

Chairman

John Greenwood

Commissioners

Tom Bailer

Tom McGann

Scott Pegau

John Baenen

Allen Roemhildt

Mark Frohnapfel

PLANNING COMMISSION REGULAR MEETING

MARCH 10, 2015 AT 6:30 PM

LIBRARY MEETING ROOM

AGENDA

City Planner

Samantha Greenwood

Assistant Planner

Leif Stavig

1. CALL TO ORDER

2. ROLL CALL

Chairman John Greenwood, Commissioners Tom Bailer, Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt, and Mark Frohnapfel

3. APPROVAL OF AGENDA (voice vote)

4. APPROVAL OF CONSENT CALENDAR (voice vote)

- a. Minutes of February 10, 2015 Regular Meeting..... Page 2-7
- b. Minutes of February 25, 2015 Public Hearing..... Page 8
- c. Minutes of February 25, 2015 Special Meeting..... Page 9-12

5. DISCLOSURES OF CONFLICTS OF INTEREST

6. CORRESPONDENCE

- a. State of Alaska DOT Public Notice..... Page 13-14
- b. State of Alaska DOT Public Notice..... Page 15-16
- c. Letter of Interest from George and Carrie Daskalos..... Page 17

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

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

8. PLANNER'S REPORT Page 18

9. NEW/MISCELLANEOUS BUSINESS

- a. CMC Chapter 18.48 Discussion Page 19-24
- b. Resolution 15-04..... Page 25-31

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 Cordova Municipal Code Section 18.39.090 to remove the parking requirements in the Waterfront Commercial Park District

- c. Discussion on Zoning Change for Lot 2, Block 7A, Tidewater Development Park (Breakwater Fill Lot) Page 32-34
- d. Land Disposal of Lot 2, Block 7A, Tidewater Development Park (Breakwater Fill Lot)..... Page 35-37

10. UNFINISHED BUSINESS

- a. Site Plan Review – Roemhildt Holdings LLC..... Page 38-40

11. PENDING CALENDAR

- a. March 2015 Calendar..... Page 41
- b. April 2015 Calendar..... Page 42

12. AUDIENCE PARTICIPATION

13. COMMISSION COMMENTS

14. ADJOURNMENT

PLANNING COMMISSION REGULAR MEETING
FEBRUARY 10, 2015 AT 6:30 PM
LIBRARY MEETING ROOM
MINUTES

1. CALL TO ORDER

Co-Chairman **John Greenwood** called the Planning Commission Regular Meeting to order at 6:30 PM on February 10, 2015 in the Library Meeting Room.

2. ROLL CALL

Present for roll call were Co-Chairman **John Greenwood** and Commissioners **Tom Bailer**, **Tom McGann**, **Scott Pegau**, **John Baenen**, **Allen Roemhildt**, and **Mark Frohnappfel**.

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

9 people were in the audience.

3. APPROVAL OF AGENDA

M/McGann S/Baenen to approve the Agenda.
Without objection, motion passed.

4. APPROVAL OF CONSENT CALENDAR

- a. Minutes of January 16, 2015 Regular Meeting
- b. Record Excused Absence for Tom Bailer from the January 16, 2015 Regular Meeting

M/McGann S/Baenen to approve the Consent Calendar.
Upon voice vote, motion passed 7-0.
Yea: Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel

5. DISCLOSURES OF CONFLICTS OF INTEREST

Roemhildt wanted to point out that **David Roemhildt** of Roemhildt Holdings was his cousin. **Greenwood** said that he did not feel like there was a conflict of interest. **Bailer** said he saw no conflict as **A. Roemhildt** was not making money off of him.

6. CORRESPONDENCE

- a. State of Alaska DOT Public Notice
- b. State of Alaska DOT Public Notice

Greenwood acknowledged the additional correspondence that they received by email and was available to the public at the meeting.

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Audience comments regarding agenda items

Theresa Carte, 5 ½ Mile Loop Road, wanted to speak to Resolution 15-03 in support of it. It would bring in additional revenue to increase the opportunity to develop business in the blue zone. She sees very low risks

since the bed and breakfasts would only be allowed seasonally. It would not cause any problems for Eyak Lake and would increase the resale value of the homes. She is available for questions.

Robert Beedle spoke to Alpine Diesel's proposal for a shipyard building. He said that a few years ago on Council they had talked about putting a building there. He was under the impression that the disposal method would be by lease. There is no permanent foundation on it and he can pack up and go if it doesn't work out.

8. PLANNER'S REPORT

McGann asked for elaboration on the lease with option to purchase with the Science Center. **S. Greenwood** said they are still working through the lease and making progress. **Frohnapfel** clarified it was the breakwater fill.

9. UNFINISHED BUSINESS

a. Election of Chair

Baenen clarified that the nominations of **Greenwood** and **Bailer** were still standing. He asked if **Bailer** was still interested in being chair. **Bailer** withdrew since **Greenwood** was nominated. **Frohnapfel** said that the only thing was that **Greenwood** and **S. Greenwood** had the same last name. He said the perception may be that there is a conflict of interest.

Greenwood closed nominations and called for a voice vote on **John Greenwood** as chair.

Upon voice vote, motion passed 7-0.

Yea: **Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel**

b. Election of Co-Chair

Frohnapfel nominated **Bailer** for Co-Chair. **Bailer** said he would do it unless someone else was interested. **Pegau** said he wasn't interested, but asked if **McGann** was. **McGann** said he was not qualified yet.

Greenwood closed nominations and called for a voice vote on **Tom Bailer** as co-chair.

Upon voice vote, motion passed 7-0.

Yea: **Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel**

10. NEW/MISCELLANEOUS BUSINESS

a. Site Plan Review – Roemhildt Holdings LLC

M/McGann S/Baenen to recommend the City Council approve the Site Plan Review requested by **Roemhildt Holdings LLC** to construct a commercial/retail building on Lot 5, Block 2, South Fill Development Park based on the findings and with the special conditions as contained in the staff report.

McGann said that he is in favor of new retail buildings in town. He said he does have some problems with the application. Some of the required information for a site plan review has not been provided: the north arrow wasn't included, the elevations are incorrectly labeled, there are no abutting properties shown, and there are no driveways shown. These are minor issues that could be corrected with a drawing revision. His biggest problem is with 18.48 and off-street parking and how the square footage is being calculated. The code says one parking spot for each 600 square feet of gross floor space. "Floor area" is defined in 18.08 as the total of each floor of the building within the surrounding outer walls. In the application, Roemhildt Holdings says the area is 8,640 square feet. If you take out the numbers from the architect's drawings the number is 11,654 square feet, which would require 20 parking spaces. The square footage based on the definition is about 13,000 square feet. The IBC definition for floor space would include even more.

Bailer asked that **S. Greenwood** explain how far out into the setbacks the eaves extend. **S. Greenwood** said that the last drawings show the eaves extending two feet into the setbacks, which meets the code. **Bailer** said that the plans show the snow being pushed to the rear of the lot, which is the slough. He wants to be sure it is noted that the commission is not okay-ing putting it into the water. With the issues that **McGann** brought up, he is leaning towards referring it back to staff to get the questions answered.

Pegau said that he also had concerns with the off-street parking. He said there is also supposed to be a space for off-street loading and unloading. When you're looking at this size of a retail building without any ability to bring in a trailer or large vehicle for loading and unloading it doesn't seem realistic. He is also concerned about buildings being so close to the edge of the lot and what that means for snow coming off the roof.

Baenen asked if there were issues with Camtu's building having snow go into the neighbor's property. **S. Greenwood** said that the current code allows the eaves to be two feet within the side setback. She said there wasn't anything in the code that talks about snow shedding.

Pegau said that there are mitigation devices to reduce the likelihood of shedding snow, but they have not made the changes to Chapter 18. The code still says that half the front yard is to be used for landscaping and he knows that no one has ever done it, but it is part of their code and if they are going to do what was in the site plan they will need a variance.

Baenen said that with Camtu's building it has a similar footprint and number of parking spaces and the commission granted parking for that. **Bailer** said that if code is requiring a number of parking spaces then that is what they need to go by and if there is agreement that they need to lessen the number of required parking spaces then they need to go by that process. They can't simply okay something just because the neighbor has less. **S. Greenwood** said that they had this same discussion for Camtu's. **McGann** said that 22 parking spaces is way overboard, but this just illustrates that they need to get through Chapter 18. **Baenen** asked if this was a variance issue. **S. Greenwood** said it was discussed at Planning Commission meetings in the past and the commission acknowledged the amount of spaces needed and moved forward with the Site Plan.

M/Bailer S/Baenen to refer back to staff to get these issues addressed.

S. Greenwood clarified that the commission wanted the correct dimensions, the north arrow, abutting properties, easements, drawing elevations were mislabeled, a way to generate square footage, and a way to deal with offloading and parking spaces. **Baenen** asked if the issues were going to be addressed by a variance request. **Pegau** said that would be the proper way to do it. **Pegau** said that he would like to know if there is the intent to use snow arrestors on the roof.

Upon voice vote, motion to refer **passed** 7-0.

Yea: **Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel**

b. Resolution 15-02

A resolution of the Planning Commission of the City of Cordova, Alaska recommending to the City Council of the City of Cordova, Alaska that a portion of Tract 1A, Ocean Dock Subdivision #2 be updated to available and added to the 2015 Land Disposal Maps.

M/McGann S/Roemhildt to approve Resolution 15-02.

S. Greenwood wanted to give a brief overview. She said that this was the first part of 5.22. This disposal status was referred back to staff so that staff could look at the way the harbor manages their property. The City Manager, Harbormaster, **Stavig**, and herself have had long discussions about harbor management. The

shipyard has the potential for harbor development. The first step is to make it available. **Frohnapfel** clarified that disposal means lease or sale.

McGann said there had been lots of discussion about this and that there seemed to be consensus that this was the way to move forward. **Pegau** asked if they could make a portion of the lot available without making the whole lot available. **S. Greenwood** said that they could. **Greenwood** said that he thinks they are ready to move on.

Upon voice vote, motion passed 7-0.

Yea: **Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel**

c. Land Disposal of a Portion of Tract 1A of the Ocean Dock Subdivision #2

M/Pegau S/McGann to recommend to City Council disposal of a portion of Tract 1A of the Ocean Dock Subdivision #2 by negotiating a lease agreement with Alpine Diesel.

Pegau said that the one thing he would like to see them do is specify what the portion is. He is nervous about having a nebulous portion. **Bailer** verified with **Schinella** that they will be fine-tuning the agreement with Alpine Diesel after this step in the process. **Schinella** said that they still have to go into negotiations to find out what fits the best for both Alpine Diesel and the City. **Bailer** said he was in favor of the motion as it was a way to get the ball rolling. **Baenen** clarified that the length of the lease was a Council decision as well. **Greenwood** said he agreed with **Pegau** about setting numbers, but he also saw how that could be restrictive. **Frohnapfel** said his only concern was what the plan was since it goes directly to Council and the commission doesn't make a decision. **S. Greenwood** said that is how it rolls with direct negotiation and if they want to put it out for proposals then it goes back to the commission. **Pegau** said it would come back as a site plan. **Frohnapfel** wanted to know if they would do a site plan since it was a temporary structure. **Bailer** said that he gives a lot of weight to the Harbor Commission's resolution. They gave this a lot of thought and discussion and they are endorsing it and he will go with their recommendation. **Baenen** verified that the lease amount will be calculated with the direct negotiation. **Pegau** said that lease amount would go to the City and the Harbor would be losing the potential revenue from boat storage on the area. **Roemhildt** said they would not be giving up boat haul-out revenue.

Upon voice vote, motion passed 7-0.

Yea: **Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel**

d. Cordova Municipal Code Chapter 5.22 Disposal of City Real Property Discussion

S. Greenwood said that the City Manager asked that staff look at code and add deposit requirements for proposals and a section where up to three times the fair market value could be charged for encroachment or zoning violations. She said they also made edits reflecting how business is done and they cleaned it up.

McGann said it looks like a good edit. He likes the fee schedule for proposals, the non-returnable, and the triple fair market value for encroachment purposes.

Baenen wanted to know if when they make lots available they can advertise them in a specific way before receiving a letter of interest. **S. Greenwood** said they could decline a letter of interest. **Baenen** said that people aren't going to understand why their letter of interest was declined. **Greenwood** said there would be the record and they have commented on it at the meeting. **Bailer** said that Council has been concerned about this and is looking at adding more criteria in the bid packets. **Baenen** said he wanted to make requirements when the lot was listed as available. **Pegau** said that all of the lots were in a zone that defines the range of things they are looking for. The general guidance is in the zoning. The specific guidance should be in the bid packet. **McGann** said they can change the criteria at any time.

Greenwood had several grammatical edits in the revisions.

e. **Resolution 15-03**

A resolution of the Planning Commission of the City of Cordova, Alaska recommending to the City Council of the City of Cordova, Alaska to change Cordova Municipal Code Chapter 18.35 Avalanche District to allow bed and breakfasts in the blue zone and to add the requirement for a Conditional Use Permit for commercial uses in the blue zone.

M/McGann S/Pegau to approve Resolution 15-03.

McGann said he thought it was a great idea as there is no increase in hazards and it generates revenue for the City and there's more places for people to stay in town. *Pegau* said that he appreciated the defined dates for seasonal use. *Frohnappfel* asked if this was the only FEMA avalanche area in town. *S. Greenwood* said the only real FEMA area was the red zone. There are deed restrictions on those lots. The blue zone does not have deed restrictions and are not tied to FEMA. *Bailer* said that he assumed the bed and breakfast was an existing one. He would have a problem with someone building a new one. He is not in favor of any new structures. *S. Greenwood* said that there are items in the code that are restricting to new structures. *McGann* says that the code on page 52 gives him some comfort as it is required to be engineered for that area. *Bailer* said he concurred with that.

Upon voice vote, motion **passed** 7-0.

Yea: *Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnappfel*

11. PENDING CALENDAR

- a. **February 2015 Calendar**
- b. **March 2015 Calendar**

S. Greenwood wanted to throw out the option of a Special Meeting for the Site Plan Review. There was general consensus from the commission to have it on or before February 25th.

12. AUDIENCE PARTICIPATION

Jerry Blackler thanked the commission for moving on with his project.

David Roemhildt, Mile 6 Copper River Highway, wanted to lend his support to the *Blackler's* project. He said he was unsure of what information they were trying to get for the variance request. For example, with the required parking spaces, if they intend to hold him to that, they need to say that. He would rather not go through the lengthy process of a variance request just to have it voted down. He's not upset with the decision making; he just wants to know what they are asking for. If he can't build to that size then he is not going to do it. This is the first he has heard of a parking requirement being imposed on anyone in the South Fill including his previous development.

Pegau said what he is looking for in the variance request is the justification for why the parking they are requesting is adequate. *Frohnappfel* asked where *Roemhildt* intends to resupply the building from with a five foot setback. *Roemhildt* said they were going to create a freight-way between the two buildings which would be the receiving area for both buildings.

Bailer called a point of order as they were in audience participation. If they wanted to have a discussion, they should rescind the motion to refer back to staff or they should move on.

13. COMMISSION COMMENTS

Baenen told **Frohnapfel** he did a good job at his first meeting.

Frohnapfel said he was glad to be there.

Bailer said he appreciated **Frohnapfel** standing up, and also appreciated **Blackler** and **Roemhildt** investing in Cordova. They should know that the commission does support these projects, but that they need to set the record straight. Saying that they let parking spaces go for another building isn't a reason to do it for the next one. Things need to be done in order and they need to build the record. He thanked everyone for being there and working hard.

Roemhildt welcomed **Frohnapfel** to the commission.

Greenwood thanked **Frohnapfel** for stepping up as it can sometimes be difficult to get people to be on the commissions.

14. ADJOURNMENT

M/McGann S/Baenen to adjourn the Regular Meeting at 8:08 PM; with no objection, the meeting was adjourned.

Approved:

John Greenwood, Chair

Leif Stavig, Assistant Planner

**PLANNING COMMISSION PUBLIC HEARING
FEBRUARY 25, 2015 AT 6:30 PM
LIBRARY MEETING ROOM
MINUTES**

1. CALL TO ORDER

Chairman **John Greenwood** called the Planning Commission Public Hearing to order at 6:30 PM on February 25, 2015 in the Library Meeting Room.

2. ROLL CALL

Present for roll call were Chairman **John Greenwood** and Commissioners **Tom Bailer, Tom McGann, John Baenen, Allen Roemhildt**, and **Mark Frohnappfel**. Commissioner **Scott Pegau** was absent.

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

0 people were in the audience.

3. PUBLIC HEARING

a. Variance Request – Roemhildt Holdings LLC

M/McGann S/Baenen to recess.
Without objection, meeting recessed.

Greenwood called the Public Hearing back to order at 6:44 PM

4. ADJOURNMENT

M/McGann S/Frohnappfel to adjourn the Public Hearing at 6:45 PM; with no objection, the meeting was adjourned.

Approved:

John Greenwood, Chair

Leif Stavig, Assistant Planner

PLANNING COMMISSION SPECIAL MEETING
FEBRUARY 25, 2015 AT 6:45 PM
LIBRARY MEETING ROOM
MINUTES

1. CALL TO ORDER

Chairman **John Greenwood** called the Planning Commission Special Meeting to order at 6:45 PM on February 25, 2015 in the Library Meeting Room.

2. ROLL CALL

Present for roll call were Chairman **John Greenwood** and Commissioners **Tom Bailer**, **Tom McGann**, **John Baenen**, **Allen Roemhildt**, and **Mark Frohnapfel**. Commissioner **Scott Pegau** was absent.

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

2 people were in the audience.

3. APPROVAL OF AGENDA

M/McGann S/Baenen to approve the Agenda.
Without objection, motion passed.

4. DISCLOSURES OF CONFLICTS OF INTEREST

A. Roemhildt stated he was related to **David Roemhildt** of Roemhildt Holdings. There was concurrence among the commission that there was no conflict of interest.

5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Audience comments regarding agenda items

6. NEW/MISCELLANEOUS BUSINESS

a. Variance Request – Roemhildt Holdings LLC

M/McGann S/Roemhildt that the Planning Commission grant the variance request from Roemhildt Holdings LLC for a variance from parking requirements in CMC 18.39.090 and 18.48 as contained in the staff report with the special condition.

McGann said that he will vote in favor of the motion though he does not like it at all. He thinks they are going down the same road they've gone before which leads to nowhere. The only reason he's in favor of it is because they have done it in the past. **Roemhildt** said he wasn't around for the other applications (Site Plan Reviews) for the other buildings in the South Fill. He will vote in favor of it since the other buildings have the same parking.

Bailer said that he is not in favor of the variance at all and that the direction needs to be a code change. He doesn't think the commission has ever done this in the past. What happened was that they passed the Site Plans based on the recommendation that was given to them by staff and unfortunately they did not do their homework and look at the code. He does not remember anybody having the discussion that they would just give it to them on the parking spaces. He said that it seems like they are all concluding that the requirements for parking are too stringent, but the way to fix that is to go back to code. **Baenen** said that

they were all in agreement that they wanted to go forward with the building. He wonders if there is a way to approve the Site Plan with a provision that they do a code change at their next meeting. **S. Greenwood** said that you cannot guarantee a City Council vote on a code change. The commission would be looking at a minimum of three months before a code change takes effect. She wanted to remind the commission that Council extended the Performance Deed of Trust for only one year. **Bailer** said the time frame is not on them, the **Roemhildts** have had five years to get this done. **Frohnappfel** said that the code for the Waterfront Commercial Park District was last updated in 1986. He fully supports what they are doing down there and the buildings down there. Most generally, they are not following any of the principal uses down there. He envisions that the original planners had a touristy area like the Homer Spit in mind and they have gotten away from that. If you look at the Site Plan, one of the ten parking spaces is for a dumpster. If you look at City code, the parking spaces have to be nine feet wide and 19 feet long. Are they giving a variance for smaller spaces or fewer spaces? He cannot support the variance based on the fact that there are too many variables.

Greenwood said with the variance criteria, the first one is not a big hang-up for him. The last two criteria aren't that big. The Comprehensive Plan doesn't have a lot of weight because it needs updating very badly. The conditions are met and they have set a pretty big precedence. There isn't a lot of building left down there and it's a little late in the game to start changing rules for people. It's too late and they need to move on. He's not opposed to changing code, but he's not going to recommend it. **McGann** said that with Camtu's Site Plan Review they did call out square footage and that is part of the public record and they passed it. There has to be some consistency. **S. Greenwood** agreed and said that they also did it with Trident and Ocean Beauty. **Baenen** said that he is worried about the precedence they are setting in not following code. **Greenwood** clarified that they are following code by doing a variance. **Frohnappfel** said that his concern is "that the granting of the variance will not result in material damage or prejudice to other properties." He asked if it was a prejudice for future proposers and if they are opening themselves up for continual variances. **S. Greenwood** said that more variance requests would support updating the code. She said that when she talked to the lawyers about that criteria they approached it as "would it damage the property values within that district." Her approach is that the building would increase property values and bring more people to that business area. **Randy Robertson**, City Manager, said that the model of that criteria applies to those properties immediately adjacent to the property in question. **Baenen** said that he would be in favor of the variance based on it being only for the South Fill area and that they wouldn't be setting a precedence for anywhere else, but he wants to see the code dealt with. **Bailer** said that there are no exceptional physical circumstances for the lot. The only circumstance is that someone wants to build the biggest possible building on that lot. He agrees that the parking is a little bit overboard. The second criteria is another good reason to change the code as it affects all the lots down there. **Baenen** said that's an issue with all the lots, because they are all small lots. Those aren't that big of buildings. For the Native Village of Eyak (NVE) to get their parking they had to buy a whole other lot. The South Fill has more parking than anywhere in Cordova. He thinks that it is an "exceptional physical circumstance or condition" because you can't build anything with any size. **Bailer** said that NVE did not buy that lot for more parking; they bought it to add on to their existing building. **McGann** said he wanted to change the discussion to 18.48 because he supports that portion of code.

Upon roll call vote, motion failed 2-4.

Yea: **Greenwood, Baenen**

Nay: **Bailer, McGann, Roemhildt, Frohnappfel**

Absent: **Pegau**

7. UNFINISHED BUSINESS

a. Site Plan Review – Roemhildt Holdings LLC

M/McGann S/Roemhildt that the Planning Commission recommend to the City Council to approve the Site Plan Review requested by Roemhildt Holdings LLC to construct a commercial/retail building on Lot 5.

Block 2, South Fill Development Park based on the findings and with the special conditions as contained in the staff report.

McGann said that without the variance he doesn't see how they can move forward. **Baenen** clarified that the loading/unloading zone was taken care of by the easement. **Frohnapfel** said he fully supports **Roemhildt** and everything he wants to do. It's his business; if he wants to have fewer parking spaces to detract from the amount business he can do than it is up to him. He doesn't think they should hold businesses to 1986 code. They should take all of the parking restrictions out of the Waterfront Commercial Park District like the Central Business District. That is a fast and fair way to move forward. **Bailer** said that he thinks they can and should move forward with the site plan if Council moves forward on the code change. **Greenwood** said he doesn't know how they can move forward with not passing the variance and he is not in favor of moving forward contingent on the code change. They need to do the code change separate. In two to three months he will miss the building season. **Frohnapfel** clarified that the code change would be removing all of the parking restrictions from the Waterfront Commercial Park District. **S. Greenwood** said that there are two sections of code: 18.39 and 18.48. **Frohnapfel** said he only wanted to change Waterfront Commercial to remove the 50% front yard requirement and the requirement that the parking requirements in 18.48 must be met (CMC 18.39.090). **Baenen** clarified if they had the code change at their next Regular Meeting they could get it to City Council for their second Regular Meeting in March.

Stavig said that he thought that the site plan had to be approved or denied within a certain amount of time. **Baenen** said why they don't approve it on the condition that the code gets changed. **Stavig** said that could take more than two months and the site plan wouldn't actually be approved until after the code change. **Greenwood** said he isn't going to vote for the site plan because he isn't willing to put those conditions on it. If they're going to go down that road, then they should change the code first and then approve the site plan.

At 7:30 PM **Frohnapfel** and **Baenen** left the meeting.

Upon roll call vote, motion **failed** 0-4.

Nay: **Greenwood, Bailer, McGann, Roemhildt**

Absent: **Pegau, Baenen, Frohnapfel**

8. AUDIENCE PARTICIPATION

9. COMMISSION COMMENTS

McGann said that Chapter 16 and 18 have been his soapbox now for a while. He thinks they should have a discussion at the next meeting. The status quo is not getting them anywhere. They need a plan to get it accomplished. He's not saying that the staff is slacking. The commission needs to go through it bit by bit or they need to hire somebody. Those sections of code are terrible.

Bailer apologized since he was supposed to start working on code but he had to leave town. In the future with meetings and Special Meetings word needs to go out before the dates and times are set. For something this important they all need to be there.

Greenwood echoed **McGann's** comments; they need to address the code. They need to look at hiring someone. This isn't something trivial that they can address at a couple meetings. If they want to go down this road they should approach Council who appropriates money.

S. Greenwood said that they did set the meeting at the last Regular Meeting during Pending Calendar. Everyone said they could be there at that time frame. They made every effort to make sure everyone could be there.

Robertson clarified that the code change had been looked at in the past and they had looked at spending \$50,000. **S. Greenwood** said that the commission has done some code work, but once it was time for legal review they were out of money. Despite that there is a lot more to be done. **Robertson** said that he couldn't agree with the commission more; the code is inhibiting businesses. There hasn't been a dime given for code review. The City is running out of money and undertaking this would be a very expensive proposition. The code is stifling the growth that the City desperately needs. He likes variances because they can give flexibility, though he understands that isn't the way they want to go. He thanked the commission for what they were doing since they had to make difficult decisions.

10. ADJOURNMENT

M/McGann S/Roemhildt to adjourn the Regular Meeting at 7:40 PM; with no objection, the meeting was adjourned.

Approved:

John Greenwood, Chair

Leif Stavig, Assistant Planner



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation
and Public Facilities

STATEWIDE AVIATION
Northern Region Aviation Leasing

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

February 18, 2015

Re: Cordova Airport
Lease ADA-71899
Public Notice

RECEIVED FEB 23 2015

DISTRIBUTION

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

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

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Diana M. Osborne".
Diana M. Osborne
Airport Leasing Specialist

jkb

Enclosure: Public Notice

cc: Robert Mattson, Jr., Airport Manager

Distribution:

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

"Keep Alaska Moving through service and infrastructure."

PROPOSAL TO EXTEND A STATE AIRPORT LAND LEASE: The Alaska Department of Transportation & Public Facilities proposes to extend Lease ADA-71899 (Lot 2, Block 103), consisting of approximately 7,500 square feet, at Cordova Airport for an additional five (5) years, to expire April 16, 2020. Applicant: Kenneth D. Kritch. Annual rent: \$922.50. Authorized uses: aviation - Maintenance and operation of an aircraft hangar for Lessee's private aircraft use.

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., March 23, 2015, 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, SRWA, CM
Chief, Northern Region Aviation Leasing
DATE: February 18, 2015

PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH MARCH 23, 2015

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.

Department of Transportation
and Public Facilities



THE STATE
of ALASKA
GOVERNOR BILL WALKER

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

February 26, 2015

Re: Cordova Airport
Lease ADA-71901
Public Notice

RECEIVED

MAR 02 2015

City of Cordova

DISTRIBUTION

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

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

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

Sincerely,

Handwritten signature of Diana M. Osborne.

Diana M. Osborne
Airport Leasing Specialist

jkb

Enclosure: Public Notice

cc: Robert Mattson, Jr., Airport Manager

Distribution:

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

"Keep Alaska Moving through service and infrastructure."

PROPOSAL TO EXTEND A STATE AIRPORT LAND LEASE: The Alaska Department of Transportation & Public Facilities proposes to extend Lease ADA-71901 (Lot 1, Block 103), consisting of approximately 7,500 square feet, at Cordova Airport for an additional five (5) years, to expire April 16, 2020. Applicant: J.E.J. Co. Annual rent: \$922.50. Authorized uses: aviation – Maintenance and operation of an aircraft hangar; aircraft maintenance and repair; aircraft parking, storage and tie-down, and self-fueling of lessees aircraft.

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., March 31, 2015, 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 Aviation Leasing
DATE: February 26, 2015

PLEASE LEAVE POSTED AND FULLY VISIBLE THROUGH MARCH 31, 2015

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.

February 27, 2015

George and Carrie Daskalos
10475 Rose Park Ave.
Las Vegas, Nevada 89135
(702) 686-5598

Via email: citymanager@cityofcordova.net

Via FedEx mail service

Randy Robertson
City Manager
City Council- Cordova, Alaska
P.O. Box 1210
Cordova, AK 99574

Dear Mr. Robertson and Council Members:

Please allow this letter to serve as our expression of a high level of interest in establishing a new restaurant/bar and approximately 15 room hotel in Cordova. We have had the pleasure of spending a significant amount of time in Cordova and establishing relationships and treasured friendships with numerous residents in Cordova. We firmly believe that we can fill a void which presently exists, by providing tasty fare in a restaurant/bar setting with an attached complex creating approximately 15 upscale hotel rooms to accommodate visitors to the city during the peak of the season. We believe this will be well received by the residents and visitors of Cordova.

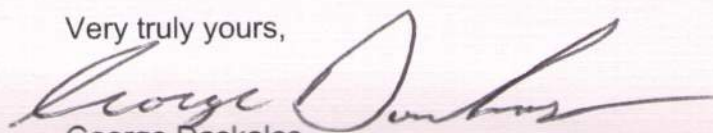
In furtherance of pursuing our business interests we have approached both existing restaurants in the community as well as seeking out sites to establish a newly constructed restaurant/bar and hotel. We have been somewhat discouraged in our quest, by virtue of both over valued restaurants on the market, as well as discussions held with city staff in the planning department, who advise that there are limited parcels of land available for development. Relatedly, we have learned that a new breakwater fill parcel located next to PWSSC may become available, notwithstanding the absence of a parcel map. If we are able to confirm that the parcel is not reserved for use by the PWSSC, then in such event we are interested in pursuing a potential purchase of the parcel from the city for development.

Although a new parcel has not yet been created for the fill lot, it is our understanding that the city is currently in the process of getting a plat completed for the same.

We respectfully request that a copy of this letter be provided to each council member, in advance of the next scheduled meeting on Wednesday, March 4, 2015.

We will anxiously await further directives from you in consideration of our above-mentioned proposal.

Very truly yours,



George Daskalos

Planner's Report

To: Planning Commission
From: Planning Staff
Date: 3/5/15
Re: Recent Activities and Updates

- One building permit issued since last Planning Commission Regular Meeting.
- Survey crew for roads project starting on 3/6 for about 2 weeks
- PWSSC has withdrawn from purchasing fill lot
- Working through multiple purchase agreements
- Reviewing drawings for 65% completion for LT2 compliance
- Ordering recycle signs for south fill area
- Working with refuse to supply recycle dumpsters for aluminum and paper for recycle.

Would like to clarify protocol for adding items to the agenda. Since we do not have direction in city code we will use the same protocol as city council:

1. Chairman can place item on agenda
2. Two members can place item on agenda
3. Item must be to planning staff no later than the Tuesday prior to regular Tuesday meeting to allow staff to prepare documentation and modify agenda. Packets are typically printed on Thursday, but no later than Friday prior to meeting.

Memorandum

To: Planning Commission
From: Planning Staff
Date: 3/5/15
Re: CMC Chapter 18.48 Discussion

PART I – GENERAL INFORMATION

The Planning Commission has long acknowledged that the off-street parking requirements outlined in Cordova Municipal Code (CMC) [Chapter 18.48](#) (attached) are generally too excessive for Cordova's parking needs. The Site Plan Review requested by Roemhildt Holdings LLC is the most recent incident that the issue of parking was discussed by the commission. The site plan that the Roemhildts submitted required more than 20 parking spaces for their retail building. There was general consensus among the Planning Commission and City Council to address the parking issues with a code change.

Chapter 18.48 contains *most* of the parking requirements in CMC (there are some additional requirements in specific zoning districts). Zoning districts that require parking refer to this chapter of the code. Notably, the Central Business District does not require any of the parking requirements specified in Chapter 18.48.

Staff need specific guidance on how the commission wishes to move forward with the desired code change. There are several different ways that the code could be changed to allow the site plan from Roemhildt Holdings LLC to be approved. While the Waterfront Commercial Park District is currently in the spotlight, there have been issues with the Waterfront Industrial District and parking requirements related to bunkhouses. Regardless of how the Waterfront Commercial Park District issue is resolved it would be helpful to look to addressing parking in all zones and the parking requirements as outlined in 18.48 in order to try and avoid future issues. To help guide the discussion, staff suggest the following code change options:

1. Eliminate parking requirements from the Waterfront Commercial Park District

At the last Special Meeting, the commission requested that the issue of parking be dealt with by eliminating the parking requirements for the Waterfront Commercial Park District similar to what has been done with the Central Business District. See the next agenda item and resolution. This is the option put forward by the commission at the last meeting.

2. Give the Planning Commission the ability to reduce parking requirements

A provision could be added to Chapter 18.48 that gives the commission more wiggle room with the parking requirements. i.e. "The Planning Commission may reduce the required number of parking spaces if the commission determines that an unreasonable amount of parking spaces is required." This is an alternative to the variance process and would give the commission some more flexibility with the parking requirements while still leaving some requirements in place.

3. Apply requirements in each chapter

Instead of a single chapter addressing parking requirements, the parking requirements could be addressed in each individual zoning chapter.

4. Overhaul Chapter 18.48

The commission could look closely at all of the specific requirements contained in Chapter 18.48 and discuss how to change them to better reflect the community's needs. This option is the most complex option and would require an in-depth discussion and possible Work Session with the commission.

Chapter 18.48 - OFF-STREET PARKING, LOADING AND UNLOADING

Sections:

18.48.010 - General regulations.

- A. Off-street parking, loading and unloading facilities shall be provided to lessen congestion in the streets. The facilities required herein shall be available throughout the hours of operation of the particular business for which the facility is provided. As used herein, the term "parking space" includes parking lot spaces located off the public right-of-way.
- B. Each parking space shall constitute a net land area of at least one hundred and eighty square feet. The total parking lot space, including access lanes, shall constitute at least three hundred square feet of land area per parking space.
- C. Surfacing: Any off-street parking area shall be graded for proper drainage and shall be surfaced so as to provide a durable and dustless surface, and shall be so arranged as to provide for orderly and safe parking and storage of vehicles.
- D. Parking spaces may be located on a lot other than containing the principal use with the approval of the planning commission.
- E. Detailed plans for all off-street parking shall be submitted with the building plans when the application for a building permit is made. Such plans shall show the following:
 - 1. Dimension of the parcel involved;
 - 2. Dimension and layout of each parking space;
 - 3. Entrance and exits to the parking area and direction of traffic; and
 - 4. Detailed dimensions of all curb cuts, entrances and exits.
- F. Plans for the layout of off-street parking facilities shall be in accordance with the following minimum requirements:

Parking Pattern	Maneuvering Lane Width	Parking Space Width	Parking Space Length	Total Width of One Tier of Spaces Plus Maneuvering Lane	Total Width of Two Tiers of Spaces Plus Maneuvering Lane
0° (parallel parking)	12 ft.	8 ft.	23 ft.	20 ft.	28 ft.
30° to 53°	13 ft.	9 ft.	20 ft.	33 ft.	53 ft.
54° to 74°	18 ft.	9 ft.	21 ft.	39 ft.	60 ft.
75° to 90°	25 ft.	9 ft.	19 ft.	44 ft.	63 ft.

Note: Detailed drawings of layout are on file at City Hall.

(Ord. 598 (part), 1985).

18.48.020 - Parking area—Development.

Every lot or parcel of land used as a public parking area shall be developed as follows, subject to the approval of the plans by the planning commission:

- A. Such area shall be paved or otherwise adequately and satisfactorily surfaced and shall have appropriate bumper guards where needed.
- B. Where such area adjoins the side of a lot in a residential district, it shall be separated from such a lot by a fence or hedge not less than four feet nor more than six feet in height. Such fence or hedge shall be maintained in good condition and shall not exceed beyond the front yard line required in such residential district.
- C. Any lights provided to illuminate such parking area shall be so arranged as to reflect the light away from adjoining premises and streets.

(Ord. 598 (part), 1985).

18.48.030 - Parking area—Entrance and exit provisions.

Any land or premises used for public or semipublic automobile parking, storage, sales or service, public garage or any type of drive-in business or service or similar use where vehicles regularly and customarily require access to such premises from any public street or alley shall be so designed that entrance and exit drives, openings or approaches for such vehicles will provide the safest and most desirable ingress and egress with relation to vehicular and pedestrian traffic in the streets upon which such use abuts.

Such entrance and exit openings and driveways shall not exceed thirty-two feet in width, and in no case shall any such driveway service be permitted to use the entire street frontage upon which such use abuts for entrance or exit facilities.

(Ord. 598 (part), 1985).

18.48.040 - Parking area-Driveways and curb cuts.

Detailed plans for driveways, openings or curb cuts shall be submitted to the planning commission for approval with regard to the location and relation of same to the public street or highway. All such lands or premises devoted to the uses described in this title, and existing at the effective date of the ordinance codified in this title, shall comply with these requirements within two years.

(Ord. 598 (part), 1985).

18.48.050 - Driveway construction.

- A. Any driveway constructed so as to cross an existing sidewalk shall be constructed of a minimum six-inch concrete or compacted rock base with a minimum covering of two-inch asphaltic concrete from the edge of pavement or curbline to the property line.
- B. Any driveway exiting a paved street without a sidewalk shall have an apron extending from the edge of the pavement a minimum distance of three feet towards the property line. Such aprons shall be constructed in accordance with subsection A of this section.
- C. All driveways constructed after the effective date of the ordinance codified in this section will be a minimum of twelve feet in width, but in no case, will driveways be wider than one-half the lot the driveway serves.

(Ord. 598 (part), 1985).

18.48.060 - Off-street parking requirements.

Any structure or building hereafter erected, converted or enlarged for any of the following uses shall be provided with not less than the minimum spaces as set forth below. Fractional numbers of required parking spaces shall be increased to the next whole number.

Dwellings and Lodgings	Minimum Number of Parking Spaces Required
1. Hotels, rooming houses and other structures containing sleeping rooms other than or in addition to dwelling units.	One parking space for each unit and one parking space for five guest rooms.
2. Single-family dwellings, two-family dwellings, trailers, multifamily dwellings and other places containing dwelling units.	Two parking spaces for each unit.
Public and Semipublic	
3. Churches, theaters, and other places of public assembly.	One parking space for each ten seats in the principal place of assembly.
4. Nursery and elementary schools.	One parking space for each teacher or other employee.
5. Municipal buildings.	One parking space for each employee, plus one space for each official vehicle, plus two spaces for visitor parking.
6. Other semipublic and government building.	One space for each six hundred square feet of gross floor space.
7. Hospitals.	One space for every three beds, plus one space for each employee of largest shift.
Commercial	
8. General stores.	One space for each six hundred square feet of gross floor space.
9. Eating and drinking establishment.	One space for each employee of largest shift, plus one space for each ten seats.

10. Private clubs.	One space for every two hundred square feet of gross floor space.
11. Home occupations.	One and one-half space per dwelling unit, plus one for each employee, plus two for visitor parking.
Industrial	
12. Manufacturing uses.	One space for every two employees, plus as required if retail or warehouse uses on premises.
13. Warehouse and storage uses.	One parking space for every 1,000 square feet of gross building area.

(Ord. 806 § 1, 1998; Ord. 598 (part), 1985).

18.48.070 - Off-street loading.

Every building or structure used for business, trade or industry and normally requiring truck loading or unloading with respect to the use shall provide space as indicated in this section for the loading and unloading of vehicles off the street or public alley or, if there is no alley, to a street.

Off-street loading and unloading space shall be in addition to and not considered as meeting part of the requirement for off-street parking. Off-street loading and unloading space shall not be used or designed, intended or constructed to be used in a manner to obstruct or interfere with the free use of any street or adjoining property. The minimum off-street loading and unloading space required for specific uses shall be as follows:

- A. Retail business and service establishments shall provide one off-street loading and unloading space at least ten feet wide and thirty-eight feet long with a fourteen foot height clearance per building.
 - 1. Businesses within the Central Business District shall be exempt from this requirement.
- B. Industrial plants shall provide one off-street loading space for each twenty thousand square feet of gross floor area. Each loading and unloading space shall be a minimum of twelve feet wide and fifty feet long with a fourteen-foot height clearance.
- C. Trucking terminals and ship terminals shall provide one off-street loading and unloading space for every five thousand square feet of gross floor area for storage, warehousing and shipping. Each loading space shall be a minimum of fourteen feet wide and sixty-five feet long with a fourteen-foot height clearance.

(Ord. 598 (part), 1985).

Memorandum

To: Planning Commission
From: Planning Staff
Date: 3/5/15
Re: Resolution 15-04

PART I – GENERAL INFORMATION

The Planning Commission has requested a code change in order to address the stringent parking requirements that are currently preventing the site plan from Roemhildt Holdings LLC from being approved by Council.

18.39.090 - Required off-street parking and loading.

Off-street parking shall not be required as specified in Chapter 18.48.

~~The requirements for off-street parking and loading in the WCP district shall be as set forth in Chapter 18.48 of this code. In addition the following parking requirements shall apply to property in the WCP district:~~

- ~~A. Parking areas and drives shall be limited to fifty percent of the required front yards to provide for landscaping, pathways, or similar nonvehicular improvements.~~
- ~~B. Parking areas in required front yards shall be separated from property lines to provide for the delineation and limitation of access drives.~~

(Ord. 802 § 3, 1998; Ord. 612 (part), 1986).

The attached code change for Cordova Municipal Code Section 18.39.090 and Resolution 15-04 support the change suggested at the Planning Commission Meeting.

PART II – BACKGROUND

Below is a list of the remaining lots in the Waterfront Commercial Park District. Development is slated to occur in the next three years on three of these lots.

Lot 3 Block 2 – future development of internet café, showers, laundry, and business center

Lot 5 Block 2 – future development Plumblin expansion and hardware store

Lot 6 Block 2 – Camtu's hotel and restaurant

Lot 8 Block 2 – Harborside Pizza -- site plan approved

Lots 1, 2 and 10 A (proposed) are permitted long term parking – slip owner receives 1 free permit otherwise \$20.00 a month for individuals

Parking area in front of AC is public

Staff is recommending that Lot 1 Block 7a of the Tidewater Development Park “the fill lot” be zoned waterfront commercial prior to land disposal

PART III – SUGGESTED MOTION

“I move to approve Resolution 15-04.”

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 15-04**

**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 CORDOVA MUNICIPAL CODE SECTION 18.39.090 TO REMOVE THE
PARKING REQUIREMENTS IN THE WATERFRONT COMMERCIAL PARK DISTRICT**

WHEREAS, the Planning Commission has determined that amending the code to remove the parking requirements is a benefit to the City and the citizens of Cordova; and

WHEREAS, the Planning Commission finds that the existing parking requirements for the Waterfront Commercial Park District are too restrictive for the intended use of the district.

WHEREAS, the Planning Commission has determined that the proposed amendments are in accordance with the purpose of the chapter; and

WHEREAS, the Planning Commission recommend to City Council to accept the amendments to Section 18.39.090.

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 Cordova Municipal Code Section 18.39.090 to remove the parking requirements in the Waterfront Commercial Park District.

PASSED AND APPROVED THIS 10TH DAY OF MARCH, 2015

John Greenwood, Chair

ATTEST:

Samantha Greenwood, City Planner



Chapter 18.39 - WATERFRONT COMMERCIAL PARK DISTRICT

Sections:

18.39.010 - Purpose.

The following statement of intent and use regulations shall apply in the WCP district: The waterfront commercial park district is intended to be applied to land with direct access or close proximity to navigable tidal waters within the city. Structures within the WCP district are to be constructed in such a manner as to be aesthetically consistent with, and reflect the community's marine—oriented lifestyle. Uses within the waterfront commercial park 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. 612 (part), 1986).

18.39.020 - Permitted principal uses and structures.

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

- A. Boat charter services;
- B. Commercial and sport fishing supplies and services;
- C. Docks and harbor facilities;
- D. Eating and drinking facilities;
- E. Fish and seafood markets;
- F. Fueling piers;
- G. Gift shops;
- H. Hotels;
- I. Laundromats and laundries;
- J. Marine-related retail and wholesale stores;
- K. Offices associated with permitted principal uses;
- L. Recreational goods sales;
- M. Travel agencies;
- N. Visitor information center;
- O. Waterfront parks, access paths, and boardwalks.

(Ord. 612 (part), 1986).

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. Parking in conjunction with permitted principal uses and conditional uses;
- C. Outside storage;
- D. Processing of seafood where no more than two thousand square feet of gross floor space of structure is used for processing. The smoking of seafood is prohibited.
- E. Watchman's quarters.

(Ord. 612 (part), 1986).

(Ord. No. 1073, 7-7-2010)

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. Outside storage.

(Ord. 612 (part), 1986).

18.39.050 - Prohibited uses and structures.

Any use or structure not of a character as indicated under permitted principal uses and structures or permitted under conditional uses is prohibited.

(Ord. 612 (part), 1986).

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. 802 § 1, 1998: Ord. 612 (part), 1986).

18.39.070 - Minimum setback requirements.

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

- A. Front yard, fifteen feet
- B. Side yard, five feet
- C. Rear yard, five feet.

(Ord. 802 § 2, 1998: Ord. 612 (part), 1986).

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, 30 feet
- B. Accessory buildings and structures, 20 feet.

(Ord. 623 § 1, 1987; Ord. 612 (part), 1986).

18.39.090 - Required off-street parking and loading.

Off-street parking shall not be required as specified in Chapter 18.48.

~~The requirements for off-street parking and loading in the WCP district shall be as set forth in Chapter 18.48 of this code. In addition the following parking requirements shall apply to property in the WCP district:~~

- ~~A. Parking areas and drives shall be limited to fifty percent of the required front yards to provide for landscaping, pathways, or similar nonvehicular improvements.~~
- ~~B. Parking areas in required front yards shall be separated from property lines to provide for the delineation and limitation of access drives.~~

(Ord. 802 § 3, 1998: Ord. 612 (part), 1986).

18.39.100 - Signs.

Signs may be allowed in the WCP district subject to the supplementary district regulations, the Uniform Sign Code, and as set forth in Chapter 18.44 of this code.

(Ord. 612 (part), 1986).

18.39.110 - Drainage.

The developer wishing to develop land in the WCP district shall be required to submit a drainage plan. Such drainage plan shall address stormwater runoff from the unused portion of the lot, and roof runoff.

(Ord. 612 (part), 1986).

18.39.120 - Minimum finished floor elevations.

In the WCP district, the minimum finished floor elevations as listed shall be adhered to:

South Fill Development Park	Feet
Block 1, Lot 2	24.00
3	24.00
5	24.00
6	24.25
7	25.00
8	25.50
10	25.75
Block 1, Lot 11	25.75
12	25.25
Block 2, Lot 2	25.00
Block 2, Lot 3	25.25
4	25.50
5	25.75

6	26.00
7	26.00
8	26.00
9	25.75
10	25.50

Note: Elevation datum based on the following: North Bolt fire hydrant at northwest corner of intersection of Nicholoff Way and Railroad Avenue: Elevation 29.84 feet above M.L.L.W.

(Ord. 612 (part), 1986).

18.39.130 - Site plan and architectural review.

The development plan of any proposed development in the WCP district shall be subject to review by the planning commission. The architectural plans shall, in addition to requirements of Sections 18.39.010 through 18.39.120, include the following:

- A. Exterior finish material;
- B. Color scheme.

Exterior siding finish of structures shall be wood, stucco, brick or approved metal building material. Color scheme of exterior siding and roof finish shall consist of earth tones.

(Ord. 612 (part), 1986).

Memorandum

To: Planning Commission
From: Planning Staff
Date: 3/5/15
Re: Discussion on Zoning Change for Lot 2, Block 7A, Tidewater Development Park
(Breakwater Fill Lot)

PART I – GENERAL INFORMATION

Discussion: Initiate zoning change for Lot 2, Block 7A, Tidewater Development Park
(Breakwater Fill Lot) from unzoned to Waterfront Commercial Park District
Legal Description: Lot 2, Block 7A, Tidewater Development Park
Parcel Number: 02-059-230
Zoning: Unzoned
Lot Area: TBD
Attachments: Location Map

PART II – BACKGROUND

3/2/15 – The City received a letter of interest from George and Carrie Daskalos (see Correspondence).

Prior to 3/4/2015 this lot had been tied up in a negotiation between the City and the Prince William Sound Science Center (PWSSC). This negotiation started in 2011 and at that time the lot was unzoned. In order to provide some guidelines and code requirements for disposal, planning staff is asking that the commission initiate a zone change from unzoned to Waterfront Commercial Park (WCP) District. Since the letter of interest was received almost simultaneously as the city was notified of the termination of negotiations with PWSSC, both the code change and recommendation of disposal status are on the agenda.

WCP seems to be the appropriate zoning for the lot as it eliminates residential uses other than watchmen quarters and allows for a variety of types of development. The purpose of the WCP district in section 18.39.010 is also highly applicable to the lot. Leaving the lot unzoned means that any development can occur on that lot.

PART III – APPLICABLE CRITERIA

18.39.010 - Purpose.

The following statement of intent and use regulations shall apply in the WCP district: The waterfront commercial park district is intended to be applied to land with direct access or close proximity to navigable tidal waters within the city. Structures within the WCP district are to be constructed in such a manner as to be aesthetically consistent with, and reflect the community's marine—oriented lifestyle. Uses within the waterfront commercial park 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

18.72.020 - Planning commission report.

The planning commissions shall report in writing to the city council on any proposed change or amendment regardless of the manner in which such change is initiated and such report shall include:

- A. Findings as to need and justification for a change or amendment;*
- B. Findings as to the effect a change or amendment would have on the objectives of the comprehensive plan;*
- C. Recommendations as to the approval or disapproval of the change or amendment.*

18.72.030 - Methods of initiation.

Changes in this title may be initiated in the following manner:

- A. The city council upon its own motion;*
- B. The planning commission upon its own motion;*
- C. By petition of one or more owners of property within an area proposed to be rezoned. A petition shall be in the form of an application for a change in the boundary of a district, shall be filed in the office of the planning commission, be accompanied by such data and information as may be necessary to assure the fullest practicable presentation of facts and shall set forth reasons and justification for proposing such change.*

PART IV – STAFF RECOMMENDATION

Staff would like direction on whether to initiate this change. If the commission chooses to move forward with the zoning change, staff will prepare the report outlined in Section 18.72.020 for the next meeting's agenda.

Staff recommend zoning Lot 2, Block 7A, Tidewater Development Park (Breakwater Fill Lot) to Waterfront Commercial Park District prior to putting the lot out for proposals.

Location Map



Memorandum

To: Planning Commission
From: Planning Staff
Date: 3/5/15
Re: Land Disposal of Lot 2, Block 7A, Tidewater Development Park (Breakwater Fill Lot)

PART I – GENERAL INFORMATION

Requested Actions: Recommendation to City Council on Disposal Method
Legal Description: Lot 2, Block 7A, Tidewater Development Park
Parcel Number: 02-059-230
Zoning: Unzoned
Lot Area: TBD
Attachments: Location Map

PART II – BACKGROUND

3/2/15 – The City received a letter of interest from George and Carrie Daskalos (see Correspondence).

This lot is currently unzoned. Staff recommend changing the zoning to Waterfront Commercial Park District

In accordance with the Cordova Municipal Code, the Planning Commission will give a recommendation to City Council of how to dispose of the property.

PART III – APPLICABLE CRITERIA

5.22.040 DISPOSAL OF CITY REAL PROPERTY – Application to lease or purchase.

E. The planning commission shall review the application, and recommend to the city council whether the city should accept the application, offer the real property interest for disposal by one of the competitive procedures in Section 5.22.060, or decline to dispose of the real property interest.

5.22.060 DISPOSAL OF CITY REAL PROPERTY – Methods of disposal for fair market value.

A. In approving a disposal of an interest in city real property for fair market value, the council shall select the method by which the city manager will conduct the disposal from among the following:

- 1. Negotiate an agreement with the person who applied 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.*

PART IV – SPECIAL CONDITIONS

1. Once issues and concerns related to the zoning of the property have been addressed, the RFP will be released.
2. Survey and replat of property will occur during disposal process.

PART IV – STAFF RECOMMENDATION

Staff recommend disposing the Breakwater Fill Lot by requesting sealed proposals to lease or purchase the property with the special conditions contained in the staff report.

PART V – SUGGESTED MOTION

“I move to recommend to City Council to dispose of Lot 2, Block 7A, Tidewater Development Park, commonly known as the “Breakwater Fill Lot” by requesting sealed proposals to lease or purchase the property with the special conditions contained in the staff report.”

Location Map



Memorandum

To: Planning Commission
From: Planning Staff
Date: 3/5/15
Re: Site Plan Review - Roemhildt Holdings LLC

PART I – GENERAL INFORMATION

Requested Actions: Site Plan Review
Applicant: Roemhildt Holdings LLC
Owner Name: David and Bootslyn Roemhildt
Address: 125 Harbor Loop Rd.
Legal Description: Lot 5, Block 2, South Fill Development Park
Parcel Number: 02-473-138
Zoning: Waterfront Commercial Park District
Lot Area: 12,858 sq. ft.

PART II – BACKGROUND

Roemhildt Holdings LLC is proposing to construct a commercial/retail building on their lot. For the Site Plan Review documents and construction documents please refer to the February 25 Planning Commission Special Meeting packet. Staff will also have these documents at the meeting.

2/10/15 – At the Planning Commission Regular Meeting, Roemhildt Holdings had their Site Plan reviewed by the commission. The following occurred:

M/McGann S/Baenen to recommend the City Council approve the Site Plan Review requested by Roemhildt Holdings LLC to construct a commercial/retail building on Lot 5, Block 2, South Fill Development Park based on the findings and with the special conditions as contained in the staff report.

M/Bailer S/Baenen to refer back to staff to get these issues addressed.

Upon voice vote, motion to refer **passed** 7-0.

Yea: **Greenwood, Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel**

The commission referred the Site Plan back to staff so that Roemhildt Holdings LLC could provide additional required information and apply for a variance from the parking requirements. For more information, refer to the Planning Commission Special Meeting Packet from February 25.

2/25/15 – The Planning Commission held a Public Hearing for a variance request from Roemhildt Holdings LLC for the parking requirements and a Special Meeting for the variance request and Site Plan Review. The following occurred:

M/McGann S/Roemhildt that the Planning Commission grant the variance request from Roemhildt Holdings LLC for a variance from parking requirements in CMC 18.39.090 and 18.48 as contained in the staff report with the special condition.

Upon voice vote, motion **failed** 2-4.

Yea: Greenwood, Baenen

Nay: Bailer, McGann, Roemhildt, Frohnapfel

Absent: Pegau

M/McGann S/Roemhildt that the Planning Commission recommend to the City Council to approve the Site Plan Review requested by Roemhildt Holdings LLC to construct a commercial/retail building on Lot 5, Block 2, South Fill Development Park based on the findings and with the special conditions as contained in the staff report.

Upon voice vote, motion **failed** 0-4.

Nay: Greenwood, Bailer, McGann, Roemhildt

Absent: Pegau, Baenen, Frohnapfel

3/4/15 – At the City Council Regular Meeting, the Site Plan Review was on the agenda for approval as per Cordova Municipal Code Section 18.42.010. During approval of the agenda it was removed from the agenda.

3/5/15 – Mark Frohnapfel and Tom Bailer requested that the Site Plan be placed on the March 10th Meeting agenda.

PART III – REVIEW OF APPLICABLE CRITERIA & SUGGESTED FINDINGS

Chapter 18.39 ZONING – WATERFRONT COMMERCIAL PARK DISTRICT

The development of a commercial/retail facility is permitted.

A Site Plan Review is required in the Waterfront Industrial District.

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.*

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

General stores require “One space for each six hundred square feet of gross floor space.” See attached letter from David Roemhildt for a write up identifying the gross floor space at 11,836 sq. ft. This would require 20 parking spaces.

PART IV – SUGGESTED SPECIAL CONDITIONS

1. The Planning Department must be in receipt of a Plan Review from the State of Alaska Fire Marshal prior to issuance of a Building Permit.
2. The 10 foot access easement along the east side of Lot 4 shall extend the entire length of the lot line.
3. Roemhildt Holdings LLC will replat Lot 4 and Lot 5 to record the easements depicted in their site plan documents.

PART V – SUGGESTED MOTION

“I move that the Planning Commission recommend to the City Council to approve the Site Plan Review requested by Roemhildt Holdings LLC to construct a commercial/retail building on Lot 5, Block 2, South Fill Development Park based on the findings and with the special conditions as contained in the staff report.”

March 2015

March 2015						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3 8:00am City General Election (Library)	4 7:00pm City Council Regular (Library)	5	6	7
8	9 5:00pm Library Board (Library Meeting Room)	10 6:00pm Parks and Rec. (City Hall Meeting Room) 6:30pm Planning Commission Regular (Library)	11 7:00pm Harbor Commission Regular (City Hall) 7:00pm School Board Regular (High School)	12 6:00pm Planning Commission Floodplain Management Training (Library Meeting Room)	13	14
15	16	17	18 7:00pm City Council Regular (Library)	19	20	21
22	23	24	25	26	27	28
29	30 City Closed - Seward's Day	31	Apr 1	2	3	4

April 2015

April 2015							May 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	8	9
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1 7:00pm City Council Regular (Library)	2	3	4
5	6	7	8 7:00pm Harbor Commission Regular (City Hall) 7:00pm School Board Regular (High School)	9	10	11
12	13	14 6:30pm Planning Commission Regular (Library)	15 7:00pm City Council Regular (Library)	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	May 1	2