

Chair

Tom McGann

Commissioners

Scott Pegau

John Baenen

Allen Roemhildt

Nancy Bird

Chris Bolin

Trae Lohse

City Planner

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING
JULY 9, 2019 AT 6:45 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 Trae Lohse

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Record excused absence for Trae Lohse from the June 18, 2019 Regular Meeting

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

8. PLANNER'S REPORTPage 2

9. NEW/MISCELLANEOUS BUSINESS

- a. Conditional Use Permit for Three Boardinghouses on a Portion of USS 829Page 3

10. PENDING CALENDAR

- a. July 2019 CalendarPage 20
b. August 2019 CalendarPage 21

11. AUDIENCE PARTICIPATION

12. COMMISSION COMMENTS

13. ADJOURNMENT

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 7/3/19
Re: Recent Activities and Updates

- Assisted with Conditional Use Permit application.
- Received Site Plan Review application.
- Maintaining leases and updating rents based on CPI.
- Second Reading of the CTC CoHo Ordinance approving the sale is on the 7/3 City Council meeting. Purchase and Sale Agreement can be signed 30 days after final passage.
- Assisting with Harbor Tier 1 Grant and BUILD Grant applications as needed.
- Reviewing draft Comprehensive Plan. Advertising the draft plan for comments and the visitor's survey.
- Finishing up Lauren Padawer's administrative plat for the easement vacation.
- Sam is working on the Title 16 changes with the attorney.
- Two building permits issued since last meeting. 20 total for the year.



AGENDA ITEM # 9a

Planning Commission Meeting Date: 7/9/19

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 7/3/19

ITEM: Conditional Use Permit for Three Boardinghouses on a Portion of USS 829

NEXT STEP: Review Conditional Use Permit Application

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Conditional Use Permit for Three Boardinghouses
Applicant: Mark and Robin Irving
Legal Description: A Portion of USS 829
Parcel Number: 02-060-900
Zoning: Medium Density Residential District
Attachments: Location Map
Application

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve the conditional use permit request by Mark and Robin Irving for three boardinghouses on a Portion of USS 829 as described in the application and to adopt and incorporate the findings and special conditions contained in the staff report.”

III. **FISCAL IMPACTS:**

Boardinghouses will generate sales and property tax.

IV. **BACKGROUND INFORMATION:**

Cordova Municipal Code

Chapter 18.24 - R MEDIUM DENSITY RESIDENCE DISTRICT

18.24.010 - Permitted uses.

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

A. One-family, two-family and multiple-family dwellings;

B. Boardinghouses;

C. Accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters;

D. Require off-street parking.

Boardinghouses are defined in code as:

A building other than a hotel with not more than five sleeping rooms where lodging, with or without meals, is provided for compensation for three or more persons, but not exceeding fifteen persons, on other than day-to-day basis and which is not open to transient guests.

Chapter 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 of controls and safeguards to ensure that the proposed use will be compatible with the surroundings.

The requested boardinghouses exceed the amount of sleeping rooms allowed in the definition and must be permitted by Conditional Use Permit (CUP).

Conditional Use Standards

The following conditional use standards have been met:

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

This condition is met. The use is consistent with the purpose of Chapter 18.60 in that it is a use which falls outside of what is expressly permitted in the zone district, but is compatible with the zone

district. The proposed use is specifically listed as a permitted use in the Medium Density Residential District; it is only the increased capacity of the boardinghouses that requires the CUP. There are boardinghouses and other high-density residential uses which occur in the zone. The 2019 Comprehensive Plan process has highlighted the lack of seasonal housing as a key issue to be addressed, and additional boardinghouses would help serve the housing needs of the community.

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

This condition is met. The district has boardinghouses listed as a permitted use. This use will not impact the lawful use of neighboring properties. All of the property owners within 300 feet of the property received notice of the CUP request and have the opportunity to voice concerns at the Public Hearing. The property is adjacent to an existing property with a boardinghouse on it. The property is also located close to the Waterfront Industrial and Waterfront Historical zone districts, both of which contain boardinghouses and other residential uses.

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

This condition is met. The proposed use is not significantly larger than other permitted uses in the zone district. The Public Works Director stated that existing water and sewer infrastructure was adequate to support the proposed use. The Public Safety Department was also notified of the proposed use and did not share any concerns.

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.*

This condition is met. The State of Alaska Department of Transportation (DOT) is the owner of the road used to access the property. DOT was notified of the CUP and stated that the applicant is required to obtain a driveway permit in order to gain access to the property (see attached letter). This use is not more substantial than other permitted development. The applicant is providing four parking spaces per building, which is the required number of parking spaces. A map showing the parking plan will be provided at the meeting. Seasonal residents that are likely to use the boardinghouse for housing typically don't have vehicles that would increase traffic to the area.

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

This condition is met. The use will conform to all zoning requirements, including setbacks. The applicant is required to obtain a Fire and Life Safety Plan Review from the State Fire Marshal.

Special Conditions:

1. Applicant is required to obtain a driveway permit in order to gain access from the Copper River Hwy.
2. Applicant is required to obtain a Fire and Life Safety Plan Review from the State Fire Marshal.
3. Due to the planned construction schedule, the Conditional Use Permit time of construction will be extended to twenty-four months after date of approval.

VI. LEGAL ISSUES:

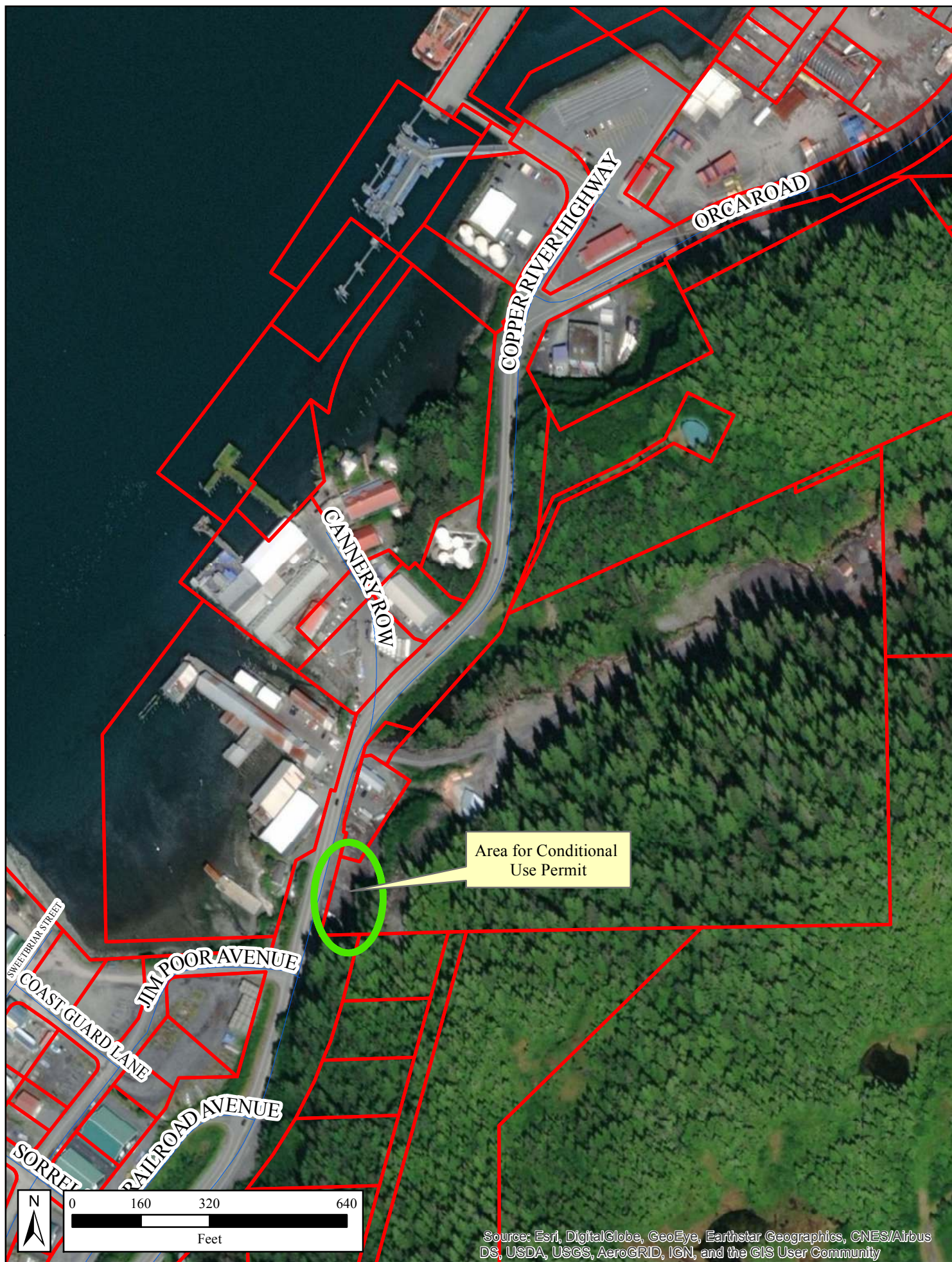
None currently.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND ALTERNATIVES:

The Planning Commission may grant or deny the Conditional Use Permit and add or delete conditions.



Leif Stavig

From: O'Claray, Heather S (DOT) <heather.oclaray@alaska.gov>
Sent: Wednesday, June 26, 2019 2:35 PM
To: Leif Stavig
Subject: Irving-Conditional Use Permit Application
Attachments: Scanned from a Xerox Multifunction Device.pdf

Thank you for the opportunity to comment on the proposal. The State of Alaska Department of Transportation & Public Facilities (DOT&PF) has the following comments:

The subject parcel appears to be currently vacant. Please advise the applicant that they will be required to obtain a driveway permit in order to gain access from the Copper River Hwy. The applicant should apply for this permit ASAP using our on-line E-permits application site: <http://www.dot.state.ak.us/permits/index.shtml>

Please call DOT&PF Northern Region Right-of-Way Group at 907.451.5407.

Heather O'Claray
Statewide Right-of-Way Chief
907.465.6954
Please note new contact email Heather.OClaray@alaska.gov
Alaska Department of Transportation & Public Facilities
<http://tinyurl.com/AKDOTROW/>

The Alaska Department of Transportation and Public Facilities oversees 239 airports, 10 ferries serving 35 communities, 19 harbors, more than 5,600 miles of highway and 776 public facilities, and the longest highway tunnel in North America, all contributing to approximately \$9.9B in transportation asset infrastructure throughout the state of Alaska. The mission of the department is to ***“Keep Alaska moving*** through service and infrastructure”.

CITY OF CORDOVA



CONDITIONAL USE PERMIT APPLICATION

City of Cordova, Alaska

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

APPLICANT INFORMATION

Name:	MARK + ROBIN IRVING
Mailing Address:	PO Box 2233
City/State/Zip:	CORDOVA, AK 99574
Phone Number:	907-253-7238 or 7219
Email Address:	robinirving62@gmail.com

OWNER INFORMATION

Name:	DANIEL SCOTT
Mailing Address:	P.O. Box 380
City/State/Zip:	Cordova, AK 99574
Phone Number:	907-429-3251
Email Address:	AK.FISHCAMP@yahoo.com

Only complete this section if owner is different from applicant.

PROPERTY INFORMATION

Address:	
Legal Description:	A portion of USS 829, just across from Copper & Seabeds
Tax Lot No.:	
Zone District:	Medium Density District

Planning Department can assist if unknown.

REQUEST DESCRIPTION

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

Please see attached description and drawings

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

CONDITIONAL USE STANDARDS

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

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

Please see attached

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

See attachments

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

See attachments

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.

See attachments

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

See attachments

OTHER CONDITIONAL USE REQUIREMENTS

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

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

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

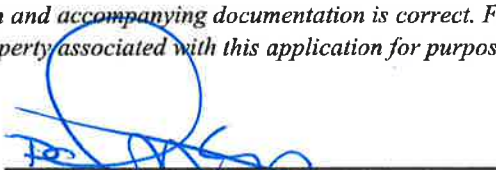
If applicant is not the owner of the subject lot, the owner's signed authorization granting applicant the authority to (a) apply for the conditional use permit and (b) bind the owner to the terms of the conditional use permit, if granted.

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

APPLICANT CERTIFICATION

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

Applicant Signature:



Date:

6/20/19

Print Name:

Daniel L Scott

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

We are requesting a conditional use permit to construct three 12 room boarding houses on a portion of USS 829, just across from Copper River Seafoods (CRSF) Plant and adjacent to CRSF's bunkhouse/lot. Each unit will be a 2-story building, 26' x 46', each with 12- single or double occupancy boarding rooms, 4 common bathrooms, a common kitchen/living area and a laundry room. Drawings of the units, as well as a lot site plan are attached to this application.

The units meet the lot area and building height limits; however, we are requesting the conditional use permit because boarding houses are limited to 5 sleeping rooms in the Medium Density District..

Currently the lot is part of a larger lot owned by Daniel Scott. The proposed lot is being surveyed and replatted so that it is separate from Mr. Scott's larger lot.

We are planning to begin construction by early fall of 2019, or sooner if probable. We plan to have at least one unit completed by May of 2020, and the others before the end of the summer 2020. This is contingent upon permitting, plan reviews, arrival of materials, etc.

We have contacted the State Fire Marshall's office and have begun the process for a plan review through that office. We will also be working with a certified building inspector throughout the building process.

We hope you will consider our request.

Conditional Use Standards

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

The proposed project is in a medium density residential zoning area and is adjacent to commercial fish processing plants. Boardinghouses are already an approved use in the Medium Density Residential District and there are other similar bunkhouse style buildings located on adjacent lots. We don't anticipate that it will change the overall character of the neighborhood, making it compatible with the current zoning district.

The proposed project is consistent with the comprehensive plan as it would add much needed housing for seasonal as well as year-round fisherman and cannery workers, and any other resident looking for lower cost housing.

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

The proposed boarding houses will be built to visually compliment the structures in the area, so will not be a detriment to the neighborhood. They will not deter from any property owner's view given their location. The new buildings will not financially harm or be in direct competition for tenants with the other bunkhouses on adjacent lots as the need for housing far exceeds the availability of current housing. And finally, any tenants in the proposed buildings will be held to standards of cleanliness, and the grounds and exterior will be kept free of clutter so as not to deter from the value of the buildings or of neighborhood.

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

Currently water and sewer lines in the planned project area are ample as they are larger lines to serve the processing plant nearby. Although there are 12 units or rooms in each of the proposed buildings, the demand for water and sewer will not be as high as a 12-unit apartment building. There will only be 4 common bathrooms in each building and one common kitchen. There are also hydrants in the area for fire suppression if necessary.

Large capacity dumpsters will be purchased that are compatible with the City refuse department trucks. Garbage pickup will be scheduled and paid as per city code. And CEC has ample power junction boxes in the area for the added service.

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.

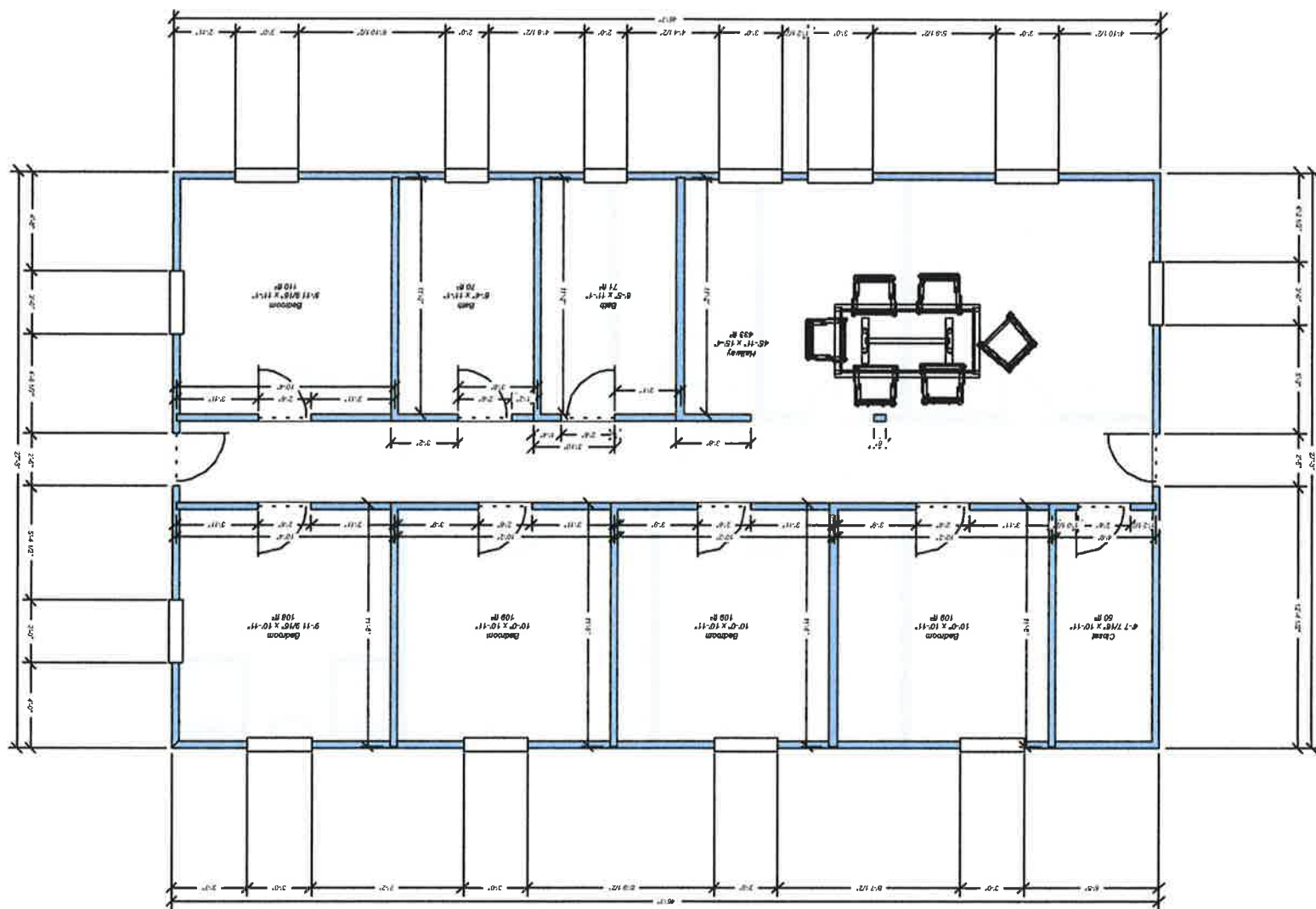
There is ample off-street parking on the lot for tenants and guests, with plenty of space to turn around. There is enough visual distance anywhere on the lot to see on-coming traffic in either direction for vehicles to pull out safely onto the Copper River Highway. Many of the anticipated tenants will be seasonal workers that don't have vehicles, so it is unlikely that all 12 rooms will have vehicles. And, if it is determined that highway signage is necessary to alert drivers of the residential neighborhood and pedestrians, the owners will purchase and obtain permits from the State DOT any required highway signs.

In addition, there is space on the lot to create a snow dump in winter months.

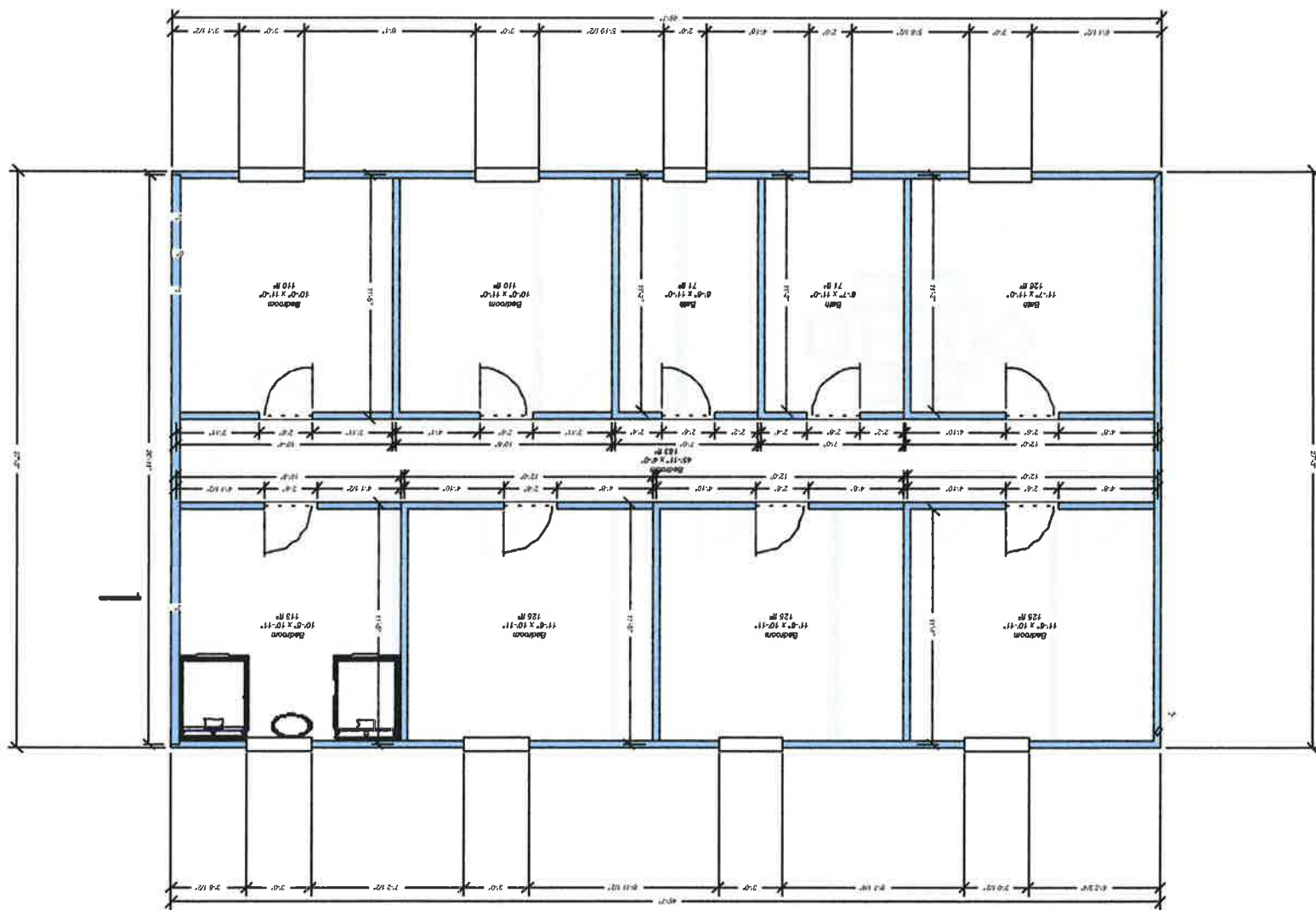
The proposed use will not adversely affect the public's safety, health, or general welfare.

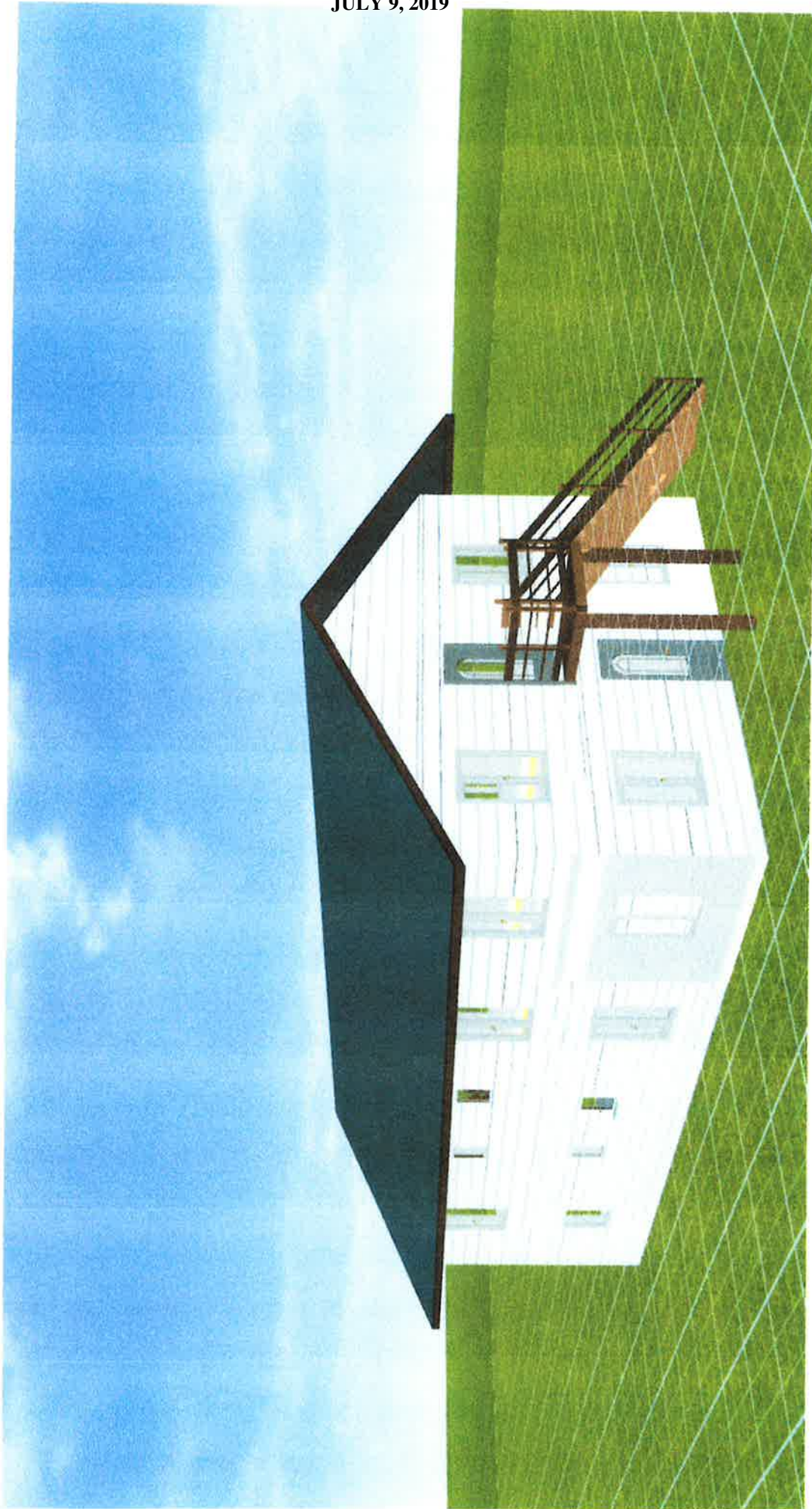
The building will meet all zoning requirements, including setbacks. The building plans will be reviewed by the State Fire Marshall for conformance to building codes.

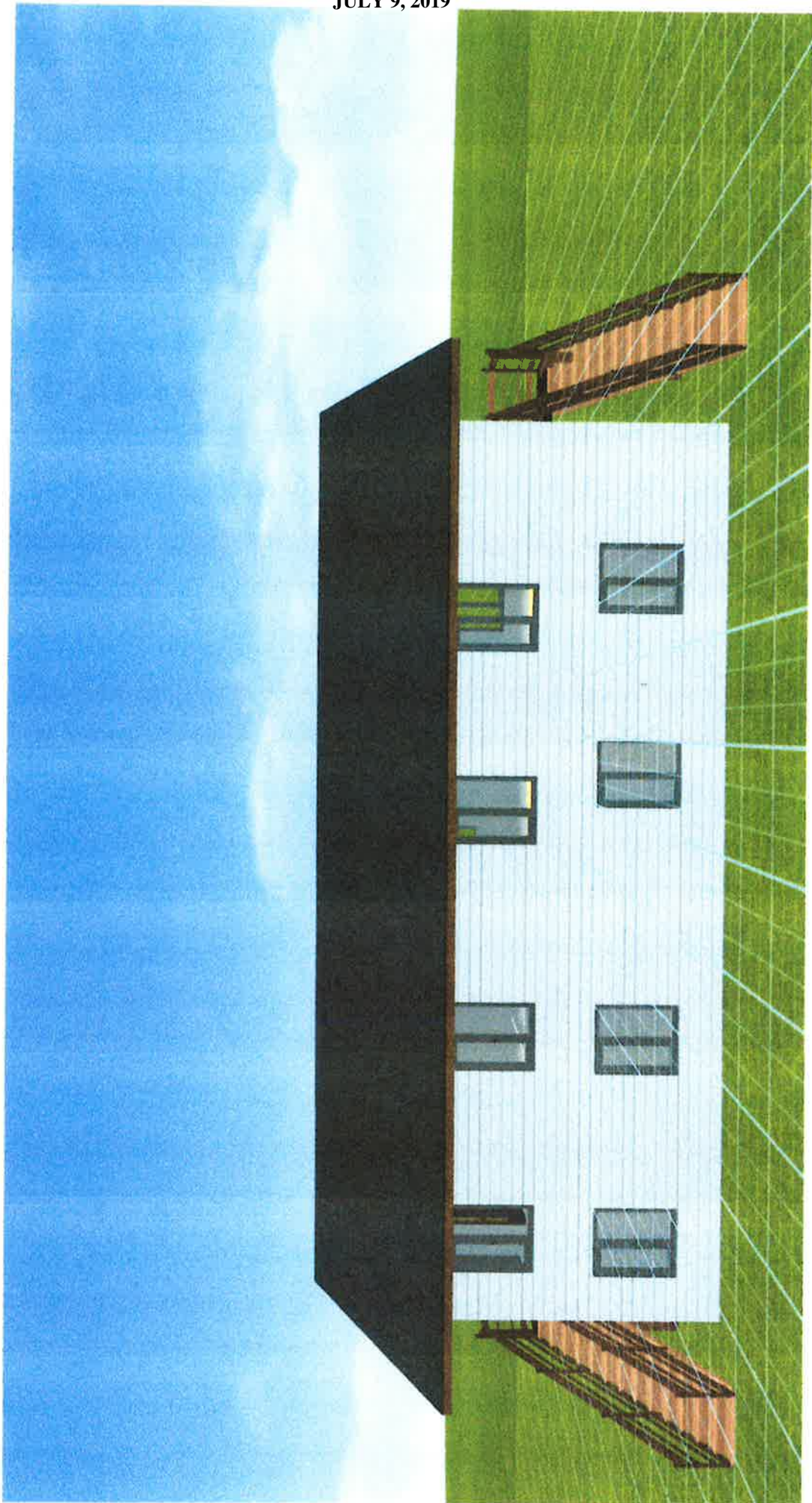
Providing quality, affordable housing will in no way affect the health and safety of the public. It can only improve living conditions for those that occupy the buildings.

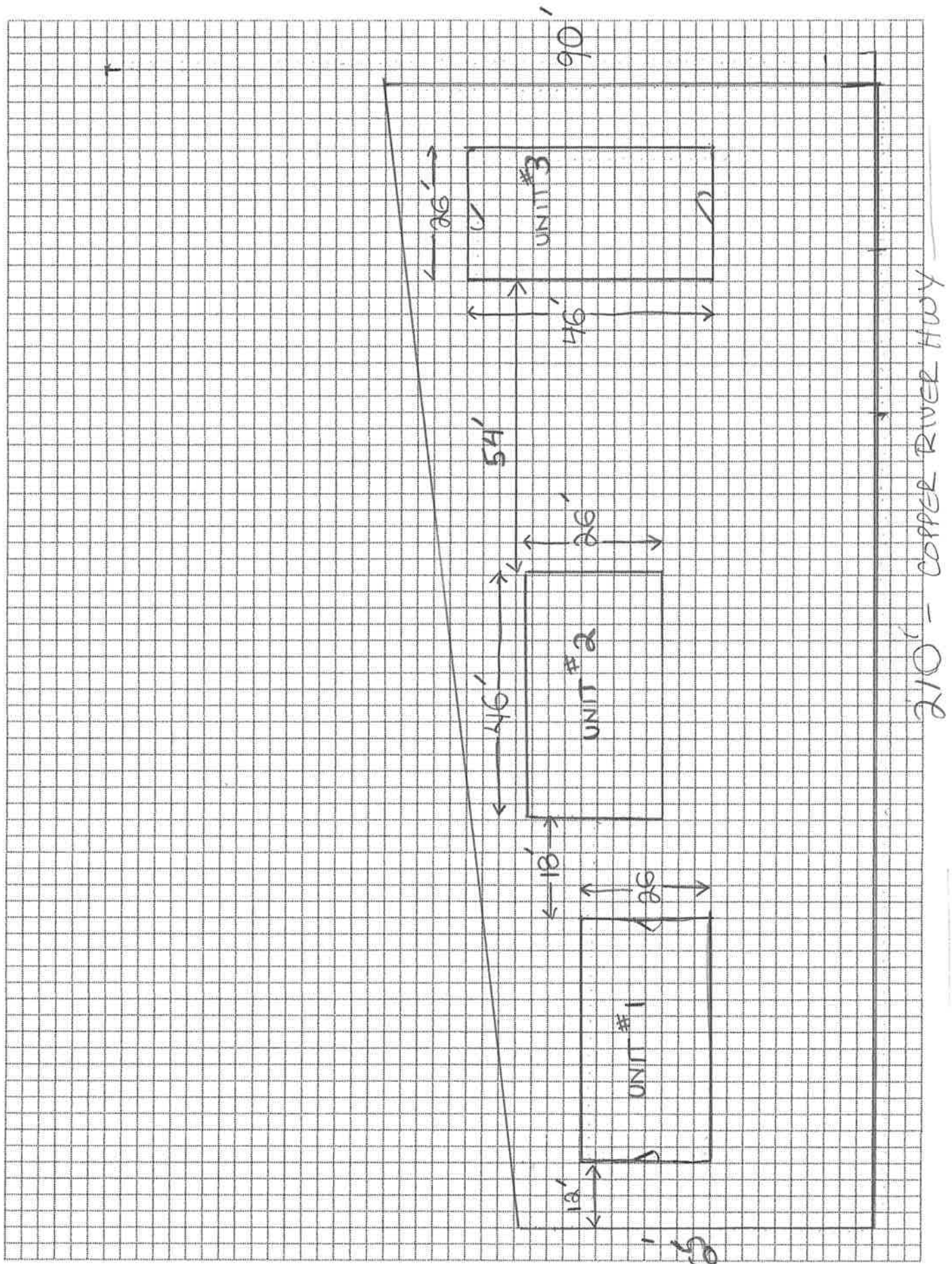


2nd Floor









2019 JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01	02	03 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	04 City Closed - Fourth of July	05	06
07	08	09 6:30 PM - Planning Commission Public Hearing (Cordova Center Rooms A & B) 6:45 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	10 7:00 PM - Harbor Commission Regular Meeting (Cordova Center Room B) 7:00 PM - School Board Regular Meeting (High School Library)	11	12	13
14	15	16	17 7:00 PM - City Council Regular Meeting (Cordova Center Rooms A & B)	18	19	20
21	22	23	24	25 6:00 PM - CCMC Board Regular Meeting (CCMC Conference Room)	26	27
28	29	30 6:00 PM - Parks and Recreation Commission Regular Meeting (Cordova Center Rooms A & B)	31	01	02	03
04	05	06	07	08	09	10

2019 AUGUST

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