

Chair

Tom McGann

Commissioners

Scott Pegau

John Baenen

Allen Roemhildt

Nancy Bird

Chris Bolin

Lee Holter

City Planner

Samantha Greenwood

Assistant Planner

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING
MAY 8, 2018 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

AGENDA**1. CALL TO ORDER****2. ROLL CALL**

Chair Tom McGann, Commissioners Scott Pegau, John Baenen, Allen Roemhildt, Nancy Bird, Chris Bolin, and Lee Holter

3. APPROVAL OF AGENDA (voice vote)**4. APPROVAL OF CONSENT CALENDAR (voice vote)**

- a. Minutes of February 28, 2018 Public HearingPage 2
- b. Minutes of February 28, 2018 Special MeetingPage 3
- c. Minutes of March 13, 2018 Public HearingPage 7
- d. Minutes of March 13, 2018 Regular MeetingPage 8
- e. Record excused absences for Allen Roemhildt and Lee Holter from the March 13, 2018 Regular Meeting

5. DISCLOSURES OF CONFLICTS OF INTEREST**6. CORRESPONDENCE**

- a. State of Alaska DOT Public NoticePage 13
- b. US Army Corps of Engineers Special Public NoticePage 15
- c. US Army Corps of Engineers Special Public NoticePage 18

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

8. PLANNER'S REPORTPage 19**9. NEW/MISCELLANEOUS BUSINESS**

- a. Resolution 18-02 – Recommendation for Wolf HillPage 20
A resolution of the Planning Commission of the City of Cordova, Alaska, supporting the AARP grant application for pedestrian improvements on the Wolf Hill Right of Way
- b. Resolution 18-03 – Make Impound Lot Not Available.....Page 24
A resolution of the Planning Commission of the City of Cordova, Alaska, recommending the City Council of the City of Cordova, Alaska that Lot 4A, Block 5, North Fill Development Park be updated to 'Not Available' on the 2018 Land Disposal Maps
- c. Local Hazard Mitigation Plan Review and Recommendation to City CouncilPage 34
- d. Resolution 18-04 – Trailers to CUPPage 37
A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska to amend and move Cordova Municipal Code Chapter 16.90 Trailers and Trailer Camps into Chapter 18.60 Conditional Use Permits in order to update and clarify the code for trailers and trailer camps

10. PENDING CALENDAR

- a. May 2018 CalendarPage 52
- b. June 2018 CalendarPage 53

11. AUDIENCE PARTICIPATION**12. COMMISSION COMMENTS****13. ADJOURNMENT**

PLANNING COMMISSION PUBLIC HEARING
FEBRUARY 28, 2018 AT 5:30 PM
CORDOVA CENTER COMMUNITY ROOM B
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Public Hearing to order at 5:30 PM on February 28, 2018 in Cordova Center Community Room B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau**, **John Baenen**, **Allen Roemhildt**, **Nancy Bird**, and **Chris Bolin**. **Lee Holter** was absent.

Also present was City Planner **Samantha Greenwood** and Assistant Planner **Leif Stavig**.

6 people were in the audience.

3. PUBLIC HEARING

a. Conditional Use Permit for 6,000 Square Feet of Fish Processing in Waterfront Commercial Park District

John Harvill, 701 Railroad Avenue, complimented the commission for making the city better. He said that **Camtu Ho** and **Thai Vu** have been an outstanding asset for the community. They are going to expand so they can become a bigger operation

Camtu Ho, 129 Harbor Loop, thanked the commission for their time. She explained the drawings that they provided. They have a long processing season including coho salmon, and this year they are going to try to process chum.

M/Bird S/Baenen to recess until 5:44 PM.
With no objection, the hearing was recessed.

The Public Hearing came back to order at 5:44 PM.

4. ADJOURNMENT

M/Baenen S/Bolin to adjourn the Public Hearing at 5:44 PM.
With no objection, the hearing was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner

PLANNING COMMISSION SPECIAL MEETING
FEBRUARY 28, 2018 AT 5:45 PM
CORDOVA CENTER COMMUNITY ROOM B
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Special Meeting to order at 5:45 PM on February 28, 2018 in Cordova Center Community Room B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau**, **John Baenen**, **Allen Roemhildt**, **Nancy Bird**, and **Chris Bolin**. **Lee Holter** was absent.

Also present was City Planner **Samantha Greenwood** and Assistant Planner **Leif Stavig**.

6 people were in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Bolin to approve the agenda.

Upon voice vote, motion passed 6-0.

Yea: McGann, Pegau, Baenen, Roemhildt, Bird, Bolin

Absent: Holter

4. DISCLOSURES OF CONFLICTS OF INTEREST

5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers
- b. Audience comments regarding agenda items

6. NEW/MISCELLANEOUS BUSINESS

- a. Conditional Use Permit for 6,000 Square Feet of Fish Processing in Waterfront Commercial Park District

M/Bird S/Roemhildt to approve the conditional use permit request by Alaska Wild Seafoods for 6,000 square feet of fish processing space as described in the application submitted by Thai Vu and Camtu Ho d/b/a Alaska Wild Seafoods for Lot 6 and 7, Block 2, South Fill Development Park subject to the special conditions contained in the staff report and to adopt and incorporate the findings contained in the staff report.

Greenwood said the applicants have moved through the process of getting the Performance Deed of Trust extended and changed to the new use. That negotiation is not part of the request for a Conditional Use Permit. Any property owner has the right to request a Conditional Use Permit regardless of whether the zoning district specifies specific conditional uses or not.

Greenwood read from Cordova Municipal Code Section 18.040.040: “Uses other than those specifically permitted in each of the districts may be permitted therein; provided, that such uses are similar to those mentioned and are determined by the planning commission to be not more obnoxious or detrimental to the welfare of the community than the permitted uses.” It is legal for the applicants to request a Conditional Use Permit for more than the specified square footage in the code for the Waterfront Commercial Park District. There will also be a Site Plan Review process for the future building. She said that with all quasi-judicial decisions, the findings are very important.

Bird said that she was in favor of the Conditional Use Permit. While it is a larger fish processing plant than was envisioned, the fact that it is a freezer operation does not make it too obnoxious. **Roemhildt** said that he came up with no findings against the business and he thought it would be a mistake to hamper the expansion of a small business. **Pegau** said he has issues with the application. They should consider the impact to the district and the entire community, not just the impact to the one parcel. **Baenen** verified that City Council has approved of the applicant’s plan, subject to the Conditional Use Permit process. He verified that the request was for 6,000 square feet, and that there was 2,000 square feet existing on one of the lots.

On the first condition, **Bird** said that she agreed with staff. **Roemhildt** said that the applicants highlighted safe working conditions in their application. **Pegau** said that the condition was not met due to the fact that there would be increased traffic of large vehicles. **Bolin** agreed with staff. **Baenen** said that he has seen a lot of forklift traffic which may be a safety issue. He said a larger truck would alleviate this issue. **Bird** said she thought this issue would be better suited under the fourth condition. **Baenen** agreed with **Bird**. **McGann** said he agreed with staff.

On the second condition, **Bird** said that she agreed with staff and that she hoped neighbors would have come to the meeting if they had concerns. **Pegau** said that the condition was not met due to the increase in noise and traffic, which have the potential to injure neighboring properties. **Bolin** agreed with staff. **Baenen** verified that all property owners on the South Fill received notice of the Conditional Use Permit. **McGann** agreed with staff.

On the third condition, **Bird** said that the business was waterfront related and agreed that the condition was met. **Roemhildt** agreed. **Pegau** said that this condition was at the heart of his disagreement with the application. The zoning code clearly states that, “processing of seafood where no more than two thousand square feet of gross floor space of structure is used for processing” can be permitted by conditional use. He does not see any room for wiggle room. **Bolin** agreed with staff. **Baenen** said that the code was an issue for him. **Greenwood** said that her interpretation from a legal, planning perspective was that the code does not expressly prohibit the use. The purpose of the chapter states, “uses within the WCP district are intended to be water-dependent or water-related.” Seafood processing requires an outfall line, which is water-dependent. That, along with Section 18.04.040, allow for the conditional use in the district.

McGann said that there is a line between commercial and industrial, which comes down to scale. He does not think that the Waterfront Commercial Park is for large-scale processing or manufacturing. When the commission did the South Fill Development Plan, processing wasn’t talked about at all. **Roemhildt** was curious why 2,000 square feet was chosen for the code, as it seems to be very stringent. **Pegau** said he didn’t think they could discuss that; they have to judge the request based on the code that they have. **Baenen** said that 6,000 square feet compared to other processors in town is actually fairly small in terms of scale.

On the fourth condition, Harbormaster **Tony Schinella** said that he met with the applicant and that his concern was with the use of city docks, not vehicle traffic. Even though the area of seafood processing was increasing, the actual amount processed wouldn't increase 400 percent. The added square footage gives them more room to process safely. **Schinella** said they would work out an agreement to alleviate pressure in the harbor by having them using the ocean dock more. **Baenen** said that in the past, the forklifts were mostly transporting ice. **Schinella** said that there is a plan to expand the South Fill as a way of creating more land for processors, so there may be more in this area in the future. **Ho** said that currently load totes of fish and ice on a flatbed for transportation. They don't want to drive the forklift from the dock to the building back and forth. **Bird** said that after hearing from the **Schinella** and **Ho**, she felt that the future agreement would address these issues. She said that she would like to see the agreement revisited by **Schinella** and **Ho** after a year has passed. **Roemhildt** said that processing is seasonal, not year-round, and the openers really dictate when the busy times will be.

Pegau said that the agreement was a boat traffic agreement, not a vehicular traffic agreement. He said that he thought the vehicular traffic would be increased more than it would with permitted development, so he does not think the condition has been met. **Stavig** said that permitted development would include any of the permitted uses listed in the code for the district. **Bolin** said that they are worried about more truck and forklift traffic, but there are hundreds of trucks on the South Fill every day for the harbor. It isn't business-savvy for the applicants to unnecessarily create extra traffic, so he doesn't see any issues with the condition. **Baenen** said there was already a lot of large vehicular traffic in the area, such as deliveries for the large vendors and fisherman with trailered boats. **McGann** encouraged the Harbormaster to really increase usage of the ocean dock as opposed to the harbor dock. **Bird** agreed and said that they need to try to minimize conflicts as much as possible. **Ho** said they understand the concerns and they have been making improvements as they learn over time.

On condition five, **Bird**, **Roemhildt**, **Pegau**, **Baenen**, **Bolin**, and **McGann** said they agreed with staff.

Bird said that she would like to add to the second special condition traffic concerns expressed by the commission to limit truck and forklift traffic and include an administrative annual review for two years. The commission concurred. **Baenen** wanted to restrict any transportation of ice or fish by forklift. **Schinella** said that there are other businesses that use forklifts. **Greenwood** said that it probably isn't in the applicant's best interest to use forklifts.

Pegau said he supported the first special condition, but thought it would be better as a condition during the Site Plan Review. The commission concurred.

Pegau said that he was opposing the Conditional Use Permit because he did not think it met all of the conditions, particularly condition three.

Upon voice vote, motion passed 5-1.

Yea: **McGann**, **Baenen**, **Roemhildt**, **Bird**, **Bolin**

Nay: **Pegau**

Absent: **Holter**

7. AUDIENCE PARTICIPATION

8. COMMISSION COMMENTS

Baenen said more business, more jobs, and raising the price of fish are some of the reasons why he got on the commission.

Bolin said that the applicants have come a long way and he thanked everyone for their time.

Pegau said that business is important, as is quality of life. If any conditional use can be applied in any zone, then does the community even have zoning? His vote was not a reflection on the applicant's business, it was his interpretation of code.

Roemhildt understands where **Pegau** is coming from. There is a lack of waterfront, which makes it difficult for businesses to expand. He thought the commission did the right thing.

Bird said she appreciated **Pegau's** knowledge of zoning and ordinances. Zoning and planning need some flexibility, and in some places you need it more than others. Cordova is one of those places. She said she would like to have a plan to stick with entirely and she understands that during South Fill planning they didn't plan for a large processor, but what made her agree with the Conditional Use Permit was that the processing didn't produce a lot of nuisances. The town needs an economy. If there had been a lot of public or adjacent landowners with concerns, she could have been swayed.

McGann said that the code was convoluted and this application speaks to the need to revise the code, so it can't be interpreted in a hundred different ways.

9. ADJOURNMENT

M/Pegau S/Baenen to adjourn the Special Meeting at 6:58 PM.
With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner

PLANNING COMMISSION PUBLIC HEARING
MARCH 13, 2018 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Public Hearing to order at 6:30 PM on March 13, 2018 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau**, **John Baenen**, **Nancy Bird**, and **Chris Bolin**. **Allen Roemhildt** and **Lee Holter** were absent.

Also present was City Planner **Samantha Greenwood** and Assistant Planner **Leif Stavig**.

4 people were in the audience.

3. PUBLIC HEARING

a. Final Plat Approval for Saddle Point Too Addition No. 1

Christopher Grimwood, Lot 4B Saddle Point Drive, said that he intended to subdivide his lot into two. The final survey would be completed shortly.

Troy Tirrell said that he was the neighboring property owner. His only concern, which has been addressed by **Grimwood**, is the septic.

M/Roemhildt S/Baenen to recess until 6:44 PM.
With no objection, the hearing was recessed.

The Public Hearing came back to order at 6:44 PM.

4. ADJOURNMENT

M/Roemhildt S/Baenen to adjourn the Public Hearing at 6:44 PM.
With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner

PLANNING COMMISSION REGULAR MEETING
MARCH 13, 2018 AT 6:45 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:45 PM on March 13, 2018 in Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Chair **Tom McGann** and Commissioners **Scott Pegau**, **John Baenen**, **Nancy Bird**, and **Chris Bolin**. **Allen Roemhildt** and **Lee Holter** were absent.

Also present was City Planner **Samantha Greenwood** and Assistant Planner **Leif Stavig**.

10 people were in the audience.

3. APPROVAL OF AGENDA

M/Bird S/Baenen to approve the agenda.

Upon voice vote, motion passed 5-0.

Yea: McGann, Pegau, Baenen, Bird, Bolin

Absent: Roemhildt, Holter

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of February 13, 2018 Public Hearing

b. Minutes of February 13, 2018 Regular Meeting

M/Bird S/Baenen to approve the consent calendar.

Upon voice vote, motion passed 5-0.

Yea: McGann, Pegau, Baenen, Bird, Bolin

Absent: Roemhildt, Holter

5. DISCLOSURES OF CONFLICTS OF INTEREST

Baenen said he had a possible conflict on the variance request as he did rock work on the lot, which has been completed. The commission concurred that there was no conflict.

6. CORRESPONDENCE

a. Email from Camtu and Thai

b. Email from Mark Hall re: Variance Request

c. Email from David Saiget re: Variance Request

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items

Camtu Ho, 129 Harbor Loop, for agenda item 9b, said that the drawings were not much different from their Conditional Use Permit application. She said there was a large parking lot and there were no changes on the other side of the existing building. She thanked the commission and hoped they would approve the Site Plan Review.

8. PLANNER'S REPORT

Greenwood said the election will be certified on Thursday. The 2018 Budget book is completed and online. She said if anyone had any questions of comments on the Hazard Mitigation Plan, to let her know as it would be coming back to them for a recommendation soon. **Greenwood** said that they had someone remove a shed that had been built in a right of way. **Greenwood** said that she looks at various grants or loans as she becomes aware of them.

9. NEW/MISCELLANEOUS BUSINESS

a. Variance Request – Shawn Gilman

M/Bird S/Bolin to grant the variance request by Shawn Gilman and to adopt and incorporate the findings within the staff report.

Bird said she read through the memo and didn't have any strong concerns. She was happy there were letters of support from the neighbors. **Bolin** agreed. **Baenen** said that the staff findings were spot-on and he was in favor of the request. **McGann** said he also was in favor.

On the first condition, **Pegau** said that the conditions were met per the staff findings. **Baenen, Bolin, Bird,** and **McGann** agreed.

On the second condition, **Baenen** said that the condition was met. **Pegau, Bolin, Bird,** and **McGann** agreed.

On the third condition, **Bird** suggested that they discuss parking. **Shawn Gilman** explained that there would be a parking space in front of the stairs and in the pull-in under the building. **Bird** said she agreed with the staff findings for the condition. **Pegau, Baenen, McGann,** and **Bolin** agreed.

On the fourth condition, **Bird** said that the request totally meets the condition. **Bolin, Pegau, Baenen,** and **McGann** agreed.

Upon voice vote, motion passed 5-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin**

Absent: **Roemhildt, Holter**

b. Site Plan Review Thai Vu and Camtu Ho DBA Alaska Wild Seafoods

M/Bird S/Bolin to recommend to City Council to approve the Site Plan Review requested by Thai Vu and Camtu Ho DBA Alaska Wild Seafoods to construct a fish processing facility on Lot 6, Block 2, South Fill Development Park with the special conditions as contained in the staff report.

Bird said it appeared that the application was complete and all questions had been answered. **Pegau** verified with **Ho** that the totes and pallets would be stored inside the building. **Pegau** said that normally the drainage plan was a part of the site plan instead of it being reviewed by Public Works after the Site Plan Review was approved. **Greenwood** said that the special condition was so that Public Works could verify that the grade was adequate for proper drainage. **McGann** commented that in the future he would like to see the building elevations and the roof heights correctly labeled.

Upon voice vote, motion passed 5-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin**

Absent: **Roemhildt, Holter**

c. Disposal of Tracts 7, 8, and 9B, Group C, ASLS 73-35

M/**Pegau** S/**Baenen** to recommend to City Council to dispose of Tracts 7, 8, and 9B, Group C, ASLS 73-35 as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

Pegau said that what is being proposed is what he would love to see out there. He wanted to request proposals in case there were others who might be interested. **Baenen** agreed and said that not a lot of other uses could go on the property. **Bolin** was glad to see interest in the property. **Bird** said she was very supportive of development like this. After the recent meeting with City Council, she would like to see it go out for proposals.

McGann said that the property has been 'Available' on the Land Disposal Maps for a long time and this is the only letter of interest they have ever received. He said that there were actually ten lots, so if there was anyone interested there would still be additional lots. **Baenen** verified that there were strict restrictions on the development of the lots. **Bird** said that if the lots go out for proposals, that would move the timeline for disposal forward into May, as opposed to direct negotiation, which would be quicker. **Stephen Schmid** said that they were planning on installing utilities this summer. **Schmid** said that since they would be investing in the property he would probably not be interested in leasing the property.

Upon voice vote, motion passed 5-0.

Yea: **McGann, Pegau, Baenen, Bird, Bolin**

Absent: **Roemhildt, Holter**

d. Disposal of Lot 4A, Block 5, North Fill Development Park

M/**Bird** S/**Pegau** to recommend to City Council to dispose of Lot 4A, Block 5, North Fill Development Park as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

McGann said they should consider the highest and best use for the land, but if there are proposals, they could consider it at that point. The city needs an impound lot, and they could consider making a recommendation to council for a new impound lot location. **Bird** said she didn't think that the letter was the best use for the lot and she thought it would be useful to have input from the Harbor. **Tony Schinella**, Harbormaster, said that the lot was very small and could probably only fit skiffs.

Greenwood said that the lot is currently managed by the Police and Public Works Departments. She explained that there were some potential sites for the impound lot to relocate to, but they all have

some negatives to them. When vehicles are impounded, they have to stay as-is until they are proven abandoned or turned over to the city. If the impound is at the landfill, then they have to be driven all the way out there and may have to be driven back to town. There is also no security, which the city is responsible for. The lot on the highway next to Eagle Construction would have to be excavated out, and it is used as a rock source by Public Works. The Water Treatment Plant should be secured for water treatment and not attract others.

Pegau said he is supportive of two substandard lots being combined into one. This lot has always gotten a lot of interest in the past. **Baenen** said he did not support the lot used as an impound lot, or for boat storage. **McGann** said that boat storage should be in the hands of the private sector. He thought the baler could be reorganized to fit the impound lot.

Greg LoForte said that the lots were originally one lot. His intention is to replat Lot 4A and 4B back into one lot. Lot 4A was offered to someone recently who turned it down since it was small. His lot is assessed at \$247,000, and with Lot 4A the value would go up considerably. He said there was a need for more storage. Right now, there isn't security at the impound, so people will come and take car parts. He would be willing to buy the property and lease some of it to the city for an impound. **Greenwood** clarified that the lots were nonconforming, but not illegal. You can build on either lot. **LoForte** requested that the minimum lot size be reduced to 8,000 square feet so that his lot is conforming. **Greenwood** said that was an option. She said that there was an auction process for the impounded cars. There was recently an auction, so that is why there is only three cars there now.

Baenen said the lot could have a small business with a building similar to **LoForte's** existing building.

M/**Baenen** S/**Bolin** to amend the motion to recommend to City Council that the city retain Lot 4A, Block 5, North Fill Development Park.

Bolin said that he agrees that the impound lot shouldn't be there, but there are not a lot of good options for where it should go. **Bird** said she would like to see proposals. **McGann** said that they can see what is out there for ideas.

Upon voice vote, amendment failed 2-3.

Yea: **Baenen, Bolin**

Nay: **McGann, Pegau, Bird**

Absent: **Roemhildt, Holter**

Upon voice vote, main motion passed 3-2.

Yea: **McGann, Pegau, Bird**

Nay: **Baenen, Bolin**

Absent: **Roemhildt, Holter**

10. PENDING CALENDAR

Pegau said he would not be present at the next meeting.

11. AUDIENCE PARTICIPATION

Gilman thanked the commission for their time and efforts.

LoForte apologized for his earlier comments and said he was emotional about the issue. They all have the best interest of the town at heart. He thanked the commission for their time.

Ho thanked the commission for their time and support. They were going to try their best.

12. COMMISSION COMMENTS

Bolin thanked everyone for their time. He was bummed that he missed the Work Session with council.

Bird said they didn't really get much direction from council, but was a good beginning of a discussion. She appreciated the time of staff and all of the people putting applications forward. They all have the best interests at heart.

Pegau said land disposal and development will always be a sticky issue. He said that they have a matrix for evaluating proposals and he encourages everyone to check it out, because it does help them look at multiple proposals.

McGann said he agreed with **Bird's** thoughts on the council Work Session.

13. ADJOURNMENT

M/**Pegau** S/**Baenen** to adjourn the Regular Meeting at 7:40 PM.
With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner



THE STATE
of ALASKA

GOVERNOR BILL WALKER

Department of Transportation
and Public Facilities

STATEWIDE AVIATION
Northern Region Aviation Leasing

2301 Peger Road
Fairbanks, Alaska 99709-5399
Main: 907-451-2216
TDD: 907-451-2363
FAX: 907-451-2253
www.dot.state.ak.us

March 8, 2018

Re: Cordova Airport
Lease ADA-72151
Public Notice

RECEIVED

MAR 14 2018

City of Cordova

DISTRIBUTION

Enclosed is a Public Notice regarding a leasehold interest disposal of State land.
Public Notice is required by the Alaska Constitution.

We are sending you this copy for your information only; no action is required on your part.
However, you are welcome to post this notice in the public view.

If you have any questions, please call me at (907) 451-5201.

Sincerely,

A handwritten signature in cursive script that reads "Diana Osborne".
Diana M. Osborne
Airport Leasing Specialist

jkb

Enclosure: Public Notice

cc: Robert Mattson, Jr., Airport Manager

Distribution:

Chugach Alaska Corp., 3800 Centerpoint Dr., Ste. 601, Anchorage, AK 99503-5826
City of Cordova, PO Box 1210, Cordova, AK 99574
Eyak Corporation, PO Box 340, Cordova, AK 99574

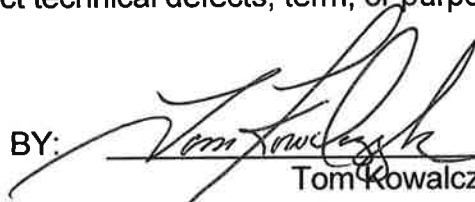
"Keep Alaska Moving through service and infrastructure."

PROPOSAL TO EXTEND A STATE AIRPORT LAND LEASE: The Alaska Department of Transportation & Public Facilities proposes to extend Lease ADA-72151 (Lot 1, Block 104), consisting of approximately 8,000 square feet, at Cordova Airport for an additional five (5) years, to expire May 1, 2023. Applicant: Eagle Contracting Corporation. Annual rent: \$1,184.00. Authorized uses: Aviation – Maintenance and operation of an aircraft hangar/shop for storage of Lessee's aircraft and equipment.

This is an application filed under AS 02.15.090(c), which allows the Department to grant the proposed lease term extension without competition. Written comments must be received by 4:30 p.m., April 9, 2018, after which the Department will determine whether or not to extend the lease. The Department's decision will be sent only to persons who submit written comment or objection to the Department, at the address and by the date and time specified in this notice, and include their return address. Information is available from Diana M. Osborne, Aviation Leasing, 2301 Peger Road, Fairbanks, AK 99709-5399, (907) 451-5201. Anyone needing hearing impaired accommodation may call TDD (907) 451-2363.

The Department reserves the right to correct technical defects, term, or purposes and may reject any or all comments.

BY: _____


Tom Kowalczyk, CM
Acting Chief, Northern Region Office
Statewide Aviation Leasing

DATE: _____

3/8/18

PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH APRIL 9, 2018

Note: A person who removes, obscures or causes to be removed or obscured a notice posted in a public place before the removal date stated in this notice is subject to disqualification from receiving any lease, permit, or concession related to this notice.



US Army Corps
of Engineers
Alaska District

Special Public Notice

ANCHORAGE
Regulatory Division (1145)
CEPOA-RD
Post Office Box 6898
JBER, Alaska 99506-0898

PUBLIC NOTICE DATE: March 30, 2018

REFERENCE NUMBER: POA-2017-271

Notice of Intent to Prepare an Environmental Impact Statement

SUBJECT: Notice of Intent (NOI) to Prepare an Environmental Impact Statement (EIS) and Notice of Scoping for the Pebble Limited Partnership's (PLP) project. This notice is to inform interested parties of the initiation of formal scoping for the proposed project. On March 29, 2018, a NOI was published in the Federal Register (83 FR 13483; pages 13483-13484), which can be found at www.federalregister.gov/documents/2018/03/29/2018-06369/intent-to-prepare-an-environmental-impact-statement-eis-for-the-pebble-project.

LOCATION: The project would be located in the Iliamna region of southwest Alaska, approximately 200 miles southwest of Anchorage and 60 miles west of Cook Inlet. The closest communities are the villages of Iliamna, Newhalen, and Nondalton, each approximately 17 miles from the Pebble Deposit. The other components locations are described below in the project description.

APPLICANT: Pebble Limited Partnership; 3201 C Street, Suite 505, Anchorage, Alaska 99503.

The application, in its entirety, has been publically available since January 5, 2018 and continues to be available at pebbleprojecteis.com

PROJECT DESCRIPTION: PLP submitted a Department of the Army (DA) permit application for the discharge of dredge and fill material under the DA's jurisdiction for the construction of a mine and associated roads, port, and natural gas pipeline. Please refer to the U.S. Army Corps of Engineers, Regulatory Division (USACE) website or the project website, pebbleprojecteis.com for the complete DA application.

SCOPING: USACE invites the public to participate to assist in identification of relevant issues, potential alternatives, mitigation measures, and available analytical tools that can be incorporated into the analysis for the EIS.

In addition, USACE has chosen to hold nine public scoping meetings to make it convenient for the public to provide input into this process. Meetings will be held in the following locations:

April 9, 2018

Naknek

Naknek School at 3:30 P.M. – 7:30 P.M.

April 10, 2018

Kokhanok

Tribal Hall at 3:30 P.M. – 7:30 P.M.

April 11, 2018

Homer

Homer High School at 5:00 P.M. – 9:00 P.M.

April 12, 2018

Newhalen

Newhalen School at 3:30 P.M. – 7:30 P.M.

April 13, 2018

New Stuyahok

Community Building at 1:00 P.M.– 4:30 P.M.

April 16, 2018

Nondalton

Tribal Center at 3:30 P.M. – 7:30 P.M.

April 17, 2018

Dillingham

Middle School at 5:00 P.M.– 9:00 P.M.

April 18, 2018

Igiugig

Community Building at 3:30 P.M. – 7:30 P.M.

April 19, 2018

Anchorage

Dena'ina Center at 11:00 A.M. – 9:00 P.M.

ADDITIONAL INFORMATION: For additional information regarding the proposed project plans and construction, please contact the applicant at the address above. For additional information regarding the EIS process (including scoping) please contact Mr. Shane McCoy, Program Manager, Large Projects at the address below. Also, please visit our project website at www.PebbleProjectEIS.com.

SUBMITTING COMMENTS: Scoping comments can be submitted in person at one of the meetings, to the address below, or on the project website, pebbleprojecteis.com, post marked by April 30, 2018, but may be submitted at any time prior to publication of the draft EIS. Comments received after the scoping period will not be included in the scoping report but will be considered in the draft EIS.

Program Manager, Regulatory Division
US Army Corps of Engineers, Alaska District
CEPOA-RD
Post Office Box 6898
JBER, Alaska 99506-0898

District Commander
U.S. Army, Corps of Engineers



US Army Corps
of Engineers
Alaska District

Regulatory Division (1145)
CEPOA-RD
Post Office Box 6898
JBER, Alaska 99506-0898

Special Public Notice

PUBLIC NOTICE DATE: April 6, 2018

REFERENCE NUMBER: POA-2017-271

Notice to Extend Public Scoping Period

SUBJECT: Extension of the public comment period for scoping for the POA-2017-271, Pebble Limited Partnership

On March 29, 2018, the United States Army Corps of Engineers Alaska District published a Notice of Intent to develop an environmental impact statement for the review of Department of the Army permit application POA-2017-271, submitted by Pebble Limited Partnership (83 FR 13483; pages 13483-13484). The notice stated a public scoping period would begin April 1, 2018, and end on April 30, 2018. The public scoping period has been lengthened for an additional 60 days. The period to provide input into the scope of the environmental document will end on June 29, 2018.

The application, in its entirety, has been publically available since January 5, 2018, and continues to be available at: <http://www.pebbleprojecteis.com>

For further information please visit the project website: <http://www.pebbleprojecteis.com>

SUBMITTING COMMENTS: Scoping input can be provided in person at one of the public scoping meetings (see website for schedule), to the address below, or on the project website by June 29, 2018.

Program Manager, Regulatory Division
US Army Corps of Engineers, Alaska District
CEPOA-RD
Post Office Box 6898
JBER, Alaska 99506-0898

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 5/3/18
Re: Recent Activities and Updates

- One building permit issued since the last meeting.
- Adams Avenue design final has moved from engineers to bid department.
- PWSSC land purchase will be signed May 9th.
- Lot 3, Block 5, North Fill (Rob Brown) lease with option to purchase tentatively scheduled for 5/16- lawyers reviewing contract.
- Lots of public questions about zoning, ownership, land disposal and other concerns.
- Working with school district to collect documentation for state review.
- Working on grant request to improve user made trail on Wolf Hill ROW.
- Wrote RFP for Comprehensive Plan-proposals due June 8, 2017.
- Wrote and published 5 Mile Loop avalanche lot RFP proposals due May 14th.
- Preparing RFP for BUILD (TIGER) grant- consultant to prepare and write grant for harbor replacement.
- Possible land use permit for breakwater fill lot for new food truck.
- Updated and issued land use permit for Copper River Watershed to spray for Canary reed grass-very strict conditions on notifying neighbors and alerting the public.
- Provided information to auditors as requested for LT2 grant and loan documentation.
- Working with ADOT, Copper River Watershed and Parks and Rec on ROW and land swap at hippy cove culvert replacement.
- Compiled and public noticed Consumer Confidence Report for Water Division as required by State.
- Two requests concerning short term vacation rentals and city zoning codes- something to think about if the comprehensive plan is done. How would/does this business impact housing in Cordova'
- Worked with Wanetta Ayers PWS economic development director on potential projects and grants.
- Updated and clarified variance application.



AGENDA ITEM # 9a
Planning Commission Meeting Date: 5/8/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff
DATE: 5/3/18
ITEM: Resolution 18-02
NEXT STEP: Pass Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

The city is applying for a grant through AARP to make pedestrian improvements on the Wolf Hill right of way. As a way to show public support, staff request the Planning Commission pass a resolution in favor of the project.

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 18-03”

III. FISCAL IMPACTS:

There is no match for the grant.

IV. BACKGROUND INFORMATION:

There is currently a user made trail on Wolf Hill ROW that connects Lake Avenue to Chase Avenue. See attached photos. This grant is through AARP, and one area for awards is walkability and connectivity for all ages but with emphasis on people 50 and older.

Wolf Hill is used by all age ranges to travel between these two main streets. The pedestrian loop from Lake, Lefever, Chase, and up Second Street is used as an exercise loop. Adding a shorter pedestrian walking loop via Wolf Hill allows the citizens to extend their daily walk or exercise with a short loop, which helps Cordova become a healthier community and provides improvements to the quality of life.

The top portion of the trail is steep, the footing is not stable, and the walking area is not well defined. These issues do not provide an easily walkable trail for any age. Upgrading the top portion with four-foot-wide steps similar to the stairs on Haystack Trail will provide footing and reduce the grade. Defining the trail on the lower portion will increase the usability and aesthetic of the trail. Delineating the trail on the west side will direct people away from residential housing. The product will require little maintenance and will not interfere with snow plowing.

The Forest Service is willing to provide technical guidance for the steps and the trail. The Streets Department will provide input on drainage and will add road toping to the lower portion to help with the delineation of the trail.

V. LEGAL ISSUES:

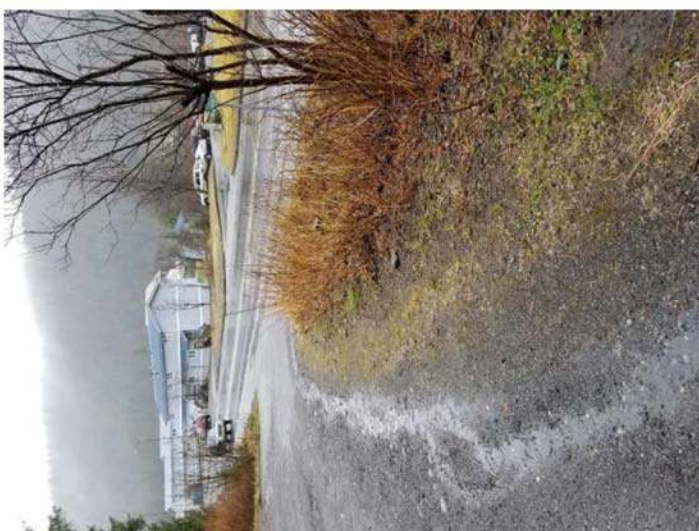
N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The commission could choose to not pass the resolution.



**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 18-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, SUPPORTING THE AARP GRANT APPLICATION FOR PEDESTRIAN
IMPROVEMENTS ON THE WOLF HILL RIGHT OF WAY**

WHEREAS, the City of Cordova’s Planning Commission supports and encourages projects that enhance walkability and connectivity in Cordova; and

WHEREAS, the project supports the City’s Comprehensive Plan’s recreational goal: “to provide and foster programs and facilities for all in the pursuit of a healthy and sustainable community; and

WHEREAS, the existing user trail is overgrown with brush and does not appear to be a public pedestrian route; and

WHEREAS, upgrading the existing user made trail will encourage all age groups to use the route more by providing safe footing, an easily accessible trail and an aesthetically pleasing area to walk.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby supports the AARP grant application for pedestrian improvements on the Wolf Hill Right of Way.

PASSED AND APPROVED THIS 8TH DAY OF MAY, 2018

Tom McGann, Chair

ATTEST:

Samantha Greenwood, City Planner



AGENDA ITEM # 9b
Planning Commission Meeting Date: 5/8/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff
DATE: 5/3/18
ITEM: Resolution 18-03
NEXT STEP: Pass Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

In the 2018 Land Disposal Maps, Lot 4A, Block 5, North Fill Development Park (see Location Map) is currently shown as 'Available.' After consideration of the last letter of interest received for this lot, the City Council decided to not move forward with the disposal process and suggested that the city begin the process to make the lot 'Not Available.'

II. RECOMMENDED ACTION / NEXT STEP:

"I move to approve Resolution 18-03."

III. FISCAL IMPACTS:

N/A

IV. **BACKGROUND INFORMATION:**

3/13/18 - At the Planning Commission Regular Meeting, the commission recommended City Council request sealed proposals for Lot 4A:

M/Bird S/Pegau to recommend to City Council to dispose of Lot 4A, Block 5, North Fill Development Park as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

McGann said they should consider the highest and best use for the land, but if there are proposals, they could consider it at that point. The city needs an impound lot, and they could consider making a recommendation to council for a new impound lot location. **Bird** said she didn't think that the letter was the best use for the lot and she thought it would be useful to have input from the Harbor. **Tony Schinella**, Harbormaster, said that the lot was very small and could probably only fit skiffs.

Greenwood said that the lot is currently managed by the Police and Public Works Departments. She explained that there were some potential sites for the impound lot to relocate to, but they all have some negatives to them. When vehicles are impounded, they have to stay as-is until they are proven abandoned or turned over to the city. If the impound is at the landfill, then they have to be driven all the way out there and may have to be driven back to town. There is also no security, which the city is responsible for. The lot on the highway next to Eagle Construction would have to be excavated out, and it is used as a rock source by Public Works. The Water Treatment Plant should be secured for water treatment and not attract others.

Pegau said he is supportive of two substandard lots being combined into one. This lot has always gotten a lot of interest in the past. **Baenen** said he did not support the lot used as an impound lot, or for boat storage. **McGann** said that boat storage should be in the hands of the private sector. He thought the baler could be reorganized to fit the impound lot.

Greg LoForte said that the lots were originally one lot. His intention is to replat Lot 4A and 4B back into one lot. Lot 4A was offered to someone recently who turned it down since it was small. His lot is assessed at \$247,000, and with Lot 4A the value would go up considerably. He said there was a need for more storage. Right now, there isn't security at the impound, so people will come and take car parts. He would be willing to buy the property and lease some of it to the city for an impound. **Greenwood** clarified that the lots were nonconforming, but not illegal. You can build on either lot. **LoForte** requested that the minimum lot size be reduced to 8,000 square feet so that his lot is conforming. **Greenwood** said that was an option. She said that there was an auction process for the impounded cars. There was recently an auction, so that is why there is only three cars there now.

Baenen said the lot could have a small business with a building similar to **LoForte's** existing building.

M/Baenen S/Bolin to amend the motion to recommend to City Council that the city retain Lot 4A, Block 5, North Fill Development Park.

Bolin said that he agrees that the impound lot shouldn't be there, but there are not a lot of good options for where it should go. **Bird** said she would like to see proposals. **McGann** said that they can see what is out there for ideas.

Upon voice vote, amendment failed 2-3.

Yea: **Baenen, Bolin**

Nay: **McGann, Pegau, Bird**

Absent: **Roemhildt, Holter**

Upon voice vote, main motion passed 3-2.

Yea: **McGann, Pegau, Bird**

Nay: **Baenen, Bolin**

Absent: **Roemhildt, Holter**

3/21/18 – At the City Council Regular Meeting, the City Council referred the disposal of Lot 4A back to staff so they could get more information about the impound lot and potential alternative locations:

17. Council action on disposal and method of disposal Lot 4A, Block 5, North Fill

M/Allison S/Schaefer to dispose of Lot 4A, Block 5, North Fill Development Park as outlined in CMC 5.22.060 B by requesting sealed proposals to lease or purchase the property.

Allison said he knows there is concern about the City impound lot having to be moved but he also thinks it is always worth seeing what kinds of ideas people might have for that lot. **Schaefer** said she agrees with that, wants to hear what other ideas might be out there. **Wiese** asked staff if other lots have been considered for the impound lot.

M/Guard S/Meyer to refer to staff until staff can give recommendations for other locations for the impound lot.

Burton said it's a great idea to refer until we have a good plan for moving the impound lot.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Jones). Motion was approved.

4/18/18 - At the City Council Regular Meeting, staff provided a recommendation on the current impound lot location versus alternative locations (See Attachment B). The City Council decided to not move forward with the disposal process and suggested that the city begin the process to make the lot 'Not Available.'

Map Designations on the 2018 Land Disposal Maps:

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

Not Available – These parcels include substandard lots, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the city. The city manager will accept letters of interest from an interested party who requests the property designation be changed to 'Available,' however the existing city use of the property will be examined and carefully weighed against the letter of interest.

Tidelands – All requests to purchase tidelands will be reviewed by the Planning Commission as they are received. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

Leased – These are lots currently leased to a business or government entity by the City and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. At the end of the lease term the property becomes available for disposal.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

This lot is currently being used by the city as an impound lot. No other sites have been identified to store impounded vehicles.

VII. SUMMARY AND ALTERNATIVES:

The commission may take no action by not passing Resolution 18-03.

Attachment A



Attachment B

Purpose

Recommendation for location of impound lot.

Background

The current impound lot is available on the 2018 Land Disposal Maps and a letter of interest has been received. City Council asked that staff to provide a summary of possible locations for the impound lot and a recommendation from these options.

Evidence cars and airport impounds are stored at the police station due to the lack of security at impound lot. Evidence cars must be picked up at the time of arrest. The Streets Department has one employee on call at all time. When the on-call employee gets called out, a second street employee is called to assist with the impound.

Public Safety notifies the Streets Department of abandoned vehicles that need to be picked up. Equipment used to move vehicles to the impound lot include the Freight Liner Tow Truck, a tow dolly, and an axle dolly, and the loader with forks. Two employees are used for safety. After an auction, the street crew hauls the unsold vehicles from the impound lot to the city shop to drain the fluids and remove batteries, and then hauls the vehicles to the landfill.

The city is liable for all vehicles that are impounded until 45 days after initial notice of impoundment. Impounded vehicles can be towed to the impound lot 15 days after tagging. After 45 days, the vehicles can be auctioned and fluids can be drained. Due to expense, advertising, time and tracking requirements, auctions are held quarterly or bi annually depending on the quantity of vehicles and staffing.

Locations for the Impound Lot

Copper River Highway Lot (Next to Eagle Construction)

Current Use

The Streets Department uses the property for screening gravel used for miscellaneous drainage projects, potholes and other street related projects. The existing impound lot on the North Fill is 60 feet wide by 110 feet long. To gain that size of space on the Copper River Highway lot, approximately 1,000 yards of rock (100 truckloads) will have to be moved. There is a possibility some blasting or hammering may be needed to level the ground. The Public Works Department estimates this would cost between \$15,000 and \$20,000 dollars to contract out and have the area prepared for fencing.

Pros

- Possible that new public safety building would include an impound lot
- Auction easily held at site
- Close to town

Cons

- Collection of junk cars unsightly
- Substantial cost involved to prepare lot, fencing and security
- Lot reserved for future public safety building
- Loss of screening area for Street Department

- Impounded cars would be an attractant

17 Mile Landfill

Current Use

ADEC has stated that the Mile 17 landfill could be used for an impound lot with conditions. The cars would have to be stored in such a state that the vehicles would not leak fluids or cause any other environmental concerns. Personnel present at the landfill is intermittent during the work week; most of the time the area is unmanned. Access to the landfill is difficult to control and the gate is a weak deterrent. In the recent past, the landfill building has been broken into, signs and scrap metal have been shot, the gate has been pulled down with a vehicle, vandalism has occurred, and landfill material has removed.

Pros

- Large area
- ADEC approves with conditions
- Possible to have vehicle stripped by auction buyer at site
- Out of sight of public
- Hauling of impounded vehicles could be reduced

Cons

- Security would have to be improved- Limited manned hours-isolated area
- Abandoned vehicles would provide an attractant
- Site will have to be monitored-limited employee presence
- ADEC will monitor on annual inspections and there could be possible changes and/or additional requirements from ADEC
- Viewing prior to auction would require additional man power from public safety
- Auction on site-bidder would have to remove car and bring back or if vehicles were stripped on site additional city personal time at landfill would be required
- Out of town - Police staff would not have the ability to “run” to impound lot to answers questions or check status of vehicle
- Draining fluids and preparing vehicle for disposal at landfill would require additional equipment & mechanic time
- Vandalism could allow fluids to leak causing possible violations of ADEC requirements.
- Auctions cannot occur and fluids cannot be removed from impounded cars until day 46 making it difficult to adhere to ADEC requirements
- Auctions would have to be timely increasing cost and personal time to public safety

Baler

Current Use

This lot is leased from the state and is used as a transfer site for refuse, C&D, and other large items. Lot is used for storing roll off containers, dumpsters, recycling dumpsters, web recycling van, refrigerators with Freon. A portion of the lot is used for snow storage in the winter. The site serves as a public drop off for household trash, household appliances and C&D

Pros

- Closer to town than 17 mile
- ADEC approves with conditions

- Closer to city shop
- Auction easily held at site

Cons

- Abandoned vehicles would be an attractant
- ADEC will monitor on annual inspections and there could be possible changes and/or additional requirements from ADEC
- Limited space
- Auctions cannot occur and fluids cannot be removed from impounded cars until day 46 making it difficult to adhere to ADEC requirements
- Auctions would have to be timely increasing cost and personal time to public safety

Harbor Loop Recycle Lot

Current Use

A portion of the lot is used for vehicle and recreational boat trailer parking. A portion of the lot is leased by the Copper River Watershed Project and currently only city recycle containers are located on that portion of the lot.

Pros

- In town
- Similar security level as impound lot
- Auction easily held at site

Cons

- Commercial district impound lot does not meet zoning intent
- Vehicle and recreational boat trailer parking would be loss
- Concern from commercial business owners
- Limited storage and access (with lease lot)
- Collection of junk cars unsightly

Waste Water Treatment Plant

Current Use

Location of equipment and facilities to treat the city of Cordova's effluent. Storage of pipes and other apprentices for water and sewer lines is also on this site.

Pros

- Some security
- Closer to town than Mile 17
- Close to city shop

Cons

- Impound cars would be an attractant
- Non-authorized personal are not allowed at waste water plant, cars would have to be moved for auction
- Space is limited storage area and facilities need to be accessed at all time

- Security is limited to a gate. Access around gate, tidelands and through forest is available
- Waste water plant is not permitted with ADEC. Impounded vehicles and potential increase in unauthorized people may jeopardize permit

Mile 4 Substation

This property is not an option due to the lot size, topography and State highway right of way. The building and training area are located on most of buildable property. The front property line is about 10 to 15 feet from the front of the building.

Impound Lot

Current Use

The site is currently used as the impound lot and there is a Conex for storage of bikes and other miscellaneous items. It is in waterfront industrial zone district.

Pros

- Close to police station
- Some security being in a populated area
- Current use is impound lot
- Auction easily held at site

Cons

- Lot could be developed by business
- Collection of junk cars unsightly

Summary

The baler, waste water treatment plant and the landfill are ADEC permitted sites and are essential to city functions. Potential increase due to having the impound vehicles at these locations are not worth jeopardizing or adding additional requirements to the current city permits.

The Copper River Highway lot would need substantial improvement. If the proceeds from the sale of the impound lot were to be used it would require a Permanent Fund transfer and vote of council.

Using the Harbor Loop Recycle Lot as an impound lot is not conducive to promoting a commercial district.

Recommendation

Staff recommend the impound lot remain where it is and be designated as not available on the land disposal maps. Adding permanent fencing, motion lights or other types of deterrents would be helpful to reduce liability concerns for the city and the removal of parts prior to the auction. Improved security at the impound lot will help increase the amount of revenue generated from the auction. Auction proceeds could help offset the cost of these improvements.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 18-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
THAT LOT 4A, BLOCK 5, NORTH FILL DEVELOPMENT PARK BE UPDATED TO ‘NOT
AVAILABLE’ ON THE 2018 LAND DISPOSAL MAPS**

WHEREAS, the City of Cordova’s City Manager and City Planner are directed by Cordova Municipal Code Section 5.22.040(D): *The city manager shall refer an application from a qualified applicant to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the application for review by the planning commission not later than its next regular meeting;* and

WHEREAS, the City of Cordova’s Planning Commission has determined that Lot 4A, Block 5, North Fill Development Park should be designated as ‘Not Available’ on the 2018 Land Disposal Maps because it is used by the City of Cordova as an impound lot; and

WHEREAS, the City of Cordova’s Planning Commission has determined that updating the 2018 Land Disposal Maps at this time to make Lot 4A, Block 5, North Fill Development Park ‘Not Available’ is important to maintain consistency with land disposal process; and

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

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend the City Council of the City of Cordova, Alaska that Lot 4A, Block 5, North Fill Development Park be updated to ‘Not Available’ on the 2018 Land Disposal Maps.

PASSED AND APPROVED THIS 8TH DAY OF MAY, 2018

Tom McGann, Chair

ATTEST:

Samantha Greenwood, City Planner



AGENDA ITEM # 9c

Planning Commission Meeting Date: 5/8/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 5/3/18

ITEM: Local Hazard Mitigation Plan Review and Recommendation to City Council

NEXT STEP: Review and Make Recommendation to City Council

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

LeMay Engineering & Consulting, Inc. recently completed a new draft of the city's Local Hazard Mitigation Plan (LHMP). FEMA has issued an Approval Pending Adoption (see attached). In order to adopt the plan, the commission needs to review the plan and make a recommendation to City Council to adopt the plan by resolution.

You can download a copy of the plan at the following link:

<http://cityofcordova.net/images//planning/resources/DRAFT%202018%20Hazard%20Mitigation%20Plan%20Update.pdf>

II. RECOMMENDED ACTION / NEXT STEP:

"I move to recommend City Council adopt the 2018 City of Cordova Local Hazard Mitigation Plan Update by resolution."

III. FISCAL IMPACTS:

The LHMP makes the city eligible for FEMA grants.

IV. BACKGROUND INFORMATION:

LeMay Engineering & Consulting, Inc. has been working on the update of the LHMP over the winter. There was a public comment period which the Planning Commission was informed about at the March Regular Meeting. The State requires that the plan be updated every 5 years. An updated plan allows the city to apply for State Hazard mitigation grants.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A

U.S. Department of Homeland Security
FEMA Region 10
130 – 228th Street, SW
Bothell, Washington 98021



FEMA

April 9, 2018

Mr. Brent Nichols
State Hazard Mitigation Officer
Alaska Division of Homeland Security and Emergency Management
P.O. Box 5750
Fort Richardson, Alaska 99505-5750


Dear Mr. Nichols:

As requested, on April 6, 2018, the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA), Region 10, completed a pre-adoption review of the City of Cordova Hazard Mitigation Plan. This letter serves as Region 10's commitment to approve the plan upon receiving documentation of its adoption by the community. The plan successfully contains the required criteria, excluding the adoption, for hazard mitigation plans, as outlined in Code of Federal Regulation Title 44 Part 201.

Once FEMA approves the plan, the community is eligible for mitigation project grants.

Please contact our Regional Mitigation Planning Program Manager, Brett Holt, at (425) 487-4553 with any questions.

Sincerely,

X 

Tamra Biasco
Chief, Risk Analysis Branch
Mitigation Division

AS:vl



AGENDA ITEM # 9d

Planning Commission Meeting Date: 5/8/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 5/3/18

ITEM: Resolution 18-04

NEXT STEP: Review Proposed code change

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Review and provide input on code changes

The last remaining chapters of Title 16 are 16.80 Mobile Home Parks and 16.90 Trailers and Trailer Camps. This is a draft to move 16.90 Trailers and Trailer Camps to Chapter 18.60 Conditional Use Permits. This proposed code change will require an applicant for an automobile trailer park to complete an application and have it reviewed and approved by the Planning Commission. Things to think and discuss at meeting:

1. The site plan requirements for the CUP are from the section in Title 16 and from 18.42. Are there additional requirements needed?
2. 18.60.75 (2) In order to accommodate all sizes of parks (1 to 50 spaces), certain requirements may need to be reduced or altered depending on the size. I have noted a few that may need to be

adjusted especially in the case of fewer spaces. Is there a better way to address it?

3. Any other thoughts ideas or comments

If the commission is aggregable to the presented code change and passes the resolution, an ordinance will be drafted and the additions to the CUP code will presented to City Council.

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 18-04.”

III. FISCAL IMPACTS:

None currently.

IV. BACKGROUND INFORMATION:

Chapter 16.90 Trailers and Trailer Camps currently has a requirement for Conditional Use Permits (CUP) among other licensing requirements. Moving the process to the CUP chapter clarifies the process.

V. LEGAL ISSUES:

Legal review will occur prior to an ordinance being presented to City Council.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A

Attachment A – Existing Code

Chapter 16.90 - TRAILERS AND TRAILER CAMPS

16.90.010 - Definitions.

For the purposes of this chapter, the following terms shall be defined as follows:

- A. "Automobile trailer" means any vehicle used for sleeping or living quarters and propelled either by its own power or by other power-driven vehicles to which it may be attached. This includes travel trailers, recreational vehicles, camper units on pickups, and the like.
- B. "Automobile trailer camp" means any lot or parcel of ground arranged for the parking of automobile trailers, referred to in this chapter as "camp." Automobile trailer camps are primarily for recreational vehicles whose stay will be short term or seasonal.

16.90.020 - License—Required—Term—Transferability.

It is unlawful for any person, persons, firm or corporation to establish, operate, manage, or maintain or begin the operation of any automobile trailer camp within the city without first having obtained a license therefor from the city building inspector authorizing the operation of such automobile trailer camp. An automobile trailer camp license shall cover the period from January 1st to December 31st. Such automobile trailer camp license shall not be transferable.

16.90.030 - License—Applications.

Each application for a trailer camp license shall be accompanied by a plan drawn to scale showing the external boundaries of the camp, the size and location of all trailer spaces, buildings and structures, sewer lines and their connections, electric lines and their connections, water lines and their connections, power poles and meter locations. The clearance of all electric connections must conform to city codes and the latest edition of the National Electrical Code. Each trailer space shall be given a number on the plan.

16.90.040 - License—Fees—Revocation.

The fee to be paid for a license for an automobile trailer camp shall be a minimum fee of thirty-five dollars per year or three dollars per space per year, whichever is greater. Any failure on the part of management to maintain the automobile trailer camp in an orderly, safe, and sanitary condition shall be grounds for revocation of the license by the city council.

16.90.050 - Conditional use permit.

Automobile trailer camps may be permitted in any zoning district as a conditional use. Conditional use permits must be obtained as required in Chapter 18.60 of this code.

16.90.060 - Specifications.

- A. The management of every automobile trailer camp shall maintain in good repair and appearance all sanitary facilities and appliances. Supervision and equipment sufficient to prevent littering of the premises with rubbish, garbage, or other refuse shall be provided and maintained at all times.
- B. No trailer shall be placed closer than ten feet to the next adjoining trailer on the side and ten feet on the end. There shall be a fifteen-foot setback from all exterior camp boundaries or property lines. This setback cannot be used as a roadway. A minimum of ten percent of the total camp area shall be provided as an open green area for recreation, picnics and other activities. The exterior boundary setback may be used to fulfill this requirement. Camps shall have roadways at least twenty feet wide between rows of shall have roadways at least twenty feet wide between rows of trailers. Roadways shall be well maintained. Roadways and trailer spaces shall be well marked in day-light and well

lighted at night.

- C. Automobile trailer camp areas shall be well drained and free from insect breeding places. Fires in such areas shall be made only in stoves, fireplaces, or pits provided for that purposes, and open, unattended fire shall not be permitted.
- D. An adequate supply of safe water for drinking and domestic purposes shall be provided. The water supply shall be easily obtainable from a pipe distribution system. Water faucets shall not be more than seventy-five feet from any trailer space.
- E. The premises occupied by the trailer camp shall be connected with the public sewer in an approved manner and all sewage shall be discharged through the same. In limited cases, other disposal systems may be acceptable if they are approved by the city and the Department of Environmental Conservation.
- F. Wastewater from sinks, showers, toilets, and other plumbing fixtures in the automobile trailer shall be deposited in a plumbing fixture connected to the public sewer system and not on the surface of the ground.
- G. The trailer camp manager shall provide garbage containers with close-fitting covers in convenient locations and in ample numbers. The containers shall not be permitted to become foul smelling, unsightly, or breeding places for flies. All garbage, rubbish, and trash shall be disposed of in such manner as is provided by ordinances of the city.
- H. No trailer shall be connected to the electric system of the city if the building inspector finds the wiring of any such trailer to be hazardous.

16.90.070 - Supervision.

Each trailer camp, while occupied, shall be under the supervision and control of a responsible attendant or caretaker who shall be responsible, together with the licensee, for full compliance with the provisions of this chapter.

16.90.080 - Violations designated.

- A. There shall be a fine of one hundred dollars for each violation of this chapter.
- B. It is unlawful for any person to own or maintain any automobile trailer when it is being used as a dwelling place at any place other than the licensed trailer camp. Automobile trailers operated by tourists or visitors who are visiting Cordova or Cordova residents, are staying less than thirty days, and are parked on private land or another lawful location, are exempt. Exceptions to this section may be made on a case by case basis for people using auto-mobile trailers as a primary residence for a period longer than thirty days provided that:
 - 1. A permit to camp outside of a trailer camp has been obtained from the city. The fee for such permit shall be thirty-five dollars per month and permits shall be is-sued for the duration of the stay. Permits for camping outside of automobile trailer camps shall be issued for the period April 1st through October 31st;
 - 2. The trailer is parked on private land with the permission of the landowner. Landowners may not charge a fee for this service nor operate a trailer camp without obtaining a license to do so from the city. Automobile trailers shall be limited to one per lot in residential areas;
 - 3. The camp situation is not an unreasonable in-convenience or nuisance to neighboring landowners;
 - 4. Adequate arrangements have been made for garbage and sewage disposal;
 - 5. The trailer has access to an adequate supply of safe drinking water;
 - 6. The trailer is not parked on the right-of-way of any city street or alley, on public lands such as parks unless otherwise authorized, on unoccupied city-owned commercial or industrial lands, or any other areas which are inappropriate for this use as determined by the planning commission;

7. Adequate off-street parking must be provided for the automobile trailer. The space provided shall be in addition to the spaces required in Chapter 18.48 of this code. The parking of trailers shall not result in the displacement of other vehicles such that they must then park in the street.
- C. The administration of this section shall be determined by the city manager. These permitting provisions may be revoked by ordinance if the council finds that to be in the best interest of the city.
- D. It is unlawful for any person to remove the wheels or other transportation device from any automobile trailer or otherwise affix said trailer permanently to the ground so as to prevent ready removal, unless a permit to do so is obtained as required for the construction of a new building. Any alterations of an automobile trailer which converts the same into a permanent dwelling shall be subject to the requirements of the building code and zoning ordinances of the city.
- E. It is unlawful to occupy for sleeping or other residence purposes any automobile trailer which has been rendered immobile by the removal of the wheels or placing the same on foundations or the ground unless such trailer is connected to water, electric, and sewer facilities above mentioned, and the construction and location of the same complies with the ordinances applicable to single-family dwellings.
- F. The building board may grant an exception from subsections A, B and C of this section for up to twelve months to allow a lot owner to place temporary living quarters on a lot provided that:
 1. A building permit has been issued;
 2. Water, sewer, and electric utilities have been installed;
 3. A foundation has been constructed and approved;
 4. Only the lot owner may be allowed to occupy the temporary residence, and that such temporary residence may not be inhabited by other than the lot owner's immediate family;
 5. The temporary living quarters must be removed from the lot or vacated prior to the issuance of a certificate of occupancy for the residence or at the end of the twelve-month period.

Attachment B – Proposed Code

18.60.075 – Conditional use permit for Automobile Trailer Parks

For the purposes of this section, the following terms shall be defined as follows:

- A. "Automobile trailer" means any vehicle used for sleeping or living quarters and propelled either by its own power or by other power-driven vehicles to which it may be attached. This includes travel trailers, recreational vehicles, camper units on pickups, and the like.
- B. "Automobile trailer camp" means any lot or parcel of ground arranged for the parking of automobile trailers, referred to in this chapter as "camp." Automobile trailer camps are primarily for recreational vehicles whose rental will be short term or seasonal.

The planning commission may grant a conditional use permit to allow an automobile camp to be placed in any district, provided that the plans for the automobile camp comply with the following:

- 1. Site plan drawn to scale showing the following:
 - a. Date, North Arrow and scale
 - b. External boundaries of the park including a 15-foot setback from property lines. This setback cannot be used as a road
 - c. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties
 - d. Location and use of all buildings on the property regardless if being used for trailer park
 - e. A grading plan of the area demonstrating the proposed method of storm drainage
 - f. A minimum of 10% of the total park shall be open space for recreational purpose; this can include the 15-foot setback
 - g. Size and location of all trailer spaces – Trailers shall not be closer than 10 feet side to side or end to end
 - h. Each trailer space must include 1 off-street parking spot
 - i. All spaces will be numbered
 - j. Roadways shall be 25 feet wide between rows of automobile trailers
 - k. Roadways and spaces shall be well marked and lighted at night
 - l. Traffic pattern
 - m. Sewer and water lines locations to each spot or to dumping station and/or potable water locations
 - n. Potable water shall not be more than 75 feet from any spaces
 - o. Trash receptacles
- 2. The planning commission upon reviewing the site plan may reduce, increase or adjust requirements in 18.60.075 (b), (e), (f), (l), (n)
- 3. An approved site plan shall regulate the development on the site unless modified in the same manner as the plans were originally approved; provided, however, that incidental or minor variations of the approved site plan shall not invalidate prior site plan approval; provided, that the variations have first been revised and written approval received for the variations from the public works/planning director and city manager.

Attachment C – Conditional Use Permit Code to be adopted after Marijuana Vote (Already Approved by Planning Commission)

18.60 – Conditional Use Permits

18.60.010 – Purpose.

It is recognized that there are some uses and associated structures which may be compatible with designated principal uses in specific zoning districts provided certain conditions are met. The conditional use permit procedure is intended to allow flexibility in the consideration of the proposed use on surrounding property **if the proposed use is in harmony with the various elements or objectives of the comprehensive city plan and the zoning district. The conditional use permit process provides the opportunity to apply conditions** application of controls and safeguards to ensure that the proposed use will be compatible with the surroundings.

18.60.020 - Applications.

Applications for a conditional use permit shall be filed with the city planner.

- A. The application shall include but is not limited to the following:
 1. Name and address of the applicant;
 2. If the 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;
 3. A legal description of the property involved;
 4. A narrative description of the proposed use;
 5. A proposed time frame for the new use and/or the period of construction;
 6. Dimensioned plot plans showing the location of all existing and proposed buildings or alterations, and their existing and proposed uses;
 7. The nonrefundable fee as established by city council resolution;
 8. Narrative evidence that the application meets all of the review criteria in Section 18.60.020B. Evidence shall be sufficient to enable meaningful review of the application;
 9. Any additional information required by the Municipal Code; and
 10. Any additional information the city planner may require to determine whether the application satisfies the criteria for issuance of a permit.
- B. Prior to granting a conditional use permit, the planning commission must determine that the proposed use meets all of the following review criteria:
 1. The use is consistent with the purpose of this chapter and is compatible with the zoning district and the comprehensive plan;
 2. The use will not permanently or substantially injure the lawful use of neighboring properties;
 3. Public services and facilities are adequate to serve the proposed use;
 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
 5. The proposed use will not adversely affect to the public's safety, health, or general welfare.
- C. The planning commission shall hold a public hearing upon each properly submitted application. Such hearing shall be held not less than ten days nor later than thirty days following the date of filing of such application and the applicant shall be notified of the date of such hearing.

- D. The commission shall cause to be sent to each owner of property within a distance of three hundred feet of the exterior boundary of the lot or parcel of land described in such application notice of the time and place of hearing and a description of the property involved. For the purposes of this section, "property owner" means that owner shown upon the latest tax assessment roll.
- E. The commission shall cause to be made by its own members, or its authorized agent, an investigation of facts bearing on any application sufficient to assure that the action taken is consistent with the intent and purpose of this section.
- F. The planning commission shall hear and consider evidence and facts from any person at any public hearing or written communication from any person relative to the matter. The right of any person to present evidence shall not be denied for the reason that any such person was not required to be informed of such public hearing.
- G. Within thirty days from the conclusion of the public hearing, the planning commission shall render its decision unless such time limit be extended by common consent and agreement signed by both applicant and the commission. If, in the opinion of the commission, the necessary facts and conditions set forth in this chapter apply in fact to the property or use referred to, it may grant the conditional use permit. If, however, such facts and conditions do not prevail nor apply the commission shall deny the application.
- H. The commission, in granting approval, may establish conditions under which a lot or parcel of land may be used or a building constructed or altered; make requirements as to architecture, height of building or structure open spaces or parking areas; require conditions of operation of any enterprise; or may make any other condition, requirements or safeguards that it may consider necessary to prevent damage or prejudice to adjacent properties or detriment to the city. When necessary, the commission may require guarantees in such form as deemed proper under the circumstances to ensure that the conditions designed will be complied with.
- I. The decision of the planning commission, either for the granting with or without conditions, or the denial of an application, shall become final and effective ten days following such decision.
- J. Any aggrieved person or party may appeal the planning commission decision following the protocol in 18.64.030.
- K. Any application approved by the planning commission shall be conditional upon the privilege granted being utilized within six months after the effective date of approval.
- L. Construction work must commence within the stated period and must be diligently prosecuted to completion, otherwise the approval is automatically voided.
- M. In the case of construction, the planning commission may extend the time of construction if satisfactory evidence of planning and/or construction progress is presented.
- N. A conditional use permit shall automatically expire if for any reason the conditioned use ceases for a period of 24 months or longer
- O. A permittee who disputes the administrative official's determination that the conditioned use has not been timely initiated or has ceased for a period of 24 months or longer may appeal the official's determination under 18.64.040.
- P. A conditional use permit is not transferable from one (1) parcel of land to another. Conditional use permits may be transferred from one (1) owner to another for the same use, but if there is a change in use on the property, a new permit must be obtained.

18.60.030 – Conditional uses.

The city planning commission may grant the following uses by conditional use permit in any district unless otherwise specified. **Uses not listed may be permitted in any district subject to the requirements of this chapter and if the proposed use is in harmony with the various elements or**

objectives of the comprehensive city plan and the zoning district.

- A. Airports;
- B. Animal hospitals or boarding establishments and veterinary practices;
- C. Cemeteries;
- D. Concrete or cement products manufacture;
- E. Crematories if located within a cemetery containing at least five acres;
- F. Establishments or enterprises involving large assemblages of people or automobiles, including amusement parks, circuses, fairgrounds, open—air theaters, recreational centers and hospitals and sanitariums;
- G. Gas manufacture and storage; provided, that all manufacturing operations shall be subject to the approval of the building official;
- H. Government enterprise (federal, state or local);
- I. Commercial greenhouses or tree nurseries;
- J. Natural resources, development and extraction of, together with necessary buildings, apparatus or appurtenances incident thereto, including petroleum exploration and development;
- K. Off-street parking areas;
- L. Marijuana establishments subject to the regulations and limitations in this code and state law;
- M. Private clubs;
- N. Public libraries, cultural centers, museums, art galleries, research and education not operated for profit;
- O. Public or private child care facilities, public or nonprofit elementary and high schools, and institutions for higher education;
- P. Public utility or public service facilities, subject, in the case of a telecommunication tower, to the standards in Section 18.60.070;
- Q. Radio or television transmitters and Satellite dishes;
- R. Hotel and motels

18.60.040 – Conditional use for group housing developments.

In the case of a dwelling group consisting of two or more buildings, the contemplated arrangements of which makes it impracticable to apply the requirements of this title to the individual building units in the group, a permit for the construction of such dwelling group may be issued only if the plans of such dwelling group comply with the following conditions:

- A. That the proposed dwelling group will constitute a residential environment of sustained desirability and stability; that it will be in harmony with the character of the surrounding neighborhood, and it will result in intensity of land utilization no higher, and standard of open space at least as high, as permitted or specified in this chapter in the district in which the proposed dwelling group is to be located,
- B. That the tract of land on which the dwelling group is to be erected comprises at least seventy-five thousand square feet,
- C. That the buildings are to be used only for residential purposes and the customary accessory uses, such as garages, storage spaces and recreational and community activities,
- D. That the average lot area per dwelling unit on the site, exclusive of the area occupied by street, will not be less than the lot area required for each dwelling unit in the district in which the dwelling group is to be located,
- E. That there are provided, as part of the proposed development, adequate recreation areas to serve the needs of the anticipated population,

- F. That off-street parking is provided on the basis of one parking space for each dwelling unit within the development,
- G. That the development will not produce a volume of traffic in excess of the capacity, for which the access streets are designed,
- H. That property adjacent to the proposed dwelling group will not be adversely affected,
- I. That such dwelling group not be located in an industrial district,
- J. That the proposed group housing development will be consistent with the intent and purpose of this title to promote public health, safety and general welfare;
- K. That snow storage areas will be provided.

18.60.050 – Conditional use for townhouse and zero lot line developments.

In the case of townhouse and zero lot line developments where one structure will contain two or more dwelling units, and the contemplated arrangement of the overall project makes the strict interpretation of this title impractical, the planning commission may, after a public hearing, permit such development provided the following guidelines are followed:

- A. That the proposed dwelling group will constitute a residential environment of sustained desirability and stability, that it will be in harmony with the character of the surrounding neighborhood, and it will result in an intensity of land utilization no higher, and standard of open space at least as high, as permitted or specified in this chapter in the district in which the proposed dwelling is to be located,
- B. That the tract of land on which the dwelling group is to be erected comprises a minimum of sixteen hundred square feet per dwelling unit for each dwelling unit within the proposed development,
- C. That the buildings are to be used only for residential purposes and the customary accessory uses, such as garages, storage spaces and recreational and community activities,
- D. That these are provided, as part of the proposed development, adequate recreation areas to serve the needs of the anticipated population,
- E. That off-street parking be provided on the basis of two parking spaces for each dwelling unit within the development. This requirement may be fulfilled by either two parking spaces adjacent to the dwelling unit or a parking area adequate to accommodate the total development parking requirement at a location conveniently located to all the dwelling units within the development,
- F. That the developer furnish the planning commission with two copies of the homeowners agreement which will cover such areas as property maintenance, dwelling unit maintenance and upkeep, etc. Only copy will be forwarded to the city attorney for his review and comments,
- G. That the development will not produce a volume of traffic in excess of the capacity for which the access streets were designed,
- H. That the property adjacent to the proposed dwelling group will not be adversely affected,
- I. That such dwelling group shall only be located on a district which permits residential use,
- J. That the proposed town house development will be consistent with the intent and purpose of this title to promote public health, safety and general welfare

18.60.060 – Conditional use for mobile homes or travel trailers.

The planning commission may grant a conditional use permit to allow mobile homes or travel trailers to be placed outside of planned mobile home parks in any zone district for up to twelve months to allow the lot owner temporary living quarters while building a residence. The temporary living quarters must be removed from the lot or vacated upon expiration of the conditional use permit.

18.60.070 - Conditional use for telecommunication tower.

- A. The planning commission may grant a conditional use permit for a telecommunication tower in any zoning district subject to the conditions in this section.
- B. In addition to the requirements 18.60.020 the application for a conditional use permit for a telecommunication tower shall include the following information:
 - 1. A written narrative explaining why the proposed site has been chosen, why the telecommunication tower is necessary, why the requested height was chosen, and a full explanation regarding the telecommunication tower's ability to accommodate other providers; and
 - 2. Specifications for the telecommunication tower and all antennas to be located on it, including a description of design characteristics and material;
 - 3. A site plan drawn to scale showing property boundaries, telecommunication tower location, telecommunication tower height, guy wires and anchors and existing structures and land uses on the site and on adjacent property;
 - 4. A map showing the locations of the applicant's existing telecommunication towers that serve customers in the city and of all telecommunication towers that the applicant proposes to construct to serve customers in the city;
 - 5. A report prepared by a person registered as a structural engineer in Alaska showing the capacity by type and number of the telecommunication tower and antennas, and that the telecommunication tower and antennas are designed to withstand winds in accordance with the latest revision of ASI/EIA/TIA/222 standards ("Structural standards for steel communications antenna towers and communications antenna supporting structures");
 - 6. Identification of the person or persons who own the telecommunication tower and the equipment that is to be located on it;
 - 7. Written authorization for the application from the owner of the site;
 - 8. Evidence that the applicant has a valid FCC license for the use of the telecommunication tower;
 - 9. A line of sight analysis showing the potential visual and aesthetic impacts of the telecommunication tower on adjacent residential districts through the use of photo simulations of the telecommunication tower, including all antennas, structures, and equipment, using the vantage points and number of photo simulations requested by the planning department;
 - 10. A written agreement, on a form approved by the city attorney, to remove the telecommunication tower and restore the site to its original condition within one hundred eighty days after the telecommunication tower is substantially unused for a period of twelve consecutive months, and providing that if the telecommunication tower is not removed within this one hundred eighty-day period, the city may remove the telecommunication tower at the cost of the owner;
 - 11. A cell phone coverage map showing the applicant's proposed cell phone coverage within the city;
 - 12. A certificate from an engineer licensed in Alaska that the telecommunication tower, and all antennas and other equipment located on it, are built and installed to approved specifications and will contain only equipment meeting Federal Communications Commission requirements;
 - 13. Any additional information required by the planning department during the application process.
- C. In addition to the requirements 18.60.020 the planning commission may approve an application under this section, with or without conditions, if the application meets the following criteria:

1. **Location and Visual Impact.** The proposed location of the telecommunication tower will minimize the visual impact on the surrounding area while allowing the telecommunication tower to function in accordance with minimum standards imposed by the applicable telecommunications regulations and the applicant's technical design requirements. Telecommunication towers and attached antennas and equipment must be painted or coated in a color that blends with the surrounding environment. Muted colors, earth tones, and subdued hues, such as gray, shall be used. All associated structures such as equipment buildings, including the roofs, shall be painted with earth tone colors unless otherwise required under this code or other applicable law. Where necessary to make a telecommunication tower compatible with the historical, environmental or cultural character of its location, the planning commission may require that the telecommunication tower be disguised, hidden or screened, or integrated as an architectural feature of a structure, to reduce its visual impact.
2. **Inability to Collocate.** It is not feasible to locate the applicant's telecommunication antenna and other equipment on any existing structure or tower under the control of the applicant.
3. **Location in a Residential Zoning District.** An applicant seeking to locate a telecommunication tower in a residential zoning district must show that the area cannot be adequately served by a telecommunication tower located in a nonresidential zoning district for valid technical reasons.
4. **Location on Public Property or Other Private Property.** If the applicant proposes to acquire a site on private property for the telecommunication tower, the applicant must show that no available publicly owned site or available privately owned site occupied by a compatible use is suitable under applicable communications regulations and the applicant's technical design requirements.
5. **Design for Future Use.** A new telecommunication tower shall be designed to allow collocation of telecommunication antennas equal in number to the applicant's present and reasonably foreseeable future requirements.
6. **Safety Code Met.** The telecommunication tower meets all applicable laws and code requirements, including without limitation health, nuisance, noise, fire, building and safety code requirements.
7. **Distance from Existing Telecommunication Towers.** A telecommunications tower shall not be approved if it is located within one-half mile (two thousand six hundred forty feet) of an existing telecommunication tower, unless the applicant certifies that the existing telecommunication tower does not meet the applicant's structural specifications and technical design requirements, or that a collocation agreement could not be obtained.
8. **Zoning Requirements.** With the exception of requirements for setback and height, which are established in this section, the telecommunication tower must comply with all applicable zoning laws and regulations, including, without limitation, all laws governing land development, visibility, fencing, screening, landscaping, parking, access, lot size, exterior illumination, and sign, storage.
9. **Setback.** In all zoning districts, a telecommunication tower must be located no less than a distance equal to the tower height from all lot lines.
10. **Signs.** No signs may be located on a telecommunication tower except for identification signage.
11. **Lighting.** No lighting may be located on a telecommunication tower except as reasonably required for safety purposes or as required by the Federal Communications Commission, Federal Aviation Administration or other government agency with jurisdiction.
12. **Fencing.** A fence with a minimum height of eight feet must be placed on the perimeter of the site of a telecommunications tower site to limit access by the public.

13. Height. The height of a telecommunications tower may not exceed the maximum tower height specified in the conditional use permit or in this section.
- D. No decision regulating the placement, construction or modification of a telecommunication tower may be made on the basis of environmental or health effects of radio frequency emission if the antennas and other equipment on the telecommunication tower comply with Federal Communications Commission regulations.

18.60.080 – Conditional use for marijuana establishments.

- A. In addition to other applicable requirements, an applicant for a marijuana establishment conditional use permit shall submit an application to the planning commission that contains the following:
1. A copy of the lease for the property upon which the marijuana establishment will be located or a notarized written statement from the land owner stating that he, she or it has knowledge of and consent for the use of the property for a marijuana establishment;
 2. Any additional information the city planner may require to determine whether the application satisfies the criteria for issuance of a permit.
 3. Verification from city clerk and utilities clerk that no monies are owed the city by the applicant or the land owner if not the applicant.
- B. A buffer zone of 1,000 feet shall be required between any marijuana establishment and building primarily being used as a public or private elementary or secondary education facility.
- C. A buffer zone of 500 feet shall be required between any marijuana establishment and building
- a. a recreation or youth center
 - b. a building in which religious services are regularly conducted
 - c. a correctional facility
 - d. a hospital
 - e. parks and playground
 - f. public buildings for the purpose of this section public building shall be a publicly owned building with regular operating hours that are open to the public

Parks and playgrounds include, but are not limited to

- a. Nirvana Park
- b. Nettie Hansen Park
- c. Orca Inlet Pump Track
- d. Hollis Henrichs Park

- D. This section does not void an existing marijuana establishment conditional use permit if the conditional use permit was issued prior to the requirements in 18.60.080 B and C
- E. Upon denial, expiration or revocation of a marijuana establishment license issued by the State of Alaska, any conditional use permit issued for that marijuana establishment shall be immediately voided and any use permitted under such permit revoked.

- F. Notwithstanding any other requirement to the contrary, a conditional use application approved by the planning commission under this section is conditional upon the applicant using the property as a marijuana establishment within six months after the effective date of the applicant's State Marijuana Establishment License.

18.60.090 – Conditional use for junkyards.

In addition to other applicable requirements, a junkyard conditional use is subject to the following:

- A. An applicant for a junkyard conditional use shall submit a site development plan to the planning and zoning commission containing the information required by the city planner. The planning and zoning commission shall review the site development plan, taking into account the following:
 - 1. The nature and development of the surrounding property;
 - 2. The proximity of the proposed junkyard to churches, schools, hospitals, public buildings, recreation areas, or other places of public gathering;
 - 3. The sufficiency in number of other similar business establishments in the city;
 - 4. The adequacy of fences and other types of enclosures proposed to prevent the unsightly display of the salvage yard;
 - 5. The health, safety, and general welfare of the public; and
 - 6. The suitability of the applicant to establish, maintain or operate such a business.
- B. A conditional use permit for a junkyard shall require that the junkyard be screened from public view with a privacy fence not less than seven nor more than ten feet in height. Slats in the fence shall be spaced no greater than two inches apart.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 18-04**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA TO AMEND AND MOVE CORDOVA MUNICIPAL CODE CHAPTER 16.90 TRAILERS AND TRAILER CAMPS INTO CHAPTER 18.60 CONDITIONAL USE PERMITS IN ORDER TO UPDATE AND CLARIFY THE CODE FOR TRAILERS AND TRAILER CAMPS

WHEREAS, the Planning Commission has determined that Chapter 16.90 entitled “Trailers and Trailer Camps” is difficult to interpret, has some outdated language, and is not located in a logical part of the City Code; and

WHEREAS, the Planning Commission has determined that the proposed changes to the Cordova Municipal Code are in accordance with the purpose of Title 18 and the Comprehensive Plan; and

WHEREAS, the Planning Commission recommend to City Council to accept the proposed amendments and approve the ordinance.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend to the City Council of the City of Cordova, Alaska to amend and move Cordova Municipal Code Chapter 16.90 Trailers and Trailer Camps into Chapter 18.60 Conditional Use Permits in order to update and clarify the code for trailers and trailer camps.

PASSED AND APPROVED THIS 8TH DAY OF MAY, 2018

Tom McGann, Chair

ATTEST:

Samantha Greenwood, City Planner

**PLANNING COMMISSION REGULAR MEETING
MAY 8, 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	03	04	05
06	07	08 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	09 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	10	11	12
13	14	15 Special Election	16 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	17	18	19
20	21	22	23	24	25	26
27	28 City Closed - Memorial Day	29 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	30	31 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	01	02
03	04	05	06	07	08	09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05	06 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	07	08	09
10	11	12 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	13 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	14	15	16
17	18	19	20 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	21	22	23
24	25	26 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	27	28 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	29	30
01	02	03	04	05	06	07