS NO CERTAINTY IN THE OUTCOME OF ANY BOUNDARY DISPUTE FOR THIS AREA, IF LITIGATED.
3. CHASE AVENUE CENTERLINE AS SHOWN PER RECORD REFERENCE (R1) IS MORE LIKELY THAN NOT INTENDED TO PROVIDE LEGAL ACCESS TO EYAK LAKE, WHICH NOW HAS ALTERNATIVE PUBLIC ACCESS VIA LAKE STREET AVENUE ROW AS SHOWN PER (R4), THE CITY OF CORDOVA HERE BY VACATES THE RIGHT OF WAY ACCESS THOUGH LOT 4A, BLOCK 3, US SURVEY 3345 TRACTS A&B THROUGH THE FILING OF THIS RECORD OF SURVEY.
4. THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (DOT&PF) RECORD RIGHT OF WAY MAP AND ASBUILT FOR PROJECT SOS-5(010) (R3), PREPARED BY USKH, 1982: IS THE BEST AVAILABLE EVIDENCE AS TO THE EXTENTS OF LAFEVERE RIGHT OF WAY (ROW), THE ROW AS SHOWN PER (R3) DETAILS A TOTAL ROW WIDTH OF 60'. HOWEVER, PUBLIC SOURCES HAVE STATED LAFEVERE DOES NOT HAVE A LEGAL RIGHT OF WAY WHILE SUBSEQUENT SURVEY RETRACEMENTS AND PLATTING ACTIONS SHOW LAFEVERE ROW VARIES IN WIDTH. LAFEVERE IS USED BY THE TRAVELING PUBLIC, IT IS AN UPGRADED TRAVELED WAY WITH CURB, STORM DRAIN AND SIDEWALK, IT IS IN CONTINUAL USE AND IT PROVIDES ACCESS TO ADJOINING LOTS AND SERVES AS AN ARTERIAL ROADWAY CONNECTING COPPER RIVER HIGHWAY TO LAKE AVENUE. FOR THIS RECORD I SHOW LAFEVERE ROW WIDTH TO BE A TOTAL OF 50 FEET, 25 FEET FROM CENTERLINE, RIGHT AND LEFT, WHICH CAN BE ESTABLISHED IN THE FIELD FROM EXISTING LAFEVERE CENTERLINE SURVEY MONUMENTS; THIS WIDTH IS NOT OFFICIAL AND MAY BE SUBJECT TO CHANGE IF LITIGATED, OR IF DEDICATED BY THE UNDERLYING FEE SIMPLE OWNER. THE MONUMENTS SET AT 25 FEET FROM CENTERLINE SHOWN BY THIS RECORD ARE FOR REFERENCE, UNTIL A RIGHT OF WAY CAN BE OFFICIALLY ESTABLISHED AND SHOWN IN THE WRITTEN RECORD. SHOULD THE EXTENTS OF LAFEVERE RIGHT OF WAY BE LITIGATED, THERE WOULD NOT BE ANY CERTAINTY IN THE OUTCOME FOR A FIXED RIGHT OF WAY WIDTH. IT IS EXPRESSLY STATED; THE RIGHT OF WAY DISTANCE FROM THE CENTERLINE OF LAFEVERE SHOWN UPON THIS MAP SHALL BE FOR REFERENCE ONLY AND SHALL NOT RELIED UPON FOR AN OFFICIAL LAFEVERE RIGHT OF WAY WIDTH.
5. PUBLIC SOURCES INDICATE EYAK LAKE AND EYAK RIVER WERE TIDALLY INFLUENCED PRIOR TO 1964 AND THE MEANDERS FOR EYAK LAKE WERE CONSIDERED COINCIDENT WITH THE MEAN HIGH WATER AT THE TIME OF ACCEPTANCE OF RECORD (R1). THEREFORE, THE MEAN HIGH WATER MEANDER PER (R1) IS NOW CONSIDERED TO BE THE FIXED AND LIMITED BOUNDARY. THE ORDINARY HIGH WATER AT THE TIME OF THIS SURVEY IS NOT COINCIDENT WITH THE FIXED AND LIMITED BOUNDARY PER REFERENCE (R1). ALL THINGS BEING EQUAL, THE MEAN HIGH WATER MARK PER RECORD REFERENCE (R1) IS THE EASTERN MOST BOUNDARY LINE FOR LOT 4A, BLOCK 1, US SURVEY 3345 TRACTS A&B AND IS COINCIDENT WITH THE FIXED AND LIMITED BOUNDARY PER RECORD REFERENCE (R1).
6. IT IS ADVISED ADJOINING LANDOWNERS SHOWN ON THIS RECORD OF SURVEY CONSULT ONE ANOTHER PRIOR TO MAKING ANY COSTLY IMPROVEMENTS NEAR THE RECORD BOUNDARIES AND TO HAVE IN PLACE WRITTEN AGREEMENTS IF THE RECORD BOUNDARY IS IN DISAGREEMENT WITH THE COMMON BOUNDARY. SUCH AGREEMENTS ARE VITAL IN ORDER TO MITIGATE THE POTENTIAL FOR ANY FUTURE & COSTLY LITIGATION.

**NOTES**

1. DISTANCES ARE SHOWN IN FEET AND DECIMALS, THEREOF.
2. THE ERROR OF THIS SURVEY DOES NOT EXCEED 1:5000.
3. ALL BEARINGS SHOWN ARE TRUE BEARINGS ORIENTED TO THE BASIS OF BEARING.
4. THIS RECORD DOES NOT CONSTITUTE A SUBDIVISION OR PLAT AS DEFINED BY ALASKA STATUTE 40.15.900(A).
5. REMAINDER TRACT A, EYAK ADDITION TO THE TOWNSITE OF CORDOVA, ALASKA BEING WITHIN US SURVEY 3345 A&B, APPEARING OF RECORD AS LOT 4A, BLOCK 1, US SURVEY 3345 TRACTS A&B. LOT 4A, BLOCK 3, US SURVEY A&B SUBJECT TO EXCEPTIONS AS DETAILED WITHIN THE COMMITMENT FOR TITLE INSURANCE SCHEDULE A, REPORT BY FIDELITY TITLE AGENCY OF ALASKA, F-240832, EFFECTIVE JULY 9TH, 2024.
6. STRUCTURES SHOWN HEREON ARE FOR GENERAL REFERENCE AND SHOULD NOT BE USED TO ESTABLISH PROPERTY BOUNDARIES OR THE EXTENTS OF RIGHTS OF WAY.

**SURVEYOR'S STATEMENT**

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS SURVEY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE: 4-24-25 REGISTRATION No. 131102

*[Signature]*  
AARON T. BROWN, PLS, PSM  
REGISTERED LAND SURVEYOR



**RECORD OF SURVEY**

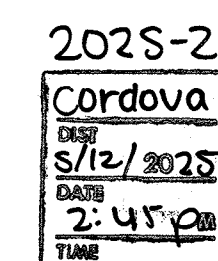
LOT 4A, TRACT A US SURVEY NO. 3345 A & B, ACCORDING TO THE PLAT BOOK 1 AT PAGE 16, IN THE RECORD OF THE CORDOVA RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA CONTAINING 4,382.42 S.F. OR 0.101 AC., MORE OR LESS

CORDOVA  
SCALE 1" = 30'

ALASKA  
APRIL 2025



LAND AND CONSTRUCTION SURVEYORS  
159 SW FLORENCE AVE.  
GRESHAM, OREGON 97080  
(907)-519-4553





Orca  
Apartments  
Building 3

Lake Ave

St. Michael the  
Archangel  
Church

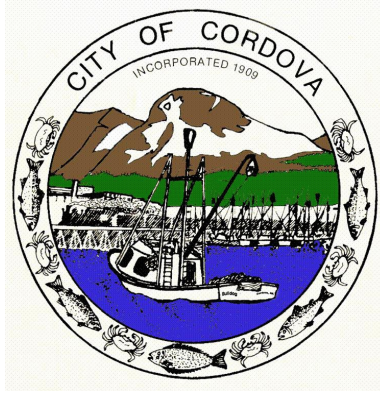
Trailer Ct

Lefevre

Lefevre

Chase Ave

**Subject  
Property**



**AGENDA ITEM # 10c**  
**Planning Commission Special Meeting Date: 06/16/2026**  
**PLANNING COMMISSION COMMUNICATION FORM**

---

**FROM:** Amanda Hadley Coward, City Planner  
**DATE:** Tuesday, June 16, 2026  
**ITEM:** Land Disposal – Letter of Interest for a Portion of ATS 220, Approximately 4,100 Square Feet in Size  
**NEXT STEP:** Review and Give a Recommendation to the City Council

---

INFORMATION  RESOLUTION  
 MOTION

---

**I. REQUEST OR ISSUE:**

Requested Actions: Review and give a recommendation to City Council  
Legal Description: ATS 220, approximately 4,100 square feet in size  
Area: Approximately 4,100 square feet  
Zoning: Not Zoned

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

“I move to recommend that City Council dispose of the requested portion of ATS 220, approximately 4,100 square feet in size, as outlined in Cordova Municipal Code 7.40.060 B by \*”

Choose one of the following to insert for the asterisk:

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

**III. FISCAL IMPACTS:** The property would become part of the City's revenue from the property sale and property tax revenue.

**IV. BACKGROUND INFORMATION:** The applicant Camtu's Alaska Wild Seafoods, would like to request to purchase a portion of ATS 220 to be able to construct a dock structure. The applicant is already in negotiations with the City for a portion of property locally known as the Breakwater Fill Lot (Lot 1, Block 7A, Tidewater Development Park). The requested portion of ATS 220 would allow the applicant to extend their proposed dock in line with the building pad.

Negotiations between City Staff and the applicant have required the design plan from their proposal to purchase a 75% portion of Lot 1, Block 7A, Tidewater Development Park, to move from a concept to a formal plan. This has required the applicant to design a dock structure. They have had a surveyor working on the replat of the property. In doing so, the surveyor has informed the applicant that the dock design is not fully located on Lot 1, Block 7A, Tidewater Development Park. To move forward with the proposed design, a request for a 4,100-square-foot portion of ATS 220 would be required.

The proposed dock would be similar in height to both the breakwater fill lot building pad and the City T-Dock. It will be positioned tight to the west corner of the breakwater fill lot. Large vessels will be offloaded on the north end of the dock, while bow-pickers will be offloaded at the south end.

The applicant states that it does not operate any tenders that are 30 feet wide. Its widest tender is 25 feet, and most are less than 20 feet wide. In addition, tenders will not be concentrated at the south end of the dock.

The applicant states that vessels will not be tied parallel to the south end of the dock in a manner that extends into the harbor entrance. While the proposed dock may slightly alter the approach to the harbor entrance, there will still be more than 500 feet between the proposed dock face and Spike Island, providing ample room for vessels of any size to maneuver safely into position to enter or exit the harbor under the same weather and operating conditions that currently exist.

Staff has no concerns about the sale of the requested portion of the property. However, Staff does want to point out that the United States Coast Guard (USCG) navigational light at the entrance of the harbor would need to be addressed with the USCG. The applicant is aware of this light and the need to comply with any and all requirements the USCG may have. The USCG may require that the light be relocated to the outside corner of the dock structure.

If the requested property is sold to the applicant, it will be replatted with the closing of the sale. The proposed replat is attached to this memo. Staff does want to point out that in this replat, the City will retain the City T-Dock, the USCG navigational light, and the proposed park on the south side of the breakwater fill lot. Access across the property by the City will be recorded on the plat to ensure access for maintenance of the light and park.

*Applicable Code:*

**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.*

*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.

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

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

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

**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.

**VI. LEGAL ISSUES:** Legal review of the purchase agreement will be conducted prior to final approval by City Council.

**VII. SUMMARY AND ALTERNATIVES:** The Commission must review the letter of interest and may make a motion to recommend or not recommend the disposal of the requested property to the City Council.

**VIII. ATTACHMENTS:**

- 1) Letter of Interest
- 2) Letter from Applicant with Attachments
- 3) Subject Property



**Request for Purchase of 4,100 Square Foot of ATS 220**

Thursday, June 04, 2026

From: Tyler & Tu Trinh Dillon  
Camtu's Alaska Wild Seafoods  
PO BOX 1502  
Cordova, AK 99574

To: City of Cordova,  
Harbor Commission,  
City Planning & Zoning Commission,  
PO BOX 1210  
Cordova, Alaska 99574

Dear Representatives of the City of Cordova, Mayor, Councilmen, and Committees:

We are writing to formally express our interest in purchasing approximately 4,100 square feet of the ATS 220 property adjacent to the existing T-Dock in the North Harbor area.

Our intent is to acquire the portion of ATS 220 necessary to support the development of a seafood offload facility, including dock infrastructure and associated operational improvements that will enhance services to Cordova's commercial fishing fleet. This project is intended to support continued growth of our locally owned seafood processing business while providing additional economic opportunities for fishermen, seafood workers, and the community as a whole.

As outlined in our previously submitted Tidewater Development Park proposal, Camtu's Alaska Wild Seafoods envisions investing in waterfront infrastructure that will:

- Improve offloading efficiency for local fishing vessels and tenders.
- Expand dockside services available to the commercial fleet.
- Support additional seafood landings in Cordova.
- Increase employment opportunities within the community.
- Generate additional economic activity and fish tax revenue.
- Strengthen the long-term sustainability of Cordova's seafood industry.

We understand that final parcel boundaries, access easements, public access requirements, survey work, and purchase terms will be subject to further review and negotiation with the City. We are committed to working collaboratively with the City of Cordova to develop a mutually beneficial arrangement that balances commercial development, public access, and community interests. We appreciate the City's willingness to discuss this opportunity and respectfully request consideration of this Letter of Interest as the next step in evaluating the proposed purchase of approximately 4,100 square feet of ATS 220.

Thank you for your time and consideration. We look forward to continuing discussions with the City regarding this project.

Sincerely,

Camtu Ho  
President & CEO

Tyler Dillon  
Plant Manager, Head of Fleet & Sales



A handwritten signature in black ink, appearing to read "Thannu" or "Thannu" in a cursive style.

Thai Vu  
Vice President

A handwritten signature in black ink, appearing to read "Tu Trinh Dillon" in a cursive style.

Tu Trinh Dillon  
General Manager, Head of Office & Compliance



**Memo in Response to ATS 220 Discussion During the June 10<sup>th</sup>, 2026 Harbor Commission Meeting**  
Thursday, June 11, 2026

From: Tyler & Tu Trinh Dillon  
Camtu's Alaska Wild Seafoods  
PO BOX 1502  
Cordova, AK 99574

To: City of Cordova,  
Harbor Commission,  
City Planning & Zoning Commission,  
PO BOX 1210  
Cordova, Alaska 99574

Dear Representatives of the City of Cordova, Mayor, Councilmen, and Committees:

First, we would like to apologize for not being able to attend the meeting on July 10<sup>th</sup>, 2026. While this is not an excuse, it is an exceptionally busy time for us, and the meeting was unfortunately overlooked.

We would like to address several questions and concerns regarding our proposed dock design. Attached is an aerial photo showing the proposed dock layout, tender and gillnet offload locations, and the proposed property boundaries.

- The dock itself will be similar in height to both the Tidewater Development lot and the City T-Dock. It will be positioned tight to the corner (west tip) of the Tidewater Development park lot. Large vessels will be offloaded on the north end of the dock, while bow-pickers will be offloaded at the south end.
- We do not operate any tenders that are 30 feet wide. Our widest tender is 25 feet, and the majority are less than 20 feet in width. In addition, tenders will not be concentrated at the south end of the dock.
- Vessels will not be tied parallel to the south end of the dock in a manner that extends into the harbor entrance. While the proposed dock may slightly alter the approach to the harbor entrance, there will still be more than 500 feet between the proposed dock face and Spike Island, providing ample room for vessels of any size to maneuver safely into position to enter or exit the harbor under the same weather and operating conditions that currently exist.
- We will work closely with the U.S. Coast Guard regarding the navigational light to ensure it remains accessible and can be properly maintained at all times.
- At this stage, we are unable to provide detailed engineering and architectural drawings for the proposed dock. Such plans cannot be fully developed until the property has been purchased and the final replat boundaries have been confirmed. At this time, we can provide only a preliminary outline of the proposed dock's shape and location.
- The engineering and architectural work required to produce final construction drawings represents a significant investment. Because the final dock design will be dependent on the approved property boundaries, it would not be prudent to incur those costs until the property acquisition and replat process have been completed. Once those items are



finalized, we can then move forward with detailed design work and provide comprehensive plans for review.

We believe the benefits of expanding the seafood industry in our community far outweigh the minimal adjustments vessels may need to make when approaching the harbor entrance. We remain open to further discussions regarding the dock design and are committed to working with all parties to ensure a satisfactory outcome.

Sincerely,

Camtu Ho  
President & CEO

Thai Vu  
Vice President

Tyler Dillon  
Plant Manager, Head of Fleet & Sales

Tu Trinh Dillon  
General Manager, Head of Office & Compliance



**NOTES**

No field survey work has been done yet. All measurements are approximate. Lot line alignment with aerial imagery is approximate.

**PROPOSED REPLAT FOR THE CAMTU DOCK CONCEPT**

**LEGEND**

- Lot Line – Unchanged
- Lot Line – New
- x-x-x-x-x- Lot Line – Eliminated
- ..... Buildable Surface

**PinnacleGeo**  
 PO Box 1049  
 Cordova, AK 99574  
 (907) 350-3796  
 AELS CoA #248984

**SURVEY PLANNING SKETCH OF:  
 Alaska Wild Seafoods Dock Project**

SCALE: 1:50	PROJECT #: 26-110
DRAWN DATE: 2026-05-11	PREPARED FOR: Camtu's Alaska Wild Seafoods
DRAWN BY: DWL	Page 51 of 56



**NOTES**

No field survey work has been done yet. All measurements are approximate. Lot line alignment with aerial imagery is approximate.

**PROPOSED REPLAT FOR THE CAMTU DOCK CONCEPT**

**LEGEND**

- Lot Line — Unchanged
- Lot Line — New
- x-x-x-x-x- Lot Line — Eliminated
- ..... Buildable Surface
- Rough Dock Build Conceptual Outline

 **PinnacleGeo**  
 PO Box 1049  
 Cordova, AK 99574  
 (907) 350-3796  
 AELS CoA #248984

SURVEY PLANNING SKETCH OF:  
**Alaska Wild Seafoods Dock Project**

SCALE: 1:50	PROJECT #: 26-110
DRAWN DATE: 2026-05-11	PREPARED FOR: Camtu's Alaska Wild Seafoods
DRAWN BY: DWL	Page 52 of 56



**BOW-PICKER VESSEL OFFLOAD AREA**  
**TENDER VESSEL OFFLOAD AREA**





**Approximately  
4,100 Square  
Foot Portion  
of ATS 220**



**Lot 1, Block 7A,  
Tidewater  
Development Park**

**ATS 220**