

**Commissioners:**

Wendy Ranney  
Karen Hallquist  
Marvin Van Den Broek  
Henk Kruithof  
Dave Zastrow  
Aaron Hansen  
Kirsti Jurica



**City of Cordova**  
A L A S K A

**PARKS & RECREATION COMMISSION  
REGULAR MEETING**

**Parks & Recreation  
Director**

Duncan Chisholm

**TUESDAY MAY 31, 2022.**

**6:00PM**

**CORDOVA CENTER**

**AGENDA**

**1 CALL TO ORDER**

**2 ROLL CALL**

**3 APPROVAL OF AGENDA**

**4 CORRESPONDENCE**

**5 CONSENT CALENDAR**

Approval of Parks & Recreation Commission Meeting Minutes from April 26, 2022.

**6 PUBLIC BUSINESS FROM THE FLOOR**

**7. NEW BUSINESS**

- a) Discussion Item: Cordova Outdoor Covered Spaces Project
- b) Discussion Item: City of Cordova Code Review - Title 18 Zoning, Chapter 18.17 Parks & Open Space District
- c) Discussion item: Parks & Open Spaces Use Permit

**8 REPORTS**

- a Directors Report

**9 UNFINISHED BUSINESS**

**10 COMMISSION BUSINESS FROM THE FLOOR**

**11 ADJOURNMENT**

You may submit written public comments via email to [parksandrec@cityofcordova.net](mailto:parksandrec@cityofcordova.net), mail comments to Dept. of Parks & Recreation, City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to Bidarki Recreation Center directly. Written public comments must be received by 4:00 p.m. on the day of meeting

**City of Cordova  
Parks & Recreation Commission  
April 26, 2022, 6pm  
Cordova Center Community Rooms A & B**

**MINUTES**

**1. CALL TO ORDER**

The City of Cordova Parks and Recreation Commission meeting was called to order by Commissioner Ranney at 6:02pm at the Cordova Center Community Rooms A & B.

**2. ROLL CALL**

Present:           6           Commissioner Karen Hallquist  
   Commissioner Kirsti Jurica  
   Commissioner Henk Kruitoff  
   Commissioner Wendy Ranney  
   Commissioner Marvin Van Den Broek  
   Commissioner Dave Zastrow

Absent            1           Commissioner Aaron Hansen

Also present:   1           Duncan Chisholm, Director Parks & Recreation

**3. APPROVAL OF AGENDA**

Zastrow/Hallquist moved to approve the agenda. Hearing no objections interim Chair Ranney declared the agenda approved as submitted.

**4. CORRESPONDENCE**

No correspondence was received.

**5. CONSENT CALENDAR**

There were no items on the consent calendar.

**6. REPORTS**

A. Director's Report

Director Chisholm presented a written report to the Commission. Highlights included increased patronage at Bidarki Recreation Center and Bob Korn Memorial Swimming

Pool; upgrade to the Fisherman's Memorial; discussion of projects and equipment to be purchased from American Rescue Plan Act (ARPA) funds.

B. Cordova Comprehensive Trails Plan

Zastrow provided a verbal update to the Commission on the work undertaken by the Trails Committee on the Cordova Trails Comprehensive Plan. There was a recent meeting on April 19 with staff from the National Park Service - Rivers, Trails, and Conservation Assistance program (NPS-RTCA).

Work completed to date includes a trail inventory and existing condition report. The next phases of the project include setting goals, objectives and strategies, community input and engagement with landowners and other stakeholders.

**7. NEW BUSINESS**

A. Election of Chair, Vice Chair and Secretary

Ranney asks for any volunteers or nominations from the floor for Chair, Vice-Chair and Secretary.

Ranney volunteered to serve as the Parks and Recreation Commission Chair.

MOTION: Zastrow moves to discuss Ranney to serve as the Chair for the next year. Seconded by Jurica.

VOTE ON THE MOTION:

Yays: 5- Zastrow, Jurica, Hallquist, Van Dan Broek, Kruitoff.

Recused: 1- Ranney

**MOTION CARRIES**

The gavel handed to Ranney to complete the meeting.

Chair Ranney asks for any volunteers or nominations from the floor for Vice-Chair.

Zastrow volunteered to serve as the Parks and Recreation Commission Vice-Chair.

MOTION: Chair Ranney moves to discuss Zastrow to serve as the Vice-Chair for the next year. Seconded by Kruitoff.

VOTE ON THE MOTION:

Yays: 5- Ranney, Jurica, Hallquist, Van Dan Broek, Kruitoff.

Recused: 1- Zastrow

**MOTION CARRIES**

Chair Ranney asks for any volunteers or nominations from the floor for Secretary.

Jurica volunteered to serve as the Parks and Recreation Commission Secretary

MOTION: Chair Ranney moves to discuss Jurica to serve as the Secretary for the next year. Seconded by Kruitoff.

VOTE ON THE MOTION:

Yays: 5- Ranney, Hallquist, Van Dan Broek, Kruitoff, Zastrow

Recused: Jurica

MOTION CARRIES

B. Meeting Dates 2022

Chair Ranney proposed that the Commission continue to meet on the last Tuesday of the month at 6pm in the Cordova Center.

MOTION: Ranney moves to schedule the following meeting dates. Seconded by Hallquist.

- May 31, 2022
- June 28, 2022
- July - no meeting
- August - no meeting
- September 27, 2022
- October 25, 2022
- November 29, 2022
- December 27, 2022

VOTE ON THE MOTION:

Yays: 6 - Ranney, Hallquist, Jurica, Kruitoff, Van Dan Broek, Zastrow.

MOTION CARRIES

C. Work Plan 2022

Director Chisholm presented the Commission workplan for 2022 for discussion.

D. Lifejackets

Van Dan Broek commented on the lifejackets that are used for the Kids Don't Float stations at Skater's Cabin beach and the Harbor and wondered if anyone knew what condition they were in.

Director Chisholm is to organize an inspection of the Skater's Cabin lifejackets and liaise with the Harbormaster.

#### **8. NEW BUSINESS**

None.

#### **9. AUDIENCE COMMENTS**

None.

#### **10. COMMISSIONER COMMENTS**

Kruitoff thanked Director Chisholm.

Zastrow said it was good to back meeting after an absence and thanked Director Chisholm.

Van Den Broek said it was good to see numbers returning to the po\_d.

Hallquist had no comments.

Jurica said it was good to see schedule and opening hour improvements.

Chair Ranney paid thanks to the Commission and was pleased with the progress being made on the Comprehensive Trails Plan.

#### **11. ADJOURNMENT**

The meeting was adjourned at 7:40 pm.

**Agenda Item: 7a**

On Agenda: 5/31/2022

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**ITEM TITLE:**

Discussion Item: Cordova Outdoor Covered Spaces Project

**SUBMITTED BY:** Dave Zastrow, Commissioner.

**FISCAL NOTES:**

Expenditure Required: N/A

Funding Source: N/A

**RECOMMENDATION:**

Discuss and give direction to Parks & Recreation Department staff,

**SUMMARY STATEMENT:**

Dotty Widmann and Natasha Casciano will join the Commission to discuss their project to establish outdoor covered spaces in Cordova. The Commission should discuss and give direction to staff on agreed next steps.

**Agenda Item: 7b**

On Agenda: 5/31/2022

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**ITEM TITLE:**

Discussion Item: City of Cordova Code Review - Title 18 Zoning, Chapter 18.17 Parks & Open Space District

**SUBMITTED BY:** Duncan Chisholm, Director

**FISCAL NOTES:**

Expenditure Required: Unknown. Review by the City's legal team will be required.

Funding Source: N/A

**RECOMMENDATION:**

Discuss and give direction to Parks & Recreation Department staff.

**SUMMARY STATEMENT:**

The City of Code Municipal Code includes Title 18 Zoning, Chapter 18.17 Parks & Open Space District (attached).

The Director wants to initiate a discussion around potential Code updates and the potential development of Ordinances around Parks and Open Space use. The currently code is light on rules and regulations pertaining to the conduct and use of parks, including opening, and closing hours, permitted, conditional and prohibited uses

The commission should review the attached document and come to the meeting with comments, concerns, or edits.

## Chapter 18.17- PARKS AND OPEN SPACE DISTRICT

### 18.17.01 O- Purpose and intent.

The parks and open space district is intended to provide for the preservation and protection of the community's scenic resources, parks, recreation, and subsistence activities.

(Ord. 832 (part), 1999).

### 18.17.020- Permitted uses.

In the parks and open space district, no building or structure or land shall be used no building or structure shall be erected which is arranged, intended, or designated to be used for other than one or more of the following uses:

- A Recreational areas, ski areas, parks, playgrounds, wildlife preserves, hiking trails or courses, and such buildings and structures as are related thereto;
- B Traditional subsistence uses, defined as the gathering of fish, shellfish, berries, and other edible plant species;
- C Temporary and casual recreation uses such as hiking, camping, picnicking, and sportfishing;
- D Scenic, historical, or botanical areas;
- E Agricultural and grazing uses;
- F Other similar uses not listed above which meet the "Purpose and intent" provisions of this section of the ordinance and would be no more objectionable than those listed above. The director of planning shall make an "administrative determination" of this matter subject to appeal to the planning commission.

(Ord. 832 (part), 1999).

### 18.17.030 - Permitted accessory uses and structures.

Accessory uses and structures customarily incidental and subordinate to the location, function and operation of permitted uses and structures.

(Ord. 832 (part), 1999).

### 18.17.040 - Conditional uses and structures.

The planning commission, on a case by case basis, subject to the procedures and conditions set by code, may grant a conditional use permit for the following uses:

- A Cabins not exceeding seven hundred fifty square feet;
- B A single caretaker's building of a permanent nature, not exceeding seven hundred fifty square feet;
- C Water reservoirs;
- D Water treatment facilities;
- E Flood control and drainage structures;
- F Snow and water gauging stations;
- G Pumping facilities;
- H Communications and electric power transmission poles and towers;
- I Wind, solar or wave power generating facilities, and;
- J Other similar uses not listed above may be permitted as conditional uses subject to the review and approval of the planning and zoning commission.

(Ord. 832 (part), 1999).

### 18.17.045 - Prohibited uses.



Trapping, as defined in Section 8.04.010 of this code, is prohibited except within an enclosed structure, by, or with the permission of, a person who owns or is in lawful possession of the structure.

(Ord. 1005 § 3, 2007).

18.17.050 - Minimum lot size.

There shall be no minimum lot size.

(Ord. 832 (part), 1999).

18.17.060 - Minimum lot width at front lot line.

There shall be no minimum lot width at the front line.

(Ord. 832 (part), 1999).

18.17.070 - Minimum yard requirements.

A Front Yard. The minimum front yard requirement in this district is twenty-five feet.

B Side yard. The minimum side yard requirement in this district is fifteen feet, except where a property adjoins a residential district or a corner lot faces a right-of-way there shall be a twenty foot side yard.

C Rear Yard. The minimum rear yard requirement in this district is twenty-five feet.

(Ord. 832 (part), 1999).

18.17.080 - Maximum lot coverage by all buildings.

The maximum lot coverage by all buildings in this district shall be ten percent.

(Ord. 832 (part), 1999).

18.17.090 - Maximum height of structures.

The maximum building height in this district shall be twenty feet.

(Ord. 832 (part), 1999).

18.17.100 - Special provisions.

The following special provisions apply to all land uses within the parks and open space district:

A Access from a public street to properties in this district shall be so located as to minimize traffic congestion;

B Any use is prohibited which causes or may reasonably be expected to cause excessive noise, vibration, odor, smoke, dust, or other particulate matter, humidity, heat or glare at or beyond any lot line of the lot on which it is located. "Excessive" is defined for these purposes as a degree exceeding that generated by uses permitted in the district in their customary manner of operation, or to a degree injurious to the public health, safety, welfare, or convenience;

C The storage of commercial quantities of flammable materials, hazardous materials or toxic materials on-site shall be prohibited. Smaller quantities of these materials needed for maintenance and operation of permitted facilities may be stored only in strict compliance with the Uniform Fire Code, and other applicable federal, state and local laws and regulations;

D Materials shall be stored and grounds shall be maintained in a manner such as to ensure access by fire equipment; and

E Materials shall be stored and grounds shall be maintained in a manner which will not attract or aid the propagation of insects or rodents, attract bears or other scavengers or otherwise create a health hazard.

(Ord. 832 (part), 1999).



## **Agenda Item: 7c**

On Agenda: 5/31/2022

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**ITEM TITLE:**

Discussion Item: Park and Open Use Permitting

**SUBMITTED BY:** Duncan Chisholm, Director

**FISCAL NOTES:**

Expenditure Required: N/A

Funding Source: N/A

**RECOMMENDATION:**

Discuss and give direction to Parks & Recreation Department staff.

**SUMMARY STATEMENT:**

Currently no process exists for reserving City of Cordova owned and administrated parks and open space including athletic/ball fields.

We've had several occasions in the past few months where parks and spaces have been used without the Department's knowledge or approval.

The Director wants to initiate a discussion around the development of a park/field use permitting including scope, process, fees, rules, and regulations.

## Agenda Item: BA

On Agenda: 5/31/2022

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**ITEM TITLE:**

Director's Report

**SUBMITTED BY:** Duncan Chisholm

**FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

**RECOMMENDATION:**

Report and File

**SUMMARY STATEMENT:**

Director Duncan Chisholm will give a verbal report on Parks and Recreation department.