



April 1, 2019

Valdez City Council Members
City of Valdez
212 Chenega Avenue
Valdez, AK 99686

RE: *Valdez Comprehensive Plan Project - Project Update #3*

Dear Members of the Valdez City Council:

This memo provides Mayor O'Neil and Valdez City Council Members an update on status for the Valdez Comprehensive Plan project. Previous update memos were provided in November 2018 and February 2019 and will continue to be provided on a monthly basis. This memo provides a summary of work efforts completed from the beginning of February until the end of March 2019. Kimley-Horn has continued to hold weekly Friday conference calls with City staff in order to discuss current project status, facilitate information and data request, and coordinate the upcoming CPAC and other meetings for the May 2019 working visit. Meeting minutes from those calls as well as the latest CPAC Meeting Minutes from the March work session are attached.

March Project Visit

Since the February memo that was provided to Council, the Project Team was onsite from March 4 - March 7, 2019. Tasks completed during this visit included:

- conducted CPAC meeting #3,
- gave an update at the City Council work session on March 5, 2019
- held numerous meeting with City staff from planning, economic development, and public works, and
- met with CPAC members individually who were unable to attend the meeting.
- discussed the progress on the Waterfront Masterplan effort with staff and reviewed work effort to date in relation to the Comprehensive Plan

In preparation for CPAC Meeting #3, Kimley-Horn prepared and distributed the first discussion draft Land Use and Housing Element documents for review and discussion by the CPAC committee and City Staff. CPAC members and City Staff will now have several months to review and provide feedback to the Project Team as these draft documents continue to be finalized.

Additionally, background information for the Community Facilities and Services and Transportation Elements was provided to City Staff and the CPAC. The Project team prepared a PowerPoint presentation of background information and preliminary discussion points as well as physical maps to inform the discussion.

The meeting minutes from all CPAC meetings are available on the project website (www.visionvaldez.com).

Upcoming Site Visit and CPAC Meeting #4

The next CPAC meeting is scheduled to take place on May 22, 2019 and tentatively scheduled to be held at the City Council Chambers. The Kimley-Horn team will be in Valdez from Monday until Thursday of that week and will provide another in-person update at the City Council Study Session. Both the CPAC meeting and the City Council Study Session are open to the public. The CPAC has provided for time to be set aside during the meeting for public comment.

In preparation, the Kimley-Horn team will have key topics/policy considerations related to the Public Safety/Emergency Services and Parks and Recreation Elements for discussion purposes at the upcoming CPAC meeting and review by City Staff. This information is similar to the level of detail provided during previous meetings and is meant to provide the CPAC with data and analysis to provide a context for discussion. The Kimley-Horn team will then take the feedback received and create the draft version of these two elements. This protocol will reoccur with all subsequent meetings.

Kimley-Horn will also distribute discussion draft versions of the Community Facilities and Services and Transportation Elements for review by the CPAC and City Staff. Similar to the Land Use and Housing Elements, the review and comment period for these documents will run from their release date until preparation for the finalization of the Comprehensive Plan. The plan's various chapters will be revised and modified throughout the various iterative discussions that will occur with staff, CPAC, Planning and Zoning Commission and City Council.

The Kimley-Horn team has handled all coordination for the upcoming May meetings, including reserving meeting space, correspondence with the CPAC members, and updating the project website.

Attachments

Attachment A: CPAC Meeting #3 Agenda/Minutes – March 6, 2018

Attachment B: Weekly Coordination Call Meeting Minutes



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Minutes - Draft

Comprehensive Plan Advisory Committee (CPAC)

Tuesday, March 6, 2019

6:00 PM

Valdez Civic Center

Meeting #3

REGULAR AGENDA - 6:00 PM

I. CALL TO ORDER

| CPAC Members | | | | | |
|--|----------------------|---|---------------|---|------------------|
| | Angela Alfaro | P | Jessie McKay | | Donna Shantz |
| X | Dave Dengel | | Rod Morrison | | Colleen Stephens |
| | James Dunn | X | Kathy Nielsen | | Keith Thomas |
| | John Engles | X | Dahlia O'Neil | X | Grant Uren |
| | Mary Jo Evans | X | Jesse Passin | | Rhonda Wade |
| X | Susan Love | | Jeremy Robida | P | Mike Wells |
| Project Team | | | | | |
| | Martha Barberio | X | Dave Barquist | | Keith Pelan |
| X | Rochelle Rollenhagen | X | Nicholas Chen | | |
| X = Attended in person P = Attended via conference call | | | | | |

II. ROLL CALL / INTRODUCTIONS

- Welcome new member – Dave Dengel

III. PUBLIC COMMENT PERIOD

- Several members of the public present, no formal public comments made but many members in attendance gave feedback throughout the meeting.

IV. KIMLEY-HORN PRESENTATION

- Additional Materials to CPAC Handbook
 - Materials were provided to CPAC via SharePoint on 3/4/2018
- Project Schedule and Tentative Future Meeting Dates
 - Next meeting date will be determined by online availability poll due to the number of members unable to attend/provide input on availability

V. OVERVIEW OF THE DRAFT LAND USE AND HOUSING ELEMENTS

- Kimley-Horn Overview Presentation
 - The Project Team presented an informational powerpoint on the Housing/Land Use sections and did a document walkthrough of the highlights

2. Short Question and Answer

- What is the difference between the Ports and Harbor Master Plan and the Comprehensive Plan?
 - Staff explained that the P&H Master Plan is a more focused effort that must be consistent with the Comprehensive Plan but will have recommendations for physical improvements. Project-long coordination has been arranged between the two planning efforts.
- Is there an agriculture land use designation?
 - Different types of agricultural uses would be covered at the zoning/implementation level. Multiple land uses may allow for agricultural uses
- Committee expressed that we shouldn't accept a decline in population as the way it is going to be. Rather we should plan to have a sustainable number of people in Valdez.
 - What is that population number?

3. Next Steps on providing feedback/review

- CPAC will provide comments over the coming months in either online or in-person submittal at next visit
- Kimley-Horn will add On-the-Ground Land Use and Employer information over the next couple of months (dependent on availability of information)

VI. INTRODUCTION TO THE TRANSPORTATION AND UTILITIES SECTIONS

1. Transportation

- Purpose and Intent
- Planning Factors
 - City doesn't feel they have much say in the Alaskan Marine Highway (AMH) system
 - AMH is expensive to use and does not run very frequently
 - Great system that is run poorly
 - Ferries serve as emergency vessels
 - Potential to support a separate PWS Ferry system?
 - Collect past information from PWSED District
 - FAA has the ability to enhance facilities for more reliable air travel, but a private airline would need to request it
 - Long-term goal could be to re-evaluate the rail system for movement of both people and goods
 - Some Alaska Rail tracks present in Valdez
 - Barging is the unsung hero of the Valdez economy
- Transportation Opportunity Corridors
 - Airport Area/Mineral Creek
 - Need to review potential conflicts between boating transfers and VCT shipping
 - City Center/Egan Drive
 - Constraints on redevelopment are due to cost of moving/changing existing utilities
 - Egan Drive is owned by the State of Alaska from Richardson Highway until Hazelet Street
 - There are bottlenecks within the City where pedestrians are not favored (corner of Harbor Drive and Meals Avenue)
 - What are the opportunities to create pedestrian space along Harbor Drive without impacting snow removal immensely?
 - If we create the space within the City Center (through potential removal of boat stack, redevelopment of vacant lots, etc.), what businesses should we look to attract?

- Parking downtown is an issue:
 - Length of time (up to 3 weeks)
 - RV Parking in normal spaces
 -
 - Surrounding Neighborhoods
 - For development north of Corbin Creek subdivision, access along Dike Road may be the best option as opposed to through the existing Corbin Creek or Robe River subdivisions
 - Has not deteriorated at all in recent flooding instances
 - Private group has begun the easement process for a stream crossing near the Valdez Glacier
 - Important to have both a primary and secondary access
- Strategic Roadway Enhancement (Create New Designation)
- Other transportation-related comments:
 - Valdez is the beginning of Richardson Highway, not the end.
 - Project team to provide Ports and Harbor preliminary concepts to CPAC committee
 - Port of Alaska is failing, how can Valdez take advantage of their strategic positioning and facilities/port abilities
 - Potential to be a hub for nontraditional freight
 - The City should use the Comprehensive Plan as a catalyst for regional transportation
 - How do we create value add within the community?

2. Utilities

- Purpose and Intent
- Planning Factors
- Current Service Areas
 - City received money from the Federal Government subsidized the past 10-mile health and safety issue and long-run water treatment
- Future Service Line Extension Areas
 - Putting sewer in may decrease the barrier for entry for new housing and make housing cheaper in the future
 - Need water treatment at 10-Miles and Robe River subdivisions
 - Is septic a sustainable long-term strategy?
 - Satellite facilities for water/sewer would eliminate the need for long service lines and to tie back into the main water/sewer facilities
 - Would require City to haul sewage
 - City should research the potential for using tidal energy or other sustainable energy methods
 - Wind energy
 - Seward example – testing using seawater to heat buildings
 - New developments should include sustainable building techniques and energy-saving procedures
 - City should find alternative sources for energy creation
- Outside services (Technology Infrastructure)

VII. Additional Feedback

1. Some members felt that the Land Use and Housing Element introduction portion of the presentation ran long and could be shortened in the coming meetings
2. The committee discussed meeting more frequently. These would be noticed public meetings, per the City's requirements for appointed committees

VIII. Adjourn

MINUTES

COMPREHENSIVE PLAN WEEKLY TEAM MEETING

March 15, 2019

10:30 – 11:30 AM AKDT

Call in #'s:

+1 919-238-4499

+1 866-691-4535

Conference ID: 5196799

Attendees: Martha Barberio, Rochelle Rollenhagen, David Barquist

DISCUSSION ITEMS

1. Recap of March 4-7 Visit

- a. Council Work Session Recap
- b. CPAC Meeting Minutes Review/Meeting Recap
- c. Meeting with Jeremy Talbot Recap

David Barquist provided an overview of the site visit. Minimal questions by the City Council during presentation. Staff indicated they were okay with the meeting minutes and they could be sent to the CPAC committee. Discussed the Waterfront Masterplan effort and need for ongoing discussions with Jeremy and his team. K-H will follow up with PND regarding the master as needed through the planning process in coordination with Jeremy.

2. Monthly Update to Council

- a. Next Update April 2, 2019

K-H has offered to provide additional updates for the benefit of staff and the City Council in the form of update Memorandums to be delivered approximately the first week of each month. This Memorandum will provide a brief written summary of work efforts for the prior month and any other appropriate information items (upcoming events, etc.)

3. Next Steps

- a. Schedule Next Visit
- b. Weekly Meeting Protocol
 - i. Weekly Agenda
 - ii. Weekly Minutes
- c. CPAC Meeting Protocol
 - i. Drafts of documents out Friday before meeting week
 - ii. CPAC review directions Friday before meeting week
 - iii. Discussion/background Intro (<15 minutes)
 - iv. CPAC discussion

City staff will review calendars to determine the preferred week for next site visit(late may, early or mid June) based on K-H suggested dates. Staff will provide that date on our 3/22 team call.

K-H provided summary of new weekly meeting protocol which includes a weekly agenda to be provided prior to our weekly Friday meetings. City staff will add additional agenda items for discussion prior to each Friday meeting. Minutes of the meeting will be provided by the following Monday.

Based on discussion with CPAC meeting protocol has been determined to be as follows; (1) K-H distributes draft of any discussion items Friday prior to meeting date, (2) CPAC to be provided review instructions/directions with Friday distribution, (3) K-H to provide only brief overview of document (< 15 min) at the beginning of each meeting, (4) CPAC to commence discussion. It was requested by Susan Love to reduce the amount of presentation time and leave as much time as possible for the CPAC to have discussion. The CPAC agreed to the above items.

4. Invoicing and Reporting

- a. Status of Invoices
- b. New Invoicing addition – summary of work performed

K-H reviewed status of invoice and discussed additional K-H suggestion of adding a summary of work performed to each monthly invoice so staff can see efforts related to billing more clearly. K-H discussed status of outstanding invoicing since November 2018. Martha will review modified Nov and Dec 2018 invoices changed to consolidated Jan 2019 invoices as previously requested. Martha will provided payment status during 3/22 project call.

SCHEDULE**1. Next Weekly Meeting Date**

Next weekly meeting date is Friday 3/22 at 10:30am. This is a standing meeting date and time that can be modified with advanced notice from city or K-H.

2. Next Team Visit Date Options:

- a. May 20 – 24
- b. June 3 – 6
- c. June 17-20

City staff will provide preferred dates by the 3/22 team call. Once dates are confirmed, website and other collateral will be updated accordingly.

MINUTES

COMPREHENSIVE PLAN WEEKLY TEAM MEETING

March 22, 2019

Call in #'s:

+1 919-238-4499

+1 866-691-4535

Conference ID: 5196799

Call was cancelled at City request.

MINUTES

COMPREHENSIVE PLAN WEEKLY TEAM MEETING

March 29, 2019

Call in #'s:

+1 919-238-4499

+1 866-691-4535

Conference ID: 5196799

Attendees: Martha Barberio, Rochelle Rollenhagen, Nick Chen, David Barquist

DISCUSSION ITEMS

1. Follow up on Next Meeting Scheduling

- a. CPAC Select date options
 - i. May 20 – 24
- b. Sent doodle poll out to CPAC Member at May 22nd elected as meeting date
- c. Next visit meeting logistics
 - i. Room/Location
 - ii. City Staff to confirm Council Update session time.
- d. Work on Public Safety and Emergency Services and Parks and Rec at May 21 Session
 - i. Set up meetings with public safety staff/emergency services May 20-24
 - ii. Set up meetings with Parks and Rec staff May 20-24
- e. Wait for tourism/visitor services and community facilities until summer so cruise ships can arrive/learn lessons and we can have better access to tourist related services when they are actively in business.

City Staff to look into moving the P& Z meeting on May 22nd. Tentative use of Council Chambers for the CPAC Meeting. Kimley-Horn will attend a City Council work session on Tuesday, May 21st, to provide a Council update.

Kimley-Horn proposed changing topics to Public Safety/Emergency Services and Parks and Recreation for the next visit to allow for the experience of having cruise ships come in during May. City Staff agreed to change. Kimley-Horn will request meetings with staff during May 20-24 visit regarding public safety, emergency services and parks and recreation.

Staff expressed that Planning and Zoning Commission members have expressed their interest in becoming more involved the Comprehensive Plan process

Kimley-Horn will set aside Agenda time at the next CPAC meeting to discuss Land Use and Housing feedback as part of the program. Project team to get an update on the Waterfront Master Plan and ensure consistency.

2. CPAC Membership

- a. Resignation of Member
- b. Attendance Record of CPAC
- c. Meeting Forecast next meeting dates
 - i. May
 - ii. August
 - iii. October
 - iv. December
- d. Additional Meeting dates – CPAC Working Sessions?
 - i. Note: these must be formal meetings of CPAC

James Dunn provided his letter of resignation to City Staff for a variety of personal and professional reasons. It was agreed that no additional appointments are necessary for the CPAC Team agreed to make sure we have a quorum of the CPAC each meeting and to remind CPAC members that attendance at the remaining meetings is important to the success of the CPAC's work.

Kimley-Horn indicated that any additional meetings of the CPAC would have to be a formal committee meeting that is noticed with an agenda, as mentioned at the last meeting. Since they are a council sanctioned Ad Hoc committee, the committee is required to have noticed meetings with minutes so the Council and staff are always apprised of their work.

3. Next Steps

- a. Kimley Horn to schedule meeting location/logistics for CPAC
- b. Monthly City Council report to City on April 2nd

Staff will contact City Clerk to schedule Council Working Session a place on council agenda. Update would be similar to prior update format at the March council meeting. Kimley-Horn will provide a monthly written update to staff for council review on April 2nd. Staff will provide the written update as part of an upcoming Council Agenda.

4. Invoicing and Reporting

- a. Status of Invoices per last discussion
 - i. 90-day + past due invoices

Kimley-Horn and staff discussed ongoing 90-day past due invoice. Staff was provided revised invoices for November/December 2018 invoices reflecting reduced percent complete for various tasks. It was previously agreed that billing less than 100% of tasks would be a workable solution for the land use and other tasks until the meetings for CPAC for those topics are complete. This would

require Kimley-Horn to hold back billings for these tasks until after the CPAC meetings where those draft documents are presented.

Staff explained to Kimley-Horn that the City's finance department needs to review these invoices and Martha has a scheduled meeting to review. Kimley-Horn requested to part of those conversations to ensure that is no miscommunication.

Kimley-Horn had previously recommended a portion of the billings be held back so that the CPAC and staff has a draft document in hand prior to billing 100% of each task relating to Comprehensive Plan Elements. This is currently reflected in the Nov 2018 – Jan 2019 consolidated bill that was previously sent to the City. The consolidated bill was required per the city's finance department not honoring additional 2018 invoices so they can close their books for 2018 Kimley-Horn to recommended that portions of the work effort will be held back from billing until after a draft document is received by staff. Staff agreed that this is an agreeable solution.

Kimley-Horn requested resolution and/or further discussion prior to the next regularly scheduled weekly meeting on April 5, 2019. Staff will follow up with these items prior to the next meeting.

5. Additional Updates From Staff

State DOT came to Valdez and gave an update on the Airport Master Plan and how it impacts the Airport and Robe Lake Areas. City to provide a contact information.

City staff provided update on the current City changes, including the resignation of City Manager Elke Doom. Assistant City Manager Roxanne Murphy named Interim City Manager.

Cruise ships returning during the next visit. Is it possible to get the data on what excursions they sign up for? City staff to look into availability of that data.