

**PLANNING COMMISSION REGULAR MEETING
TUESDAY DECEMBER 12, 2023 AT 6:40 PM
CORDOVA CENTER EDUCATION ROOM**

Chair

Tania Harrison

Vice Chair

Mark Hall

Commissioners

Chris Bolin

Sarah Trumblee

Kris Ranney

Gail Foode

Sean Den Adel

City Planner

Kevin Johnson

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Chair Tania Harrison, Commissioners Chris Bolin, Sarah Trumblee, Mark Hall, Kris Ranney, Gail Foode, and Sean Den Adel

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

a. Record unexcused absence for Chris Bolin from the November 14, 2023 regular meeting

b. Record excused absence for Kris Ranney from the November 14, 2023 regular meeting

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

6. CORRESPONDENCE

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

a. Guest Speakers

b. Audience comments regarding agenda items (3 minutes per speaker)

8. PLANNER'S REPORTPage 1

9. UNFINISHED BUSINESS

10. NEW BUSINESS

a. Conditional Use Permit – Business Use in Residential Zone – Lot 8A, Block 5, Vina Young Subdivision..... Page 2

b. 2024 Land Disposal Map DiscussionPage 13

11. AUDIENCE COMMENTS

12. COMMISSION COMMENTS

13. ADJOURNMENT

You may submit written public comments via email to planning@cityofcordova.net, mail comments to City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to City Hall directly. Written public comments must be received by 4:30 p.m. on the day of the meeting

Planner's Report

To: Planning and Zoning Commission
From: Kevin Johnson, City planner
Date: 12/12/23
Re: Recent Activities and Updates

- The Parks and Recreation Department has a survey out asking the public to weigh in on the potential improvements to the Breakwater Trail / Veterans Memorial park area. These improvements could include a covered shelter, picnic tables, benches, BBQs, enhanced landscaping, educational signage, etc. There will also be a public open house on December 14th from 5:30 to 7pm at the Cordova Center. The survey and concept plan can be found on the city website.
- Planning Commission Chair and Vice Chair elections will happen at the January 9th Regular Meeting.



AGENDA ITEM # 10a
Planning Commission Special Meeting Date: 12/12/23

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 12/12/23
ITEM: Conditional Use Permit – Business Use in Residential Zone – Lot 8A, Block 5, Vina Young Subdivision
NEXT STEP: Decide Whether to Grant Conditional Use Permit

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Grant of Conditional Use Permit for Business Use in Residential Zone
Applicant: Cordova Family Resource Center
Parcel Number: 02-072-595
Legal Description: Lot 7A, Block 5, Vina Young Subdivision
Zoning: Low Density Residential
Lot Area: ~ 1.9 Acres

The City of Cordova received an application requesting a Conditional Use Permit (CUP) to have a non-profit organization run its business operations out of the second story of a residential dwelling. The lower floor would be converted into two residential dwellings used to support their operations and house their clients.

II. RECOMMENDED ACTION / NEXT STEP:

A Commissioner should make the following motion followed by a second to open the item for discussion

“I move that the Planning Commission grant the Conditional Use Permit request submitted by Cordova Family Resource Center and to adopt and incorporate the findings and conditions of approval within the staff report.”

The CUP can be granted with or without special conditions or denied.

III. FISCAL IMPACTS:

As a Non-Profit, and depending on the users renting the dwelling units, the city would likely be unable to collect property tax or rental tax.

IV. BACKGROUND INFORMATION:

Cordova Family Resource Center (CFRC) is seeking a CUP to allow for them to base their organizations office out of a residentially zoned lot. The structure they are requesting to use as office space is currently a duplex with one unit on the top floor and one unit on the bottom floor.

CFRC would use the top floor for their office / business operations. The bottom floor would be converted into two (2) separate dwelling units. They would do minimal modifications to the exterior of the structure or the property. The largest change would be placing two 10 ft by 20 ft conex storage containers on the property. CFRC would provide a minimum of eight (8) parking spaces. Four (4) parking spaces would be for staff and clients and the other four (4) would be for the dwelling units as each unit is required to provide two (2) onsite parking spaces per dwelling.

The zoning for the property allows for dwellings up to a triplex as well as boarding houses. The zoning also allows for home occupations. The proposed use of the space roughly aligns with the allowed uses. However, as the business use is more intensive than a typical home occupation with half the structure being used for nonresidential purposes, nonresident employees working on site, and the increase in traffic to and from the site, a CUP is required.

The 2019 Cordova Comprehensive Plan supports this type of development. The Future Land Use Map identifies this property as being in the “In-Town Residential” zone which promotes “Predominately residential [uses] with compatible public, commercial uses”.

The Planning Commission may want to consider imposing Conditions of Approval if they consider approving this proposal. Staff would suggest that the two following conditions be included with any approval:

1. With a shortage in housing supply being a major community issue, the Commission should consider requiring that CFRC convert the downstairs into two units within one year of a CUP approval. This would ensure that we would not lose a dwelling unit when CFRC begins using the top floor as office space.
2. Conex’s shall be placed so that they meet or exceed the same minimum setbacks from property lines that is required for structures.

The Planning Commission may choose to include or remove this suggested condition or impose different or additional conditions that they find appropriate.

Below you will find the CUP approval criteria in *italics* and staff's responses in normal font type.

Suggested Findings:

18.60.020 (B) – Conditional Use Permit Approval Criteria

1. *The use is consistent with the purpose of this chapter and is compatible with the zoning district and the comprehensive plan;*

This criterion is met.

The zoning district allows for residential dwellings up to three units as well as boardinghouses. Home Occupations are also an allowed use. The proposed use is similar to the allowed uses in that there will be housing provided to the organization's clients, which aligns with the residential allowances. The applicant will also use the structure to run their business operations out of which is similar to allowing other business (home occupation) to operate out of the same structure as a residence.

The 2019 Cordova Comprehensive Plan supports this type of development. The Future Land Use Map identifies this property as being in the "In-Town Residential" zone which promotes "Predominately residential [uses] with compatible public, commercial uses".

2. *The use will not permanently or substantially injure the lawful use of neighboring properties;*

This criterion is met.

This proposed use is similar to the allowed uses and its operations are contained within the structure. The size of the property and the houses location on the property far exceed the minimums allowed which should lend to neighboring properties not being impacted by this use.

3. *Public services and facilities are adequate to serve the proposed use;*

This criterion is met.

The property is currently served by city water, sewer, and refuse. The proposed additional use would be able to be served by the existing services.

4. *The proposed use will not have a permanent negative impact on pedestrian and vehicular traffic circulation and safety substantially greater than that anticipated from permitted development; and*

This criterion is met.

This property takes access from Lake Ave. This portion of Lake Ave is classified as a Minor Collector, which is able to handle anticipated traffic flows. The property currently functions as a duplex and would be added the additional traffic from CFRC's employees and clients. Pedestrians would have a short walk to the sidewalk that begins at the intersection of Lake Ave and Lefevre.

5. *The proposed use will not adversely affect to the public's safety, health, or general welfare.*

This criterion has been met.

By meeting the above criterion and being consistent with the comprehensive plan the use does not adversely affect the public's safety, health, and general welfare.

V. LEGAL ISSUES:

The public or applicant may appeal the decision of the Planning Commission to the City Council within 10 days of approval.

VI. ENVIRONMENTAL ISSUES:

No environmental issues identified.

VII. SUMMARY AND ALTERNATIVES:

The applicant has requested that the Planning Commission grant a CUP to allow for them to operate their organizations business functions out of a residential zone. These operations would also include retaining two onsite dwelling units and providing the required onsite parking for all of the proposed uses.

The Planning Commission may approve the CUP with or without conditions or deny the CUP if they believe the approval criteria have not been met.

VIII. CONDITIONS OF APPROVAL:

Staff Recommends the following conditions of approval:

1. Two onsite residential dwellings must be habitable and available no later than 12/31/2024.
2. Any conex or similar storage containers must meet required setbacks for structures.

IX. ATTACHMENTS:

- A. Location Map
- B. Conditional Use Permit Application
- C. Site Plan
- D. Owner permission for applicant to apply for CUP

SUBJECT PROPERTY



SPRUCE STREET

LAKE AVENUE

CUP 23-5

CITY OF CORDOVA



CONDITIONAL USE PERMIT APPLICATION

City of Cordova, Alaska

INSTRUCTIONS	PERMIT TYPE	FEE
Print or type requested information. Incomplete applications will be returned to the applicant and will delay processing of the request. Applications must be received by the Planning Department 21 days prior to the next Planning Commission Regular Meeting, which is scheduled the second Tuesday of each month.	Conditional Use Permit	\$250

APPLICANT INFORMATION

Name:	Cordova Family Resource Center/Alaska Network on Domestic Violence and Sexual Assault
Mailing Address:	P.O. Box 863
City/State/Zip:	Cordova, Alaska. 99574
Phone Number:	907-424-5674
Email Address:	nsonger@cordovafamilyresourcecenter.org

OWNER INFORMATION

Name:	Louie & Nina Alber
Mailing Address:	P.O. Box
City/State/Zip:	Cordova, AK. 99574
Phone Number:	
Email Address:	louiealber@hotmail.com

Only complete this section if owner is different from applicant.

PROPERTY INFORMATION

Address:	1215 Lake AVE. Cordova. AK 99574
Legal Description:	Lot 8 A Block 5 82867 SQ. feet 1.9 Acres Vina Yound Sub Division
Tax Lot No.:	02-072-597
Zone District:	Low Density Residential District

Planning Department can assist if unknown.

RECEIVED

NOV 20 2023

City of Cordova

REQUEST DESCRIPTION

Please describe your requested conditional use in detail as well as the proposed time frame for the new use.

The Alaska Network on Domestic Violence and Sexual Assault's intent is to purchase the property from the Alber's. CFRC will rent this property until they are able to purchase it from ANDVSA. It is the intent to use this property for the purposes of CFRC's offices and emergency safehome/shelter services to those they serve. This home already has a 2 bedroom apartment(it is the intent of CFRC in the near future to modify this into 2 units to provide emergency safe shelter. CFRC currently struggles with placing victims they serve into safe shelter as housing options/hotels and safehomes are becoming extremely difficult to find, especially during the summer months. It is the intent of CFRC to be operating as CFRC's long-term home by early-late January 2024. Please see attached for more information.

You may add any additional documents which will help the Planning Commission better understand the request, such as a cover letter, drawings, maps, or photographs.

CONDITIONAL USE STANDARDS

The Planning Commission may only approve the conditional use if the commission finds that **ALL** of the following standards are met. You must include a statement and adequate evidence showing that each of the standards has been met. Use additional pages if needed.

The use is consistent with the purpose of this chapter (Chapter 18.60 - Conditional Use Permits) and is compatible with the zoning district and the comprehensive plan.

CFRC believes that the use of this property fits into Chapter 18.60 in the following ways: one-family,two-family,three family dwellings, this already has one apartment and a home, with CFRC's intent to use this as emergency safe housing for victims of DV/SA/and other violent crimes. Allowed is home occupations, the offices will be within the facility. Many DV/SA Shelter programs across the state operate in this manner. The individuals seeking services are of underserved populations and many fall into the low economical category. Many walk or use other transportation means to get around, so parking should not be an issue. This property sits on 1.84 acres. The 2019 Comprehensive plan focuses as safe affordable housing as a key issue. Also in the 2019 plan the future map designates this area as "In town residential" described as primary residential with compatible public and commercial use. Which CFRC believes request fits within this category..

The use will not permanently or substantially injure the lawful use of neighboring properties.

As this property sits on 1.84 acres, CFRC does not believe that it will permanently or substantially injure the neighboring properties. CFRC works very closely with local law enforcement and AK. State Troopers to ensure the safety of those we serve and place into safe housing(by having additional LE drive bys) CFRC will also be providing additional security cameras and devices to ensure safety for everyone.

Public services and facilities are adequate to serve the proposed use.

This property is served by both city water and sewer, falls within city limits for Fire/EMS services,provided plenty of off street parking, is within walking distance to schools, medical centers, the lake and park.

The proposed use will not have a permanent negative impact on pedestrian and vehicular traffic circulation and safety substantially greater than that anticipated from permitted development.

As many of the individuals who seek services from CFRC fall within the underserved and low-income category, Many walk or use other means of transportation. There is adequate off-street parking for those who do drive. CFRC does not see this as having a permanent negative impact on the pedestrian and/or vehicular traffic circulation or safety.

The proposed use will not adversely affect the public's safety, health, or general welfare.

CFRC believes that everyone deserves to be provided with safe housing/shelter, and have access to the much needed services CFRC provides. Through these services individuals can gain independence and safety.

OTHER CONDITIONAL USE REQUIREMENTS

Any application approved by the planning commission shall be conditional upon the privilege granted being utilized within six (6) months after the effective date of approval.

Plot plan is required. The plot plan needs to be drawn to scale, showing the location of all existing and proposed buildings or improvements, elevations of such buildings or alterations, and off-street parking areas.

The City Planning Commission shall have the authority to impose such conditions and safeguards as it deems necessary to protect the best interests of the surrounding property or neighborhood and the Comprehensive City Plan and zoning ordinance.

If applicant is not the owner of the subject lot, the owner's signed authorization granting applicant the authority to (a) apply for the conditional use permit and (b) bind the owner to the terms of the conditional use permit, if granted.

Some conditional uses (telecommunication tower, marijuana establishments, junkyards, and others) are subject to additional requirements in Chapter 18.60 of the Cordova Municipal Code.

APPLICANT CERTIFICATION

By the signature attached hereto, I certify that I am the owner or duly authorized owner's agent and that the information provided within this application and accompanying documentation is correct. Furthermore, I hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting site inspections.

Applicant Signature:

Nicole Songer, E.D.

Date:

11/28/23

Print Name:

Nicole Songer, E.D.

• Attached: CFRC Conditional use permit request.

The Alaska Network On Domestic Violence and Sexual Assault are in the process of becoming the new owners (at which time Cordova Family Resource Center (CFRC) will rent the location until they purchase it from ANDVSA). The intent is for this to be the permanent location for CFRC to operate as a business/Emergency shelter/safe home. CFRC has been a 501 C-3 non-profit for the last 30 years providing services to individuals impacted by domestic violence/sexual assault/child abuse/elder abuse and/or other violent crime. CFRC also provides services to the underserved populations in Cordova, with assistance for state/federal food/housing/WIC/Childcare/Senior care services to list a few. CFRC has a long history of providing much-needed services to Cordova residents and those visiting. CFRC currently places individuals in safe homes/emergency shelters outside our office. This has become a growing problem as hotels/housing is becoming less and less available. This property has a rental unit which CFRC intends to remodel into 2 units and use as emergency safe shelter in the very near future.

CFRC also offers many youth prevention programs; Girls on the Run, Let Me Run, B.I.O.I.N.C.(Believe it or not I care) Peer mentoring program, Summer Camps, Summer lunch/art activities, partner(to provide funds, staffing and resources to the city) for the after school program, facilitate/co-facilitate programs in both Mt. Eccles and CHS JR./SR high school and community education and prevention efforts. CFRC offers a 24-hour crisis line. As well as a text line (developed during COVID, as CFRC saw the need and accommodated). CFRC for many years has been the catch all for services needed in Cordova. If individuals, community partners or state organizations do not know how to assist or who to refer them to, CFRC is often called upon to help. CFRC staff are well connected throughout the state due to the longevity of the staff. The E.D. has been with CFRC for almost 23 years and long-term advocates for up to 16 years.

This location is perfect for CFRC to provide its much-needed services. It is quiet, secluded(private), has a lack of close neighbors, which are all key to confidentiality and the safety for victims and those CFRC serves.

This location has a history of allowing business operations in the past such as: Daycare, fabric shop, hydro-project construction office, and a few others.

It is the hope of CFRC to be in this new location before January 1, 2024. As of October 27, 2023, CFRC received a letter from our current landlord stating that on January 1, 2024, our rent would raise by 400% of the amount paid starting January 1, 2023. CFRC is in negotiations, as this is extremely high, and puts a strain on the organization as it is in the middle of our current funding cycle with very little room to find additional funds.

In the Cordova 2019 Comprehensive Plan's Future Land Use Map, this property is located "In-Town Residential" This area is described as primarily residential with compatible public, and commercial uses. This development is compatible with this land use concept. CFRC believes that our organization fits within these new parameters.

CFRC would like to be moved into this location and be able to operate as normal early-late Jan. 2024.

City of Cordova
Planning Commission
P.O. Box 1210
Cordova, AK. 99574

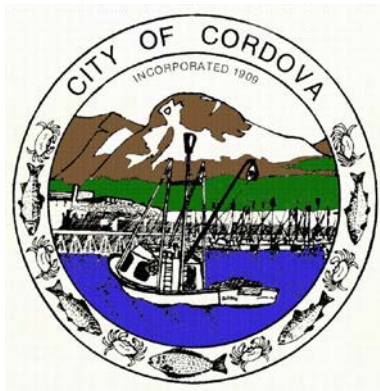
Date: 11/28/2023

To Whom It May Concern;

I Louie Alber give my permission for the Cordova Family Resource Center/ANDVSA to apply for a conditional Use permit for 1215 Lake Avenue, Cordova, AK. 99574. Lot 8 A Block 5, Vina Young Subdivision, tax lot number 02-072-597.

Respectfully,

Louie Alber



AGENDA ITEM # 10b
Planning Commission Meeting Date: 12/12/23

PLANNING COMMISSION COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 12/12/23
ITEM: 2024 Land Disposal Map Update Discussion
NEXT STEP: Discuss Potential Changes to the Land Disposal Maps

INFORMATION
 MOTION
 RESOLUTION

I. REQUEST OR ISSUE:

The Land Disposal Maps are updated annually. At this time, the Planning Commission should review the 2023 Land Disposal Map document, have discussion on potential changes, and provide staff with any needed guidance and prepare to discuss in greater detail at the January 9th meeting.

II. RECOMMENDED ACTION / NEXT STEP:

The chair should open the agenda item for discussion. No motion necessary.

III. FISCAL IMPACTS:

Land disposals can be a revenue source for the city.

IV. BACKGROUND INFORMATION:

Staff plans to include a table within the land disposal map document that shows the end dates of the leased properties. This will allow for the public to understand when these properties may be available again in the future.

Staff has not proposed any updates to specific properties at this time but may come with additional thoughts and ideas at the January 9th meeting. the

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

This is an introductory discussion of the annual Land Disposal Map update process to prepare commissioners and staff for a more in-depth conversation at the January 9th meeting with the possibility of passing a resolution at that meeting if appropriate.

VII. ATTACHMENTS:

A. 2023 Land Disposal Map

2023 Land Disposal Maps

Adopted by City Council: 06/21/2023

Map Designations

Available – Available to purchase, lease, or lease with an option to purchase. Any of these lots may have conditions or special criteria that must be met.

Available - Requires Subdivision – These parcels are considered ‘Available.’ These are large parcels of land which would most likely be developed as a subdivision. The disposal process for these parcels may require some or all of the following: city acquiring title to the land from the state, surveying, or subdivision development agreements. Many of these parcels contain city improvements that would not be disposed of, such as access roads, water infrastructure, trails, cemeteries, etc.

Not Available – These parcels include, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the city. The city manager will accept a Letter of Interest from an interested party who requests the property designation be changed to ‘Available,’ however the existing city use of the property will be examined and carefully weighed against the letter of interest.

Tidelands – A Letter of Interest to purchase or lease tidelands will be reviewed by the Planning Commission following a recommendation by the Harbor Commission. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

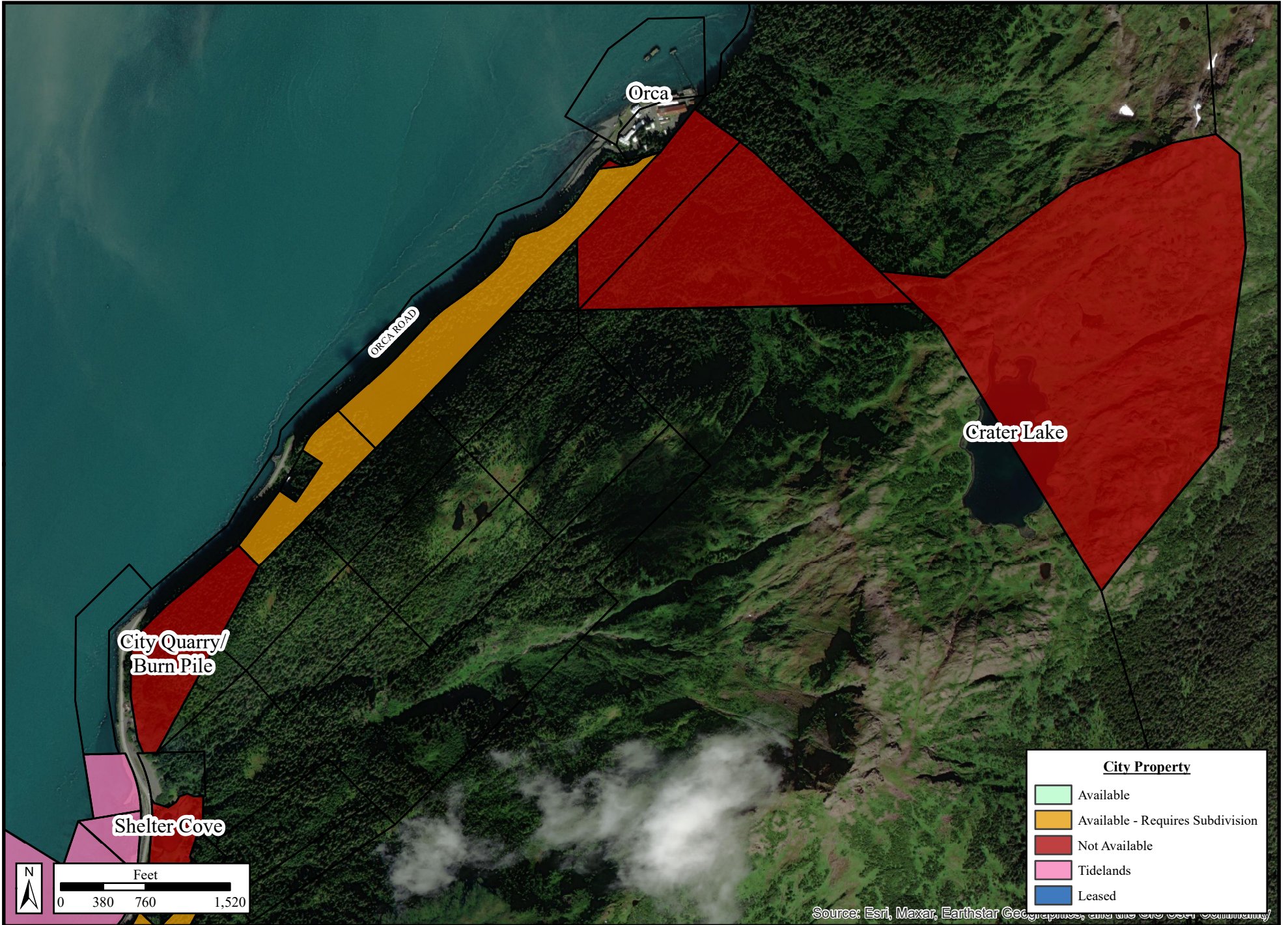
Leased – These are parcels currently leased to a business or government entity by the city. There are leases that are short term, others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. A Letter of Interest for a property that is under lease may be considered when the lease enters the final year of its term.

Update Policy

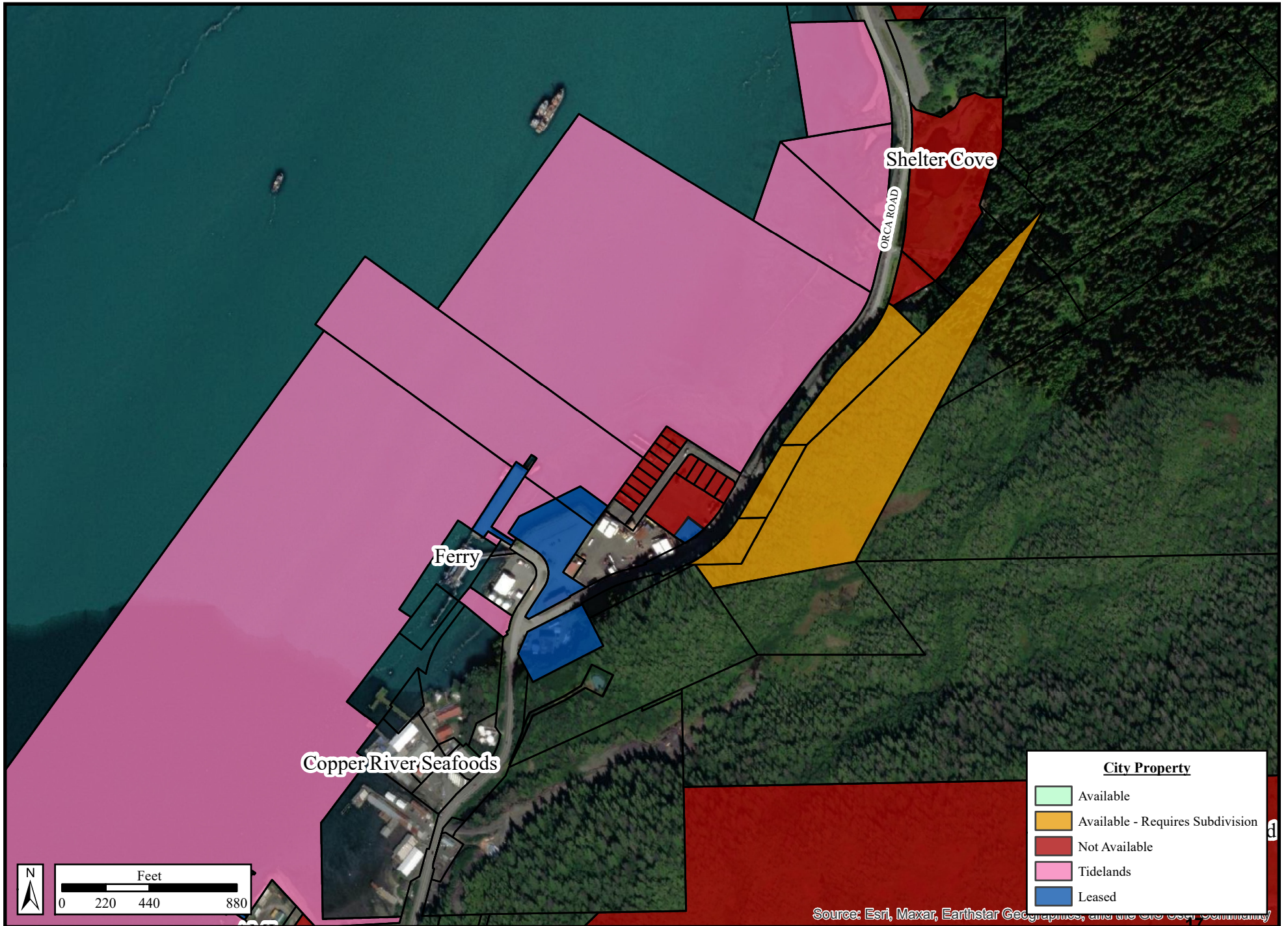
Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission, but the maps may be modified throughout the year on a case-by-case basis.

For more information on the land disposal process, refer to Chapter 5.22 of the Cordova Municipal Code, or direct your questions to the Planning Department staff.

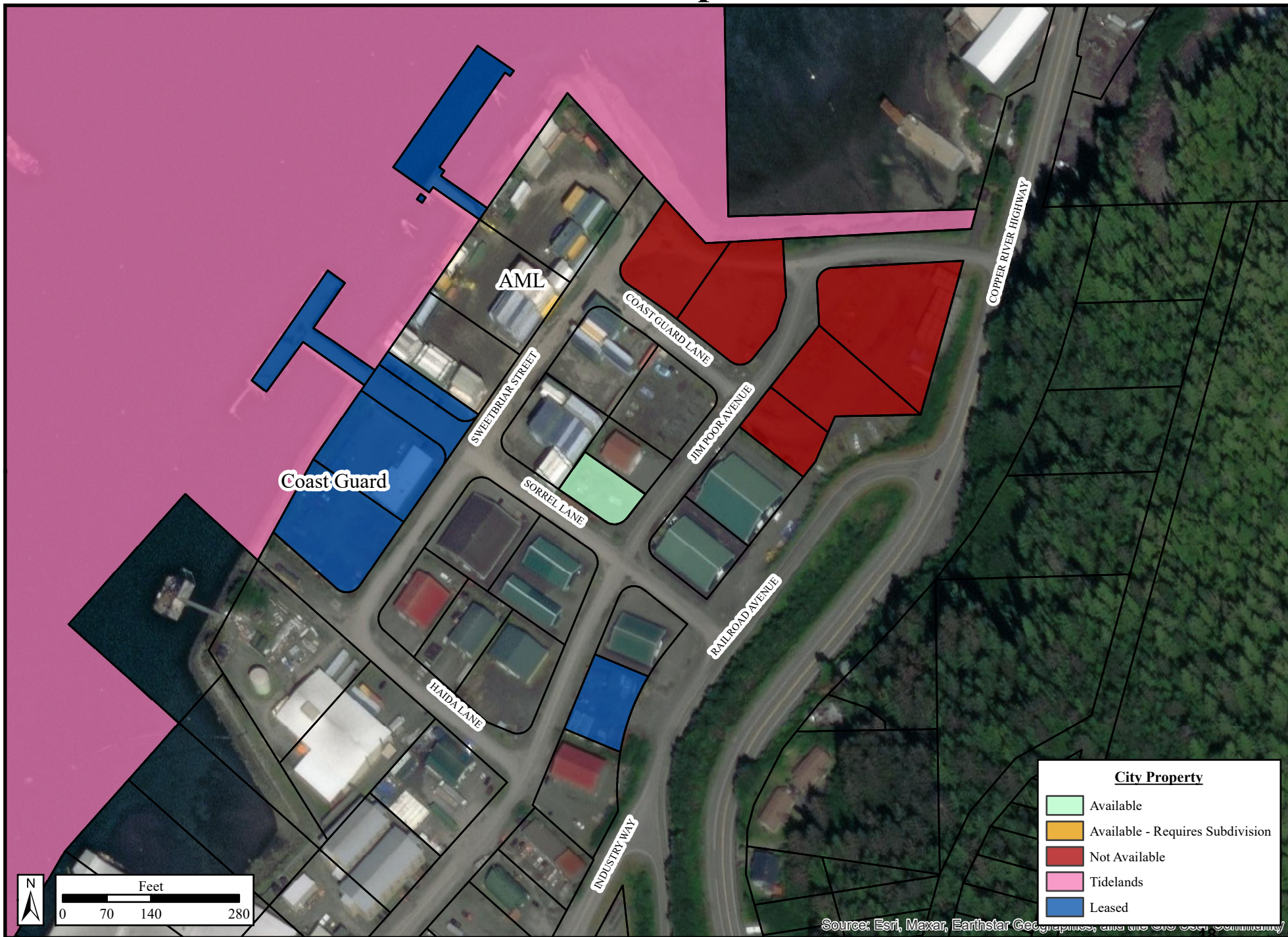
New England Cannery Road



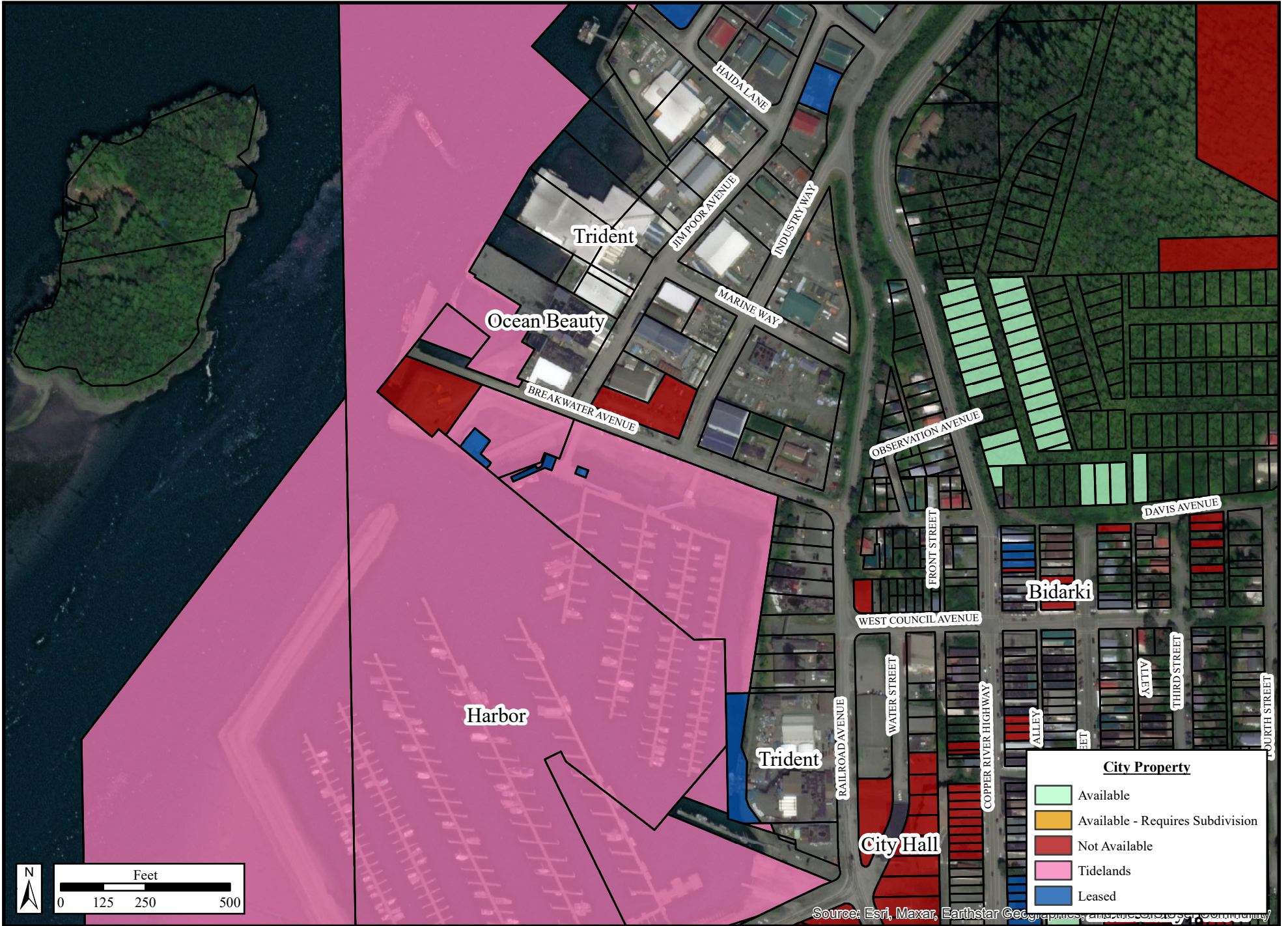
Ocean Dock Subdivision



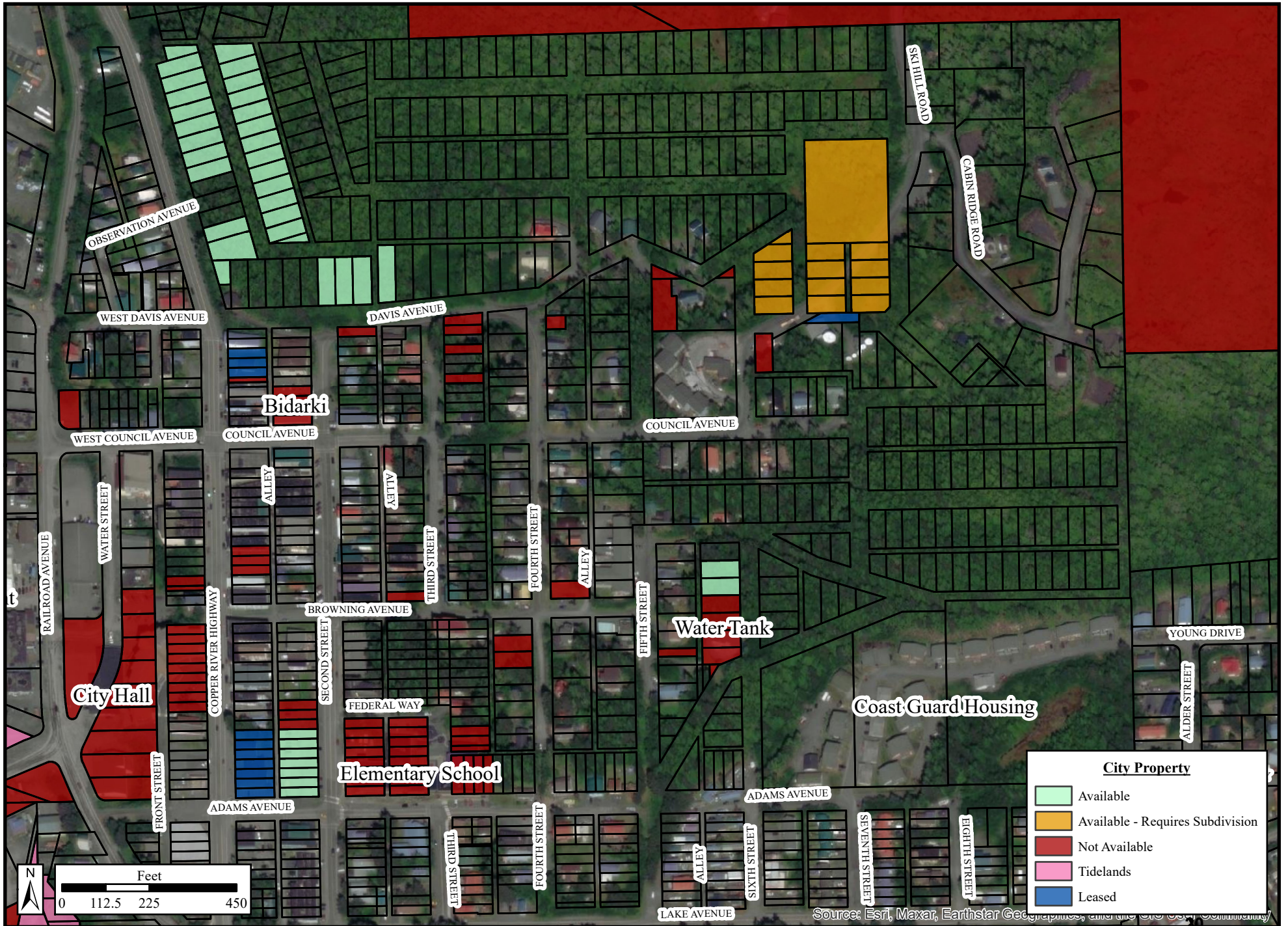
North Fill Development Park



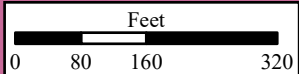
Tidewater Development Park & Cordova Industrial Park



Old Town



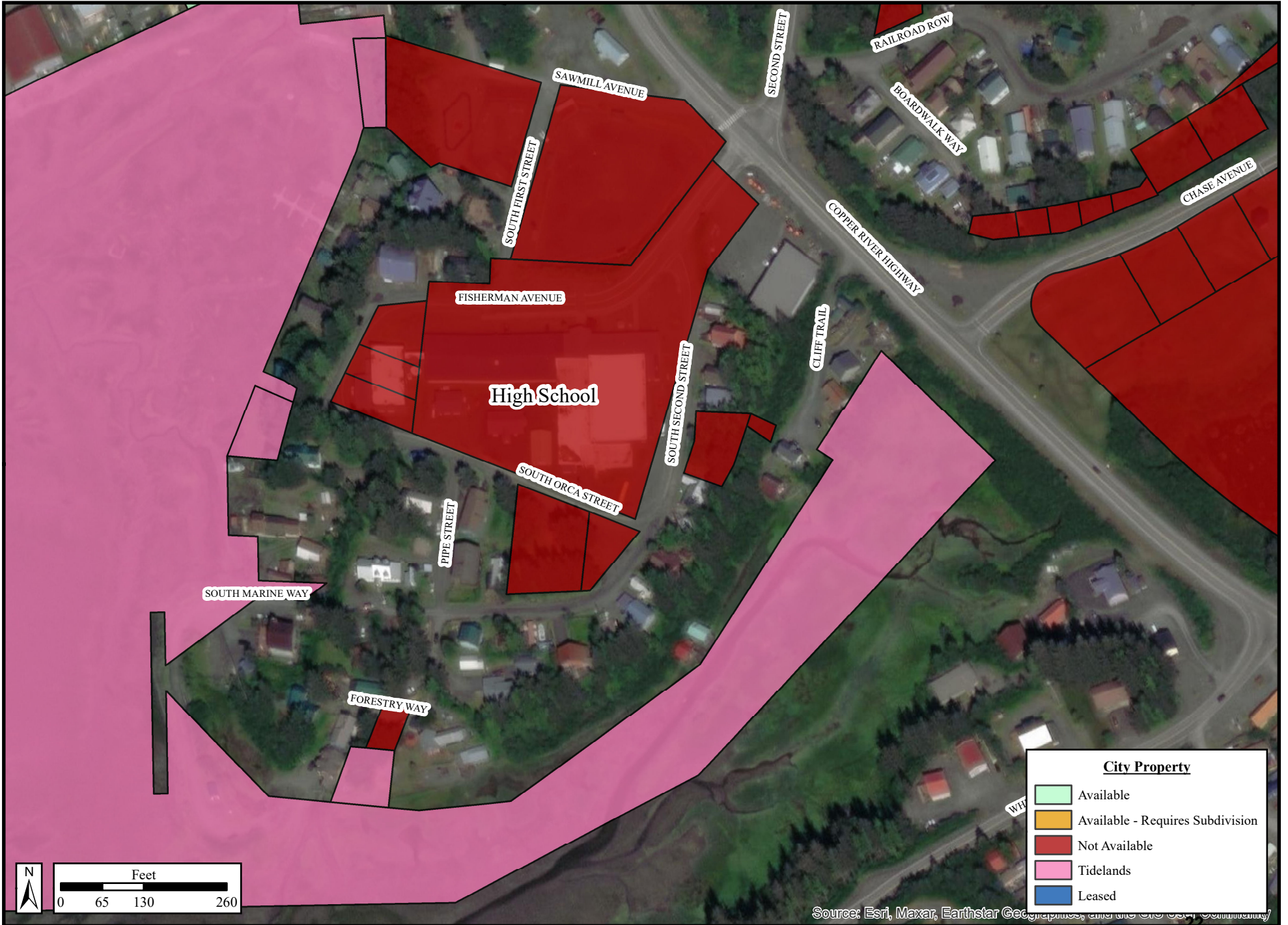
South Fill Development Park



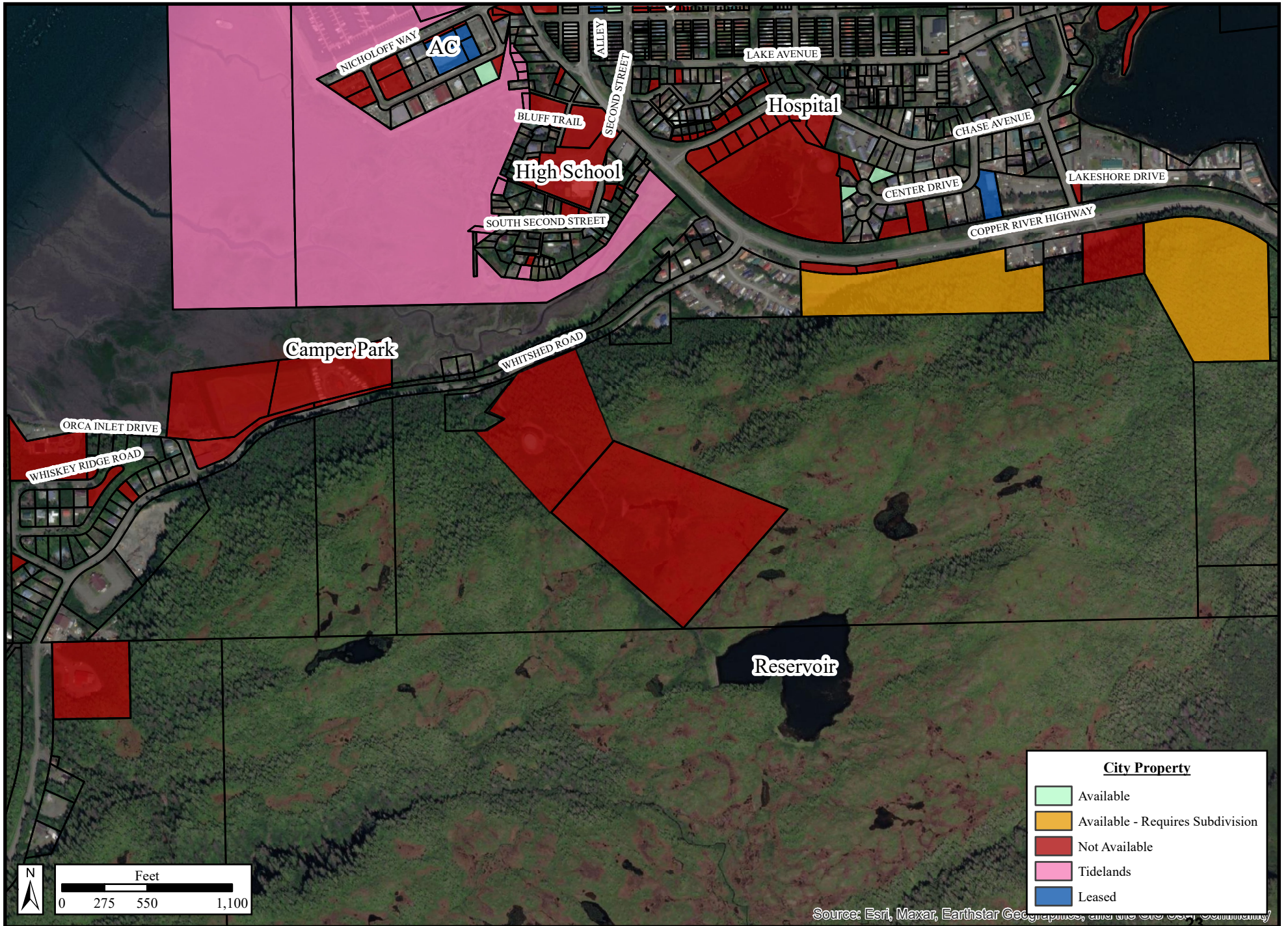
City Property	
Available	Green
Available - Requires Subdivision	Orange
Not Available	Red
Tidelands	Pink
Leased	Blue

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

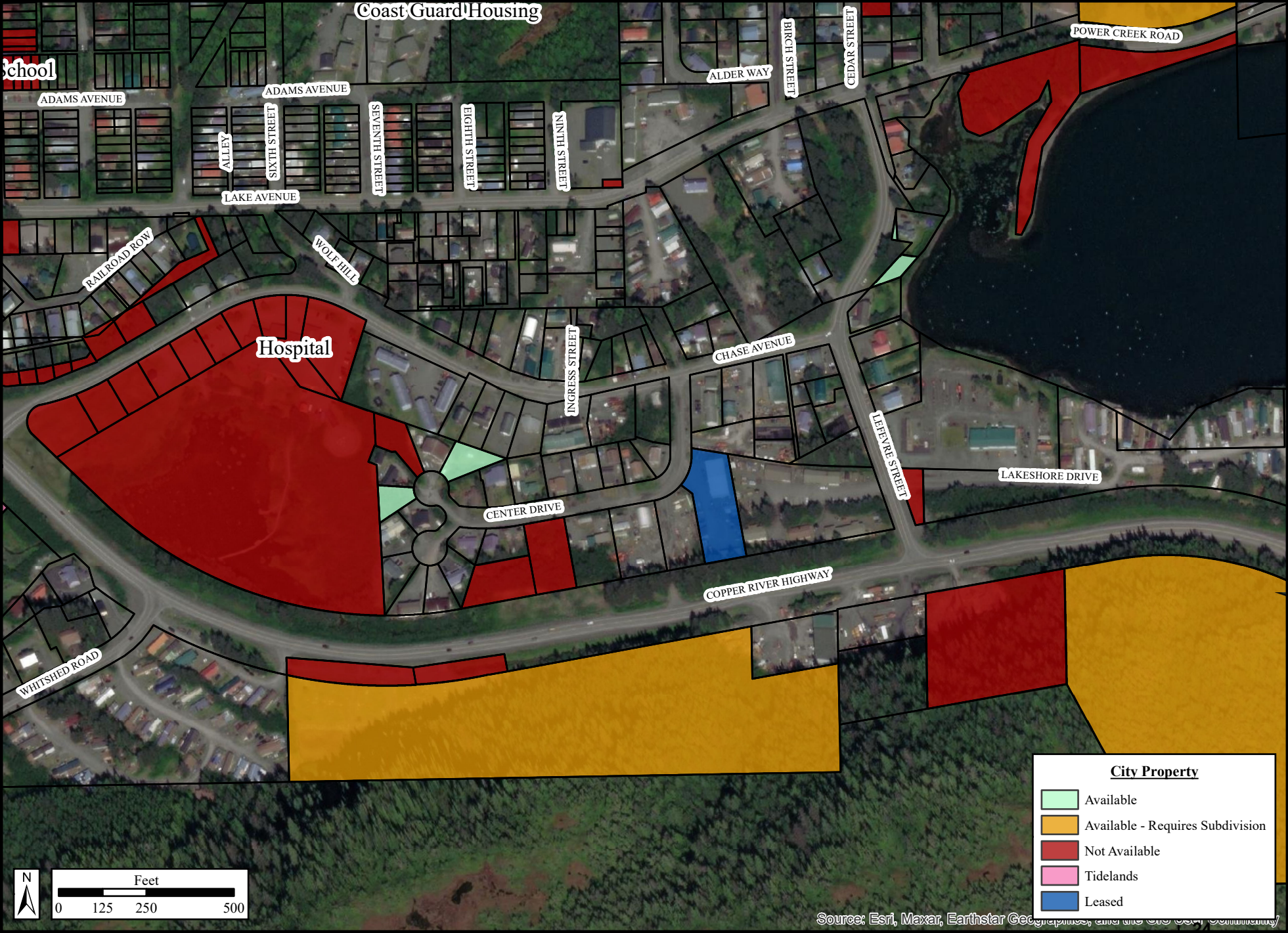
Odiak Slough



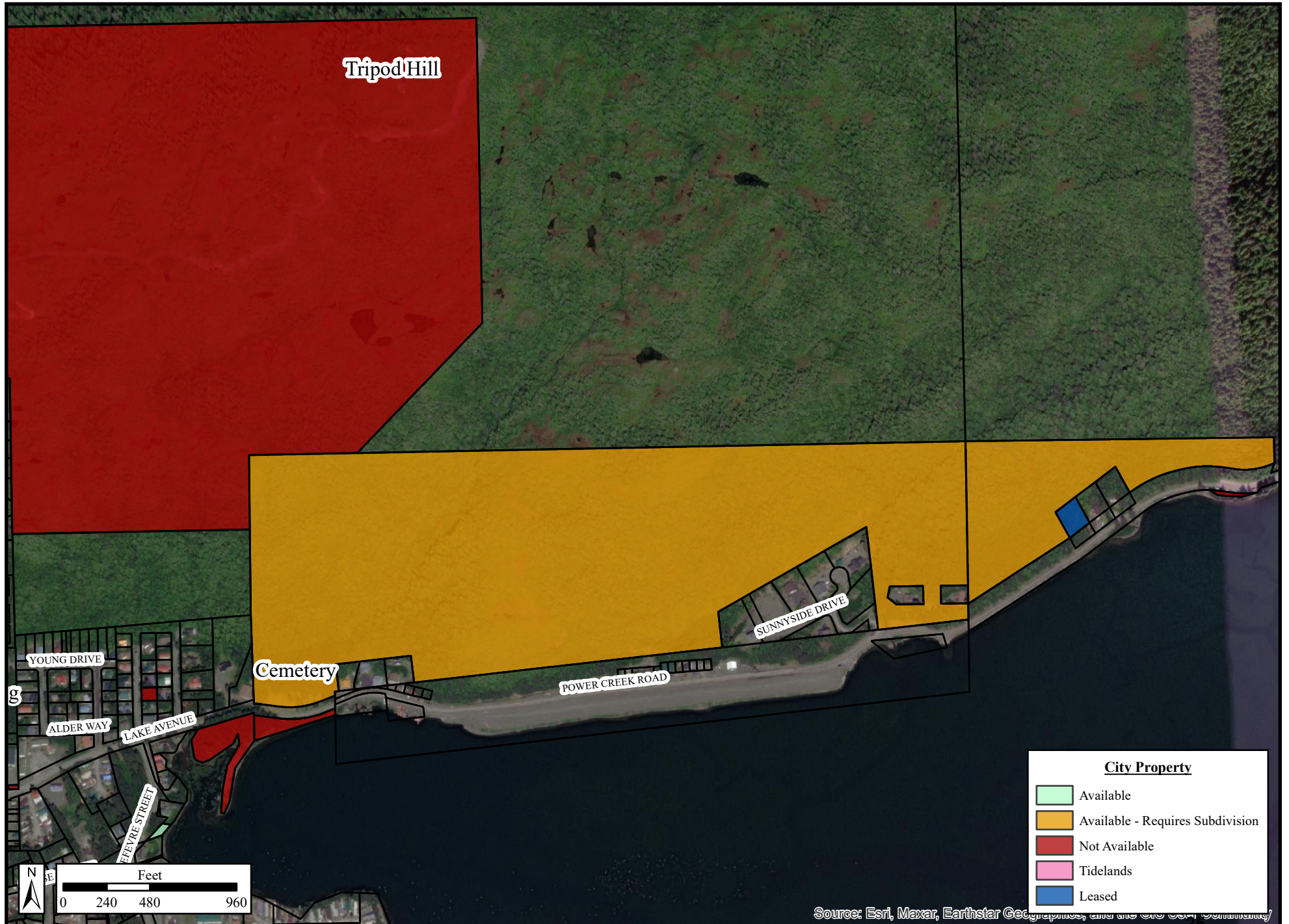
Whitshed Road



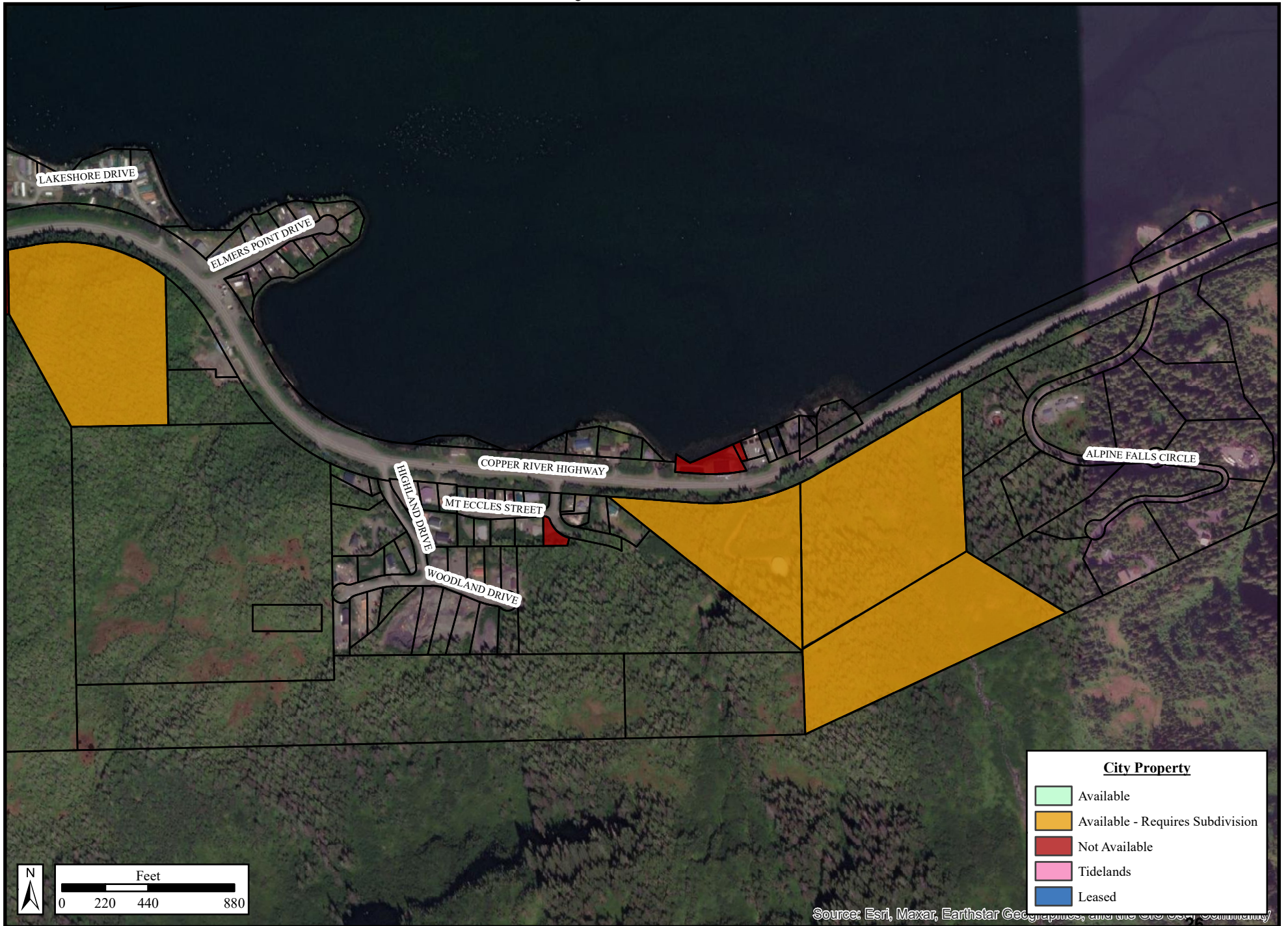
Odiak Park



Power Creek Road



Eyak Lake



Five Mile Loop

