

**Mayor**

*David Allison*

**Council Members**

*Tom Bailer*

*Cathy Sherman*

*Jeff Guard*

*Melina Meyer*

*Anne Schaefer*

*Kristin Carpenter*

*Ken Jones*

**City Manager**

*Helen Howarth*

**City Clerk**

*Susan Bourgeois*

**Deputy Clerk**

*Tina Hammer*

**Student Council**

*Summer vacation*

**Regular City Council Meeting  
June 15, 2022 @ 7:00 pm  
Cordova Center Comm Rooms  
Agenda**

**A. Call to order**

**B. Invocation and pledge of allegiance**

I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

**C. Roll call**

Mayor David Allison, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, Kristin Carpenter, and Ken Jones



**D. Approval of Regular Agenda..... (voice vote)**

**E. Disclosures of Conflicts of Interest and Ex Parte Communications**

- conflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

**F. Communications by and Petitions from Visitors**

1. Guest Speakers - none
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (CCMCA BoD, School Board Rep)

**G. Approval of Consent Calendar**

4. Minutes of the June 1, 2022 Council Public Hearing..... (page 1)
5. Proclamation of Appreciation to **Mike Hicks**..... (page 2)
6. Minutes of the June 1, 2022 Regular Council Meeting..... (page 3)
7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member **Melina Meyer** from the June 1, 2022 Regular Meeting

**H. Approval of Minutes - in consent calendar**

**I. Consideration of Bids**

8. Council Approval of Award for Contract for City Assessing and Upgrade..... (voice vote)(page 8)  
to CAMA (Computer Assisted Mass Appraisal) System

**J. Reports of Officers**

9. Mayor's Report..... (page 14)
10. City Manager's Report  
a. South Harbor Rebuild update
11. City Clerk's Report..... (page 15)

**K. Correspondence..... (see primer for description page 16)**

12. 06-01-22 Email from G. Jensen regarding Harbor Commission..... (page 17)
13. 06-01-22 Email from D. Glasen regarding Harbor Commission..... (page 18)

## **L. Ordinances and Resolutions**

### **14. Substitute Ordinance 1200..... (voice vote)(page 19)**

An ordinance of the Council of the City of Cordova, Alaska amending Section 11.08.020 of the Cordova Municipal code to increase the number of Harbor Commission members from five to seven – 1<sup>st</sup> reading

### **15. Ordinance 1201..... (voice vote)(page 22)**

An ordinance of the Council of the City of Cordova, Alaska repealing Cordova Municipal Code Title 16 “Building Codes” and enacting Title 16 “Buildings and Construction” to adopt the building codes adopted by the State of Alaska and local amendments to those building codes tailored to Cordova; amend CMC 1.28.085 to update the fine schedule to reflect changes in Title 16; amend CMC 1.04.025, 18.08.010, 18.17.100, 18.18.010, 18.26.040, 18.32.055, 18.33.010, 18.33.030, 18.33.050, 18.33.060, 18.33.080, 18.33.100; 18.33.110, 18.33.130, 18.34.070, 18.34.080, 18.34.100, 18.38.050-18.38.100, 18.39.100, 18.39.130, 18.44.010-18.44.030, 18.46.030 to reflect revisions to Title 16; repealing and reenacting CMC Chapter 18.42 “Site Plan Review” to streamline the site plan review process and provide a hearing and review process for suspended or revoked site plan approval; repealing 18.33.070 “Lot Coverage,” 18.76.070 “Building Permit”, and 18.80.020 “Building Permit-Scope and Validity.” – 1<sup>st</sup> reading

## **M. Unfinished Business - none**

## **N. New & Miscellaneous Business**

### **16. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 63)**

## **O. Audience Participation**

## **P. Council Comments**

## **Q. Executive Session**

City Council is permitted to enter an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

## **R. Adjournment**

### **Executive Sessions per Cordova Municipal Code 3.14.030**

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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**City Council Public Hearing  
June 1, 2022 @ 6:45 pm  
Cordova Center Community Rooms  
Minutes**

**A. Call to order**

**Mayor David Allison** called the Council public hearing to order at 6:45 pm on June 1, 2022, in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were **Mayor David Allison** and Council members **Tom Bailer, Cathy Sherman, Jeff Guard, Anne Schaefer, Kristin Carpenter** and **Ken Jones**. Council member **Melina Meyer** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

**C. Public hearing**

1. Resolution 06-22-18 A Resolution of the Council of the City of Cordova, Alaska, setting the property tax mill levy for the 2022 tax year at 11.54 mills for all properties in the City of Cordova

**Mayor Allison** opened the hearing up for public testimony on the resolution. Hearing no testimony, he recessed the public hearing at 6:49 pm. The public hearing was brought back into session at 6:55 pm and there still was no public testimony.

**D. Adjournment**

Hearing no objection **Mayor Allison** adjourned the public hearing at 6:56 pm.

Approved: June 15, 2022

Attest: \_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

# City of Cordova, Alaska

## PROCLAMATION OF APPRECIATION TO

### Mike Hicks

*I, **Mayor David Allison**, do hereby issue this Proclamation of Appreciation to **Mike Hicks** for his invaluable contributions to the citizens and City of Cordova as a long-serving member and officer of the Cordova Volunteer Fire Department, a public servant, and an unselfish and generous citizen and neighbor*

**WHEREAS**, **Mike** moved to Cordova for employment as a Chief with the United States Coast Guard in 1988 and quickly involved himself in community activities; and

**WHEREAS**, **Mike** served the community in various ways: after his retirement from the USCG, he began employment with the City, held positions of Dispatcher, Community Service Officer, Police Officer, Chief of Police, and Interim City Manager. Between these varied City posts, **Mike** also served the community as a State of Alaska Wildlife Trooper; and

**WHEREAS**, **Mike** joined the CVFD in 1989, received his Fire Fighter designation with the State of Alaska in July of 1990, and then received his ETT (emergency trauma technician) certification in 1990; and

**WHEREAS**, **Mike** became a Lieutenant with the CVFD in August 1997, and was elected Chief of the CVFD in 2004 - serving in that capacity until his retirement in April 2022; and

**WHEREAS**, **Mike** was named Firefighter of the Year in 2006, he helped save numerous lives in his capacity with the CVFD, he endured extremely stressful and dangerous situations with professionalism and grit; and

**WHEREAS**, co-workers and friends have always been entertained by **Mike's** never-ending tales; he has an uncanny ability to improvise and has a story for any topic that might crop up; and

**WHEREAS**, **Mike's** service to the Community of Cordova, and CVFD extended over 30 years, with 18 of those years as elected Chief of the CVFD; he received numerous awards, certificates, and commendations, and inspired and encouraged others to likewise serve their community; and

**WHEREAS**, **Mike** and his family have sacrificed thousands of hours over the years in his call to service of, and for, the community; and

**WHEREAS**, **Mike** has retired, again, has moved on to his next adventure, and turned over his CVFD duties to a capable, new generation; and

**NOW, THEREFORE, BE IT PROCLAIMED** that the Mayor, the City Council, and the citizens of Cordova hereby express their sincerest appreciation to **Mike Hicks** for his long-time devotion as Chief and volunteer serving the Cordova Volunteer Fire Department and for his overall dedication and involvement as a citizen of Cordova. **Mike** is truly a perfect example of thriving through service to one's community.

**Signed this 15<sup>th</sup> day of June 2022**

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**David L. Allison, Mayor**

**Regular City Council Meeting**  
**June 1, 2022 @ 7:00 pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order** – **Mayor David Allison** called the Council regular meeting to order at 7:00 pm on June 1, 2022, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance** – **Mayor Allison** led the audience in the Pledge of Allegiance.

**C. Roll call** - Present for roll call were **Mayor David Allison** and Council members **Tom Bailer**, **Cathy Sherman**, **Jeff Guard**, **Anne Schaefer**, **Kristin Carpenter** and **Ken Jones**. Council member **Melina Meyer** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda** – **M/Guard S/Schaefer** to approve the agenda. Council member **Sherman** mentioned a typo in the minutes that she made the Clerk aware of and that would be remedied, no reason to pull from the consent calendar.  
Hearing no objection, **Mayor Allison** declared the agenda approved as submitted.

**E. Disclosures of Conflicts of Interest and ex parte communications**

Council member **Jones** brought up the prospect that Council member **Sherman** may be conflicted on agenda item 14 because her husband is a retired USFS employee. **Mayor Allison** ruled no conflict and gave Council the option to overturn his ruling; Council did not overturn the ruling.

**F. Communications by and Petitions from Visitors**

1. Guest speakers - none

2. Audience comments regarding agenda items

**Clay Koplín** of 100 Jensen Drive spoke in favor of Ordinance 1200 – he strongly advocates for expanded representation on the Harbor Commission and he is ok with state and/or federal representation in an ex officio, non-voting, capacity.

**David Roemhildt** of Mile 6, Copper River Highway spoke against parts of ordinance 1200. He opined that multiple ex officio members would result in a less functional meeting. He also said no other City boards or commissions have such language – he didn't like that these ex officio members could be non-citizens. He was in support of the additional citizen members of the commission, just not the ex officio members.

**Wendy Ranney** of 2500 Orca Road also agrees with ordinance 1200 – the part that increases membership to 7 but is not in favor of adding the ex officio members.

**Mark Frohnäpfel** of 813 Woodland Drive –spoke against ordinance 1200 – doesn't think someone like a Shoreside rep, like himself, doesn't think that would be appropriate as a voting member – he doesn't like the ex officio membership – especially because it would be someone with a stake in the harbor.

**James Burton** of 902 LeFevre he is ok with the idea of adding 2 seats to the Harbor Commission and recommended there could be a sunset clause until after the project. Like the others who spoke before him, he is against the idea of adding the ex officio members.

**Hein Kruithof** of Lot 21 Sawmill Bay Rd – doesn't see why you'd add 2 seats that would vote a specific way, have their own agenda, vs. 2 seats open to the whole community.

3. Chairpersons and Representatives of Boards and Commissions – no CCMC Board or School Board reports

a. PWSRCAC City Representative report – **Robert Beedle** provided a written report.

**G. Approval of Consent Calendar**

4. Minutes of the May 18, 2022 Regular Council Meeting

5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member **Cathy Sherman** from the May 18, 2022 Regular Meeting

Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Meyer-absent; Bailer-yes; Guard-yes; Jones-yes; Sherman-yes; Carpenter-yes and Schaefer-yes. Consent Calendar was approved.

**H. Approval of Minutes** - in consent calendar

**I. Consideration of Bids** - none

**J. Reports of Officers**

**6.** Mayor's Report – **Mayor Allison** had a written report in the packet and added, busy weekend this weekend: 1) PWSSC Copper River Nouveau is this weekend along with the ribbon cutting for the new building – he'll be in attendance - Saturday; 2) there is a meet and greet with **Stutes** and **Stevens** at the LIO on Friday, 4-5:30pm; 3) Alaska State Chamber meetings 445pm at the Cordova Center.

**7.** Manager's Report – City Manager **Helen Howarth** reported: 1) Governor has yet to sign the state budget so some revenues are unknown - \$3 million for the harbor looks solid though; 2) she gave kudos to **Cathy Renfeldt** and her team at the chamber and everyone else who helped with the cruise ship that came through – very successful, everyone seemed to have a great time – another visit on June 23; 3) another shooting tragedy in America, she's had calls from citizens asking about our preparedness for active shooter scenarios – so, we will have a work session next time, June 15 – to discuss active shooter training/preparedness and we will also talk about the fentanyl crisis, she'll assemble the appropriate members of the community to speak to these issues – public awareness work sessions.

**a.** South Harbor Rebuild update – **Greenwood** gave an update of the ongoing South Harbor work – main focus now is hammering out the RFP for design-build - its 85 – 90% done, risk assessment and environmental work continues (NEPA, letter of funds availability), grant applications have been submitted (Denali we may hear by June 10<sup>th</sup> or so on the transportation grant, August is when we may hear about the infrastructure one), if Governor signs and we have the \$3m and we hear from Denali and get that, it will be super helpful to be able to add those to known funding sources before we release the RFP.

**8.** City Clerk's Report – **Bourgeois** had a written report in the packet which was information for citizens about the Special Primary Election

**K. Correspondence**

**9.** 05-04-22 DNR Public Notice re PWSSC Easement Request

**10.** 05-17-22 Alaska Energy Authority letter regarding NEVI (national electric vehicle infrastructure) Program

**11.** 05-18-22 Agency review for ADL 233987 for James Smith dba Port Etches Farms

**12.** 05-24-22 Agency review for ADL 234003 for Logan Arnold dba Kelpy Boy

**13.** 05-24-22 ADoT&PF Copper River Highway Transportation Master Plan Spring 2022 Newsletter

**L. Ordinances and Resolutions**

**14.** Ordinance 1200 An ordinance of the Council of the City of Cordova, Alaska amending Section 11.08.020 of the Cordova Municipal code to increase the number of Harbor Commission members from five to seven and to authorize City Council to appoint up to three additional ex officio members to the Harbor Commission – 1<sup>st</sup> reading

**M/Schaefer S/Guard** to adopt Ordinance 1200 an ordinance of the Council of the City of Cordova, Alaska amending Section 11.08.020 of the Cordova Municipal code to increase the number of Harbor Commission members from five to seven and to authorize City Council to appoint up to three additional ex officio members to the Harbor Commission

**Schaefer** said she is in support of adding 2 members – more applications than the number of seats available have been received the last several times we've appointed to the Harbor Commission – a good problem to have – more input the better. As far as ex officio, she thinks there is some confusion about the role of ex officio, maybe this is the wrong format for the commission. Any resident can apply to be a member, any resident or organization can participate in meetings via public comments and/or by writing letters. **Schaefer** said she'd be willing to support an amendment to strike the ex officio part.

**Guard** said there is a lot happening in the harbor, he thinks there is confusion regarding voting



members and non-voting members, he's not completely sold on ex officio – he said we have not done a good enough job communicating to all the entities/agencies in the harbor – USFS, ADFG, troopers (important parts of the community) – every part of Cordova needs a voice in this – we shouldn't be locking anyone out of decisions. **Sherman** said she may have been the one bringing up ex officio – she's worked on committees where those have worked well – she has heard from members of the community, she's spoken to the Harbormaster, she is in support of expanding to seven. She is willing to let the ex officio part go but hopes we broaden and diversify the commission when we appoint the two new members. The broader and more diverse the commission is, the stronger end product we will have. **Jones** said it has become abundantly clear that this body, through multiple actions over this last year is unhappy with the makeup of the Harbor Commission. This body has completely ignored the recommendations of the subject matter experts which it appointed – which is their prerogative. He does not disagree with going to 7 seats – he is not in favor of 10; not in favor of the ex officio. He thinks the seats should be relative to the user groups. **Bailer** said he's not sure how he feels about diversity – he likes diversity of user groups. He wouldn't want someone who lives up on the hill and has no use of the harbor at all. He'd support referring it to staff and having it come back with only the additional 2 seats not the ex officio.

**M/Carpenter S/Sherman** to amend the ordinance as follows: in the title, put a period after seven and delete the rest of the title, delete “and allow for the participation of additional ex officio members” in the 4<sup>th</sup> whereas and in 11.08.020 starting on the fifth line delete “City Council, may, ... harbor facilities.”

**City Attorney** agreed that would constitute a substantial enough change for another first reading, especially because the will of the Council is to have to come back that way. Council had some discussion – they all wanted the ordinance to come back for a first reading with all of the ex officio language removed. Once it was determined that this amendment accomplished that, they were ready to vote.

Vote on the motion to amend: 5 yeas, 1 nay, 1 absent. Meyer-absent; Carpenter-yes; Bailer-yes; Guard-yes; Sherman-yes; Jones-no and Schaefer-yes. Motion was approved.

Vote on the main motion as amended: 6 yeas, 0 nays, 1 absent. Bailer-yes; Jones-yes; Carpenter-yes; Guard-yes; Schaefer-yes; Meyer-absent and Sherman-yes. Motion was approved.

**15. Resolution 06-22-18** A resolution of the Council of the City of Cordova, Alaska, setting the property tax mill levy for the 2022 tax year at 11.54 mills for all properties in the City of Cordova

**M/Guard S/Carpenter** to approve Resolution 06-22-18 A resolution of the Council of the City of Cordova, Alaska, setting the property tax mill levy for the 2022 tax year at 11.54 mills for all properties in the City of Cordova

**Guard** said this is the amount we budgeted he is in support. **Carpenter** agreed, she appreciated seeing the mill rate history – a common refrain is oh, taxes are going up again, but in fact they have gone up and down over the years. She did some crude math and said the difference between 2021 and 2022 will be minimal, maybe \$145/household. **Sherman** and **Schaefer** also spoke in support. **Jones** said he will support this; he believes the annexed area should not pay the same as in town because they don't get the same services – he wanted his comments on that on the record. **Bailer** said he will support this but said we have to do something soon – this year's budget is balanced on one-time \$500-600K emergency funding – that would raise the mill rate a lot if we had to make that up with property taxes.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Sherman-yes; Guard-yes; Jones-yes; Schaefer-yes; Carpenter-yes; Bailer-yes and Meyer-absent. Motion was approved.

**16. Resolution 06-22-19** A resolution of the Council of the City of Cordova, Alaska, establishing the level of local school funding and approving the budget of the Cordova Public School District for the fiscal year ending June 30, 2023

**M/Jones S/Carpenter** to approve Resolution 06-22-19 A resolution of the Council of the City of Cordova, Alaska, establishing the level of local school funding and approving the budget of the Cordova Public School District for the fiscal year ending June 30, 2023

**Jones** spoke in support – great schools, extra forest receipts for schools, all good. **Carpenter** also in support, echoes **Jones'** comments. **Sherman** is in support and was glad for the joint work session

where the school board and administration could explain all this to us. **Guard** and **Bailer** in support. **Schaefer** asked when the Forest receipts come in – **Howarth** said in fall, so it will be within this years City budget and will front-load the School's 2022-2023 school year. **Jones** said as we move toward budget in the fall, and if we do fully fund the schools, he'd like to see us get the full services back, meaning preschool.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Jones-yes; Guard-yes; Meyer-absent; Sherman-yes; Bailer-yes; Carpenter-yes and Schaefer-yes. Motion was approved.

#### **M. Unfinished Business – none**

#### **N. New & Miscellaneous Business**

**17.** Council action to protest or waive protest for new Cordova liquor license brewpub classification, *The Big Fish Brewpub*, for Becky Chapek

**M/Schaefer S/Jones** to waive protest for application of Cordova liquor license # 6041, *The Big Fish Brewpub*, brewpub.

**Schaefer** asked what happens to their existing license. **Howarth** said – she has a liquor license (beverage dispensary), and this second license gives her the ability to brew beer too and sell it at her place. You need either a beverage dispensary or a restaurant eating place designation to get a brewpub also. **Jones** said initially he would like to support this, new business – he does have a little concern that this business would be open only the minimum number of hours required. He doesn't like that this precludes other beverage dispensary licensed businesses from being able to get the brewpub designation, but he's not in favor of protesting. **Guard** said he does share that concern, also doesn't want to protest, he'd be interested in referring to staff to come up with some language that lays out performance that would be required during the first two years of the license in order for Council to not protest upon renewal or something along those lines.

**M/Guard S/Sherman** to refer to staff.

**Sherman** agreed, she feels like we need more information. **Carpenter** asked if that language would go to the state or if it would be for our own use? **Jones** opined that he won't support referring – he thinks the applicant has been listening to this conversation and is aware of Council's concerns – he doesn't want to slow her down.

Vote on the motion to refer: 3 yeas, 3 nays, 1 absent. Bailer-yes; Carpenter-no; Meyer-absent; Jones-no; Sherman-yes; Schaefer-no and Guard-yes. Motion failed.

Back to the motion to waive protest. **Jones** said he had a concern about this applicant based on past performance, but he is not willing to stand in the way of this, he hopes it flourishes and he wants to see it get up and going right away. **Guard** thinks we made our intentions clear – he is in support of waiving protest. **Schaefer** agreed and is in favor of waiving protest. **Carpenter** and **Sherman** agreed.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Meyer). Motion was approved.

**18.** Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists

Clerk will report back on public call-in for Council meetings, **Guard** is also in favor of giving everyone a voice in the process – he wonders if there is a cost or complication factor. June 15, 6pm work session on the active shooter and fentanyl topics – Manager will assemble the people in the know for the discussion/presentations. **Jones** asked when we may have a work session on incentivizing investment in Cordova, property development. **Howarth** said late summer or fall, or sooner if Council wants. Fall sounded good.

#### **O. Audience Participation**

**Sheryl Glasen** of 609 Cedar, representing the School District tonight – she thanks Council for the budget support tonight, she agrees that the education system in Cordova is valued. She then congratulated Logan Namitz (City Council tech assistant) on his recent graduation – there was a round of applause.

**Becky Chapek** of 608 Cedar Street thanked Council for their support of the brewpub – it is not on a big scale like the brewery is going to be, she expects to see Council again because her next move will



be to bring the license into Cordova. She doesn't think she can perform successfully at the airport – a difficult venue.

**Wendy Ranney** of 2500 Orca Rd thanked the Council for the good discussion about the ex officio and then a good decision. She cautioned them on how in the same meeting they called out a business coming to them for support and then also discussed having a work session to incentivize new businesses. You may want to re-think how you come across to business owners and spectators.

**Tony Schinella** Cordova Harbormaster – appreciated Council's working through the ex officio decision, I agree – moving to seven on the commission is a good idea. He also wanted to say, if it hasn't been said enough already, how appreciative he is of all those spending time and working on the harbor project and funding. **Sam, Curtis, Helen** and the community has really helped too, as well as the Harbor Commission – a really big lift all the support is appreciated.

#### **P. Council Comments**

**Jones** thanked all the members for their attendance tonight – he does support the Big Fish Brewpub (as clear from the vote), regardless of how it may have sounded. Glad that we got there on the Harbor Commission decision.

**Sherman** appreciates the water department – she missed the last meeting – she knows how hard they work, glad to see them recognized again. They fixed the leak on Second Street quickly today. The CVFD had an impressive response - kudos to them for excellent work. Cruise ship visit – she helped at the museum and gave kudos to **Mimi** who worked 8am until who knows how late she was there, 2 historical society members volunteered time and the City Manager – **Helen** was the best greeter, we had over 200 people visit.

**Bailer** said he thinks staff does a good job of noticing the meetings – the notion that we need to do more is unfounded. People can pay attention and come when there's an item of interest.

**Guard** opined that the planning process for a harbor renovation that we will live with for a long, long time – it's not a business as usual thing – all voices should be heard, even if they don't get what they want. He's not sure if there is a better way to include all voices but everyone should be heard.

**Schaefer** thanked Council for attending tonight and thanks for the audience participation which is really helpful to the Council. Also, as far as the Harbor ordinance – it did not come from a place of not approving of the job that the Harbor Commission is doing or that the members of the commission are doing – which was mentioned earlier. Most of us here have sat or are sitting on Boards/Commissions and she is so grateful for those serving the community that way, she knows, the time and effort that goes into serving – It is greatly appreciated – makes our job on Council so much easier. Council has a duty to take that recommendation and then weigh the priorities of the entire community too, listen to staff, City Manager, rest of the community and weigh it all. If we don't agree with the Commission recommendation, it doesn't mean we don't appreciate the work they do.

**Carpenter** thanked the City Manager for the ideas about fentanyl – whatever we can do to raise awareness about fentanyl is great, it has affected us in this community.

#### **Q. Executive Session – none**

#### **R. Adjournment**

**M/Guard S/Schaefer** to adjourn the meeting.

Hearing no objection **Mayor Allison** adjourned the meeting at 8:40 pm.

Approved: June 15, 2022

Attest: \_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk



**AGENDA ITEM 8**  
**City Council Meeting Date: 6/15/2022**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Susan Bourgeois, City Clerk

**DATE:** June 8, 2022

**ITEM:** Award of RFP for Property Tax Assessing Services including upgrade to CAMA (Computer Assisted Mass Appraisal) System

**NEXT STEP:** Council authorizes the City Manager to negotiate this contract

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☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

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**I. REQUEST OR ISSUE:** This form constitutes the memorandum required per Code 5.12.040 setting forth the following:

A. Identity of Contractor:		Appraisal Company of Alaska, LLC and Alaska CAMA Company, LLC				
B. Contract Price:						
2 parts			year 1	year 2	year 3	total
1) one-time setup costs	AppCo	\$ 44,000				\$44,000
	Alaska CAMA Co	\$ 75,000				\$75,000
			total one-time setup			\$119,000
2) recurring annual costs	AppCo	\$ 22,600	\$ 22,600	\$25,000		
	Alaska CAMA Co	\$ 13,095	\$ 13,023	\$13,023		
	TOTAL per Year	\$ 154,695	\$ 35,623	\$ 38,023		
C. Nature and Quantity of the work the City shall receive under the contract:						
	Professional Assessment / Appraisal services. CAMA System installation including scanning all existing property record cards. Data conversion into the CAMA system. All for tax years 2023, 2024, 2025.					

**II. RECOMMENDED ACTION / NEXT STEP:** Council suggested motion “to direct the City Manager to negotiate contracts with Appraisal Company of Alaska, LLC and Alaska CAMA Company, LLC for professional assessment/appraisal services and data conversion into MARS software system for tax years 2023-2025”.

**III. FISCAL IMPACTS:** The one-time setup costs total \$119,000 consisting of payment for MARS (Municipal Assessment Record System - contract with Alaska CAMA Company) of **\$75,000**. Appraisal Company of Alaska to receive **\$44,000** in one-time setup costs including \$6,000 in scanning records and \$38,000 in loading data into the CAMA system.

Annual costs of assessing and MARS maintenance combined will be budgeted at **\$38,023**. If we remain with these dual contracts into future years, we should expect to be paying in the \$38k - \$40k range annually depending on what the assessor plans for each subsequent year (i.e. how much work will be needed based on how our sales ratio comes in for the preceding year), also dependent on slight increases in the software maintenance fees.

**IV. BACKGROUND INFORMATION:** The Request for Proposals for “Property Tax Assessing Services including Upgrade to an Industry-Standard CAMA System” was published on May 3 with a proposal submission deadline of June 1, 2022.

There are 3 firms in Alaska that provide contract assessing to communities in Alaska who do not have assessing departments in house. All three were contacted and asked to submit proposals. There are many large national firms that provide CAMA systems, 3 were found that also provide assessing services. The request for proposals was sent to those 3 with a request for them to submit a proposal.

Two proposals were received by the deadline. The City Clerk, Deputy Clerk, City Planner and City Manager met to discuss and analyze the proposals on Monday June 6, 2022. The review committee unanimously supports awarding the contract to the joint proposal put in by Appraisal Company and Alaska CAMA Company.

Appraisal Company of Alaska has been the City of Cordova’s contract assessor for over 27 years. They are the only firm in Alaska that maintains full-time staff providing contract assessments and related appraisal services throughout the state. Appraisal Company has worked with Alaska CAMA Company over the past several years and the two companies provide assessing/MARS software collaboration in 8 other communities across the state: Bristol Bay Borough, Nome, Unalaska, Dillingham, Petersburg, Wrangell, Yakutat, and Valdez. Appraisal Company of Alaska also contracts for assessing services with North Slope Borough (in-house CAMA program) and Kotzebue. Alaska CAMA Company provides MARS software for 3 other communities in Alaska: City and Borough of Sitka (staff assessor), Haines Borough (staff assessor) and City of Craig (Horan & Co. contract assessor).

The evaluation criteria on the RFP were as follows: demonstrated experience performing the scope of work, firm qualifications and references, personnel qualifications, and cost.

The combined experience of Appraisal Company of Alaska and Alaska CAMA Company was clearly conveyed in the proposals submitted. The 2 firms have worked together to implement the conversion of records from paper cards into MARS in 8 other communities across the state. Appraisal Company provided detailed resumes of 4 staff members that have all worked in Cordova and are well-versed in

Cordova's properties – the firm is qualified as are the named personnel to complete the required tasks for the conversion and the continued assessing services. As far as cost, the other proposal did not separate out the cost of the initial setup of the system, licensing, and maintenance, instead it was factored into the annual cost. That firm's overall cost for the 3 years was less but the annual cost was more than the annual cost of Appraisal Company and Alaska CAMA Company combined (after the initial implementation).

Benefits to the conversion to a computerized assessing platform:

Cordova's property record cards are paper folders with handwritten notes that get entered in pencil. It is long past due for these to be automated. The installation of MARS will improve accuracy because less manual data entry will occur. The assessors enter data directly into MARS while conducting property reviews in the field. The review committee ensured follow up questions were asked regarding integration with Caselle and with GIS. MARS software is compatible with both and the developer is practiced in the integration procedures. Five of the MARS communities also use Caselle financial software. As far as GIS, there are MARS communities that have MARS data accessible by the GIS mapping that is available on those City's websites. Cordova may not see this right away, but it is a future goal. Property record cards are public records so this automation and eventual access to this data on the City website will increase transparency. The automation and increased accessibility to City records lends itself to a more professional and sophisticated look for the City. Embedded in the one-time setup costs of the Alaska CAMA Company proposal is training. The developer is ready and willing to train onsite and is available for teleconferences, screen shares and other modes of communication for City employees who will use the program.

**V. LEGAL ISSUES:** This proposal has been solicited under the 5.12.130 – Competitive sealed proposals and the memo is written in accordance with section 5.12.040. (both attached)

**VI. SUMMARY AND ALTERNATIVES:** Council could choose not to approve the contracts.

**City of Cordova, AK**  
**Request for Proposals for Property Tax Assessing Services**  
**including Upgrade to an Industry-Standard CAMA System**  
**Publication Date: May 3, 2022**



Submit proposal to: Susan Bourgeois, City Clerk  
[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net) 907-424-6248  
Submission Deadline: 2:00 pm Wednesday, June 1, 2022

Kindly submit proposal as an email attachment in PDF or Microsoft Word format

**INTRODUCTION AND BACKGROUND:**

- The City of Cordova ("City") is requesting proposals for the provision of property tax assessing services for the three tax-years 2023-2025 including upgrade of records from handwritten "cards" to an industry-standard CAMA system
- The City's tax roll is comprised of approx. 1,700 parcels valued at almost \$470 million.
- The City owns approx. 200 parcels valued at \$126 million.

**SCOPE OF SERVICES:**

1. Assessment of full and true value of all taxable and exempt real property located within the City, in the name of the person by whom it is owned as of January 1 of the tax year, in accordance with State Statutes and Municipal Code.
2. Upgrade from property record cards to CAMA system to be completed within the first two years of the contract including photos of every property; timely for certification of the 2024 tax roll.
3. Preparation of the State's Annual Report on Assessment and Taxation on behalf of the City; submission of same to the Alaska State Assessor.
4. Inspection of all properties identified in item 1 within the term of the contract (3 years); with not less than one-third of properties to be re-inspected annually thereafter.
5. Annual assessment and documentation of all property improvements concluded since the prior assessment, including a review of all building permits issued by the City during the previous calendar year.
6. Annual appraisal and documentation of possessory or leasehold interest in properties and exempt-entity leases.
7. Annual review of subdivisions and parcel changes in conjunction with the City Planning Department.
8. Annual analysis of statutorily required and optional property tax exemptions.
9. Completion of assessment roll of all taxable property and delivery to City Clerk's office before February 1 of the tax year, or other date as established by City Council.
10. Coordination with Clerk's office of assessment appeals and representation of the City at annual Board of Equalization hearing.
11. Preparation and calculation of sales ratio analysis to ensure current appraisals are in the range as defined by State statute.
12. Accessibility to City staff throughout the tax year to assist in general tax-related inquiries.

### CITY-PROVIDED SERVICES, DATA, DOCUMENTS AND WORKSPACE

1. Existing tax roll, legal descriptions, ownership records, permits, and property history.
2. Conference room or another suitable workspace, with full communications capacity.
3. Assessment notice and tax bill mailings; collection of taxes; foreclosure proceedings.
4. Advertising, mailing, forms for exemption applications and appeals.

### INSTRUCTIONS AND QUALIFICATIONS

- Submit proposals and questions to Susan Bourgeois at [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net).
- Provide compensation for services including all labor, materials, and travel per year.
- Provide desired payment schedule – one schedule (same for each year of contract).
- Provide details of firm experience and qualifications of all staff assigned to this contract.
- Provide details regarding use of subcontractors and/or consultants.
- Provide three client references, along with details of those scopes of work.

### EVALUATION CRITERIA

Review committee of City personnel will evaluate proposals based on the following criteria:

- Demonstrated experience performing the scope of work
- Firm qualifications and references
- Personnel qualifications
- Cost

### ADDITIONAL CONSIDERATIONS

The City of Cordova reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Cordova and the firm selected.

During the evaluation process, the review committee and the City of Cordova reserve the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The successful bidder will be asked to sign an agreement which states that ownership of work products rests with the City.

There is no expressed or implied obligation for the City of Cordova to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Such costs should not be included in the proposal.

The City reserves the right to reject any or all proposals or accept the proposal which in its judgment best suits the needs of the City.

### **5.12.040 - Council approval of contracts.**

No contract for supplies, services or construction which obligates the city to pay more than twenty-five thousand dollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:

- A. The identity of the contractor;
- B. The contract price;
- C. The nature and quantity of the performance that the city shall receive under the contract; and
- D. The time for performance under the contract.

(Ord. 1019 § 1, 2008: Ord. 874, 2000: Ord. 809 (part), 1998).

(Ord. No. 1093, § 1, 1-4-2012)

### **5.12.130 Competitive sealed proposals.**

- A. If the city manager determines in writing that use of competitive sealed bidding is not practicable, the city may procure supplies, services or construction by competitive sealed proposals under this section.
- B. The city manager shall solicit competitive sealed proposals by issuing a request for proposals. The request for proposals shall state, or incorporate by reference, all specifications and contractual terms and conditions to which a proposal must respond, and shall state the factors to be considered in evaluating proposals and the relative importance of those factors. Public notice of a request for proposals shall be given in accordance with Section 5.12.110(B). A request for proposals may be modified or interpreted only in the manner provided in Section 5.12.110(C).
- C. Sealed proposals shall be submitted by mail, delivery service or in person at the place and no later than the time specified in the request for proposals. Proposals not submitted at the place or within the time so specified shall not be opened or considered.
- D. Proposals shall be opened so as to avoid disclosing their contents to competing proposers before notice of intent to award a contract is issued. Proposals, tabulations and evaluations thereof shall be open to public inspection only after notice of intent to award a contract is issued. To the extent the proposer designates in writing and other provisions of law permit, trade secrets and other proprietary data contained in a proposal document shall be withheld from public inspection.
- E. In the manner provided in the request for proposals, the city manager may negotiate with those responsible proposers whose proposals are determined by the city manager to be reasonably responsive to the request for proposals. Negotiations shall be used to clarify and ensure full understanding of the requirements of the request for proposals. The city manager may permit proposers to revise their proposals after submission and prior to award to obtain best and final offers. Proposers deemed eligible for negotiations shall be treated equally regarding any opportunity to discuss and revise proposals. In conducting negotiations or requesting revisions, the city shall not disclose any information derived from proposals of competing proposers.
- F. Award shall be made by written notice to the proposer whose final proposal is determined to be the most advantageous to the city. No criteria other than those set forth in the request for proposals, including all specifications and addenda, may be used in proposal evaluation.

(Ord. 809 (part), 1998).



**Mayors Report 6/15/22  
(5/25/2022 Through 06/07/2022)**

Since our last meeting report

66 e-mails received; some are follow-up Nouveau weekend scheduling

14 e-mails replied to, some are follow-up, some are forwarded to appropriate individuals or groups.

of note:

- Nouveau weekend events...
- Alaska Chamber workshops and presentations
- Roundtable with Stutes and Stevens at LIO
- Alaska Chamber / PWSSC Nouveau reception
- Ribbon cutting on new PWSSC
- NOUVEAU
- Brunch with Alyeska folks and Kelsey with the SERVS vessel program
- Campaign receptions for Walker/Drygas followed by Murkowski

Another request for letter supporting mariculture, same letter sent as last time.

Numerous Baseball Meetings, Practices, Games, etc...

I am Managing the Minor League Athletics, kids playing in Minor League and in Softball.

Snack Shack open on Game Days: Tuesday, Wednesday, Thursday, after 5:30pm and all-day Saturday 10:00am to about 6....come on down and enjoy some food and fun!!

OPENING DAY / PICTURE DAY for the Little League ball teams this Saturday, June 11<sup>th</sup> at NOON!

QUESTIONS?



Susan Bourgeois, CMC  
City of Cordova  
Office of the City Clerk  
Cordova, AK 99574  
601 First Street \* PO Box 1210

Phone: 907.424.6248  
Fax: 907.424.6000  
Cell: 907.253.6248  
E-mail: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

## CITY CLERK'S REPORT TO COUNCIL

*June 15, 2022 Regular Council Meeting*

### **Report back to Council regarding option to allow Public comments at meetings via telephone:**

During Covid, when the Cordova Center was not open to the public, City instituted a separate call-in line for public comments during Council meetings to remain consistent with Open Meetings law and facilitate required public participation.

City did the best it could with the technology available in Council Chambers, but the solution was not ideal or without its problems. A separate phone on the windows side of the meeting room had to be manned. Whoever was handling YouTube and teleconferencing for City Council members had to move over during public comment to work that extra phone line. First they had to call in to block the line so that we could take one call at a time at the appropriate part of the meeting. We relied on the public to turn down their background YouTube which was on a delay and the person also had to be reminded to hang up so the next call could come in. We believed there would be an end to this procedure when we reopened Council meetings to the public so we did not explore investing in different phones/technology/systems that could accomplish call-in public comment more effectively.

In March of 2022 the City Clerk in Sitka asked Clerks across the state to weigh-in on if their community allowed public call-in and if so what technology platform was being used. Of those who responded (about 15) one third were not allowing public call-in. Sitka just adopted an ordinance comprehensively re-writing chapters in their City Code pertaining to guidelines for assembly debate, remote participation by the assembly and public participation both in-person and telephonic. Their solution does not allow open call-in but requires the public to put their name on a list one day prior and City initiates a call-back at the meeting.

Unsure that adoption of specific code would be required, City Attorney input on the topic was sought. City Attorney commented: a standing legal requirement permitting public comment via telephone can be problematic for a few reasons: 1) unexpected failure of telecom equipment; 2) increase in callers without the accountability that accompanies in-person attendance. However, it is lawful, and if Council does want to make the change, an ordinance could be drafted that is clear and detailed enough to protect the City if unforeseen technical difficulties arise.

Staff requests clear Council direction as to whether City should reinstitute public comment by telephone. If so staff will direct the legal team to begin work on the ordinance and IT will research required technology options and associated costs for consideration by Council.

## **Council Packet Correspondence Primer:** **Communicating with Your Elected Cordova Officials**

This primer provides an overview of City of Cordova policies regarding the submission of correspondence to the City Clerk's office for distribution to City Council. These policies are general in nature and do not preempt the application of relevant laws to correspondence distribution. To the extent you have questions regarding the distribution of specific correspondence, please contact the City Clerk's office.

### **What gets published in Council packets as Correspondence?**

- Letters, emails, cards, or other written or electronic mail addressed to City Council, any individual member of City Council or the Mayor, regardless of whether or not the sender has requested inclusion of the correspondence in a City Council packet.
- Letters, emails, cards, or other written or electronic mail written by the Mayor, individual City Council members in their capacity as elected officials, or the Council as a body
- Letters, emails, cards, or other written or electronic mail by agencies/entities that are pertinent to Council and the citizens of Cordova (e.g. population determination, full value determination, open comment periods for projects/leases in and around Cordova, etc.)
- Only correspondence received by the Clerk's Office on or before noon on the Wednesday before a regular Council meeting is eligible for inclusion in the packet for that meeting. Correspondence eligible for inclusion received after that date and time will be included in the next regularly scheduled Council meeting packet. (See CMC 3.12.035).

### **What does not get published in Council packets as Correspondence?**

- Letters, emails, cards, or other written or electronic mail that are disparaging to individuals or entities
- Letters, emails, cards, or other written or electronic mail that have been sent anonymously
- Letters, emails, cards, or other written or electronic mail that contain confidential information or information that would warrant a constitutional violation of privacy or could potentially violate an individual's or an entity's constitutional rights.

### **More information about items not subject to publication:**

- Correspondence that is not subject to publication in a Council packet will, however, be forwarded to the Mayor and City Council members with notification that the communication will not be included in the Council packet and the reasons for the exclusion.
- The City will attempt to contact the writer of the correspondence to inform them that the City has determined not to publish what they have sent. Notifications will be sent to the return address on the communication if one has been provided. (the best way to ensure the City is able to reach the writer is if the correspondence has been emailed through the City Clerk [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net))
- A person who submits a communication that is not subject to publication in a Council packet, may still attend a meeting and read the communication during audience comments (if it is about an agenda item) or during audience participation, if it is not about an agenda item. Oral comments during a Council meeting will not be monitored or limited for content unless the comments made incite or promote violence against a person or entity. The City is not responsible or liable for the comments, thoughts, and/or opinions expressed by individuals during the public comment period at a Council meeting.

### **Suggestions concerning correspondence:**

- Correspondence intended for all Council members should be emailed to the City Clerk at [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net), hand-delivered or sent via U.S. mail to the Clerk's office. Correspondence should be clearly addressed to "Cordova City Council." Unless clearly stated otherwise, the City Clerk will presume that all correspondence addressed to City Council is intended for inclusion in the packet.

## Susan Bourgeois

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**From:** Gordon Jensen <trunorth@ctcak.net>  
**Sent:** Wednesday, June 1, 2022 7:49 AM  
**To:** Susan Bourgeois  
**Subject:** Harbor commission

To whom it may concern,

I would like to voice my opposition to the increase of Harbor Commission members and 'ex-officio' members.

The harbor commission should continue to reflect the composition of the fleet that uses it, and acknowledge that commercial fishing is the backbone of our community.

Thank you, sincerely, Capt. Gordon Jensen

## Susan Bourgeois

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**From:** Dave Glasen <ccomfort@ctcak.net>  
**Sent:** Wednesday, June 1, 2022 4:55 PM  
**To:** Susan Bourgeois  
**Subject:** Harbor commission

David Glasen 609 cedar st.

I'd like to comment on tonight's harbor commission agenda item. First I would like to compliment the forest service on the great job they do providing recreational and hunting opportunity's for Cordovans. Now I'm going to ruffle some feathers so don't let Milo throw my moose application in the trash. I'm ok with 7 members on the harbor commission but not ok with the forest service having a seat as the forest service. We have a public process in place to comment at the meetings and get your idea or point on the record. Allowing state or federal agency's to have a seat is unfair to the rest of us that have to follow the public process. Seats should be for individual s not for entire agency's. The harbor is 90% commercial and 10% recreational according to the harbor master. If you are adding two more seats then ask for some recreational boaters to apply. Shouldn't have any problems getting applications from forest service employees that have slips. I'm not much of a writer hope it made sense.

Sent from my iPhone



**Agenda Item 14**  
**City Council Meeting Date: 6/15/2022**  
**City Council Communication Form**

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**FROM:** Susan Bourgeois, CMC, City Clerk  
**DATE:** 06/03/2022  
**ITEM:** Substitute Ordinance 1200  
**ACTION:** Amending CMC 11.08.020 – Harbor Commission

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☒ Ordinance                      ☐ Motion  
☐ Resolution                      ☐ Information

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**I. REQUEST OR ISSUE:** Substitute Ordinance 1200 changing Harbor Commission code. There was a significant change based on an amendment approved at the first reading on June 1, 2022. Therefore, this Substitute ordinance is before Council tonight for a first reading.

**II. RECOMMENDED ACTION:** adoption of Substitute Ordinance 1200

**III. FISCAL IMPACTS:** none

**IV. BACKGROUND INFORMATION:** Council member Schaefer asked for this code change and Council member Sherman agreed and it was placed on Pending Agenda after the May 4 City Council meeting. City Clerk, City Attorney and City Manager each contributed by researching previous code, writing, and then editing a draft ordinance. The ordinance was in front of Council for first reading on June 1 and there was public comment and Council discussion which led to an amendment and Substitute Ordinance 1200. The changes were significant enough to warrant another first reading. The original ordinance included the possibility of Council adding up to 3 ex officio but non-voting members to the Harbor Commission. The significant change was removing all language regarding that and instead only including the language that increases the number of voting members on the Harbor Commission from 5 to 7.

**V. LEGAL ISSUES:** City Attorney has assisted so no legal concerns with the format and content of the ordinance. City Attorney concurred that the change is significant and since it was the will of Council to have it for another first reading, the ordinance is before Council in Substitute format for another first reading.

**VI. CONFLICTS:** none – the conflict seemed to be differing opinions about the ex officio members and the original sponsors of the ordinance are amenable to the removal of that portion of the ordinance, as was clear when they voted in support of the amendment and again in support of the amended ordinance.

**VII. SUMMARY AND ALTERNATIVES:** Council could vote to adopt the ordinance, amend the ordinance, vote down the ordinance, refer the ordinance to staff.

**CITY OF CORDOVA, ALASKA  
SUBSTITUTE ORDINANCE 1200**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AMENDING  
SECTION 11.08.020 OF THE CORDOVA MUNICIPAL CODE TO INCREASE THE NUMBER  
OF HARBOR COMMISSION MEMBERS FROM FIVE TO SEVEN**

**WHEREAS**, the City of Cordova's South Harbor, which houses one of the State of Alaska's largest commercial fishing fleets along with a multitude of other harbor users, is the subject of a significant and long-awaited restoration project; and

**WHEREAS**, in 2002 the Cordova Harbor Commission (the "Commission") was reduced from seven to five members due to a perceived lack of community interest in serving the Commission; and

**WHEREAS**, multiple applications have been filed for recent vacancies on the Commission, indicating an increased interest in the Commission due to the restoration project; and

**WHEREAS**, the Council seeks to increase input from diverse users as the Commission advises City Council on port and harbor projects within the City of Cordova,

**NOW, THEREFORE**, it is ordained as follows:

**Section 1.** Cordova Municipal Code Section 11.08.020, "Harbor commission", is hereby amended to read as follows:

11.08.020 Harbor Commission.

A. A ~~H~~arbor ~~C~~ommission shall be established for the purpose of advising the ~~C~~eity ~~C~~ouncil on the operation, maintenance, and improvement of the Port of Cordova's **port and harbor** facilities, and for such additional purposes as the ~~C~~eity ~~C~~ouncil may from time to time designate. The ~~harbor~~ ~~C~~ommission shall consist of ~~five~~ **seven** voting members. The ~~C~~eity ~~M~~anager and ~~H~~arbor master shall be ex officio members of the ~~C~~ommission, **and Ex officio members of the Commission** shall have the right of the floor to participate in all discussions, ~~however, they~~ **but** shall not ~~have a vote on~~ **any matter before the Commission**. The ~~C~~ommission shall elect a chairman and vice-chairman from its **voting** membership each January.

B. Only residents of the ~~C~~eity who qualify as municipal voters pursuant to Section 2.08.010 shall be entitled to serve on the ~~H~~arbor ~~C~~ommission. **City Council may appoint one of its members to the Commission.** ~~One of the members of the commission may be designated by the council from its number. Except as otherwise provided in this Section, Commission members shall~~ ~~Members not designated from the council from its number shall be nominated by the~~ ~~M~~ayor and confirmed by the ~~C~~ouncil.

C. Each term of membership shall be for three years and shall be overlapping. All members shall serve without compensation.

**New language is bold and underlined; deleted language is stricken through**



D. The ~~H~~harbor ~~C~~ommission shall hold a minimum of one meeting per quarter unless the Commission determines that fewer meetings are needed. Meetings shall be held at a ~~or as needed at a~~ date, time and place established ~~as set by the~~ ~~C~~ommission, except that the ~~C~~ommission shall not be required to have meetings during the fishing season or any like period so long as the Commission identifies the fishing season or like period during which meetings will be suspended and the period of suspension does not exceed six months. ~~as may hereafter be set by the commission, during any given year, said period not to exceed six months.~~

E. The ~~H~~harbor ~~C~~ommission shall conduct its meeting in accordance with Robert's Rules of Order.

F. The unexpired portion of any term remaining after a vacancy exists on the ~~C~~ommission shall be filled in the same manner as the original appointment.

G. The ~~H~~harbor ~~C~~ommission shall recommend for adoption by the ~~e~~City ~~C~~ouncil a general plan for the Port of Cordova, Port of Cordova rules and regulations, and Port of Cordova fees, payments and assessments, which recommendation shall be presented to the ~~e~~City ~~C~~ouncil, in writing, by the ~~C~~eity ~~M~~anager at the first regular ~~C~~eity ~~C~~ouncil meeting in the month of March each year.

H. The ~~H~~harbor ~~C~~ommission shall review all plans for construction and development within the confines of the Port of Cordova or anywhere within ATS 220, and shall report to the ~~C~~eity ~~C~~ouncil the expected impact of such construction or development on the Port of Cordova. The ~~harbor~~ ~~e~~Commission shall make appropriate recommendations to the ~~e~~Council concerning such construction or development.

**Section 2.** This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1<sup>st</sup> reading: June 1, 2022

1<sup>st</sup> reading of substitute ordinance: June 15, 2022

2<sup>nd</sup> reading and public hearing: \_\_\_\_\_, 2022

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
David Allison, Mayor

ATTEST:

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

**New language is bold and underlined; deleted language is stricken through**

## **MEMORANDUM**

**TO: CORDOVA CITY COUNCIL**

**FROM: HOLLY WELLS**

**RE: ORDINANCE 1201**

**CLIENT: CITY OF CORDOVA**

**FILE NO.: 401,777.276**

**DATE: JUNE 7, 2022**

---

### **Introduction**

The purpose of this memorandum is to provide City Council with a summary of Ordinance 1201 and the revisions proposed by it, which include most substantially the repeal and reenactment of Title 16, Cordova's Building Code, and revisions to CMC Title 18, Cordova's Zoning Code. Ordinance 1201 proposes revisions requested by City Council and the Planning Commission to ensure the Cordova Building Code was a clear and up-to-date tool that reflected the reality of building and construction permitting requirements within the City of Cordova ("City"). Specifically, Council and the Commission directed the City Planner to work with legal counsel and City staff to present an ordinance: 1) Removing outdated standards, references and definitions throughout Title 16; 2) Adopting laws consistent with building regulations imposed by the State of Alaska and the Alaska Housing Finance Corporation; 3) Ensuring user-friendly language for both the public and staff; 4) Clarifying the building permit requirements and process; and 5) Tailoring the City's responsibility for inspections and enforcement under Title 16 to the City's resources for such actions. These objectives required substantial changes to Title 16 and the repeal of many of its provisions. As a result, the Ordinance repeals and reenacts Title 16 and proposes necessary revisions to Title 1 and Title 18 to ensure that Title 16's provisions are consistent with the Cordova Municipal Code provisions as a whole.

The purpose of this memorandum is to provide City Council, and the public, a brief summary of the most substantial changes proposed in the Ordinance. While, this memorandum is accompanied by a redlined comparison of the changes to Title 16, the significant number and broad scope of changes proposed in the Ordinance may make it difficult to glean the most substantial changes to Title 16 from the redline document itself. Further, the repeal of Title 16 and

City of Cordova, Alaska  
Memo Re: Ord. 1201  
Page 1 of 4

reenactment in its entirety may make it difficult for Council and the public to see the substantial changes as they are not directly reflected in the Ordinance itself. Although the use of repeal and reenactment to comprehensively revise City Code results in a much clearer ordinance, the creation of a separate redline comparison and presentation of a memo summarizing the substantial changes ensures Council, and the public, have the tools necessary to fully understand the breadth and content of the Ordinance. This memorandum focuses primarily on the changes to Title 16 as revisions to other sections of the Code are reflected in the Ordinance itself.

For purposes of reference, the current Title 16 is referred to as “Title 16” and Title 16 as proposed by the Ordinance is referred to as “Proposed Title 16.” Similarly, “CMC” refers to the current Code provisions and “PCMC” refers to the proposed provisions.

## **Analysis**

In light of the substantial changes to Title 16, this memorandum identifies the areas of substantial change and discusses each of them in turn.

### *Adoption of Specific Building Codes*

Currently Title 16 has 13 chapters, which include separate adoption of the Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, National Electric Code, Uniform Sign Code, Uniform Fire Code, and the Uniform Code for Abatement of Dangerous Buildings.<sup>1</sup> These codes were adopted as the “Cordova Building Codes” in 1982, 1985, and most recently, 1998. However, in 1997 many of the building codes referenced in Title 16 were repealed or substantially amended by the State of Alaska in its own building requirements. The proposed Title 16 identifies and adopts the current building codes imposed by the State of Alaska and, perhaps most importantly, adopts these codes by reference to the State regulations, ensuring that as the State of Alaska updates and amends the building codes it imposes, so too does the City. Further, it ensures that this update occurs automatically, without the need for City action or uncertainty regarding the applicable codes by the public.

### *Elimination of the Building Board and the Board of Appeals*

Title 16 relies upon administration and enforcement by a “Building Board,” which is the Planning Commission. Additionally, Title 16 refers to a “Board of building regulations, mechanical, plumbing, electrical, and fire examiners and appeals” and a “Board of Appeals.” Again, these boards are essentially just the Planning Commission. However, the references to the various “boards” and the assignment of different duties and responsibilities to them creates confusion and does not reflect reality of administrative review within the City. Thus, Title 16 was revised to remove references to these boards and instead incorporate the Commission and City Council sitting as the Board of Adjustment into Proposed Title 16.

Further, the Board’s responsibilities regarding enforcement of the Code, as well as the City Planner or Building Official’s responsibilities for such enforcement, required unrealistic

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<sup>1</sup> See CMC Title 16.05.

oversight and enforcement on a local level that created administrative cost and exposure for the City. It also created complications for builders, contractors, and owners that did not promote development within the City in a way that met the goals of the Commission and Council. Thus, Proposed Title 16 removes this level of oversight and creates a clear permitting process. While it preserves the rights to appeal a decision by the Building Official to the Commission and a decision by the Commission to City Council, as well as authority to inspect a building site if necessary to identify and prevent a violation of Title 16, it does not attempt to authorize or require the City to actively police compliance with the Cordova Building Codes as a matter of City law.

### *Local Amendments*

While Proposed Title 16 greatly simplifies the oversight process, it also preserves local amendments arising from Cordova's unique environment. Currently, Title 16 provides exhaustive local amendments pertaining to enforcement and compliance with each of the adopted codes, most of which were adopted in 1982 or 1985. These amendments even impact site plan approvals in certain arenas. Further, these local amendments use piecemeal and often outdated references involving a level of specificity that can be burdensome to follow, and to enforce.

Proposed Title 16 preserves local amendments, but only where the Commission has determined that they are necessary. The proposed local amendments also present the local amendments in a much clearer way that is consistent with the adoption of local laws and the presentation of these laws within the City. The current Title 16 often contains incomplete sentences and direction and fails to utilize proper numbering and identification. All of these formatting and identification insufficiencies were corrected.

### *Building Permits*

Currently, the permitting process is dispersed throughout the building codes, Title 16, Title 18, and even Title 1. This makes it very difficult for builders, owners, and even City staff and its governing bodies to understand exactly what they need to do to start construction. Additionally, the local amendments include the permitting requirements under each of the adopted codes but sporadically revise these requirements for some of those codes, such as the Uniform Sign Code, but not others.<sup>2</sup> Under Proposed Title 16, all the building permit provisions are in a single chapter, namely Chapter 16.30. To the extent the building codes adopt specific application requirements those have been incorporated through reference. To provide further clarity, the City Planner will ensure that building permit applications provide clear direction regarding submissions based upon the nature of the work to be performed.

### *Site Plan Review*

Much like the permit process, the site plan approval process was also governed by provisions in various titles of the Code in order to clarify the site plan approval process and ensure its proper inclusion in Title 18 instead of Title 16, since it is a land use/zoning process and not a

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<sup>2</sup> See for example CMC 16.40.030.

building permit process, a two-tier site plan review process was created and incorporated into Proposed Chapter 30. Under Proposed Title 16 site plan review in the Unrestricted District remains subject to administrative review as is specified currently in Code but that process was clarified and the difference between administrative review of site plans and Commission review of site plans was delineated and clarified. References throughout Title 18 to site plan review then referenced the uniform site plan approval and review provisions rather than each having a separate and slightly different criteria and approach.

Similarly, the appeals procedures before the Commission and Council sitting as the Board of Adjustment for permits and site plan approval were updated and incorporate the Commission and Board of Adjustment hearing and appeal procedures. Finally, the Ordinance removes redundant and obsolete, unnecessary, and/or inconsistent provisions.<sup>3</sup>

### **Conclusion and Recommended Action**

Given the Planning Commission's review and approval of the Ordinance, we recommend introduction and adoption of the Ordinance if Council determines that the changes to Title 16 and 18 serve the best interest of the public and the City. If, however, Council does not adopt the Ordinance, we recommend Council refer this Ordinance to staff to bring forward, at the least, the updates included in the Ordinance that clarify the language of the existing Title and remove and relocate inconsistent Code provisions. CMC Title 16, and for the most part Title 18, have not been substantially revised in over 20 years. As a result, many of the provisions are inconsistent with the City's development goals, health and safety standards, and current Code drafting procedures.

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<sup>3</sup> See for example CMC 16.17.080.

The back-up materials mentioned in this memo are available separately on the City website – below the regular meeting packet in a document titled “backup info for Ordinance 1201”

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1201**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA  
REPEALING CORDOVA MUNICIPAL CODE TITLE 16 “BUILDING CODES” AND  
ENACTING TITLE 16 “BUILDINGS AND CONSTRUCTION” TO ADOPT THE BUILDING  
CODES ADOPTED BY THE STATE OF ALASKA AND LOCAL AMENDMENTS TO THOSE  
BUILDING CODES TAILORED TO CORDOVA; AMEND CMC 1.28.085 TO UPDATE THE  
FINE SCHEDULE TO REFLECT CHANGES IN TITLE 16; AMEND CMC 1.04.025, 18.08.010,  
18.17.100, 18.18.010, 18.26.040, 18.32.055, 18.33.010, 18.33.030, 18.33.050, 18.33.060, 18.33.080,  
18.33.100; 18.33.110, 18.33.130, 18.34.070, 18.34.080, 18.34.100, 18.38.050-18.38.100, 18.39.100,  
18.39.130, 18.44.010-18.44.030, 18.46.030 TO REFLECT REVISIONS TO TITLE 16; REPEALING  
AND REENACTING CMC CHAPTER 18.42 “SITE PLAN REVIEW” TO STREAMLINE THE  
SITE PLAN REVIEW PROCESS AND PROVIDE A HEARING AND REVIEW PROCESS FOR  
SUSPENDED OR REVOKED SITE PLAN APPROVAL; REPEALING 18.33.070 “LOT  
COVERAGE,” 18.76.070 “BUILDING PERMIT”, AND 18.80.020 “BUILDING PERMIT-SCOPE  
AND VALIDITY.”**

**WHEREAS**, the 1997 codes currently referenced in Title 16 were repealed September 15, 2001 by the State of Alaska for all lands within the State and replaced by the International Codes; and

**WHEREAS**, Title 16 has not been updated since the repeal by the State in 1997, and as such refers to code that is now more than 20 years out of date; and

**WHEREAS**, the International Codes are a consensus type code that gets updated every three years; and

**WHEREAS**, by changing the code to the state adopted codes, the City ensures that its own laws are automatically updated when the state legislature makes changes and adopts the newest International codes through the public legislative process; and

**WHEREAS**, the adoption of local amendments permits the City to tailor the International Code to the unique environment in Cordova; and

**WHEREAS**, revisions to Title 16 also required changes to Title 18 to ensure consistent site plan review procedures and land use and construction regulations; and

**WHEREAS**, it serves the City’s best interest to update the definitions and requirements in both Title 16 and Title 18 while implementing the adoption of the building codes,

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Cordova, that:

**Section 1.** Cordova Municipal Code 1.04.025, “Business days”, is enacted to read as follows:

**1.04.025- Business days**

**“Business days” means days during which the City Clerk's office is open and excludes City holidays and weekends. “Working days” has the same meaning as business days.**

**Section 2.** Cordova Municipal Code 1.28.070, “License revocation procedures”, is hereby repealed.

**New language is bold and underlined;** ~~deleted language is stricken through~~



**Section 3.** Cordova Municipal Code 1.28.085(C), “Minor offense fine schedule”, is amended to read as follows:

C. The following violations of this code are amenable to disposition without court appearance upon payment of a fine in the amount listed below:

...

**16.15.020 A. Engaging in business in the city as a contractor without having first complied with the appropriate provisions of Alaska Statutes as well as City licensing requirements. \$300.00**

**16.15.025 Failure to obey or comply with the adopted-building codes. \$300.00**

**16.15.025 Failure to obtain permit from building official. \$300.00**

**16.15.025 E Changing plans and specification after they have been approved by the building official. \$300.00**

**16.15.055 Violation of a stop-work order. \$300.00**

**16.15.055 A. Failure to perform required conditions of stop work order \$300.00**

**Section 4.** Title 16 of the Cordova Municipal Code, “Building Codes”, is repealed and reenacted as Title 16, “Buildings and Construction”, to read as follows:

## **Title 16 - BUILDINGS AND CONSTRUCTION**

### **Chapter 16.10 Building Code Administration**

### **Chapter 16.20 Cordova Building Code Local Amendments**

### **Chapter 16.30 Building Permits**

### **Chapter 16.75 Housing and Urban Development**

### **Chapter 16.80 Mobile Home Parks**

### **Chapter 16.90 Trailers and Trailer Camps**

## **Chapter 16.10 - BUILDING CODE ADMINISTRATION**

16.10.010-Definitions.

16.10.020-Adoption of Cordova Building Codes.

16.10.030-Copies on file.

16.10.040-Building Official-Authority.

### **16.10.010-Definitions.**

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

“Accessory uses and structures” means uses and structures necessary or desirable adjuncts to permitted principal uses and structures, where such necessary uses and structures are under the management or control of the owner responsible for the permitted principal use or structure.

"Automobile trailer" means any vehicle used for sleeping or living quarters and propelled either by its own power or by other power-driven vehicles to which it may be attached. This includes travel trailers, recreational vehicles, camper units on pickups.

**New language is bold and underlined;** ~~deleted language is stricken through~~

"Automobile trailer camp" means any lot or parcel of ground arranged for the parking of automobile trailers, referred to in this chapter as "camp." Automobile trailer camps are primarily for recreational vehicles whose stay will be short term or seasonal.

"Building code" means the building code and/or other building regulations applicable to the city.

"Building, existing" means a building erected prior to the adoption of the ordinance codified in this chapter or one for which a legal building permit has been issued.

"Contractor" means a person or entity that enters into a contract or agreement to construct a building or to provide or install specialized portions of the construction.

"Person" means any natural person, sole proprietorship, organization, partnership, corporation or other form of business entity.

"Structurally modify" means to change the structural elements of an existing building, including but not limited to changes to the footprint or height of a structure.

"Structurally improve" means to construct improvements on an existing building or structure that change the structural elements of that building or structure.

#### **16.10.020 - Adoption of Cordova Building Codes.**

A. Except as otherwise provided in this title, the City, as authorized by Section 2-15 of its Home Rule Charter, adopts by reference the following codes for the regulation of buildings and structures which are constructed, improved or modified within the City as defined in this title:

1. International Mechanical Code, as adopted by 13 AAC 50.023;
2. International Building Code, as adopted by 13 AAC 50.020;
3. Uniform Plumbing Code, as adopted by 08 AAC 63.010;
4. National Electrical Code, as adopted by 08 AAC 70.025;
5. International Fire Code, as adopted by 13 AAC 50.025;
6. International Fuel and Gas Code, as adopted by 13 AAC 50.024;

7. The current International Residential Code adopted by the Alaska Housing Finance Corporation Alaska including their specific amendments or current adopted Alaska Finance House Corporation code for residential structures containing three or fewer dwellings and townhouses not more than three stories above grade plane and their accessory structures.

8. 1997 Uniform Code for Abatement of Dangerous Buildings.

B. The codes adopted by this section are amended by the local amendments set forth in Chapter 16.20 of this Code.

C. The codes adopted by reference in this Section may be referred to as the "Cordova Building Codes."

**New language is bold and underlined;** ~~deleted language is stricken through~~

D. Where the codes adopted in this section conflict with the Cordova Municipal Code or Charter, the Code and Charter provisions shall preempt application of such codes.

#### **16.10.020-Copies on file.**

An electronic copy of the codes referenced in this Section shall be retained by the City and available for review at City Hall.

#### **16.10.030 - Building Official-Authority.**

The Building Official shall administer and enforce this Title. The Planning Director shall act as the Building Official unless the City Manager otherwise designates.

### **Chapter 16.20 – CORDOVA BUILDING CODE LOCAL AMENDMENTS**

#### **Sections**

**16.20.010 Local amendments adopted.**

**16.20.020 Local amendments to International Building Code.**

**16.20.030 Local amendments to International Residential Code.**

#### **16.20.010 Local amendments adopted.**

The local amendments in this chapter amend the Cordova Building Codes adopted in Chapter 16.10 of this Code.

#### **16.20.020 Local amendments to International Building Code.**

A. The International Building Code, 2012 Edition shall be amended as follows when applicable to construction, modification or improvement of a building or structure within the City:

1. Section 1609.3 of the International Building Code, 2012 edition, Basic wind speed, is amended by adding the following requirement:

The basic wind speed in MPH, for the determination of the wind loads shall be 110 MPH.

#### **16.20.030 Local amendments to International Residential Code.**

A. The International Residential Code, 2018 Edition shall be amended as provided in this section when applicable to construction, modification or improvement of a building or structure within the City. In this section, the section number and title provided in each subsection identify the section and title in the International Residential Code, 2018 edition.

1. R101.1, Title, is amended to read as follows:

This code shall be known as the 2018 International Residential Code (IRC) with amendments and shall be cited as such. It is referred to herein as 'the code'.

2. R101.2, Scope, is amended to read as follows:

**New language is bold and underlined;** ~~deleted language is stricken through~~

The 2018 IRC with Amendments shall be the referenced code for residential structures containing three or fewer dwellings and townhouses not more than three stories above grade plane in height and their accessory structures.

3. Part 2, Administration and Enforcement, is deleted.

4. Table R301.2(1), Climatic and Geographic Design Criteria, is amended to read as follows:

GROUND SNOW LOAD		100 lbs. per sq. foot
WIND DESIGN	Speed (mph)	110 miles per hour
	Topographic Effects	No
SEISMIC DESIGN CATEGORY		D2
SUBJECT TO DAMAGE FROM	Weathering	Severe
	Frost Line Depth	24"
	Termite	No
WINTER DESIGN TEMP		1° F
ICE BARRIER UNDERLAYMENT REQUIRED		Yes
FLOOD HAZARDS		2015 FIRM and FIS
AIR FREEZING INDEX		2500
MEAN ANNUAL TEMP		

5. R302.2, Townhouses, is amended in the exception, to add at the beginning of the paragraph:

If the building is not constructed utilizing a fire-suppression system, a common 2 hour fire-resistance-rated wall shall be used. If it is constructed with an approved fire-suppression system...

6. R303.3, Bathrooms, is amended to read as follows, with the exception deleted:

Bathrooms, water closet compartments and other similar rooms shall be provided with exhaust ventilation in accordance with the requirements of ANSI/ASHRAE 62.2-2010 as amended in R403.5 of the 2012 Building Energy Efficiency Standard and per manufacturer requirements.

7. R303.4, Mechanical ventilation, is amended to read as follows:

Whole-house and spot ventilation shall be installed per the requirements of ANSI/ASHRAE 62.2-2010 as amended in R403.5 of the 2012 Building Energy Efficiency Standard (chapter 11 of the code with Alaska-specific amendments).

8. R303.5.1. Intake openings, is amended to:

a. Add to the last sentence of the first paragraph: "... and 3 feet horizontally from the contaminant source."

b. Delete the second paragraph and replace it with the following:

All mechanical ventilation shall be in accordance with ANSI/ASHRAE 62.2-2010 as amended in R403.5 of the 2012 Building Energy Efficiency Standard (chapter 11 of the code with Alaska-specific Amendments).

9. R309.5, Fire sprinklers, is amended so the first sentence reads as follows:

**New language is bold and underlined;** ~~deleted language is stricken through~~

Private garages shall be protected by fire sprinklers where required by the Department of Public Safety and/or where the garage wall has been designed based on Table R302.1(2) Footnote a.

10. R310.2.2, Window well drainage, is amended to add the following sentence before the exception:

Window wells shall be designed to minimize the potential of the well becoming filled with snow and/or standing water which impedes operation of the egress fenestration.

11. R313, Automatic Fire Sprinkler Systems, is amended to read as follows:

R313.1 Townhouse automatic fire sprinkler systems. If installed, automatic residential fire sprinkler systems for townhouses shall be designed and installed in accordance with Section P2904 or NFPA 13D.

R313.2 One- and two-family dwellings automatic fire sprinkler systems. If installed, automatic residential fire sprinkler systems for one- and two-family dwelling units shall be designed and installed in accordance with Section P2904 or NFPA 13D.

12. R317.1, Location required, is amended to delete words “naturally durable wood or” from the first sentence.

13. R501.3, Fire protection of floors, is added to read as follows:

Floor assemblies located directly over a crawl space containing a direct-vent, sealed combustion appliance with forced draft exhaust; combustion air intake must terminate to the building exterior. Application of this exception requires installation of a smoke alarm in the crawl space in accordance with the requirements of Section R314 Smoke Alarms, with the exception of R314.3 Location, and a carbon monoxide alarm in accordance with the requirements of Section R315 Carbon Monoxide Alarms.

14. R703.3.3, Panel siding, is added to read as follows:

Exterior type plywood siding with a grooved pattern shall not be installed horizontally and used as the weather resistant siding.

15. R806.1, Ventilation required, is amended to add the following words to the beginning of the first sentence “When located outside of the building thermal envelope...” and to delete the exception.

16. Table R806.5, Insulation for Condensation Control, is replaced with the following table:

Table R-A806.5 Insulation for Condensation Control	
Air-Permeable Insulation R-Value	Minimum Air-Impermeable Insulation R-Value <sup>a</sup>
R-15	R-30
R-19	R-38
R-21	R-42
R-25	R-50
R-30	R-60
R-38	R-76

**New language is bold and underlined;** ~~deleted language is stricken through~~

R-N	$2*(R-N)^b$
*Installed on the warm-in-winter side	*Installed on the cold-in-winter side
a. Contributes to but doesn't not superseded the requirements in Section N1102.	
b. Air-Impermeable Insulation R-Value shall equal, at minimum, twice the R-value of the Air Permeable insulation.	

17. R807.1, Attic access, is amended to add the following to the end of the paragraph:

Attic access shall not be located in a room containing one or more fixtures in the Bathroom Group. Access may be located in closets with minimum depth of 23 inches and minimum width of 48 inches.

18. Chapter 11, Energy Efficiency, is deleted and replaced with the following:

Energy Efficiency as required by the most currently adopted Alaska Housing Finance Corporation minimum standards.

19. Chapter 12, Mechanical Administration, is deleted.

20. M1301.2, Identification, is deleted and replaced with the following:

Each length of uncut pipe and tubing, and each pipe fitting utilized in a mechanical system shall bear the identification of the manufacturer.

21. M1501.1, Outdoor discharge, is amended to delete the exception.

22. M1502.4.2, Duct installation, is amended as follows:

- a. In the first sentence, '12' is deleted and replaced with '10' to conform with section R1604.1.3, Support.
- b. The following words from the third sentence are removed: "...and shall be mechanically fastened..." and replaced with the words: "...except where in conflict with the requirements of M1502."
- c. The following shall be added after last sentence:

Dryer exhaust ducts shall not be joined with screws or similar fasteners that protrude into the duct.

23. M1504.3, Exhaust openings, is amended to:

- a. Add the following requirement to those listed:

...Not less than 3 feet (914 mm) horizontally from the air intake.

- b. Add the following exception:

Exhaust and intake openings that are part of a system engineered to prevent entrainment of exhaust air are exempt; the exemption applies only to the exhaust and intake that is part of the engineered system only, adjacent exhaust and inlet openings are not exempt.

- c. Add the following exception:

**New language is bold and underlined;** ~~deleted language is stricken through~~

A ventilation system's supply and exhaust vents on the exterior of a building may be separated less than 10 feet as long as they are separated a minimum of 6 feet horizontally. (to conform with Alaska-specific amendments to ANSI/ASHRAE 62.2-2010)

24. M1505, Mechanical ventilation is replaced with the following:

Mechanical Ventilation shall be installed per the requirements of ANSI/ASHRAE 62.2-2010 as amended in R403.5 of the 2012 Building Energy Efficiency Standard and per manufacturer requirements.

25. M1602.1, Return air, is amended to add to the end of the second sentence:

only if an exhaust fan is installed with automated control such that a positive pressure is not exerted on the structure while the furnace supply air handler is operating. Supply only systems and/or systems designed to induce a positive pressure inside the dwelling with reference to the outdoors are not permitted in Alaska.

26. M1602.2, Prohibited sources, is amended to add to the end of 1 "...and at least 3' horizontally from the air intake."

27. Chapter 23, Solar Energy Systems, is deleted and replaced with the following:

Per AS 18.60.705 (a)(1): the 1997 edition of the Uniform Solar Energy Code published by the International Association of Plumbing and Mechanical Officials and adopted at the 67th annual conference, September 1996, excluding pages 1-7 of Part I, Administration.

28. G2412.9, Identification, is deleted and replaced with the following:

Each uncut length of pipe and tubing and each pipe fitting, utilized in a fuel gas system, shall bear the identification of the manufacturer.

## **CHAPTER 16.30 BUILDING PERMITS**

### **16.30.010-Building permit required.**

### **16.30.020-Building permit fees.**

### **16.30.020-Exemptions.**

### **16.30.040-Appeals.**

### **16.30.050-Enforcement.**

### **16.30.060-Stop work order-Authority.**

### **16.30.070-Violations.**

### **16.30.010 - Building permit required.**

A. Buildings and structures may not be constructed, structurally improved, structurally modified, or enlarged within the City unless a building permit has been issued by the City Planner approving the construction, improvement or modification.

B. Application for a building permit shall be filed with the Building Official on the application form created by the Planning Department. Application forms shall be available at the Planning Department and the office of the City Clerk. If the application meets the requirements of this Chapter, the Building Official shall issue a building permit.

**New language is bold and underlined;** ~~deleted language is stricken through~~



C. No building permit shall be issued by the Building Official unless and until:

1. The State of Alaska Fire Marshall has provided any approval by the Fire Marshall required under state or local law.

2. A final decision has been issued on any variance, conditional use permit or site plan review permit required for the permit site under this Code and a final decision has been issued on any appeal or the time period for an appeal has expired.

3. The City Planner has reviewed the application and found that the construction, modification or improvement complies with this Code, including Title 18. Any permit issued in conflict with the zoning title shall be null and void.

D. The building permit or copy of it shall be displayed at the work site until completion of the construction, modification or improvement approved by the permit.

E. It shall be the duty and responsibility of every person who performs work for the construction, modification or improvement of a building or structure within the City to comply with this Title and all federal, state, and local laws.

F. Approval of a building permit shall not be used as permission to or defense against the violation of this Code, federal or state law. A building permit may be revoked by the Building Official if necessary to comply with local, federal or state law. Revocation or an appeal of a revocation of a building permit shall comply with Section 1.28.070 of this Code.

#### **16.30.020 – Building permit fees.**

A. There shall be a fee for the permit application process. Fees shall be established by resolution of the City Council and shall be due at the time a permit application is filed with the Building Official. A building permit application will not be accepted by the Planning Department without payment.

B. A late fee shall be charged for building permit applications submitted after the start of work as that term is defined in this Chapter.

#### **16.30.030 - Exemptions.**

A. Permits shall not be required for one-story detached accessory structures so long as the floor area does not exceed 200 square feet and 12 feet in height.

B. An exemption under this section is not an exemption of any other requirements under this code.

#### **16.30.0040 - Appeals.**

A. An applicant may appeal a decision by the Building Official regarding a building permit as authorized in this Chapter to the Planning Commission as set forth in Section 18.64.040 of this Code.

B. An applicant or aggrieved party may appeal a decision by the Planning Commission approving a building permit, denying it or approving it with conditions in the manner set forth in Section 18.64.030 of this Code.

#### **16.30.050 – Enforcement.**

**New language is bold and underlined;** ~~deleted language is stricken through~~

- A. The Building Official shall have authority to enforce the provisions of this Title.
- B. When the Building Official determines it is necessary to inspect a work site or property to enforce the provisions of this Title, or when the Building Official has reasonable cause to believe that a condition on the property or work site is a violation of this Title or makes the building or premises unsafe, dangerous, or hazardous, the Building Official may enter onto the property and into the building or premises at reasonable times to inspect or investigate compliance with this Title.
- C. Before entering a premises or building under this Section, the Building Official shall locate the owner or the owner's agent with authority to grant access onto the premises and request permission to enter onto the property or work site and into any building or premises on the property for investigation.
- D. If a person fails to grant a right of entry and inspection under this Section, the City may seek an order from the superior court compelling the person to submit to entry and inspection.

#### **16.30.060 - Stop work order-Authority.**

- A. If the Building Official determines work on a building or structure is being performed in violation of this Code or in an unsafe or dangerous manner, the Building Official may order the owner or the owner's agent to immediately stop all work on the property, including any and all construction, modifications, and improvements on the property. An order issued under this Section must be issued in writing and must clearly state the conditions under which work will be permitted to resume.
- B. Any person who continues any work in or on the building or structure in violation of a stop work order issued under this Section shall be in violation of this Chapter and shall be liable for penalties arising and resulting from the violation.

#### **16.30.070 – Violations.**

- A. Failure to comply with any provision of this Title or any rule, order or regulation issued under this Title is a violation.
- B. Each day a violation occurs is a separate violation. The minimum penalty for a single violation of this Chapter is specified in Chapter 1.28 of this Code.

### **Chapter 16.75 - HOUSING AND URBAN DEVELOPMENT**

#### **16.75.010 - Powers—Adopted.**

#### **16.75.020 - Powers—Limitations.**

#### **16.75.030 - Contract and implementation authority.**

#### **16.75.010 - Powers—Adopted.**

Housing and urban development powers are adopted and assumed by the city.

#### **16.75.020 - Powers—Limitations.**

Housing and urban development powers are limited to development of a senior citizens housing project.

#### **16.75.030 - Contract and implementation authority.**

**New language is bold and underlined;** ~~deleted language is stricken through~~

The ~~e~~City ~~m~~Manager of the ~~e~~City is authorized to enter into such contracts and agreements necessary to implement and carry out the powers assumed in Sections 16.75.010 and 16.75.020 above.

## **Chapter 16.80 - MOBILE HOME PARKS**

**16.80.010 - Definitions.**

**16.80.020 - License—Required—Term—Transferability.**

**16.80.030 - License—Applications fees—Site plan.**

**16.80.040 - License—Denial—Fees—Revocation—Reinstatement.**

**16.80.045 - License—Renewals.**

**16.80.050 - Conditional use permit.**

**16.80.055 - Inspections—Changed conditions.**

**16.80.060 - Specifications.**

**16.80.065 - Temporary placement of travel trailers.**

**16.80.070 - Supervision.**

**16.80.080 - Accessory structures.**

**16.80.090 - Certain violations designated.**

**16.80.100 - Fine—Liability for violations.**

**16.80.010 - Definitions.**

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

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

B. "Mobile home" means a detached residential dwelling unit designed for transportation after fabrication on streets or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks, or other temporary or permanent foundation, connection to utilities, and the like.

1. "Single-wide mobile home" means a transportable single-family dwelling which may be towed on its own running gear, and which may be temporarily or permanently affixed to real estate, used for nontransient residential purposes and constructed with the same or similar electrical, plumbing, and sanitary facilities as immobile housing.

2. "Double-wide mobile home" means two portable units designed and built to be towed on their own separate chassis and permanently combined on-site to form a single immobile dwelling unit.

C. "Mobile home park" means a parcel of land under single ownership which has been planned and improved for the placement of two or more mobile homes for nontransient use.

D. "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, artic entries, foyers, hallways, and other accessory floor space.

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

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F. "Trailer" means a mobile home.

G. "Building board" means the building board created pursuant to Section 16.10.010.

**16.80.020 - License—Required—Term—Transferability.**

It is unlawful for any person, persons, firm or corporation to establish, operate, manage or maintain or begin the operation of any mobile home park within the city without first having obtained an annual license therefor from the city building inspector authorizing the operation of such mobile home park. A mobile home park license shall cover the period from January 1st to December 31st. Such annual license shall not be transferable.

**16.80.030 - License—Applications fees—Site plan.**

Each application for a mobile home park license shall be submitted to the city building inspector on a form provided by the city and containing such information as is requested on the form, and shall be accompanied by (1) a nonrefundable fee of thirty-five dollars or three dollars per space in the mobile home park, whichever is greater, and (2) a plan drawn to scale showing the external boundaries of the park, the size and locations of all mobile home spaces, buildings and structures, sewer lines and their connections, electric lines and their connections, water lines and their connections, power poles and meter locations. All water and sewer lines must also have complete engineered drawings. All electrical services supplying mobile homes shall be maintained in a serviceable condition and conform to the provisions of the National Electrical Code under which they were installed. Any electrical services that are replaced or newly installed shall conform to the edition of the National Electrical Code in effect at the time of replacement or installation. Each mobile home space shall be given a number on the plan.

**16.80.040 - License—Denial—Fees—Revocation—Reinstatement.**

A. The city building inspector may deny a license for good cause. Denial of a license may be appealed to the building board.

B. The city council may revoke a license issued under this chapter or Chapter 18.60 upon a determination of the city building inspector that a violation or violations of this chapter have occurred in connection with the licensee's mobile home park and such violations have not been cured within thirty days after the licensee receives notice thereof, including the payment of fines for such violations. Revocation of a license shall not be appealable, but a revoked license may be reinstated in accordance with subsection C of this section. Upon revocation, in addition to any other remedy or penalty provided by this chapter, the city may seek injunctive relief to restrain the operation, management or maintenance of the mobile home park in violation of this chapter. Upon application for injunctive relief and a finding that a person, persons, firm or corporation is operating, managing, or maintaining a mobile home park in violation of this chapter, the superior court shall grant injunctive relief to restrain the violation or violations.

C. The city building inspector may reinstate a license revoked under subsection B upon receiving (1) a written request for reinstatement, (2) satisfactory evidence that the violation or violations upon which the license revocation was based have been cured, and the licensee and the mobile home park are otherwise in full compliance with the provisions of this chapter, and (3) full payment of any outstanding and unpaid fines, and payment of a reinstatement fee. A reinstated license shall expire on the license's original expiration date. Denial of a request for reinstatement of a revoked license may be appealed to the building board.

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#### **16.80.045 - License—Renewals.**

The city building inspector may renew a license issued under this chapter, or a renewal thereof, for an additional one-year period upon the expiration of such license or renewal period upon (1) receiving a written request for renewal from the licensee not less than thirty days prior to the expiration of the license or renewal period, accompanied by payment of a nonrefundable renewal fee of thirty-five dollars or three dollars per space in the mobile home park, whichever is greater, and (2) determining that the mobile home park is being operated, managed and maintained in full compliance with the provisions of this chapter, and that there are no outstanding and unpaid fines or fees. A decision not to renew a license or renewal may be appealed to the building board.

#### **16.80.050 - Conditional use permit.**

Mobile home parks may be permitted in any zoning district as a conditional use. Conditional use permits must be obtained as required in Chapter 18.60 of this code.

#### **16.80.055 - Inspections—Changed conditions.**

A. Mobile home parks may be inspected by the city building inspector or his designee periodically for compliance with this chapter.

B. Changes in the boundaries or design of, or the addition of a mobile home or homes to, a mobile home park shall not be performed without the licensee first submitting to and having approved by the city building inspector or his designee a revised site plan specifying the changes or additions. The city building inspector or his designee shall approve or disapprove any proposed changes or additions within thirty days of receiving the revised site plan. A decision not to approve of a change or addition may be appealed to the building board.

#### **16.80.060 - Specifications.**

A. The management of every mobile home park shall maintain in good repair and appearance all sanitary facilities, utilities, and appliances which are owned and operated by the park owners. Supervision and equipment sufficient to prevent littering of the premises with rubbish, garbage, or other refuse shall be provided and maintained at all times.

B. Each mobile home park shall provide not less than one thousand nine hundred fifty square feet of space (sixty-five feet by thirty feet minimum) for each mobile home space. Except as specified in Section 16.80.060(M), there shall be a five-foot setback from all exterior park boundaries or property lines. Any portion of the mobile home (excluding the tongue), lean-to or rafted roof shall not be located closer than ten feet side-to-side, ten feet end-to-side, or ten feet end-to-end horizontally from any other trailer, lean-to or rafted roof unless the exposed composite walls and roofs of both structures are without openings and constructed of materials that will provide a one-hour fire rating or the structures are separated by a one-hour fire-rated barrier. At no time shall the distance be less than six feet. The distance shall be measured wall-to-wall; eaves shall not extend into the setback more than sixteen inches.

C. Mobile home parks shall establish and maintain a fire apparatus access roadway not less than twenty feet wide and an unobstructed vertical clearance of not less than fifteen feet between rows of mobile homes that are not situated end-to-end. Roadways shall be well maintained in summer and winter and shall remain free and clear of all obstacles including parked vehicles at all times. Roadways and mobile home spaces

**New language is bold and underlined;** ~~deleted language is stricken through~~

shall be well marked in daylight and well lighted at night so that space numbers and addresses can be easily read from the road and walking along road and pathways is not hazardous.

D. Mobile home parks shall be well drained and free from insect breeding places. Fires in parks shall be made only in stoves or other equipment provided for that purpose, and open, unattended fire shall not be permitted.

E. An adequate supply of safe water for drinking and domestic purposes shall be provided. The water supply shall be easily obtainable from a pipe distribution system. Individual water distribution pipes shall be conveniently located on each mobile home space. Effective with the passage of the ordinance codified in this chapter the following shall also apply:

1. Individual water shutoff valves shall be provided and conveniently located on each mobile home space in all new installations;

2. Private water systems must be DEC approved; and3. The water system must be connected to the public water system when the public water system is within one hundred fifty feet of the exterior property on any side of the mobile trailer park.

F. All mobile homes shall be connected to a private or public sewer system and all sewage shall be disposed of through same. Effective with the passage of the ordinance codified in this chapter the following shall also apply:

1. Where the public sewer system is within one hundred fifty feet of the exterior property line on any side of the mobile home park, the park shall be connected to the public sewer system and all sewage shall be disposed of through same; and

2. Private sewer systems must be DEC approved.

G. Wastewater from sinks, showers, toilets, and other plumbing fixtures in the mobile home park shall not be deposited on the surface of the ground and all fixtures shall be connected to the private or public sewer system in an approved manner.

H. The park manager shall provide or require that park residents provide garbage containers with close-fitting covers in convenient locations and ample numbers. The containers shall not be permitted to become foul smelling, unsightly, or breeding places for flies. All garbage, trash, and rubbish shall be disposed of in such manner as is provided by ordinances of the city.

I. Each mobile home space shall have an individual electrical hookup installed by a registered electrician and inspected by the city building inspector before a mobile home is connected to the hookup. No mobile home shall be connected to the electric system of the mobile home park if the building inspector finds the hookup to be hazardous. In the event a mobile home is removed and replaced with another, the replacement mobile home shall not be connected to an existing hookup until it is reinspected by the city building inspector.

J. Mobile home parks shall have adequate fire protection. No mobile home shall be more than five hundred feet from the nearest fire hydrant and hydrant spacing shall not exceed eight hundred feet between hydrants. In closely built areas these requirements may be tightened if that is determined to be necessary by the fire chief to ensure the public safety.

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K. Mobile home parks shall provide adequate snow dumps or otherwise provide for the adequate disposal of snow.

L. Each mobile home, except any located in temporary spaces as provided in Section 16.80.065, placed in a mobile home subsequent to the passage of the ordinance codified in this chapter must be certified as a manufactured mobile home.

M. All mobile homes placed in a mobile home park subsequent to the passage of the ordinance codified in this chapter shall be required to maintain a minimum setback of twenty feet from any part of the mobile home and/or lean-to from any lake, stream waters or wetlands. Any additional requirements of the Cordova coastal management plan shall also apply.

N. A site development permit must be issued by the city prior to the placement or replacement of any mobile home.

#### **16.80.065 - Temporary placement of travel trailers.**

Travel trailers that are not classified as manufactured mobile homes as defined in Section 16.80.010 (B) may be temporarily placed in a mobile home park between April 1st and October 31st. All specifications as given in Section 16.80.060 shall apply.

#### **16.80.070 - Supervision.**

Each mobile home park, while occupied, shall be under the supervision and control of a responsible attendant or caretaker who shall be responsible, together with the licensee, for full compliance with the provisions of this chapter.

#### **16.80.080 - Accessory structures.**

Lean-tos and rafted roofs must be designed to meet the minimum wind and snow loads. Lean-tos, rafted roofs and outbuildings may be constructed only after obtaining a building permit from the city building inspector, and then only in accordance with the city's construction rules relating to temporary structures.

A. **Lean-tos.** Every habitable room in a lean-to shall have access to at least one exterior opening suitable for exiting directly to the outside without passing through the trailer. Where a lean-to encloses two doors of a trailer or an emergency exit window, an additional exterior door shall be installed. This exterior door shall not be less than twenty-eight inches in width and six feet two inches in height. All lean-tos shall be of finished construction and if sealed, sheetrock or other fire resistant material shall be used.

B. **Rafted Roofs.** A rafted roof may exceed the height and extend over the mobile home to which it is attached provided that the roof free-spans the mobile home over which it is constructed.

C. **Outbuildings.** Any building not directly attached to the mobile home is considered an "outbuilding." There shall be a setback of five feet from the exterior property line for all outbuildings. Outbuildings constructed entirely of materials that do not support combustion shall not be placed closer than five feet to a mobile home and/or lean-to. Outbuildings constructed of combustible materials shall not be placed closer than ten feet to a mobile home and/or lean-to.

#### **16.80.090 - Certain violations designated.**

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A. Failure to operate, manage or maintain a mobile home park in accordance with this chapter or in compliance with provisions, terms, conditions, and specifications of an application or site plan approved, or a license issued, under this chapter shall be a violation of this chapter.

**16.80.100 - Fine—Liability for violations.**

A. There shall be a fine of one hundred dollars per day for each violation of this chapter after notice thereof.

B. The mobile home park owner shall be liable, individually and jointly with any other responsible person or entity, for any violation of this chapter associated with the owner's mobile home park, whether such violation occurs on or off the mobile home park premises, and for payment of the fines for such violation or violations. For the purposes of this chapter, "other responsible person or entity" includes, without limitation, a park manager, caretaker, attendant, supervisor, mobile home owner, mobile home renter, or park resident, whether residing within or outside the authorized park boundaries, who the city building inspector determines was responsible for or substantially contributed to a violation of this chapter.

**Chapter 16.90 - TRAILERS AND TRAILER CAMPS**

16.90.010 - Definitions.

16.90.020 - License—Required—Term—Transferability.

16.90.030 - License—Applications.

16.90.040 - License—Fees—Revocation.

16.90.050 - Conditional use permit.

16.90.060 - Specifications.

16.90.070 - Supervision.

16.90.080 - Violations designated.

**16.90.010 - Definitions.**

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

A. "Automobile trailer" means any vehicle used for sleeping or living quarters and propelled either by its own power or by other power-driven vehicles to which it may be attached. This includes travel trailers, recreational vehicles, camper units on pickups, and the like.

B. "Automobile trailer camp" means any lot or parcel of ground arranged for the parking of automobile trailers, referred to in this chapter as "camp." Automobile trailer camps are primarily for recreational vehicles whose stay will be short term or seasonal.

**16.90.020 - License—Required—Term—Transferability.**

It is unlawful for any person, persons, firm or corporation to establish, operate, manage, or maintain or begin the operation of any automobile trailer camp within the city without first having obtained a license therefor from the city building inspector authorizing the operation of such automobile trailer camp. An automobile trailer camp license shall cover the period from January 1st to December 31st. Such automobile trailer camp license shall not be transferable.

**16.90.030 - License—Applications.**

New language is bold and underlined; ~~deleted language is stricken through~~



Each application for a trailer camp license shall be accompanied by a plan drawn to scale showing the external boundaries of the camp, the size and location of all trailer spaces, buildings and structures, sewer lines and their connections, electric lines and their connections, water lines and their connections, power poles and meter locations. The clearance of all electric connections must conform to city codes and the latest edition of the National Electrical Code. Each trailer space shall be given a number on the plan.

#### **16.90.040 - License—Fees—Revocation.**

The fee to be paid for a license for an automobile trailer camp shall be a minimum fee of thirty-five dollars per year or three dollars per space per year, whichever is greater. Any failure on the part of management to maintain the automobile trailer camp in an orderly, safe, and sanitary condition shall be grounds for revocation of the license by the city council.

#### **16.90.050 - Conditional use permit.**

Automobile trailer camps may be permitted in any zoning district as a conditional use. Conditional use permits must be obtained as required in Chapter 18.60 of this code.

#### **16.90.060 - Specifications.**

A. The management of every automobile trailer camp shall maintain in good repair and appearance all sanitary facilities and appliances. Supervision and equipment sufficient to prevent littering of the premises with rubbish, garbage, or other refuse shall be provided and maintained at all times.

B. No trailer shall be placed closer than ten feet to the next adjoining trailer on the side and ten feet on the end. There shall be a fifteen-foot setback from all exterior camp boundaries or property lines. This setback cannot be used as a roadway. A minimum of ten percent of the total camp area shall be provided as an open green area for recreation, picnics and other activities. The exterior boundary setback may be used to fulfill this requirement. Camps shall have roadways at least twenty feet wide between rows of shall have roadways at least twenty feet wide between rows of trailers. Roadways shall be well maintained. Roadways and trailer spaces shall be well marked in day-light and well lighted at night.

C. Automobile trailer camp areas shall be well drained and free from insect breeding places. Fires in such areas shall be made only in stoves, fireplaces, or pits provided for that purposes, and open, unattended fire shall not be permitted.

D. An adequate supply of safe water for drinking and domestic purposes shall be provided. The water supply shall be easily obtainable from a pipe distribution system. Water faucets shall not be more than seventy-five feet from any trailer space.

E. The premises occupied by the trailer camp shall be connected with the public sewer in an approved manner and all sewage shall be discharged through the same. In limited cases, other disposal systems may be acceptable if they are approved by the city and the Department of Environmental Conservation.

F. Wastewater from sinks, showers, toilets, and other plumbing fixtures in the automobile trailer shall be deposited in a plumbing fixture connected to the public sewer system and not on the surface of the ground.

G. The trailer camp manager shall provide garbage containers with close-fitting covers in convenient locations and in ample numbers. The containers shall not be permitted to become foul smelling, unsightly,

**New language is bold and underlined;** ~~deleted language is stricken through~~

or breeding places for flies. All garbage, rubbish, and trash shall be disposed of in such manner as is provided by ordinances of the city.

H. No trailer shall be connected to the electric system of the city if the building inspector finds the wiring of any such trailer to be hazardous.

#### **16.90.070 - Supervision.**

Each trailer camp, while occupied, shall be under the supervision and control of a responsible attendant or caretaker who shall be responsible, together with the licensee, for full compliance with the provisions of this chapter.

#### **16.90.080 - Violations designated.**

A. There shall be a fine of one hundred dollars for each violation of this chapter.

B. It is unlawful for any person to own or maintain any automobile trailer when it is being used as a dwelling place at any place other than the licensed trailer camp. Automobile trailers operated by tourists or visitors who are visiting Cordova or Cordova residents, are staying less than thirty days, and are parked on private land or another lawful location, are exempt. Exceptions to this section may be made on a case by case basis for people using auto-mobile trailers as a primary residence for a period longer than thirty days provided that:

1. A permit to camp outside of a trailer camp has been obtained from the city. The fee for such permit shall be thirty-five dollars per month and permits shall be is-sued for the duration of the stay. Permits for camping outside of automobile trailer camps shall be issued for the period April 1st through October 31st;

2. The trailer is parked on private land with the permission of the landowner. Landowners may not charge a fee for this service nor operate a trailer camp without obtaining a license to do so from the city. Automobile trailers shall be limited to one per lot in residential areas;

3. The camp situation is not an unreasonable in-convenience or nuisance to neighboring landowners;

4. Adequate arrangements have been made for garbage and sewage disposal;

5. The trailer has access to an adequate supply of safe drinking water;

6. The trailer is not parked on the right-of-way of any city street or alley, on public lands such as parks unless otherwise authorized, on unoccupied city-owned commercial or industrial lands, or any other areas which are inappropriate for this use as determined by the planning commission;

7. Adequate off-street parking must be provided for the automobile trailer. The space provided shall be in addition to the spaces required in Chapter 18.48 of this code. The parking of trailers shall not result in the displacement of other vehicles such that they must then park in the street.

C. The administration of this section shall be determined by the city manager. These permitting provisions may be revoked by ordinance if the council finds that to be in the best interest of the city.

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D. It is unlawful for any person to remove the wheels or other transportation device from any automobile trailer or otherwise affix said trailer permanently to the ground so as to prevent ready removal, unless a permit to do so is obtained as required for the construction of a new building. Any alterations of an automobile trailer which converts the same into a permanent dwelling shall be subject to the requirements of the building code and zoning ordinances of the city.

E. It is unlawful to occupy for sleeping or other residence purposes any automobile trailer which has been rendered immobile by the removal of the wheels or placing the same on foundations or the ground unless such trailer is connected to water, electric, and sewer facilities above mentioned, and the construction and location of the same complies with the ordinances applicable to single-family dwellings.

F. The building board may grant an exception from subsections A, B and C of this section for up to twelve months to allow a lot owner to place temporary living quarters on a lot provided that:

1. A building permit has been issued;
2. Water, sewer, and electric utilities have been installed;
3. A foundation has been constructed and approved;
4. Only the lot owner may be allowed to occupy the temporary residence, and that such temporary residence may not be inhabited by other than the lot owner's immediate family;
5. The temporary living quarters must be removed from the lot or vacated prior to the issuance of a certificate of occupancy for the residence or at the end of the twelve-month period.

...

**Section 5.** Cordova Municipal Code 18.08.010, "Definitions", is amended to read as follows:

**18.08.010 - Definitions.**

For the purpose of this Title, the words and terms set forth in this Chapter shall have the following meanings:

"Alley" means a public way designed and intended to provide only a secondary means of access to any property abutting that public way ~~thereon~~.

"Alteration" means any change, addition or modification ~~in the construction, location or use classification~~.

"Amateur radio antenna" means a structure or device designed to collect or radiate electromagnetic waves for noncommercial amateur radio equipment including without limitation ham, citizen band radio, VHF and single side-band antennas.

"Antenna" means a structure or device designed to collect or radiate electromagnetic waves, including, without limitation, directional antennas such as panels, microwave dishes, satellite dishes; and omni-directional antennas such as whip antennas.

"Automobile wrecking" means the dismantling of ~~used~~ motor vehicles or trailers or the storage or sale of parts from dismantled or partially dismantled, obsolete or wrecked vehicles.

**New language is bold and underlined;** ~~deleted language is stricken through~~

"Boardinghouse" means a building other than a hotel with not more than five sleeping rooms where lodging, with or without meals, is provided for compensation for three or more persons, but not exceeding ~~15~~<sup>fifteen</sup> persons, on other than day-to-day basis and which is not open to transient guests.

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

"Building, accessory" **or "accessory building"** means a detached building, the use of which is appropriate, subordinate and customarily incidental to that of the main building or to the main use of the land and which is located on the same lot as the main building or use. An accessory building shall be considered to be a part of the main building when joined to the main building by a common wall not less than four feet long or when any accessory building and the main building are connected by a breezeway which shall not be less than eight feet in width.

"Building, agricultural" **or "agricultural building"** means a building located in the unclassified district and used to shelter farm implements, hay, grain, poultry, livestock or other farm produce, in which there is no human habitation and which is not used by the public.

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

"Building code" means the ~~building code and/or other building regulations applicable to the city~~ **Cordova Building Codes as adopted by reference in Title 16 of this Code.**

"Building, existing" **or "existing building"** means a building erected prior to the adoption of the ordinance codified in this chapter or one for which a legal building permit has been issued.

"Building height" means the vertical distance from the grade to the highest point of the roof.

"Building ~~O~~fficial" means the officer charged with the administration and enforcement of this title. The ~~City Planner~~<sup>public works director</sup> shall act as ~~the B~~uilding ~~O~~fficial **unless otherwise designated by the City Manager.**~~until the city council otherwise designates.~~

"Building, principal," **"principal building"** or "main building" means a building in which is conducted the principal or main use of the lot on which said building is situated.

"Children's nursery" means any home or institution used and maintained to provide day care for more than four children not more than seven years of age.

"Collocation" means the use of a telecommunication tower by more than one provider of telecommunication service.

"Coverage" means that percentage of the total lot area covered by the building area.

"Cultural center" means a building used for the promotion of culture, arts, science, education, and/or research.

"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.

"Dwelling, multiple-family" means any building containing three or more dwelling units.

"Dwelling, one-family" means any detached building containing only one dwelling unit.

**New language is bold and underlined;** ~~deleted language is stricken through~~

"Dwelling, two-family" means any building containing only two dwelling units.

"Dwelling unit" means one or more rooms and a single kitchen in a dwelling designed as a unit for occupancy by not more than one family for living or sleeping purposes, and in which not more than two persons are lodged for hire.

"Family" means any number of individuals related by blood or marriage or an unrelated group of not more than five persons living together as a single housekeeping unit in a dwelling unit.

"Fence height" means the vertical distance between the ground, either natural or filled, directly under the fence and the highest point of the fence.

"Floor area" means the total of each floor of a building within the surrounding outer walls but excluding vent shafts and courts.

"Frontage" means all the property fronting on one side a street between intersecting streets or between a street and right-of-way, end of street or city boundary.

"Garage, private" means an accessory building or any portion of a main building used in connection with residential purposes for the storage of passenger motor vehicles.

"Garage, public" **or "public garage"** means any garage, other than a private garage, available to the public, operated for gain, and which is used for storage, repair, rental, greasing, washing, servicing, or adjusting or equipping of automobiles or other vehicles.

"Garage, storage" **or "storage garage"** means any building or portion thereof **a building**, other than a private garage, used for the storage of motor vehicles and the incidental service of vehicles stored therein.

"Grade" or "ground level" means the average level of the finished ground at the center of all walls to a building. In case walls are parallel to and within five feet of a public sidewalk, the ground level shall be measured at the sidewalk.

"Guest room" means any room in a hotel, dormitory, boarding house or lodging house used and maintained to provide sleeping accommodations for not more than two persons. Each one hundred square feet or fraction thereof of floor area used for sleeping purposes shall be considered to be a separate guest room.

"Home occupation" means an accessory use of a service character customarily conducted within a dwelling by the residents thereof, which is clearly secondary to the use of the dwelling for living purposes and does not change the character thereof and does not involve more than one paid assistant.

"Hotel" means any building or group of buildings in which there are rooms used, designed or intended to be used for the purpose of offering to the general public food or lodging, or both, on a day-to-day basis.

"Junkyard" means any space one hundred square feet or more of any lot or parcel of land used for the storage, keeping or abandonment of junk or waste material including scrap metals or other scrap materials, or for the dismantling, demolition or abandonment of automobiles, other vehicles, machinery or any parts thereof.

"Loading space" means an off-street space or berth on the same lot within a building or structure to be used for the temporary parking of commercial vehicles while loading or unloading merchandise or materials.

**New language is bold and underlined;** ~~deleted language is stricken through~~

"Lot" means a parcel of land occupied or to be occupied by a use, building or unit group of buildings, and accessory buildings and uses, together with such yards, open spaces, lot widths and lot area as are required by this title and having frontage on a public street.

"Lot, corner" **or "corner lot"** means a lot situated at the junction of, and bordering on, two intersecting streets.

"Lot depth" means the horizontal distance between the front and rear lot lines measured in the mean direction of the side lot lines.

"Lot line, corner lot front" **or "corner lot front lot line"** means the shortest street line of a corner lot.

"Lot line, interior lot front" **or "interior lot front lot line"** means a line separating the lot from the street.

"Lot line, rear" **or "rear lot line"** means the line that is opposite and most distant from the front lot line, and in the case of irregular, triangular or gore-shaped lot, a line not less than ten feet in length, within a lot, parallel to and at the maximum distance from the front lot line.

"Lot line, side" **or "side lot line"** means any lot boundary line not a front lot line or a rear lot line.

"Lot width" means the mean horizontal distance separating the side lines of a lot and at right angles to its depth.

"Mobile home, double-wide" **or "double-wide mobile home"** means two portable units designed and built to be towed on their own separate chassis and permanently combined on-site to form a single immobile dwelling unit.

"Mobile home, single-wide" **or "single-wide mobile home"** means a transportable single-family dwelling which may be towed on its own running gear, and which may be temporarily or permanently affixed to real estate, used for non-transient residential purposes and constructed with the same or similar electrical, plumbing and sanitary facilities as immobile housing.

"Mobile home park" means a parcel of land under single ownership which has been planned and improved for the placement of two or more mobile homes for non-transient use.

"Mobile home subdivision" means a parcel of land planned and improved for the placement of two or more mobile homes on individually owned lots.

"Modular home" means a factory-built dwelling unit designed to be transported from factory to the site and set on a permanent foundation. The complete unit meets all the requirements of the Uniform Building Code as adopted by the city and is eligible for conventional bank financing.

"Monopole" means a support structure constructed of a single, self-supporting hollow metal tube securely anchored to a foundation.

"Person" means **any natural person, sole proprietorship, organization, partnership, corporation or other entity.** ~~a natural person, his heirs, executors, administrators or assigns, and also including firm, partnership or corporation, it's or their successors or assigns, or the agent of any of the aforesaid.~~

"Private parking space" means any automobile parking space not less than ten feet wide and **20** ~~twenty~~ feet long.

**New language is bold and underlined;** ~~deleted language is stricken through~~

"Public parking space" means an area of not less than two hundred fifty square feet inclusive of drives or aisles giving access thereof, accessible from streets and alleys or from private driveways leading to streets and alleys and being designed and arranged so as to be usable, practicable and safe for the storage of passenger motor vehicles operated by individual drivers.

"Service station" means any building, structure, premises or other space used primarily for the retail sale and dispensing of motor fuels, tires, batteries and other small accessories; the installation and servicing of such lubricants, tires, batteries and other small accessories, and such other services which do not customarily or usually require the services of a qualified automotive mechanic. When the retail sale and dispensing of motor fuels, lubricants and accessories is incidental to the conduct of a public garage, the premises shall be classified as a public garage.

"Services, business" or "business services" means services that support a business or commercial enterprise, including but not limited to accounting, consulting, legal, and management services.

"Services, retail" or "retail services" means the selling of goods, wares, or merchandise directly to the consumer or persons without a resale license.

"Sign" means any words, letters, parts of letters, figures, numerals, phrases, sentences, emblems, devices, trade names or trademarks by which anything is made known, such as are used to designate an individual, a firm, an association, a corporation, a profession, a business or a commodity or product, which are visible from any public street or highway and used to attract attention.

"State highway" means a right-of-way classified by the state as a primary, secondary A or secondary B highway.

"Street" means a public right-of-way used as a thoroughfare and which is designed and intended to provide the primary means of access to property abutting thereon.

"Street line" means the line of demarcation between a street and the lot or land abutting thereon.

"Structure" means that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

"Telecommunication" means the transmission and reception of messages, impressions, pictures, and signals by means of electricity, electromagnetic waves, and any other kind of energy, force variations, or impulses whether conveyed by cable, wire, radiated through space, or transmitted through other media within a specified area or between designated points.

"Telecommunication antenna" means an antenna used in telecommunication, and whose operation is subject to licensing by the Federal Communications Commission.

"Telecommunication tower" means a structure intended to support equipment used to transmit and/or receive telecommunication signals including monopoles, guyed and lattice steel structures. This definition does not include a tower that supports only one or more amateur radio antennas.

"Tower height" means the vertical distance from the grade to the top of the telecommunication tower, including any antenna or other equipment thereon.

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"Trailer" means any vehicle used or intended to be used as living or sleeping quarters for humans and which may be driven, towed or propelled from one location to another without change in structure or design, whether or not the same is supported by wheels and including trailers, trailer coaches and house cars.

"Trailer camp," "trailer park" or "trailer lot" means any area or premises where space for two or more trailers is rented, held out for rent or for which free occupancy or camping for such number is permitted to trailers or users for the purpose of securing their trade, herein referred to as a trailer camp but not including automobile or trailer sales lots on which unoccupied house trailers are parked for inspection and sales.

"Use" means the purpose for which land or building is arranged, designed or intended, or for which either land or building is or may be occupied or maintained.

"Use, accessory" or "accessory use" means a use customarily incidental and subordinate to the principal use of the land, building or structures and located on the same lot or parcel of land.

"Watchman or caretaker dwelling" means an accessory dwelling located within a commercial or industrial building for the purpose of housing a watchman or caretaker employed on the premises or the owner operator in conjunction with a permitted principal use. The maximum size of a watchman's dwelling shall be up to 20%~~twenty percent~~ of the total square footage of the building not to exceed ~~seven hundred fifty square~~ 750 square feet. Watchman's quarters will not be considered a residential use.

"Yard" means an open unoccupied space, other than a court, unobstructed from the ground to the sky, except where specifically provided by this title, on the same lot on which a building is situated.

"Yard, front" or "front yard" means a yard extending across the full width of a lot measured between the front lot line of the lot or a future street width line and the nearest exterior wall of the building, front of a bay window or the front of a covered porch or other similar projection, whichever is the nearest to the front lot line.

"Yard, rear" or "rear yard" means a yard extending across the full width of the lot between the most rear main building and the rear lot line. The depth of the required rear yard shall be measured horizontally from the nearest part of a main building toward the nearest point of the rear lot lines.

"Yard, side" or "side yard" means a yard on each side of a main building and extending from the front yard, or front lot line where no front yard is required, to the rear yard. The width of the required side yard shall be measured horizontally from the nearest point of a side lot line to the nearest part of the main building.

**Section 6.** Cordova Municipal Code 18.17.100, "Special provisions", is amended to read as follows:

#### **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

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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 will assure 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.

**Section 7.** Cordova Municipal Code 18.18.010, “Permitted uses”, is amended to read as follows:

**18.18.010 – Permitted uses.**

**A. Except as otherwise provided in this Chapter, any legal use of property is permitted in the** ~~The Unrestricted D~~istrict is intended to allow any legal use of property.

**B. Before construction or use is initiated in the UR District, Construction will require compliance with all permitting requirements in Title 16 of this Code must be met and an administrative site plan must be filed, reviewed, and approved under Section 18.42.010 of this Code.** ~~provisions of Chapter 16.30, Site Development Permit Procedures.~~

**Section 8.** Cordova Municipal Code 18.26.040, “Site plan review”, is amended to read as follows:

**18.26.040 – Commission sSite plan review- Required.**

A mobile home park site plan shall be submitted, and no building permit shall be issued until ~~the city council has approved the site plan~~ **is approved by the Planning Commission under Section 18.42.020.** ~~after a recommendation from the planning commission.~~

**Section 9.** Cordova Municipal Code 18.32.100, “Rear and side yard requirements”, is amended to read as follows:

**18.32.055 - Rear and side yard requirements.**

**There are no rear or side yard requirements in the I District** ~~None~~, except as necessary to **comply with other provisions of this Code, including compliance with** ~~provide required off-street parking and loading requirements as per under Chapter 18.48 of this Title~~code.

**Section 10.** Cordova Municipal Code 18.33.010, “Purpose”, is amended to read as follows:

**18.33.010 - Purpose.**

~~The following statement of intent and use regulations shall apply in the WI district:~~

**A.** ~~The W~~waterfront Industrial ~~D~~istrict is intended to **include** ~~be applied to~~ land with direct access or close proximity to navigable tidal waters within the ~~C~~city. Uses within ~~the waterfront industrial~~ **this** district

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are intended to be marine-dependent or marine-oriented, and primarily those uses which are particularly related to location or commercial enterprises that derive an economic benefit from a waterfront location.

**B. The Waterfront Industriuct District may also be referred to as the WI District in this Code.**

**Section 11.** Cordova Municipal Code 18.33.030, “Permitted accessory uses and structures”, is amended to read as follows:

**18.33.030 - Permitted accessory uses and structures.**

**A. The following accessory uses and structures are permitted in the WI District:**

**A1.** Bunkhouses used in conjunction with permitted principal uses;

**B2.** Residential dwelling for watch ~~person~~man or caretaker employed on the premises, or owner-operator and members of the owner-operator’s family, used in conjunction with permitted principal uses;

**C3.** Retail business when use is accessory to a permitted principal use.

**Section 12.** Cordova Municipal Code 18.33.050, “Prohibited uses and structures”, is amended to read as follows:

**18.33.050 - Prohibited uses and structures.**

Any use or structure that is not a permitted use, accessory use or conditional use under this Chapter is prohibited in the WI District. ~~not of a character as indicated under permitted uses, accessory uses, or conditional uses~~

**Section 13.** Cordova Municipal Code 18.33.060, “Setbacks”, is amended to read as follows:

**18.33.060 - Setbacks.**

**A. The mMinimum sSetbacks in the WI District are as follows:-**

1. Front yard-~~Twenty~~20 Feet.

2. Side yard and rear yard: None~~subject to Uniform Building Code regarding fire walls and separation of buildings.~~

**Section 14.** Cordova Municipal Code 18.33.080, “Height”, is amended to read as follows:

**18.33.080 - Height.**

~~U—The A. M~~The maximum height of buildings and structures in the WI District is: subject to Uniform Building Code regarding building heights: **three stories or 50 Feet.**

**Section 15.** Cordova Municipal Code 18.33.100, “Minimum lot requirements”, is amended to read as follows:

**18.33.100 - Minimum lot requirements.**

**A. The Mminimum Hlot rRequirements in the WI District are as follows:-**

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1. Lot width: 100 ~~F~~feet.
2. Lot size: 10,000 ~~F~~feet.

**Section 16.** Cordova Municipal Code 18.33.110, “Signs”, is amended to read as follows:

**18.33.110 - Signs.**

A. Signs. Signs may be allowed in the waterfront industrial district subject to ~~the supplementary district regulations, the Uniform Sign Code, as set forth in~~ **requirements in** Chapter 18.44 of this ~~C~~code.

**Section 17.** Cordova Municipal Code 18.33.130, “Site plan review”, is amended to read as follows:

18.33.130 – **Commission s**Site plan review-**Required.**

A. ~~Prior to the issuance of a building for construction within the waterfront industrial district, the planning commission shall approve the development plan for the project. The site plan review shall be conducted in accordance with Chapter 18.42 of this code.~~ **Any construction, modification or improvement in the Waterfront Industrial District shall be subject to a site plan review by the Planning Commission under Section 18.42. 020 of this Code.**

B. **No site plan shall be approved for the Waterfront Industrial District unless any exterior siding or roof on any building or structure is finished in earthtone colors as those colors are identified by the Planning Director.** ~~The exterior siding and roof shall be finished in earthtone colors.~~

**Section 18.** Cordova Municipal Code 18.34.070, “Minimum setback requirements”, is amended to read as follows:

**18.34.070 - Minimum setback requirements.**

The following are the minimum setback requirements in the WHD:-

A. Front yard, side yard, and rear yard setbacks: ~~None, subject to Uniform Building Code requirements regarding building construction type, occupancy, separation distance between buildings, access and egress. Zero lot line construction is not expressly prohibited.~~

**Section 19.** Cordova Municipal Code 18.34.080, “Maximum heights of buildings and structures”, is amended to read as follows:

The following are the maximum heights of buildings and structures in the WHD:-

- A. Principal buildings and structures: ~~Seventy-five (75) f~~ **75 Feet.**
- B. Accessory buildings and structures: ~~Fifty (50) f~~ **50 Feet.**

C. ~~The planning and zoning e~~ **Planning Commission** may grant conditional use permits for ~~taller buildings~~ **that exceed the maximum heights imposed in this Section** subject to ~~requirements Chapter 18.60 of this Title.~~ **of the uniform building code and applicable** the policies in the Cordova coastal management plan regarding the maintenance of visual access to coastal waters.

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**Section 20.** Cordova Municipal Code 18.34.100, “Signs”, is amended to read as follows:

**18.34.100 - Signs.**

Signs are permitted in the WHD subject to ~~the Uniform Sign Code and~~ Chapter 18.44 of this Title~~title~~.

**Section 21.** Cordova Municipal Code 18.38.050, “Prohibited uses and structures”, is amended to read as follows:

**18.38.050 - Prohibited uses and structures.**

Any use or structure not of a character that is a permitted use under this Chapter is prohibited in the PLI District, except uses or structures that have been approved by a conditional use permit in compliance with Section 18.38.040 of this Chapter. ~~indicated under permitted uses and structures or permitted as a conditional use if prohibited.~~

**Section 22.** Cordova Municipal Code 18.38.060, “Minimum lot requirements”, is amended to read as follows:

**18.38.060 - Minimum lot requirements.**

The following are the minimum lot requirements in the PLI District:

- A. Lot width: 100 Feet. ~~Lot width, one hundred feet;~~
- B. Lot area: 15,000 Square Feet. ~~fifteen thousand square feet.~~

**Section 23.** Cordova Municipal Code 18.38.070, “Minimum yard requirements”, is amended to read as follows:

**18.38.070 - Minimum yard requirements.**

The following are the minimum yard requirements in the PLI District:

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

**Section 24.** Cordova Municipal Code 18.38.080, “Maximum lot coverage”, is amended to read as follows:

**18.38.080 - Maximum lot coverage.**

The maximum lot coverage by all buildings permitted in the PLI District is 50 ~~÷ fifty~~ percent.

**Section 25.** Cordova Municipal Code 18.38.090, “Special provisions”, is amended to read as follows:

**18.38.090 - Maximum height of structures.**

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The ~~maximum height of a building or~~ structures in the PLI District is unrestricted, except that buildings and structures in this district shall not interfere with Federal Aviation Administration Regulations on airport approaches, and conform with the Uniform Building Code.

**Section 26.** Cordova Municipal Code 18.38.100, “Signs”, is amended to read as follows:

**18.38.100 - Signs.**

Signs may be allowed in connection with any permitted use, subject to the supplementary district regulations and Chapter 18.44 of this Title. ~~the Uniform Sign Code.~~

**Section 27.** Cordova Municipal Code 18.39.100, “Signs”, is amended to read as follows:

**18.39.100 - Signs.**

Signs are permitted in the WCP District subject to Chapter 18.44 of this Title.

**Section 28.** Cordova Municipal Code 18.39.130, “Site plan review”, is amended to read as follows:

**18.39.130 – Commission sSite plan review-Required.**

The development plan of any proposed development in the WCP District shall be subject to a site plan review and approval under Section 18.42.020 conducted in accordance with Chapter 18.42.

**Section 29.** Cordova Municipal Code Chapter 18.42, “Site Plan Review”, is repealed and reenacted to read as follows:

**Chapter 18.42 - SITE PLAN REVIEW**

- 18.42.010-Administrative site plan review and approval.
- 18.42.020-Site plan review and approval-Planning Commission.
- 18.42.030-Site plan-Residential-level.
- 18.42.040-Site plan-Commercial-level.
- 18.42.050-Other land use applications and permits.
- 18.42.060-Modifications.
- 18.42.070-Suspension and revocation of permits.
- 18.42.080-Permit expiration.
- 18.42.090-Site plan approval-transferable.

**18.42.010-Administrative site plan review and approval.**

A. When an administrative site plan review is required under this Title, the application for site plan approval shall be reviewed and approved as follows:

1. All plans and specifications for site plan approval shall be submitted by the applicant on an administrative site plan application form provided by and available from the Planning Department.
2. Upon the filing of a completed application, the City Planner shall have 30 business days to process the application and either approve the site plan, deny it or approve it with conditions or modifications. The City Planner shall notify an applicant in writing no more than 10 days after receiving

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the application and, if additional documents or information is needed to complete the application and permit the City Planner to make a determination, the City Planner shall notify the applicant at the address specified in the application of the information or documentation needed.

3. The City Planner shall review the site plan and determine if it complies with this Code, the City Comprehensive Plan, and any applicable local laws and regulations.

4. The City Planner shall issue a written decision approving the application, denying it or approving it with conditions or modifications. The written decision shall state the reasons underlying the decision and notice of the right to appeal the Planning Director's decision as provided in this Section.

5. The Planning Director shall supplement any pending building permit application on the same property with a copy of the City Planner's written decision under this Section.

B. An applicant may appeal the denial of a site plan under this Section to the Planning Commission as provided in Section 18.64.040.

#### **18.42.020- Site plan review and approval-Planning Commission.**

When a site plan review is required under this Title and the review is not expressly identified as administrative, the application for site plan approval shall be reviewed and approved as follows:

A. The owner or the owner's designated agent shall submit a comprehensive site plan and a completed comprehensive site plan application to the Planning Department. Once the Planning Director determines that a complete site plan and application has been submitted, the Planning Director will schedule a public hearing before the Planning Commission. A completed application shall be submitted to the Planning Commission for consideration no more than 45 business days after it is filed with the Planning Department.

B. The Commission must hold a hearing on the site plan at its next regularly scheduled meeting unless that meeting is less than five business days from the date a completed application has been filed. If the complete application is filed less than 15 business days before the next Planning Commission meeting, the application shall be considered no more than 45 days after it has been filed. The Planning Commission shall determine, after reviewing the application and any statements of support or opposition regarding the site plan, if the proposed plan complies with this Code, the City Comprehensive Plan, and any applicable local laws and regulations. The Commission shall provide the applicant, the Planning Director, and members of the public an opportunity to be heard regarding the site plan.

C. The Commission shall issue a written decision approving the site plan, denying it or approving it subject to conditions or modifications no more than 30 days after the public hearing on the site plan. The written decision shall state the reasons underlying the decision and notice of the right to appeal the decision as provided in this Section.

D. An applicant may appeal the denial of a site plan under this Section to City Council sitting as the Board of Adjustment as provided in Section 18.64.030.

#### **18.42.030 Site plan –Residential-level.**

A. When a residential-level site plan is required, the site plan shall show on a survey, map or plan of the subject property, drawn to a scale of not less than one-inch equals 20 feet, all of the following:

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1. The precise location of the lot boundaries and all setbacks and easements;
2. The precise location and dimensions of all existing and proposed structures, including any proposed changes to the exterior dimensions of existing structures;
3. Elevation drawings and dimensions of all existing and proposed structures, including any proposed changes to exterior dimensions of existing structures;
4. Existing site features and conditions, including topography, drainage, streams, water bodies, wetlands, lines of mean high tide, storm berms, areas prone to erosion, and the general location of vegetation;
5. The precise dimensions of all existing and proposed structures in relation to existing and proposed property lines, streets and other rights-of-way;
6. Access, including proposed driveway and curb cuts, with arrows indicating vehicular traffic patterns into and out of the site and to and from all parking areas;
7. On-site traffic and pedestrian circulation systems, and a detailed parking plan;
8. Pedestrian access to adjacent public lands, waters, walkways and trails. Where practical, safe, and where other means of access have not been provided, access easements may be required;
9. A grading and drainage plan indicating all cuts, fills and areas of disturbance. The plan shall display elevation changes and cut and fill quantities; and
10. The location of the site in relation to other existing uses on neighboring properties.

B. When site plan approval is required under this Title but the level of site plan has not been expressly identified, the site plan shall comply with this Section.

#### **18.42.040 Site plan – Commercial-level.**

When a commercial-level site plan is required, the site plan shall show on a survey, map or plan of the subject property, drawn to a scale of not less than one-inch equals 20 feet, all of the following:

1. All information required in residential site plans;
2. Access, including proposed driveway and curb cuts, with arrows indicating vehicular traffic patterns into and out of all loading berths or areas;
3. Turning radius for vehicles;
4. The location and proposed screening of open storage areas;
5. Basic floor plans and location of all existing and proposed structures;
6. Location of utilities;
7. Proposed signs and lighting;

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8. The location of the site in relation to residential uses and other existing industrial uses on adjacent properties; and
9. Location of snow storage.

#### **18.42.050-Other land use applications and permits.**

Nothing in this Chapter shall relieve the applicant of the obligation to obtain a conditional use permit, building permit, variance, or other permit or approval required by this Code, federal or state law.

#### **18.42.060- Modifications.**

- A. Once a site plan is approved, minor modifications to the plan may be approved by the City Planner if the City Planner determines that the modifications would not substantially change the character of the site plan or the basis for approval of that plan.
- B. Substantial modifications to a site plan after approval require submission and approval of an application for substantial modification. An application of substantial modification shall be considered in the same manner as the original application for site plan approval required under this Chapter. An applicant may request expedited consideration of an application for modifications to a site plan which the City Planner may grant if the City Planner finds good cause for expediting the application.

#### **18.42.070 - Suspension and revocation of permits.**

- A. Permit suspension.
  1. Upon violation of this Chapter or the conditions of approval of a site plan, the City Planner may suspend approval of that site plan pending corrective action by the applicant.
  2. At least ten days before suspension of a site plan approval becomes effective, the City Planner must provide written notice of the suspension to the applicant at the address identified in the site plan application. The notice must identify the period of suspension, the reasons for suspension, and what action is necessary to remove the suspension.
- B. Permit revocation.
  1. Upon violation of this Chapter or the conditions of approval of a site plan, and a determination by the City Planner that corrective action is not possible, practicable or in the public interest, the City Planner may recommend revocation of the site plan approval to the Planning Commission. The City Planner shall provide the applicant with notice of potential revocation. This notice shall provide the reasons for recommending revocation of the site plan approval, the reasons corrective action is not possible, practicable or in the public interest, the date of the hearing before the Planning Commission, and the applicant's right to attend and participate in that hearing.
  2. Except as otherwise provided in this Chapter, the Planning Commission may not revoke a site plan approval without a determination by the Commission at a public hearing that the applicant, property owner or an agent or representative of the applicant or owner fundamentally misrepresented the character of the development and/or use of the site, that the misrepresentation resulted in a failure to comply with the provisions of this Code or applicable federal or state law, and that corrective action is not possible, practicable or does not serve the public interest.

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C. Notice of suspension or recommended revocation of a site plan approval shall require all work under the site plan approval to stop unless the City Planner or the Planning Commission issues written approval permitting development to continue during the appeal period. Any site improvements made while suspension is in effect shall be a violation of this Title.

D. Appeal.

1. The applicant may appeal suspension of site plan approval by the City Planner under this Section to the Planning Commission. The Commission shall hold a public hearing within 40 days of filing of the notice. If the Commission determines that the suspension of the site plan was warranted, the Commission may affirm the suspension and either affirm the corrective actions imposed by the City Planner or modify the required corrective action. In the event the Commission determines that suspension or corrective action is not warranted, the Commission may dismiss the suspension and reinstate the site plan approval or modify the corrective action required for reinstatement.

2. Except as otherwise provided in this Section, the applicant may appeal revocation of a site plan approval by the Planning Commission under this Section to City Council sitting as the Board of Adjustment as provided in Section 18.64.030. City Council shall take such action as may be necessary to ensure compliance with this Title. City Council shall hold a public hearing regarding a revocation of a site plan approval at its next regularly scheduled meeting or within 15 business days after receiving the notice of appeal, whichever date is sooner.

#### **18.42.080-Permit expiration.**

A. Unless a longer time shall be specifically established as a condition of approval, a site plan approval shall expire 18 months following the date on which such approval becomes effective if the work depicted in the site plan has not begun.

B. A site plan approval may be renewed by the City Planner for an additional period of one year so long as a written request for an extension is filed with the Planning Department before the date of expiration.

#### **18.42.090 – Site plan approval-transferable.**

Site plan approval pursuant to this Chapter shall continue to be valid upon a change of ownership of the site or structure which was the subject of the application so long as the character of the development or use of the property does not change from the use and development depicted on the approved site plan.

**Section 30.** Cordova Municipal Code 18.44.010, “Definitions”, is amended to read as follows:

#### **18.44.010 - Definitions.**

For the purposes of this chapter, certain terms, phrases, words and their derivatives shall be construed as specified in **the applicable Cordova Building Codes as adopted in Chapter 16 of this Code.**~~either Chapter 2 of the Uniform Sign Code, 1985 Edition, or the Uniform Building Code. Further, "sign" shall be construed as defined under Section 18.08.520 of this title.~~

**Section 31.** Cordova Municipal Code 18.44.020, “General Provisions”, is amended to read as follows:

#### **18.44.020 - General provisions.**

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All signs shall conform in design and construction to **the applicable Cordova Building Codes adopted by reference in Chapter 16 of this Code.** ~~Chapter 4 of the Uniform Sign Code, 1985 Edition.~~ Further, any sign, whether attached to a structure or freestanding, shall be so located as to conform to minimum yard requirements and maximum height requirements of the district in which the sign is located.

**Section 32.** Cordova Municipal Code 18.44.030, “Permit required”, is amended to read as follows:

**18.44.030 - Permit required.**

A permit shall be obtained from the **B**building **O**fficial prior to the installation of any sign in any **zoning** district, except for **those signs exempted from the permit requirement under this Chapter.** ~~these signs exempted from the permit requirement by the terms of the Uniform Sign Code, 1985 Edition, or those signs exempted from the permit requirement by the terms of this chapter. The procedure for obtaining a sign permit shall be as set forth in Chapter 3 of the Uniform Sign Code, 1985 Edition.~~

**Section 33.** Cordova Municipal Code 18.46.030, “Design and construction requirements”, is amended to read as follows:

**18.46.030 - Design and construction requirements.**

A. A wind energy system shall conform to the **requirements in this Section and any and all applicable code requirements in the Cordova Building Codes.**

B. The foundation for a ground-supported wind energy system shall be designed for the installation site by a professional engineer registered in Alaska, and the building permit application **required under Title 16 of this Code shall require,** for the wind energy system, ~~shall include~~ plans for the foundation stamped by the engineer. The building permit application for a roof-mounted wind energy system shall include a certification by a professional engineer registered in Alaska that the roof structure will support the wind energy system.

C. The building permit application [for] a wind energy system shall include documentation that the wind energy system meets the requirements of this ~~e~~**Chapter and Chapter 16 of this Code,** or an approved conditional use permit authorizing any deviations from ~~these~~ **requirements of this Chapter has been approved.** In addition to review under Title 16 of this Code, the building permit application shall be reviewed by the Planning Department for compliance with the requirements of this chapter and any approved conditional use permit. Before a permit is issued it must be signed by the ~~P~~**lanning D**epartment.

D. Each wind turbine that is a component of a wind energy system must be approved by the Small Wind Certification Program recognized by the American Wind Energy Association (AWEA) or another accredited organization such as the Small Wind Certification Council, National Wind Technology Certification Center, or the U.S. Department of Energy, National Renewable Energy Laboratory, or must be certified by a professional mechanical engineer registered in Alaska as a system that meets or exceeds industry safety standards for wind energy systems.

E. No wind energy system may be installed until the owner of the lot where the wind energy system will be installed submits to the planning department the written approval from the Cordova Electric Cooperative of the wind energy system as an interconnected customer-owned generator, or certifies in

**New language is bold and underlined;** ~~deleted language is stricken through~~

writing that the wind energy system will not be interconnected with Cordova Electric Cooperative transmission or distribution system.

F. No wind energy system may be installed in a manner that allows less than fifteen feet of vertical distance from the grade to any moving wind turbine component at the lowest point in the course of its movement.

G. All exposed surfaces of a wind energy system shall be a nonreflective, neutral, unobtrusive color approved by the city planner, and shall be maintained throughout the life of the wind energy system in accordance with Small Wind Certification Program recognized by the American Wind Energy Association (AWEA) or another accredited organization such as the Small Wind Certification Council, National Wind Technology Certification Center, or the U.S. Department of Energy, National Renewable Energy Laboratory, or must be certified by a professional mechanical engineer registered in Alaska as a system that meets or exceeds industry performance standards for wind energy systems. The turbines shall be maintained as per the manufacturer's requirements.

H. No sign, flag or pennant may be attached to a wind energy system, except to identify the manufacturer or the installer of the wind energy system, or to warn of danger.

I. No wind energy system may be artificially illuminated except as required by law or a state or federal agency.

J. A wind energy system that is not roof-mounted shall be designed and constructed so no part that is less than fifteen feet above the grade can be climbed, or completely enclosed by a fence that is not less than six feet high.

K. All electric transmission wires connected to a wind energy system must be underground, or within the building on which the wind energy system is mounted, except near substations or points of interconnection to the electric grid.

L. A wind energy system shall be designed, installed and operated so that the noise generated by the wind energy system does not exceed fifty decibels, measured five feet above the grade at the property line closest to the wind energy system, except during short-term events such as utility outages and severe windstorms.

**Section 34.** Cordova Municipal Code 18.33.070, "Lot coverage", is hereby repealed.

**Section 35.** Cordova Municipal Code 18.76.070, "Building permit", is hereby repealed.

**Section 36.** Cordova Municipal Code 18.80.020, "Building permit-Scope and validity", is hereby repealed.

**Section 37.** This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1<sup>st</sup> reading: June 15, 2022

2<sup>nd</sup> reading and public hearing: \_\_\_\_\_, 2022

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PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
David Allison, Mayor

ATTEST:

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

DRAFT

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## **Pending Agenda (PA) Primer**

### **What is Pending Agenda?**

A list of topics that Council wants to explore in the future (these are Pending, for an Agenda).

These topics might be worthy of an agenda item at a regular/special meeting (if there is a specific action being requested).

These topics might be worthy of a work session when Council can discuss at more length and come to a consensus about direction to staff to bring an action back.

### **How do you get something ON Pending Agenda?**

During PA, a Council member can suggest a topic to add to PA. At that time, a second Council member, the Mayor or the City Manager can act as the second who agrees to add the item to the Pending Agenda List.

### **How do you get something OFF Pending Agenda?**

During PA, a Council member can mention a topic that is on the list of topics and name a **specific date** to hear the item, either as an action item on a regular/special meeting or as a discussion item for a work session. If this occurs, a second member is still required, and the member(s) should clearly articulate the action intended or the specific topic for discussion and set a specific date.

Quarterly, we will go through all the items listed on PA and purge the ones that no longer seem practical or that have been handled already.

### **What is NOT appropriate for Pending Agenda?**

Sometimes items are considered for PA but are more appropriately tasks for the Clerk or Manager. These items might warrant Council action in the future, and if so, will be brought back when that is necessary. A consensus of the entire body is required to task the Manager or Clerk with something specific.

The PA part of the meeting sometimes becomes a more detailed discussion of an item being proposed. Council should refrain from the extraneous discussion of a topic at this time and instead clearly state the item, get agreement of a second, and it will be added to the list. Obviously, sometimes a short discussion is required in order to articulate the detail of what is being added.



# City Council of the City of Cordova, Alaska

## Pending Agenda

### June 15, 2022 Regular Council Meeting

<b>A.</b>	<b>Future agenda items - topics put on PA with no specific date for inclusion on an agenda</b>	initially put on or revisited
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- |    |  |           |
|----|--|-----------|
| 1) | Plan/schedule for departmental site visits/work sessions/state of the dept reporting                             | 3/17/2021 |
| 2) | Ordinance change ( <b>Title 4</b> ) before a new CBA gets negotiated - so Council has a role in approval process | 2/17/2021 |
| 3) | Public Safety Resources - discussion   | 1/20/2021 |
| 4) | City addressing - ongoing project 2022   | 11/4/2020 |
| 5) | City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - <b>new finance director</b>     | 2/19/2020 |
| 6) | Council discussion/direction to Planning and Zoning Commission re sale of City owned residential lots            | 11/3/2021 |
|    | * this to occur in 2022 when Planning Commission begins work on land disposal maps                               |           |
| 7) | Council discussion about incentives for investment in Cordova  | 11/3/2021 |
| 8) | Revenues/financial planning/sales tax cap discussion   | 12/1/2021 |

<b>B.</b>	<b>Resolutions, Ordinances, other items that have been referred to staff</b>	date referred
-----------	--	---------------

- |    |   |            |
|----|---|------------|
| 1) | Res 03-22-05 adopting 2022 land disposal maps-referred until amendments to 5.22 come before Council       | 3/2/2022   |
| 2) | Disposal of PWSSC Bldg - referred until more of a plan for north harbor so the term of RFP would be known | 1/19/2022  |
| 3) | Res 11-21-42 placing ballot prop to change Council seats to undesignated (after 2022 state election)      | 11/17/2021 |
| 4) | Res 03-21-13 support for snow avalanche and landslide hazards assessment                                  | 3/17/2021  |
| 5) | Disposal of ASLS 79-258 - motion to put out for proposals was referred to staff after an e.s.             | 9/16/2020  |
| 6) | Res 05-20-18 re CCMC sale committee   | 5/6/2020   |
| 7) | Res 12-18-36 re E-911, will be back when a plan has been made   | 12/19/2018 |

<b>C.</b>	<b>Upcoming Meetings, agenda items and/or events: with specific dates</b>
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- |    |  |
|----|--|
| 1) | Capital Priorities List <u>Resolution (03-22-03)</u> is in each packet - if 2 council members want to revisit the resolution they should mention that at Pending Agenda and it can be included in the next packet for action |
| 2) | Staff quarterly reports will be in the following packets: <span style="float: right;">some are in 4/20/22 others will be in 5/4/22 packet for 1Q</span>  |
|    | <b>7/20/2022      10/19/2022      1/18/2023      4/19/2023</b>   |
| 3) | Joint City Council and School Board Meetings - twice per year, April & October   |
|    | 6pm before Council mtg <b>5/3/2023</b> <span style="float: right;">6pm @ CHS before Sch Bd mtg <b>Oct. or Nov. 2022</b></span>   |
| 4) | Clerk's evaluation - each year in <b>Feb</b> (before Council changeover after election) - next <b>Feb '23</b>  |
| 5) | Manager's evaluation - each year in <b>Jan</b> - next one Jan '23  |
| 6) | Joint Work Session with Harbor Commission when City Project Team deems it necessary  |

<b>D.</b>	<b>Council adds items to Pending Agenda in this way:</b>
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item for action	tasking which staff: Manager/Clerk?	proposed date
1) ...		
2) ...		
3) ...		

Mayor Allison or the City Manager can either agree to such an item and that will automatically place it on an agenda, or a second Council member can concur with the sponsoring Council member.



**City Council of the City of Cordova, Alaska**  
**Pending Agenda**  
**June 15, 2022 Regular Council Meeting**

**E. Membership of existing advisory committees of Council formed by resolution:**

- 1) Fisheries Advisory Committee:**  
re-auth res 01-20-04 approved Jan 15, 2020  
auth res 04-03-45 approved Apr 16, 2003
- |   |  |
|---|--|
| 1-John Williams (fisheries educ/Mar Adv Prgm) | 2-Jeremy Botz (ADF&G)                    |
| 3-vacant (processor rep)                      | 4-Jim Holley (marine transportation/AML) |
| 5-Chelsea Haisman (fish union/CDFU)           | 6-Tommy Sheridan (aquaculture)           |
- 2) Cordova Trails Committee:**  
re-auth res 11-18-29 app 11/7/18  
auth res 11-09-65 app 12/2/09
- |                    |                 |
|--------------------|-----------------|
| 1-Elizabeth Senear | 2-Toni Godes    |
| 3-Dave Zastrow     | 4-Ryan Schuetze |
| 5-Wendy Ranney     | 6-Michelle Hahn |
- 3) Fisheries Development Committee:**  
authorizing resolution 12-16-43  
reauthotrization via Res 11-19-51  
approved 11/20/2019
- |                   |                 |                  |
|-------------------|-----------------|------------------|
| 1-Warren Chappell | 2-Andy Craig    | 3-Bobby Linville |
| 4-Gus Linville    | 5-vacant        | 6-Bob Smith      |
| 7- Ron Blake      | 8- John Whissel |                  |

**F. City of Cordova appointed reps to various non-City Boards/Councils/Committees:**

- 1) Prince William Sound Regional Citizens Advisory Council**
- |                      |                         |                              |
|----------------------|-------------------------|------------------------------|
| <b>Robert Beedle</b> | re-appointed March 2022 | 2 year term until March 2024 |
|                      | re-appointed March 2020 |                              |
|                      | re-appointed June 2018  |                              |
|                      | re-appointed March 2016 |                              |
|                      | re-appointed March 2014 |                              |
|                      | appointed April 2013    |                              |
- 2) Prince William Sound Aquaculture Corporation Board of Directors**
- |                   |  |                             |
|-------------------|--|-----------------------------|
| <b>Tom Bailer</b> | re-appointed October 2021                | 3 year term until Sept 2024 |
|                   | re-appointed October 2018                |                             |
|                   | appointed February 2017-filled a vacancy |                             |

**CITY OF CORDOVA, ALASKA  
RESOLUTION 03-22-03**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
DESIGNATING CAPITAL IMPROVEMENT PROJECTS**

**WHEREAS**, the Cordova City Council has identified several Capital Improvement projects that will benefit the citizens of Cordova, and in several cases the entirety of Prince William Sound; and

**WHEREAS**, the Council of the City of Cordova has identified the following Capital Improvement projects as being critical to the future well-being and economy of Cordova and the surrounding area:

1. Port and Harbor Renovations
  - a. South Harbor replacement (G, H & J floats priority)
  - b. Harbor basin expansion
  - c. General upgrades (north harbor sidewalks, waste oil building, harbor crane)
2. Upgrade Community Water Supply
  - a. Extend City water supply to 6-mile
3. Large Vessel Maintenance Facility
  - a. Shipyard building
  - b. Shipyard expansion and improvements
4. Public Safety Building
5. Road Improvements / ADA Sidewalk Improvements
  - a. Second Street
  - b. 6<sup>th</sup> & 7<sup>th</sup> Streets sidewalk/drainage project
  - c. Ferry terminal sidewalk
  - d. General street and sidewalk improvements

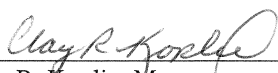
and;

**WHEREAS**, some or all of these projects will be submitted to State or Federal legislators and/or agencies as Capital Improvement projects for the City of Cordova, Alaska.

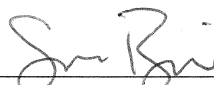
**NOW, THEREFORE, BE IT RESOLVED THAT** the Council of the City of Cordova, Alaska, hereby designates and prioritizes the above listed projects as Capital Improvement projects.

**PASSED AND APPROVED THIS 2<sup>nd</sup> DAY OF MARCH 2022**



  
Clay R. Koplin, Mayor







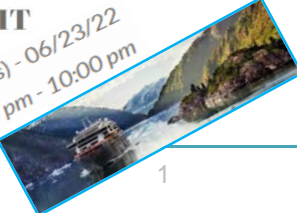
ATTEST:

  
Susan Bourgeois, CMC, City Clerk



# June 2022

CALENDAR MONTH **JUNE**  
CALENDAR YEAR **2022**  
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 <b>HURTIGRUTEN CRUISE LINE VISIT</b> Date(s) - 05/30/22 2:00 pm - 10:00 pm	1	1 6:45 Council public hearing 7:00 Council reg mtg CCAB	2  <b>ALASKA CHAMBER</b> Community Outreach Trip in Cordova June 2-4	3  <b>PRINCE WILLIAM SOUND SCIENCE CENTER</b>	4 
5	6	7	8 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	9	10	11
12	13	14 	15	16	17	18
19 	20 	21 6:30 P&Z CCAB	22 6:00 Council Work Session 7:00 Council reg mtg CCAB	23 <b>HURTIGRUTEN CRUISE LINE VISIT</b> Date(s) - 06/23/22 2:00 pm - 10:00 pm 	24	25
26	27	28 6:00 CTC Board Meeting CCER	29 6:00 CEC Board Meeting	30 6:00 CCMCAB HCR	1	2
3	4	5 6:00 P&R CCAB	6	7	8	9

## Notes

Legend:  
CCAB-Community Rms A&B  
HSL-High School Library





CCA-Community Rm A  
CCB-Community Rm B  
CCM-Mayor's Conf Rm  
CCER-Education Room

LN-Library Fireplace Nook  
CRG-Copper River Gallery  
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed  
P&Z - 2nd Tues  
SchBd, Hrb Cms - 2nd Wed  
CTC - 3rd Tues  
P&R - last Tues  
CEC - 4th Wed  
CCMCA Bd - last Thurs

# July 2022

CALENDAR MONTH **JULY**  
 CALENDAR YEAR **2022**  
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
						
	City Hall Closed Independence Day Holiday		7:00 Council reg mtg CCAB			
10		12	13	14		
		CORDOVA 4H MUSIC CAMP		will be July 11th-15th.		
		6:30 P&Z CCAB	6:00 Harbor Cms CCAB 7:00 Sch Bd HSL			16
17	18	19	20	21	22	
		6:00 CTC Board Meeting CCER	7:00 Council reg mtg CCAB			See you on the road!
24	25	26	27	28	29	30
				6:00 CCMCAB HCR		
		6:00 P&R CCAB	6:00 CEC Board Meeting			
31	1	Notes				

Legend:  
CCAB-Community Rms A&B  
HSL-High School Library

CCA-Community Rm A  
CCB-Community Rm B  
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Cncl - 1st & 3rd Wed  
 P&Z - 2nd Tues  
 SchBd, Hrb Cms - 2nd Wed  
 CTC - 3rd Tues  
 P&R - last Tues  
 CEC - 4th Wed  
 CCMCA Bd - last Thurs

# City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

## Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
<b>Mayor:</b>	<b>David Allison</b>	March 1, 2022	March-25
3 years	<a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>		
Council members:			
Seat A:	<b>Tom Bailer, Vice Mayor</b>	March 1, 2022	March-25
3 years	<a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 5, 2019	
Seat B:	<b>Cathy Sherman</b>	March 3, 2020	March-23
3 years	<a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>		
Seat C:	<b>Jeff Guard</b>	Mar 3, 2020	March-23
3 years	<a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>	Mar 5, 2017	
Seat D:	<b>Melina Meyer</b>	March 2, 2021	March-24
3 years	<a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>	March 6, 2018	
Seat E:	<b>Anne Schaefer</b>	March 2, 2021	March-24
3 years	<a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>	March 6, 2018	
		December 6, 2017	elected by cncl
Seat F:	<b>Kristin Carpenter</b>	March 1, 2022	March-25
3 years	<a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>		
Seat G:	<b>Ken Jones</b>	March 1, 2022	March-25
3 years	<a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>		

## Cordova School District School Board of Education - Elected

length of term		Date Elected	Term Expires
3 years	<b>Barb Jewell</b>	Mar 1, 2022, Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-25
	<a href="mailto:bjewell@cordovasd.org">bjewell@cordovasd.org</a>		
3 years	<b>Henk Kruithof</b>	March 2, 2021	March-24
	<a href="mailto:hkruithof@cordovasd.org">hkruithof@cordovasd.org</a>		
3 years	<b>Terri Stavig</b>	March 1, 2022	March-25
	<a href="mailto:tstavig@cordovasd.org">tstavig@cordovasd.org</a>		
3 years	<b>Peter Hoepfner</b>	Mar 7, 2006, Mar 3, 2009, Mar 6, 2012, Mar 3, 2015, Mar 6, 2018, Mar 2, 2021	March-24
	<a href="mailto:phoepfner@cordovasd.org">phoepfner@cordovasd.org</a>		
3 years	<b>Sheryl Glasen, president</b>	Mar 4, 2014, Mar 7, 2017, Mar 3, 2020	March-23
	<a href="mailto:saglasen@cordovasd.org">saglasen@cordovasd.org</a>		

seat up for re-election in 2023	<b><i>vacant</i></b>
board/commission chair	
seat up for re-appt in Nov 22	

# City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

## CCMC Authority - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	<b>Linnea Ronnegard, Chair</b> <a href="mailto:CCMCBoardSeatC@cdvcmc.com">CCMCBoardSeatC@cdvcmc.com</a>	Mar 6, 2018, Mar 2, 2021	March-24
3 years	<b>Ann Linville</b> <a href="mailto:CCMCBoardSeatA@cdvcmc.com">CCMCBoardSeatA@cdvcmc.com</a>	March 1, 2022	March-25
3 years	<b>Chris Iannazzone</b> <a href="mailto:CCMCBoardSeatB@cdvcmc.com">CCMCBoardSeatB@cdvcmc.com</a>	March 24, 2022 <small>term until 3/25 but up for 2-yr trm 3/23</small>	<u>March-23</u> <u>March-25</u>
3 years	<b>Liz Senear</b> <a href="mailto:CCMCBoardSeatD@cdvcmc.com">CCMCBoardSeatD@cdvcmc.com</a>	March 2, 2021 <small>elected by board to fill until 3/23 election</small>	March-24
3 years	<b>Kelsey Appleton Hayden</b> <a href="mailto:CCMCBoardSeatE@cdvcmc.com">CCMCBoardSeatE@cdvcmc.com</a>	March 3, 2020	March-23

## Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Mary Anne Bishop, Chair</b>	Nov '06, '10, '13, '16 & '19	November-22
3 years	<b>Debra Adams</b>	Dec '21	November-24
3 years	<b>Sherman Powell</b>	June '18, Feb '20	November-22
3 years	<b>Arisa Pearson</b>	December-20	November-23
3 years	<b>Krysta Williams</b>	Feb '18, Dec '20	November-23

## Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Nancy Bird, Chair</b>	Nov '16, '19	November-22
3 years	<b>Mark Hall, Vice Chair</b>	Nov '19	November-22
3 years	<b>Sarah Trumblee</b>	Dec '20	November-23
3 years	<b>Tania Harrison</b>	Mar '22	November-24
3 years	<b>Tom McGann</b>	Feb '21	November-23
3 years	<b>Chris Bolin</b>	Sep '17, Nov '18 Dec '21	November-24
3 years	<b>Trae Lohse</b>	Nov '18, Dec '20	November-23

seat up for re-appt in Nov 22

**vacant**

seat up for re-election in 2023

board/commission chair

# City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

## Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Mike Babic	Nov '17, Dec '20	November-23
3 years	Andy Craig	Nov '16, '19	November-22
3 years	Max Wiese	Mar '11, Jan '14, Nov '17, Dec '20	November-23
3 years	Ken Jones	Feb '13, Nov '16, Nov '19	November-22
3 years	Christa Hoover	Dec '21	November-24

## Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Wendy Ranney, Chair	Aug '14, Nov '15, Nov '18, Dec '21	November-24
3 years	Henk Kruithof	Nov '19	November-22
3 years	Aaron Hansen	Dec '21	November-24
3 years	Kirsti Jurica	Nov '18, Dec '21	November-23
3 years	Marvin VanDenBroek	Feb '14, Nov '16, Nov '19	November-22
3 years	Karen Hallquist	Nov '13, '16, '19	November-22
3 years	Dave Zastrow	Sept '14, Feb '15, Nov '17, Dec '20	November-23

## Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Cathy Sherman, Chair, professional member	Aug '16, Nov '19	November-22
3 years	Heather Hall, professional member	Aug '16, Feb '20	November-22
3 years	Sylvia Lange, NVE member	Nov '19	November-22
3 years	Christy Mog, professional member	Apr '22	November-23
3 years	Wendy Ranney, historical society member	Nov '18, Dec '21	November-24
3 years	Nancy Bird, PC member	Nov '17, Nov '18 Dec '21	November-24
3 years	Jim Casement, public member	Nov '17, Dec '20	November-23

seat up for re-election in 2023	<b>vacant</b>
board/commission chair	
seat up for re-appt in Nov 22	