

**Chair**

Tom McGann

**Commissioners**

Scott Pegau

John Baenen

Allen Roemhildt

Nancy Bird

Chris Bolin

*vacant*

**City Planner**

Samantha Greenwood

**Assistant Planner**

Leif Stavig

**PLANNING COMMISSION REGULAR MEETING  
JULY 10, 2018 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, and Chris Bolin

**3. APPROVAL OF AGENDA (voice vote)**

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

- a. Minutes of May 8, 2018 Regular Meeting .....Page 2
- b. Record excused absences for Scott Pegau and John Baenen from the May 8, 2018 Regular Meeting

**5. DISCLOSURES OF CONFLICTS OF INTEREST**

**6. CORRESPONDENCE**

- a. Alaska DOT Public Notice .....Page 6

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

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

**8. PLANNER'S REPORT .....Page 8**

**9. UNFINISHED BUSINESS**

- a. Resolution 18-04 – Trailers and Trailer Camps as Conditional Use Permits .....Page 9  
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 16.90.010 through 16.90.070 into Chapter 18.60 Conditional Use Permits in order to update and clarify the code for trailers and trailer camps

**10. NEW/MISCELLANEOUS BUSINESS**

- a. Letter of Interest from Cordova Electric Cooperative for a 93,335 sq. ft. Portion of ATS 220 .....Page 24
- b. Conditional Use Permit for Outside Storage on Lot 3, Block 2, South Fill Development Park .....Page 29
- c. Resolution 18-05 – Trailers Outside Trailer Camps .....Page 40  
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 Section 16.90.080 – Violations designated into Chapter 18.40 – General Use Regulations in order to update and clarify the code for automobile trailers staying outside of a trailer camp

**11. PENDING CALENDAR**

- a. July 2018 Calendar .....Page 49
- b. August 2018 Calendar .....Page 50

**12. AUDIENCE PARTICIPATION**

**13. COMMISSION COMMENTS**

**14. ADJOURNMENT**

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

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:30 PM on May 8, 2018 in Cordova Center Community Rooms A & B.

2. ROLL CALL

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

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

5 people were in the audience.

3. APPROVAL OF AGENDA

M/Bird S/Holter to approve the agenda.

Upon voice vote, motion passed 5-0.

Yea: McGann, Roemhildt, Bird, Bolin, Holter

Absent: Pegau, Baenen

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of February 28, 2018 Public Hearing
- b. Minutes of February 28, 2018 Regular Meeting
- c. Minutes of March 13, 2018 Public Hearing
- d. Minutes of March 13, 2018 Regular Meeting
- e. Record excused absences for Allen Roemhildt and Lee Holter from the March 13, 2018 Regular Meeting

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

**Stavig** said that he had the wrong date in the footer of the March Regular Meeting that he was going to correct.

Upon voice vote, motion passed 5-0.

Yea: McGann, Roemhildt, Bird, Bolin, Holter

Absent: Pegau, Baenen

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

- a. State of Alaska DOT Public Notice
- b. US Army Corps of Engineers Special Public Notice
- c. US Army Corps of Engineers Special Public Notice

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers

**b. Audience comments regarding agenda items**

*Jacob Ranney* said that they were there for a Communications Merit Badge. They had to attend a public meeting to practice active listening skills and take notes.

**8. PLANNER'S REPORT**

*Greenwood* said that the ordinance for the Science Center's purchase of property is effective. The ordinance for *Rob Brown's* property is at the next week's City Council meeting. The Request for Proposals for the Comprehensive Plan is out. *Greenwood* said that she had a couple of emails concerning short term rental regulations. She said they were writing an RFP for an engineer to complete a BUILD grant application for the South Harbor rebuild. *McGann* verified that the Avalanche lots were leasable only. *Greenwood* said that there was going to be a small land swap for the DOT Hippy Cove culvert replacement project. She said that the food truck on the Breakwater Fill Lot was approved by City Council.

**9. NEW/MISCELLANEOUS BUSINESS**

**a. Resolution 18-02 – Recommendation for Wolf Hill**

**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**

M/Bird S/Holter to approve Resolution 18-02.

*Bird* said it sounded like a great project. She said she was familiar with the area and it would be great to have stairs. *McGann* said it looked like a good project. He verified that there was no match required. *Greenwood* said that they were waiting for bids from contractors.

Upon voice vote, resolution passed 5-0.

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

Absent: *Pegau, Baenen*

**b. Resolution 18-03 – Make Impound Lot Not Available**

**A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to 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**

M/Roemhildt S/Bolin to approve Resolution 18-03.

*Roemhildt* said that because the amount of city property is minimal on the North Fill, it is probably a good idea to make the lot 'Not Available.' He knows that it could change in the future, but he thinks it is a good idea for now. *Bolin* said he would like to see the impound lot somewhere else, but there are not a lot of options.

*Bird* said that she doesn't understand why some of the options are so difficult. *Greenwood* said that the further it is from town, the more time consuming it is for city staff. The baler does not have a lot of space and the ground is porous, so pollutants could drain into the nearby stream. *Stavig* said that the baler area is not owned by the city and is leased from the state. *Greenwood* explained that the vehicles are drained at the city shop before they are brought to the landfill.

*McGann* said he thinks they are kicking the can down the road. The commission has had consensus that the lot is not the best location for the impound lot. By keeping it 'Available' there is the potential for letters of interest. When they get a letter they can weigh the cost of moving the impound lot versus the benefit of the new development. *McGann* said he felt the commission has always been consistent with the land disposal process.

**Roemhildt** said he thought it would be better to have a plan for the area before having the lot 'Available.' **Bolin** said that there could be a better place, but it would take time and money. **Bird** said she dislikes the idea of having the lot as 'Available' if it really isn't. She is leaning towards making it 'Not Available' since someone could submit a letter asking for the lot to be made 'Available.' She thinks they should promote to City Council the idea of moving the impound lot. **Holter** said that the city was strapped for land, so he supported the resolution.

Upon voice vote, resolution passed 4-1.

Yea: **Roemhildt, Bird, Bolin, Holter**

Nay: **McGann**

Absent: **Pegau, Baenen**

**c. Local Hazard Mitigation Plan Review and Recommendation to City Council**

M/**Bird** S/**Holter** to recommend City Council adopt the 2018 City of Cordova Local Hazard Mitigation Plan update by resolution.

**Bird** said that she read parts of the plan; it is pretty dense. She said the commission was supposed to review the plan annually. She said that some of the dates of the buildings seem to be incorrect. **McGann** said that it looked like staff and **Joanie Behrends** spent a lot of time on it.

Upon voice vote, motion passed 5-0.

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

Absent: **Pegau, Baenen**

**d. Resolution 18-04 – Trailers to CUP**

**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**

M/**Roemhildt** S/**Bird** to approve Resolution 18-04.

**Greenwood** said they were trying to complete the rewrite of Title 16. There is one section staff will bring to the commission at a later time. **Holter** said it looked thorough, clearer, and more enforceable. **Bird** verified that the code was being deleted from Title 16, and added to Title 18 under Conditional Use Permits. **Stavig** said it was confusing because the Conditional Use Permit code edits the commission made last year still haven't been approved by council yet. Staff intend to add these additions into the ordinance for Conditional Use Permits.

**Greenwood** said that there were several site plan specifications for trailer camps that she thought might be best to have some discretion for, especially for trailer camps of varying sizes. The commission could add more specifications to have more discretion if they want to. **McGann** said that he would like to see the code replace "park" with "camp" in several different areas. **Roemhildt** verified if the city would have to comply with the code, but that Odiak Camper Park would be grandfathered in.

M/**Bird** S/**Roemhildt** to refer the agenda item back to staff.

**Stavig** verified that there was nothing expected of staff; that the commission just wanted more time to look the code over.

Upon voice vote, motion to refer passed 5-0.

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

Absent: **Pegau, Baenen**

## 10. PENDING CALENDAR

**Bolin** said he may be busy with softball throughout the summer. **Bird** said she would be traveling during June's meeting, and she could call in, but it would be late in her time zone.

## 11. AUDIENCE PARTICIPATION

**Rich Sorenson** asked if the code they discussed applied to a recreational trailer at his house. **Greenwood** said that if someone is storing a trailer at their house it is legal. Someone could also come and stay in the trailer for less than 30 days. The idea is that the city doesn't want to see people living in a trailer outside of a trailer camp.

**Sorenson** asked if the alternate impound lot locations were zoned properly, such as the location next to Eagle Contracting. **Greenwood** said that it was, because it was zoned Business. **Sorenson** asked if it would affect nearby property values. **McGann** said that nearby properties were similar in use and the idea would be to have it fenced. **Greenwood** said the question of property value is for assessors and potential buyers of property.

**Wendy Ranney**, 2500 Orca Road, asked what happened to the code changes. **Greenwood** explained that the Conditional Use Permit ordinance including marijuana was on hold until after the city election concerning marijuana. The code that the commission reviewed tonight only included the trailer camp section under Conditional Use Permits, and it would come back at the commission's next Regular Meeting. **Ranney** verified that the two vehicles parked in front of the Police Station were there for security, because the existing impound lot isn't secure.

## 12. COMMISSION COMMENTS

**Roemhildt** thanked the audience for coming.

**Holter** thanked the audience and said he used to be a Scout leader. Through Scouts his son already knew survival skills when he got to the Marines. He thanked the staff for their work and submitted a letter of resignation. He was going to a larger health organization in North Dakota.

**Bird** thanked **Holter** and staff. She hopes they provided enough interchange of varying views; they will have to come back for an item with a closer vote.

## 13. ADJOURNMENT

M/Holter S/Bird to adjourn the Regular Meeting at 7:20 PM.  
With no objection, the meeting was adjourned.

Approved:

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Tom McGann, Chair

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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](http://www.dot.state.ak.us)

June 12, 2018

RECEIVED

JUN 15 2018

City of Cordova

Re: Cordova-Eyak Airport  
Lease ADA-72144  
Public Notice

**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 blue ink that reads "Diana Osborne".

Diana M. Osborne, C.M.  
Airport Leasing Specialist

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-72144 (Lot 3A, Block 3), consisting of approximately 15,753 square feet, at Cordova-Eyak Airport for an additional 5 years, to expire July 1, 2023. Applicant: Davis and Kim Erbey. Annual rent: \$1,039.70. Authorized uses: aviation - parking and tie-down of Lessee's personal aircraft only; storage of aircraft related supplies and equipment; and fuel storage and dispensing to Lessee's personal aircraft only.

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., July 13, 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: Penelope Adler  
Penelope Adler, SR/WA, CM  
Chief, Northern Region Office  
Statewide Aviation Leasing

DATE: June 12, 2018

**PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH July 13, 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.

# Planner's Report

**To:** Planning Commission  
**From:** Planning Staff  
**Date:** 7/3/18  
**Re:** Recent Activities and Updates

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- Six building permits issued since the last meeting.
- Wilson has been awarded the Adams Avenue contract.
- Lots of public questions about zoning, ownership, land disposal and other concerns.
- Rob Brown land sale final July 9<sup>th</sup>.
- The city was not awarded the AARP grant; they received over 1600 applications.
- Comprehensive Plan Review Committee's recommendation for awarding the Comprehensive Plan will be on July 18<sup>th</sup> meeting.
- No proposals were received for the 5 Mile Loop area.
- RFP for BUILD grant due August 1st- consultant to prepare and write grant for harbor replacement.
- New food truck on Breakwater Fill Lot.
- Working with ADOT, Copper River Watershed Project and Parks and Rec on ROW and land swap for Hippy Cove culvert replacement.
- Compiled annual watershed control report for DEC.
- Did presentation for City Council on Tier 1 and 2 Harbor Grant opportunities.
- Created several maps for different members of the public.
- Leases and CIP increases applied.
- Working with Copper River Watershed Project and Science Center on possible grant for landscape planning at Fleming Spit.
- Contract with R&M signed for waterline relocation for culvert replacement at Fleming Spit.
- CUP code update for marijuana passed second read at City Council now in 30 day wait period.





## **AGENDA ITEM # 9a**

### **Planning Commission Meeting Date: 7/10/18**

#### **PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 7/3/18

**ITEM:** Resolution 18-04

**NEXT STEP:** Review Proposed Code Change

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☐ INFORMATION  
☐ MOTION  
☒ RESOLUTION

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#### **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 camps (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 Camps**

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 trailer camp to be placed in any district, provided that the plans for the automobile trailer 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 camp 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 camp
  - e. A grading plan of the area demonstrating the proposed method of storm drainage
  - f. A minimum of 10% of the total camp 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 (effective once the ordinance becomes effective; approved by Planning Commission and City Council)**

**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 16.90.010 THROUGH 16.90.070 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 16.90.010 through 16.90.070 into Chapter 18.60 Conditional Use Permits in order to update and clarify the code for trailers and trailer camps.

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF JULY, 2018**

\_\_\_\_\_  
Tom McGann, Chair

ATTEST:

\_\_\_\_\_  
Samantha Greenwood, City Planner



## **AGENDA ITEM # 10a**

### **Planning Commission Meeting Date: 7/10/18**

#### **PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 7/3/18

**ITEM:** Letter of Interest from Cordova Electric Cooperative for a 93,335 sq. ft. Portion of  
ATS 220

**NEXT STEP:** Recommendation to City Council on Disposal and Disposal Method

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☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

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#### **I. REQUEST OR ISSUE:**

Requested Actions: Recommendation to City Council on Disposal and Disposal Method  
Applicant: Cordova Electric Cooperative (CEC)  
Legal Description: A 93,335 sq ft Portion of ATS 220  
Area: 93,335 square feet  
Zoning: Industrial District  
Attachments: Location Map  
Letter of Interest

#### **II. RECOMMENDED ACTION / NEXT STEP:**

Staff suggest the following motion:



“I move to recommend to City Council to dispose a 93,335 square foot portion of ATS 220 as outlined in Cordova Municipal Code 5.22.060 B by \*”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with CEC to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

### **III. FISCAL IMPACTS:**

The city has leased this property to CEC for 35 years with an annual rental rate of \$4,000. Fiscal impacts include the potential purchase price of the property.

### **IV. BACKGROUND INFORMATION:**

**6/11/18** – A letter of interest was received from CEC. See attached.

This lot is currently shown as ‘Leased’ on the Land Disposal Maps. The existing lease expires on August 1, 2018. The following is the definition of the designation “Leased” from the 2018 Land Disposal Maps.

***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.

### **Applicable Code:**

#### **5.22.040 - Letter of interest to lease or purchase.**

*C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).*

#### **5.22.060 - Methods of disposal.**

*B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:*

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

### **V. LEGAL ISSUES:**

Legal review of disposal documents would be required.

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

This lot is currently being used by CEC as a power generation plant.

**VII. SUMMARY AND ALTERNATIVES:**

The commission can choose to recommend the city retain the property.

ATTACHMENT A





CORDOVA  
ELECTRIC  
COOPERATIVE, INC

P.O. Box 20, 705 Second Street, Cordova, Alaska 99574-0020 \* (907) 424-5555 \* Fax (907) 424-5527

June 11, 2018

Leif Stavig, Assistant Planner  
City of Cordova  
PO Box 1210  
Cordova, AK 99574-1210

Re: Proposed purchase of existing lease parcel with City of Cordova

Leif, per your letter of April 9, 2018, CEC desires to purchase the 93,335 foot parcel where the Orca Power Plant is located. The preferred method is by direct negotiation. The parcel was leased as a solid rock wall, and CEC has since made millions of dollars of improvements to the site that are likely to last for decades and are not subject to sale to a third party. CEC feels that the long-term storage of hydrocarbons on the site and the highly improved nature make it attractive for both CEC and the City of Cordova to consider a directly negotiated purchase rather than lease option.

The name of the interested purchasing party is Cordova Electric Cooperative, Inc., with a mailing address of PO Box 20, Cordova, Alaska, 99574-0020, and the desired purpose for the proposed purchase of the property is the continuation of diesel fuel storage and diesel – electric power generation to meet the electrical needs of the community of Cordova.

If you have any questions, please contact me at your convenience at (907) 424-5555 or [ckoplin@cordovaelectric.com](mailto:ckoplin@cordovaelectric.com).

Respectfully,

Clay Koplin, CEO  
Cordova Electric Cooperative



## **AGENDA ITEM # 10b**

### **Planning Commission Meeting Date: 7/10/18**

#### **PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 7/3/18

**ITEM:** Conditional Use Permit for Outside Storage on Lot 3, Block 2, South Fill Development Park

**NEXT STEP:** Review Conditional Use Permit Application

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☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION

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#### **I. REQUEST OR ISSUE:**

Requested Actions: Conditional Use Permit for Outside Storage Units  
Applicant: David Roemhildt  
Legal Description: Lot 3, Block 2, South Fill Development Park  
Parcel Number: 02-074-134  
Zoning: Waterfront Commercial Park District  
Attachments: Chapter 18.39 - WATERFRONT COMMERCIAL PARK DISTRICT Application

#### **II. RECOMMENDED ACTION / NEXT STEP:**

"I move to approve the conditional use permit request by David Roemhildt for outside storage on Lot 3, 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.”

### **III. FISCAL IMPACTS:**

Storage units will generate sales & property tax.

### **IV. BACKGROUND INFORMATION:**

#### **Cordova Municipal Code**

#### **Chapter 18.39 - WATERFRONT COMMERCIAL PARK DISTRICT**

##### **18.39.040 - Conditional uses.**

Subject to the requirements of the conditional use standards and procedures of this title, the following uses may be permitted in the WCP district:

- A. Commercial outside storage;
- B. Processing of seafood where no more than two thousand square feet of gross floor space of structure is used for processing;
- C. Fueling pier.

#### **Chapter 18.60 – Conditional Use Permits.**

##### **18.60.010 - Uses permitted by planning commission approval.**

The city planning commission may, after proper notice and public hearing, permit the following exceptions in any district unless otherwise specified, where such uses are deemed essential or desirable to the public convenience or welfare, and are in harmony with the various elements or objectives of the comprehensive city plan and the zoning ordinance. In approving the uses referred to in this chapter, 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:

The following conditional use standards have been met:

1. *The requested conditional use permit will not adversely affect the public's health, safety, and general welfare.*

This condition is met. The addition of the storage units will not adversely affect the public's health, safety and general welfare. The storage units are only on a small portion of the lot adequate vehicle access and maneuverability is provided.

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

This condition is met. The district has a variety of listed conditional uses that were deemed acceptable with additional scrutiny by the planning commission. The lot has been graded and the storage units are wooden structures which have been neatly placed on the property. This use will not impact the lawful uses of neighboring properties.

3. *The requested conditional use is compatible with the zoning district in which it is requested.*

The purpose of the zoning district states:

*“The purpose of the Waterfront Commercial Park (WCP) district is to provide a mix of services, businesses and recreational activities to benefit the community. Uses within the WCP district are intended to be water-dependent or water-related, and primarily those uses that are particularly related to location, recreation or commercial enterprises that derive an economic or social benefit from a waterfront location.”*

This condition is met. The units will be used to store commercial fishing gear and/or nearby business equipment which supports business that are water dependent or water related. The storage units provides a different service than what is currently available in the district. The location is in the harbor area providing easy access for fishermen.

4. *The proposed conditional 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 traffic generated from the users of the storage area will not have a negative impact on the traffic circulation or pedestrian greater than other permitted uses in the district.

5. *The proposed conditional use will not have a permanent negative impact on the demand for and availability of public services and facilities substantially greater than that anticipated from permitted development.*

This condition is met. The wide range of uses and potential number of uses that can be established in this district allows for a large volume of anticipated demand for public services and facilities. This use will not impact public services above other permitted uses in the district.

**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 conditions if the commission determines such conditions are necessary.



ATTACHMENT A





Chapter 18.39 - WATERFRONT COMMERCIAL PARK DISTRICT

18.39.010 - Purpose.

The purpose of the Waterfront Commercial Park (WCP) district is to provide a mix of services, businesses and recreational activities to benefit the community. Uses within the WCP district are intended to be water-dependent or water-related, and primarily those uses that are particularly related to location, recreation or commercial enterprises that derive an economic or social benefit from a waterfront location.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.020 - Permitted principal uses and structures.

The following are the permitted principal uses and structures in the WCP district:

- A. Business services;
- B. Cultural centers;
- C. Docks and harbor facilities;
- D. Eating and drinking establishments;
- E. Hotels;
- F. Public service and municipal buildings;
- G. Retail services;
- H. Waterfront parks, access paths, and boardwalks.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.030 - Permitted accessory uses and structures.

The following are the permitted accessory uses and structures in the WCP district:

- A. Accessory buildings;
- B. Office buildings associated with permitted principal uses;
- C. Watchman's quarters

(Ord. No. 1134, § 1, 10-7-2015)

18.39.040 - Conditional uses.

Subject to the requirements of the conditional use standards and procedures of this title, the following uses may be permitted in the WCP district:

- A. Commercial outside storage;
- B. Processing of seafood where no more than two thousand square feet of gross floor space of structure is used for processing;
- C. Fueling pier.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.050 - Reserved.

18.39.060 - Minimum lot requirements.

The following are the minimum lot requirements in the WCP district:

- A. Lot width: Ninety feet
- B. Lot area: Nine thousand square feet.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.070 - Minimum yard requirements.

The following are the minimum yard requirements in the WCP district:

- A. Front yard: Fifteen feet
- B. Side yard: Five feet
- C. Rear yard: Five feet.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.080 - Maximum height of buildings and structures.

The following are the maximum heights of buildings and structures in the WCP district:

- A. Principal buildings and structures: Thirty feet
- B. Accessory buildings and structures: Twenty feet.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.090 - Required off-street parking and loading.

The requirements for off-street parking and loading in the WCP district shall be as set forth in Chapter 18.48.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.100 - Signs.

Signs may be allowed in the WCP district subject to the Uniform Sign Code and as set forth in Chapter 18.44.

(Ord. No. 1134, § 1, 10-7-2015)

18.39.110 - Reserved.

18.39.120 - Reserved.

18.39.130 - Site plan review.

The development plan of any proposed development in the WCP district shall be subject to a site plan review conducted in accordance with Chapter 18.42.

(Ord. No. 1134, § 1, 10-7-2015)

JULY 10, 2018

RECEIVED

JUN 08 2018

City of Cordova

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 issuance of the permit. Attach this application to the Building Permit Application.	<input checked="" type="checkbox"/> Conditional Use Permit	\$250

**STANDARDS FOR CONDITIONAL USE**

The Planning Commission may only approve the conditional use if the commission finds that ALL of the following standards are satisfied. Conditional uses are subject to strict review because of the potential they hold to harm neighboring properties.

Explain how the requested conditional use permit will not adversely affect the public's health, safety, and general welfare.

*Please see attached. Thank you.*

Explain how the requested conditional use will not permanently or substantially injure the lawful use of neighboring properties.

Explain how the requested conditional use is compatible with the zoning district in which it is requested.

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

*Please see attached. Thank you.*

Explain how the proposed conditional use will not have a permanent negative impact on the demand for and availability of public services and facilities substantially greater than that anticipated from permitted development.

#### OTHER REQUIREMENTS FOR CONDITIONAL USE

Any application approved by the planning commission shall be conditional upon the privilege granted being utilized within (12) months after the effective date of approval.

Site and Building Plan are required. The Site 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.

Some conditional uses (telecommunication tower, coastal management areas, junkyard) are subject to additional conditions in Chapter 18.60 of the Cordova Municipal Code.

#### APPLICANT CERTIFICATION

*By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.*

Applicant Signature:

*Bootslyn Roemhildt*

Date:

*6/7/18*

Print Name and Title:

*Bootslyn Roemhildt / Co-owner with David Roemhildt*

David Roemhildt  
PO Box 2294  
Mile 6 Copper River Highway  
Cordova, Alaska 99574

Samantha Greenwood  
City Planner  
City of Cordova  
PO Box 1210  
Cordova, Alaska 99574

June 6, 2018

I have placed on Lot 3, Block 2 South Fill Development 4 each temporary portable storage sheds for the purpose of storing gillnets out of the weather. Each unit is 8 feet deep by 16 feet long by 14 feet high at the ridge. These units are easily moveable and have fork pockets for a forklift or loader. Being portable and temporary, they are no different from other forms of portable storage being utilized on the South Fill.

I have been informed that I need a conditional use permit to have these units on Lot 3. I am requesting a conditional use for "Commercial Outside Storage" on Lot 3, Block 2 South Fill, a conditional use allowed by 18.39.040 A.

Please accept these responses to the questions on the Conditional Use Permit Application:

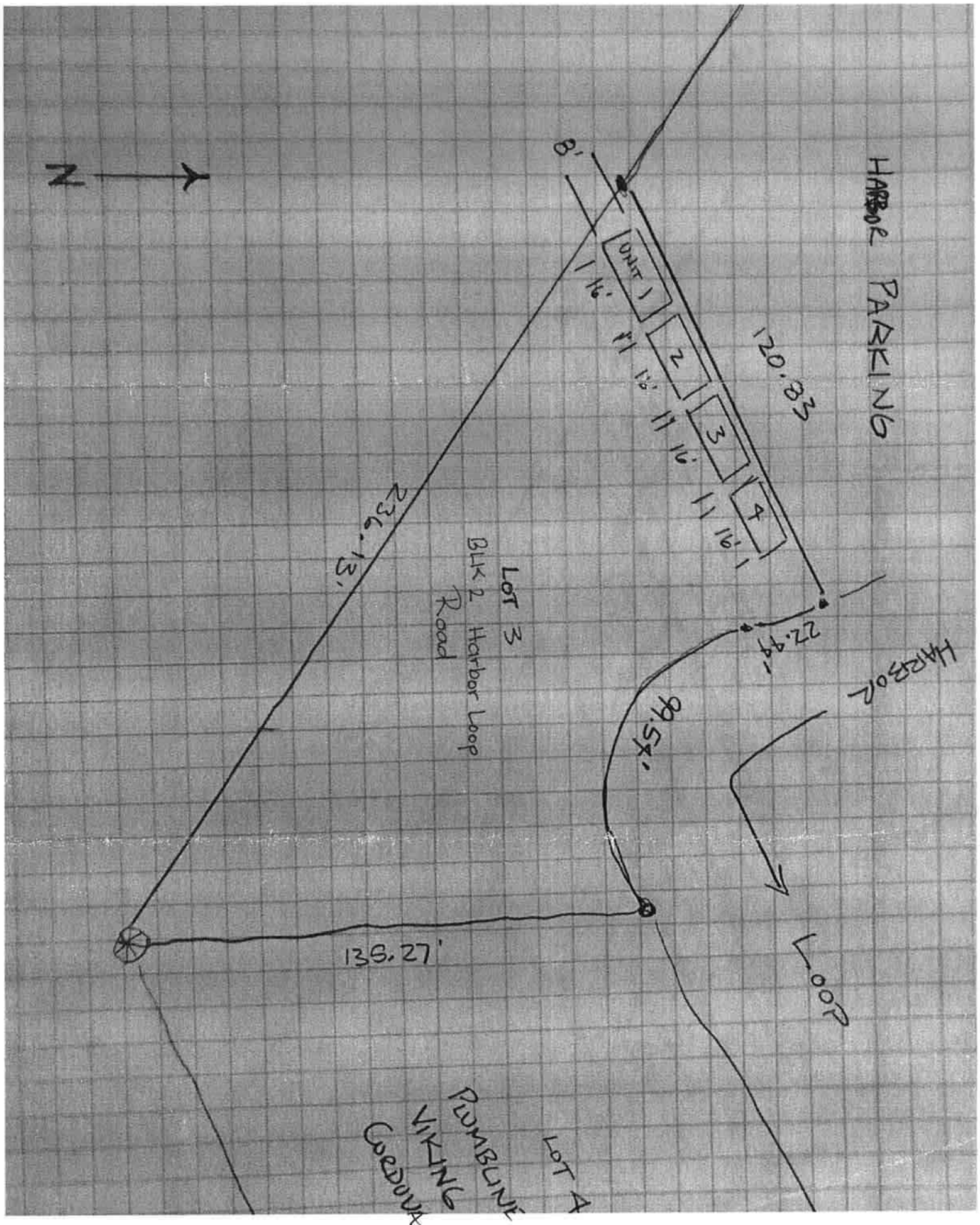
1. The proposed use will not adversely affect public health, safety or general welfare as the storage of marine equipment and materials on private property, either inside a temporary storage structure or outside, is accepted practice throughout the community. It poses no risk to public health, safety or welfare.
2. The proposed use is complimentary to the adjacent neighboring properties to the south and has no impact on the seasonal public parking to the north.
3. The proposed use is an extension of the primary uses of the adjacent lots, all of which are permitted uses. Further, the proposed use meets the purpose of section 18.39.010, for uses "intended to be water dependent or water related, and primarily those uses that are particularly related to location, recreation or commercial enterprises that derive an economic or social benefit from a waterfront location." The orderly and weather-protected storage of nets is particularly connected to the economic functions of the harbor and the gillnet fleet which has its nets built, repaired, and sometimes stored with the adjacent businesses and on the adjacent properties. In addition, the WCP lists Commercial Outside Storage as a conditional use.

4. The proposed use will have no negative affect on pedestrian or vehicular traffic as there is no public access through this lot and the storage structures do not impede pedestrians or vehicles.
5. The proposed use makes no demand on public services or utilities, nor will it negatively impact public services on adjoining properties or rights of way.

Please approve this request for the Conditional Use of Lot 3, Block 2 South Fill Development Park for Commercial Outside Storage.

Respectfully,

David Roemhildt





## **AGENDA ITEM # 10c**

### **Planning Commission Meeting Date: 7/10/18**

#### **PLANNING COMMISSION COMMUNICATION FORM**

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**FROM:** Planning Staff

**DATE:** 7/3/18

**ITEM:** Resolution 18-05

**NEXT STEP:** Review Proposed Code Change

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☐ INFORMATION  
☐ MOTION  
☒ RESOLUTION

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#### **I. REQUEST OR ISSUE:**

Requested Actions: Review and provide input on code changes. Pass resolution.

The last remaining chapters of Title 16 are 16.80 Mobile Home Parks and 16.90 Trailers and Trailer Camps. Section 16.90.080 Violations deals with guests staying in an RV on private property. This section has been added to Chapter 18.40 General Uses Regulations. See below in the updated code.

For residential properties, permits will be handled administratively by the Planning Department with the city manager signature. The applicant always has the opportunity to appeal the department's decision to the Planning Commission.

I have written this addressing automobile trailers staying at properties zoned residential or Unrestricted only. Past city practice has been not to allow automobile trailers on commercial properties and this update incorporates past practice. This issue has not come up for other districts such as Conservation or Parks and



Open Spaces. If the commission wants to have the option to allow automobile trailers in other zoning districts, the commission could consider requiring a conditional use permit for those districts.

This is a first draft with the resolution included. The section can be brought back as many times as necessary. When the commission is agreeable to the presented code change and passes the resolution, an ordinance will be drafted and presented to City Council with the other Chapter 16 code updates. We still have Section 16.80 Mobile Home Parks to remove from chapter 16 before the entire chapter is edited.

**II. RECOMMENDED ACTION / NEXT STEP:**

“I move to approve Resolution 18-05.”

**III. FISCAL IMPACTS:**

None currently.

**IV. BACKGROUND INFORMATION:**

Chapter 16.90 Trailers and Trailer Camps currently has a section called violations that defines visitors stays over 30 days. Moving this section to General Uses in chapter 18 and updating the language clarifies the process and places the section of code in zoning which is more appropriate than the building code chapter.

**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. 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 issued 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 Codes**

**Updated code bold and underlined**

**Chapter 18.40 - GENERAL USE REGULATIONS**

**18.40.010 - Height of buildings.**

- A. The permitted height of buildings shall be exclusive of roof structures as defined in the building code of the city.
- B. Penthouses or roof structures for the housing of elevators, stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building; fire or parapet walls, skylights, towers, roof signs, flagpoles, chimneys, smokestacks, wireless masts or similar structures and necessary mechanical appurtenances, may be erected above the height limits prescribed; but no penthouses, roof structure or any space above the permitted height limit of buildings shall be for the purpose of providing additional floor space.

**18.40.015 - Permit Required - Automobile trailers operated by visitors.**

- A. **It is unlawful for any person to own or maintain any automobile trailer used as a dwelling place at any place other than a permitted automobile trailer camp 18.60.0XX or as specified in this section.**
- B. **Automobile trailers used as a dwelling by visitors of Cordova residents staying less than thirty days are exempt from obtaining a permit if the following conditions are met:**
  - 1. **The trailer is located in the Unrestricted District or in a residential zone district that doesn't prohibit the use of automobile trailers;**
  - 2. **The trailer is parked on private land with the permission of the landowner and does not encroach on the right of way;**
  - 3. **The landowner is not charging a fee for the service;**
  - 4. **There are no other automobile trailers being used as adwelling located on the lot;**
  - 5. **Adequate arrangements have been made for garbage, water and sewage disposal; and**
  - 6. **Adequate off-street parking is provided for the automobile trailer and vehicle, if applicable. 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 right of way.**
- C. **Automobile trailers used as a dwelling by visitors of Cordova residents staying more than thirty days must obtain a permit from the city and meet all conditions under 18.40.015 (B).**
- D. **The administration of this section shall be determined by the city manager.**
- E. **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;**

**18.40.020 - Distance between buildings.**

No detached dwelling or other main building shall be less than ten feet from any other detached dwelling or main building on the same building site.

**40.030 - Accessory buildings.**

- A. No accessory building shall exceed twenty feet in height, except agricultural buildings, which shall not exceed fifty feet in height.

- B. No accessory building shall be erected, constructed, or moved on any lot in any R district prior to the construction of the main building, except that this shall not be construed to prohibit the construction of an accessory building when a building permit has been issued for the concurrent construction of such buildings, or for an accessory building incidental to the use of the land.

**18.40.040 - Fences and walls.**

- A. Fences and walls not exceeding six feet in height may occupy any portion of a side or rear yard in any R district provided that where such fence or wall projects beyond the front yard line or setback line toward the front property line, the following further restrictions shall apply:
1. Such fence or wall shall not exceed four feet in height, and shall be constructed so that not more than fifty percent of the vertical surface thereof above a height of two feet is solid wall;
  2. Planted hedges projecting beyond the front yard line shall not exceed the maximum heights permitted for fences or walls;
  3. No fence, wall or hedge shall be erected or maintained on the public property beyond the front property line of any lot or parcel of land, except masonry or concrete retaining walls, and then only to a height not to exceed six inches above the grade of the earth such wall is constructed to retain. A permit shall first be secured from the building official approving the necessity for and type of such retaining wall;
  4. A detached accessory building not exceeding twenty feet in height may be permitted to occupy a rear yard, provided that not more than one-third of the total area of such rear yard shall be so occupied.
- B. On any corner lot in any R district, there shall be no planting, structure, fence, shrubbery or other obstruction to vision more than three and one-half feet higher than the curb level within ten feet of the intersection of the adjacent street lines, except that shade trees or other plants or vegetation of sufficient height to permit sight distances from one street to the other under the lowest branches or foliage may be permitted.
- C. In any R district, no building shall be erected, reconstructed or altered nearer to the street line on which it faces than the average setback observed by seventy—five percent of the buildings on the same frontage. Where there are buildings on only one side of a street within the block, the setback line for the unoccupied side shall be the same as that established on the occupied side.

**18.40.050 - Antennas.**

- A. Antennas Located on Existing Structures. Except for satellite and microwave dishes, which are governed by Subsection B of this section, and amateur radio antennas, which are governed by Subsection C of this section, antennas and accessory equipment are permitted in all zoning districts when located on an existing structure, including, without limitation, a building, water tank, utility pole, broadcast tower or other existing support structure, subject to the requirements of this subsection.
1. The height of the antenna and accessory equipment may exceed the maximum building height for the zoning district but shall conform to the following dimensional requirements.
    - a. Omni-directional or whip antennas shall not exceed twenty feet in length and seven inches in diameter.
    - b. Directional or panel antennas shall not exceed ten feet in length and two feet in width.
    - c. Cylinder-type antennas shall not exceed ten feet in length and twelve inches in diameter.

- d. Antenna types other than those described above shall be permitted if they are not significantly larger and do not have a significantly greater visual impact than the antenna types described above. The purpose of this provision is to allow for future technological advances in the design of antennas.
- 2. The antenna and accessory equipment shall be of a color that is identical to or similar to the color of the supporting structure in order to be visually unobtrusive.
- B. Satellite and Microwave Dishes. Satellite and microwave dishes are permitted in all zoning districts subject to the following requirements. The diameter of a satellite or microwave dish shall not exceed ten feet. A satellite or microwave dish having a diameter greater than three feet shall be screened with an appropriate architectural treatment that is compatible with or integral to the architecture of the building on which it is mounted to which it is an accessory structure.
- C. Amateur Radio Antennas. Amateur radio antennas are permitted in all zoning districts subject to the following requirements. An amateur radio antenna shall be designed and constructed in accordance with reasonable and customary engineering practices, shall conform to the height limitations in Alaska Statutes 29.35.141(b), and otherwise shall conform to the requirements applicable to an amateur radio antenna in the zoning district where it is located. This subsection applies only to amateur radio antennas erected on or after July 26, 2001.

**CITY OF CORDOVA, ALASKA  
PLANNING COMMISSION  
RESOLUTION 18-05**

**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 SECTION 16.90.080 - VIOLATIONS DESIGNATED INTO CHAPTER 18.40 - GENERAL USE REGULATIONS IN ORDER TO UPDATE AND CLARIFY THE CODE FOR AUTOMOBILE TRAILERS STAYING OUTSIDE OF A TRAILER CAMP**

**WHEREAS**, the Planning Commission has determined that Chapter 16.90.080 entitled “Violations designated” 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 Section 16.90.080 – Violations designated into Chapter 18.40 – General Use Regulations in order to update and clarify the code for automobile trailers staying outside of a trailer camp.

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF JULY, 2018**

\_\_\_\_\_  
Tom McGann, Chair

ATTEST:

\_\_\_\_\_  
Samantha Greenwood, City Planner



## PLANNING COMMISSION REGULAR MEETING JULY 10, 2018

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

# 2018 AUGUST

## PLANNING COMMISSION REGULAR MEETING JULY 10, 2018

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