

Chair
Tania Harrison

Vice Chair
Mark Hall

Commissioners
Chris Bolin
Sarah Trumblee
Kris Ranney
Gail Foode
Sean Den Adel

City Planner
Amanda Hadley
Coward

**PLANNING COMMISSION REGULAR MEETING
Tuesday June 10, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOM A & B**

AGENDA

1. CALL TO ORDER

2. ROLL CALL

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

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT CALENDAR

- a. Record excused absence of Sarah Trumblee and Sean Den Adel from the April 08, 2025, Regular Meeting
- b. Approval of Minutes from April 08, 2025, Regular Meeting.....Page 1

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 REPORT.....Page 10

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a. Conditional Use Permit for Lot 8, Block 2, South Fill Development Park.....Page 12
- b. Site Plan Review of Lot 8, Block 2, South Fill Development Park.....Page 22

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 4:00 p.m. on the day of the meeting.

PLANNING COMMISSION REGULAR MEETING
Tuesday April 08, 2025, AT 6:30 PM
CORDOVA CENTER COMMUNITY ROOM A & B

MINUTES

1. CALL TO ORDER

By Planning Commission Chair *Tania Harrison*.

2. ROLL CALL

Chair Tania Harrison (present), Vice Chair Mark Hall (present), Commissioners Chris Bolin (present), Sarah Trumblee (excused absent), Kris Ranney (present), Gail Foode (present), and Sean Den Adel (absent). Also present were City Planner, Amanda Hadley Coward.

3. APPROVAL OF AGENDA

M/Hall

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

4. APPROVAL OF CONSENT CALENDAR

- a. Record unexcused absence of Tania Harrison from the February 27, 2025, Special Meeting**
- b. Approval of Minutes from February 11, 2025, Public Hearing**
- c. Approval of Minutes from February 11, 2025, Regular Meeting**
- d. Approval of Minutes from February 27, 2025, Special Meeting**
- e. Approval of Minutes from March 08, 2025, Regular Meeting – CANCELED**

M/Hall

S/Foode

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

5. DISCLOSURES OF CONFLICTS OF INTEREST AND EX PARTE COMMUNICATIONS

N/A

6. CORRESPONDENCE

N/A

7. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- a. Guest Speakers**
- b. Audience comments regarding agenda items (3 minutes per speaker)**

Brooke Mallory Tribal Council Chairwomen for the Native Village of Eyak speaking on behalf of the tribe for the Ilanka Cultural Centers Letter of Interest for Lots 19-25, Block 6, Original Townsite. Would like a

large enough location for an approximately 20,000 sq. ft. gift shop, museum, cultural center. They have not yet been able to find an area large enough to accommodate this space. They have multiple buildings that they need a large enough space for. They might put the Ilanka Community Health Clinic there as they were quoted \$70,000,000 to develop the land that they are in negotiations with the City for on Tract B, Terminal Ground B Subdivision. That with housing needs also comes business needs. That after losing business after business being here that is going to strain whether or not people can stay.

8. PLANNER'S REPORT

Hadley Coward Gave a verbal summary of her written Planners Report. Also asked the Commissioners to remember that they are to voice their concerns so that can be noted and addressed by Staff and the City Council. But to remember that their job is to identify if a property is available for lease or purchase and should or should not be disposed of, then to make a recommendation on disposal method.

Ranney What are the locations for the tsunami siren locations?

Hadley Coward One location would be off of Copper River Hwy and Eyak Drive by the electrical pedestals before the bus stop. The other location would be on New England Cannery Road by the fish cleaning station to fill in coverage gaps between the ferry terminal, Prince William Sound Science Center, and Orca Cannery.

Ranney For the Old Science Center Building cost estimates when were you expecting that.

Hadley Coward That will be going to the City Council for the April 16, 2025, meeting.

Harrison For the tsunami inundation line the way it reads it sounds like its only adding areas were there any areas that were deemed no longer in the tsunami inundation zone?

Hadley Coward It's been updated a few times and so I believe there has been some areas taken out and some added. I can get you a brochure and go over it with you to make sure that you can see it.

Harrison It's one of those things we always talk about that building is in the inundation zone but that might change.

Hadley Coward They have run new simulations and we have new data now.

9. UNFINISHED BUSINESS

a. Request For Proposals Planning Commission Review and Scoring Criteria

M/Ranney "I move to approve and adopt the two documents for Request for Proposals Planning Commission Review and Scoring Criteria as presented."

S/Hall

Ranney I think we have done a lot of talking on this for over a year now and I think that Amanda has done a great job on this and I think that it's time to go get some real world experience with it.

Hall I think we could get a chance a little later in this meeting using this to score as there's only one proposal but we can go ahead and score it using this to see how it really works if we have issues we can bring it back.

Hadley Coward This proposal has been published with the other RFP scoring document so we would have to score using that document.

Hall We don't really need to score it since we did just receive one. But we could get real world experience with this scoring the proposal on this document possibly although this could be a time constraint.

Harrison The person who submitted the proposal didn't write it with this criteria in mind part of creating this is hoping to get better written proposals.

Hall That might come out with this but never mind.

Hadley Coward We might be able to do a strategic planning meeting where we score proposals with this document as practice.

Harrison That might be good. She then called for a vote.

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

b. Land Disposal Maps 2025 & Resolution 25-02

M/Hall "I move to approve Resolution 25-02 recommending that City Council adopt the 2025 Land Disposal Maps as presented."

S/Ranney

Hall We have talked on this a lot and I don't see anything that stands out a lot and I am all for it.

Ranney I have a technical question if it's possible to publish these as geo tiff files for google earth.

Hadley Coward Said that she can look into that.

Hall It will be going into the new GIS online.

Hadley Coward One of the projects I will be working on is putting the GIS onto the website.

Bolin I have a question for the planner do the maps reflect the properties that we are getting ready to sign.

Hadley Coward I did reflect in the memo that the Center Drive property will show as being leased before going to City Council however the other properties such as 3rd street have not yet been signed and won't be updated until that is final.

Bolin Do we have an expected time for that?

Hadley Coward The end of April.

Harrison Do we have any other commissioner comments? Okay hearing none she called a vote.

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

10. NEW BUSINESS

a. Conditional Use Permit Renewal Request for Lot 6, Lake View Subdivision

M/Hall “I move to approve the requested one-year extension of the conditional use permit associated with Lot 6, Lake View Subdivision with a new expiration date of April 08, 2026.”

S/Foode

Hall It’s a simple extension due to construction delays for the most part.

Foode We were told last month that this would probably be an extension, right?

Hall We didn’t get it in the meeting because we didn’t have quorum but he was there and we talked about it but didn’t have an official meeting.

Harrison He didn’t give us any more than what was in the letter but that he hasn’t been able to find contractors and has been short of funds to do the project. Any other commissioner comments?

Ranney I don’t see any reason why we should halt the project but I do find it curious that he is moving forward on so many other projects and then claiming that he is short of funds on this project when this should be comparatively simple to the other projects. But I don’t see why we would be halting it at this point.

Harrison Any other comments? Hearing none she called the vote.

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

b. Land Disposal – Review of Proposal for Lot 4A, Block 3, USS 3345

M/Hall “I move to recommend City Council approve the proposal from Diana Riedel to lease or purchase Lot 4A, Block 3, USS 3345.”

S/Ranney

Hall It’s pretty straight forward there are some issues and I’m sure the Planner has got those issues and is going to have to work them out.

Ranney I have heard in the community that there are those who have their issues with us selling this property but no one has made anything official so I don’t see any reason why that should be stopping us so yeah lets go forward.

Foode I just love the idea that we’re finding these little opportunities to turn our land into something that people in our lifetime can use instead of letting it sit.

Harrison I appreciate whenever we can see housing get developed it’s um you know a small lot if that means that another person get to stay here and work here that’s good in my books.

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

c. **Letter of Interest for Lots 19-25, Block 6, Original Townsite from the Native Village of Eyak**

M/Ranney “I move to recommend that City Council dispose of the requested lots 19-25, Block 6, Original Townsite, approximately 17,500 Sq. Ft. in size, as outlined in Cordova Municipal Code 7.40.060 (B) by inviting sealed bids to lease or purchase the property.”

S/Hall

Ranney I am glad to see momentum on this site. We put it forward several years ago thinking that there would be interest in town or from out of town. I think that when we put it out there, I think that most of us had a vision of what we wanted to see on that site namely a housing development. I must say I was surprised on how well convinced I was by NVE’s proposal specifically in regard to the protection of their cultural artifacts and moving them out of the tsunami zone. As well as its proximity to the Elementary School for use as classroom space. I think that it is a very important aspect that I had not considered. Having those kinds of classes, it gives a community a sense of space and a sense of history that I think was missing when I was going to school here. I think that would be a very important addition, but I think having its own dedicated space would certainly help with that so yeah I look forward to seeing that proposal in particular. But also the one for the housing development.

Hadley Coward Commissioner Ranney were you looking for the RFP option or sealed bids?

Ranney RFP.

Hadley Coward Then can you restate your motion with the option to request sealed proposals instead of inviting sealed bids.

Ranney Madam Chair I would like to amend the motion “I move to recommend that City Council dispose of the requested lots 19-25, Block 6, Original Townsite, approximately 17,500 Sq. Ft. in size, as outlined in Cordova Municipal Code 7.40.060 (B) by Requesting sealed proposals to lease or purchase the property.”

S/Hall

Harrison the motion has been amended. Would you like to speak to your second?

Hall he (Commissioner Ranney) actually stated everything I was going to say.

Harrison any further discussion?

Foode It’s cool to think that there could be a building across from the school where people could learn that we are here (Native People and Culture). But also, I’m amazed about the housing too. I am very torn as I am very big on the housing, but I think our criteria and our system of evaluating how we do this will just lead us.

Harrison I will echo comments from commissioner Ranney I was very impressed by NVE’s proposal and a new idea of what could be in that space and it’s proximity to the school and the library and everything else in the heart of town is definitely a strong point. Any other discussion?

Ranney I was wondering if we might ask her to come up so I can ask some questions.

Harrison absolutely.

Brooke Mallory (NVE Chairwomen) You know how I love answering questions.

Ranney I was wondering if we might get any further details on the housing development projects going currently I think that it would ease my mind because I joined this commission specifically to address housing shortages in town and it would ease my mind if I had some idea of what you guys have on the horizon and make it more likely for me to entertain other used for that site.

Brooke Mallory (NVE Chairwomen) That is a great question. I would say that housing has been one of the top five (5) NVE priorities for the past probably five (5) years. Unfortunately, we have has a lot of infrastructure projects that have been a high priorities for us. Last year we had purchased a single-family home and turned it into a duplex so that we can ease some of our staff and we're not taking up so many spaces. This year SD construction is starting a build, we didn't get rid of a house we surplused a house to one of our tribal members who moved it to one of their properties, so we didn't lose a house. In that location we are building a six plex where the bottom three (3) are going to be for our elders who some even have a home's right now but maybe have stairs and what they have going on just doesn't git their lifestyle so we want to make sure hey it's in a location that they have the space they need plus walking requirements. The top floor has been bounced around of whether or not it's up for grabs housing. Or if it's additional Staff housing. Our Staff has been growing so much it's a significant handicap or barrier for us to get some of our Staff in town we lost recently a finance director because they didn't have a location. We are currently although we got the first crazy quotes for that Tract B. We are getting quotes next to it behind we have almost 40 acres up on the bluff above and what we are trying to see is how much it would cost to get a road up to it. We can't use the road that's already built in that one development that goes by John Baenen's place we are looking for a different area. We have talked about that as a clinic location but that kind of road up a hill isn't a great thing for a medical facility to be at but maybe it'd be a great place for people who like views to live up there. We haven't given up on the 20-acre site that we have out at 5.5 mile or 6 mile I guess. It ties to those future discussions that we are having with the City regarding that Tract B as well. So we have different areas of land and have ideas of where I don't want us to be purchasing up single family homes and taking those away from people who already need them but what NVE can do is look and see hey is this a lot that we can do a multifamily home on or does it make sense we're weighing that with what we already have on our plate but we need the clinic and the cultural center at the same time that we are in negotiations about the hospital. Our capacity for what we are trying to get done and doing it well is a concern. As of right now the political funding that is holding others back is not stopping us from moving forward on these projects and we are still plugging along and it's very important. As I spoke in my public comments is that there is a critical concern that we are also building up the economy part and not just the housing part at the same time they are two sides of the same coin. The main street isn't even the same as when I was a child there's a ton of nonprofits in there it's not people with their own small businesses. I no longer have my small business that I had for almost fifteen (15) years. It's a hard place to have those but we need that for the economic viability of this town, or we are going to have a bunch of houses with no one being able to afford them because they don't have jobs here to be able to pay them. Even with NVE building out Sheppard Point we are talking with one of our companies that we own down south if we could bring something here to create jobs. Job growth is extremely important, but it ties heavily with the housing. So, I think that it's not to say that housing is not important in that location, but housing can be done with smaller lot's even than a large place. There's only so many areas where you have land to build things like a large-scale museum and a cultural center or a clinic or a hospital or those large-scale buildings. And I guess there are varied lots around town or possible openings even on the main street area that could be purchased and turned into housing developments.

Ranney the other question I had more specifically one of your lots is where your clinic currently is. You were mentioning some offhand ideas that you were having earlier but I was wondering if you could go a little more in depth?

Brooke Mallory (NVE Chairwomen) I think that ties to what our RFP or proposal would look like. We have not had the \$70,000,000 quote very long for the rock and almost all of our council, health board have been at tribal self-governance by happenstance I wasn't able to go this week. We might need to even adapt and put in our proposal. I know you like the cultural center idea; I love the cultural center one too I want, and we all want it close to main street. Depending on where we put the clinic, we might need to still keep some clinic facility space there. Even if we were able to find some space somewhere else, I do think that would be a great space for a multifamily location. Depending on what the needs are. I do think there are other places that I'm hoping we can work on with other people who own things not the City. There's elder care and long-term care those are things that are all on NVE's list of things that are concerns for our community. I just don't think we can take them on all at once. We don't want to own things just to own things we want to think what we can do to better town when looking at all of the needs. Housing is possible but in good faith I can tell you no decision has been made on that.

Ranney thank you very much

Harrison any other questions?

Bolin I just want to remind Commission that we should probably stick to material that deals with the motion at hand.

Harrison Are you referring to the question?

Bolin His (Ranney) question I don't feel pertained to the motion with housing for this we're dealing are we disposing of this lot or not. And I think that kind of what we were talking about with what she (Hadley Coward) had said in her Planners Report.

Harrison to evaluate each proposal based off of whether we think it should go out to proposals or not. Okay well bringing it back to the amended motion. All those in favor of amending the motion to change from inviting sealed bids to requesting sealed proposals

Vote to Amend the Motion: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee).

Vote on Motion as Amended: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

- d. **Letter of Interest for Lots 19-25, Block 6, Original Townsite from Jones Properties, LLC & Soulliere Companies, Inc.**

M/Hall "I move to recommend that City Council dispose of the requested lots 19-25, Block 6, Original Townsite, approximately 17,500 Sq. Ft. in size, as outlined in Cordova Municipal Code 7.40.060 (B) by Requesting sealed proposals to lease or purchase the property." Since we are already requesting sealed proposals on the other one this is an easy motion.

S/Bolin

Harrison called for a vote.

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

e. Letter of Interest for a Portion of Lot 2, Block 7A, Tidewater Development Park from Nels Evangelista

M/Bolin “I move to recommend to City Council to a lease of Lot 2, Block 7A, Tidewater Development Park that is approximately 3,909 square feet in size as outlined in Cordova Municipal Code 7.40.060 (B) by Requesting sealed proposals to lease or purchase the property.”

S/Foode

Bolin as much as I would like to see the proposal by Nels go in there we do have another proposal. With this and possibly even more and I don’t think that we should just weigh in on one heavily if there’s some other interest in this building. I know there has been other interest in this building the past so I do think that the Council and the people of Cordova should have some say in that as well.

Hall this is the Old Science Center and if we do this is it going to come after you get your quotes? Or is this needed with your quotes when you go to City Council?

Hadley Coward Yes so this will go to the City Council on April 16, 2025, and this will go in the packet as an agenda item. The cost estimates I have received I will give to the City Manager and will go in her Managers Report.

Hall so the City Council will know about that.

Hadley Coward Yes

Ranney I will say that I did actually go down under that building a few days ago as the structural stability was my main concern against putting it out for bids last time. Those pilings were in significantly better condition than I thought they were. The cross bracings are all pretty much rotted out which I believe is why that building shakes so much in the wind. But that should be a pretty easy fix. Assuming that the structural analysis comes back good I don’t see any issues with placing the building up for lease.

Harrison to my understanding this is about our recommendation as to whether or not we’re suggesting that a space be made available for development and it’s up to Council too decide if this building is structurally sound or not and that there is a process for that. In view of that I would also be in favor of allowing the process to move forward. Harrison then called for a vote.

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)

11. AUDIENCE COMMENTS

Brooke Mallory (NVE Chairwomen) DI know that Amanda had it in her report from the City and I do plan to go there and part of my comment is about the Breakwater Fill Lot. It’s had a history in town and one of the comments at a City Council meeting where I heard it discussed was the fact that City Council members recognize that it is a unicorn lot. It has all of these uses that it could do, that \$300,000 as a price was just way under selling it. And then at the same time said hey we better make it into a park. Frankly at a time where the City needs finances and we need to figure out some kind of way to raise revenue both with either sale or long-term you know property taxes. It’s an odd shaped lot I would advocate for a small recreational area where people can watch the boats come in and out, which people really like to do. But finding something to not just

write it off as another park there. I love parks I take my dogs to the park. But ultimately we need to be doing something as a City to be raising those revenues and holding on to just unicorn lots isn't the best way forward in my mind. Thank you for the time you guys put into the meetings.

12. COMMISSION COMMENTS

Ranney I want to say I appreciate all of the time that everyone is putting into this. Especially you Amanda your work the scoring criteria in particular, I think that's going to be really useful coming in the future.

Foode Thank you for all of your work and I think we are going to need a mini work session under an hour or two to run through the RFP scoring criteria.

Bolin I agree with commissioner Foode that would be a good exercise I believe. And I'll second Commissioner Ranney's comments too. I appreciate everybody's time and especially Amanda's time and it's good to see the public out there it's rare that we have people coming to our meetings and Sam.

Hall I'll third it.

Harrison Okay I'll fourth it, so thank you Amanda, greetings to the public, and we definitely have a lot of exciting things coming up and I think that a separate meeting where we can practice with our scoring criteria would be super helpful if we can figure out a time for everyone where that would work.

13. ADJOURNMENT

M/ Hall Motioned for Adjournment

S/Ranney

Vote: 5 yea, 0 nay, 2 absent (Den Adel & Trumblee)
Meeting Adjourned at 7:23PM

Approved:

Tania Harrison, Chair

Amanda Hadley Coward, City Planner

Planner's Report

To: Planning and Zoning Commission
From: Amanda Hadley Coward, City planner
Date: Tuesday June 10, 2025
Re: Recent Activities and Updates

1. 3rd Street Property Agreement:

- This purchase and sale agreement was signed by the Stack/Solomons on Friday May 23, 2025. The agreement requires the substantial completion of a replat to join their current property with this property before the purchase can occur.

2. 9B of ASLS 73-35 (Avalanche Recreation Lot):

- Chris Bolin, Angela Jeppson, Bob Ladd, and Jackie Ladd signed the lease agreement for a 5-year recreational use of this lot.

3. RFP for Lots 18 & 19, Block 23, Original Townsite:

- A Request for Proposals (RFP) was published for these lots on April 30, 2025. The planner had two conversations with an interested party. The closing date was May 30, 2025, at 5 PM. No proposals were submitted.

4. RFP Lot 2, Block 7A, Tidewater Development Park FKA Old Science Center Building:

- A Request for Proposals (RFP) was published on May 30, 2025. The closing is June 30, 2025, at 5 PM. No proposals have yet been received.

5. RFP Lots 19-25, Block 6, Original Townsite:

- A Request for Proposals (RFP) was directed by City Council to be drafted. That process is currently in the drafting stages as it is waiting the final report by the commercial appraiser. This is due back to my office this week.

6. Avalanche and Landslide Public Presentation:

- Dr. Gabriel J. Wolken of the Alaska Climate Adaptation Science Center at University of Alaska will be coming to Cordova to give a presentation on avalanche and landslide preparedness. That took place in the Cordova City Center Rooms A & B on Wednesday May 28, 2025, at 6 PM. They will be publishing their findings this fall and will share the results of their study at that time.

7. Tsunami Evacuation Line Update:

- Tsunami evacuation map update: Based on updated modeling, the tsunami inundation zone has been shifted to include newly affected areas of town. This has required the evacuation boundary to be shifted as well. These changes will ensure the public is aware of the minimum distance they must travel to be outside of the inundation zone. Brochures for the public are in design and will be distributed.

8. Tsunami Sirens Installation:

- Efforts are underway to install two additional tsunami sirens to enhance safety for residents and visitors. The locations of these sirens are projected to be on Eyak Drive and New

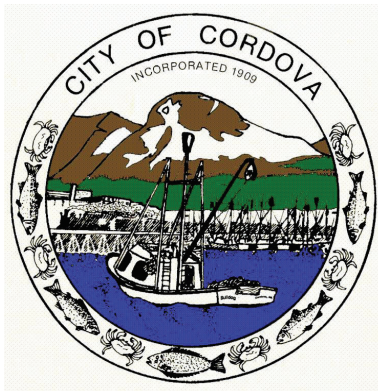
England Cannery Road. These locations were selected to fill in coverage gaps that currently exist for the Eyak Drive Neighborhood as well as Orca Lodge, Ferry Terminal, and PWSSC areas. The existing tsunami siren locations are at the Shipyard, South Harbor, LeFevre and CRH intersection, and Whitshed Heney Creek Bridge.

9. Tsunami Public Presentation:

- Dr. Elena Troshina of the Geophysical Institute at University of Alaska will be coming to Cordova to give a presentation on tsunami preparedness. That will take place in the Cordova City Center Rooms A & B on Tuesday July 15, 2025, at 6:30 PM.

10. City Council Strategic Planning and Infrastructure:

- Roads, Public Safety Building, Wastewater Treatment Facility, Water Infrastructure, Pool, and High School are all topics of ongoing discussions by the City Council for the possibility of future upgrades.



AGENDA ITEM # 10a

Planning Commission Special Meeting Date: 06/10/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday June 10, 2025

ITEM: Conditional Use Permit – Residential Watchman’s Quarters Dwelling within the Waterfront Commercial Park District – Lot 8, Block 2, South Fill Development Park

NEXT STEP: Decision on Conditional Use Permit

 INFORMATION
 X **MOTION**

 RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Decision on Conditional Use Permit
Applicant: Jen’s Pizzeria, Jennifer Pallas
Legal Description: Lot 8, Block 2, South Fill Development Park
Parcel Number: 02-473-144
Zoning: Waterfront Commercial Park District
Lot Area: Approximately 13,000 sq. ft.

The City of Cordova received an application requesting a Conditional Use Permit (CUP) to place a residential watchman’s quarters dwelling within the Waterfront Commercial Park District. This would be on the same lot with an already existing restaurant.

II. RECOMMENDED ACTION / NEXT STEP:

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

“I move the Planning Commission to grant the Conditional Use Permit request submitted by Jennifer Pallas and adopt and incorporate the findings and conditions or approval within the staff report.”

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

III. FISCAL IMPACTS:

Additional revenue would be generated from the collection of rental taxes, water & sewer fees, and refuse fees.

IV. BACKGROUND INFORMATION:

Jen’s Pizzeria, Jennifer Pallas is seeking a CUP to allow for the building of a detached residential watchman’s quarters dwelling in the Waterfront Commercial Park District. The structure would be placed in what is currently an unused portion of the lot and would not make any significant impact to the business or neighboring businesses.

The zoning for the property, Waterfront Commercial Park District, allows for “Residential dwelling for watch person or caretaker” as accessory uses. The code does not clearly define what a watch person dwelling consists in terms of layout and amenities. A watch persons quarters are typically built as a standard dwelling where all the necessary items such as bedroom, kitchen, and bathroom are within the individual unit.

The proposed plan shows that the structure would consist of an open concept style layout and a sleeping loft. The bathroom and kitchen will be inside of the restaurant at the time of building the structure. Two parking spots per unit would be provided on the west side of the building providing direct access to Harbor Loop Road.

The 2019 Cordova Comprehensive Plan supports this type of development in Section 3 – Housing Issues and Policies, Strategy 1 (e) where it states that the city should “Encourage and prioritize the development of permanent housing for seasonal workers, instead of temporary housing”. This proposed development could potentially be available for people that work in the industrial area, and with all the needed living amenities located within each unit it allows for a more stable long-term lifestyle.

The Planning Commission may choose to include or remove these suggested conditions 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 watchman's quarters as an accessory use style of dwelling. Watchman's quarters are built like a typical apartment but are limited to one per property with the City code definition allowing it to be attached to the main structure. The proposed dwellings would be like the existing allowed dwelling types with the exception that it be a detached residential watchman's quarters.

The 2019 Cordova Comprehensive Plan supports this type of development in Section 3 – Housing Issues and Policies, Strategy 1 (e) where it states that the city should “Encourage and prioritize the development of permanent housing for seasonal workers, instead of temporary housing”. This proposed development could potentially be available for people that work in the industrial area, and with all the needed living amenities located within each unit it allows for a more stable long-term lifestyle.

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 accessory uses for the zoning district that includes watchman's quarters.

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

This criterion is met.

The public and utility services provided in the South Harbor are fully equipped to support large-scale commercial operations, including water, sewage, garbage, power, and telecommunications. Grocery store, seafood processing, and other business locations are supported by public and utility services in this area. Available public services and facilities are adequate to serve the proposed use.

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 area is already subject to high levels of residential pedestrian and vehicular traffic from the large number of businesses and harbor use in this area. This is especially true during the fishing season when the harbor is at maximum capacity. The addition of this long-term year-round housing unit watchman's quarters would not negatively affect either the on or off-season traffic circulation.

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.

VI. ENVIRONMENTAL ISSUES:

No environmental issues identified.

VII. SUMMARY AND ALTERNATIVES:

The City of Cordova received an application requesting a Conditional Use Permit (CUP) to place a residential watchman's quarters dwelling within the Waterfront Commercial Park District. This would be on the same lot with an already existing restaurant.

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 does not recommend any conditions of approval.

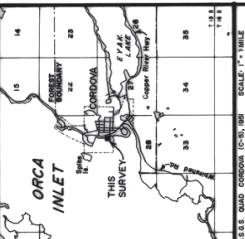
The Planning Commission may approve the CUP with or without conditions

IX. ATTACHMENTS:

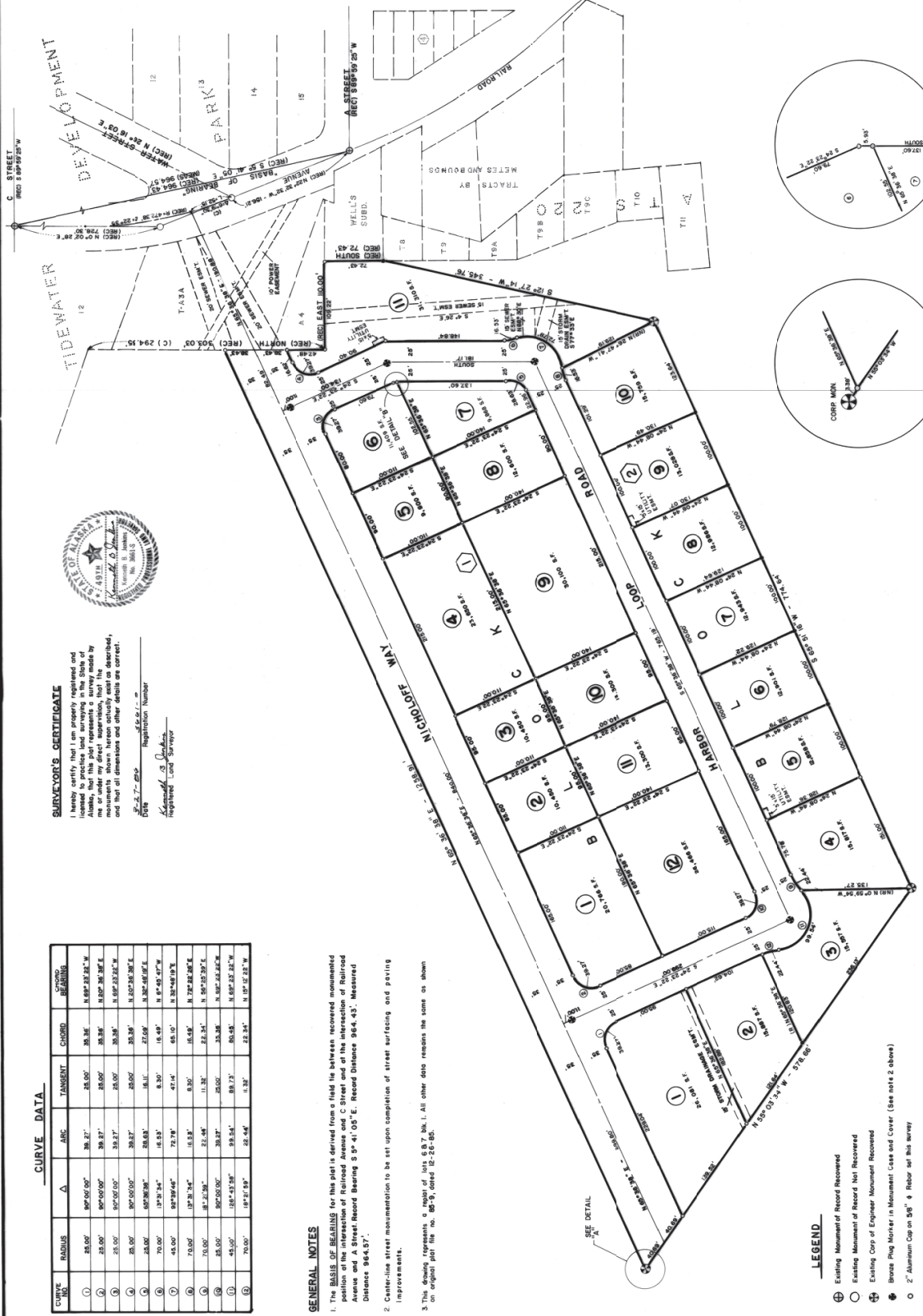
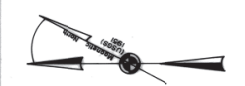
- A. Location Map
- B. Conditional Use Permit Application
- C. Conceptual parking and floor plan

Lot 8, Block 2, South Fill Development Park

**Subject
Property**



VICINITY MAP



CURVE DATA

CURVE NO.	RADIUS	Δ	ARC	TANGENT	CHORD	BEARING
1	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
2	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
3	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
4	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
5	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
6	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
7	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
8	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
9	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
10	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
11	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E
12	85.00'	80°05'00"	26.27'	28.00'	38.38'	S 88°24'32"E

GENERAL NOTES

1. The **BASES OF BEARINGS** for this plot is derived from a field to between measured monumented Railroad Avenue and C Street and of the intersection of Railroad Avenue and A Street. Record Bearing S 9° 41' 00" E. Record Distance 964.43'. Measured Distance 964.57'.
2. Center-line street measurement to be set upon completion of street surfacing and paving improvements.
3. This plat is prepared in accordance with the provisions of the Alaska Statutes, Chapter 35, and the rules of the Alaska Board of Surveyors. All other data require the same as shown on original plat file no. 85-79, dated 12-22-85.

SURVEYOR'S CERTIFICATE

I hereby certify that I am properly registered and qualified to practice as a surveyor in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the measurements and computations thereon are correct, and that all dimensions and other details are correct.

Surveyor's Name: James L. Mackinnon
 Registration Number: 1256
 Registered Land Surveyor

CERTIFICATE OF OWNERSHIP AND DEDICATION

Subscribed and sworn before me this 17th day of March, 1986.

OWNER: CITY OF CORDOVA
 AUTHORIZED OFFICIAL: [Signature]
 DATE: 3/17/86

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this 17th day of March, 1986.

FOR: [Signature]
 NOTARY PUBLIC: James L. Mackinnon
 MY COMMISSION EXPIRES: July 1st, 1987

APPROVAL BY THE COMMISSION

Plat approved by the City Planning Commission this 20th day of July, 1985.

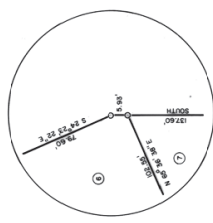
[Signature]
 Chairman, City Planning Commission

RECORDED - FILED 20
 CORDOVA, ALASKA
 April 4, 1986
 Notary Public
 James L. Mackinnon

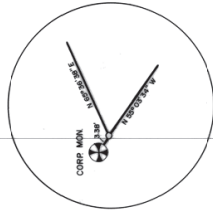
SOUTH FILL DEVELOPMENT PARK
 CORDOVA, ALASKA

MERRELL & ASSOC.
 DESIGN SERVICE

DRAWN BY: CDD SCALE: 1"=60' DATE: 3-12-86



DETAIL "B"
 SCALE: 1"=20'



DETAIL "A"
 SCALE: 1"=20'

- LEGEND**
- ⊕ Existing Monument of Record Recovered
 - Existing Monument of Record Not Recovered
 - ⊕ Existing Corner of Engineer Monument Recovered
 - ⊕ Existing Corner of Engineer Monument Not Recovered
 - ⊕ Bronze Plug Marker in Monument Case and Cover (See note 2 above)
 - 2" Aluminum Cap on 5/8" x 1/2" Rebar set in this survey
 - Corner not set.
 - (MEAS) Measured
 - (REC) Record
 - (C) Computed
 - (NR) Non Radial
 - (R) Radial

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:	Jennifer Pallas
Mailing Address:	P.O. Box 115
City/State/Zip:	Cordova AK 99574
Phone Number:	907-253-5670
Email Address:	jen-pallas@outlook.com

OWNER INFORMATION	
Name:	Lindsay Brthers
Mailing Address:	P.O. Box 2035
City/State/Zip:	Cordova, AK 99574
Phone Number:	907-253-7830
Email Address:	

Only complete this section if owner is different from applicant.

PROPERTY INFORMATION	
Address:	131 Harbor Loop Rd.
Legal Description:	Lot 8 Block 2
Tax Lot No.:	02-47-3-144
Zone District:	Water Ft. Commercial park Dist-

Planning Department can assist if unknown.

REQUEST DESCRIPTION

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

(will be) A mobile tiny shed home has been constructed to be placed in the Backyard of the Pizzeria. Situated on cinder blocks or post with a wooden Base/ platform. This will serve as a Watchman's Quarters, where I will reside.

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. See attached photos

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.

Yes the comprehensive plan is Pro-Housing. I sold my previous residence to an out of town couple, which brings in a new family to Cordova. This transition will allow my daughter and myself to continue living in Cordova, while managing this Pizzeria on a permanent basis.

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

Neighbors have been supportive, and the watchman's quarters will be situated at a sufficient distance to ensure there is no issues for them. Additionally, this set up will provide extra surveillance in the neighborhood during non-business hours.

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

Yes, property is connected to city water and sewer. However, the watchman's quarters quarters will not require these services until a later date.

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.

NO, the Watchman's Quarters will be placed in the back of the property out of the way from traffic & parking.

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

NO will not affect any of these areas of concern.

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:

Jennifer Faltas

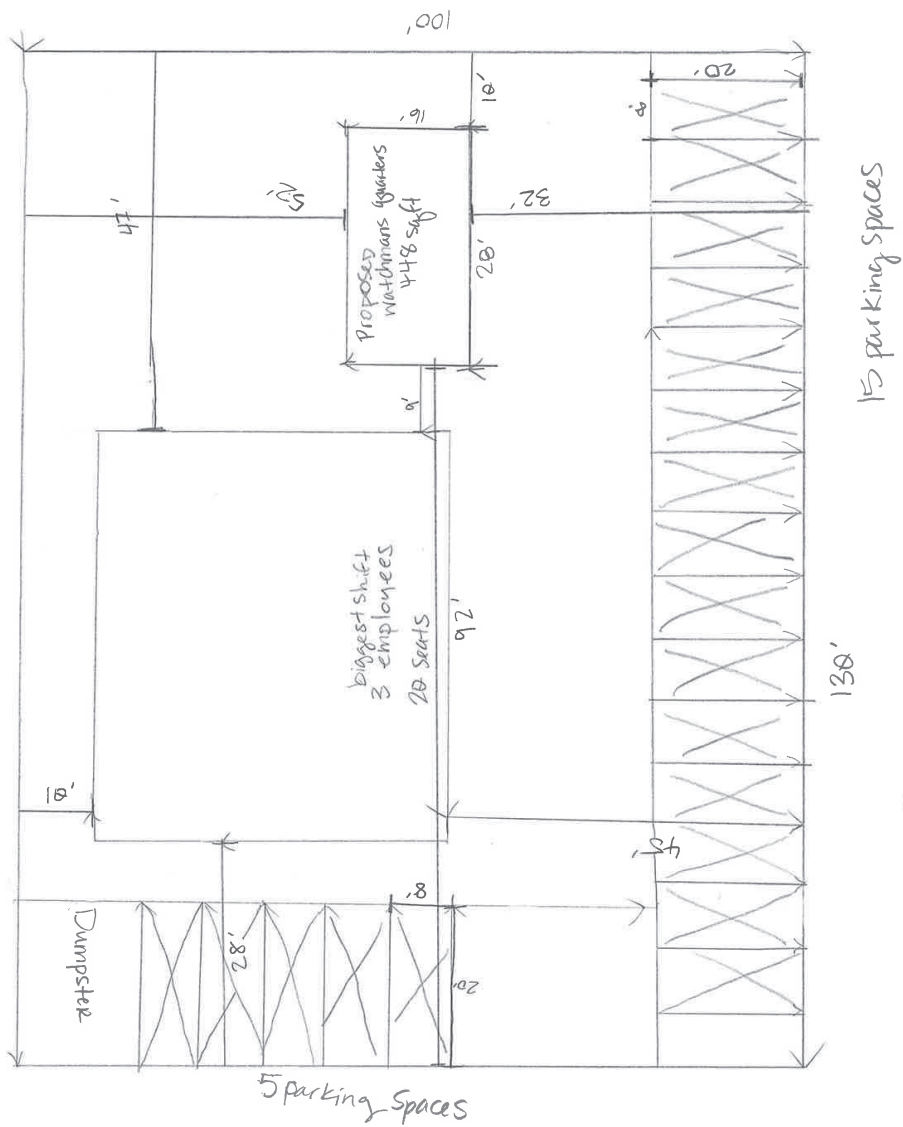
Date:

5.16.25

Print Name:

Jennifer Faltas

Alaska Marine Response



Harbor Loop Road

Proposed Watchmans Quarters
16' x 28' 448 sqft
17' high

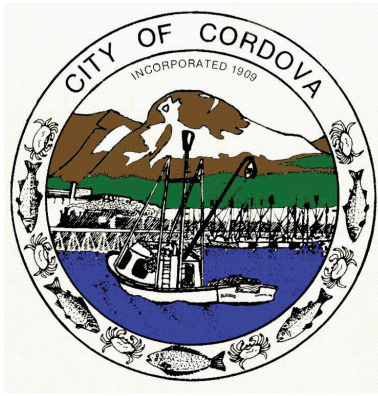
Lot is 100' x 130'
-lot 13,000 sqft

20' x 8'
20 parking spaces
5 Required



Camtius

Alaskas Wild Seafoods



AGENDA ITEM # 10b

Planning Commission Meeting Date: 06/10/2025

PLANNING COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner

DATE: Tuesday June 10, 2025

ITEM: Site Plan Review for Jen's Pizzeria, Jennifer Pallas

NEXT STEP: Decision on Site Plan Review

☐ INFORMATION
☒ MOTION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Decision on Site Plan Review
Applicant: Jen's Pizzeria, Jennifer Pallas
Legal Description: Lot 8, Block 2, South Fill Development Park
Parcel Number: 02-473-144
Zoning: Waterfront Commercial Park District
Lot Area: Approximately 13,000 sq. ft.

II. RECOMMENDED ACTION / NEXT STEP:

Staff has provided the following motions for Planning Commission:

"I move to approve the Site Plan submitted by Jen's Pizzeria, to construct a 16' x 28' detached residential watchman's quarters structure on Lot 8, Block 2, South Fill Development Park."

III. FISCAL IMPACTS:

Increase in property tax revenue for the City.

IV. BACKGROUND INFORMATION:

Jen's Pizzeria is requesting to build an accessory dwelling structure that will consist of a residential watchman's quarters. The structure is proposed to be 16' x 28' and 17' high. Studio style living environment with a loft. The structure is proposed to be dry with the water and sewer being used inside the preexisting restaurant structure. Construction within the Waterfront Commercial Park District requires a site plan review and approval by the Planning Commission. For this agenda item Planning Commission will only be reviewing the proposal to decide on the proposed development and if it meets the applicable code. A condition of approval is that water and sewer connection shall be completed within a year of the structure being built.

- This lot can be accessed and exited from City right of way on Harbor Loop Road.

Applicable Code:

Chapter 18.08.010 – Definitions

"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% of the total square footage of the building not to exceed 750 square feet. Watchman's quarters will not be considered a residential use.

Chapter 18.39 - WATERFRONT COMMERCIAL PARK DISTRICT

18.39.010 - Purpose.

The purpose of the Waterfront Commercial Park (WCP) district is to provide a mix of services, businesses and recreational activities to benefit the community. Uses within the WCP district are intended to be water-dependent or water-related, and primarily those uses that are particularly related to location, recreation or commercial enterprises that derive an economic or social benefit from a waterfront location.

18.39.030 - Permitted accessory uses and structures.

The following are the permitted accessory uses and structures in the WCP district:

- B. Office buildings associated with permitted principal uses;*
- C. Watchman's quarters*

18.39.060 - Minimum lot requirements.

The following are the minimum lot requirements in the WCP district:

- A. Lot width: Ninety feet*
Lot width is 100 feet
- B. Lot area: Nine thousand square feet.*
Lot area is 13,000 square feet

18.39.070 - Minimum yard requirements.

The following are the minimum yard requirements in the WCP district:

- A. Front yard: Fifteen feet*
Front yard: 92 feet

B. Side yard: Five feet
Side yard 52 feet
Side yard 32 feet

C. Rear yard: Five feet
Rear yard 10 feet

18.39.080 - Maximum height of buildings and structures.

The following are the maximum heights of buildings and structures in the WCP district:

C. Accessory buildings and structures: Twenty feet.
Accessory building height 17 feet

18.39.090 - Required off-street parking and loading.

The requirements for off-street parking and loading in the WCP district shall be as set forth in Chapter 18.48.

Chapter 18.48.060 – Off street parking requirements

Any structure or building hereafter erected, converted or enlarged for any of the following uses shall be provided with not less than the minimum spaces as set forth below unless otherwise permitted under this code. Fractional numbers of required parking spaces shall be increased to the next whole number.

Commercial

9. Eating and drinking establishment. One space for each employee of largest shift, plus one space for each ten seats.

Largest shift three (3) employees

Seats in the restaurant twenty (20)

Proposed watchman's quarters would require two (2) as a dwelling unit.

Seven (7) parking spaces required and twenty (20) are provided.

18.39.130 - Commission site plan review—Required.

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

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:

1. The precise location of the lot boundaries and all setbacks and easements;

Received. See attached information.

2. The precise location and dimensions of all existing and proposed structures, including any proposed changes to the exterior dimensions of existing structures;

Received. See attached information.

3. Elevation drawings and dimensions of all existing and proposed structures, including any proposed changes to exterior dimensions of existing structures;

Received. See attached information.

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;*

Received. See attached information.

5. *The precise dimensions of all existing and proposed structures in relation to existing and proposed property lines, streets and other rights-of-way;*

Received. See attached information.

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;*

Received. See attached information.

7. *On-site traffic and pedestrian circulation systems, and a detailed parking plan;*

Received. See attached information.

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;*

Received. See attached information.

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*

Received. See attached information.

10. *The location of the site in relation to other existing uses on neighboring properties.*

Received. See attached information.

- 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.*

Other Applicable Code:

Section 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.

V. LEGAL ISSUES:

N/A

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VII. SUMMARY AND ALTERNATIVES:

The commission may add any special conditions.

VIII. ATTACHEMENTS:

- A. Floor Plan
- B. Site Plan Review Application
- C. Parking and Location Map

5:10

◀ Outlook



Questions? Call us at [9079534402](tel:9079534402)

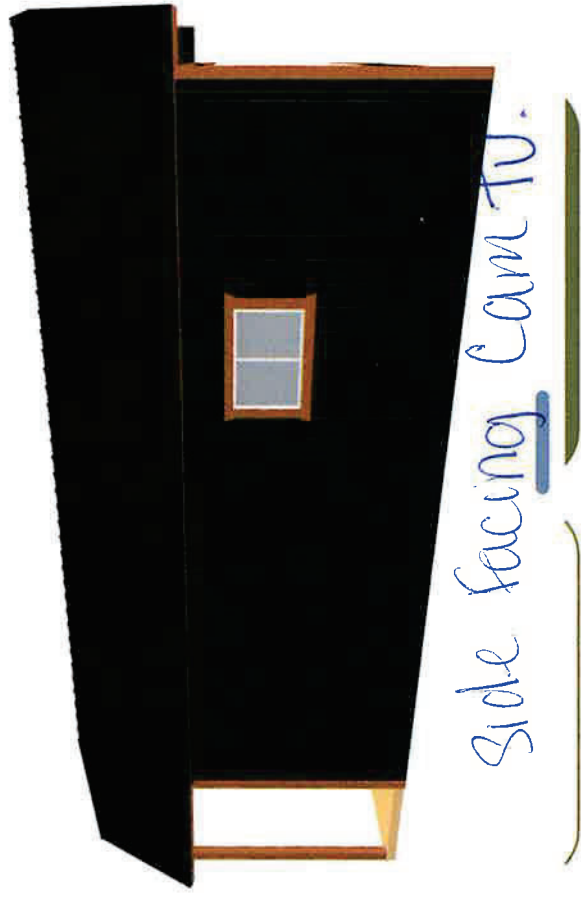


NORTHWOOD
BUILDINGS



Lofted Cabin (16x28)

Your price



Delivery to [99672](#)



[Installation Requirements](#)



Delivery to [99672](#)



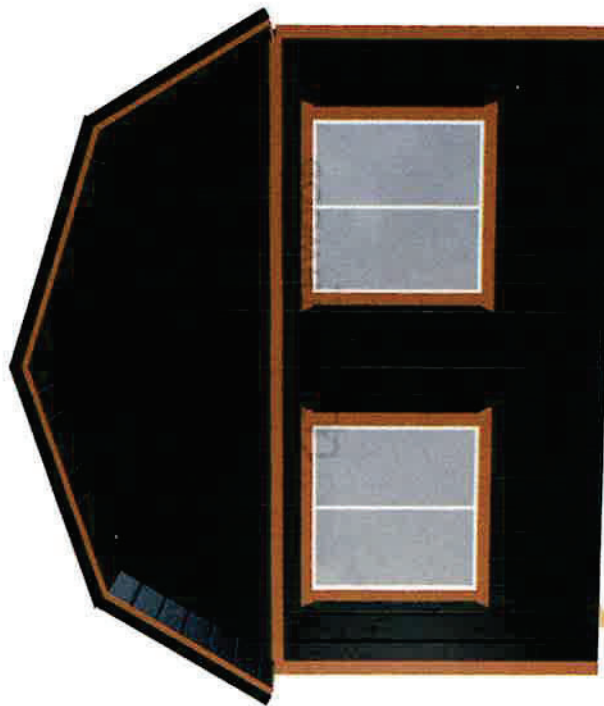
[Installation Requirements](#)

5:10

◀ Outlook



NORTHWOOD
BUILDINGS



BACK-FACING WATER



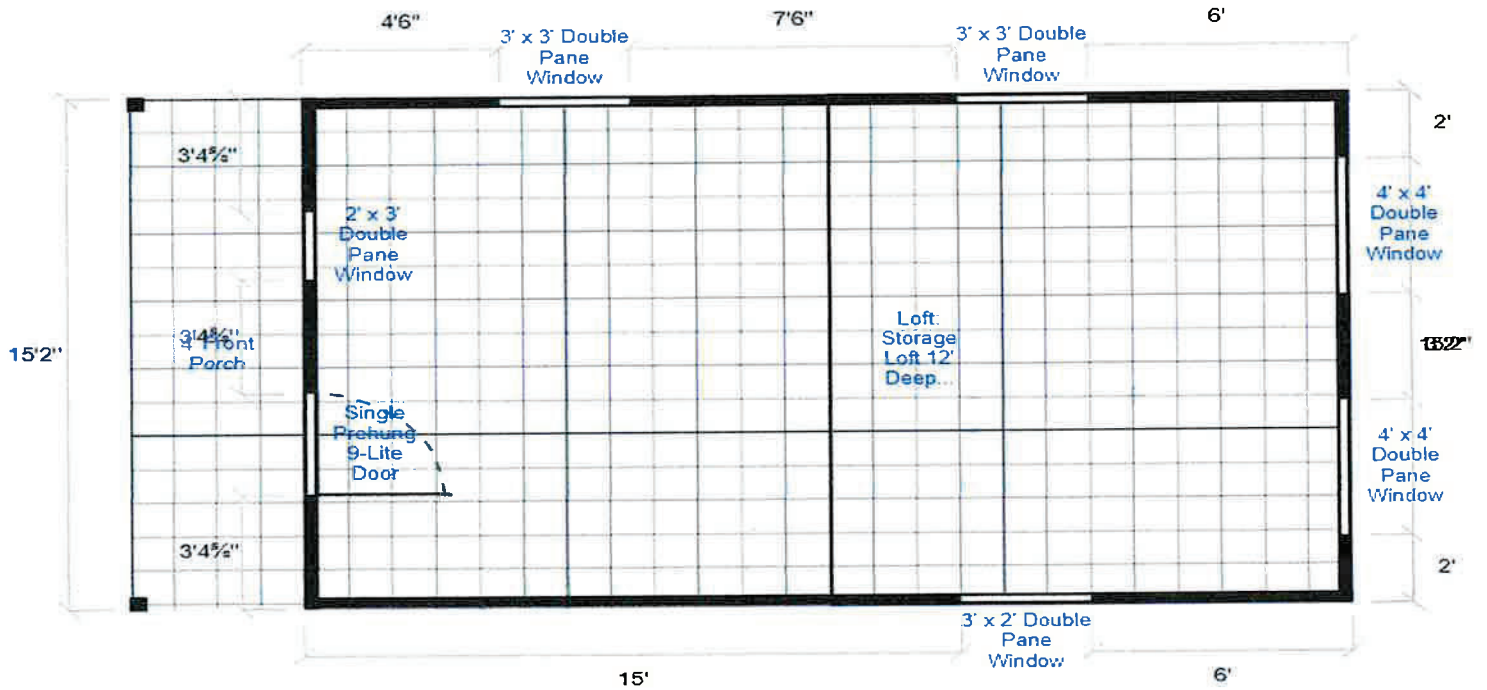
Delivery to [99672](#)



[Installation Requirements](#)



Click or scan to open in 3



= 1'

Customer Signature

Date

SITE PLAN REVIEW - ZONING APPLICATION

CITY OF CORDOVA

INSTRUCTIONS

Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.

TYPE OF REQUEST	FEE
Site Plan Review	varies
<input checked="" type="checkbox"/> Residential	\$50
Multi-Family	\$100
Commercial	\$150
Industrial	\$200

APPLICANT INFORMATION

Name	Jennifer Pallas
Address	P.O. Box 775 Cordova, AK 99574
Telephone [home]	907.253-5367
Business Name	Jen's Pizzeria
Business Address	131 Harbor Loop Rd.
Telephone [business]	907.253-6449
Business FAX	—/NA
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	

PROPERTY/PROJECT INFORMATION

Address of subject property	131 Harbor Loop Rd.
Parcel identification number	
Property owner [name/address]	Lindsay Butters P.O. Box 2035 Cordova.
Current zoning	Water Fr. Comm. Park Dist.
Proposed use	Watchmen's Quarters
Construction start date	July or Aug 2025
WAA	

ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	Lindsay Butters P.O. Box 2035 Cordova.
Real Estate Firm/Broker handling sale of property. Provide name and address. Note: <i>If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.</i>	
City Business License Permit Number (if applicable)	#3536

APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By: <u>Jennifer Pallas</u> (Signature)	By: <u>Jennifer Pallas</u> (Signature)
Name: <u>Jennifer Pallas</u> (Type/Print)	Name: <u>Jennifer Pallas</u> (Type/Print)
Date: <u>May 16 2025</u>	Date: _____
<p>Appeal Procedures: A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.</p>	
CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	<u>05/16/2025</u>
Fee paid:	<u>\$150</u>
Does application require a public hearing? Planning Commission: <input checked="" type="checkbox"/> City Council: <u>N/A</u>	<u>Yes, Planning Commission</u>
Staff review date/reviewer name:	<u>05/20/2025 Amanda Coward</u>
Planning Commission final action:	
City Council final action:	<u>N/A</u>
Other:	

SITE PLAN REVIEW 18.42

A zoning compliance permit for property within the City of Cordova **expires eighteen (18) months after the date it is issued.** Excavation is not considered construction.

1. Please describe the proposed construction/alteration and intended use: Watchman's quarters detached from restaurant location.
2. Please give dimensions and square footage of construction: 16' by 28' 448 sq.ft.
3. Intended use: ☒ Single Family { } Duplex { } Multifamily { } Commercial/Industrial { } Home Occupation (describe) _____ { } Mobile Building { } Change of use _____
4. No. of Living Units: 1 5. No. of Bedrooms: 1
6. Has a variance been granted? { } Yes ☒ No
7. Is there a new: { } Garage? { } Carport? No Is it attached to the residence? { } Yes ☒ No
8. Is there an apartment above the garage? { } Yes ☒ No
9. Off-street parking: Existing _____ Proposed _____
10. Required Setbacks: Front 15' Left Side 5' Right side 5' Rear 5' Height 25'
11. Proposed Setbacks: Front 92' Left Side 47' Right side 32' Rear 10' Height 17'
12. Sewage Disposal:
 { } Private marine outfall: ☒ Existing { } New Specify owner/location: in restaurant
 { } Private on-site sewer: { } ADEC Certification Attached

NOTE: Property owners with a private system need an ADEC permit showing sewer system is operational before Permit can be issued. Please contact ADEC at (907) 225-6200

13. Water supply: { } Cistern (show on site plan) ☒ City in restaurant
14. Is the construction occurring on a grandfathered structure (build prior to August 7, 1967)? No
15. Is there a building currently on the property? ☒ Yes { } No
16. Which licensed surveyor will be doing your foundation/as-built Survey? Unknown at this time
17. Is your driveway exit and adjoining roads shown on the site plan? ☒ Yes { } No
 Are you building a new driveway that exits onto a State road or highway? { } Yes ☒ No
 If YES, an ADOT Driveway Permit is required. (See bottom page 4)
18. Does this property contain drainages, creeks, wetlands, or other water features? { } Yes ☒ No
 Does your lot abut salt water? ☒ Yes { } No
 Have you or will you be using fill to develop your lot? { } Yes ☒ No

(If you answered YES to any of the above three questions, you may need to contact the U.S. Army Corps of Engineers or other State agencies about additional permitting requirements.. Please see Planning staff for information.)

19. Is this permit for a tax-exempt use? { } Yes ☒ No
20. Has a Conditional Use Permit been issued? { } Yes ☒ No
21. Is this permit for a mobile building? { } Yes ☒ No
 Year _____ Model _____ Serial No. _____
22. Is your property within a Flood Plain or Coastal Zone? (see staff for interpretation) _____
 Elevation Certificate/Flood Hazard form attached

APPLICATION INFORMATION

Parking: Each residential dwelling unit must have at least two (2) vehicular off-street parking spaces. Parking is permitted in the setbacks. The number of parking spaces required for public, commercial, or industrial uses can be determined by consulting the Planning Department.

Water and Sewer: Applicants must obtain a water/sewer application from City Hall. Fees vary.

Sewage Disposal: All proposed sewage systems outside of City Limits (unrestricted district) must be designed by a registered professional engineer. The engineer must submit the proposed design to the Department of Environmental Conservation (DEC) for approval. A DEC "Certificate to Install" must be attached to the zoning permit application.

Site plan, Building Height, and Building plan: *Two copies* of a site, building height, and building plan, *drawn to scale (1"=x')*, must be submitted with the application. Plans must show all property lines, roads or water ways abutting the lot, the water tank, sewer lines, drain fields (if applicable), proposed setback distances, and parking areas. Plans should identify existing or proposed foundation location and extensions beyond the foundation, landings, decks, porches, and overhangs. Please include a building height (elevation) drawing. *As-built surveys* prepared by a licensed land surveyor to establish the location of existing improvements on the property may be submitted within 60 days of issuance of Zoning Permit. Building without an as-built survey is done at your own risk.

Snow and Wind loads: 100 lbs. per square foot ground snow load and 120 mph wind load

Lot and Yard Regulations: Cornices, canopies, eaves or other similar architectural features not providing additional floor space within the building may extend into a required yard not to exceed two ft.

Seismic Zone: D

State-Owned Roads in Cordova

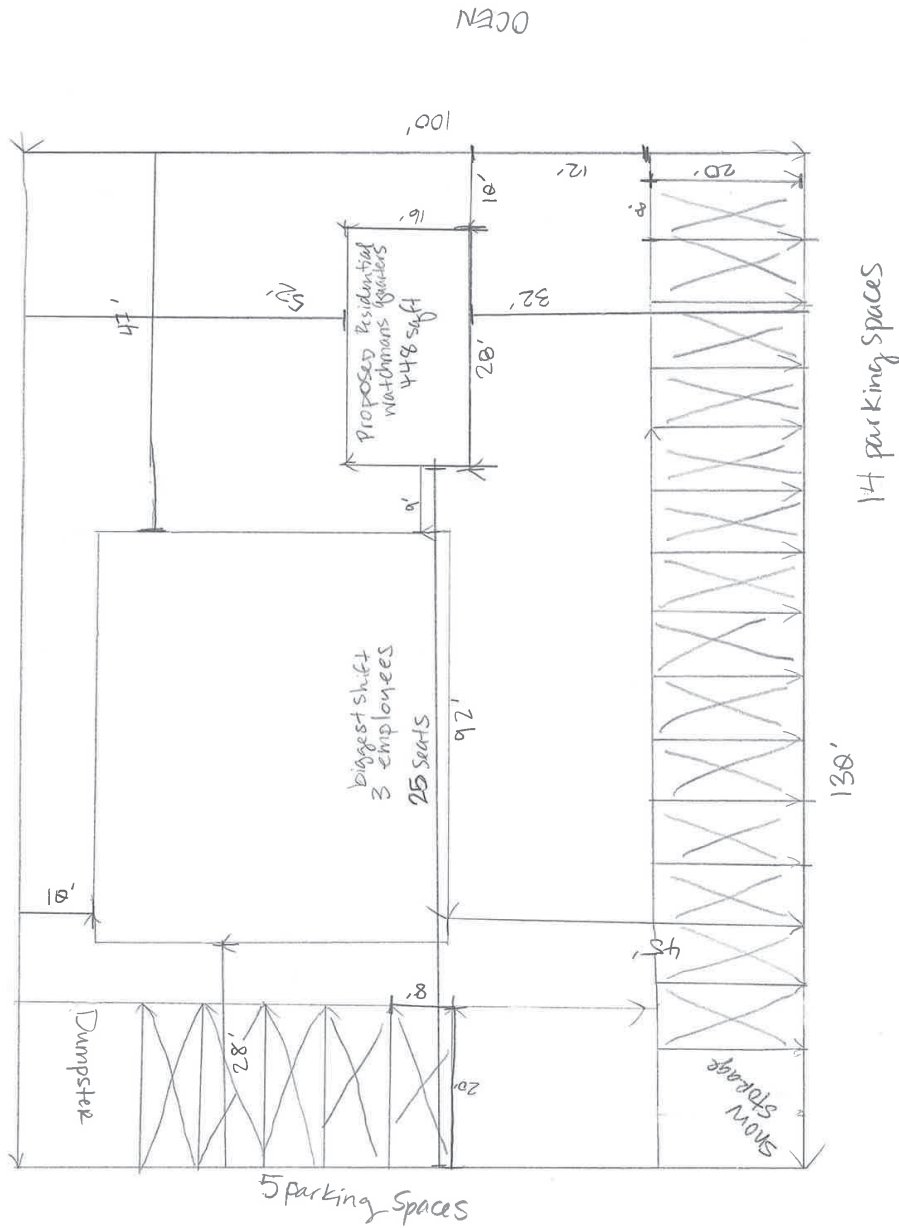
Lake Avenue

Power Creek Road

Copper River Highway/New England Cannery Road

Whitshed Road

Alaska Marine Response



Harbor Loop Road

Proposed Residential Watchman's Quarters
16' x 28' 448 sqft
17' high

Lot is 100' x 130'
Lot 13,000 sqft

20' x 8'
19 parking spaces
5 Required



Camtius
Alaskas Wild Seafoods