

**Planning Commission Agenda
REGULAR MEETING
CITY HALL CONFERENCE ROOM
TUESDAY, JULY 10, 2012**

Chairman

Tom Bailer

Commissioners

David Reggiani
John Greenwood
Roy Srb
Greg LoForte
Thomas McGann
Scott Pegau

In those matters coming before the Cordova Planning Commission at 6:30 p.m.;
Tuesday, July 10, 2012 in the City Hall Conference Room, 602 Railroad Ave, Cordova,
Alaska, are as follows:

City Planner

Samantha Greenwood

Assistant Planner

Faith Wheeler-Jepson

- A. **CALL TO ORDER**
- B. **ROLL CALL**
Chairman Tom Bailer, Commissioner David Reggiani, John Greenwood,
Roy Srb, Greg LoForte, Tom McGann and Scott Pegau.
- C. **APPROVAL OF AGENDA**
- D. **APPROVAL OF CONSENT CALENDAR**
Minutes from the June 12, 2012 Regular Meeting (1-4)
- E. **RECORD ABSENCES**
Absence for Greg LoForte for the June 12th, 2012 Regular Meeting
Absence for Roy Srb for the June 12th, 2012 Regular Meeting
Absence for David Reggiani for the June 12th, 2012 Regular Meeting
- F. **DISCLOSURE OF CONFLICT OF INTEREST**
- G. **CORRESPONDENCE**
Letter from Brian Wildrick, owner Harborside Pizza (5-6)
- H. **COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
 - 1. Guest Speakers (10-15 minutes per item)
 - 2. Audience comments regarding items on the agenda (3 minutes per speaker)
 - 3. Chairpersons and Representatives of Boards and Commissions
- I. **PLANNERS REPORT** (7)
- J. **New Business**
 - 1. Lot 6, Block 2, SFDP Letters of interest (8-12)
 - 2. Lot 3A, Block 8. CIP Letters of interest (13-18)
- K. **Old Business**
 - 1. Public Works Memo Lot 2, Block 3, CIP (19)
 - 2. Lot 2, Block 3 CIP Land disposal (20-22)
 - 3. Lot 2, Block 3, CIP Letters of interest (23-28)
 - 4. CMC Chapter 16 ~Building Code (29-51)
- L. **Miscellaneous Business**
None
- M. **Pending Calendar**
 - July 2012 Calendar (52)
 - August 2012 Calendar (53)
- N. **Audience Participation**
- O. **Commission Comments**
- P. **Adjournment**

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Please contact 424-6200 for assistance.

**Planning Commission
REGULAR MEETING
CITY HALL CONFERENCE ROOM
TUESDAY, JUNE 12, 2012
MINUTES**

**In those matters coming before the Cordova Planning Commission at 6:30 p.m.;
Tuesday, June 12, 2012, in the City Hall Conference Room, 602 Railroad Road Cordova,
Alaska, are as follows:**

- A. Call to order –**
- B. Roll Call** Present for roll call were Chairman Tom Bailer, John Greenwood, Tom McGann and Scott Pegau. Also present were City Planner Samantha Greenwood and Assistant Planner Faith Wheeler-Jeppson. There were 4 people in the audience.
- C. Approval of Agenda**
M/Greenwood S/Pegau
Upon voice vote, motion passed, 4-0
- D. Approval of Consent Calendar**
Minutes from the May 8, 2012 Regular Meeting

M/Greenwood S/McGann
Upon voice vote, motion passed, 4-0
- E. Record Absences**
Commissioner David Reggiani was excused from the May 8, 2012 Regular Planning Commission meeting.
- F. Disclosure of Conflict of Interest**
None
- G. Correspondence**
None
- H. Communication by and Petitions from Visitors**
1. Guest Speakers
None

2. Audience comments regarding items in the agenda
RJ Kopchak ~ I'm not sure if there's anything on the Agenda, I had questions, and you and I were talking before about grandfather clauses on construction. If that's not on tonight's agenda that's cool, we'll follow up with it when it is.
Rebecca Andersen ~ I'm with the Eyak preservation Council, I'm also the project manager for the Cordova Community Cold Storage. I hope this is an appropriate time to mention that we submitted a letter of interest for Lot 2, Block 3 on Cordova Industrial Park, and thank you for considering it.

3. Chairpersons and Representatives of Boards and Commissions
None
- I. Planners Report**
Samantha Greenwood ~ I really don't have that much, the biggest thing I guess is we're locating electrical and utilities down on the Samson area. Leo Americus and Mark St. Denny are about ready to draw that up. So, that one is getting closer. Shoreside has reviewed the final plats, they're good with that.
- J. New Business**
1. Lot 6, Block 2, South Fill Development Park Proposal
M/Greenwood S/ Pegau "I move that the Planning Commission recommend to City Council that the proposal from Becky Chapek be accepted and that she be granted the award to negotiate with the City to purchase Lot 6, Block 2, South Fill Development Park and that the City Council direct the City Manager to begin disposing of the property in accordance with Chapter 5.22 of the Cordova Municipal Code"

Greenwood ~ I was looking over the proposal and looking at our criteria chart and I made a few notes. I guess it was a little lacking to me in some of the detail in a project like this, a one page letter and no drawing other than just a picture of the lot. I would have like to have seen a little more detail I guess, and this is a fairly substantial project.

McGann ~ In regards to where it is going to be put on the lot?

Greenwood ~ I would've liked a little more on the location on there and maybe a picture of the proposed parking. It's a pretty basic drawing.

McGann ~ I have the same questions, I'm not opposed to this but when I went through the criteria and ranked it, it came out pretty low.

Pegau ~ I checked to make sure that it was part of the permitted uses and a primary use fit that. My gut feeling is, it sure would be nice to see more of these businesses downtown rather than on the waterfront. But, since she's proposing to move an existing building I can see why she would be highly attracted to that lot. It wouldn't have been my first priority for moving something in, but it does meet the primary uses for that area. It would have been nice to have a nice map, but I'm assuming that that would come when the site plan was submitted.

McGann ~ What did the other lots sell for?

Samantha Greenwood ~ Well it appraised for \$73,500, I'm not sure about Camtu's lot that's been a while ago, I'd say in the \$60's. I think one of Roemhildt's was \$75,500.

Bailer ~ Okay, well I took a look at it as far as the highest and best use of the property. If you take a look at what's down there you have Cordova Coastal Outfitters a fair sized building and I think he's gearing more toward the spill prevention and response type of thing which is a real asset to the community. Harborside Pizza was supposed to put a new building in, that hasn't happened yet, I'm not sure where Council is at on that. You come to Camtu's, she has a beautiful building down there, it's currently assessed at right around \$500,000 and it was half done when the assessment was done, it hasn't had a full assessment. Come over here to Redden, it's assessed at around \$1,500,000. The Fisherman's Support building that he's putting in will be up there. That a heck of an investment for the community and I think I've always said that it doesn't matter if the business goes out, the building will be there and that building will still be worth \$1,500,000 which we're getting 13 mills on. The Moose Caboose right now is assessed at \$42,000 it was as high as \$75,000 at one time. So you look at the highest and best use of that, I think it should be new construction, a substantial investment. I also agree with the location, we're going to have the Library/Museum coming open, we haven't determined what to do with that lot, but, what a beautiful spot for a restaurant. For those reasons I am not in favor of the proposal.

Kristin Carpenter ~ I just want to put in a pitch for diversity, I understand what you're talking about with the economic value of the development that goes on down there. But we do need more restaurants and when the Cordova Center opens up there is definitely going to be a need for more restaurants for all of these people that we're trying to get into town. Maybe this isn't the right place, but I just want to put in a plug for diversity. And one of the criteria is enhanced architectural design and the buildings that are there now are not anything special.

Yeas: none

Nay: Bailer, Greenwood, McGann & Pegau

Absent: Reggiani, Srb & LoForte

0-4 motion fails

2. Exception request by the City of Cordova

M/Pegau S/Greenwood "I move to approve the request by the City of Cordova for an Exception to the Land Use Regulations for a portion of Tract C, USS 833 based upon the findings in favor and subject to the special condition as contained in the staff report"

Special Condition ~ The term of this permission will provide that it sunsets with respect to either mobile home when it is removed, destroyed or substantially damaged."

Samantha Greenwood ~ So, we talked about this at the last meeting, this is Heney Trailer Court where there is currently an entire trailer on City property and a small section of another one about 400 square feet on City property and this has been ongoing for like 20 years. So what we're trying to do is solve the problem, get it legal and the way that the lawyer suggested we do it after seeing if the trailers could be moved, which they can't, they aren't stable to move even 50' away. I did talk with Sjostedt and he said no, they didn't want to take that liability to move it even that far. And the other contractor wasn't interested either. So what the lawyer suggested was to get an Exception because the property is currently Parks and Open Spaces. There will be a sunset position with this Exception; the Exception will allow the use of Mobile Home Parks in this area. But as soon as these trailers are inhabitable the Exception will go away and this trailer (D-8) if it is ever replaced will be put over more. This (D-9) will never be used again as a trailer park space. So that's what the Exception is for, it is to allow the use. The next step will be to draw up a contract with J&N Enterprises and she will pay us fair market value for the property that she is leasing where the two trailers are.

Greenwood ~ I have a question on your special condition, it says 'substantially damaged'.

Samantha Greenwood ~ Right, there is a definition for 'substantially damaged' and it would be spelled out in the contract. Usually it's 51%.

Pegau ~ And this does not allow for major improvements to those properties while they're on this piece of land does it?

Include language “restriction on major improvements”

M/Bailer S/McGann amend the motion on the special conditions to add a time limit of “not to exceed more than 20 years, whichever comes first”

Vote on amendment

Yeas: Bailer, Greenwood, McGann & Pegau

Nav: none

Absent: Reggiani, Srb & LoForte

4-0 motion passed

Vote on main motion

Yeas: Bailer, Greenwood, McGann & Pegau

Nav: none

Absent: Reggiani, Srb & LoForte

4-0 motion passed

3. Lot 2, Block 3, Cordova Industrial Park Land disposal

M/McGann S/Greenwood “I move to approve resolution 12-05 a resolution of the Planning and Zoning Commission of the City of Cordova, Alaska, recommending that Lot 2, Block 3 of the Cordova Industrial Park be updated to available and added to the 2012 Land Disposal Maps.”

The Commission felt that Staff should be present to explain the reasoning behind this lot being a snow dump.

M/Greenwood S/Pegau motion to table until the next meeting

Yeas: Bailer, Greenwood, McGann & Pegau

Nav: none

Absent: Reggiani, Srb & LoForte

4-0 motion to table passed

Lot 2, Block 3, Cordova Industrial Park Land disposal

M/Pegau S/Greenwood “I move to approve resolution 12-04 a resolution of the Planning and Zoning Commission of the City of Cordova, Alaska recommending an additional land use type for use in land disposal maps to the City of Cordova’s City Council.”

The Commission had a lengthy discussion regarding the nature of seasonal use

M/Pegau S/Greenwood I move to modify the language under “Snow dump/Seasonal use ~ these types of lots will be used for snow dumps from 10/1 – 5/1. Other uses will be considered from 5/2 – 9/30. Seasonal use must be discontinued on or before 9/30.”

Vote on amendment

Yeas: Bailer, Greenwood, McGann & Pegau

Nav: none

Absent: Reggiani, Srb & LoForte

4-0 motion passed

Vote on main motion

Yeas: Bailer, Greenwood, McGann & Pegau

Nav: none

Absent: Reggiani, Srb & LoForte

4-0 motion passed

4. Lot 2, Block 3, Cordova Industrial park Letters of interest

This item was tabled

5. Rock quarry plan for Breakwater quarry work

Samantha Greenwood ~ This is mostly informational. Don Sjostedt and I worked on this, he said that right now he has two quarries up and running and just doesn’t have people so they have not started down here on the City rock quarry. But they have started on the Breakwater fill area; they have gotten the trash and the skeleton boat out of there. And my understanding is that the

buoys that are out there are the toe of the slope. I don't know if you guys have been down to Shelter Cove lately but there are some piles of miscellaneous rock and Don said that since that rock is not suitable for the project that he would use that to create the berm.

Pegau ~ Do you know if he has to have that rock certified as appropriate to use?

Samantha Greenwood ~ It is State certified, it meets all of the State certifications. He pulled some rock and had it tested.

Bailer ~ Now will this just be Eagle's quarry? When this is done can someone else use it?

Samantha Greenwood ~ It is City property.

K. OLD BUSINESS

None

L. MISCELLANEOUS BUSINESS

Discussion on Pop-up Cafes

Samantha Greenwood ~ This is a little bit of a follow up to the Harbor Service District, we had a lot of discussion last meeting about other places like Astoria, Seaside and Port Townsend where there are a lot of little restaurants and pop-up café was the word of the night. I think that we discovered that pop-up cafes may be a little bit different than what I had thought and obviously not real popular. We didn't find a lot of information about varying lot sizes that we talked about having in this harbor. We'll have to look at that again. Faith did all of the research on the pop-up cafes, it just didn't sound like most of the people wanted them.

Faith Wheeler-Jeppson ~ I went outside of the three that were mainly mentioned because right off the bat they said no, so I tried to take it a little farther and look at some others. Mainly they were suggestions from other Planning Directors suggesting this place or that place. The Planning Director in Port Townsend said that he will be interested to see how this goes.

Pegau ~ I was picturing like in Homer, they have single buildings that are split up on one side, but on the other side there are a bunch of small buildings just jammed together. You just have all of these real small businesses that are on zero lot lines. That's what I was trying to picture over the phone.

Bailer ~ You know, I've enjoyed the food out of these food trailer and stuff but at the same time it's always bugged me a little bit that you've got a restaurant owner that has a building, employees, pays taxes and maintenance. And then a guy puts a trailer in down the block from you with virtually no overhead and just eats into that business.

M. PENDING CALENDAR

N. AUDIENCE PARTICIPATION

RJ Kopchak ~ Congratulations on the Snow Dumps, I think that's a huge leap forward. We've been struggling with that for 40 years that I've been here and I'd bet the 40 years before that. And the other thing is that I am always going to be here to mention that I would encourage you to encourage Public Works and the City to take control of our right-of-ways. Thank you

Kristin Carpenter ~ I just want to follow up on the discussion about that lot because I was hoping to get consideration to use the lot for a seasonal use for compost. I understand the action that you've taken, so it just means waiting another month. I was just hoping to start making compost sometime this summer so I don't know if there is a way to get consideration to do that for this summer.

Bailer ~ I would think that that would almost be up to staff at this point.

O. COMMISSION COMMENTS

Pegau ~ Another interesting meeting, they all are.

McGann ~ I look forward to continuing the discussion on that lot, it was a good discussion thanks.

Greenwood ~ Good meeting

Bailer ~ I think we should have the discussion on new construction on these lots versus something moving in. That in and of itself is an economic boost for the community. The other thing is, I know its summer time but when you only have four people it really makes it tough. It only takes one no vote for the motion to fail. Thanks everybody for being here.

P. ADJOURNMENT

M/Greenwood S/Pegau

Motion to adjourn at 7:40 pm

Thomas Bailer, Chairman

Date

Faith Wheeler-Jeppson, Assistant Planner

Date

Samantha Greenwood
Cordova City Planner
PO Box 1210
Cordova, AK 99574

June 27, 2012

Dear Sam and members of the Planning and Zoning Commission,

I understand that the Planning and Zoning Commission is currently considering setback and other site development codes in the South Fill Development Park, where I currently have a deed of trust for Lot 2 Block 8. I am writing to bring to P&Z's attention an issue caused by the current setback code (18.39.070) governing site development in the South Fill.

As I'm sure you are aware, my neighbors Camtu Ho and Tai Vu have constructed a two-story, 90' x 60' building with a roof overhang extending into the side setback on their property adjacent to mine. The foundation of their building sits almost directly at the required five foot side setback. While their building is apparently situated on their property consistent with code requirements, it seems that in the site plan development, site plan review and construction phases of the Camtu Center project, the issues of roof snow shed trajectory, snow storage and snow removal contained on their own property were overlooked or not considered fully. Because of this and setbacks allowing a building to be constructed so close to a neighboring lot, snow falling from their roof falls onto my property, sometimes a full 7 feet onto my lot. This fact has caused a snow trespass issue that requires immediate attention by both my neighbor and the City.

My first concrete evidence of Camtu's snow trespass issue occurred in November of 2011 (before we started to get the snow depth that caused our city a snow emergency) when I was nearly hit by snow falling off their roof while standing on my own property. Throughout the rest of the winter, significant amounts of snow and ice falling from Camtu's building fell onto my lot, causing a safety hazard to myself and my customers using my property, as well as increasing the difficulty and cost of my own snow removal. I am 100% certain that this snow fell from the Camtu Center roof, and was not blown by wind to that location. It is important to recognize that it does not take a "Snowpocalypse" amount of snow for this to be a problem. I have raised this issue with my neighbor but, to date, they have not committed to take action to stop their snow from falling onto my property.

This snow trespass issue impedes my ability to safely use a portion of my property for several months a year. This is a legal issue, however it is also a practical issue, as in my own site development plan approved by the City Council, that portion of my lot is to be used for off-street parking for customers dining at my restaurant when my permanent building is constructed. Obviously, the actions of my neighbor and implications of a City code, even if unintended, cannot be allowed to impede my ability to implement my development plan, which was approved by the City in 2007 and to which my ability to obtain the deed for my property is tied.

In addition to the obvious problems caused by snow falling off a two-story building 5 feet from the property line, a second issue caused by the current setback is that it is nearly impossible for our neighbor to remove their snow without trespassing on my property to do so. While a friendly, neighborly relationship might make this fact less of an inconvenience or annoyance, no property owner should be obligated to accommodate regular trespassing by a neighbor to clear snow indefinitely into the future as a result of a City setback code and/or poor site planning and review.

I would like to ask P&Z to carefully consider these issues that the current setbacks in the South Fill Development Park have caused for my neighbor and me. It negatively affects property owners when one code (such as building setback) can cause another code or law to be broken (such as compliant snow storage and removal, and trespass). As you can imagine, this situation is awkward, frustrating and expensive for both Camtu and I. I hope that you'll take action to ensure that this situation does not occur again for any landowner, through very careful review of site development and snow storage/removal plans, revised requirements for roof pitch and/or setback amendments as appropriate.

It is my understanding that parties presenting a site plan to the City for review are required to demonstrate that their plan includes snow storage that does not impact the City or neighbors. Clearly Camtu's snow situation affects me, their neighbor. Therefore, I think it is appropriate for the City to intervene and require that my neighbors take actions immediately to prevent any snow from falling off their building onto my property through whatever means necessary, such as the installation of snow guards and a fence. I will in turn ensure that I continue to implement my own snow removal plan in compliance with City code and in a manner that does not trespass snow or machinery onto their property.

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any questions.

Regards,

Brian Wildrick, Owner
Harborside Pizza

Planning Department

Planners Report

To: Planning Commission
From: Planning Department Staff
Date: 7/05/2012
Re: Recent Activities and updates

- Assistant Planner completed the minutes from the June 12, 2012 Regular Meeting.
- Assistant Planner issued 1 Building Permit in the last month:
 1. Paul Trumblee, 1.8 Mile Whitshed Road; Residential repairs from snow damage.
 2. Daniel Scott, 101 First Street; a 10'X12" attached storage building.
 3. CCMC, 508 Chase Avenue; re-roof the Cordova Community Medical Center.
 4. City of Cordova; 601 First Street; 1 year extension on the Cordova Center BP.
- Assistant Planner sent out the Building Permit Reminder notices to KLAM and GCI, spoke with Cathy about putting it in the Cordova Times also.
- Assistant Planner attended the June 25th 2012 E911 Committee Meeting to review consultant George Molzcan's Draft Report of Findings and Recommendations.
- Assistant Planner has been working on the lease files.
- Samson is reviewing survey for land swap, water and sewer is working on locates for the property and will request utility locate.
- Shoreside ordinance, purchase and lease contract should be on July 20th City council meeting
- Chapter 14 Public Services (chapter water lines are in) has been reviewed and edit by public works and I, P&Z edits to water line code have been incorporate. Will have second review with city manager then to lawyer for review.
- Reviewed and edited Chapter 8 Health and Safety will have second review with City Manager and Chief Bob, then back to lawyer
- Worked on lease templates and templates, finalized lease formulas
- Snow load ordinance will have second reading July 5th then 30 day waiting period. Will start local advertisement about code change which will take effect September 1.
- City Council upheld P&Z recommendation not to accept proposal for Lot6.
- City Council accepted Resolution 12-04 new land disposal criteria snow dump/season use
- Chapter 16 code review

Memorandum

To: Planning and Zoning
From: Planning Department Staff
Date: 7/5/2012
Re: Letters of Interest - Lot 6, Block 2, Southfill Development Park

PART I. GENERAL INFORMATION:

Requested Action: Recommendation to City Council
Address & Survey: Lot 6, Block 2, Southfill Development Park
Lot Size: 12,900 square feet
Zoning: Waterfront Commercial Zone District

PART II BACKGROUND:

The City manager has received a letter of interest for Lot 6, Block 2, Southfill Development. This lot is currently marked as available on the land disposal map. Staff has been notified of the letter of interest and there has been no objection to disposal of this lot.

PART III. REVIEW OF APPLICABLE CRITERIA:

As described in section 5.22.040 P&Z shall review and make a recommendation to city council on the disposal of the property and the method of disposal.

5.22.040 - Application to lease or purchase.

D.

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.

Section 5.22.060

- 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 V. SUGGESTED MOTION:

“I move to recommend to City Council to dispose Lot 6, Block 2, Southfill Development Park by procedure #_____.”

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

June 28, 2012

Samantha Greenwood
City Planner
Planning and Zoning Department
Cordova, AK 99574

Dear Ms. Greenwood:

The Native Village of Eyak is writing to express our interest in purchasing Lot 6, Block 2 of Southfill development.

We propose to build a 48x64 metal butler building type warehouse. (See drawing) This building would house a Laundromat with parking in the front of the building, and 4 rental storage units in the rear. The back of the lot would allow for seasonal commercial boat trailer storage. The rest of the warehouse would be used for NVE's oil spill response equipment storage, as well as used by NVE programs for various uses.

If NVE acquires the lot this calendar year, we would start construction no later than fall 2014. Prior to construction we would rent seasonal trailer space to commercial fishermen.

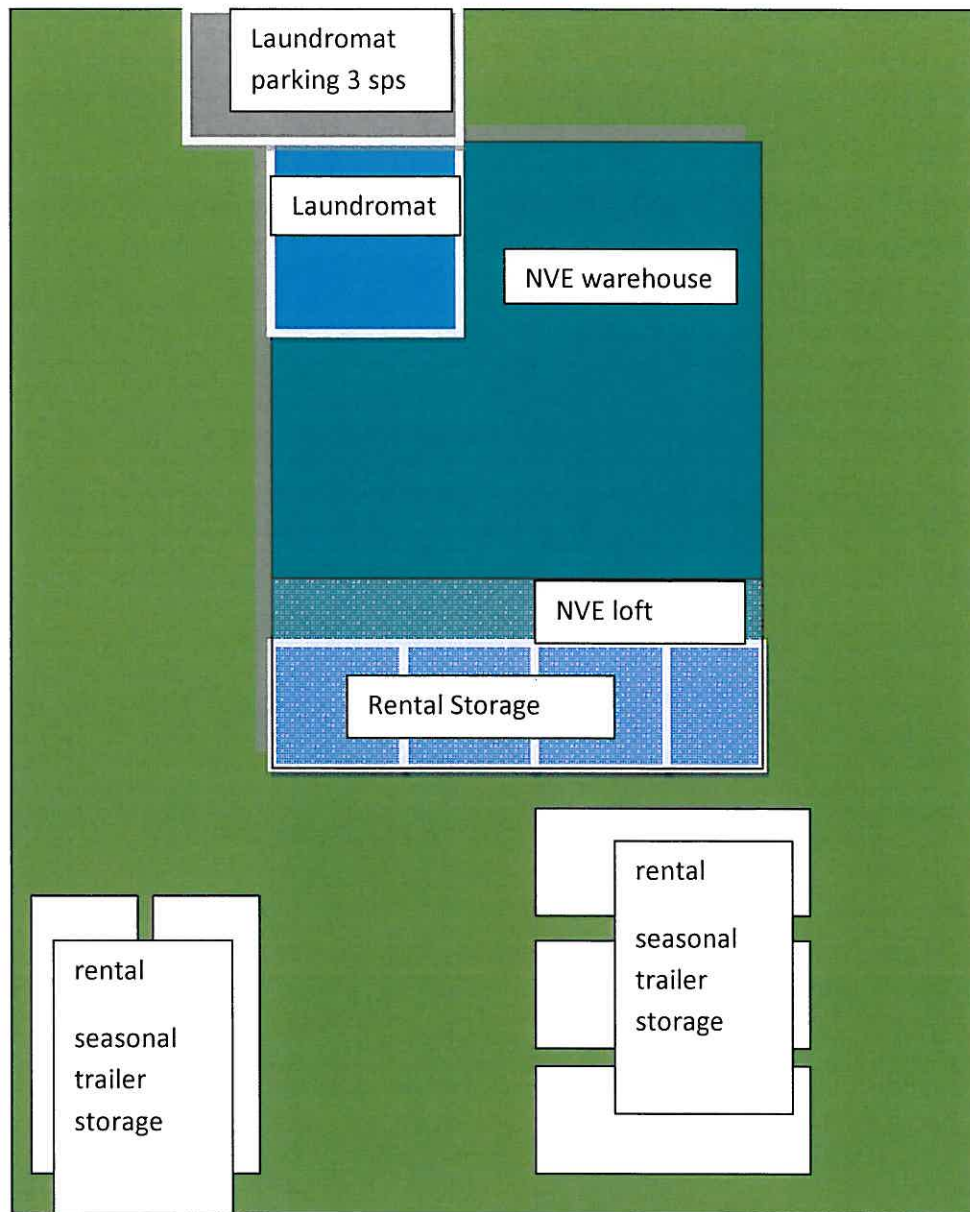
NVE would use any existing land grade and install French drains to control storm water flow. NVE does not plan on paving the lot.

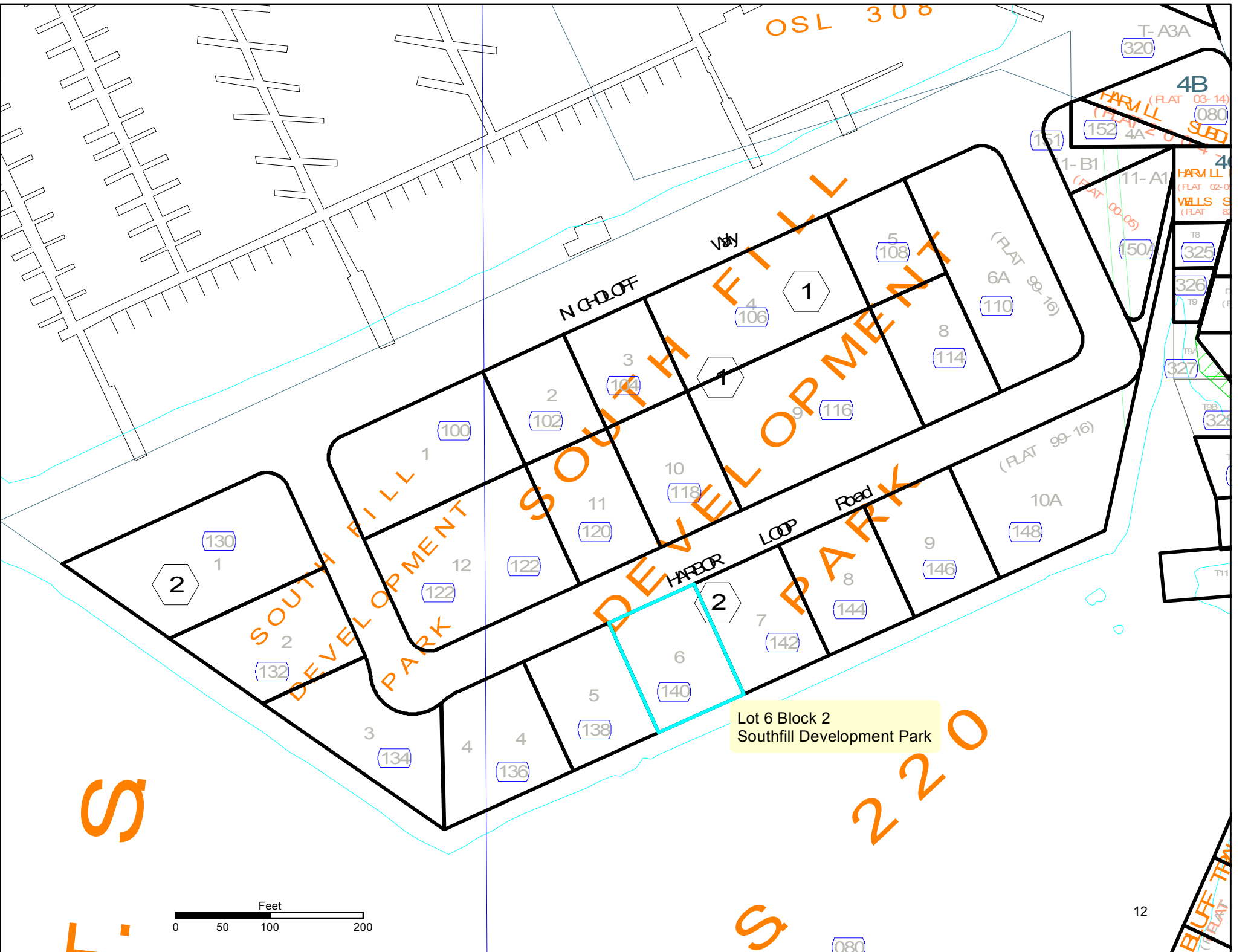
Please let me know if you need anything further, or if you have any questions.

Sincerely,

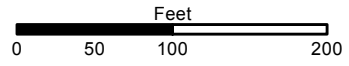
A handwritten signature in blue ink, appearing to read 'Kerin Kramer', is written over a horizontal line.

Kerin Kramer
Native Village of Eyak





Lot 6 Block 2
Southfill Development Park



Memorandum

To: Planning and Zoning
From: Planning Department Staff
Date: 7/5/2012
Re: Letter of Interest – Lot3A , Block 8, Cordova Industrial Park

PART I. GENERAL INFORMATION:

Requested Action: Recommendation to City Council
Address & Survey: Lot 3A, Block 8, Cordova Industrial Park
Lot Size: 9,877 square feet
Zoning: Waterfront Industrial Zone

PART II BACKGROUND:

The City manager has received a letter of interest for Lot 3A , Block 8, Cordova Industrial Park. This lot is currently marked as unavailable on the land disposal map. Staff has been notified of the letter of interest. Public works would like to continue to use this lot as back up snow dump and if the boat storage use is discontinue considering using this lot as a snow dump/seasonal use lot.

PART III. REVIEW OF APPLICABLE CRITERIA:

As described in section 5.22.040 P&Z shall review and make a recommendation to city council on the disposal of the property and the method of disposal.

5.22.040 - Application to lease or purchase

D.

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.

Section 5.22.060

- 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. STAFF RECOMMENDATION:

Staff suggests that if the Harbor Master deems it necessary to have a recommendation from the harbor commission on the letter of interest then that should be done prior to P&Z making a recommendation. The harbor master is out of the office at this time but will be back prior to the P&Z meeting and at that time he can make his recommendation. If that is his recommendation then I would suggest that the letter of interest be sent back to staff for further consideration by the harbor master and the harbor commission and then brought back to P&Z.

PART V. SUGGESTED MOTION:

“I move to recommend to City Council to dispose Lot 3A, Block 8, Cordova Industrial Park by procedure #____.”

BAYSIDE STORAGE

350 Seafood Lane
Box 265
Cordova, AK 99574
(907)424-3109



July 4, 2012

Dear Commissioners and City Planner,

Bayside Storage respectfully requests the Commission consider selling the remainder of Lot 3 Block 8 (now called Lot 3A) North Landfill Containment so that we might compete to purchase this lot and expand our business.

Bayside Storage already owns 1/3 of this lot and could share a common property line with our existing building #2 thereby maximizing the use of lot 3 which is under the required 10k square foot lot size.

Purchasing Lot 3 Block 8 was part of our original business plan in 1989. The city accepted our proposal and plans were being made to build when we discovered the city decided to keep the lot for potential future city use. This created a conflict because Bayside 2 had been built within 5' of the property line to Lot 3. To resolve the issue the city decided to sell us a portion of lot 3 so we would have access to the north side of our existing building and to give us an option to purchase Lot 3 Block 7, which we did.

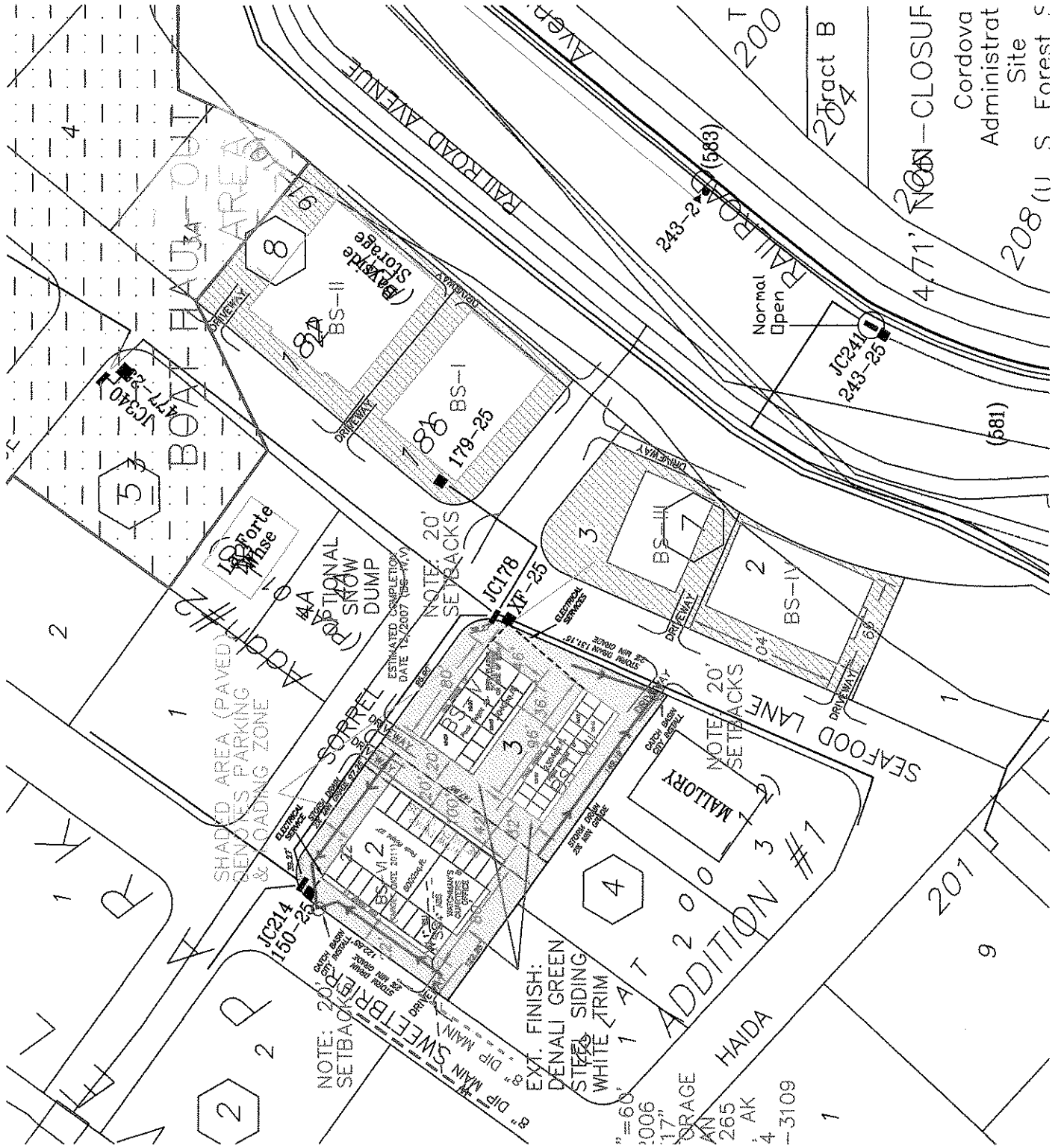
Since 1989 the land we seek has not produced much of any revenue for the city as it is mostly just the driveway to the South end of the boat storage area. Many uses have been considered for this lot over the past 25 years, the boat haul out project was one such potential and the gas expansion another. Both projects have since been developed in other areas. Now we understand the area to the north of our buildings is being cleared for boat and trailer traffic in order to make good use of the North Landfill ramp that will soon be repaired and enhanced. We strongly support those efforts and believe this will be a much better use for this property in the future.

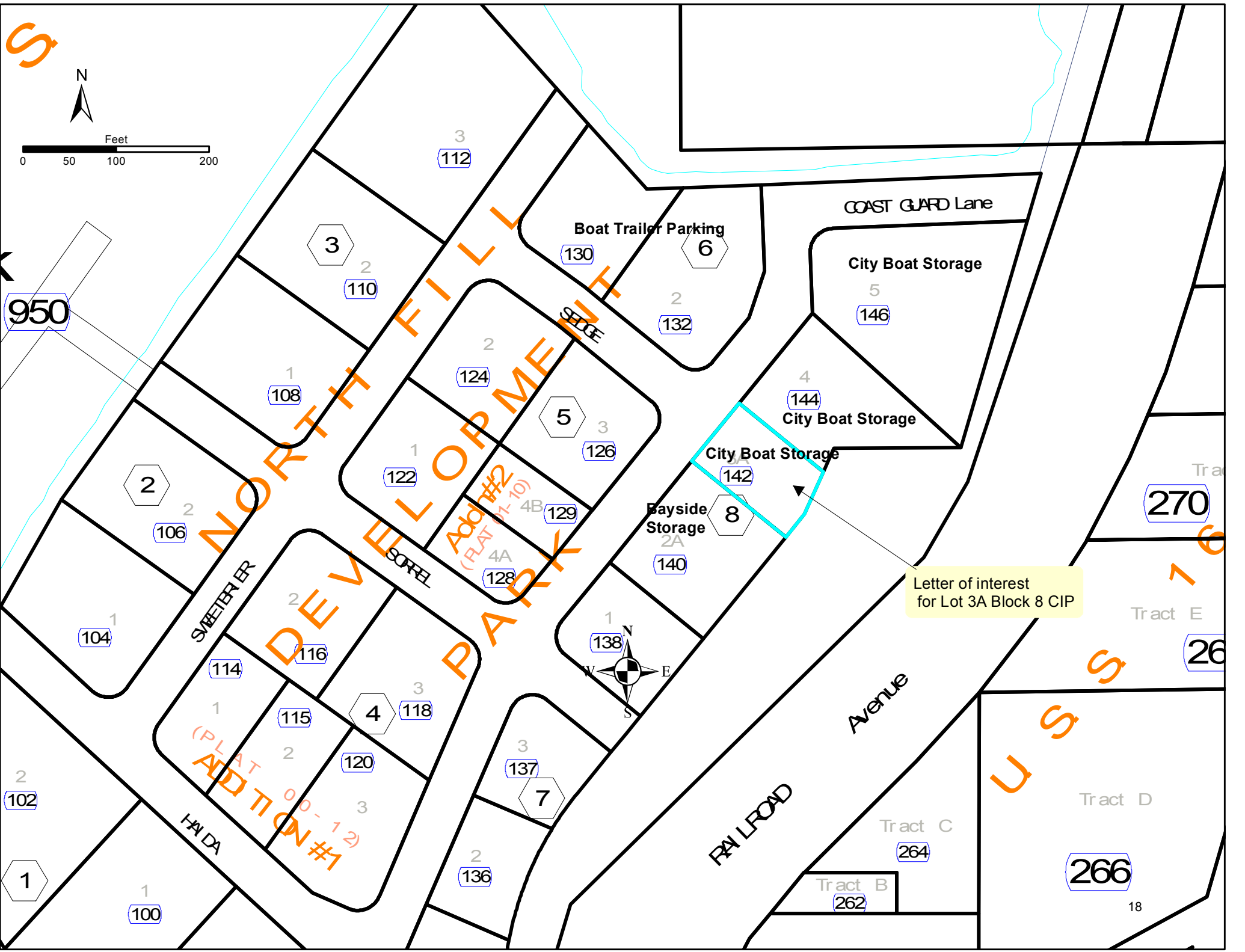
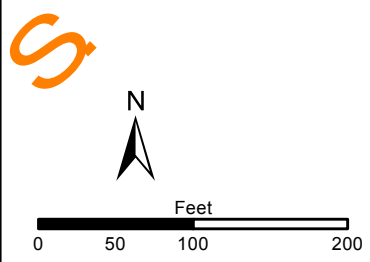
Lot 3 Block 8 is the most logical possibility for the expansion of our business. This building would not inhibit the cities plans; it would instead be a near perfect complement to those plans. It would provide a much needed service to the fishing fleet and increase the tax base for the citizens. It is vital that our buildings be clustered together for security and convenience. We are prepared to build immediately. Our track record speaks for itself and we have no outstanding invoices of any kind with the city. We believe if the city is interested in expanding business opportunities in Cordova, a logical way to do so would be to work with successful existing businesses to achieve growth. We hope you will seriously consider this request.

We would appreciate the opportunity to discuss this project with the Commission at your next public meeting. We have attached a small scale site plan (in yellow) for your review. Please note this preliminary plan shows the building to be 10' wider than we intend to build.

Respectfully, Paul and Linda Kelly

Linda Kelly
Paul Kelly





Memo

To: Cordova Planning and Zoning Commission
From: Moe Zamarron, Director of Public Works
CC: Mark Lynch, City Manager
Date: 05 July, 2012
Re: Lot 2, Block 3, Cordova Industrial Park Usage

As has been discussed, the snow storage capacity of the City has been decreasing steadily over the years. Private storage areas were burdened beyond reason this last winter resulting in many of these lots being removed from availability for City access. In addition, sales of property by the City have reduced publicly-owned storage.

As for the lot described above, the surrounding area is dependent on it for snow storage. The only alternative we have to storing is to move the snow as happened in January and February. This proved to be an expensive undertaking and it would not take much to outweigh revenues from a sale and/or improved property tax base. The subject of a sale is not ruled out but the potential cost impacts should be part of the discussion.

Please consider this information and offer input as is seen fit.

Thank you,
Moe Zamarron
Director of Public Works
City of Cordova

Memorandum

To: Planning and Zoning
From: Samantha Greenwood, City Planner
Date: 7/5/2012
Re: Land disposal- Lot 2 Block 3 Cordova Industrial Park

PART I. GENERAL INFORMATION:

Requested Action: Recommendation to City Council
Address & Survey: Lot 2 Block 3 Cordova Industrial Park,
Zoning: Waterfront Industrial Zone District

PART II BACKGROUND:

In April 2010 the City of Cordova and the Cordova Kitchen Project a non-profit organization entered into a lease to purchase contract. This contract was a 5 year contract with a lease rate of 10.00 a year.

Due to circumstances out of their control Cordova Kitchen has determined that they cannot meet the requirements of the lease nor have the ability to purchase the lot. In fairness to the city they feel that terminating the lease with option to purchase is the appropriate action at this time.

Public Works believes that this lot should be kept as a snow dump. I also talked with Parks and Recreation who did not have an immediate use for the lot but thought storage and seasonal picnic/gathering area for businesses in the area might be a possibility in the future.

PART III. REVIEW OF APPLICABLE CRITERIA:

At this meeting the commission needs to determine if this lot is available or unavailable. The current land disposal criteria that apply to this lot include.

1. **Available-** means available to purchase, lease, or lease with an option to purchase.

2. **Not available**- once the maps are approved by planning and zoning and city council the identified property is NOT available for sale. A response will be sent to the interested party that this parcel is not available for purchase. These parcels included protected watersheds, substandard lots, snow dumps and other lots used by the city
3. **Snow dump/ Seasonal Use**—these types of lots will be used for snow dumps from 10/1-5/1. Other uses will be considered during 5/2-9/30. Use must be discontinued on or before by 9/30.

PART IV. STAFF RECOMMENDATION:

Staff suggest that Lot 2 Block 3 of the Cordova Industrial Park be designated as a snow dump/seasonal use on the land disposal maps.

PART V. SUGGESTED MOTION:

“I move to approve resolution 12-05 a resolution of the Planning and Zoning Commission of the City of Cordova, Alaska, recommending that Lot 2 Block 3 of the Cordova Industrial Park be updated to XXXXX and added to the 2012 Land Disposal Maps

**CITY OF CORDOVA, ALASKA
PLANNING AND ZONING COMMISSION
RESOLUTION 12-05**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING THAT LOT 2 BLOCK 3 OF THE CORDOVA INDUSTRIAL PARK BE UPDATED TO XXXXX AND ADDED TO THE 2012 LAND DISPOSAL MAPS TO THE CITY OF CORDOVA'S CITY COUNCIL.

.

WHEREAS, the City of Cordova's city manager and city planner are directed by the Cordova Municipal Code Section 5.22.040(C) – Application to lease or purchase the city manager shall refer an application from a qualified applicant to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the application for review by the planning commission not later than its next regular meeting; and City of Cordova's Planning and Zoning Commission directed by the Cordova Municipal Code Section 5.22.040(D) – Application to lease or purchase 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.

WHEREAS, the City of Cordova's Planning and Zoning Commission has determined that updating the 2012 land disposal maps at this time with Lot 2 Block3 of the Cordova Industrial Park is important to maintain consistency and provide current status to the public and the Council

WHEREAS, the City of Cordova's Planning and Zoning Commission has determined that Lot 3 Block 2 of the Cordova Industrial Park should be designated as XXXXXXXX on the land disposal maps.

WHEREAS, having updated maps will benefit the citizens of Cordova by providing maps for public review; and

NOW, THEREFORE, BE IT RESOLVED THAT the City of Cordova's Planning and Zoning Commission recommends that Lot 2 Block 3 of the Cordova Industrial Park be updated to XXXXX and added to the 2012 Land Disposal Maps to the City of Cordova's City Council.

PASSED AND APPROVED THIS 12th DAY OF JUNE, 2012

Tom Bailer, Chairman

ATTEST:

Samantha Greenwood, City Planner

Memorandum

To: Planning and Zoning
From: Planning Department Staff
Date: 7/5/2012
Re: Letters of Interest - Lot 2, Block 3 Cordova Industrial Park

PART I. GENERAL INFORMATION:

Requested Action: Recommendation to City Council
Address & Survey: Lot 2, Block 3, Cordova Industrial Park
Lot Size: 17,501 square feet
Zoning: Waterfront Industrial Zone District

PART II BACKGROUND:

I have attached three letters of interest for Lot 2, Block 3, Cordova Industrial Park. In accordance with 5.22.040 (D) the Planning Commission shall review the application or letter of interest. I feel some background information is required in order for the Commission to consider the applications completely.

PART III. REVIEW OF APPLICABLE CRITERIA:

In section Waterfront Industrial Zone District the following lot size exists.

18.33.100 - Minimum lot requirements.

A. Minimum Lot Requirements.

1. Lot width: 100 feet;
 2. Lot size: 10,000 feet.
- Currently the lot that Mr. Carpenter owns has a width of 73.28 on the Industry Road side and the 71.14 on the Seafood Lane side. There are various things to consider in this application. Accommodating Mr. Carpenter's request would allow him to expand and would make his lot conforming, but would also create a nonconforming lot out of Lot 2 Block 3. This nonconforming lot would be owned by the City and could not be sold unless the lot requirements were changed in this Zone District. Public Works felt that the loss of 4,500 square feet would not be a large impact snow storage. While a nonconforming lot would be created, the partial sale of Lot 2 Block 3 would provide an opportunity for an established business to expand and have a conforming lot and would provide benefits to the City with sales tax and property tax payments while still providing snow storage.
 - The Copper River Watershed proposal is a seasonal use but would leave equipment on the lot in the winter. The equipment would take up approximately 328 square feet of the

lot through the winter leaving approximately 13, 277 square feet for snow storage if a portion of land is sold to Mr. Carpenter. If a portion of the lot is not sold then there will be approximately 17, 500 square feet of land available for snow storage.

- The Eyak Preservation Council submitted a letter of interest for the Cordova Community Cold Storage and Kitchen project which would include processing equipment, blast freezing, a processing area, cold storage and a community kitchen. The anticipated building design that the Eyak Preservation Council is looking at for this project is a two-story 40'x60' building.

At this meeting the meeting the Planning and Zoning Commission needs to make a recommendation to City Council according to 5.22.040 (D) to offer the real property interest for disposal by one of the competitive procedures in Section [5.22.060](#):

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 V. SUGGESTED MOTION:

“I move to recommend to City Council to dispose Lot 2, Block 3, Cordova Industrial Park by procedure #____.”

RECEIVED

MAY 15 2012

City of Cordova

City of Cordova
Po Box 1210
Cordova, Alaska
99574

RECEIVED

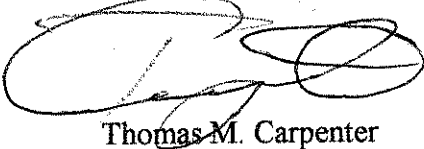
MAY 16 2012

City of Cordova

To: City Manger

I am submitting a request that the City of Cordova sell a portion of LOT 2 Block 3 of the Cordova industrial park to Thomas M. Carpenter for the purpose of expanding my current property line. The request is for 25-30 feet by approximately 175 feet on the southern property line. The current building I own is an old Quonset hut and has been nearly impossible to find metal to replace the existing. The proposal would allow me to add to the current building dimension with more standard building materials, thus enhancing my retail platform which would both increase sales tax revenue and property tax revenue for the City, while leaving the existing property for snow removal. Thank you for your consideration regarding this issue.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas M. Carpenter', with a large, stylized flourish at the end.

Thomas M. Carpenter



COPPER RIVER WATERSHED PROJECT

© *Voices for a wild salmon economy* ©

May 22, 2012

Sam Greenwood
City Planner
City of Cordova
P.O. Box 1210
Cordova, AK 99574

Dear Ms. Greenwood,

I am writing to inquire about seasonal use of City of Cordova lot 2, block 3 in the Cordova Industrial Park. The Copper River Watershed Project would like to use the lot for seasonal operation of its compost business. I would like to pay some monthly amount as rent for use of the lot.

Our equipment consists of a 20' container, a towable drum that is 21' long, and a covered structure that we would set up and take down each season. All of this equipment is portable, and can be arranged on the lot to maximize winter use for snow storage. The composting action takes place inside the rotating drum, and we have never had a problem with attracting wildlife or dogs to the material.

Our goal is to improve further the process of producing a quality garden product and, within a season or two, sell the equipment as a business package. Without land on which to operate, though, we're not able to do that.

We hope this is a near-term solution that would benefit both our effort to develop a small business and the City's need for winter snow storage. I hope we have an opportunity to discuss this with you and the Planning & Zoning Commission at your next regular meeting.

Sincerely,

Kristin Carpenter
Executive Director

P.O. Box 1560, Cordova, AK 99574

tel 907.424.3334

web www.copperriver.org

Board of Directors

Molly Mulvaney, President, Cordova
Gloria Stickwan, Vice Pres., Tazlina
Tamara Hamby, Treasurer, Glennallen

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Denny Patnode, Gakona
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EYAK PRESERVATION COUNCIL

Protecting the ecosystem & Indigenous culture of the Copper River and Prince William Sound watersheds

June 12, 2012

Att: Faith Wheeler / City Planning and Zoning Commission
Re: Interest in Lot 2 Block 3 Cordova Industrial Park

The Eyak Preservation Council (EPC) would like to take this opportunity to express our interest in the 17,000 sq. ft. lot: Lot 2 Block 3 on Seafood Lane. This lot was formerly offered to the Cordova Community Kitchen group. EPC is coordinating a renewed effort to create a community non-profit dedicated to building a facility called the Cordova Community Cold Storage and Kitchen.

A short history on our project—we had in depth conversations with Steve Smith several times over the years about the possibility of working with the Cordova Community Kitchen Project, but unfortunately the project never came to fruition for a variety of reasons. Recently we asked Torie Baker about their Community Kitchen intentions and they expressed that their project had disbanded, and that they were not interested in continuing with the project, and therefore are foregoing their interest in the lot. We are suggesting that the City of Cordova considers the same offer for this project: the Cordova Community Cold Storage and Kitchen.

We are very interested and have been working on plans for several years to revitalize this concept of building a Community Cold Storage for the Cordova community, which includes processing equipment, blast freezing, a processing area, cold storage and a community kitchen. We also envision a classroom and meeting area. The building design that we are looking at will be at least a 40'X60' two story building to accommodate the community needs for dealing with fish and game products. Part of the lot will be reserved for parking spaces. We have a preliminary building model. The specific location of Lot 2 Block 3 would be ideal for the project.

EPC received a "\$20,000 initial planning grant" from the First Nations Development Institute via Walmart's Native Agriculture and Food System Initiative to further our efforts on this project. The grant supports efforts to form a community planning committee, to raise additional funding and to choose a founding community Board of Directors. We have members now participating in the Cordova Community Cold Storage planning committee. Once the non-profit board has been established (slated for late Summer 2012), the new board will negotiate to secure the land and build the Community Cold Storage building.

We also received a letter from Sen. Lisa Murkowski who is interested in our project.

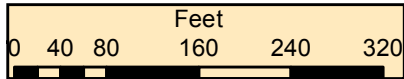
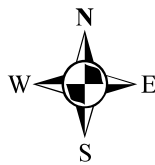
City of Cordova residents would greatly benefit from having access to a facility that would increase the quality and quantities of their subsistence foods, as well as process and value-add their local subsistence food resources, such as deer, moose, salmon, seafoods and berries. This facility would also increase Cottage Industry for Cordova, and thereby enhance the local economy. As a non-profit business incubator, CCCS would be a model for many rural communities in Alaska. We hope that the City of Cordova will support and help this project become a reality for our community.

We look forward to being able to submit a full application for Lot 2 Block 3 in the near future. Please get in touch with any questions or for any more information. We are happy to answer any questions that you may have.

Thank you,

Rebecca L. Andersen

Rebecca L. Andersen, CCCS Project Manager 429-5890 (cell)



Whiskey Ridge
Trading Company

Seafood Lane

Lot 2 Block 3

Industry Rd

Marine Way

Cordova Outboard

Breakwater Ave

Railroad Ave

Copper River Highway

Memorandum

To: Planning and Zoning
From: Samantha Greenwood, City Planner
Date: 7/5/2012
Re: Chapter 16 building Codes

PART I. Background:

We have reviewed and edited Chapter 16 and I have worked with the lawyer to produce the draft version of Chapter 16 Building codes that is attached. While we have worked through and made a majority of the changes there are still decisions to be made. I am including some background information, and information about some the decisions that have been made. Some of these decision have led to other questions and more decision to be made.

At this meeting will not address licensing of Mobile Home and RV parks which are currently in this section of codes; we are still editing and researching these sections.

At our pass meetings we decided to adopt the International versions as the state has done. Below is the list we considering are adopting at this time.

International Codes adopted

1. The portions and version of the International Building Code (IBC) adopted by 13 AAC 50.020
2. The portions and version of the International Residential Code (IRC) for One and Two-Family Dwellings that is the same edition as the version of the International Building Code
3. The portions and version of International Mechanical Code (IMC) adopted by 13 AAC 50.023.
4. The portions and version of the National Electric Code adopted by 12 AAC 70.025.
5. The portions and version of the International Fire Code (IFC) adopted by 13 AAC 50.025.
6. The portions and version of the Uniform Plumbing Code, the Uniform Swimming Pool, Spa, and Hot Tub Code, and the Uniform Solar Energy Code adopted by Alaska Statute 18.60.705(a).

6. Uniform Sign Code (1997 edition), as adopted under state law

Local Amendments

We will be talking about local amendments and I wanted to clarify what these are prior to addressing them in the memo. Local amendments are made to provide the city the ability to require additional requirements, eliminate requirements from the adopted code or to provide for local circumstances. At prior meetings P&Z reviewed the local amendments that are in the existing city code and I have made those edits in the draft chapter. I have also listed some local amendments that I have come up while working through the code and will be asking for additional input on these at this meeting.

IBC details

Remember that the state has amended the IBC (which we are adopting) to make the state fire marshal's life and safety plan review the administrative process described in the IBC. At previous meetings P&Z recommend that site plans and building permits for the type of construction covered in the IBC be required. This means we will need to develop a code section (not a local amendment) that we can require local building permits and P&Z site plan reviews for 4 plex or higher, commercial, and industrial buildings; this is done in this draft code. Also if the future building inspector is certified as a commercial inspector then we may need to make additional local amendments.

PART I. Review of Applicable Criteria. :

Below is the current city code for when a building permit is required, currently there are two places where the building permit is mentioned in the city code. The first section below comes out of Chapter 18 and the second section is the local amendments to the 1985 uniform building code from chapter 16. I provide these sections of city code for you to consider when reviewing the IRC building permit section. The IRC has a section that defines the process and requirements for obtaining a building permit.

18.76.070 - Building permit. Current City Code for Building Permit

A building permit shall be required for the erection, construction, establishment, moving, alteration, enlargement, repair or conversion of any building or structure in any district established by this title, subject to the following provisions:

- A. Application for a building permit shall be filed with the building official on a form approved by him. If the application meets the requirements of this title and any other applicable regulations, the building official will issue a building permit.

- B. In all cases where the planning commission or the board of adjustment has allowed a variance or an exception, the building official shall issue a building permit sufficient to allow such building or work to be done in accordance with that decision; provided, that no permit shall be issued pursuant to any decision that no appeal or application for rehearing shall have been filed within such time.
- 16.15.301(b) - Exempted work.

Chapter 16 Amend by adding paragraphs 12, 13 and 14 as follows:

12. Permits will not be required for ordinary maintenance on a building or structure in Groups R-3 and M occupancies. Ordinary maintenance of a building or structure shall not include the cutting away or addition of any wall, portion thereof, the removal of any structural beam or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure; nor shall ordinary maintenance include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste vent or similar piping, electrical wiring, mechanical or other work affecting public health or safety. All ordinary maintenance shall be made only in accordance with the applicable provisions of the building code and other construction or safety codes of the City. No permit will be required for workup to and including \$100.00 total valuation.

13. Permits shall not be required for direct replacement work of value of one thousand dollars or less.

14. Permits shall not be required for new construction in the UR zoning district. Building in the UR District will require compliance with provisions of Chapter 16.17, Site Development Permit Procedures.

We are adopting the International Residential Code (IRC). Unless we make local amendments we are adopting the IRC's definition of when a building permit is required those requirements are as follows

**SECTION R105
PERMITS**

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

R105.2 Work exempt from permit.

Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any

manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Building:

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11.15 m²).
- Fences not over 6 feet (1829 mm) high.
- Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
- Sidewalks and driveways.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
- Swings and other playground equipment.
- Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.

Here are some other local amendments from different city codes that we may want to consider.

- Permits will not be required for ordinary maintenance on a building or structure in Groups R-3 and M occupancies. Ordinary maintenance of a building or structure shall not include the cutting away or addition of any wall, partition or portion thereof, the removal of any structural beam or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure; nor shall ordinary maintenance include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste vent or similar piping, electrical wiring, mechanical or other work affecting public health or safety. All ordinary maintenance shall be made only in accordance with the applicable provisions of the building code and other construction or safety codes of the City. No permit will be required for work up to and including \$100.00 total valuation. **(Currently in our code)**

- Permits shall not be required for direct replacement work of value of one thousand dollars or less. **(Currently in our code)**
- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed (2006 IRC is 120 square feet) 200 square feet
- Fences not over (2006 IRC is 6 feet) 8 feet
- Oil derricks;
- Retaining walls which are not over four feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge of greater than 2 to 1 slope within 10 feet of the wall or impounding Class I, II or III-A liquids as defined in the International Fire Code; (currently this is applied to IBC- but is listed in some towns—these are flammable liquids)
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18,927 L) and the ratio of height to diameter or width does not exceed two to one;
- Platforms, walks, decks, stairs and driveways not more than 30 inches (762 mm) above grade; not over a basement or story below; not part of an accessible route; and not including a roof;
- Painting, papering, tiling, cabinets, counter tops, siding, floor covering and similar finish work or any combination of these types of work done as a stand alone project unless part of new construction, additions, or change of use. Permits shall not be required and shall not be issued for such work. Replacement of interior finishes in buildings covered by Chapter 8 of the International Building code is not included in this exception.
- Temporary motion picture, television and theater stage sets and scenery;
- Swings, and other playground equipment except as required under IBC 402.11;
- Window awnings and gutters supported by an exterior wall of Group R, Division 3, and Group U occupancies, one and two family dwellings and townhomes;
- Temporary boat, car, equipment and material covers and similar storage structures maintained for a period of less than one year after their date of erection and covered with plastic, canvas or a similar material; and
- Nonfixed and movable fixtures, cases, racks, counters and partitions not over five feet nine inches (1,753 mm) high.

- The re-roofing of Group R, Division 3 One and Two-Family Dwellings and Group U, private garages, carports and accessory structures having a roof slope greater than 2" in 12", when the total load of all roof coverings does not exceed 7.5 pounds per square foot. This exemption does not apply to the replacement of roof sheathing.
 - The re-siding of Group R, Division 3 One and Two-Family Dwellings and Group U, private garages, carports and accessory structures. This exemption does not apply to the replacement of wall sheathing nor to the replacement of the weather resistant exterior described in IRC Section 703.
 - No permit shall be required for nonstructural work up to and including \$5000 total construction valuation, including the combination of all building constructions, electrical, plumbing, mechanical and structural work. Total construction includes all work (as if contracted out) to complete the project and occupy the structure. This exemption does not affect the need for electrical, plumbing, mechanical or structural work if electrical, mechanical or structural work is done
 - Permits will not be required for ordinary maintenance on a building or structure in Groups R-3 and M occupancies. Ordinary maintenance of a building or structure shall not include the cutting away or addition of any wall, partition or portion thereof, the removal of any structural beam or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure; nor shall ordinary maintenance include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste vent or similar piping, electrical wiring, mechanical or other work affecting public health or safety. All ordinary maintenance shall be made only in accordance with the applicable provisions of the building code and other construction or safety codes of the City. No permit will be required for work up to and including \$100.00 total valuation. **(Currently in our code)**
 - Permits shall not be required for direct replacement work of value of one thousand dollars or less. **(Currently in our code)**
 - Replacement of windows and doors where rough openings is not enlarged.
 - Unless otherwise exempted by this code, separate plumbing, electrical and mechanical permits shall be required for the above exempt items -----Do we want to have permits for these?
1. Does the permit section above meet our requirements for residential building permits?
 2. Are there additional local amendments we would like to make?

Other local amendments to IRC to consider:

Below are additional amendments that we need to make decisions on,

This is a local amend to the 1985 Uniform building code in our current code.

“Adjacent ground elevation” is the finished ground elevation at any point immediately adjacent to the exterior wall of a building. In case walls are parallel to and within five feet of a public sidewalk, alley or other public way, the finished ground elevation at any point shall be considered to be the elevation of the sidewalk, alley or public way

Does this definition work with the average grade using for building height in zoning? I am not sure why this was a local amendment in the past or if we need now that we have going with average grade in the zoning code?

IBC Definition

IBC 502.1 GRADE PLANE. A reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet (1829 mm) from the building, between the building and a point 6 feet (1829 mm) from the building.

IRC Definition

GRADE PLANE. A reference plane representing the average of the finished ground level adjoining the building at all exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 ft (1829 mm) from the building between the structure and a point 6 ft (1829 mm) from the building.

Footings and Foundation are amended in the current city. Does the text from the IRC and IBC cover the current local amendment?

Current City Code

16.15.2907(a) - General.

Be amended to read as follows:

Section 2907(a) General. Footings and foundations, unless otherwise specifically provided, shall be constructed of masonry, concrete or treated wood in conformance with UBC Standard No. 29-3 and in all cases shall extend a minimum of 24 inches below grade. Footings of concrete and masonry shall be of solid material. **Foundations supporting wood shall extend at least six (6) inches above the adjacent finish grade. Footings shall be of, at least, minimum construction as specified in Table No. 29-A** except as follows:

Exception: The Building Official may upon presentation of a footing design prepared and signed by an engineer licensed to practice in the State of Alaska waive or modify the 24 inches minimum footing depth design criteria.

IBC

1805.2 Depth of footings. The minimum depth of footings below the undisturbed ground surface shall be 12 inches (305 mm). Where applicable, the depth of footings shall also conform to Sections 1805.2.1 through 1805.2.3. 1805.2.1 Frost protection. Except where otherwise protected from frost, foundation walls, piers and other permanent supports of buildings and structures shall be protected by one or more of the following methods:

1. Extending below the frost line of the locality; ----**Our local frost depth id 24 inches and it is a local amendment to both IRC and IBC --**
2. Constructing in accordance with ASCE 32; or
3. Erecting on solid rock.

IRC

R403.1 General. All exterior walls shall be supported on continuous solid or fully grouted masonry or concrete footings, wood foundations, or other approved structural systems which shall be of sufficient design to accommodate all loads according to Section R301 and to transmit the resulting loads to the soil within the limitations as determined from the character of the soil. Footings shall be supported on undisturbed natural soils or engineered fill.----Section R301 has the design criteria table (in attached edited code) and if defines the frost depth as 24 inches.

I am not sure that this part of the current city local amendment is address

Foundations supporting wood shall extend at least six (6) inches above the adjacent finish grade. Footings shall be of, at least, minimum construction as specified in Table No. 29-A. I tried to find this is both IRC and IBC and could not find a reference that made sense to me. We can review at meeting or if anyone has time can look prior to meeting, please do. Here is the link to the online IBC and IRC

<http://publicecodes.citation.com/icod/index.htm>

We had talked about adopting the 110 wind speed and using American Forest and Paper Association (AF&PA) *Wood Frame Construction Manual for One- and Two-Family Dwellings* (WFCM); as a guide for the wind building criteria. In my notes I do not have a firm decision on to use 100 or 110 mph wind speed. Using the wind speed maps in the IBC it appears we could be either.

Should we use 100 mph or 110 mph as our wind speed? At 110 mph this section in the IRC kicks in

R301.2.1.1 Design criteria. Construction in regions where the basic wind speeds from Figure R301.2(4) equal or exceed 100 miles per hour (45 m/s) in hurricane-prone regions, or 110 miles per hour (49m/s) elsewhere, shall be designed in accordance with one of the following:

1. American Forest and Paper Association (AF&PA) *Wood Frame Construction Manual for One- and Two-Family Dwellings* (WFCM); or
2. *Southern Building Code Congress International Standard for Hurricane Resistant Residential Construction* (SSTD 10); or
3. *Minimum Design Loads for Buildings and Other*

Structures (ASCE-7); or

4. American Iron and Steel Institute (AISI), *Standard for Cold-Formed Steel Framing—Prescriptive Method For One- and Two-Family Dwellings (COFS/PM) with Supplement to Standard for Cold-Formed Steel Framing—Prescriptive Method For One- and Two-Family Dwellings*.
5. Concrete construction shall be designed in accordance with the provisions of this code.

Above is what we need to accomplish at this meeting. I would also like any input, concerns or thought about the Chapter 16 draft document that is included in the packet.

DRAFT

Title 16 - BUILDING CODES

Chapter 16.04 – General Provisions

Chapter 16.05. Building regulation

Chapter 16.10 - BUILDING CODE ADMINISTRATION

Chapter 16.17 - SITE DEVELOPMENT PERMIT PROCEDURES

Chapter 16.80 - MOBILE HOME PARKS LICENSING

Chapter 16.90 –Violations and Appeals

Chapter 16.04 – General Provisions

16.04.10 Purpose

16.04.020 Definitions

Chapter 16.04.010 – Purpose

16.04.010 Purpose

The main purpose of this section is to protect public health, safety and general welfare as they relate to the construction and occupancy of buildings and structures.

16.04.020 Definitions

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

“Adjacent ground elevation” is the finished ground elevation at any point immediately adjacent to the exterior wall of a building. In case walls are parallel to and within five feet of a public sidewalk, alley or other public way, the finished ground elevation at any point shall be considered to be the elevation of the sidewalk, alley or public way.

“Building” means any structure built for the support, shelter or enclosure of persons, animals, chattels, or any property of any kind.

“Building official” means the Planning Director or other City employee designated by the City Manager.

“Dwelling” means a building or any portion thereof designed or used exclusively for residential occupancy including one-family, two-family and multiple-family dwellings, but not including any other building wherein human beings may be housed.

“Habitable room” means a room or enclosed floor space arranged for living, eating, food preparation, or sleeping purposes that does not include bathrooms, toilet compartments, laundries, pantries, arctic entries, foyers, hallways, and any other accessory floor space.

“Lean to” means a portable, demountable, or permanent room enclosure adjoining a mobile home and used for human occupancy, storage or entryway.

“Mobile home or Manufactured Home” means a movable or portable dwelling built on a chassis, connected to utilities, designed without a permanent foundation, and intended for year-round living. An RV is not a mobile home.

“Mobile home park” means a parcel (or continuous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Modular home” means a sectional prefabricated building or house that consist of multiple modules or sections which are manufactured in a remote facility, then delivered to their intended site of use, and placed on a permanent foundation The meter base for incoming wiring is attached to the exterior wall of the modular home.

“Planning commission” means the planning commission created pursuant to Chapter 3.40 of this code.

“Planning official” means the City Planner or other employee designated by the City Manager.

“Porch” is an addition to the exterior of a building which is less than 48 square feet of floor area and is used solely as a protection for the entry way and not used for storage. A porch may not project beyond the exterior of a mobile home in excess of six feet.

“Rafted roof” means any freestanding roof or shade structure, installed or erected above a mobile home or any portion thereof.

“Recreational vehicle” (“RV”) means a vehicular type unit primarily designed as temporary living quarters for travel, camping, recreational or vacation usage, which either has its own motive power or is mounted on or drawn by another vehicle. The basic entities are travel trailer, camping trailer, pickup truck camper, fifth-wheel and motor home.

“Recreational vehicle park” (“RV Park”) means a parcel (or continuous parcels) of land upon which any two or more recreational vehicles are located for a period of more than 90 days.

Chapter 16.05 - BUILDING REGULATION

[16.05.010 -Codes Adopted.](#)

[16.05.020 Local Amendments to adopted codes](#)

[16.05.050 - Violation.](#)

16.05.010 – Codes Adopted.

16.02.010 - Codes adopted.

A. The following building codes are adopted by reference:

1. The portions and version of the International Building Code (IBC) adopted by 13 AAC 50.020
2. The portions and version of the International Residential Code (IRC) for One and Two-Family Dwellings that is the same edition as the version of the International Building Code as adopted under CMC16.05.020 (1)
3. The portions and version of International Mechanical Code (IMC) adopted by 13 AAC 50.023
4. The portions and version of the National Electric Code adopted by 12 AAC70.025
5. The portions and version of the International Fire Code (IFC) adopted by 13 AAC 50.025.
6. The portions and version of the Uniform Plumbing Code, the Uniform Swimming Pool, Spa, and Hot Tub Code, and the Uniform Solar Energy Code adopted by Alaska Statute 18.60.705(a).
7. **Uniform Sign Code (1997 edition), as adopted under state law;---Holly get west law and code reference or may adopt the Appendix in IBC to address structural side of signs.**

B. In the event one or more of the regulations or statutes referenced in subsection A of this section is amended to adopt a new version of a code or to change the local amendments to the code, such amendment shall be considered effective under this chapter as of its effective date under state law. In the event of the repeal of one or more of the regulations or statutes referenced above, the code and amendments last in effect shall remain adopted and in effect.

- C. Copies of the adopted building codes are available for review at the Cordova Planning Office

16.05.020 - Local amendments to the Adopted Codes

The amendments to the Adopted Codes are listed hereafter by section. The last digits of the section number (after the title and chapter digits) are the section of Adopted Code to which the amendment refers i.e., 16.15.104(e) refers to amendments to Section 104(e) of the International Building Code.

Local Amendments to IBC

1. 16.15.Table 1608.2 GROUND SNOW LOADS, FOR ALASKAN LOCATIONS delete the one hundred pounds per square foot specified for Cordova and insert a 150 pounds per square foot Ground Snow Load for Cordova.
2. 16.15. 1805.2 Depth of footings. In sentence one replace 12 inches (305mm) with 24 inches (610 mm);
3. The City of Cordova adopts Appendix J Grading IBC 2006
4. Site plan reviews and building permits shall be obtained from the building official as described in section 16.17.

Local Amendments to IRC

16.15.R102.7 Existing structures

In sentence one delete “*International Property Maintenance Code*”

16.15. R106.2 Site plan. After first paragraph add

When required by the Building Official for the enforcement of any provision of this code, the following additional information shall be submitted.

A. Lot survey prepared and signed by a land surveyor registered in the State of Alaska. The lot survey shall be legible scale with drawing scale and north arrow indicated, and shall include dimensions and bearings of the property lines, adjacent streets or rights-of-way, on-site easements and overhead utility lines, existing and proposed structures with overall dimensions and setbacks, and the existing

grade elevations at lot corners, existing buildings corners, and within five feet of proposed building corners and other locations to adequately determine the lot drainage.

B. In the field, the land surveyor of record shall accurately place or locate survey field markers at the property rods by 30-inches long, or two-inch square by 18-inch long wooden stakes, driven full depth into the ground.

16.15. R112.1 BOARD OF APPEALS General

Delete paragraph and replace with:

The planning and zoning commission shall hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code. The building official shall be an ex officio member of Planning and Zoning during appeals but shall have no vote on any matter before the commission. The Planning and Zoning commission shall hold a public hearing within forty days of filing of the notice.

The applicant may appeal the decision of the Planning and Zoning commission to the City Council. City council shall determine if the Planning and Zoning commission had a reasonable basis for its determination and shall have the authority to uphold or reverse the commission's decision or remand to the commission for further findings. The city council decision is final, and shall take effect immediately.

16.15.R112.3 Qualifications

Delete Section R112.3 Qualifications

I16.15.R301, delete Table R301.2(1), Climatic and Geographic Design Criteria, retain the table notes, and insert the following new table:

TABLE NO. R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN
CRITERIA

Ground Snow Load	150 lbs. per sq. foot ground snow load
Wind Speed	100 mile per hour

Seismic Zone	E
Weathering	Severe
Frost Line Depth	24"
Termite	No
Decay	Yes
Winter Design Temperature	12°
<u>Ice Barrier Underlayment Required</u>	No
Flood Hazards	1979
Air Freezing Index	3000
Mean Annual temperature	40

16.10.030 - Violation.

Failure to obey or comply with any provision of this chapter or any rule, order or regulation issued thereunder is a violation. The minimum penalty upon conviction of a single violation of this chapter shall be a fine of three hundred dollars. **Each day a violation occur counts as a single violation.**

Chapter 16. - BUILDING PERMIT PROCEDURES

[16.17.010 – Permit required.](#)

[16.17.020 - Application and fee.](#)

[16.17.030 - Standards for evaluating the application.](#)

[16.17.040 - Action on application.](#)

[16.17.050 - Modifications.](#)

[16.17.060 - Suspension and revocation of permits.](#)

[16.17.070 - Approval to run with land.](#)

16.17.010 Permit Required

(A) A local building permit is required for all 4-plex or higher residential units, commercial, and industrial structures. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permits.

(B) Except that a permit shall not be required for:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11 m²).
2. Fences not over 6 feet (1829 mm) high.
3. . Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
4. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons (18 925 L) and the ratio of height to diameter or width does not exceed 2:1.
5. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Temporary motion picture, television and theater stage sets and scenery.
8. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support of Group R-3 and U occupancies.
9. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.
10. Permits shall not be required for direct replacement work of value of one thousand dollars or less
11. Temporary boat, car, equipment and material covers and similar storage structures maintained for a period of less than one year after their date of erection and covered with plastic, canvas or a similar material
12. Replacement of windows and doors where rough openings is not enlarged. Unless otherwise exempted by this code, separate plumbing, electrical and mechanical permits shall be required

for the above exempt items .

16.17.020 - Application and fee for building permit.

- A. Application for building permit shall be filed with the city planning department on the form prepared by and available at the planning department.
- B. Fee will be determined by the city of Cordova's annual fee schedule.
- C. An applicant shall include a building plan showing proposed and existing buildings and structures, including location, height, and intended uses of such buildings and structures.

The building permit shall also include but is not limited to

- 1. Include the measurement of scale and be drawn to scale;
- 2. Display the location and dimensions of all lot lines, setbacks, required yards, structures and easements; and
- 3. Display the location and dimensions of location of existing and/or proposed sewage disposal system and potable water supply.

16.17.020 – Action on application.

- A. The planning department shall review and evaluate the building permit application for conformance with applicable state and local laws.
- B. Upon review, the planning director or his or her designee may deny the permit or issue the permit with or without conditions.
- C. If a permit application is denied, the Applicant shall be notified in writing.
- D. If denied, **the applicant [too narrow to survive due process challenge? Holly researching]** may appeal pursuant to the provisions of Section 16.17.070(B), (C), and (D).
- E. Building permits are valid for eighteen months. A building permit

may be extended for up to twelve months by the Building Official.

16.17.030 - Modifications.

A. Once the building permit is approved, no modifications may take place without written consent of the planning department. The applicant shall submit an application for modification of the approved Building Permit. Minor revisions or modifications may be approved by the planning director if it is determined by the planning director that the circumstances or conditions applicable at the time of the original approval remain valid.

B. Major modifications will require the filing of an additional application, and will be subject to the process outlined in Chapter 16.17.

16.17.040 - Suspension and revocation of permits.

A. A building permit may be suspended or revoked by the planning director if the permit or this title is violated.

B. An applicant may appeal the decision of suspension, denial or revocation of a building permit to the planning and zoning commission. The planning and zoning commission shall hold a public hearing within forty days of filing of the notice. Upon a finding that an applicant has violated the permit or this title, the planning and zoning commission may revoke the building permit or suspend it subject to the completion of conditions specified by the commission.

C. The applicant may appeal the decision of the planning and zoning commission to the city council. The city council shall hold a public hearing within forty days of filing of the notice of appeal. City council shall determine if the planning and zoning commission had a reasonable basis for its determination and shall have the authority to uphold or reverse the commission's decision or remand to the commission for further findings. The city council decision is final, and shall take effect immediately.

D. Suspension or denial of a building permit shall remain in effect during the appeal process. Any site improvements made while suspension is in effect shall be subject to the penalties set forth in Section 16.10.020.

16.17.080 – Permit Transfer.

(A) Building permit shall run with the land and shall continue to be valid upon a change of ownership.

(B) Permit holder shall notify the planning department in writing prior to transferring a building permit.

Chapter 16. - SITE PLAN REVIEW

Sections:

[16.18.010 – Site Plan required.](#)

[16.18.020 - Application and fee.](#)

[16.18.030 - Standards for evaluating the application.](#)

[16.18.040 - Action on application.](#)

[16.18.050 - Modifications.](#)

16.18.010 – Site Plan Required.

A site plan review shall be required of a development that requires a building permit in section 16.17.010 and the review will be done by Planning and Zoning commission.

16.18.020 - Application and fee for Site Plan Review.

- A. Application for site plan review shall be filed with the city planning department on the form prepared by and available at the planning department.
- B. Fee will be determined by fee annual fee schedule.
- C The site plan shall also include but is not limited to
 - a. Stamped engineered drawings for proposed buildings**
 - b. Be drawn to scale of not less than 1 -20 feet.
 - c. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;

- d. . **The zoning and sitting of all structures on the subject property and abutting properties;**
- e. 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, and distances between structures;
- f. Front and side elevations of proposed structures
- g. The distance of all structures in the development area from lot lines and easements
- h. 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;
- i. **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;**
- j. Types of surfacing, such as paving, turf or gravel to be used at the various locations;
- k. A grading plan of the area demonstrating the proposed method of storm drainage;
- l. Snow shedding direction and snow storage locations
- m. Size and location of proposed sewer and water lines and connections;

n. Display the location and dimensions of location of existing and/or proposed sewage disposal system and potable water supply.

o. **Exterior finish and color.**

D Where phased or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following

1. Pedestrian and vehicular circulation during phased construction;
2. Time schedule for completion of various phases of the proposed construction
3. Temporary facilities or construction as required to facilitate the stage construction

16.18.030 - Standards for evaluating the application.

A. The applicant shall submit one copy of the site plan, including all items to be incorporated in such site plan, to the planning director's office at least three weeks (twenty-one days) before a regularly scheduled planning and zoning commission meeting.

B. The planning director shall then transmit copies of the site plan and, as appropriate, to other City departments for review and comment. Departments receiving plans for review shall forward written comments to the planning director within fifteen days of the receipt of the plans. Upon receipt of comments from departments the planning director shall put the site plan application on the next schedule Planning and zoning meeting for review and for a recommendation to city council.

B. The planning director shall submit the same documents and the recommendation from Planning and zoning to the city council at its

next regularly scheduled meeting for action, but in any event, no later than forty-five days of the initial receipt of the site plan.

16.18.040 - Modifications.

An approved site plan shall regulate the development on the site in the same manner as the plans were originally approved. Upon approval from the building official the site plan may be modified to contain incidental or minor variations of the approved site plan and it shall not invalidate prior site plan approval. The building official may determine the modification are not minor variations or incidental to the original approved site plan and warrant an additional site plan review as described in 16.18.000.

July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Canada Day	2	3	4 CITY HALL CLOSED Independence Day	5	6	7
8	9	10 PLANNING COMMISSION 6:30PM CITY HALL	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 PLANNING COMMISSION 6:30PM CITY HALL	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	