

**PLANNING COMMISSION REGULAR MEETING  
AUGUST 14, 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 August 14, 2018 in Cordova Center Community Rooms A & B.

**2. ROLL CALL**

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

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

Zero people were in the audience.

**3. APPROVAL OF AGENDA**

M/Pegau S/Baenen to approve the agenda with the title for agenda item 10b to read “Conditional Use Permits for Manufactured Home Parks.”

Upon voice vote, motion passed 5-0.

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

Absent: *Bird*

**4. APPROVAL OF CONSENT CALENDAR**

- a. Minutes of July 10, 2018 Public Hearing
- b. Minutes of July 10, 2018 Regular Meeting

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

Upon voice vote, motion passed 5-0.

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

Absent: *Bird*

**5. DISCLOSURES OF CONFLICTS OF INTEREST**

**6. CORRESPONDENCE**

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

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

**8. PLANNER’S REPORT**

*Greenwood* said the comprehensive plan contract approval was on City Council’s agenda on the next day. She said that *Leo Americus* paid the liquidated damages on the lots that he purchased from the city. *Dan Nichols* and *Camtu Ho* were the last two Performance Deeds of Trust. *Greenwood* said that the city had written an RFP for a consultant to prepare a BUILD grant application for a rebuild of the south harbor. She said she had been working on an Emergency Action Plan for Meals Dam as it is a state requirement that they update the plan periodically.

*Stavig* said that some citizens in Girdwood have been looking into the feasibility of joining a future Prince William Sound borough. They are asking the city to contribute \$25,000 towards an economic feasibility study.

## 9. UNFINISHED BUSINESS

### a. Resolution 18-05 – Trailers Outside Trailer Camps

**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**

M/Baenen S/Bolin to approve Resolution 18-05.

*Greenwood* said that staff added a permit time frame of 60 days and they moved the section towards the end of the chapter. *Roemhildt* agreed that the location of the code made sense. *Pegau* said that the code appeared to be very different than what they had referred at the last meeting. *McGann* said that 16.90.010 through 16.90.070 on pages 11 and 12 were already acted on at the last meeting as Resolution 18-04, which passed.

*Pegau* said he thought the proposed code belonged under Title 6 for licenses. He thought that the title was the natural part of the code to go to for all licenses. *Pegau* clarified that he was speaking about automobile trailer camp licenses. *Greenwood* said that it was currently a Conditional Use Permit and would not be administratively handled by anyone outside of the Planning Department, so it made sense for it to be in the title for zoning, not Title 6, which was dealt with primarily by the Finance Department. *Stavig* clarified that at the last meeting they referred Resolution 18-05, concerning trailers outside of trailer camps, not trailer camp licensing, back to staff to find a better location in code because it was in between ‘height of building’ and ‘distance between buildings’ in the General Use Regulations.

*Greenwood* said that they would add a fee for the permit in the fee schedule. *Greenwood* explained that the Conditional Use Permit allowing property owners to stay in trailers while they constructed a residence still existed.

Upon voice vote, resolution passed 5-0.

Yea: McGann, Pegau, Baenen, Roemhildt, Bolin

Absent: Bird

## 10. NEW/MISCELLANEOUS BUSINESS

### a. Baja Taco Site Plan Review

M/Pegau S/Baenen to recommend to City Council to approve the Site Plan Review requested by Nathan and Andra Doll to construct an addition to the existing structure on Lot 11-A1, Block 2, South Fill Development Park.

*Stavig* said that the code allowed decks and stairs within the setback. *Pegau* said that he had no issues with the application and he was able to find everything he was looking for. *Roemhildt* said he did not have any findings against the application. *Roemhildt* verified with *Nathan Doll* that that the total seating was increasing to 85 rather than 60, which was the number used in the staff memo. *Stavig* agreed and said that with the additional seating they still provide enough parking spaces.

Upon voice vote, motion passed 5-0.

Yea: McGann, Pegau, Baenen, Roemhildt, Bolin

Absent: Bird

**b. Resolution 18-06 – Conditional Use Permits for Manufactured Home Parks**

**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 Sections 16.80.010 through 16.80.100 into Chapter 18.60 Conditional Use Permits in order to update and clarify the code for Mobile Home Parks**

M/Roemhildt S/Bolin to approve Resolution 18-06.

*Greenwood* said that she wanted to get it on the table; she expects it to be referred. Currently the code allows a mobile home park in any zone district as a conditional use permit. Without the conditional use permit process, the only option for a new mobile home park is a rezone.

*Greenwood* said that in 1976, mobile homes were required to meet HUD standards and have a HUD plate. She said that these are sometimes difficult to find, and that maybe some sort of inspection would be better. *Baenen* said that anything from before 1976 probably couldn't even be moved. He thought that an inspection was sufficient. *Roemhildt* said that having a conditional use permit process allows the commission to make conditions to ensure safety. *Baenen* verified that the existing mobile home parks were there prior to them becoming zoned in the Planned Mobile Home District. *Pegau* said that the Mt. Eccles Estates subdivision was built as a mobile home park but is zoned Medium Density Residential.

*Greenwood* said that the only difference between a mobile home and a manufactured home is the HUD plate. *Pegau* said that people can buy manufactured homes that meet codes for stick-built houses. *Greenwood* said that those are modular homes. *Stavig* said that manufactured homes have to meet federal standards, modular homes have to meet local standards, so modular homes are treated no differently than regular buildings.

*McGann* said he would like to see the code require inspections and consistently use 'manufactured homes' versus 'mobile homes.' *Pegau* said he was reluctant to put everything under conditional use permits, as he doesn't think it is always the best location. He said he was concerned that they were creating dueling codes with this section and the R-MH Planned Mobile Home District. *Stavig* said they could resolve this by specifying that the conditional use permit was for manufactured homes outside of that district.

M/Roemhildt S/Pegau to refer back to staff.

Upon voice vote, motion passed 5-0.

Yea: McGann, Pegau, Baenen, Roemhildt, Bolin

Absent: Bird

**c. Resolution 18-07 – Capital Improvement List**

**A resolution of the Planning Commission of the City of Cordova, Alaska, recommending a capital improvement list to the City Council of the City of Cordova, Alaska**

M/Pegau S/Baenen to approve Resolution 18-07.

*Pegau* said he didn't think they needed to have as large of a list. He didn't think the code updates were a capital improvement. He thought they should pick two of the shovel-ready projects. *Baenen* said that the comprehensive plan could be removed since it will be addressed at the next City Council meeting. He thought that the Second Street Project should extend to Lake Avenue. The shovel-ready projects were important for getting grants. *Bolin* agreed, but said he wasn't sure how sidewalks would fit with the existing parking.

*McGann* said that his top priorities in order were the north side of the harbor, Railroad Avenue, addressing, and Second Street. *Pegau* said that of the shovel-ready projects, he ranked Second Street lowest since there were at least sidewalks along most of it. *Roemhildt* suggested the sidewalks on Second Street extend all the way to the highway on the east side of the street.

*Stavig* verified that there was consensus on removing the comprehensive plan and the code updates and having the list in the order of addressing, north harbor, Second Street from Council to the highway, and Railroad Avenue.

M/Pegau S/Bolin to amend Resolution 18-07 as discussed.

Upon voice vote, motion to amend 5-0.

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

Absent: *Bird*

Upon voice vote, amended resolution passed 5-0.

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

Absent: *Bird*

## 11. PENDING CALENDAR

*Roemhildt* said he would be gone at the next meeting. *Stavig* said that they were still down one commissioner and the November seats were coming up.

*Greenwood* said that she looked back at Ocean Beauty's site plan review from several years back. They were required to provide four parking spaces on their lot, and she believes there is room on the lot for the four parking spaces. *Pegau* said he remembered requiring them to remove a fence, which they did, but he thought they were blocking access.

## 12. AUDIENCE PARTICIPATION

## 13. COMMISSION COMMENTS

*Pegau* said it was important to look at the code in a comprehensive manner. It is helpful to have the existing code provided with the memo so they can be sure that they are aware of what they are removing and adding.

*Bolin* said he was glad to talk about capital improvement projects and the problem areas in town.

*Roemhildt* thanked everyone for their input.

*McGann* verified with *Greenwood* that Chapter 16.75 was being erased from the code. He said he had problems understanding everything they had done with Title 16 so far. *Greenwood* said she was planning on bringing the entire ordinance back to the commission so they can see how Titles 16 and 18 are changing.

## 14. ADJOURNMENT

M/Pegau S/Baenen to adjourn the Regular Meeting at 8:01 PM.

With no objection, the meeting was adjourned.

Approved:

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

  
\_\_\_\_\_  
Leif Stavig, Assistant Planner