

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
AUGUST 14, 2018 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

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

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

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

- a. Minutes of July 10, 2018 Public Hearing **Page 2**
- b. Minutes of July 10, 2018 Regular Meeting **Page 3**

5. DISCLOSURES OF CONFLICTS OF INTEREST**6. CORRESPONDENCE****7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

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

8. PLANNER'S REPORT **Page 8****9. UNFINISHED BUSINESS**

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

10. NEW/MISCELLANEOUS BUSINESS

- a. Baja Taco Site Plan Review **Page 18**
- b. Resolution 18-06 – Capital Improvement List **Page 37**
A resolution of the Planning Commission of the City of Cordova, Alaska, recommending to the City Council of the City of Cordova, Alaska to amend and move Cordova Municipal Code 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
- c. Resolution 18-07 – Capital Improvement List **Page 42**
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

11. PENDING CALENDAR

- a. August 2018 Calendar **Page 47**
- b. September 2018 Calendar **Page 48**

12. AUDIENCE PARTICIPATION**13. COMMISSION COMMENTS****14. ADJOURNMENT**

**PLANNING COMMISSION PUBLIC HEARING
JULY 10, 2018 AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES**

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Public Hearing to order at 6:30 PM on July 10, 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**, **Nancy Bird**, and **Chris Bolin**.

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

1 person was in the audience.

3. PUBLIC HEARING

a. CUP for Outside Storage on Lot 3, Block 2, South Fill Development Park

M/Baenen S/Bird to recess until 6:44 PM.

With no objection, the hearing was recessed.

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

4. ADJOURNMENT

M/Baenen S/Pegau to adjourn the Public Hearing at 6:44 PM.

With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

Leif Stavig, Assistant Planner

PLANNING COMMISSION REGULAR MEETING
JULY 10, 2018 AT 6:45 PM
CORDOVA CENTER COMMUNITY ROOMS A & B
MINUTES

1. CALL TO ORDER

Chair **Tom McGann** called the Planning Commission Regular Meeting to order at 6:45 PM on July 10, 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, Nancy Bird, and Chris Bolin.**

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

1 person was in the audience.

3. APPROVAL OF AGENDA

M/Pegau S/Baenen to approve the agenda.

Upon voice vote, motion passed 6-0.

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

4. APPROVAL OF CONSENT CALENDAR

a. Minutes of May 8, 2018 Regular Meeting

b. Record excused absence for John Baenen and unexcused absence for Scott Pegau from the May 8, 2018 Regular Meeting

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

Bird had a correction to the minutes; under commission comments she offered a correction that made it clear she was speaking to the Scouts that were present at the meeting.

Upon voice vote, motion passed 6-0.

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

5. DISCLOSURES OF CONFLICTS OF INTEREST

Pegau said he had a conflict with 10a with the Cordova Electric Cooperative (CEC). **Roemhildt** said that he had a conflict with 10a as he was employed by CEC and 10b as he was related to the applicant. There was no objection to the conflicts.

6. CORRESPONDENCE

a. Alaska DOT Public Notice

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

Craig Kuntz, 404 Fourth Street, was present on behalf of CEC. He said that CEC had been leasing the property for over 35 years and had been paying annual rent of four thousand dollars. He said that the calculation for annual rent in the lease would cause the rent to decrease. CEC would like to purchase the lot by direct negotiation.

8. PLANNER'S REPORT

Greenwood said that *Rob Brown's* lease was going to be signed soon. The Alaska Planning Commissioner training was in January if anyone is interested. She said that the Comprehensive Plan Review Committee consisted of her, *Stavig*, *McGann*, *Bird*, *Kristin Carpenter*, and City Manager *Alan Lanning*. The Comprehensive Plan approval of a contract with Agnew-Beck will be at the next City Council meeting. *Greenwood* said the assessed value of the property CEC is requesting to purchase is \$500,000 not \$50,000. The annual rent would increase to \$6,000, instead of decreasing as CEC thought.

9. UNFINISHED BUSINESS

- a. Resolution 18-04 – Trailers and Trailer Camps as Conditional Use Permits

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

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

Bird said that she considered the Planning Commission's flexibility with some of the trailer camp standards and she didn't have any changes. *Pegau* said he was wasn't sure that the section was best suited for the Conditional Use Permit (CUP) chapter of the City Code, and he was not convinced that everything from Title 16 was moving into Title 18. He said he did not support language that allowed trailer camps in any district, as that bypasses and contradicts zoning districts which list it as a prohibited use. He said he would like to strike "to be placed in any district" from the proposed code. There was consensus to make the change.

Pegau said that there were some situations where trailers should be allowed to park closer than 10 feet end-to-end, so (g) should be added to the list of Section 2 which would allow for that flexibility. He thought that flexibility wasn't needed for (e), since drainage should always be addressed. *Bird* said she assumed the distance was for fire protection, so she wasn't in favor of adding it to the list. She agreed that drainage should be addressed.

Baenen said he was concerned, particularly in residential areas, that trailer camps would pop up everywhere. *Greenwood* said that people could get CUPs for trailer camps right now. *Stavig* said that trailer camps still must go through the whole CUP process, which includes standards and public notice. You also have to look at each zoning district; for example, in the Low Density Residential District, someone could build a boardinghouse without anything but a building permit. Someone could also request a CUP for a junkyard, hospital, or airport in a residential district.

M/Pegau S/Roemhildt to amend the proposed code to add item g to subsection 2.

Upon voice vote, motion passed 4-2.

Yea: McGann, Pegau, Roemhildt, Bolin

Nay: Baenen, Bird

Upon voice vote, resolution passed 6-0.

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

10. NEW/MISCELLANEOUS BUSINESS

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

M/Bird S/Baenen 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 negotiating an agreement with CEC to lease or purchase the property.

Bird said that CEC was a local cooperative that the community depended on. They have been good lessees of the property. *Baenen* said that CEC removed the rock and put the plant on the property, so it doesn't make sense why they would continue to lease the property. *Stavig* said that the assessed value of the land was around \$500,000. He explained that the assessed value of leases are calculated using possessory interest. When a lease is just beginning, the lease's assessed value is closer to the full value since they have more interest in the property, versus when a lease is closer to expiring. *Kuntz* said that the value seemed high. *Stavig* said the assessor determines the assessed value. *McGann* said he supported the resolution and that the commission doesn't deal with the negotiation or the price of the property.

Upon voice vote, motion passed 5-0.

Yea: McGann, Pegau, Baenen, Bird, Bolin

COI: Roemhildt

b. Conditional Use Permit for Outside Storage on Lot 3, Block 2, South Fill Development Park

M/Bird S/Pegau 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.

Pegau said that the permit was for the entire lot without a special condition. He said he had heartburn when lots are purchased under certain conditions that go on to change. If the permit was for just the four temporary structures, then the lot could still be developed. *Greenwood* said that there was no lien on the property requiring any development.

McGann said he would like to see hold-downs required on the buildings as a couple of them have already blown over. *Bird* said that concerns her greatly.

M/Pegau S/Bolin to add special conditions that the conditional use permit is for the four units as shown and that significant hold-downs are required in order to meet the 100-mph wind-loading.

Upon voice vote, motion passed 5-0.

Yea: McGann, Pegau, Baenen, Bird, Bolin

COI: Roemhildt

Pegau said that Condition 1 was met with the special conditions, and the remaining conditions were all met. **Baenen** and **Bolin** agreed that all conditions were met. **Bird** agreed and said that safety was important to her. **McGann** agreed that the conditions were met.

Upon voice vote, main motion passed 5-0.

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

COI: **Roemhildt**

c. 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/**Roemhildt** S/**Bird** to approve Resolution 18-05.

Roemhildt said that his interpretation of the code was that it allowed someone to use a trailer for 30 days on someone's private property and that the section was being relocated to a chapter that made more sense. **Pegau** said he thought the location of the code was out of place as it was in the middle of code dealing with general building dimensions. He thought it was confusing to have a permit in this section of the code. He also identified a minor spelling issue where a space should be between two words. **Greenwood** said that she was open to suggestions for different locations for the code in Title 18.

McGann said he thought it may be best to refer the item back to staff to look into a new location for the code and to have more time to look it over. **Baenen** verified that for the first 30 days, no permit is needed, but beyond 30 days a permit is needed. **Greenwood** said they could add a fee for the permit to the fee schedule. **Baenen** said he was concerned about no time limit on the permit. **Greenwood** said they did not have a time limit in the code as it would be a case-by-case basis. She said they would add a time limit on the permit for the next meeting.

M/**Pegau** S/**Bird** to refer the resolution back to staff to look at the fee schedule, time limits, and to provide more time for the commission to review the code.

Upon voice vote, motion to refer passed 6-0.

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

11. PENDING CALENDAR

Bolin said he would be gone for the meeting in August, but he could call in. **Bird** said she would be gone and unable to call in.

Pegau said he would like to review the conditions placed on the Site Plan Review for Ocean Beauty's bunkhouses. **Greenwood** said she would report on it at the next meeting.

12. AUDIENCE PARTICIPATION

13. COMMISSION COMMENTS

Bolin thanked everyone for their time.

Baenen said it was a good meeting.

Pegau said that he has issues with too many uses falling under Conditional Use Permits. He thinks what they did today was appropriate, but he doesn't want to see everything going under Conditional Use Permits.

Roemhildt appreciated everyone's time and opinions. He said he would like to look closer at the prohibited uses in different zone districts.

McGann said that for those supportive of the Comprehensive Plan, they should show up at the next City Council meeting.

14. ADJOURNMENT

M/Bird S/Pegau to adjourn the Regular Meeting at 8:05 PM.
With no objection, the meeting was adjourned.

Approved:

Tom McGann, Chair

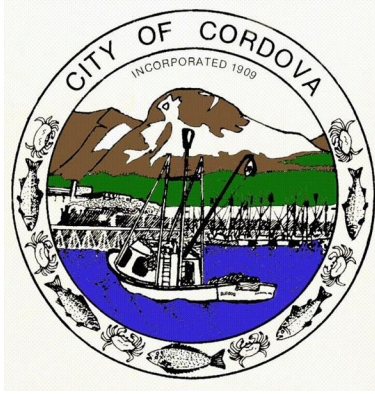
Leif Stavig, Assistant Planner

DRAFT

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 8/8/18
Re: Recent Activities and Updates

- Two building permits issued since the last meeting.
- Adams Avenue work has begun.
- Lots of public questions about zoning, ownership, land disposal and other concerns.
- Rob Brown land sale signed; site plan at next meeting.
- Researching grants through the State Hazard Mitigation Plan projects.
- Comprehensive Plan Review Committee's recommendation for awarding the Comprehensive Plan will be on August 15th City Council meeting.
- Reviewed and scored the BUILD Grant proposals for south harbor rebuild
- Working with ADOT, Copper River Watershed Project and Parks and Rec on ROW and land swap for Hippy Cove culvert replacement.
- Reviewing possible staging areas for ADOT for Hippy Cove culvert work.
- Land Use Permit issued to CEC for geotechnical analysis of Crater Lake project.
- Liquidated damages paid by Leo Americus on performance deed of trust – residential lots off Eighth Street.
- Edited and finalized Emergency Action Plan for Meals Dam; will get signature and send letters.
- Created several maps for different members of the public.
- Coordinated with GV Jones, Water Department and Boreal on computer issues.
- Borough Formation – provided write up for City Council Work Session on August 15th.
- Issued Land Use Permit for 5-mile loop for “spirt camp” parking and camping.
- Shepard Point geotechnical work started – answered questions about property ownership.
- R&M working on plans for waterline relocation for culvert replacement at Fleming Spit.



AGENDA ITEM # 9a

Planning Commission Meeting Date: 8/14/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 8/8/18

ITEM: Resolution 18-05 – Trailers Outside Trailer Camps

NEXT STEP: Review Proposed Code Change

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

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 a trailer 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's 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.

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 Title 16 code updates. We still have Chapter 16.80 Mobile Home Parks to remove from Title 16 before the entire title 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 visitor stays over 30 days. Moving this section to General Use Regulations in Title 18 and updating the language clarifies the process and places the section where it is more appropriate.

At the July 10th Planning Commission Regular Meeting, the following issues were discussed:

- Is there a fee on the fee the schedule? – Currently there is not could be added at budget time if desired. Current code has a \$35
- Time frame - A time frame of not to exceed 90 days has been added to the proposed code.
- Is General Use Regulations the best chapter for code? Reviewed 18.04 General Provisions, which provides overarching language about how code is codified and applied throughout the chapter. 18.56 Lot and Yard regulations focuses on rules applying to yards and lots. General Use Regulations 18.40 address multiple requirements that are in multiple chapters and apply over many zoning districts. After reviewing, we concluded that General Use Regulation 18.40 was the best location for the automobile trailer permit. The new code section was moved to end of the chapter to facilitate better flow within the 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.

18.40.020 - 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.

18.40.060 - 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 a dwelling 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. Permit shall not exceed 60 days for a total of 90 days.
- E. The administration of this section shall be determined by the city manager.
- F. 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;

**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.

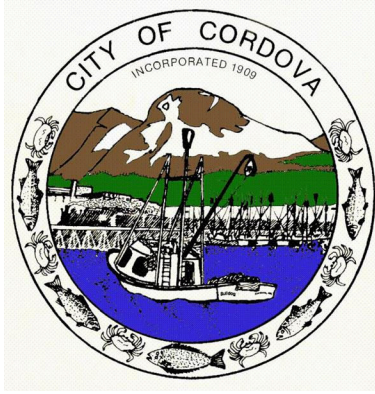
NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend to the City Council of the City of Cordova, Alaska to amend and move Cordova Municipal Code Section 16.90.080 – Violations designated into Chapter 18.40 – General Use Regulations in order to update and clarify the code for automobile trailers staying outside of a trailer camp.

PASSED AND APPROVED THIS 14TH DAY OF AUGUST, 2018

Tom McGann, Chair

ATTEST:

Samantha Greenwood, City Planner



AGENDA ITEM # 10a

Planning Commission Meeting Date: 8/14/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 8/8/18

ITEM: Baja Taco Site Plan Review

NEXT STEP: Review Site Plan and Provide Recommendation to City Council

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Site Plan Review
Applicant: Nathan and Andra Doll
Address: 137 Harbor Loop Road
Legal Description: Lot 11-A1, Block 2, South Fill Development Park
Parcel Number: 02-173-150-A
Zoning: Waterfront Commercial Park District
Lot Area: 10,735 sq. ft.

Nathan and Andra are planning to add an addition onto the existing Baja Taco structure.

II. RECOMMENDED ACTION / NEXT STEP:

"I move that the Planning Commission recommend to the 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.”

III. FISCAL IMPACTS:

Increased property tax.

IV. BACKGROUND INFORMATION:

Applicable Code:

Section 18.42.010 ZONING – SITE PLAN REVIEW – Purpose.

Whenever required by this code or the city council, a site plan review shall be completed by the planning commission with a recommendation to the city council. Prior to the issuance of a building permit, the city council must approve the site plan for the project.

Section 18.42.030 ZONING – SITE PLAN REVIEW – Required Information.

The site plan to be submitted as required herein shall contain the following information. If any of the information requested herein is not applicable to a given project, the reasons for the non-applicability of the information requested shall be stated in the site plan:

- 1. Name, address and phone number of owner/developer;*
- 2. Legal description of property;*
- 3. A scale of not less than 1" = 20';*
- 4. Date, north point and scale;*
- 5. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;*
- 6. The zoning and siting of all structures on the subject property and abutting properties;*
- 7. The location of each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building area, distances between structures and lot lines, setback lines and approximate location of vehicular entrances and loading points;*
- 8. The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided and the location and right-of-way widths of all abutting streets;*
- 9. Location and height of all walls, fences and screen plantings, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained;*
- 10. Types of surfacing, such as paving, turfing or gravel to be used at the various locations;*
- 11. A grading plan of the area demonstrating the proposed method of storm drainage;*
- 12. Size and location of proposed sewer and water lines and connections;*
- 13. Front and side elevations of proposed structures;*
- 14. Exterior finish and color.*

All required information is provided in the applications and drawings.

Chapter 18.48 ZONING – OFF-STREET PARKING, LOADING AND UNLOADING

Eating and drinking establishments require “One space for each employee of largest shift, plus one space for each ten seats.”

The applicant has provided 13 parking spaces, although they are only required to have nine: three for employees and six for 60 seats. Parking spaces meet the required width, depth, and maneuvering lanes. Off-street loading is provided and shown in the drawings; all width and length requirements are met.

The applicant has already received an approved Plan Review from the State of Alaska Fire Marshal.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The commission may add any special conditions.

Attachment A – Location Map



Baja Taco

Andra and Nathan Doll
PO Box 23
137 Harbor Loop Rd.
Cordova, Alaska 99574
907-253-5599
Andradoll23@yahoo.com

July, 29, 2018

City of Cordova
Planning Commission
PO Box 1210
Cordova, Alaska 99574

Subject: Baja Taco Addition

Dear Planning Commission,

The purpose of this letter is to clarify our building plans and our purpose for an addition. Currently, Baja Taco consist of a 1.5 story wood framed building (28' x 14.1'), a covered deck connected to the building, a non covered deck, a bus (with kitchen inside) that is covered, a gravel area with picnic tables, one conex, and one box truck. On the north side of our property is the uncover and covered deck, both of which are within the required set backs.

Our purpose of this addition is to beautify our property and make our business more efficient, thereby increasing sales/revenue. We will be beautifying the property by replacing the conex and box truck with a storage addition as well as adding a small area for indoor dining. This addition will be attached to the existing 1.5 story wood framed building. This addition will be sided with brown vinyl horizontal siding and blue metal roofing. It will match the current building. The roof line, of the additional seating area, will match the existing dutch gable roofline. The additional storage section will share the same ridge line, but will have a simple gable roof. Attached are drawings, that should answer any questions you may have. The additional seating will be on the north side of the building. Currently, there is a covered deck, with seating, as well as, an empty space. In our plans, the covered deck will be enclosed and extended, providing additional indoor seating. The current indoor seating has 25 seats. The addition will provide an extra 15 seats. The covered deck, uncovered deck, and gravel area with picnic tables provide 60 seats. We believe, the additional indoor seating, will bring more business. You will, also, see in our drawings that we have 13 parking spots, which is within the requirements for 1 parking spot for every 10 customers. As well as, one parking spot for every working employee. At the busiest time, we have 3 people working.

The storage area will have a uncovered deck for loading freight, which is within the 2' setback for uncovered decks.

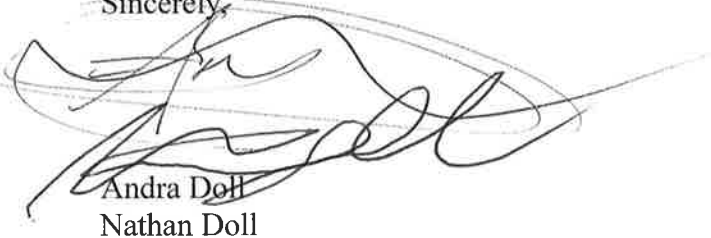
This property is zoned Waterfront Commercial Park District. All the surrounding property is, also, zoned Waterfront Commercial Park District, except the property adjacent, which is owned by the

Harvill's and zoned business. The back of our properties share a partial property line and are also divided with a city alley. Our building, at the closes point, is 5'7" from our property line, which is within setbacks. We believe the Harvill's building is at least 5'-10' from their property line. Although, we did not survey our neighbor's property, we assume that his building is within legal setbacks since it went through the Planning and Zoning Commission.

There will be no change to the surfacing of the property, and drainage will remain the same. Baja Taco is open seasonally, for the summer months. In the event of a late snow fall, snow will be store on the unused portion of our property.

Our site plan has already been approved by the State Fire Marshal, we have included a copy of the certificate.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nathan Doll', is written over a faint, circular, dotted-line stamp. The signature is fluid and cursive.

Andra Doll
Nathan Doll

**SITE PLAN REVIEW - ZONING APPLICATION
CITY OF CORDOVA**

INSTRUCTIONS

*Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.*

TYPE OF REQUEST	FEE
Site Plan Review	varies
Residential	\$50
Multi-Family	\$100
Commercial	\$150
Industrial	\$200

APPLICANT INFORMATION	
Name	NATHAN & ANDRA DOLL
Address	PO Box 23
Telephone [home]	424-7900
Business Name	BAJA TACO
Business Address	137 HARBOR LOOP Rd
Telephone [business]	424-5599
Business FAX	424-7900
Project architect/engineer	NATHAN DOLL
Address of architect/engineer	PO Box 23
Telephone of architect/engineer	907-428-8066

PROPERTY/PROJECT INFORMATION	
Address of subject property	137 HARBOR LOOP Rd
Parcel identification number	11-A1, Block 2, South Fill Development Park
Property owner [name/address]	BAJA TACO LLC
Current zoning	WATERFRONT COMMERCIAL
Proposed use	STORAGE, SEATING
Construction start date	OCTOBER 2018
WAA	

SITE PLAN REVIEW 18.42

A zoning compliance permit for property within the City of Cordova **expires eighteen (18) months after the date it is issued.** Excavation is not considered construction.

1. Please describe the proposed construction/alteration and intended use: STORAGE / SEATING

2. Please give dimensions and square footage of construction: _____

3. Intended use: { } Single Family { } Duplex { } Multifamily ☒ Commercial/Industrial
{ } Home Occupation (describe) _____ { } Mobile Building { } Change of use

4. No. of Living Units: _____ 5. No. of Bedrooms: _____
{ } Yes ☒ No

6. Has a variance been granted? { } Yes ☒ No

7. Is there a new: { } Garage? { } Carport? Is it attached to the residence? { } Yes ☒ No
{ } Yes ☒ No

8. Is there an apartment above the garage? { } Yes ☒ No

9. Off-street parking: Existing ☒ Proposed _____

10. Required Setbacks: Front 15 Left Side 5 Right side 5 Rear 5 Height 30

11. Proposed Setbacks: Front 30'4" Left Side 7'4" Right side 2'8" Rear 5'7" Height 23'6"

12. Sewage Disposal:
{ } Private marine outfall: ☒ Existing { } New Specify owner/location: _____
{ } Private on-site sewer: { } ADEC Certification Attached

NOTE: Property owners with a private system need an ADEC permit showing sewer system is operational before Permit can be issued. Please contact ADEC at (907) 225-6200

13. Water supply: { } Cistern (show on site plan) ☒ City

14. Is the construction occurring on a grandfathered structure (build prior to August 7, 1967)? NO

15. Is there a building currently on the property? ☒ Yes { } No

16. Which licensed surveyor will be doing your foundation/as-built Survey? LEO AMERICUS

17. Is your driveway exit and adjoining roads shown on the site plan? ☒ Yes { } No
Are you building a new driveway that exits onto a State road or highway? { } Yes ☒ No
If YES, an ADOT Driveway Permit is required. (See bottom page 4)

18. Does this property contain drainages, creeks, wetlands, or other water features? { } Yes ☒ No
Does your lot abut salt water? { } Yes ☒ No
Have you or will you be using fill to develop your lot? { } Yes ☒ No

(If you answered YES to any of the above three questions, you may need to contact the U.S. Army Corps of Engineers or other State agencies about additional permitting requirements.. Please see Planning staff for information.)


19. Is this permit for a tax-exempt use? { } Yes ☒ No

20. Has a Conditional Use Permit been issued? { } Yes ☒ No

21. Is this permit for a mobile building? { } Yes ☒ No
Year _____ Model _____ Serial No. _____

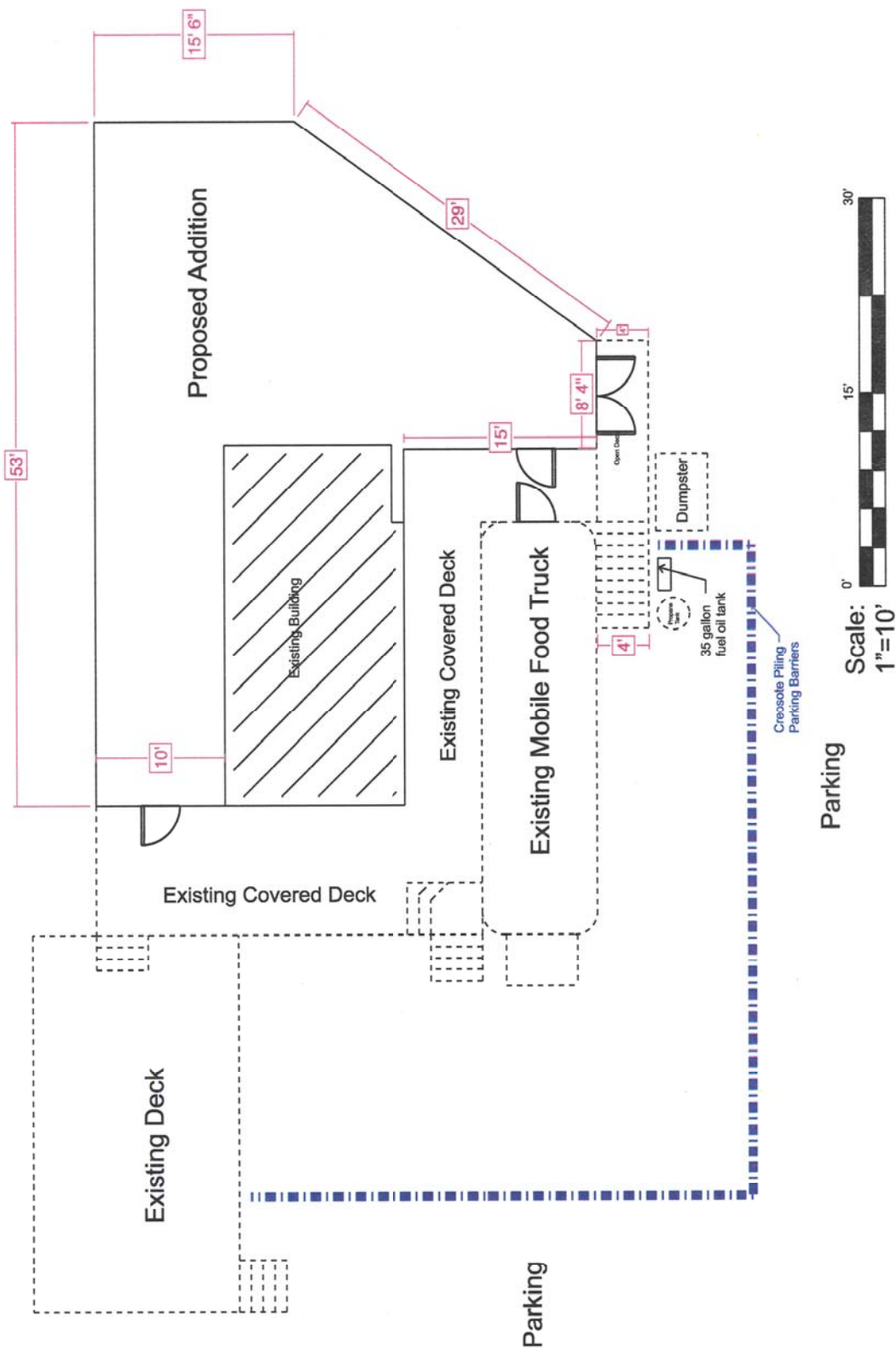
22. Is your property within a Flood Plain or Coastal Zone? (see staff for interpretation) NO
Elevation Certificate/Flood Hazard form attached

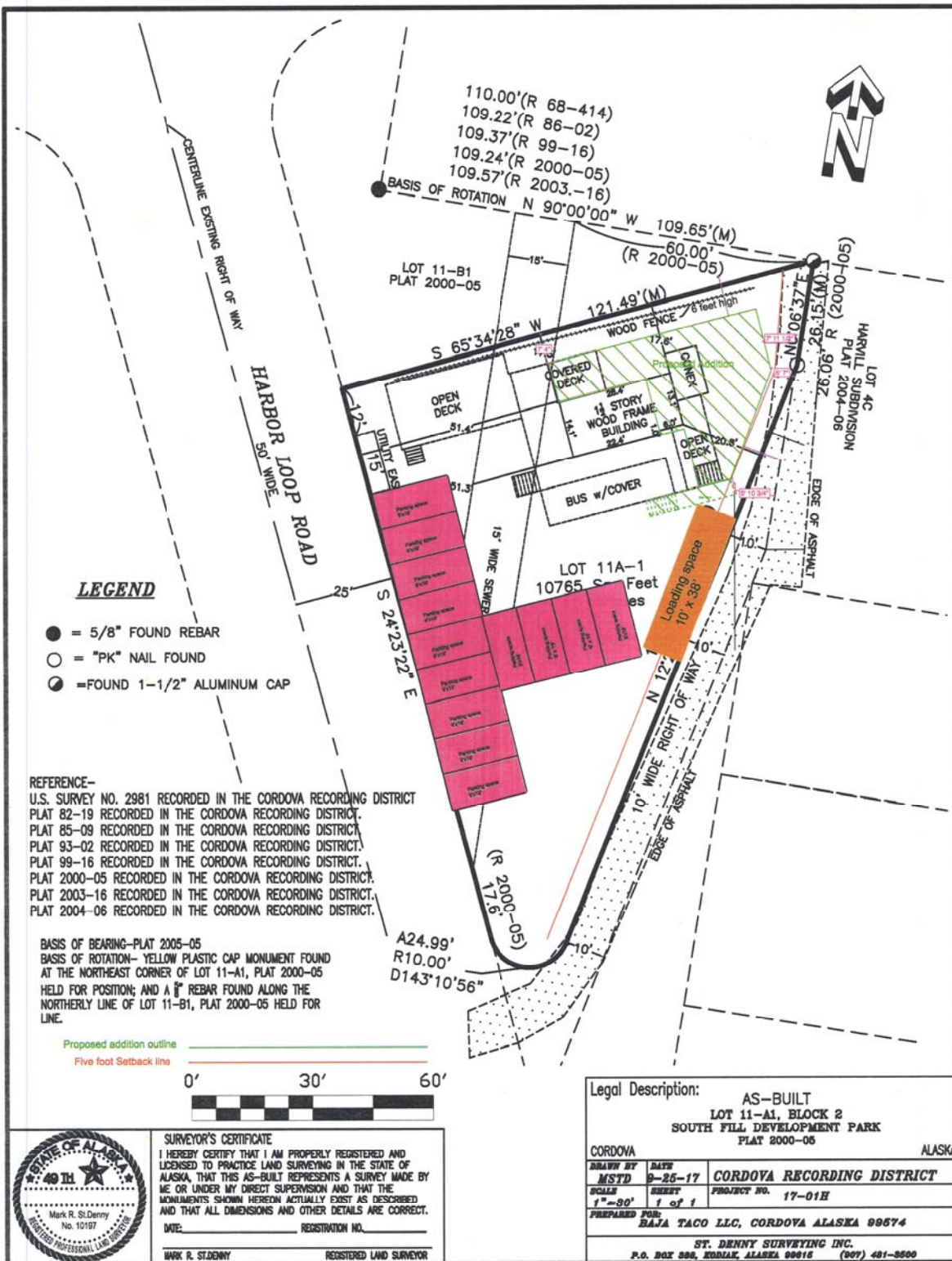
ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	
Real Estate Firm/Broker handling sale of property. Provide name and address. Note : <i>If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.</i>	
City Business License Permit Number (if applicable)	

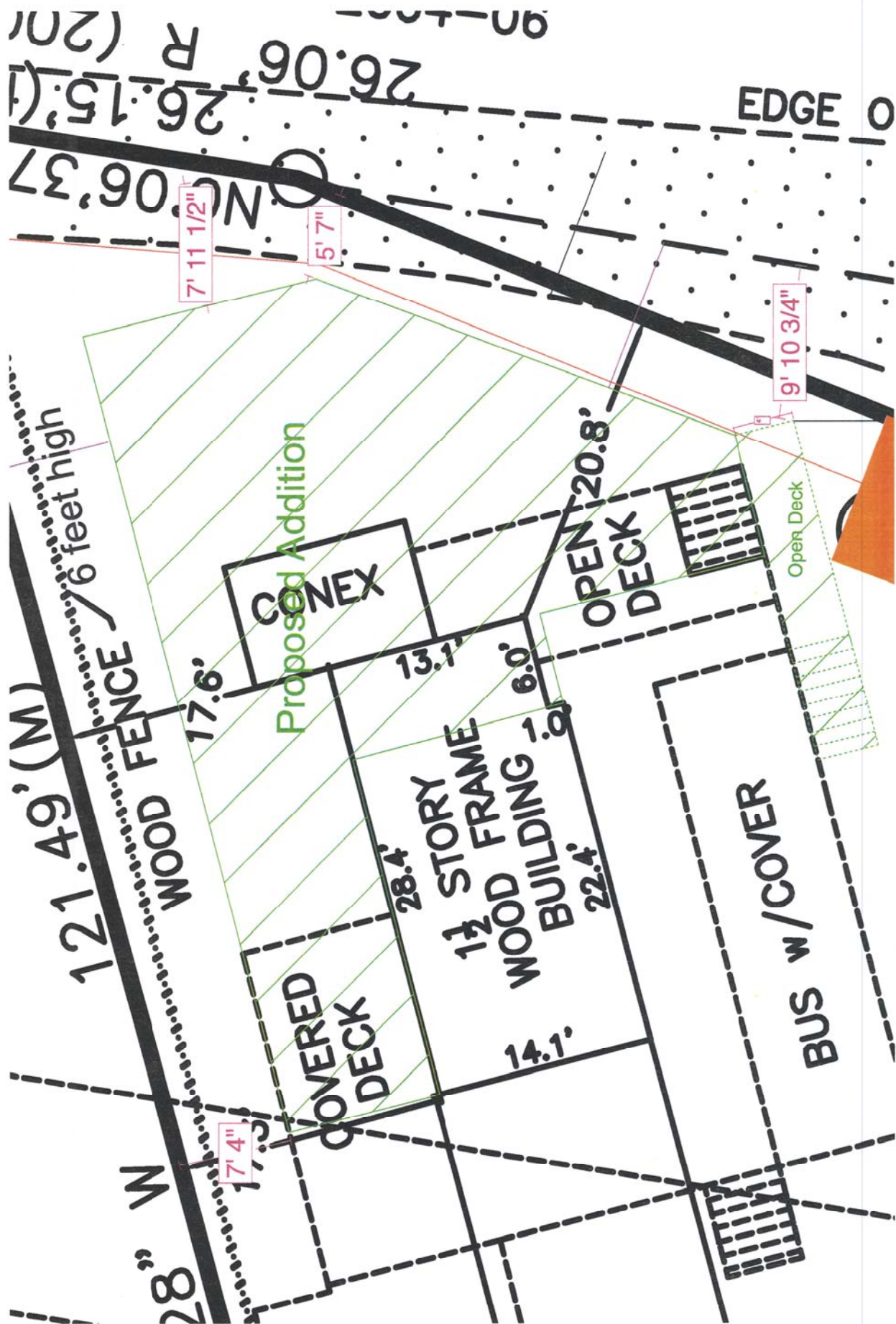
APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
<p>By:  (Signature)</p>	<p>By: _____ (Signature)</p>
<p>Name: <u>Andra Doll</u> (Type/Print)</p>	<p>Name: _____ (Type/Print)</p>
<p>Date: <u>7/26/18</u></p>	<p>Date: _____</p>
<p>Appeal Procedures: A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.</p>	

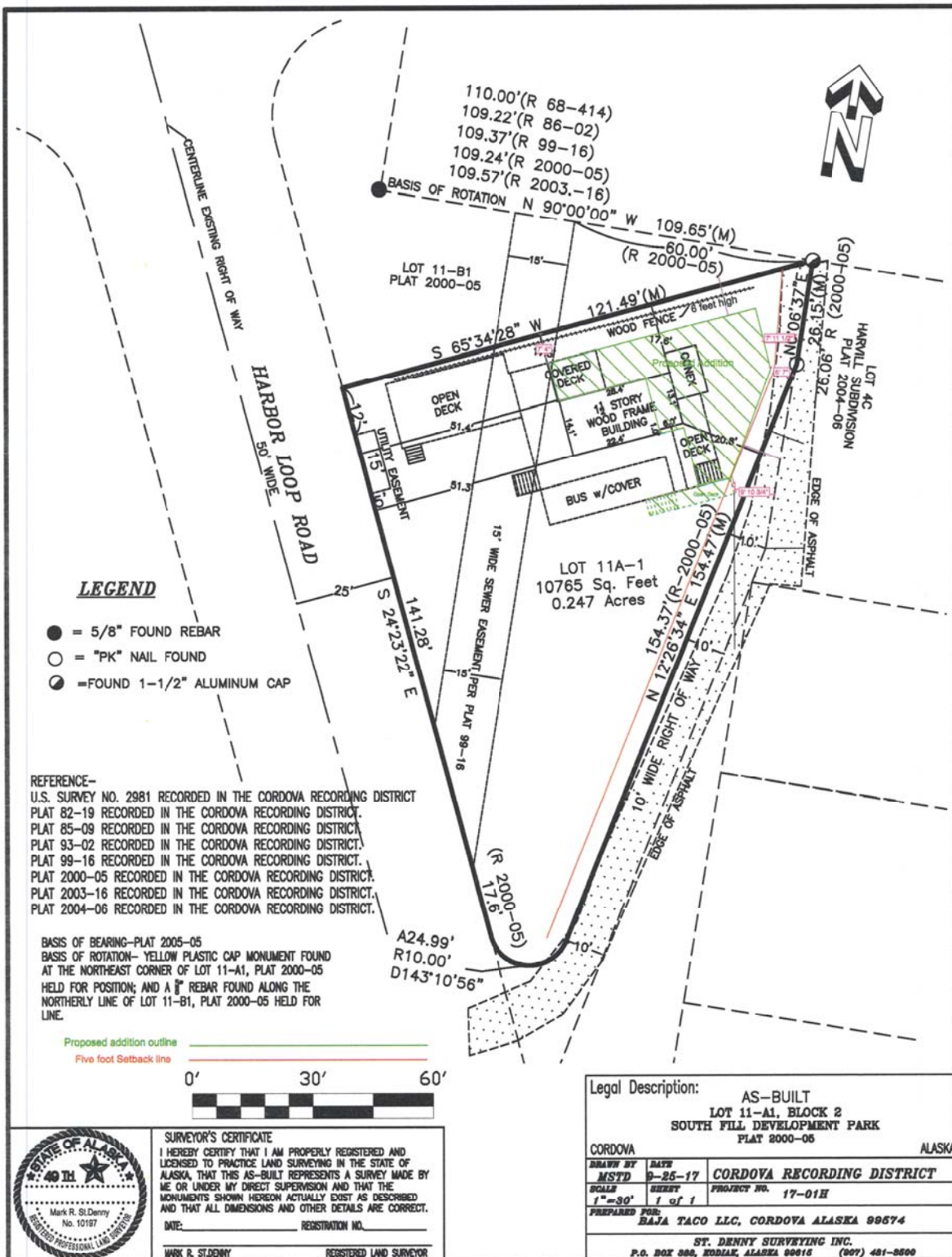
CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing? Planning Commission: City Council:	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

Overview



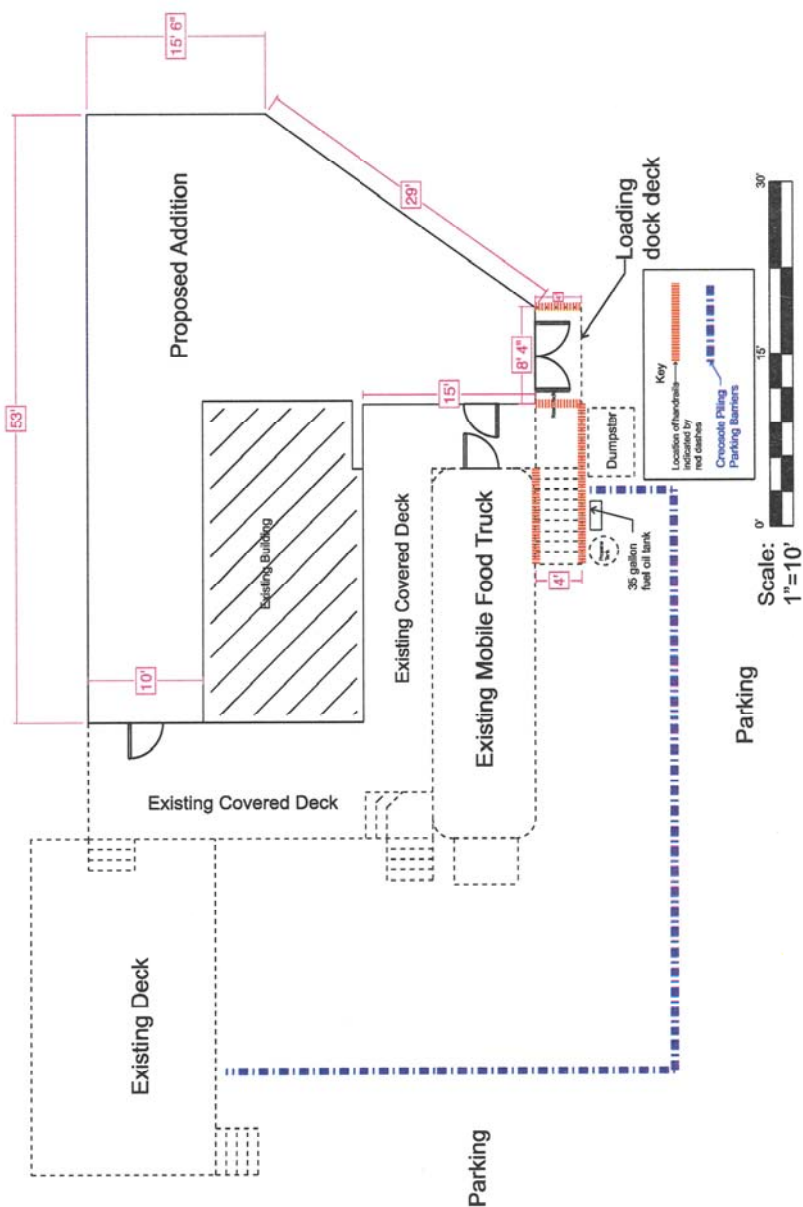






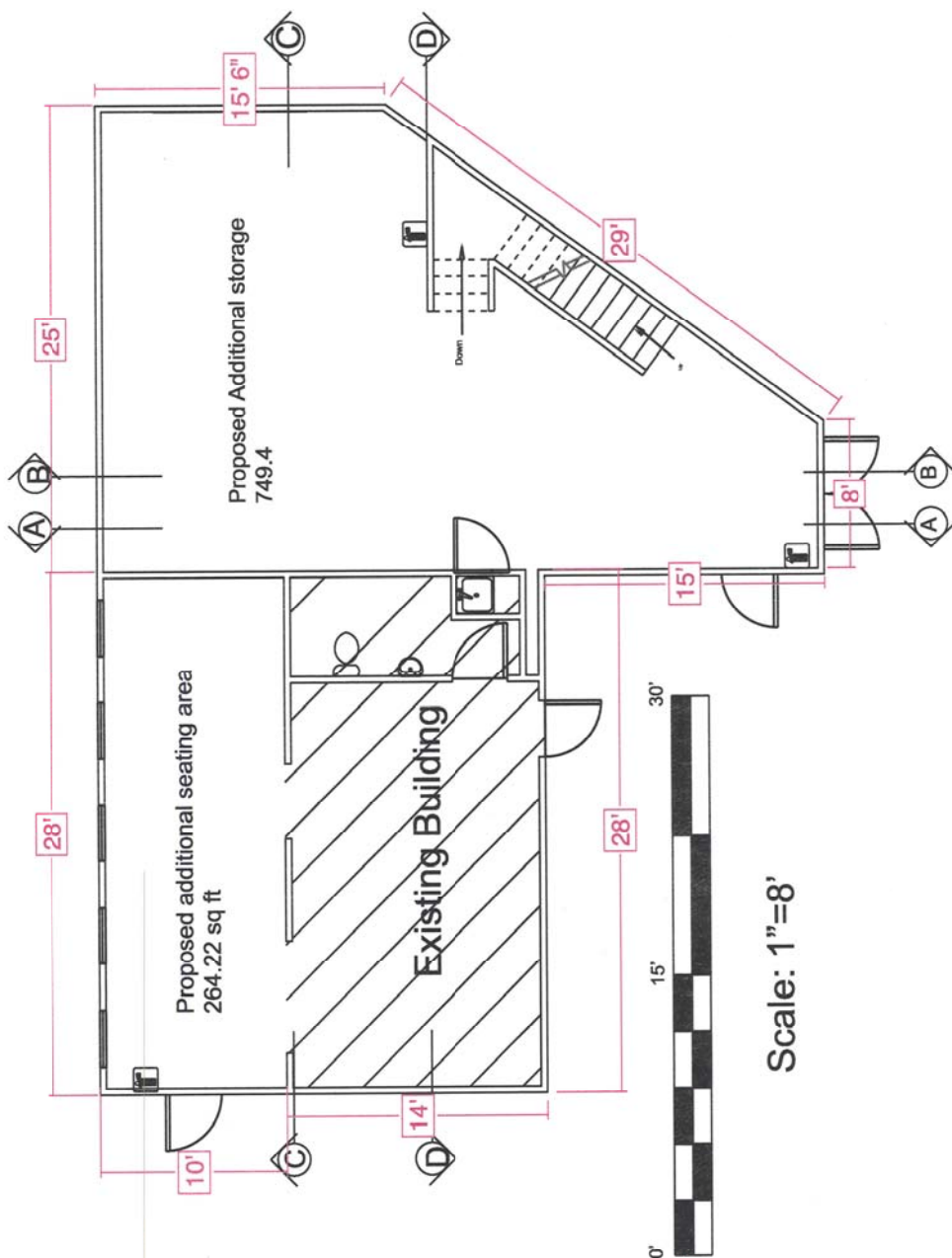
N

Overview

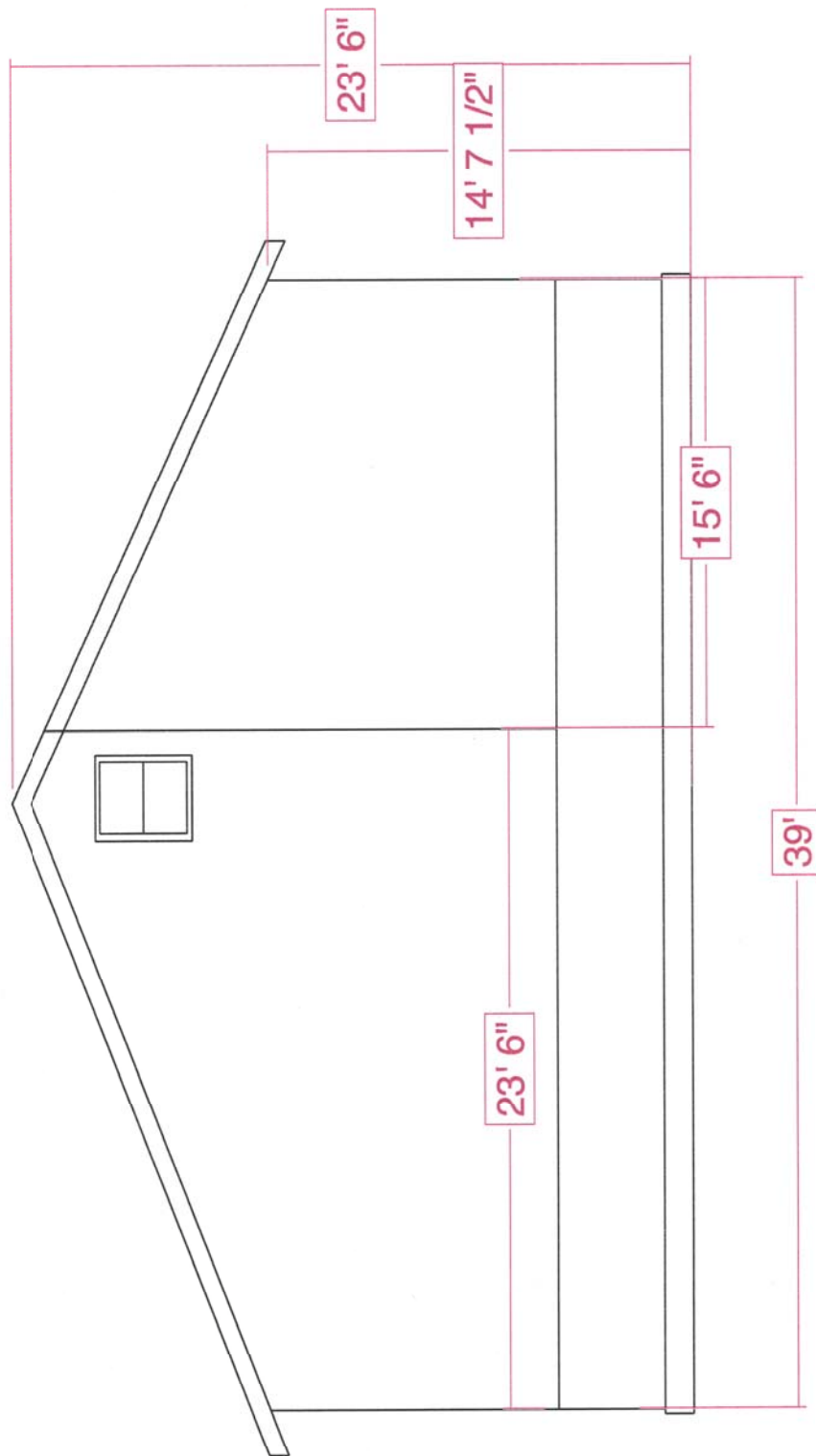




Floor Plan

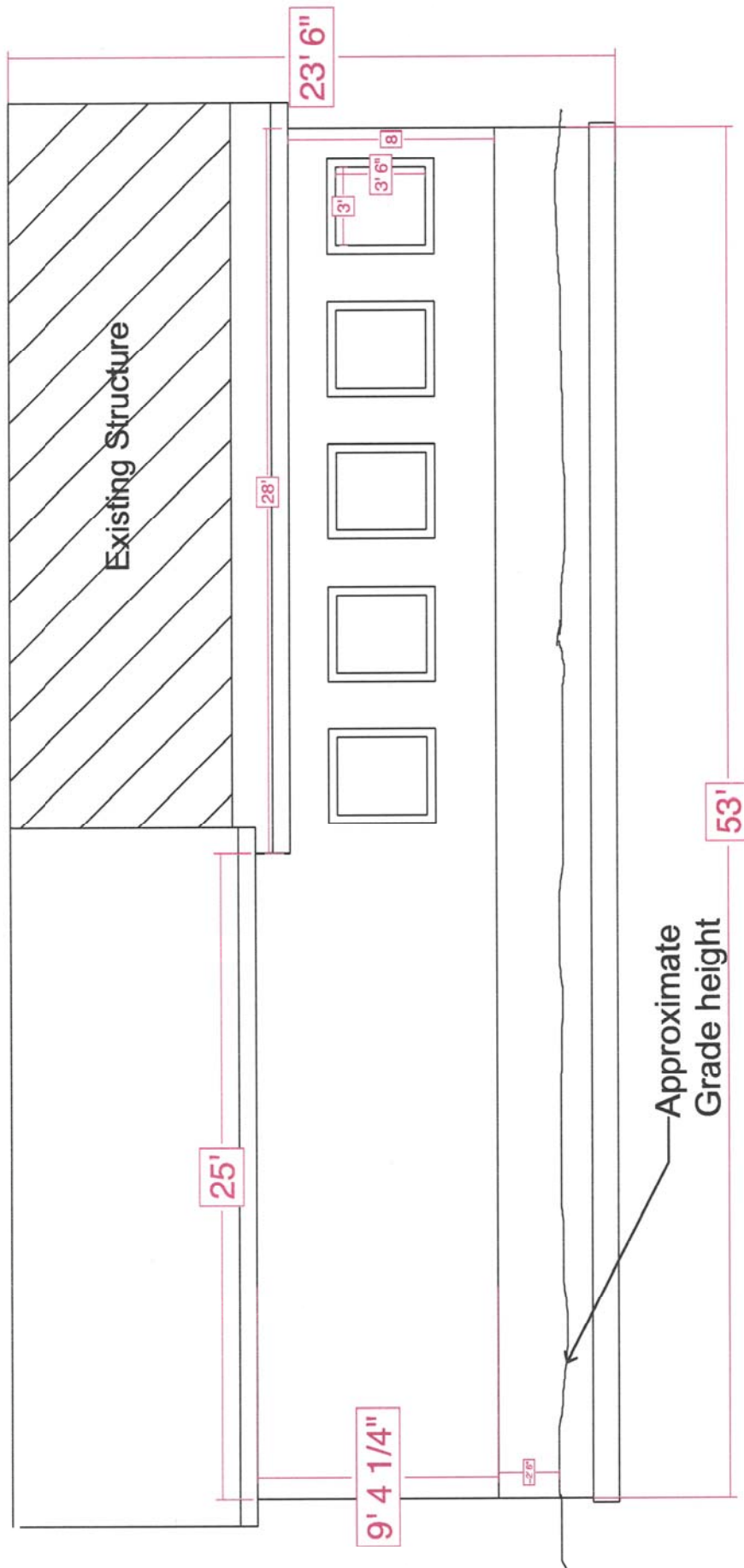


East Elevation



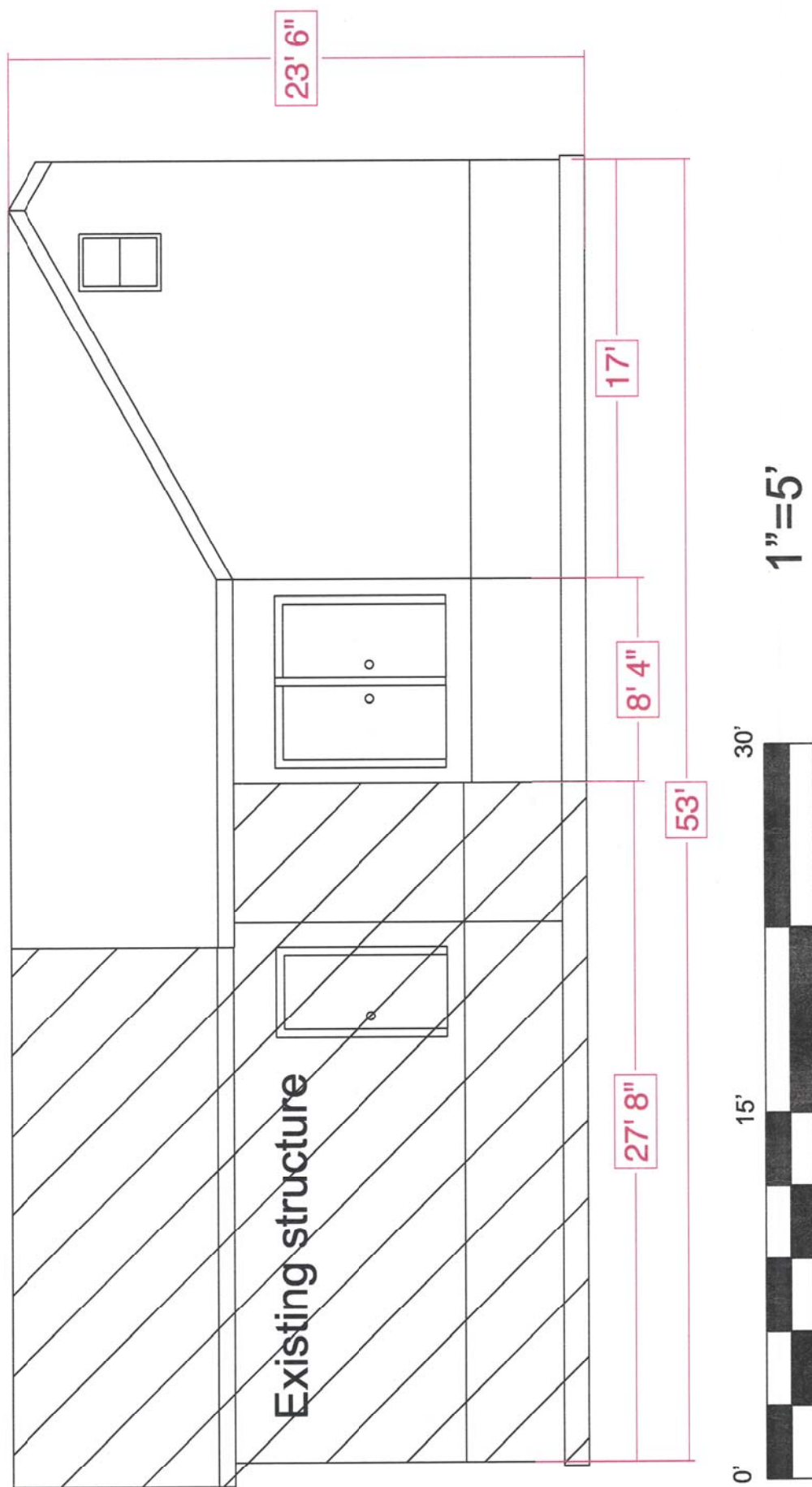
Scale: 1"=5'

North Elevation

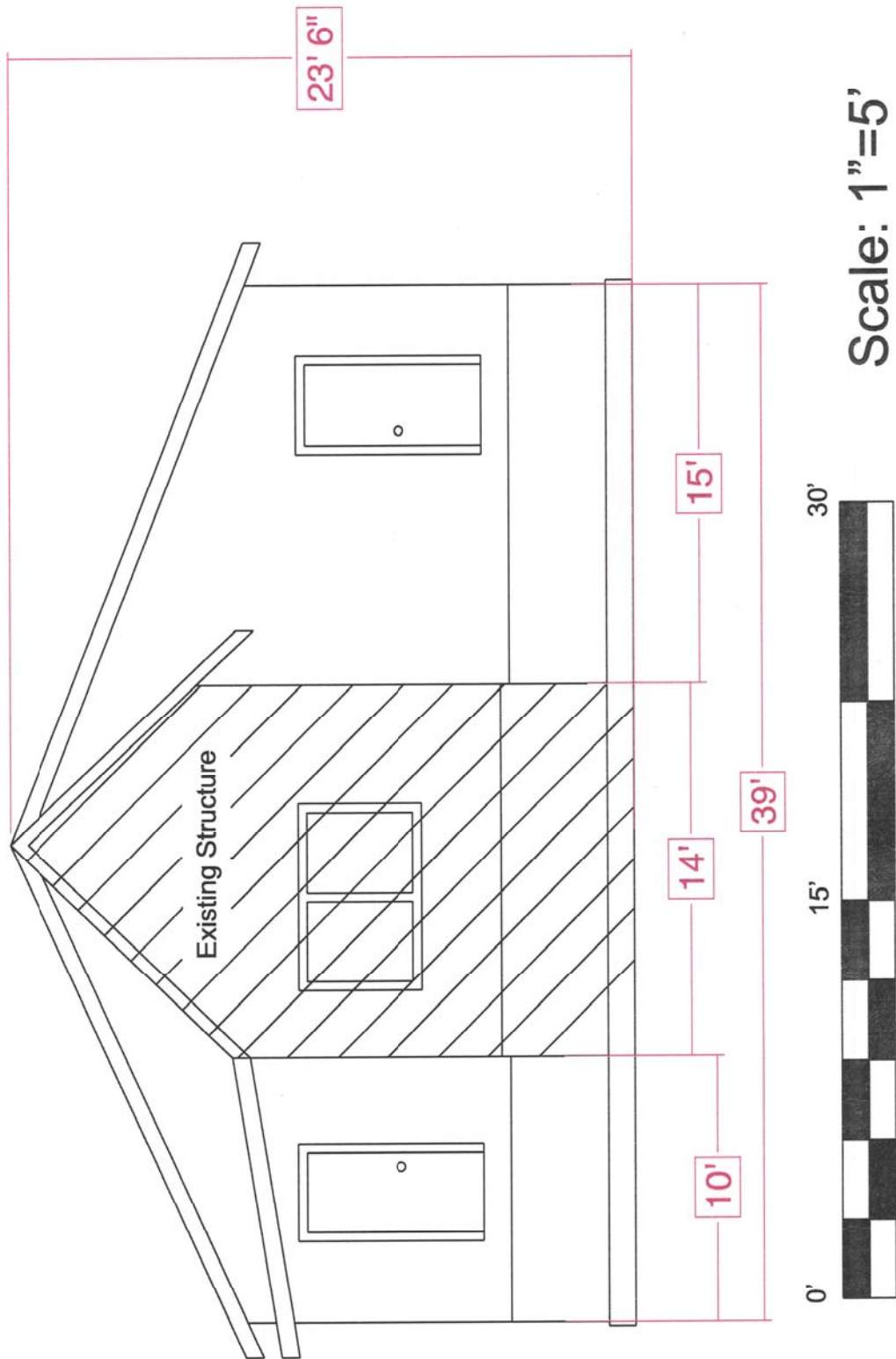


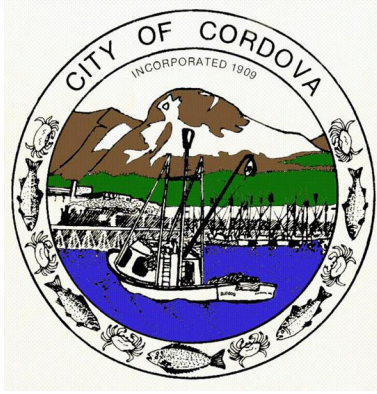
Scale: 1"=5'

South Elevation



West Elevation





AGENDA ITEM # 10b

Planning Commission Meeting Date: 8/14/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 8/8/18

ITEM: Resolution 18-06 – Mobile Home Parks to Conditional Use Permits

NEXT STEP: Review Proposed Code Change

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

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

The last remaining chapter of Title 16 is 16.80 Mobile Home Parks. This is a draft to move this chapter to Chapter 18.60 Conditional Use Permits. The proposed code change would require an applicant for a manufactured home park to complete a Conditional Use Permit (CUP) application with the additional information required for manufactured home parks in the CUP chapter. The application will be publicly noticed and have a public hearing prior to it being reviewed and approved (or not) by the Planning Commission.

Currently, Title 18 contains Chapter 18.26 R-MH Planned Mobile Home, which defines criteria for mobile home parks with this zoning designation. Chapter 16.80 Mobile Home Parks includes sections on obtaining a license and requires a conditional use permit in order for a mobile home park to be developed in any other district. Adding a section in the current CUP that incorporates the language from 16.80

provides the possibility of a mobile home park in other districts, similar to the current code. There are differences in the spacing and with other requirements between the two chapters which this edit will clean up.

If a section for a CUP for manufactured home park is not added and a person wants to develop a mobile home park outside of the Planned Mobile Home District, a rezone would have to occur. Currently there is no vacant land zoned Planned Mobile Home District. This could cause some legal challenges with perceived spot zoning. This scenario may make smaller parks 2 to 3 mobile homes, which could provide affordable housing, limited due to the process. The attached is an amendment to the CUP section for mobile home.

Things to think and discuss at meeting:

1. Do we want to add a CUP for mobile home parks and continue as the code is currently?
2. The site plan requirements for the CUP are from the section in Title 16.80, 18.26 and from 18.42. Are there additional requirements needed?
3. Changing the title to Manufactured Homes Parks updates and clarifies the language.
4. HUD plates-1976 is a long time ago & difficult to track, other means of allowing mobile/manufactured if no HUD plate? Inspections by contractors?
5. 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 be presented to City Council.

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 18-06.”

III. FISCAL IMPACTS:

None currently.

IV. BACKGROUND INFORMATION:

Chapter 16.80 Mobile Home Parks currently has a requirement for Conditional Use Permits (CUP) among other licensing requirements. Moving the process to the CUP chapter clarifies the process.

To see the current effective Chapter 18.60, see Ordinance 1162:

<http://www.cityofcordova.net/images//cityclerk/2018/Ordinances/Ordinance%201162%20Adopting%20marijuana%20regulations%20and%20amending%20conditional%20use%20permits.pdf>

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 – Proposed Code

18.60.065 – Conditional Use Permit for Manufactured Home Parks

Definitions.

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

“Manufactured Home” means a factory-built dwelling that is built after 1976 to the HUD Title 6 construction standards and on a permanent chassis to ensure transportability.

“Manufactured Home Park” means any lot or parcel under single ownership which has been planned and improved for the placement of 2 or more manufactured homes.

“Mobile Home” means any factory-built dwelling built prior to the 1976 HUD code requirements and on a permanent chassis to ensure transportability.

The planning commission may grant a conditional use permit to allow a manufactured home park provided that a site plan for the manufactured home park complies with the following:

1. Site plan drawn to scale showing the following:
 - a. Date, North Arrow and scale
 - b. External boundaries of the park including a 15-foot setback from property lines.
This setback cannot be used as a road
 - c. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties
 - d. Location, size and use of all buildings on the property
 - e. A grading plan of the area demonstrating the proposed method of storm drainage
 - f. A minimum of 10% of the total park shall be open space for recreational purpose; this can include the 15-foot setback
 - g. Size and location of all manufactured home spaces – manufactured homes shall not be closer than 10 feet side to side or end to end
 - h. Each manufactured home space must include 2 off-street parking spots
 - i. All spaces will be numbered
 - j. Roadways shall be 25 feet wide between rows of manufactured homes
 - k. Roadways and spaces shall be well marked and lighted at night
 - l. Traffic pattern throughout park
 - m. Sewer and water lines tie ins to each spot
 - n. All manufactured parks will have a manager that lives on site.
2. 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.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 18-06**

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

WHEREAS, the Planning Commission has determined that Chapter 16.80 entitled “MOBILE HOME PARKS” 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.

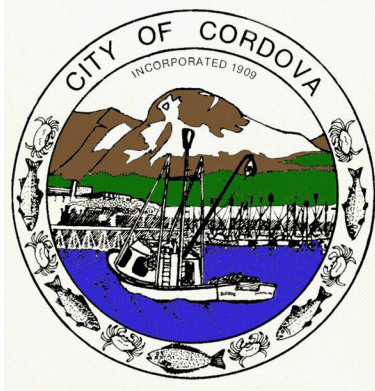
NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend to the City Council of the City of Cordova, Alaska to amend and move Cordova Municipal Code Sections 16.80.010 through 16.80.100 into Chapter 18.60 Conditional Use Permits in order to update and clarify the code for trailers and mobile home parks.

PASSED AND APPROVED THIS 14TH DAY OF AUGUST, 2018

Tom McGann, Chair

ATTEST:

Samantha Greenwood, City Planner



AGENDA ITEM # 10c

Planning Commission Meeting Date: 8/14/18

PLANNING COMMISSION COMMUNICATION FORM

FROM: Planning Staff

DATE: 8/8/18

ITEM: Resolution 18-07 – Capital Improvement List

NEXT STEP: Pass Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

The Planning Commission is required by the City Code to:

Submit annually to the city council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year (CMC 3.40.080 B).

II. RECOMMENDED ACTION / NEXT STEP:

The current draft of Resolution 18-07 contains the list recommended and presented to City Council in 2017. After making the motion to approve the resolution, the commission can discuss and make changes to the list. This list can be reviewed and discussed at more than one meeting if the commission desires.

Ideally, the commission should amend the resolution once with the new, updated list.

“I move to approve Resolution 18-07.”

III. FISCAL IMPACTS:

The city is dealing with financial challenges which will likely continue to limit capital expenditures for the 2019 budget.

IV. BACKGROUND INFORMATION:

Last year's Capital Improvement List recommended to City Council by Resolution 17-02 was as follows:

1. Comprehensive Plan Update - \$75,000
2. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Railroad Avenue from Nicholoff to Council and Council from Railroad to First Street - \$25,000-\$35,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Nicholoff to Water currently has drawings, but need update
 - Water to Council needs drawings
3. To create a Shovel Ready Project that provides for public safety, additional parking and ADA accessible sidewalks to be used in grant/loan applications. Design parking and walkway on north side of Harbor - \$122,013
 - Shovel-ready design
 - Walkway to meet ADA standards
 - To extend in harbor 25 feet
 - Includes contract services from engineer
 - Based on the cost from South Fill report with engineering at 15% of project cost
4. Addressing contract
5. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Second Street from Council to Adams - \$70,000-\$100,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Survey work completed
 - Extensive drainage work
6. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Adams Avenue from Second to Fifth - \$25,000-\$35,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Survey work completed
7. Code updates - \$25,000
8. Water/Sewer infrastructure – as needed

V. LEGAL ISSUES:

No legal review required.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

2017 Accomplishments:

1. Staff will work to develop a draft Ordinance to incorporate all of the changes that have stemmed from the Chapter 16 rewrite and have legal review not that the entire title has been reviewed.
2. Chapter 18.60 has been cleaned up and marijuana sections added.
3. The City Council will decide whether to amend the budget for an update of the comprehensive plan at the August 15th meeting.
4. Adams Avenue sidewalk and street upgrades have begun and will provide a showcase for the need for shovel ready projects for grant applications.
5. Grant application for improvements to Wolf Hill was submitted.

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 18-07**

**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**

WHEREAS, the City of Cordova's Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to *Submit annually to the City Council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year; and*

WHEREAS, the City of Cordova's Planning Commission has identified and prioritized a Capital Improvement List that will benefit the citizens of Cordova; and

WHEREAS, the City of Cordova's Planning Commission has identified the following Capital Improvement List as being critical to the future wellbeing and economy of Cordova and the surrounding area:

1. Comprehensive Plan Update - \$100,000
2. Title 16 Code Update - \$2,000
3. Contract to Develop and Implement Addressing Database - \$25,000 - \$60,000
4. To create a Shovel Ready Project that provides for public safety, additional parking and ADA accessible sidewalks to be used in grant/loan applications. Design parking and walkway on north side of Harbor - \$122,013
 - Shovel-ready design
 - Walkway to meet ADA standards
 - To extend in harbor 25 feet
 - Includes contract services from engineer
 - Based on the cost from South Fill report with engineering at 15% of project cost
5. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Second Street from Council to Adams - \$70,000-\$100,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Survey work completed
 - Extensive drainage work
6. To create Shovel Ready Projects that provide for public safety and ADA accessible sidewalks which to be used in grant/loan applications. Design streets and sidewalks on Railroad Avenue from Nicholoff to Council and Council from Railroad to First Street - \$25,000-\$35,000
 - Shovel-ready design
 - Includes ADA sidewalks and drainage
 - Nicholoff to Water currently has drawings, but need update
 - Water to Council needs drawings
7. Title 18 Code Updates
8. Title 17 Code Updates

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend a capital improvement list to the City Council of the City of Cordova, Alaska.

PASSED AND APPROVED THIS 14TH DAY OF AUGUST, 2018

Tom McGann, Chair

ATTEST:

Samantha Greenwood, City Planner

DRAFT

2018 AUGUST

PLANNING COMMISSION REGULAR MEETING AUGUST 14, 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03	04
05	06	07	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 6:30 PM - Planning Commission Regular Meeting (Cordova Center Rooms A & B)	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

2018 SEPTEMBER

PLANNING COMMISSION REGULAR MEETING AUGUST 14, 2018

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