

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
July 6, 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 – ADF&G Wildlife Biologist, **Charlotte Westing** – bear season in Cordova
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 15, 2022 Regular Council Meeting..... **(page 1)**
5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member **Anne Schaefer** from the June 15, 2022 Regular Meeting

H. Approval of Minutes - in consent calendar

I. Consideration of Bids - none

J. Reports of Officers

6. Mayor's Report
7. City Manager's Report..... **(page 5)**
 - a. South Harbor Rebuild update..... **(page 6)**
8. City Clerk's Report

K. Correspondence..... (see primer for description page 11)

- 8a. 05-26-22 Email from T. McGann regarding Harbor Commission..... **(page 12)**
9. 06-15-22 Email from L. Stavig regarding Copper River Highway..... **(page 13)**
10. 06-15-22 ADoT CRH Master Plan Mailer..... **(page 14)**
11. Public Notice: Community Health Needs Assessment Survey..... **(page 16)**

L. Ordinances and Resolutions

- 12. Substitute Ordinance 1200..... (roll call vote)(page 17)**
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 – 2nd reading
- 13. Ordinance 1201..... (roll call vote)(page 20)**
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.” – 2nd reading
- 14. Resolution 07-22-20..... (voice vote)(page 61)**
A resolution of the Council of the City of Cordova, Alaska supporting and placing the highest priority on repairs to the Copper River Highway and urging the State of Alaska to fund such repairs

M. Unfinished Business - none

N. New & Miscellaneous Business

- 15. Council action to protest or waive protest for the transfer of a liquor..... (voice vote)(page 64)**
license from Cannery Row, Inc. to RF Hospitality, LLC
- 16. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 93)**

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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**Regular City Council Meeting
June 15, 2022 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes**

A. Call to order – **Mayor David Allison** called the Regular City Council Meeting to order at 7:10 pm on June 15, 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**, **Melina Meyer**, and **Ken Jones**. Council member **Kristin Carpenter** was present via teleconference. Council member **Anne Schaefer** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda – **M/Bailer S/Guard** to approve the agenda.
Hearing no objection, **Mayor Allison** declared the agenda approved as submitted.

E. Disclosures of Conflicts of Interest and ex parte communications - none

F. Communications by and Petitions from Visitors

1. Guest speakers - none
2. Audience comments regarding agenda items
3. Chairpersons and Representatives of Boards and Commissions – no School Board report. CCMC Board – **Dr. Sanders** reported: 1) continue to do ok financially, some months they are just scraping by; 2) they have become preferred providers for most of the insurance companies that are here in Cordova; 3) they use a sliding scale even if the patient is insured, just underinsured, the sliding scale still applies, she wanted people to know that – doesn't want anyone missing out on healthcare because of money.

G. Approval of Consent Calendar

4. Minutes of the June 1, 2022 Council Public Hearing
5. Proclamation of Appreciation to **Mike Hicks**
6. Minutes of the June 1, 2022 Regular Council Meeting
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
Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Guard-yes; Schaefer-absent; Jones-yes; Meyer-yes; Bailer-yes; Carpenter-yes; and Sherman-yes. Consent Calendar was approved.
Mayor Allison read the proclamation for **Mike Hicks** into the record. City Fire Marshal **Paul Trumblee** had a plaque from the CVFD to present to **Mike Hicks**. There was applause from the audience.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids

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

M/Guard S/Bailer 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.

Guard said getting our assessing in a digital form has been something on the back burner for a while, needs to get done, he'll go with the recommendation of the manager. **Bailer** said he would've liked to see the actual cost of the other proposal – he said it is a Council decision. **Bourgeois** and **Howarth** said the other proposal was \$45k per year. **Bourgeois** said she wrote the memo with the required information per City Code – she said this is how we bring these items to Council, after RFP's, for pieces of equipment, for engineering contracts, and the like. **Howarth** said the actual proposals may be proprietary and we are not required to make them public until Council approves one. **Howarth** went on

to say the committee of four met and unanimously picked this proposal. The criteria in the RFP are best met by this proposal. **Bailer** said he will not support this – thinks that Council should have seen both proposals – he’s seen their work and doesn’t think they do a good job. **Guard** said he agreed with what the **Clerk** said – we don’t get to micromanage the staff – staff analyzes the content of the proposal and recommends to Council who can get the job done best. **Sherman** said she is in support – she noticed that we will have to increase budgets in the future for this. She said there seem to not be too many companies doing this work and these 2 companies seem to be working together in many places and getting this work done. **Meyer** asked if later on we have another assessing firm will they be able to use this software. **Bourgeois** said yes, the software is ours – we will be paying them annual maintenance fees. **Meyer** said getting this information on our website someday is something she’d like to see – would be really useful for citizens. **Jones** said he supports this; he also wishes we could have seen both the proposals, but he is willing to support this. **Carpenter** asked about the format of the data if we switch assessors later. **Bourgeois** said that **Andrew Scott, Tina Hammer, Kevin Johnson** and she had a teleconference with Alaska CAMA company and we asked the questions and got tech specifications and the format of data is in a FileMaker Pro software and will be owned by the City and is usable to others in the future. **Bailer** again stated he is not in support and is not in favor of this company and he thinks we need to look again at Council approval of contracts – he thinks Council is not doing its duty if they can’t see the other proposal. He has been on enough boards and commissions and this is how managers can run away with things and spend lots of money needlessly. He supports the project, not the company that is doing it. **Jones** said he will support this, but he agrees with Council member **Bailer**, thinks Council has the fiduciary responsibility to know all the information before they make decisions on contracts.

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

J. Reports of Officers

9. Mayor’s Report – **Mayor Allison** had a written report in the packet and added: 1) anything of note he gets by email and such he forwards on to Council – nothing else specific to report on.

10. Manager’s Report – City Manager **Helen Howarth** reported: 1) we are patiently waiting for the Governor to sign the state budget – embedded in that: \$3m for harbor, \$5m for PWSSC, close to \$900k in school bond debt reimbursement (for past few years) – if that all stays in, Council will have important conversations over how to proceed with those resources; 2) met with **Senator Murkowski** and **NVE** last weekend regarding healthcare – toured the Ilanka Clinic and helped communicate City’s commitment to collaboration with NVE in securing a permanent healthcare solution for Cordova – she felt good hearing that, she was supportive of the notion of collaborative healthcare solution; 3) staff is refocusing grant opportunities to other needs – have accomplished all grant apps for the harbor work, now moving on to housing – working with anyone and everyone to see how City can leverage and maybe kickstart some initiatives. Infrastructure funding – we are also looking at everything we might qualify for – a conundrum is some grants require substantive plans – in some instances we’d qualify for planning money not implementation money.

Questions: **Jones** asked the status of the Second Street project – **Howarth** asked Planner **Johnson** to comment – **Johnson** said the project is in the preliminary design phase slated for construction in 2025. **Mayor Allison** asked about the status of the Sheridan Alpine Association request for funding to complete the chair lift cable installation project. **Howarth** said she is awaiting the Governor’s signing of the budget so she has a better handle on where that money would come from – this item will be at one of the 2 July meetings.

a. South Harbor Rebuild update – **Howarth** said we are kind of in a holding pattern – waiting to put out RFP for design-build once we know status State money and Denali grant. Won’t know BUILD grant results until fall.

11. City Clerk’s Report – **Bourgeois** had a written report in the packet which was a response to a Council question at the last meeting. She and **Howarth** need Council direction regarding pursuing

public comment via telephone at Council meetings. **Sherman** said people can send emails, letters, come to the meeting, listen on YouTube – she doesn't think we need to have the call-in. **Guard** said he feels exactly opposite – feels like the fishermen are out fishing during the summer – he likes it the way Sitka did it – not a free-for-all, but the citizens sign up the day before, then we call them. **Bailer** had mixed feelings – wondered if we could explore an inexpensive way to accomplish this with Cordova Telephone. **Jones** asked if we could hear the opinion of staff – **Andrew Scott** – tech contractor. **Scott** said he has a few ideas of what might work, something with a link on website, a zoom contact could be emailed to them. There are kinks to work out – provision a second laptop, somehow ensure the audio works well and includes the YouTube, Council members on the teleconference and citizens on the zoom call. **Jones** said he is in favor, he liked what Council member **Guard** said about the fleet – he prefers it be more like during Covid, even if it is the day of the meeting. **Meyer** is in full support – also supports day of, not having to register ahead. **Carpenter** said if staff can find an easy, cost-effective solution, she is in support of that.

K. Correspondence

12. 06-01-22 Email from G. Jensen regarding Harbor Commission

13. 06-01-22 Email from D. Glasen regarding Harbor Commission

L. Ordinances and Resolutions

14. 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 – 1st reading

M/Bailer S/Guard to adopt 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

Bailer said he will support this – he spoke to some members of the commission and they seem to support it as well. **Guard, Jones, Sherman, Carpenter, and Meyer** all spoke in support. **Jones** opined that he would also like to see it codified that to serve on the Harbor Commission you need to be a paying user of the Harbor. He thinks we've usually included that in our decision when filling seats, but he'd like to see it codified. **Carpenter** asked **Jones** if that means he thinks that a commercial fisherman who pulls his boat between periods and doesn't pay for a stall should not be allowed to serve on the Harbor Commission. **Jones** said that person definitely has less of a vested interest. **Guard** thought that usually you are only going to get people with a vested interest who apply for a seat because they are the ones willing to devote time to the commission, he'd just rather know that than actually codify the exclusion of people from membership.

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

15. 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."

M/Bailer S/Sherman to adopt 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."

Bailer asked to hear from City Planner **Kevin Johnson**. **Johnson** said this has been being worked on for over 5 years. Our Code references the Uniform Building Code and that hasn't been in existence since the mid-1990's, so it is an important step to remedy that and reference codes that are in existence and also to update and clarify how to get a building permit and responsibilities of City and permittee. Site Plan Review process had been in Title 18 – but it's a better fit to have it in Title 16, so it has been moved. Planning Commission approved this at their Meeting last night. They did recommend minor changes to the first 2 whereas clauses. Planning Commission asked that the first and second whereas's be switched and in the first whereas strike the words "the repeal by the state in".

M/Bailer S/Guard to amend the ordinance by switching the first 2 whereas clauses, and in the first whereas striking "the repeal by the state in".

Vote on the motion to amend: 6 years, 0 nays, 1 absent (Schaefer). Motion was approved.

Bailer asked if Planning Commission did all the heavy lifting here or how did this work. **Johnson** said there were quite a few meetings, they went line by line redlining the code, he'd bring it back and then the Commission approved it to be made into an ordinance so then he got with legal to get it into this format. **Bailer** said he's in support. **Sherman** knows how long this has been in the works, she's glad to see it. **Guard, Carpenter** said they would support – thanked staff for the work.

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

M. Unfinished Business - none

N. New & Miscellaneous Business

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

Mayor Allison asked for a resolution of support for repairs to CRH – send to the Master Plan and to the State. **Howarth** said budget amendments hopefully by second July meeting. Add to the PA a resolution to send to the legislature for next session to adopt laws that are stricter for opioid drug sales that cause deaths, as was requested by **Lisa Marie Jacobs** during the work session tonight.

O. Audience Participation - none

P. Council Comments

Carpenter thanked staff for the work on public participation at meetings and to the staff and Planning Commission on the code work.

Bailer thanked the Planning Commission.

Guard also thanked Planning department and Commission.

Meyer appreciated the work session information. Doesn't want us to let it go – keep it at the front of our minds – prevention is key. Glad to add to the Harbor Commission.

Q. Executive Session – none

R. Adjournment

M/Bailer S/Guard to adjourn the meeting.

Hearing no objection **Mayor Allison** adjourned the meeting at 8:47 pm.

Approved: July 6, 2022

Attest: _____
Susan Bourgeois, CMC, City Clerk

Date: 7/6/22

TO: CITY COUNCIL

FROM: HELEN HOWARTH, CITY MANAGER

RE: Manager's Report

Harbor Rebuild status

This week, the Governor signed the FY23 budget which includes \$3M in state unrestricted general funds for the South Harbor project. Thank yous have been sent to Representative Stutes and Senator Stevens for their efforts to get this through the legislature and signed by the Governor. Thanks are also due to Senate Finance committee members Senator Natasha Von Imhof and Click Bishop, as well as Senate Minority Leader Tom Begich.

Decision on City's \$2M request to Denali Commission is delayed until end of July.

A written Harbor Rebuild report from Sam Greenwood is attached.

Other Capital projects

Staff continues to actively mine Federal infrastructure funding opportunities for City capital priorities.

Housing remains the key focus area. Staff is identifying developable land and in-fill opportunities in Cordova, and consulting with developers, and housing and financing experts to identify barriers and possible solutions. Manager and Planner have started conversations with the University of Alaska Land Office about their holdings in Cordova.

FY23 Budget Amendments

Governor Dunleavy signed the state FY23 budget on Wednesday, 6/29/22. The budget included full funding of School Bond Debt Reimbursement for FY23 as well as reimbursement for State commitments made but not funded in years FY20, FY21, FY22. The total back payments could top \$2M which includes \$463K for partial funding of FY20 and over \$900K for each of FY21 and FY22. The actual payment will not be known until the new fiscal year begins and State sends notice.

Additional funding committed to City but not budgeted includes a recent award of \$267,678.57 from FEMA to reimburse for Covid19 pandemic expenses. Thanks are due to Debra Adams who City contracted to fill out the FEMA application. Thank you Debra!

Staff will have budget amendments and recommendations for Council consideration by the August 3, 2022 Council meeting due to the late approval of the State budget.

South Harbor Rebuild

Report

Harbor Commission Meeting comments on drawing with answers.

- Thought that the pilings on the T docks at the end of the floats should all be 18 inches- Engineers will decide after wind, wave, and other analyses to determine the final thickness of the pilings for all docks
- The transition plate between g float and service dock should be the entire length of the service dock We have added this to the general conditions for feasibility and cost.
- What is the fairway at the O dock? What length of the boat could turn around in that fairway? The fairway width is 60'- 4" . A rule of thumb might be tied back to the fairway width of 1.5 times the boat length. up to 40-foot boats -This only applies if the bulkhead or some portion is built
- They want concrete docks Specs for concrete floats have been added to the RFP
- Gangway to O dock on the east side seems to be missing- It will be addressed in the final drawing
- float piles appear to be on the face of the dock, this would impede vessel moorage. Piles should be inset or on the opposite side. We have added inset or on the opposite side to the general Conditions in RFP
- 2 cranes not 3, on the service dock- will be in general conditions and updated on drawing
- We sent the staff and HC drawing comments to the Engineers, who will incorporate them into the final conceptual drawing. The HC will discuss the possible locations for the third crane that will no longer be on the service dock. Two conceptual drawings were prepared: 1) with a bulkhead, an "O" float, and uplands improvements, and 2) a configuration without a bulkhead that would accommodate development in a future phase of improvements to the harbor. The bulkhead will be priced out separately from the Lump-sum base price. See attached drawings for your reference (not yet updated with HC comments).

Funding

- The Denali Commission was contacted, and the award announcement has been pushed back until the end of July.
- The Governor signed the budget, which included the 3 million for the harbor.

RFP

- Work continues on the Design-Build RFP. Performance specifications for two versions of the rebuild project are in the final stages of development.
- The grant agreement template has not been issued to the MARAD grant team. There are templates included in the grant agreement that must be included in the RFP in that agreement. We have asked for a timeline for the release of the grant agreement.

- The attorney to establish the basis of the Design Build contract. He reviewed the draft RFP and provided comments for inclusion in the RFP.
- A final review of the RFP document will be done by the lawyer prior to release.

Grant Agreement Pre-Work

1. Project Risk Assessment

A Project Risk Assessment which MARAD requires before the grant agreement can be activated has been completed and submitted (5/18/22). There has been no communication on the acceptance of the assessment.

2. Confirm Local match Proposed/letters of funds availability

Waiting until Denali responds

3. NEPA

MARAD required Environmental Document – July

TES Biological Assessment in progress submitted late July

Harassment permits are also being developed – contingent on the TES Biological assessment and design.

4. Section 106 Complete

Schedule

- The design will begin once the RFP is awarded, and construction is scheduled for the winter of 23/24. The RFP is being compiled and reviewed for technical accuracy, and the final tweaks on the conceptual drawings are wrapping up. There is a lot of consolidating and editing multiple documents into one cohesive document.
- Supply chain considerations remain a key consideration but are improving steadily. There is concern about the impact of inflation on the total cost of rebuilding the South Harbor. Inflated prices for material and labor will be factored into the lump sum base bids of the Design Builders. The bulkhead elements and concrete floats will be identified as Supplemental Options. The City will be able to determine whether a bulkhead and concrete docks can be included. The potential for partial completion of a bulkhead is an option and can be negotiated if funding allows.

Preliminary pile analysis

- Based on extrapolation of conditions from historic borings and as-built pile records from the North Harbor. Preliminary findings from this analysis will be provided by July 8.

- The U.S. Army Corps of Engineers (USACE) has issued a permit for the geotechnical and geophysical work to be done in the harbor. The permit took longer than anticipated, and our sampling schedule has been pushed back.
 - Geophysical Investigation develops a “picture” of the subsurface conditions rather than understanding their behavior once built upon. Graphs, maps, and images from a geophysical survey shed light on potential hazards beneath the ground surface without drilling borings or performing other subsurface testing.
 - Geotechnical site investigation is designed to discover the current soil status and subsurface conditions. Surface-level and subsurface field tests will be conducted during a geotechnical investigation, and soil samples will be taken and studied to determine the feasibility of building on a site. The soil will be tested for contamination.

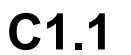
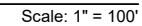
Geophysical Survey:

- Mobilization July 17.
- Two to three days of on-water survey July 18-20.
- Draft results of the Geophysical Survey, three weeks after returning from fieldwork, submitted Aug 12.
- Lateral pile analysis and draft geotechnical pile design:
- Draft pile design, based on bedrock surface from the geophysical survey, submitted Aug 19.

Geotechnical Drilling:

- Geotechnical drilling is planned for the week of Sept 19 or 26.
- Field program estimated about 7 days, including completion of drilling in the harbor, on-shore, and near-shore for the sampling of material to be dredged.
- Preliminary findings from this effort will be conveyed two weeks after returning from the site, including identifying changes pending in the pile design (early October).
- Final geotechnical report is estimated end of October.

The RFP will contain the information from the Preliminary pile analysis and possibly the geophysical results, either as an addendum or in the document depending on the timeframes of the variables listed above. The geophysical and Geotech are essential documents for the RFP. The information provides the proposers with knowledge of the surface and subsurface and how that may affect the piling work. Piling criteria such as length, diameter, and placement are dependent on understanding the harbor floor. The first two documents will provide the proposers with a basis for design. Once the RFP is finalized, and the required templates have been received from MARAD, a decision will be made about if it will be feasible to wait on the final Geotech report or move forward with just the geophysical.



Z:\project\2957.01 - C Cordova South Harbor Rebuild\Civil\ACAD\2957.01 - 06_C1.2 Cordova Bulkhead.dwg
Plotted 6/24/2022 3:14 PM by Russell Gingras



PROPOSED HARBOR LAYOUT OVERLAY NO BULKHEAD

Scale: 1" = 100'



SLIP SUMMARY	
STALL FLOAT	QUANTITY
4X32	93
4X40	48
5X50	44
6X60	39

NOTE: SLIP STALL FLOAT COUNT INCLUDES T DOCKS AT THE END OF FINGERS K,J,I,H, AND G

PILE SCHEDULE			
SYMBOL	SIZE	TYPE	QUANTITY
○	16 INCH	PLUMB	189
□	18 INCH	PLUMB	79
△	36 INCH	PLUMB	8
▽	24 INCH	BATTER	2

"T" DOCK FLOATS	
FINGER	FLOAT SIZE
K	8X72
J	8X80
I	8X91
H	8X114
G	8X64

No.	Description	Date

Drawn By: RG	Checked By: JD
Date: JUNE 20, 2022	
Project: CONCEPT PLANS	
Project No: 2957.01	
SHEET TITLE: PROPOSED HARBOR LAYOUT OVERLAY NO BULKHEAD	

SHEET NO:

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)
- 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, 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

From: Thomas McGann <tom1mcgann@gmail.com>
Sent: Thursday, May 26, 2022 1:13 PM
To: Susan Bourgeois
Subject: Harbor Commision

Mr. mayor, City Council, Madam Clerk

I support the expansion of the Harbor Commission.

This is a community. There are many facets to it. The commission should reflect that diversity.

You as Council have the opportunity to turn down anyone who volunteers that you deem to be unacceptable to be a commissioner.

People with a willingness to engage in an honest conversation and attempt to reach consentience should be welcomed.

Yes, fishing is the life blood of Cordova. Please remember that we would not have a harbor without Government involvement. This Harbor rebuild is Government funded. It would be good to have reps from those agencies on the Commission.

As a general member of the public I hope that our concerns as repeisrented as well.

Sent from [Mail](#) for Windows

Thanks,

Tom

From: Leif Stavig <ljstavig@gmail.com>
Sent: Wednesday, June 15, 2022 11:33 AM
To: David Allison <mayor@cityofcordova.net>
Subject: Copper River Highway

Hi David,

I hope you are doing well. I appreciate your efforts as Mayor and think you are doing a great job.

I saw this today about federal bridge funding: <https://www.murkowski.senate.gov/press/release/murkowski-announces-first-round-of-funding-from-the-infrastructure-laws-bridge-investment-program>

With the infrastructure funding and Copper River Highway planning, I think we need to turn up the pressure on the state to address the issues with the highway washouts. Since the Mile 36 closure was kind of a slow-moving process and there were also a lot of ferry service concerns getting attention at the same time, I think the state got off too easy.

I don't think we have really taken time to reflect on how big of a loss the highway has been for the community. People and businesses moved to Cordova knowing that infrastructure was a part of the community, and now that infrastructure is missing. A big unknown is what future economic opportunities our community could be missing out on if the highway remains unrepaired. Who knows what Cordova will look like 10, 30, 50, or more years from now, but we will certainly be in a weaker position without the highway.

Most of the little opposition to fixing the highway that I have heard is about how the state would be able to afford it. I don't think that's a very good position for us as a community to take, and I doubt other communities are too concerned about state-funded projects in their areas and how the state can afford them.

With increased damage to the highway past 36 Mile, I get the sense that the current federal infrastructure funding may be our last opportunity to have the Copper River Highway restored. I hope you are able to elevate this issue in your position as Mayor, as I think this should be one of the top priorities for our community.

Thanks again,

Leif



Alaska Department of Transportation and Public Facilities Copper River Highway Transportation Master Plan

Envisioning the future for the Copper River Highway corridor

The Copper River Highway Corridor

DOT&PF is preparing a Copper River Highway (CRH) Transportation Master Plan to help the department envision the future of the highway corridor from milepost (MP) 0 at the ferry terminal to MP 51 at Abercrombie Creek. The plan focuses on roadway, aviation, riverine, recreational, and other surface improvements. Once complete, DOT&PF, the City of Cordova, the Native Village of Eyak, and others can use the plan to secure funding for projects important to the community.

Where we are now:

Thanks to all who showed up for our January 26, 2022 public open house! We received great input on potential improvements, how people use the highway corridor today, and how they want the corridor to function in the future. We heard about the highway's scenic and historic value, its role in supporting Cordova's economy, and the importance of accessing recreational and other infrastructure past Bridge #339, which is currently closed due to structural issues.

Based on community input, DOT&PF is proposing the following draft CRH vision statement:

The Copper River Highway will be a safe, reliable, multi-modal transportation corridor that provides access to recreational, economic, and cultural activities for community members and visitors alike while sustaining the area's scenic, cultural, and ecological attributes.

The planning team will use this vision to document transportation issues and needs, prioritize community-identified projects, and identify potential alternatives and funding sources.

We want to hear from you!

- Visit the CRH Master Plan web page at <https://dot.alaska.gov/nreg/copperriverhighway/>
- Submit your project ideas Online at <https://arcg.is/1i8GHDO>.
- Sign up for future plan updates and meeting announcements by e-mailing jjessen@crweng.com.

Next Steps:

DOT&PF, advised by a local Stakeholder Advisory Committee, will use this information to begin prioritizing critical projects. The ranking criteria and project list will be shared with the community in the draft Copper River Highway Transportation Master Plan later this year.



Alaska Department of Transportation
and Public Facilities - Northern Region
2301 Peger Road
Fairbanks, AK 99709

PRST STD
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Submit your project ideas today!
<https://arcg.is/1i8GHDO>

000001 0000304 SCH 5-DIGIT 99559

Clay Koplin
PO Box 1210
Cordova, AK 99574-1210



Copper River Highway Study Corridor Fast Facts

- The Copper River Highway starts at Ferry Terminal Road (MP 0) and ends just past the Million Dollar Bridge at Abercrombie Creek (MP 51).
- Uses within DOT&PF's right-of-way include foot paths, bike paths, frontage roads, pullouts, parking areas, placement of utilities, and other public uses as DOT&PF deems necessary for the welfare of the public.
- The Copper River Highway is a designated Alaska Scenic Byway, which makes it eligible for grant funding to promote the highway's special qualities.

Questions? Comments? Tell us how the Copper River Highway corridor can meet Cordova's needs now...and 25 years from now!

DOT&PF Project Manager: Judy Chapman - judy.chapman@alaska.gov
CRW Public Involvement: Julie Jessen - jjessen@crweng.com



The Alaska Department of Transportation and Public Facilities designs, constructs, operates, and maintains the state's transportation infrastructure systems, buildings, and other facilities used by Alaskans and visitors. These include more than 5,600 miles of paved and gravel highways; more than 300 aviation facilities, including 237 airports; 21 harbors; and a ferry system covering 3,500 nautical miles serving 35 coastal communities.

DOT&PF operates all programs without regard to race, religion, color, gender, age, marital status, ability, or national origin. Full Title VI Nondiscrimination Policy: dot.alaska.gov/tvi_statement.shtml. To file a complaint go to: dot.alaska.gov/cvirts/titlevi.shtml.

Cordova Community Medical Center Survey

We are completing our Community Health Needs Assessment and need your help!

The survey can be reached two ways:

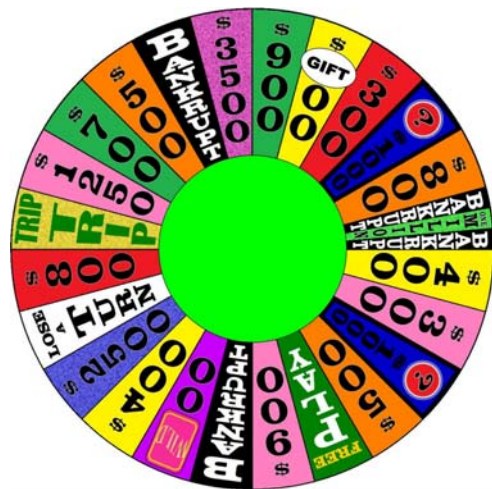
Survey Monkey link

<https://www.surveymonkey.com/r/JZZV2D3>

Or the QR code below



Completing the survey will qualify you for a drawing for prizes including gift certificates for local stores. Survey closes July 30.





Agenda Item 12
City Council Meeting Date: 7/6/2022
City Council Communication Form

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

☒ Ordinance ☐ Motion
☐ Resolution ☐ Information

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 had a second first reading on June 15 where it was approved unanimously. Tonight, there is a public hearing, and it is before Council for final approval and adoption.

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 on June 15. 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. Unanimous approval of the substitute ordinance on June 15.

V. LEGAL ISSUES: City Attorney has assisted so no legal concerns with the format and content of the ordinance.

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.

1st reading: June 1, 2022

1st reading of substitute ordinance: June 15, 2022

2nd reading and public hearing: July 6, 2022

PASSED AND APPROVED THIS 6th DAY OF JULY 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.¹ 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

¹ 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.² 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

² 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.³

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.

³ See for example CMC 16.17.080.

The back-up materials in this memo are available separately on the City website – below the June 15, 2022 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 ^a
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 eCity mManager of the eCity 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.

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

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.

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

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.

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

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.

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

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.

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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.

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

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~~^{fifteen} 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~~^{public works director} 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.

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

"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

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

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:-

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

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.

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

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.

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

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

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

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:

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

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.

1st reading: June 15, 2022

2nd reading and public hearing: July 6, 2022

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

PASSED AND APPROVED THIS 6th DAY OF JULY 2022.

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

DRAFT

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AGENDA ITEM 14
City Council Meeting Date: 7/6/2022
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 06/29/2022
ITEM: Resolution 07-22-20 Supporting CRH Repairs
NEXT STEP: Majority voice vote

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Approval of Resolution 07-22-20 prioritizing supporting CRH repairs and urging the state to fund.

II. RECOMMENDED ACTION / NEXT STEP: Suggested motion:

I move to approve Resolution 07-22-20 a resolution of the Council of the City of Cordova, Alaska supporting and placing the highest priority on repairs to the Copper River Highway and urging the State of Alaska to fund such repairs

III. FISCAL IMPACTS: Cordova's economy has been negatively affected by the closure of the highway at mile 36. Tourism is down due to the inability to access the million-dollar bridge and USFS Childs Glacier Campground. Fish running/spawning is either being negatively affected currently or has the opportunity to be negatively affected if more bridges/culverts are damaged or fall into the river.

IV. BACKGROUND INFORMATION: At the June 15 Regular Council Meeting, **Mayor Allison** and other Council members discussed wanting a resolution supporting repairing the CRH and urging the State to seek some of the unprecedented federal infrastructure funding that is available currently.

CRH Transportation Master Plan website: <https://dot.alaska.gov/nreg/copperriverhighway/>
Draft Planning and Environmental Linkage Study 2019

<https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=120479>

In discussion about this resolution – Council wanted to ensure that this resolution after approval, was sent as comments to the Copper River Highway Transportation Master Plan and also to the State.

V. SUMMARY AND ALTERNATIVES: Council can approve, amend and approve, or vote down the resolution.

**CITY OF CORDOVA, ALASKA
RESOLUTION 07-22-20**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA
SUPPORTING AND PLACING THE HIGHEST PRIORITY ON REPAIRS TO THE COPPER
RIVER HIGHWAY AND URGING THE STATE OF ALASKA TO FUND SUCH REPAIRS**

WHEREAS, Alaska Department of Transportation and Public Facilities (AKDoT&PF) is in the process of drafting a Copper River Highway Transportation Master Plan which will help envision the future of the highway corridor from mile post 0 (Cordova ferry terminal) to mile post 51 (Abercrombie Creek); and

WHEREAS, in December 2019, AKDoT&PF completed a Planning and Environmental Linkage Study (PEL) of the CRH from Mile Post 27 through Mile Post 51; and

WHEREAS, the purpose of the PEL was to get a head start on the planning and requirements under NEPA for any projects aimed at repair and replacement of the damaged transportation infrastructure on the Copper River Highway; and

WHEREAS, the need for the PEL was manifold: 1) the August 2011 closure of bridge number 339 for public safety reasons, 2) the eastward migration of the main channel of the Copper River which as of September 4, 2019 had caused the loss of 2,875 feet of the CRH to erosion and threatens more of the same, 3) the August 2016 damage to the ice breaker protecting Pier 1 of the Million Dollar Bridge, 4) the determination that 25 damaged culverts within the highway segment of the PEL study area are inadequate for fish passage requirements, and others; and

WHEREAS, the aforementioned loss of infrastructure has had a negative effect on the commerce in Cordova because of the diminished tourism due to the inability of visitors to reach the once-popular USFS Child's Glacier Campground and Recreational Area; and

WHEREAS, Cordova's economic driver, commercial salmon fishing, is especially negatively affected by the impassable culverts, the roads and bridges eroding into the river which is critical salmon habitat and the vulnerability of the sonar station to damage by ice bergs or eroding parts of the Million Dollar Bridge, as it is crucial to determine salmon escapement, an integral tool for the sustainable management of fisheries; and

WHEREAS, The Native Village of Eyak conducts ecological research in the CRH PEL study area including the operation of a fish wheel to collect biological samples of salmon which helps in the management of commercial, subsistence, and personal use fisheries throughout the Copper River Watershed; and

WHEREAS, as AKDoT&PF works toward final Master Plan, the draft vision statement has begun to take shape as follows: "The Copper River Highway will be a safe, reliable, multi-modal transportation corridor that provides access to recreational, economic, and cultural activities for

community members and visitors alike while sustaining the area’s scenic, cultural, and ecological attributes”; and

WHEREAS, a local stakeholder advisory committee is advising AKDoT&PF through this project which when completed, will document transportation issues and needs, prioritize community-identified projects, and identify potential alternatives and funding sources.

NOW, THEREFORE BE IT RESOLVED, that the City of Cordova places the highest priority on repairs to the Copper River Highway, eagerly anticipates the completion of the AKDoT&PF Copper River Highway Transportation Master Plan and urges the State of Alaska to fund projects that emerge from the report to make the Copper River Highway usable again.

PASSED AND APPROVED THIS 6th DAY OF JULY 2022

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



AGENDA ITEM 15
City Council Meeting Date: 07/06/2022
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 06/30/2022
ITEM: Council option to protest/waive protest transfer of
Liquor License # 954
NEXT STEP: Motion

_____ ORDINANCE
 x MOTION

_____ RESOLUTION
_____ INFORMATION

I. REQUEST OR ISSUE: A Cordova business has sold, and the liquor license is being transferred. Council as the local governing body has the ability to protest the transfer.

II. RECOMMENDED ACTION / NEXT STEP: Council action to protest, waive right to protest, or waive protest with conditions.

III. FISCAL IMPACTS: Cordova businesses collect and remit sales tax to the City. Establishments that are licensed to sell alcohol collect and remit sales tax at 6% plus a surtax at an additional 6% on retail alcoholic beverages.

IV. BACKGROUND INFORMATION: Comptroller Barb Webber and Deputy City Clerk Tina Hammer have determined this business to be current in all financial obligations to the City. Police Chief Nate Taylor has no public safety concerns about this business.

V. LEGAL ISSUES: The local governing body's right to protest is defined in AS 04.11.480, attached.

VI. SUMMARY AND ALTERNATIVES: Council approval of this motion:

Council motion to waive it's right to protest the approval of the transfer of liquor license #954, from Cannery Row, Inc. to RF Hospitality, LLC.

Council could consider other motions – recommendations, etc. Council has 60 days from June 13 to protest this license – which would be by August 12, 2022.

Alaska Statutes

Sec. 04.11.480. Protest.

(a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application. The board shall consider a protest and testimony received at a hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) when it considers the application or continued operation, and the protest and the record of the hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) If the permanent residents residing outside of but within two miles of an incorporated city or an established village wish to protest the issuance, renewal, or transfer of a license within the city or village, they shall file with the board a petition meeting the requirements of [AS 04.11.510\(b\)\(3\)](#) requesting a public hearing within 30 days of the posting of notice required under [AS 04.11.310](#), or by December 31 of the year application is made for renewal of a license. The board shall consider testimony received at a hearing conducted under [AS 04.11.510\(b\)\(3\)](#) when it considers the application, and the record of a hearing conducted under [AS 04.11.510\(b\)\(3\)](#) shall be retained as part of the board's permanent record of its review of the application.

(c) A local governing body may recommend that a license be issued, renewed, relocated, or transferred with conditions. The board shall consider recommended conditions and testimony received at a hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) when it considers the application or continued operation, and the recommended conditions and the record of the hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) shall be kept as part of the board's permanent record of its review. If the local governing body recommends conditions, the board shall impose the recommended conditions unless the board finds that the recommended conditions are arbitrary, capricious, or unreasonable. If a condition recommended by a local governing body is imposed on a licensee, the local governing body shall assume responsibility for monitoring compliance with the condition, except as otherwise provided by the board.

(d) In addition to the right to protest under (a) of this section, a local governing body may notify the board that the local governing body has determined that a licensee has violated a provision of this title or a condition imposed on the licensee by the board. Unless the board finds that the local governing body's determination is arbitrary, capricious, or unreasonable, the board shall prepare the determination as an accusation against the licensee under [AS 44.62.360](#) and conduct proceedings to resolve the matter as described under [AS 04.11.510\(c\)](#).

Article 7. Board Procedures.

Sec. 04.11.510. Procedure for action on license applications, suspensions, and revocations.

(a) Unless a legal action relating to the license, applicant, or premises to be licensed is pending, the board shall decide whether to grant or deny an application within 90 days of receipt of the application at the main office of the board. However, the decision may not be made before the time allowed for protest under AS 04.11.480 has elapsed, unless waived by the municipality.

(b) The board may review an application for the issuance, renewal, transfer of location, or transfer to another person of a license without affording the applicant notice or hearing, except

(1) if an application is denied, the notice of denial shall be furnished the applicant immediately in writing stating the reason for the denial in clear and concise language; the notice of denial must inform the applicant that the applicant is entitled to an informal conference with either the director or the board, and that, if not satisfied by the informal conference, the applicant is then entitled to a formal hearing conducted by the office of administrative hearings (AS 44.64.010); if the applicant requests a formal hearing, the office of administrative hearings shall adhere to AS 44.62.330 — 44.62.630 (Administrative Procedure Act); all interested persons may be heard at the hearing and unless waived by the applicant and the board, the formal hearing shall be held in the area for which the application is requested;

(2) the board may, on its own initiative or in response to an objection or protest, hold a hearing to ascertain the reaction of the public or a local governing body to an application if a hearing is not required under this subsection; the board shall send notice of a hearing conducted under this paragraph 20 days in advance of the hearing to each community council established within the municipality and to each nonprofit community organization entitled to notification under AS 04.11.310(b);

(3) if a petition containing the signatures of 35 percent of the adult residents having a permanent place of abode outside of but within two miles of an incorporated city or an established village is filed with the board, the board shall hold a public hearing on the question of whether the issuance, renewal, or transfer of the license in the city or village would be in the public interest;

(4) if a protest to the issuance, renewal, transfer of location or transfer to another person of a license made by a local governing body is based on a question of law, the board shall hold a public hearing.

(c) Unless the grounds for the suspension or revocation are under AS 04.11.370(a)(4), board proceedings to suspend or revoke a license shall be conducted in accordance with AS 44.62.330 — 44.62.630 (Administrative Procedure Act), except that the licensee is entitled to an opportunity to informally confer with the director or the board within 10 days after the accusation is served upon the licensee. Notice of the opportunity for an informal conference shall be served upon the licensee along with the accusation. If an informal conference is requested, the running of the period of time specified in AS 44.62.380 for filing a notice of defense is tolled from the date of receipt of the request for the conference until the day following the date of the conference unless extended by the board. After the conference, the licensee, if not satisfied by the results of the conference, may obtain a hearing by filing a notice of defense as provided in AS 44.62.390. If the grounds for suspension or revocation are under AS 04.11.370(a)(4), the licensee is not entitled to notice and hearing under AS 44.62.330 — 44.62.630 on the merits of the suspension or revocation. However, the board shall afford the licensee notice and hearing on the issue of what administrative sanction to impose under AS 04.16.180.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

June 13, 2022

City of Cordova

VIA Email: cityclerk@cityofcordova.net

License Type:	Beverage Dispensary - Tourism	License Number:	954
Licensee:	RF Hospitality, LLC		
Doing Business As:	Reluctant Fisherman Inn		
Premises Address	407 Railroad Avenue		

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Joan Wilson, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Transferor Information

Enter information for the *current* licensee and licensed establishment.

Licensee:	Cannery Row, Inc.	License #:	954
License Type:	Beverage Dispensary Tourism	Statutory Reference:	04.11.400(d)
Doing Business As:	Reluctant Fisherman Inn		
Premises Address:	407 Railroad Ave		
City:	Cordova	State:	AK
		ZIP:	99574
Local Governing Body:	City of Cordova.		

Transfer Type:

- ☒ Regular transfer
☐ Transfer with security interest
☐ Involuntary retransfer

OFFICE USE ONLY			
Complete Date:	6/13/22	Transaction #:	100355299
Board Meeting Date:	6/28/22	License Years:	
Issue Date:		BRE:	KRS

MAR 16 2022

AMCO Received 5/27/2022



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 – Transferee Information

Enter information for the **new** applicant and/or location seeking to be licensed.

Licensee:	RF Hospitality, LLC				
Doing Business As:	Reluctant Fisherman Inn				
Premises Address:	407 Railroad Ave				
City:	Cordova	State:	AK	ZIP:	99574
Community Council:					

Mailing Address:	PO BOX 1610				
City:	Cordova	State:	AK	ZIP:	99574

Designated Licensee:	Sarah Hall				
Contact Phone:	916-335-1188	Business Phone:	916-335-1188		
Contact Email:	sarahmckennanhall@gmail.com				

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____

Section 3 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

0.3 Miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

0.4 Miles

MAR 16 2022

AMCO Received 5/27/2022



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application**Section 4 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	1101 Management LLC				
Title(s):	Member	Phone:	916-335-1188	% Owned:	9
Address:	PO Box 681479				
City:	Park City	State:	UT	ZIP:	84068



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	HH Investors LLC				
Title(s):	Member, Manager	Phone:	916-335-1188	% Owned:	82
Address:	PO Box 680767				
City:	Park City	State:	UT	ZIP:	84068

Entity Official:	Sarah Hall				
Title(s):	Affiliate of HH Investors LLC	Phone:	916-335-1188	% Owned:	0
Address:	1622 Southshore drive				
City:	Park City	State:	UT	ZIP:	84098

Entity Official:	Paul Krekow				
Title(s):	Member, Manager	Phone:	435-494-9937	% Owned:	9
Address:	407 Railroad Ave				
City:	Cordova	State:	AK	ZIP:	99574

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10184249	AK Formed Date:	1/13/2022	Home State:	AK
Registered Agent:	Paul Krekow	Agent's Phone:	435-494-9937		
Agent's Mailing Address:	PO BOX 1610				
City:	Cordova	State:	AK	ZIP:	99574

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Law Offices of Ernouf & Coffey, P.C. is assisting with the application process.

AMCO

MAR 16 2022



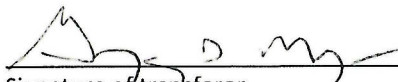
Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.


Signature of transferor

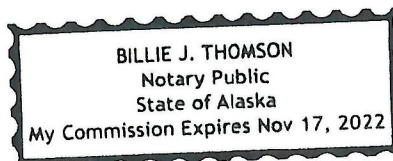
Gregory D Meyer
Printed name of transferor

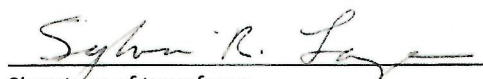
Subscribed and sworn to before me this 18th day of May, 2022.


Signature of Notary Public

Notary Public in and for the State of Alaska.


My commission expires: Nov 17, 2022




Signature of transferor

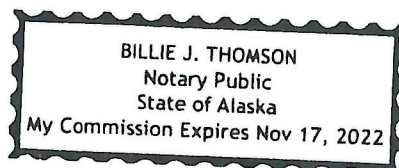
SYLVIA R. LANGE
Printed name of transferor

Subscribed and sworn to before me this 18th day of May, 2022.


Signature of Notary Public

Notary Public in and for the State of Alaska.

My commission expires: Nov 17, 2022





Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

SH

I certify that all proposed licensees have been listed with the Division of Corporations.

SH

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

SH

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

SH

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

SH

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.


Signature of transferee
Sarah Hall

Printed name

Subscribed and sworn to before me this 15th day of February, 20 22.




Signature of Notary Public

Notary Public in and for the State of Utah.

My commission expires: 5-19-2023



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The **second page of this form is not required**. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

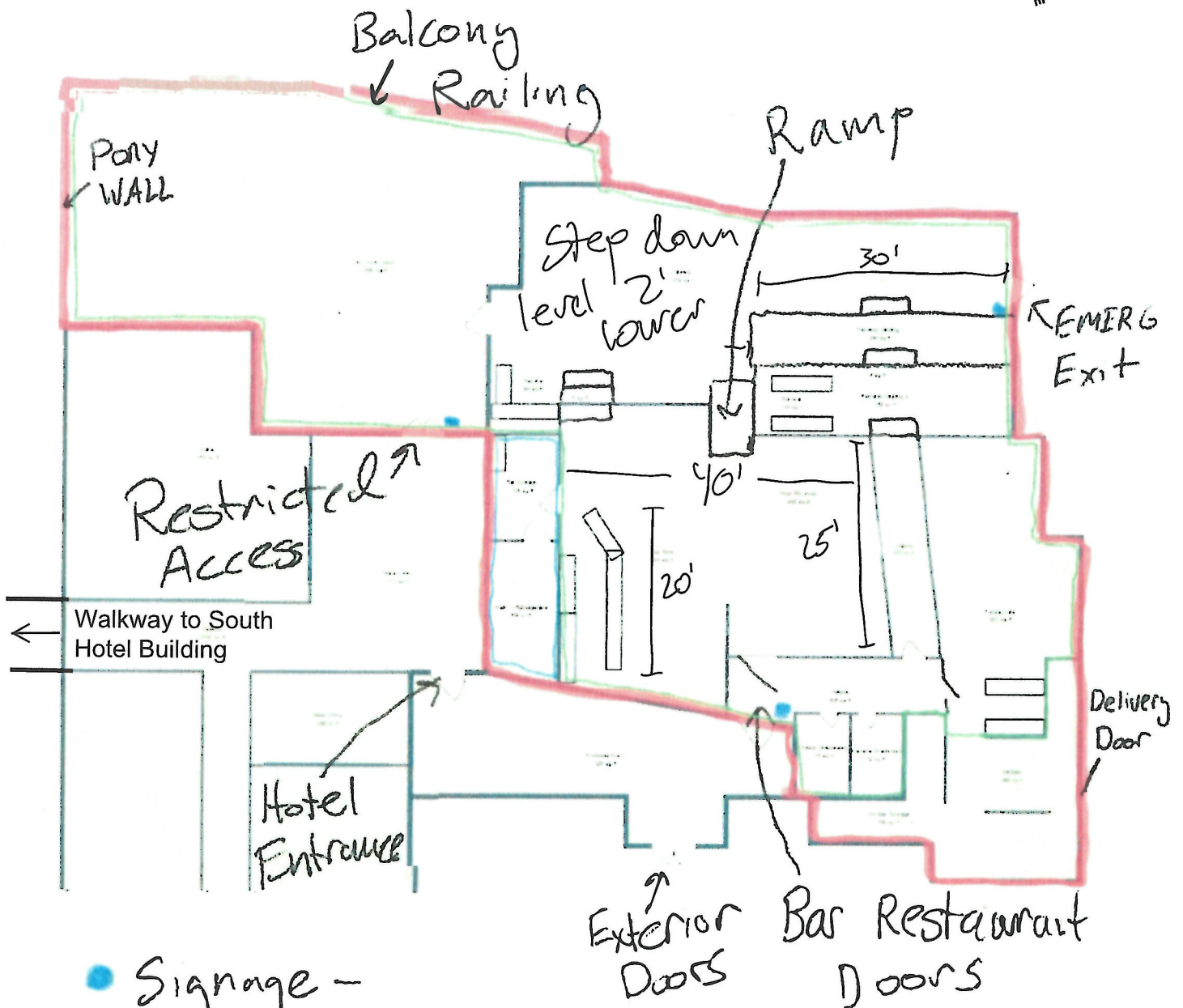
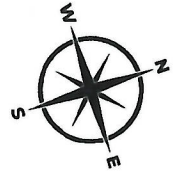
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.



Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	RF Hospitality, LLC	License Number:	954
License Type:	Beverage Dispensary Tourism		
Doing Business As:	Reluctant Fisherman Inn		
Premises Address:	407 Railroad Ave		
City:	Cordova	State:	AK
		ZIP:	99574



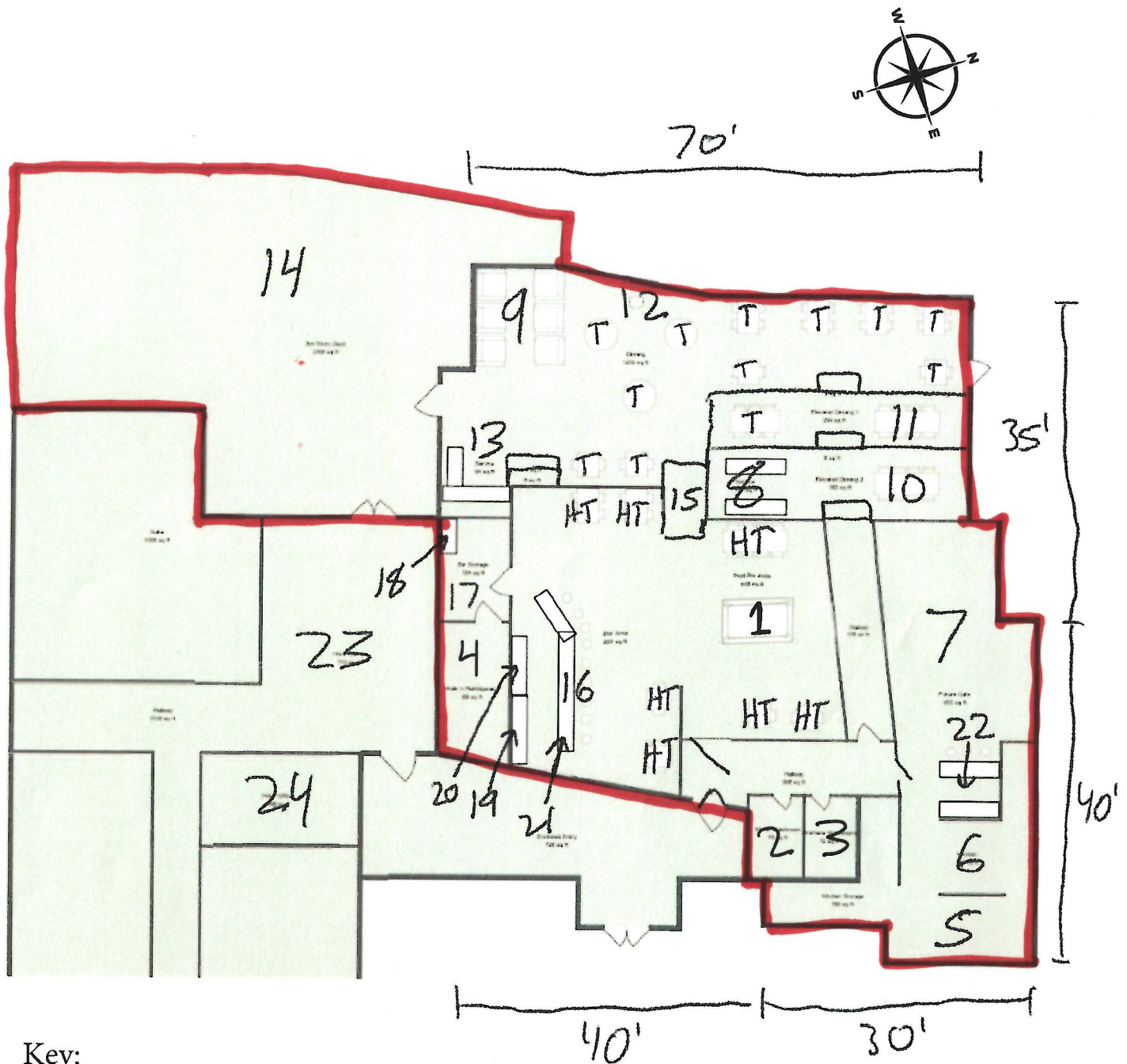
● Signage -

"No ALCOHOL BEYOND THIS POINT"

— Bar + Restaurant "Premises"

— Alcohol Storage

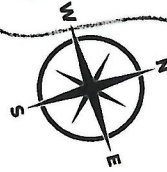
— Service Area



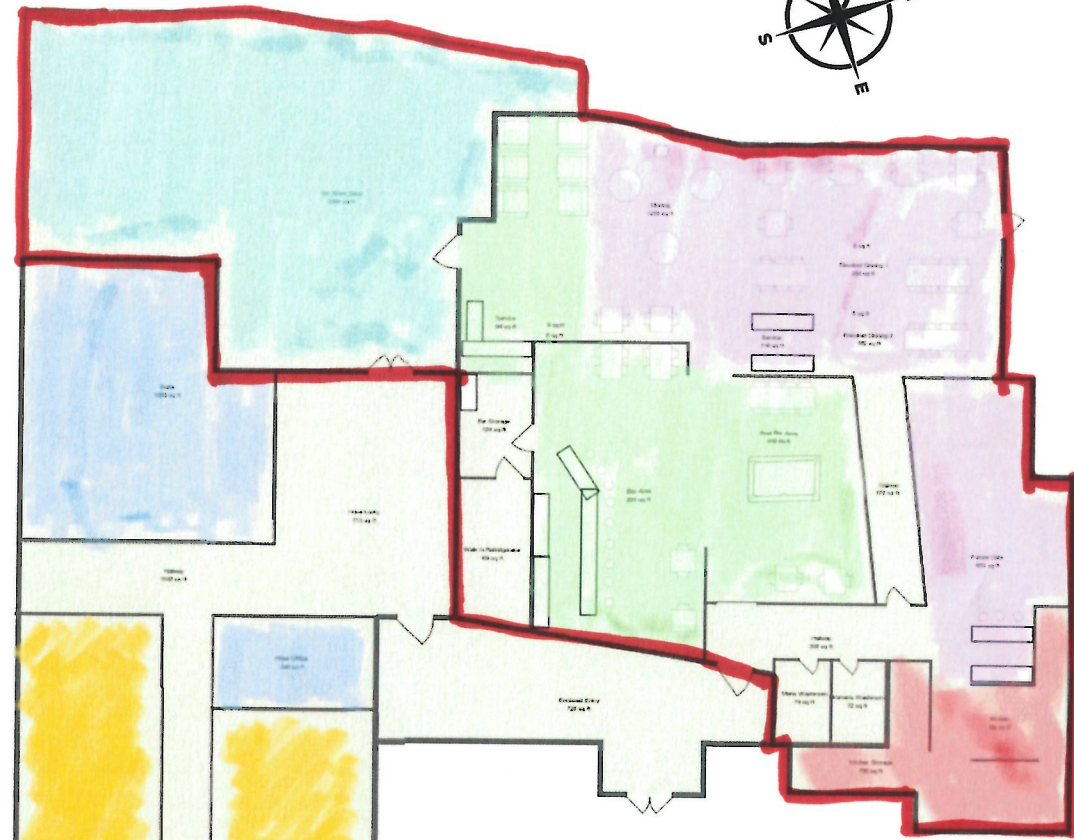
AMCO Received 5/27/2022

407 Railroad Ave AKA-Reluctant Fisherman Inn

Harbor



COUNCIL
AVE

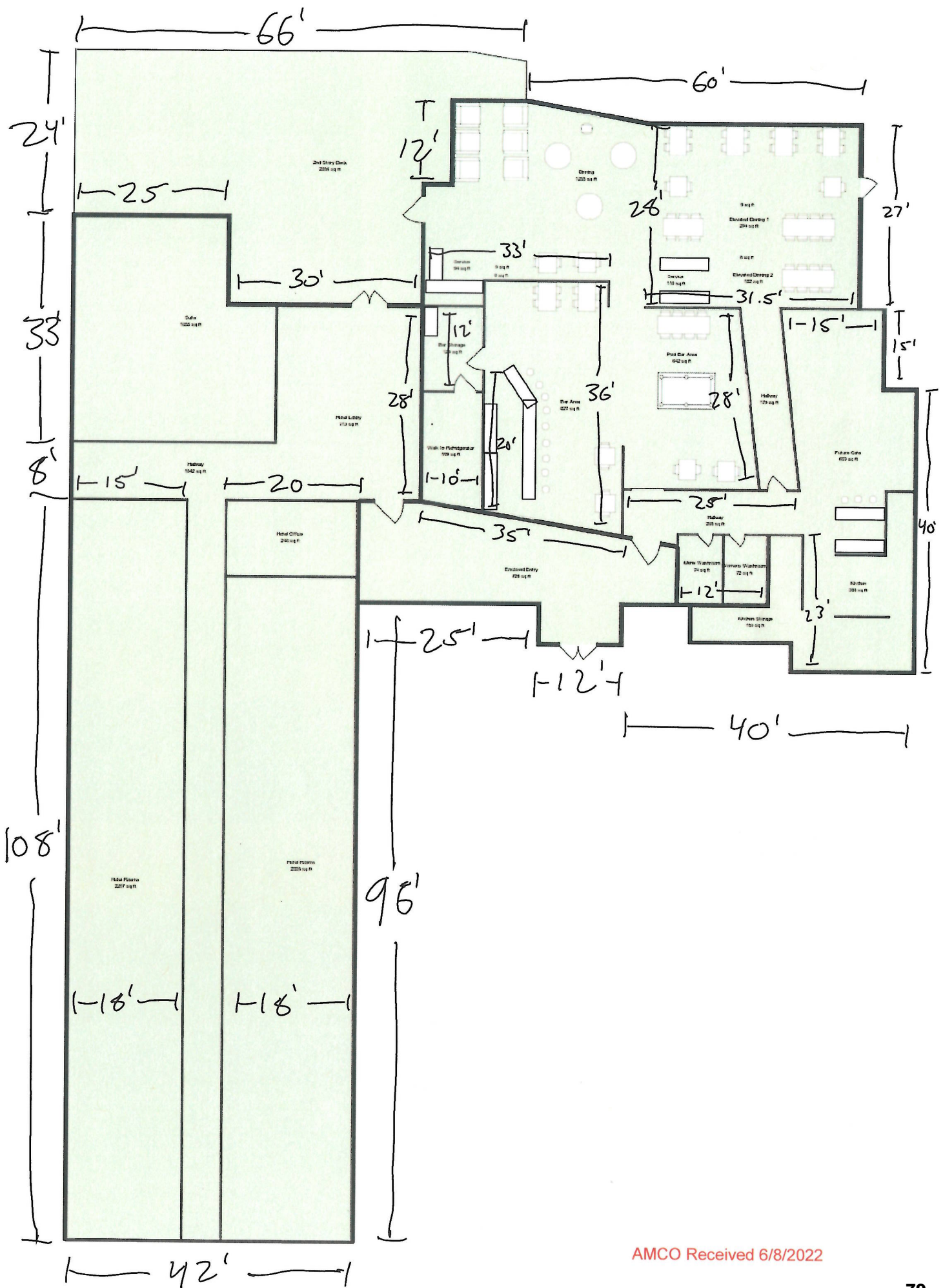


-  - Hotel Rooms
-  - Hotel Other
-  - Bar
-  - Dining
-  - Deck
-  - Kitchen
-  - Hallways, Storage Restrooms

Parking
LOT U

Railroad Ave

AMCO Received 5/27/2022



AMCO Received 6/8/2022

407 Railroad Ave
AKA-Reluctant Fisherman Inn

Harbor

Lower/Basement Level



Entrance from
under Deck. No
stairs

Basement/Storage

28'

72'

Crawlspace

40'

125'

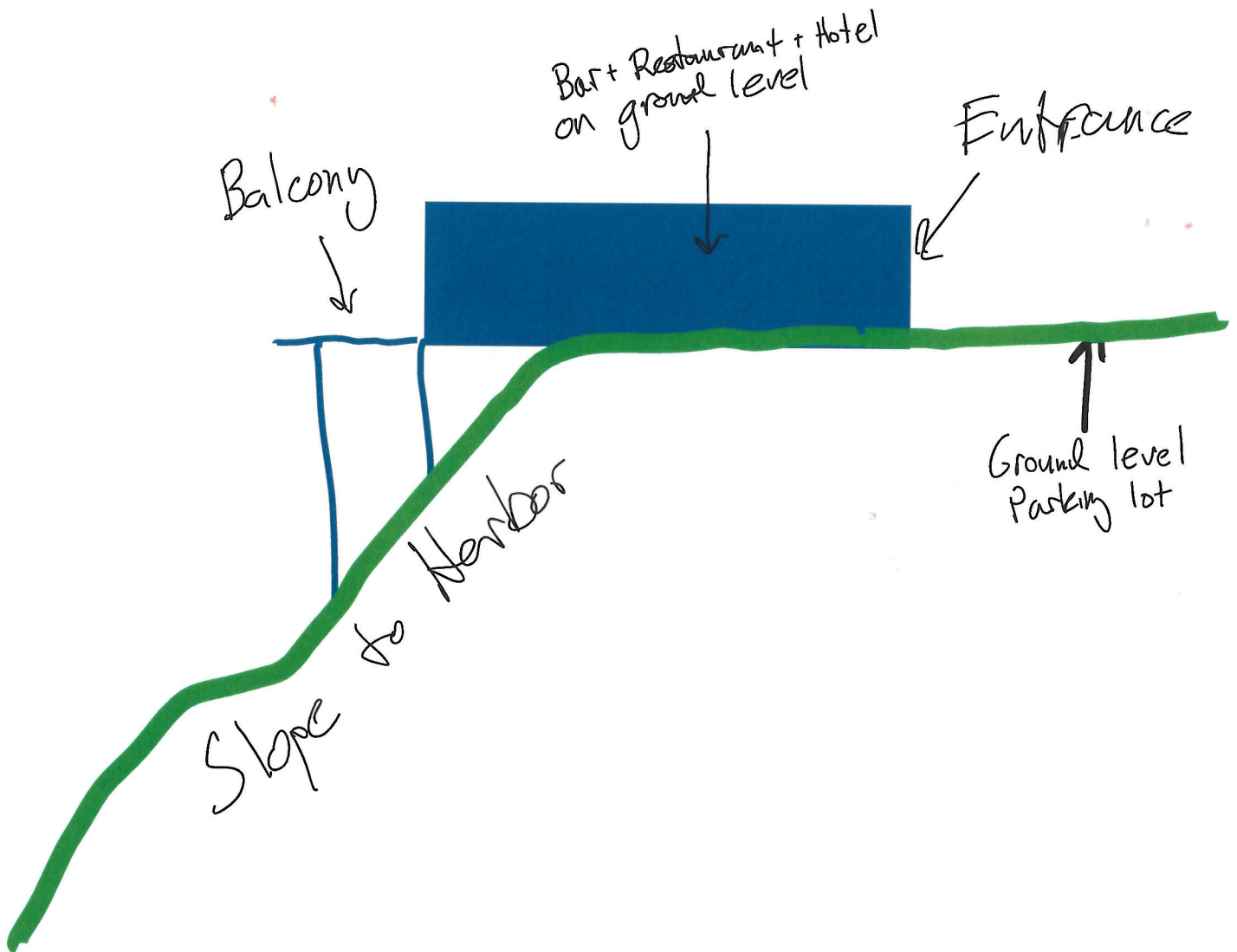
C
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E

Railroad Ave

AMCO Received 6/8/2022

Profile Cross Section of Reluctant Fisherman Building as Viewed from the South facing North



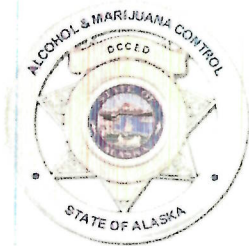
Reluctant Fisherman Inn Outdoor Area Security Plan

Customers are all carded prior to the purchase of alcoholic beverages. Staff will monitor the outdoor premise to ensure that the attempt of any adult to pass any sort of beverage over the fence will lead to the appropriate authorities being notified, and the patron being escorted out of the premise and prosecuted to the fullest extent of the law. These rules, along with all the mandated signs will be posted outside the entrance to our establishment. They will be clearly visible to any customer prior to being able to place any order for food, drinks or otherwise. The entire service area will be clearly marked by a **6-foot metal fence**. All servers are TAP certified and will monitor the service area at all times. Besides emergency exit gates along the fence, all patrons will have to enter the outdoor area via the front door, requiring them to walk through the interior of our premise, where we'll have additional staff monitoring the patrons.

The outside deck will operate the summer months typically between May and September weather permitting.

AMCO

MAR 16 2022



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A menu or expected menu listing the meals, including entrees prepared onsite and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	RF Hospitality, LLC				
License Type:	Beverage Dispensary Tourism	License Number:	954		
Doing Business As:	Reluctant Fisherman Inn				
Premises Address:	407 Railroad Ave				
City:	Cordova	State:	AK	ZIP:	99574
Contact Name:	Sarah Hall	Contact Phone:	916-335-1188		

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- ☐ Dining after standard closing hours: AS 04.16.010(c)
- ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
- ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- ☒ Employment for persons 16 or 17 years of age: AS 04.16.049(c)

NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY	
Transaction #:	100355299
Initials:	CAB



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)

Minor customers will only be permitted in the dining area, deck area and restroom areas.
Minor employees will only be permitted in the dining area, kitchen area, deck area and restroom areas.

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

Storage: All alcohol will be locked in secure storage. This will only be accessible by the restaurant owners, general manager and bar tender. Each of these individuals will be at least 21 years old and will hold on their persons a current TAP or eTIP card verifying that they have been trained to control the distribution and service of alcoholic beverages in Alaska.

Access/Service: There will only be alcohol sales or delivery outside the building walls when the deck area is open and only service on the deck which has fencing. Dining guests must walk in and out the same door, which controls the transfer of alcohol. An owner or manager is always on site and monitors the consumption of alcohol.

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes No

☒ ☐

Section 4 – DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Please follow this link to the DEC Food Safety Website: <http://dec.alaska.gov/eh/fss/food/>

Please follow this link to the Municipality Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

IF you are unable to certify the below statement, please discuss the matter with the AMCO office:

Initials

I have attached a copy of the current food service permit for this premises OR the plan review approval.

*Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Hours of Operation

Review AS 04.16.010(c).

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

11am - 3pm daily, and 4pm - 10pm daily

Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes

No



If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:

A pool table is on site and available daily from 11am - 3pm and 4 - 10pm.

Food and beverage service offered or anticipated is:



table service



buffet service



counter service



other

If "other", describe the manner of food and beverage service offered or anticipated:



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 7 – Certifications and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

There are tables or counters at my establishment for consuming food in a dining area on the premises.

SH

I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.
This menu includes entrees that are regularly sold and prepared by the licensee at the licensed premises.

SH

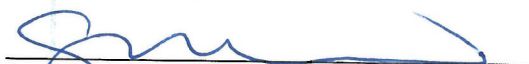
I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.

SH

I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted.
(AB-03 applications that accompany a new or transfer license application will
not be required to submit an additional copy of their premises diagram.)

SH

I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.


Signature of licensee
Sarah Hall


Signature of Notary Public

Printed name of licensee


Notary Public in and for the State of Utah

My commission expires: 5-19-2023

Subscribed and sworn to before me this 15th day of February, 2022.

Local Government Review (to be completed by an appropriate local government official):

Approved

Denied

☐☐

Signature of local government official

Date

Printed name of local government official

Title



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

AMCO Enforcement Review:

Enforcement Recommendation:

Approve

Deny

☐☐

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Date

Enforcement Recommendations:

AMCO Director Review:

Approved

Denied

☐☐

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:



Alaska Food Code 2022 Establishment Permit

Division of Environmental Health
Food Safety & Sanitation Program

Permit Number: 12899
Issued to: **RF HOSPITALITY**
For: **Reluctant Fisherman Inn**
For Operation of: **FF-1 Food Service**
Located at: **407 Railroad AVE Cordova, AK 99574**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2022

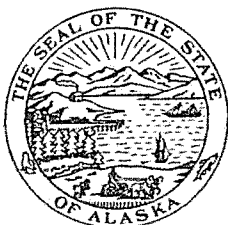
Program Manager:

A handwritten signature in black ink, appearing to read "Anthony E. O'V", is written over a horizontal line.

**If you have questions or concerns regarding
safe food handling practices call toll free:**

1-87-SAFE-FOOD

(in Anchorage call 334-2560)





Alaska Food Code 2022 Establishment Permit

Division of Environmental Health
Food Safety & Sanitation Program

Permit Number: 12900
Issued to: **RF HOSPITALITY**
For: **Reluctant Fisherman Inn Bar**
For Operation of: **FN-4 Tavern/Bar**
Located at: **407 Railroad AVE Cordova, AK 99574**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2022

Program Manager:

A handwritten signature in black ink, appearing to read "K. M. S. D.", is written over the printed name of the Program Manager.

**If you have questions or concerns regarding
safe food handling practices call toll free:**

1-87-SAFE-FOOD

(in Anchorage call 334-2560)



AMCO

MAR 16 2022

RESTAURANT

MENU

CALL 424-7445

SOUP & SALADS

Clam Chowder \$6/8

Cup or bowl or our homemade chowder with clams, bacon, sweet onions, celery, red potatoes and cream.

French Onion \$9

Sautéed onions simmered in white wine and beef stock topped with savory crust of croutons, swiss and parmesan cheese.

Rainbow Salad \$19

A bed of mixed greens topped with rainbow carrots, feta cheese, sliced pickled beets, and firecracker shrimp with balsamic dressing

Caesar Salad \$10/16

Small or large available.
Romaine hearts tossed with creamy caesar dressing and finished with shaved aged parmesan and garlic beard.

add Firecracker Shrimp \$7

add Blackened Salmon \$9

add Blackened Halibut \$9

Grilled Halibut Caesar Salad Wrap \$16

Romaine hearts with creamy caesar dressing, parmesan cheese & grilled halibut wrapped in a tortilla. Served with French Fries.

APPETIZERS

Spicy Salmon Roll \$19

Finely diced salmon, green onions & sriracha sauce rolled w/ cucumber - lightly fired panko crust.

add Firecracker Shrimp \$7

California Roll \$19

Firecracker Quesadilla \$18

Firecracker shrimp, shaved cabbage, red onion, cheese blend in a flour tortilla with salsa & sour cream.

Crab & Artichoke Dip \$19

Snow Crab mixed w/shredded parmesan cheese, artichoke hearts, sweet onion, & mayo. w/toasted baguette bread.

Hot Crab Sandwich \$19

Snow Crab mixed w/shredded parmesan cheese, artichoke hearts, sweet onion, & mayo served on english muffins.

Ceviche \$19

**Seasonal salmon, rockfish, & shrimp marinated in lime juice and mixed with fresh pico-de-gallo. Served with corn tortilla chips

MAIN

Shrimp Alfredo \$22

Pasta with Alfredo sauce and shrimp

Halibut & Chips \$24

Beer battered halibut. Served with French Fries.

Tacos \$19/26

Choice; Fried or grilled, rockfish or halibut, corn or flour tortilla. Three fish tacos served with sour cream and salsa.

Halibut Burger \$26

Grilled or fried halibut. Served with French Fries.

RF Burger \$22

AMCO

MAR 16 2022



Ahi Roll **\$19**
Ahi tuna rolled with cucumber and avocado.
add *Firecracker Shrimp* \$7

Firecracker Shrimp App **\$17**
Crispy tempura shrimp tossed w/ our
housemade sweet spicy firecracker sauce.

Bacon Mushroom Swiss Burger **\$22**
** Can be cooked to order. Served with French
Fries.

Spicy Chicken Burger **\$20**
Grilled or fried. Served with French Fries.

UPDATED SEPTEMBER 11TH, 2021

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Email Address

SIGN UP

HOME | ROOMS | RESTAURANT | AREA ACTIVITIES | GETTING HERE |
JOB | CONTACT

LINKS:

CORDOVA CHAMBER OF COMMERCE
CITY OF CORDOVA
ICEWORM FESTIVAL
CORDOVA CENTER
SHOREBIRD FESTIVAL
PWSAC COPPER RIVER NOUVEAU
FOURTH OF JULY
FUNGUS FESTIVAL
WILD SALMON FESTIVAL INCLUDING: SALMON JAM AND SALMON RUNS

AMCO

MAR 16 2022

Reluctant Fisherman Inn Outdoor Area Security Plan

Customers are all carded prior to the purchase of alcoholic beverages. Staff will monitor the outdoor premise to ensure that the attempt of any adult to pass any sort of beverage over the fence will lead to the appropriate authorities being notified, and the patron being escorted out of the premise and prosecuted to the fullest extent of the law. These rules, along with all the mandated signs will be posted outside the entrance to our establishment. They will be clearly visible to any customer prior to being able to place any order for food, drinks or otherwise. The entire service area will be clearly marked by a **6-foot metal fence**. All servers are TAP certified and will monitor the service area at all times. Besides emergency exit gates along the fence, all patrons will have to enter the outdoor area via the front door, requiring them to walk through the interior of our premise, where we'll have additional staff monitoring the patrons.

The outside deck will operate the summer months typically between May and September weather permitting.

AMCO

MAR 16 2022

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

July 6, 2022 Regular Council Meeting

A. Future agenda items - topics put on PA with no specific date for inclusion on an agenda

initially put on or revisited

- 1) Plan/schedule for departmental site visits/work sessions/state of the dept reporting 3/17/2021
- 2) Ordinance change (**Title 4**) 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 - **new finance director** 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
- 9) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths 6/15/2022

B. Resolutions, Ordinances, other items that have been referred to staff

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

C. Upcoming Meetings, agenda items and/or events: with specific dates

- 1) Capital Priorities List Resolution (03-22-03) 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: some are in 4/20/22 others will be in 5/4/22 packet for 1Q

7/20/2022
10/19/2022
1/18/2023
4/19/2023
- 3) Joint City Council and School Board Meetings - twice per year, April & October

6pm before Council mtg **5/3/2023**
6pm @ CHS before Sch Bd mtg **Oct. or Nov. 2022**
- 4) Clerk's evaluation - each year in **Feb** (before Council changeover after election) - next **Feb '23**
- 5) Manager's evaluation - each year in **Jan** - next one Jan '23
- 6) Joint Work Session with Harbor Commission when City Project Team deems it necessary

D. Council adds items to Pending Agenda in this way:

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
July 6, 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
reauthorization 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**
- | | | |
|----------------------|-------------------------|------------------------------|
| Robert Beedle | 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**
- | | | |
|-------------------|--|-----------------------------|
| Tom Bailer | 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. 6th & 7th Streets sidewalk/drainage project
 - c. Ferry terminal sidewalk
 - d. General street and sidewalk improvements

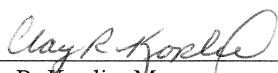
and;

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.

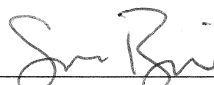
NOW, THEREFORE, BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, hereby designates and prioritizes the above listed projects as Capital Improvement projects.

PASSED AND APPROVED THIS 2nd DAY OF MARCH 2022









Clay R. Koplin, Mayor

ATTEST:


Susan Bourgeois, CMC, City Clerk

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		6:45 Council public hearing 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	
						See you on the road!
24	25	26	27	28	29	30
		6:00 CTC Board Meeting CCER	7:00 Council reg mtg CCAB			
			CHS Cross Country Starts		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
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

August 2022

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3 CHS Swimming starts 7:00 Council reg mtg CCAB	4	5	6
7	8 early voting for Primary Election-Cordova Ctr, 8a-430p M-F, Aug 1 - Aug 15	9 early voting for Primary Election-Cordova Ctr, 8a-430p M-F, Aug 1 - Aug 15	10 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	11	12	13
14	15 5:30 CTC Board Meeting	16 6:30 P&Z CCAB Primary Election August 16, 2022 7a-8p CCER	17	18	19 Alaska State Fair Aug 19 - Sept 5	20
21	22 Alaska State Fair Aug 19 - Sept 5	23 ALASKA DIVISION OF ELECTIONS	24 7:00 Council reg mtg CCAB First DAY OF School	25 6:00 CCMCAB HCR	26	27
28	29 Alaska State Fair Aug 19 - Sept 5	30 6:00 P&R CCM	31	1	2	3
4	5	Notes				

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

CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
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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
Mayor:	David Allison	March 1, 2022	March-25
3 years	Mayor@cityofcordova.net		
Council members:			
Seat A:	Tom Bailer, Vice Mayor	March 1, 2022	March-25
3 years	CouncilSeatA@cityofcordova.net	March 5, 2019	
Seat B:	Cathy Sherman	March 3, 2020	March-23
3 years	CouncilSeatB@cityofcordova.net		
Seat C:	Jeff Guard	Mar 3, 2020	March-23
3 years	CouncilSeatC@cityofcordova.net	Mar 5, 2017	
Seat D:	Melina Meyer	March 2, 2021	March-24
3 years	CouncilSeatD@cityofcordova.net	March 6, 2018	
Seat E:	Anne Schaefer	March 2, 2021	March-24
3 years	CouncilSeatE@cityofcordova.net	March 6, 2018	
		December 6, 2017	elected by cncl
Seat F:	Kristin Carpenter	March 1, 2022	March-25
3 years	CouncilSeatF@cityofcordova.net		
Seat G:	Ken Jones	March 1, 2022	March-25
3 years	CouncilSeatG@cityofcordova.net		

Cordova School District School Board of Education - Elected

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

seat up for re-election in 2023	<i>vacant</i>
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	Linnea Ronnegard, Chair CCMCBoardSeatC@cdvcmc.com	Mar 6, 2018, Mar 2, 2021	March-24
3 years	Ann Linville CCMCBoardSeatA@cdvcmc.com	March 1, 2022	March-25
3 years	Chris Iannazzone CCMCBoardSeatB@cdvcmc.com	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	Liz Senear CCMCBoardSeatD@cdvcmc.com	March 2, 2021 <small>elected by board to fill until 3/23 election</small>	March-24
3 years	Kelsey Appleton Hayden CCMCBoardSeatE@cdvcmc.com	March 3, 2020	March-23

Library Board - Appointed

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

Planning Commission - Appointed

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

vacant

board/commission chair

seat up for re-appt in Nov 22