

Mayor

Clay Koplin

Council Members

James Burton

Kenneth Jones

Jeff Guard

Robert Beedle

Josh Hallquist

David Allison

James Wiese

City Manager

Alan Lanning

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

Corinne Pegau

Special City Council Meeting

May 23, 2017 @ 6:00 pm

Mayor's Conference Room

Agenda

A. Call to order

B. Roll call

Mayor Clay Koplin, Council members James Burton, Ken Jones, Jeff Guard, Robert Beedle, Josh Hallquist, David Allison and James Wiese

C. Approval of agenda..... (voice vote)

D. Disclosures of conflicts of interest

E. Communications by and petitions from visitors

1. Audience Comments regarding agenda items

F. New Business

2. Resolution 05-17-16..... (voice vote)(page 1)

A resolution of the City Council of the City of Cordova, Alaska, approving the site plan from Ocean Beauty Seafoods to construct modular bunkhouses on Lot 2A, Block 2, Cordova Industrial Park

G. Audience participation

H. Council comments

I. Adjournment

Executive Sessions: Subjects which may be discussed are: (1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) Subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) Matters which by law, municipal charter or code are required to be confidential; (4) Matters involving consideration of governmental records that by law are not subject to public disclosure.

If you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.

Full City Council agendas and packets available online at www.cityofcordova.net



AGENDA ITEM # 1
City Council Meeting Date: 5/23/2017
CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff

DATE: 5/22/2017

ITEM: Site Plan Review – Ocean Beauty Seafoods Modular Housing

NEXT STEP: Approve Resolution

☐ INFORMATION
☐ MOTION
☒ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Site Plan Review
Applicant: Ocean Beauty
Address: 205 Industry Road
Legal Description: Lot 2A, Block 2, Cordova Industrial Park
Parcel Number: 02-060-223
Zoning: Waterfront Industrial District
Lot Area: 30,684 sq. ft.

Ocean Beauty is proposing to construct modular bunkhouses.

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 05-17-16.”

III. FISCAL IMPACTS:

New structure expands city property tax base.

IV. BACKGROUND INFORMATION:

5/16/2017 – At the Planning Commission Special Meeting, the commission recommended City Council approve the Site Plan Review. The following is a summary from the meeting:

M/Kocan S/Frohnappfel to recommend to City Council to approve the Site Plan Review requested by Ocean Beauty to install modular bunkhouses on Lot 2A, Block 3, Cordova Industrial Park based on the findings and with the special conditions as contained in the staff report.

Kocan verified that similar modular housing had been approved in the past. **Greenwood** said that there are existing modular bunkhouses on the same lot. **Brian O’Leary**, Ocean Beauty Seafoods, said that the bunkhouses were used previously at a different facility. **Bird** asked if they were temporary or if it was Ocean Beauty’s intent to eventually put something more permanent. **O’Leary** said that the lot was currently vacant and having the bunkhouses there was a better use. **Bird** said she would support the site plan, but that she wished they were moving towards something more permanent and better to live in. **Baenen** verified that they had to be permitted with the State Fire Marshal. **Greenwood** said a building permit would not be issued until there was an approved Fire and Life Safety Plan Review. **Pegau** said that there was plenty of parking available on the lot. With the other site plan review for the modular bunkhouses on the lot, the required parking spaces were not maintained.

M/Pegau S/Bird to amend the motion to add a special condition that Ocean Beauty relinquish all claims to parking spaces on Lot 1B, Block 2, Cordova Industrial Park.

Greenwood said that **Pegau** was referring to the parking spaces in the city harbor parking lot that Ocean Beauty has signs for. At some point, Ocean Beauty stored pallets on city property and the city offered them the parking spaces in exchange for them removing the pallets. The agreement was just an MOU-type deal. **Pegau** said that he did not see why they should have claim to city parking spaces if they have additional room on their lots for expansion. **Greenwood** said that this was within the commission’s purview.

Upon roll call vote, amendment passed 5-1.

Yea: McGann, Pegau, Baenen, Kocan, Bird

Nay: Frohnappfel

Absent: Roemhildt

Upon roll call vote, main motion passed 6-0.

Yea: McGann, Pegau, Baenen, Frohnappfel, Kocan, Bird

Absent: Roemhildt

Applicable Code:

Chapter 18.33 ZONING – WATERFRONT INDUSTRIAL DISTRICT

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

- A. Marine sales;*
- B. Open wet moorage;*
- C. Covered wet moorage;*
- D. Passenger staging facility;*
- E. Haulout facilities;*
- F. Marine construction, repair and dismantling;*
- G. Cargo terminal;*
- H. Cargo handling and marine-oriented staging area;*
- I. Fish and seafood processing;*
- J. Warehousing and wholesaling;*
- K. Open storage for marine-related facilities;*
- L. Fuel storage and sales.*

Section 18.33.030 - Permitted accessory uses and structures.

- A. Bunkhouses in conjunction with permitted principal uses;*
- B. Residential dwelling for watchman or caretaker employed on the premises, or owner-operator and members of his family, in conjunction with permitted principal uses;*
- C. Retail business when accessory to a permitted principal use.*

Ocean Beauty is proposing to install modular bunkhouses which is a permitted accessory use and structure.

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.

Section 18.08.010 ZONING – DEFINITIONS

"Building area" means the total of areas taken on a horizontal plane at the main grade level of the principal building and all accessory buildings, exclusive of steps.

With this definition, the building area is 960 square feet, as indicated in the application.

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

Off-street parking for bunkhouses is not explicitly called out in Section 18.46.060 – Off-Street Parking Requirements.

Section 18.48.080

The planning commission may reduce the required number of parking spaces if the commission determines that an unreasonable amount parking spaces is required or that the required number of spaces does not meet the city's development goals or its land use needs.

This section provides the Planning Commission the ability to adjust parking requirements as needed to meet the land use goals. Staff recommend not requiring additional parking for the seasonal workers who will be using the bunkhouse. The workers are typically from out of state or country and do not have vehicles.

Special Conditions:

1. The Planning Department must be in receipt of an approved Plan Review from the State of Alaska Fire Marshal prior to issuance of a Building Permit.
2. The Planning Department must be in receipt of an approved Water/Sewer Connection Permit prior to issuance of a Building Permit.
3. Ocean Beauty will relinquish all claims to parking spaces on Lot 1B, Block 2, Cordova Industrial Park.

V. LEGAL ISSUES:

N/A

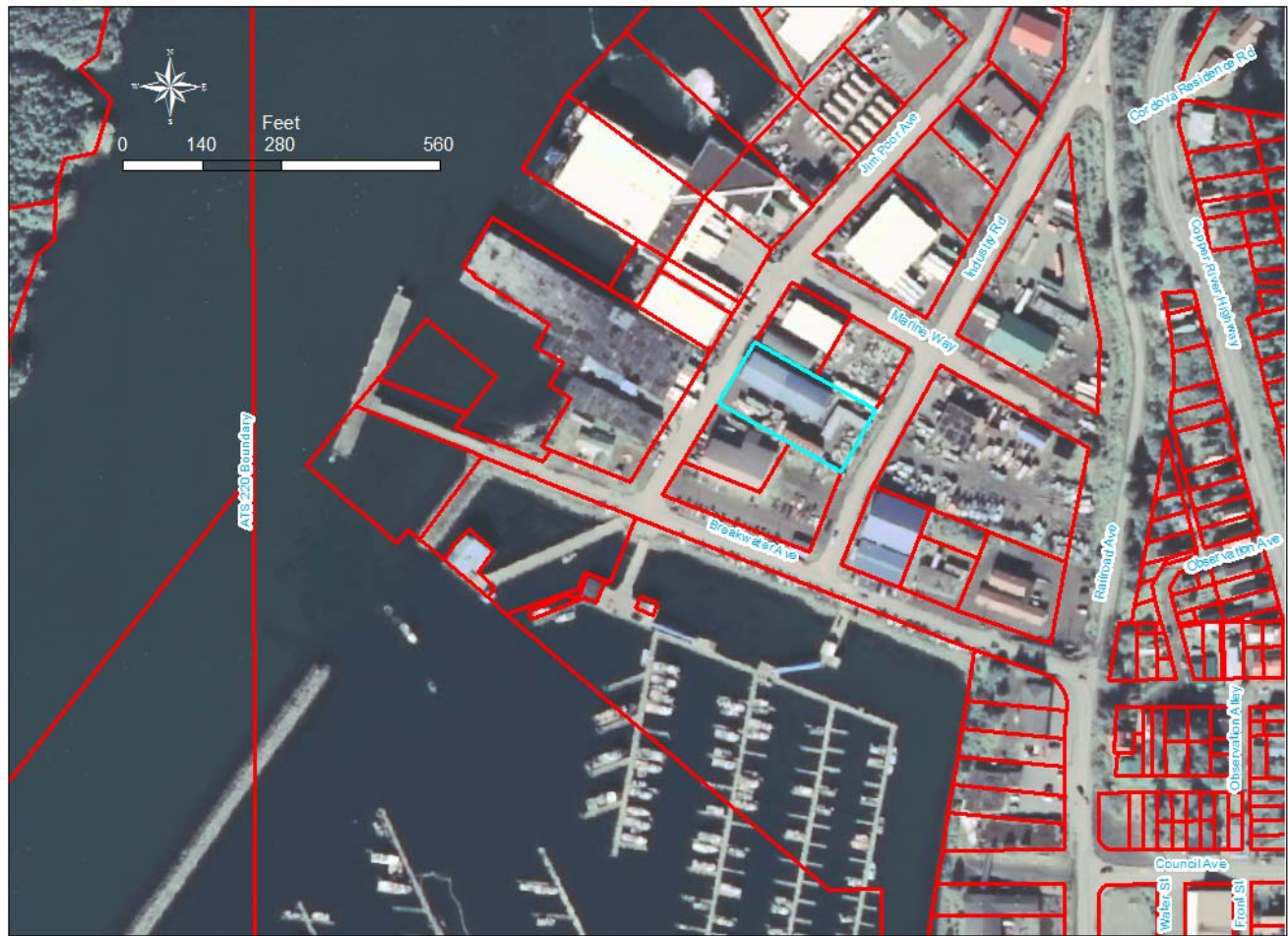
VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

N/A

Attachment A – Location Map



**CITY OF CORDOVA, ALASKA
RESOLUTION 05-17-16**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
APPROVING THE SITE PLAN FROM OCEAN BEAUTY SEAFOODS TO
CONSTRUCT MODULAR BUNKHOUSES ON LOT 2A, BLOCK 2, CORDOVA
INDUSTRIAL PARK**

WHEREAS, Ocean Beauty Seafoods has submitted a Site Plan Review to construct modular bunkhouses for additional summer staff housing; and

WHEREAS, per Cordova Municipal Code Sub-section 18.42.020.A. planning staff shall submit copies of the site plan “to the city council at its next regularly scheduled meeting for action;” and

WHEREAS, the Site Plan has been reviewed by the Planning Commission and is being forwarded to City Council with the following special conditions in place:

1. The Planning Department must be in receipt of an approved Plan Review from the State of Alaska Fire Marshal prior to issuance of a Building Permit.
2. The Planning Department must be in receipt of an approved Water/Sewer Connection Permit prior to issuance of a Building Permit.
3. Ocean Beauty will relinquish all claims to parking spaces on Lot 1B, Block 2, Cordova Industrial Park.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Cordova, Alaska hereby approve the Site Plan from Ocean Beauty Seafoods to construct a modular bunkhouse on Lot 2A, Block 2, Cordova Industrial Park.

PASSED AND APPROVED THIS 23rd DAY OF MAY 2017.

Clay Koplin, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk

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	FACILITY CONTRACTORS LLC
Address	Box 2034 CORDOVA
Telephone [home]	907 424 7765
Business Name	
Business Address	
Telephone [business]	
Business FAX	907 424 7768
Project architect/engineer	STEPHEN PETERS ARCHITECTS
Address of architect/engineer	702 WATER ST. KETCHIKAN, AK 99901
Telephone of architect/engineer	907 247 7077

PROPERTY/PROJECT INFORMATION	
Address of subject property	306 JIM POOR LANE
Parcel identification number	BLOCK 2, LOT 2A CORDOVA INDUSTRIAL PARK
Property owner [name/address]	OCEAN BEAUTY SEAFOODS Box 70739 SEATTLE, WA 98107
Current zoning	WATERFRONT INDUSTRIAL
Proposed use	TEMPORARY HOUSING
Construction start date	5/18/2017
WAA	

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.	OCEAN BEAUTY SEAFOODS PO Box 70739 SEATTLE, WA 98107
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)	6978

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>	
By: <u>DAVID ROEMHILDT</u> (Signature)	By: _____ (Signature)
Name: <u>DAVID ROEMHILDT</u> (Type/Print)	Name: _____ (Type/Print)
Date: <u>APRIL 27, 2017</u>	Date: _____
<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:	

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: TEMPORARY HOUSING
2. Please give dimensions and square footage of construction: 960 S.F. BUILDING AREA
3. Intended use: { } Single Family { } Duplex { } Multifamily {X} Commercial/Industrial
 { } Home Occupation (describe) _____ { } Mobile Building { } Change of use
4. No. of Living Units: 6 5. No. of Bedrooms: N/A
6. Has a variance been granted? { } Yes {X} No
7. Is there a new: { } Garage? { } Carport? Is it attached to the residence? { } Yes {X} No
8. Is there an apartment above the garage? { } Yes {X} No
9. Off-street parking: Existing N/A Proposed _____
10. Required Setbacks: Front 20 Left Side 0 Right side 0 Rear 0 Height 0
11. Proposed Setbacks: Front 63 Left Side N/A Right side 10' Rear 20 Height 16'
12. Sewage Disposal:
 { } Private marine outfall: { } Existing {X} 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) {X} 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? {X} Yes { } No
16. Which licensed surveyor will be doing your foundation/as-built Survey? _____
17. Is your driveway exit and adjoining roads shown on the site plan? {X} Yes { } No
 Are you building a new driveway that exits onto a State road or highway? { } Yes {X} 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 {X} No
 Does your lot abut salt water? { } Yes {X} No
 Have you or will you be using fill to develop your lot? { } Yes {X} 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 {X} No
20. Has a Conditional Use Permit been issued? { } Yes {X} No
21. Is this permit for a mobile building? { } Yes {X} 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

APPLICATION INFORMATION

Parking: Each residential dwelling unit must have at least two (2) vehicular off-street parking spaces. Parking is permitted in the setbacks. The number of parking spaces required for public, commercial, or industrial uses can be determined by consulting the Planning Department. ✓

Water and Sewer: Applicants must obtain a water/sewer application from City Hall. Fees vary. ✓

Sewage Disposal: All proposed sewage systems outside of City Limits (unrestricted district) must be designed by a registered professional engineer. The engineer must submit the proposed design to the Department of Environmental Conservation (DEC) for approval. A DEC "Certificate to Install" must be attached to the zoning permit application. ✓

Site plan, Building Height, and Building plan: *Two copies* of a site, building height, and building plan, *drawn to scale (1"=x')*, must be submitted with the application. Plans must show all property lines, roads or water ways abutting the lot, the water tank, sewer lines, drain fields (if applicable), proposed setback distances, and parking areas. Plans should identify existing or proposed foundation location and extensions beyond the foundation, landings, decks, porches, and overhangs. ✓

Please include a building height (elevation) drawing. *As-built surveys* prepared by a licensed land surveyor to establish the location of existing improvements on the property may be submitted within 60 days of issuance of Zoning Permit. Building without an as-built survey is done at your own risk. ✓

Snow and Wind loads: 100 lbs. per square foot ground snow load and 120 mph wind load ✓

Lot and Yard Regulations: Cornices, canopies, eaves or other similar architectural features not providing additional floor space within the building may extend into a required yard not to exceed two ft. ✓

Seismic Zone: D ✓

State-Owned Roads in Cordova

Lake Avenue

Power Creek Road

Copper River Highway/New England Cannery Road

Whitshed Road

Facility Contractors LLC
PO Box 2034
Cordova, Alaska 99574
907-424-7765



April 27, 2017

Samantha Greenwood
City of Cordova - Planner
602 Railroad Ave.
Cordova, Ak 99574

RE: Ocean Beauty Temporary Housing Application

Ocean Beauty Seafoods and Facility Contractors LLC are proposing to install 6 temporary housing units on Ocean Beauty's property in Cordova. The units are 8' wide by 40' long by 8.5' high. They will be stacked 2 high. They are constructed of corrugated steel and are light green in color. Attached is a site plan as required, as well as civil and architectural design.

Plans have been submitted to the State Fire Marshal's Office for Fire and Life Safety Plan Review and approval.

Please be advised of the following:

- A. This will be temporary housing used exclusively by Ocean Beauty employees. These workers do not have vehicles on site, so no additional parking has been added at the site.
- B. Temporary housing is seasonal in the summer and fall, and not during winter. Space has been provided for snow removal around the perimeter of the new units but it is not anticipated that there will be regular snow removal from the site, so no snow removal plan is included.
- C. The surface of the site will be gravel excepting concrete pads at each door and bottom of stairs.
- D. The site is currently elevated 8" above surrounding grade. The pad for the housing units will have minimal to no grade. Drainage is to existing storm drains on Jim Poor Lane.

Thank you for your consideration of this site plan application.

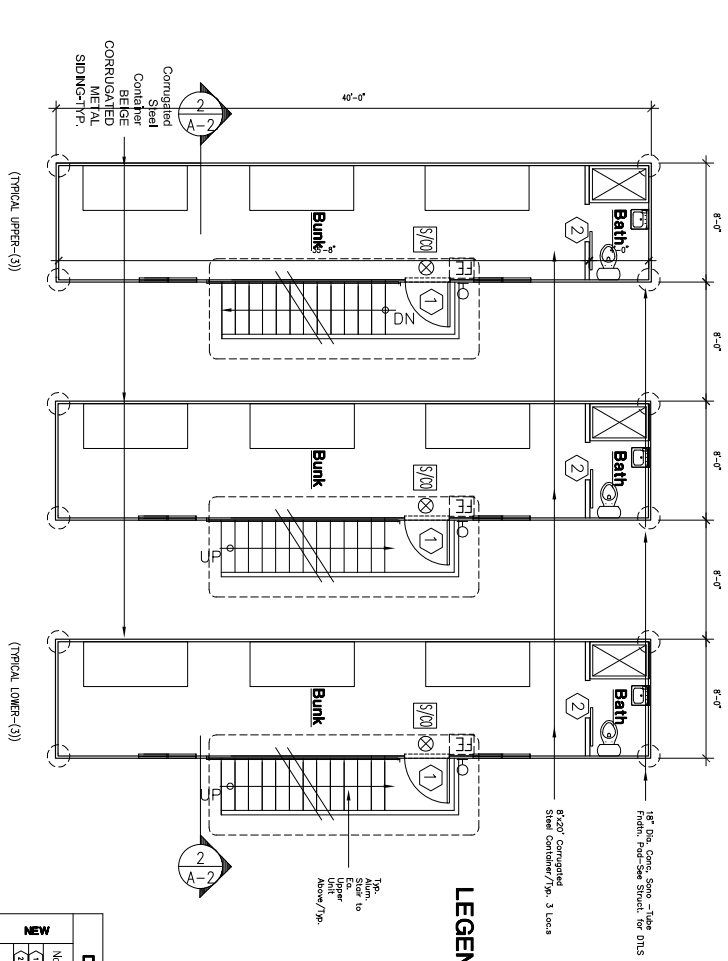
Respectfully,

A handwritten signature in black ink, appearing to read "David Roemhildt". The signature is fluid and cursive, with a large initial "D" and "R".

David Roemhildt
Facility Contractors LLC

[illegible]

14



LEGEND

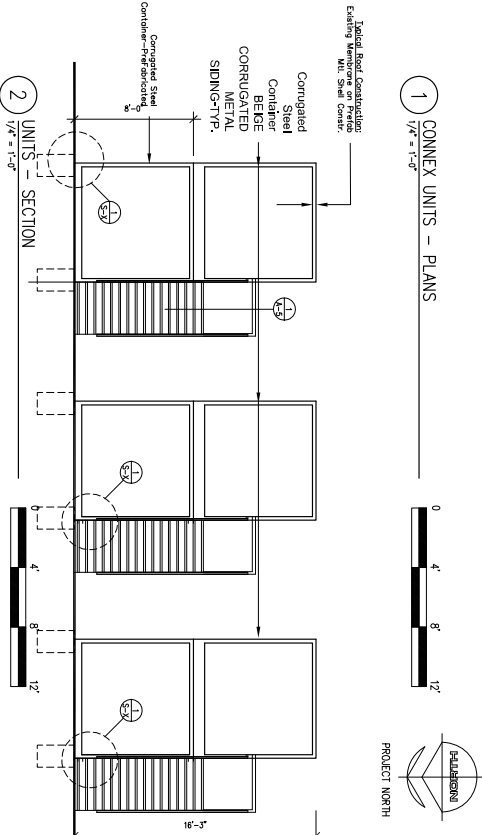
NOTES:
 1) VERIFY/PROVIDE MECH/NATURAL VENT/EXHAUST FOR BATHS PER CODE TYP.
 2) PROVIDE SMOKE/CO DETECTORS PER CODE TYP.

[F] FIRE EXTINGUISHER-10 LB TYPE ABC-4-A-B0-B-C, MOUNT +44" AFF
 ⊗ EXTINGUISHING PATHWAY LIGHTING

DOOR SCHEDULE

No.	Size (WxH)	Type	Construction		Finish		Hardware		Remarks
			Frame	Leaf	Frame	Leaf	Frame	Leaf	
NEW									
1	8'-0" X 6'-6"	SLIDER	HM	HM	D1	D2	D3		See Notes for Details
2	2'-0" X 6'-6"	SLIDER	HM	HM	D1	D2	D3		See Notes for Details

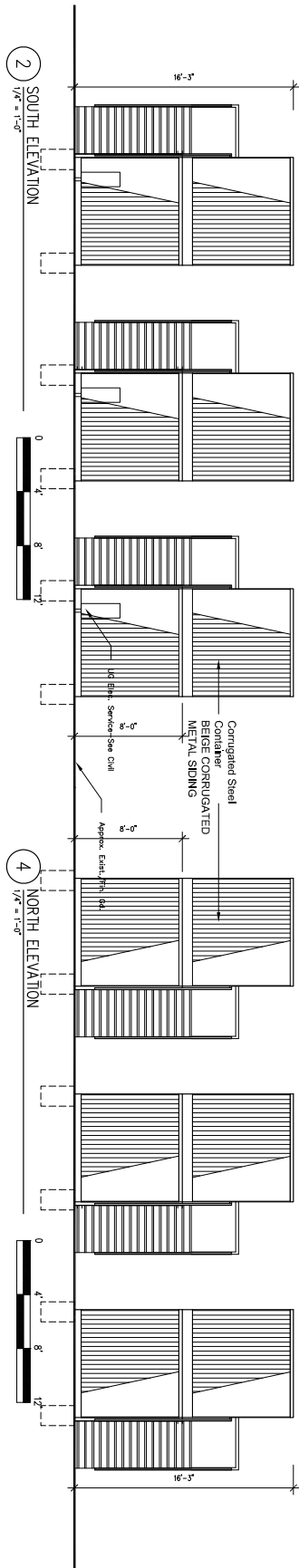
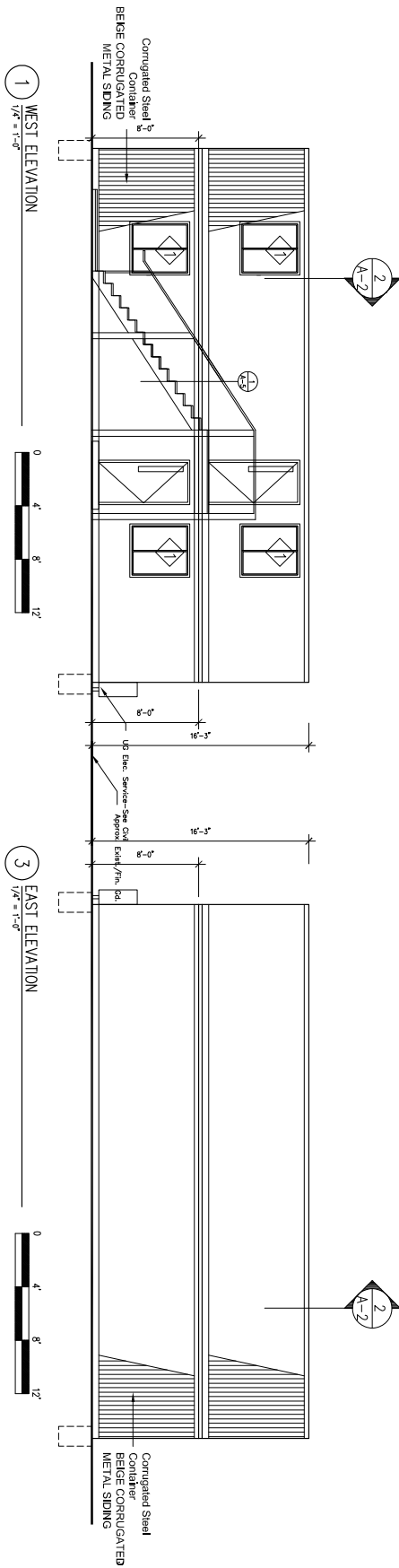
Note: Ext. Perish Door Hardware Typ.

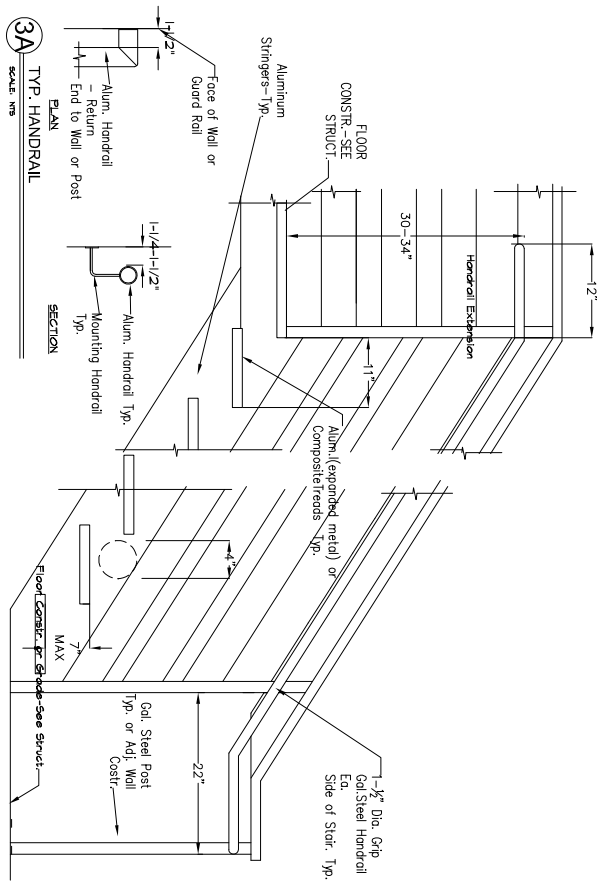


DOOR TYPES

WINDOW SCHEDULE

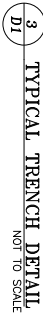
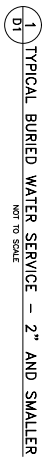
No.	Size (WxH)	Remarks	QTY
1	4' X 4' PVC	SLIDER	
2			





1 TYP. EXTERIOR STAIR SECTION
1-1/2" = 1'-0"





"H" DEPTH OF COVER	"I" INSULATION THICKNESS
4" OR GREATER	NONE REQUIRED
3.6" OR GREATER	2 INCHES
3.0" OR GREATER	4 INCHES

Drawn	2/05	Scale	AS NOTED	Draw	5-1-17
Designed	JSS	Approved	JSS		
Revised					
Date	No.	Description			
REVISION		By			
Checked: JSS			Project No.	172328	
			SEA ENGINEERING & ARCHITECT, INC. 10000 W. ALASKA DRIVE KETCHIKAN, ALASKA 99801		
			Client		
			OCEAN BEAUTY		
			Project		
			CORDOVA TWP HOUSING LOT 2, BLOCK 2 CORDOVA INDUSTRIAL PARK		
			Sheet Description:		
			DETAILS		
			Sheet No.		
			D1		

