



February 1, 2019

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

RE: *Valdez Comprehensive Plan Project - Project Update #2*

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. A previous update memo was provided in November 2018. This memo provides a summary of work efforts completed from November 2018 until February 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 March 2019 working visit.

Draft Documents

Since the December site visit, the Project Team has been focused on developing review drafts of the Housing and Land Use elements of the Comprehensive Plan. These elements incorporate comments from the CPAC December Meeting and generally include:

- Background land use and housing information
- Demographic data
- Authority and Scope guidance from the state to create Comprehensive plans
- 2007 Comprehensive Plan Review and Analysis
- Relationship to related plans and programs
- New Proposed Comprehensive Land Use Designations with location maps and definitions
- Focus Growth Areas
- Housing Needs Assessment
- Housing Supply and Housing Stock information
- Analysis of Impediments to Housing
- Land Use and Housing Goals and Policies
- Other relevant Maps, Exhibits, Graphics, and other visual information

These materials will be made available to the CPAC and City staff prior to the March 2019 site visit for review and comment by both groups.

Comprehensive Plan Advisory Committee (CPAC)

On September 18, 2018, City Council appointed eighteen community members to the Valdez Comprehensive Plan Advisory Committee (CPAC). The purpose of the CPAC is to assist in the development and review of the Valdez Comprehensive Plan Update with the goal of providing the

City decision makers with policy recommendations that support the community's vision for the future of Valdez.

Since then, the CPAC has had two formal meetings on October 17, 2018 and December 11, 2018. The purpose of the first meeting was to discuss the role and organization of the committee and establish operating procedures for the remainder of the Comprehensive Plan process. Kimley-Horn also developed a CPAC Handbook for use by CPAC members that covers the full extent of the roles, responsibilities, and plan materials. This handbook will be continuously updated over the course of the Comprehensive Plan process. Other components, such as an internal file sharing and review website, have been created as a standard practice for these types of committees. **Attachment A (CPAC Meeting Minutes – October 17, 2018)** provides both the agenda and meeting minutes from that meeting. This document is available on the project website as well.

The second CPAC Meeting was held on December 11, 2018 with the CPAC's Chairwoman presiding over the meeting. The Committee was provided information relative to Land Use and Housing and engaged in discussion of the important elements and considerations to be included within the Land Use and Housing Chapters. **Attachment B (CPAC Meeting Minutes – December 11, 2018)** provides both the agenda and meeting minutes from that meeting. This document is available on the project website as well.

Development of a Collaborative File Sharing Platform

To create ease of collaboration amongst the members of the CPAC, a file sharing website was created by Kimley-Horn. This file sharing platform allows all members of the Staff and CPAC to access, download and upload data, reports, maps, etc. in an easy to use, web-based format. This allows members and staff to access all information related to the Comprehensive Plan effort 24-hours a day, 365-days per year. This will significantly reduce the need for paper copies of documents and allow for on-demand access to files, schedules, maps, presentations and other project-related materials. Project collaboration will also be enhanced. All members of the CPAC have access to this file sharing website.

Website

The project website (www.visionvaldez.com) has been continuously updated to reflect the most current meeting information and includes minutes from the December CPAC meeting. The website allows community members to:

- Get information, including a project fact sheet and schedule, on the current status of the project and the overall purpose of the Comprehensive Plan;
- Sign up for email updates to be informed about upcoming meetings and other important Comprehensive Plan correspondence;
- View the time, date, and location of the next Comprehensive Plan meeting or workshop;
- Contact the Project Team with questions;
- Download past workshop summaries and presentations; and
- See when and where past meetings occurred.

The project website is continuously updated and most recently includes the information for the March 6, 2019 CPAC meeting which is open to the public. Due to the continuous nature of feedback from the CPAC and City Staff, individual elements will be posted collectively prior to final review of the document.

Upcoming Site Visit and CPAC Meeting #3

As mentioned above, the next CPAC meeting will take place on March 6, 2018 at the Valdez Civic Center. The Kimley-Horn team will be in town for most of that week. This meeting is open to the public and the CPAC has established that time be set aside during the meeting for public comment.

In preparation, the Kimley-Horn team will have the draft preliminary portions of the Transportation and Utilities Elements for discussion purposes at the upcoming CPAC meeting and review by City Staff. This information is similar to the level of detail provided prior to the Land Use and Housing meetings and is meant to provide the CPAC with data and analysis to respond to. 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.

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

Attachments

Attachment A – CPAC Meeting #1 Agenda/Minutes – October 17, 2018

Attachment B: CPAC Meeting #2 Agenda/Minutes – December 11, 2018



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda - Final

Comprehensive Plan Advisory Committee (CPAC)

Wednesday, October 17,
2018

7:00 PM

Council Chambers

Meeting #1

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL / INTRODUCTIONS

1. Contact List.

III. ELECTION OF CPAC CHAIRPERSON AND VICE-CHAIRPERSON

IV. ROLE OF THE COMMITTEE

1. Background
2. Purpose
3. Responsibilities

V. COMMITTEE GROUND RULES

VI. OVERVIEW OF THE COMPREHENSIVE PLAN – PURPOSE AND CONTENT

VII. MEETING SCHEDULE

VIII. COMMITTEE RESOURCES

1. Comprehensive Plan Resources
2. Other Planning Resources
3. Community Outreach Efforts to Date
4. Additional Materials

IX. Adjourn



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212 Chenega Ave.
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Meeting Minutes - Final

Comprehensive Plan Advisory Committee (CPAC)

Wednesday, October 17,
2018

7:00 PM

Council Chambers

Meeting #1

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

1. Meeting called to order by Rochelle Rollenhagen

II. ROLL CALL / INTRODUCTIONS

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

1. Contact List.
 - Please update contact information following this meeting

III. ELECTION OF CPAC CHAIRPERSON AND VICE-CHAIRPERSON

1. Chair selected – Colleen Stephens
2. Vice-chair selected – Kathy Nielsen
3. Commission approved the appointments via a voice vote

IV. ROLE OF THE COMMITTEE

1. Background
 - Handbook needed at each meeting, additional materials will be added at each meeting

resulting in a complete guide of the process

- Comprehensive Plan discussions began a few years ago
- History of plans/studies/work efforts that have failed to launch
- CPAC appointed in September 2018 – diverse group representing a number of different topical groups
 - Bring different backgrounds and ideas to the table for a well-rounded plan

2. Purpose

- Voice of the community, looking at the plan as an US
- Provide City staff and decision makers with the information to make good decisions
 - Ultimate decision is whether or not to adopt the Comprehensive Plan

3. Responsibilities

- Meet as a group on an on-going basis
 - Not going to meet every month as to not overburden the team
 - Most meetings will be face-to-face and interactive
 - Meetings are assumed to be 2-3 hours
 - Workshop style where the consultant team and staff provides information, background materials, and policies and programs for your discussion
- Provide direction-setting for the team on in-progress work documents
 - Topical discussions at each meeting
- Ambassadors for the community, representative of the best interests of the community
- Provide recommendations to City Council and Planning Commission
 - Do not need to agree on everything
 - Provide best context for City Council to make decisions
- Serve through Summer/Fall 2019
- Is there any method to the madness on the meeting order?
 - Intertwine this effort with other existing master plans/studies
 - Need to be internally consistent
- If new information comes up, we can adjust or change course away from the proposed schedule
 - Document is direction-setting, not building a specific project
- Will specialists from the community be invited to speak at individual meetings?
 - Yes, these are public meetings and members of the community are invited to speak
 - Meetings will be noticed similar to all other committee or Council meetings
- What is the goal of this comprehensive plan
 - Set a consistent vision to guide all future decisions within Valdez
- Who is responsible for implementing the Comprehensive Plan and making sure they are followed?
 - Comp plans provide implementing tools for how to actually create the vision
 - Each implementing plan can have champions who are responsible for completing that item
 - The ultimate decision/responsibility is with City Council

V. COMMITTEE GROUND RULES

1. Does the committee accept and agree upon the general ground rules?
2. Are there any changes?
 - Something in the way that meeting is run that addresses how to take public comment in order to keep the meetings more efficiently run
 - Communication chain – email is preferred and will go through City staff and distributed to the project team
 - Set up email group for discussion related to the CPAC
3. Ground rules were read and explained to the committee
4. How will communications happen between staff, the consultant, and the committee
 - Make sure communications don't happen in a vacuum
 - All communications will be shared with all members of the project team
 - Ideal scenario is for communications to go through staff first
 - One of the primary methods of communication will be emails
 - Martha to create a group and send out a tester email tomorrow (10/18)
 - Protocols set related to email titles and naming conventions

VI. OVERVIEW OF THE COMPREHENSIVE PLAN – PURPOSE AND CONTENT

1. A few people are familiar with the concept of a Comprehensive plan
2. Overall policy and direction-setting document
3. Dave provided and explanation of the Comprehensive plan and the specific elements
 - Plan does not create a specific project
 - Sets the guidelines by which someone who has a project can follow the community vision
4. Questions
 - Healthcare and education are not addressed as part of the plan currently
 - Healthy community elements are expressed throughout land use, economic development, and other elements
 - There is the option to have a separate healthy community element
 - Trend to group parks, wellness, and cultural components together... where will cultural aspects be addressed?
 - Looking through the input for past plans (Comp plan and strategic plan)
 - What was missing was having this document be a working plan for who is responsible
 - May be able to pull a lot of good information from previous plans
 - Is the strategic plan available on the City of Valdez's website?
 - Is there a schedule for completing different sections of the plan
 - If we are focused on all the different parts of the Comprehensive Plan, we don't have focuses to catch

VII. MEETING SCHEDULE

1. Will there be the opportunity to call in?
 - ~~There will be the ability to call in when the meeting space permits it~~

- Will 2-3 hours of impact every other month be meaningful?
 - Group decided to proceed as recommended and make adjustments if needed to the process along the way.
- Is there access to create a google document to show real-time input and feedback?
- Willing to give it a try as we envision it
 - Each topic could be a full-day
- Potentially have “brain-storming” sessions between the formal meetings
 - Agreement to have discussions on potential topic areas

VIII. COMMITTEE RESOURCES

1. Comprehensive Plan Resources
2. Other Planning Resources
3. Community Outreach Efforts to Date
4. Additional Materials
 - Questions
 - Will meeting materials be available online
 - Will the previous work be available online and by email? Yes
 - Links will be provided by email
 - Homework
 - Review previous Comprehensive Plan
 - Update contact information
 - Review community outreach summaries
 - Is there anything that is missing?
 - Have the process be as electronic as possible
 - Committee stresses that we embrace a collaborative work environment through the use of technology

IX. Adjourn



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda - Final Comprehensive Plan Advisory Committee (CPAC)

Tuesday, December 11,
2018

6:00 PM

Valdez Civic Center

Meeting #2

REGULAR AGENDA - 6:00 PM

I. CALL TO ORDER

II. ROLL CALL / INTRODUCTIONS

1. Confirm Contact List.

III. PUBLIC COMMENT PERIOD

IV. KIMLEY-HORN PRESENTATION

1. Additional Materials to CPAC Handbook
2. Project Schedule and Tentative Future Meeting Dates
3. ShareFile Project Folder System

V. INTRODUCTION TO THE LAND USE AND HOUSING SECTIONS

1. Land Use
 - Purpose and Intent
 - Planning Factors
 - Opportunity Growth Areas
 - Draft Land Use Designation Language
 - Draft Land Use Designation Maps
2. Housing
 - Purpose and Intent
 - Planning Factors
 - Local Housing Trends
 - Available Housing

VI. Adjourn



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Meeting Minutes - Final

Comprehensive Plan Advisory Committee

(CPAC)

Tuesday, December 11,
2018

6:00 PM

Valdez Civic Center

Meeting #2

REGULAR AGENDA - 6:00 PM

I. CALL TO ORDER

1. Meeting called to order by Chair Stevens.

II. ROLL CALL / INTRODUCTIONS

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

1. Confirm Contact List.
 - Contact list confirmed.

III. PUBLIC COMMENT PERIOD

1. Several members of the public were in attendance, no formal comment was made.

IV. KIMLEY-HORN PRESENTATION

1. Additional Materials to CPAC Handbook
 - Additional materials were provided one week prior on the CPAC ShareFile website.
2. Project Schedule and Tentative Future Meeting Dates
 - Next meeting tentatively set for Wednesday, March 6, 2019
3. ShareFile Project Folder System
 - Sharefile Project Folder System demonstration was done
 - Site was explained to be a file-sharing website for data transfer and comment upload

- from Committee members
- Upload folders will be created in each draft document folder for Committee comment (Completed)

V. INTRODUCTION TO THE LAND USE AND HOUSING SECTIONS

1. Land Use

- The project team gave a presentation that detailed the following for the land use section:
 - Purpose and Intent
 - Planning Factors
 - Opportunity Growth Areas
 - Draft Land Use Designation Language
 - Draft Land Use Designation Maps
- CPAC Land Use comments:
 - Show land use diagrams for the parcels down Richardson Highway past Dayville road
 - What is the status of the City-owned property near Brown's Creek area?
 - City currently undergoing a process to obtain rights to this land
 - City also beginning the Robe Lake South survey to obtain rights to land near Robe Lake

2. Housing

- The project team gave a presentation that detailed the following for the housing section:
 - Purpose and Intent
 - Planning Factors
 - Local Housing Trends
 - Available Housing
- CPAC Housing comments:
 - Majority of CPAC agreed there is a lack of affordable housing in Valdez
 - Factors:
 - Limited available flat land
 - Cost to build out of town is much higher due to land constraints, limited access to utilities
 - Can build roughly 10 houses in town for every one outside the City Center area down Richardson Highway
 - Some developers have expressed that the permitting process to build housing is difficult
 - New developments need a connection to public utilities
 - Banks will not finance mobile homes
 - Opportunities for expansion
 - Cottonwood Creek (expand to then north)
 - Prioritize sewer expansion to this area
 - Missing areas for assisted living (all parts of the spectrum of assistance)
 - Currently have 20 units of independent living
 - Put some within the downtown area close to goods and services
 - New development for assisted living should be within bus range of the downtown core
 - Notes:
 - The 2,200 SF Average housing size for houses on the market seemed high to the committee, actually average housing size may be smaller
 - Adjusted rent shown in the presentation includes utilities
 - Revise Planning Factor 7: Address recreational toys/tools and

- need for storage
- City should educate people on home remodeling
- Current available housing stock is not comprised of housing that people want
- Take advantage of existing housing – potential to promote single-family conversions into duplexes to add affordable housing (second unit or accessory dwelling unit)
- Project team to research inclusionary housing policies or density-bonus type scenarios
- Tiny homes, big garages concept of living for the outdoors
- Enforcement of existing codes is an issue within the community
 - Leads to deferred maintenance and damaged housing stock

3. Opportunity Areas

- Overall notes:
 - Taxable property areas in the City Center should be a priority
 - Flood abatement (remediation) impacts almost all of the opportunity areas to different degrees
 - Project team will research more about the depreciation schedule for Alyeska and how that impacts the community
 - The longer capital improvements projects to the outer areas are put off, the more expensive it will get
 - Currently the City is subsidizing truck movement through the cost to upkeep Richardson Highway/Egan Drive
- Airport Area:
 - Need to study the feasibility of using land in this area – would require additional means of access
 - Potential for a loop road around the airport and along the backside of the runway.
 - Need to further define the different types of commercial and recreational uses and what is allowed
 - R-22 Area
 - Community opposition to industrial uses in this area
 - Could be a special study area (Specific or Master Plan)
 - Existing Coastal plan has a special designation for this area
 - Should consider recreational uses south west of Richardson Highway, behind the ball fields and both cemeteries
- Harbor Area:
 - Harbor management plans – coordination needed between the new Harbor Master Planning effort and the Comprehensive Plan to ensure they are consistent
 - Harbor RV Park (Sea Otter) should be kept as waterfront commercial
 - Should have some sort of public pedestrian access maintained in this area
- City Center area:
 - What is the experience on Egan? Especially the corner of Egan and Hazelet (Tourism experience straight from ferry terminal)
 - RV parks - Are they dead space during the winter?
 - Is there a better use for this area?
 - Brings people down into the core of the city to walk/spend money
 - Many people do not bring a car with them so cannot move them too far from restaurants and shops.
 - CPAC liked the idea of moving the Department of Transportation use so it is not the entrance to the community
 - Food production – Look for opportunities for community gardens or farming, both at a small scale and for production

- Corbin Creek is on potential location
- Fourth opportunity area:
 - East of Dayville road along Richardson Highway. Potential for:
 - Roadside and neighborhood commercial uses (gas station, convenience store, etc.)
 - Gravel extraction
 - Recreation
- Additional comments:
 - Need to address areas for gravel extraction
 - City should continue to free up land for purchase

VI. Adjourn

CPAC

Meeting Agenda – Final

December 11, 2018
