Planning Commission Agenda
REGULAR MEETING
CITY HALL CONFERENCE ROOM
TUESDAY, MAY 8, 2012

Chairman

Tom Bailer

Commissioners
David Reggiani
John Greenwood
Roy Srb
Greg LoForte
Thomas McGann
Scott Pegau

City Planner
Samantha Greenwood

Assistant Planner
Faith Wheeler-Jeppson

In those matters coming before the Cordova Planning Commission at 6:00 p.m.; Tuesday, May 8, 2012 in the City Hall Conference Room, 602 Railroad Ave, Cordova, Alaska, are as follows:

A. CALL TO ORDER

B. ROLL CALL
Chairman Tom Bailer, Commissioner David Reggiani, John Greenwood, Roy Srb, Greg LoForte, Tom McGann and Scott Pegau.

C. APPROVAL OF AGENDA

D. APPROVAL OF CONSENT CALENDAR
Minutes from the April 3, 2012 Worksession (Pages 1-3)
Minutes from the April 10, 2012 Regular Meeting (Pages 4-8)

E. RECORD ABSENCES

F. DISCLOSURE OF CONFLICT OF INTEREST

G. CORRESPONDENCE

H. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
1. Guest Speakers (10-15 minutes per item)
2. Audience comments regarding items on the agenda (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions

I. PLANNERS REPORT (Page 9)

J. New Business
None

K. Old Business
1 Snow Load. (Pages 10-17)
2. Discussion on Water Line responsibility (Pages 18-29)
3. CMC Title 18 ~ Zoning Code
- **Harbor Service District (Pages 30-35)**
- **Un-zoned areas and large parcels (Pages 36-37)**

L. Miscellaneous Business
1. Proposed Road Addressing, Naming and Signing Policy (Pages 38-45)

M. Pending Calendar
May 2012 Calendar (Page 46)
June 2012 Calendar (Page 47)

N. Audience Participation

O. Commission Comments

P. Adjournment

If you have a disability which makes it difficult for you to participate in City-sponsored functions, Please contact 424-6200 for assistance.

Planning Commission
WORK SESSION
CITY HALL CONFERENCE ROOM
TUESDAY, APRIL 3rd, 2012
MINUTES

In those matters coming before the Cordova Planning Commission at 6:15 p.m.; Tuesday, April 3, 2012, in the City Hall Conference Room, 602 Railroad Avenue Cordova, Alaska, are as follows:

A. Call to order –

B. Roll Call Present for roll call were Chairman Tom Bailer, John Greenwood, Greg LoForte, Roy Srb, Tom McGann and Scott Pegau.
Also present was City Planner Samantha Greenwood.
There were 2 people in the audience.

M/Bailer S/Greenwood to amend the Agenda to include Pending Calendar under C as subsection #1.
Motion passed 6-0

C. CORDOVA MUNICIPAL CODE TITLE 18 - ZONING.

Bailer ~ Before we get started, **John (Harvill)** is there something that you wish to discuss?
John Harvill ~ I thought tonight was going to be a discussion on setbacks because of snow and snow problems. I've been doing quite a bit of work looking into this in the last month because of some problems that Camtu has been having with their neighbor. Remember when you change a setback a couple of feet particularly with narrow lots like these ones we have over here, it really creates a problem with where you can set the building, how you're going to get in and out with access and so forth. So when you do that, realize that this has been a horrible year for snow, but if you look back for the last ten years I barely has any snow on the ground between Brian (Rutzer) and my building. This year between Brian (Rutzer) and my building is flat, even with the top of his roof. So, it's an abnormal year so to increase setbacks in an Industrial area because of an abnormal year I think is really not a prudent way to go. There are other ways to solve the problem; one is roof pitch, if you lessen the pitch of the roofs so that there is more snow retention. There are also snow retention systems, clips that you put on the roof that keep the snow on the roof; that way you wouldn't have snow falling off the roof. And I think that would be a more prudent way of going instead of increasing setbacks. It might be noted that on the particular building that I'm talking about the Camtu's, the majority of that snow was blown snow. Thank you and I appreciate all of the work you guys are doing because here's another meeting and you're out here when you could be home with your family and I appreciate it very much, Thank you.
Bailer ~ Hold on just a sec John (Harvill), just so you know we've been talking about this for a number of years, this year didn't really spawn this whole idea. And I think it's been more in the residential area that we've seen this happen where people go right up to five foot to the foundation and then build a three foot or four foot deck and then they're two foot from their (indistinct), and that's creating some problems.

CMC Title 18 ~ Zoning

Pegau ~ So are we trying to figure out what these proposed Districts are going to look like?
Samantha Greenwood ~ Nope
Pegau ~ Okay because I thought what was written was the existing.
Samantha Greenwood ~ What is printed is existing.
Pegau ~ So right now we have the Business District and you want to change it to Commercial?
Samantha Greenwood ~ Yes
Samantha Greenwood ~ This is kind of like when we had the meeting and we combined all of the residential, well we moved right on through the entire Code. So that's the first question right up front, do ya'll want to go down a different road or do you want to do like we did with residential and just stick with what we have and work within those titles. One of the theories that we were looking at when we started this process is try to condense the Zoning Code, so instead of having 28 or however many there are we could condense it. But, you know whatever works.
McGann ~ To me, it would be nice to know where they are going to be on the ground whether it makes sense to group things together. A lot actually depends on where they lay on the ground.
Samantha Greenwood ~ Okay so the Waterfront Industrial and Industrial are basically the North Fill, the cannery areas. The Waterfront Historical (Waterfront Historic) is staying as is, it's Orca Cannery and Sylvia's (Cannery Row) area.
McGann ~ So we don't have any Waterfront Commercial Park?
Samantha Greenwood ~ That is the South Fill.
Samantha Greenwood ~ So we have one issue, we'll have to deal with Trident. It shows on a Zoning Map that it's Economic Development Zone which has no verbiage in Code, so in a sense it doesn't really exist although there is a Resolution. It's kind of interesting. Then Business and Central Business they exist on the ground, I think the name change is just to pull apart Business from downtown because downtown is kind of a unique zoning as far as zero lot lines and no parking is required.
McGann ~ I don't have any problem with consolidation, but as far as it's written they are a little different in the existing Code for Business and Central Business.

Samantha Greenwood ~ Parking is the only difference. Well, and zero lot line, there are some things with zero lot line that you can (indistinct).
McGann ~ There are zero lot lines in Central.
Samantha Greenwood ~ You're right.
Pegau ~ There is one odd one that only had twenty feet, there's one in here that's defined totally different than the rest of them as far as the layout and the whole section. So if you look at Waterfront Industrial, just the whole structure of that section is so different it took me a while to catch on. This one says setback instead of yards.
Samantha Greenwood ~ That is a newer section of Code and I think. Did I talk about having yards or setbacks? It went around and around. Do we want to use yards? Because remember our definition of a yard is a clear and open space. And an Industrial area typically there's a lot of 'stuff' around buildings you know; you don't really have a clear and open space. You have a lot of storage and a lot of parts and trucks, like the canneries they have tons of stuff all over. That's why that question is there.
Srb ~ Well, along with that though Sam, part of what I had on my noted that I wanted to bring out kind of speaks to what Mr. Harvill had brought up is that do we want to have a requirement that they have a space where they can get in there with a loader and get that stuff out. As far as calling it a yard or calling it some kind of designated purpose and whether they fill it up with something that's a code compliance issue. But, like with what's going on over here between those two neighbors only five feet apart on the side yards. To get a piece of equipment in, if you don't get along with your neighbor and you have to trespass on his property to get your snow out that creates a hardship there.
LoForte ~ My feeling is that when it comes to setbacks that we should go with the Fire Marshal's recommendations and we should only be concerned with a fire. If we take the position that we're going to monitor storing stuff around because winter is coming it's going to be like Germany in 1933. If we stick with the basics, with the Fire Marshal's requirement of five foot setbacks I think that would be a good way to go and not get into the particulars of being hall monitors for materials and stuff in this town.
Pegau ~ I thought even in residential that we were going to define it more as setbacks than yards. So it made sense to me in here that they all be defined as setbacks.
Pegau ~ The reason I ask is that if we're going toward structure and we answer questions we should probably answer questions in this format to make it easy to make that conversion.
Samantha Greenwood ~ And we can do like we did last time, last time we went over lot coverage, building coverage, setbacks and lot size and the next time we talked more about the permitted uses. Do you want to try to break it up that way?
Pegau ~ Works for me
Bailer ~ Yep
Samantha Greenwood ~ Alright so do you want to start with the Waterfront Industrial just because we kind of like that layout?
Samantha Greenwood ~ Okay something I really want to be conscious of is to make sure that we atleast address, talk about and decide if we want a lot size requirement in these areas, because some of these don't have a lot size requirement.

After a lengthy discussion the Commission agreed to include wholesaling as an individual principal permitted use in the Waterfront Industrial District.

After a lengthy discussion the Commission agreed that in 18.33.040 (B) to separate by comma "Timber, Mining, Manufacturing;"

Commissioners had a lengthy discussion about which Industrial lots abut a State Highway/Road.
The Commission agreed in the Waterfront Industrial Zone to a twenty five foot setback in the front.

Samantha Greenwood ~ Do we have a lot size? Yes, this one is ten thousand. And do we want to do lot coverage or building coverage or both?
McGann ~ That's the whole thing if we want to specify lot coverage let's just say max lot coverage.
Bailer ~ The Industrial Zone there should be water/sewer and storm drains provided for that, now then comes the issue of the snow storage.
McGann ~ Well if you want to address that I think we should do that with building area.
Bailer ~ Do we even need to do that or do we simply say that with their Site Plan they are required to have a Snow Storage area? I think that's kind of the way we handle it now isn't it?
McGann ~ They have to demonstrate that they're not impacting the City or neighbors.
Srb ~ Right now it's just a burden to the tax payers.
Bailer ~ It's not a requirement in the Industrial areas to provide snow storage?
Samantha Greenwood ~ No
Bailer ~ Really?
Samantha Greenwood ~ You guys put a Special Condition on a couple of Industrial ones, they couldn't dump snow in the right-of-way. Not that they had to have a snow area.

1. Pending Calendar

D. ADJOURNMENT

M/Greenwood S/Srb Motion to Adjourn at 9:00pm
Upon Voice Vote, Motion Passed 6-0

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Thomas Bailer, Chairman Date

_____

Faith Wheeler-Jeppson, Assistant Planner Date

Planning Commission
REGULAR MEETING
CITY HALL CONFERENCE ROOM
TUESDAY, APRIL 10, 2012
MINUTES

In those matters coming before the Cordova Planning Commission at 6:00 p.m.; Tuesday, April 10, 2012, in the City Hall Conference Room, 602 Railroad Road Cordova, Alaska, are as follows:

A. Call to order –

B. Roll Call Present for roll call were Chairman Tom Bailer, David Reggiani, Greg LoForte, John Greenwood, Roy Srb, Tom McGann and Scott Pegau.
Also present were City Planner Samantha Greenwood and Assistant Planner Faith Wheeler-Jeppson.
There were 2 people in the audience.

C. Approval of Agenda
M/Greenwood S/Reggiani
Upon voice vote, motion passed, 7-0

D. Approval of Consent Calendar
Minutes from the December 19, 2012 Worksession
Minutes from the February 14, 2012 Public Hearing
Minutes from the February 14, 2012 Regular Meeting
Minutes from the February 28, 2012 Worksession
Minutes from the March 6, 2012 Regular Meeting

M/Srb S/McGann
Upon voice vote, motion passed, 7-0

E. Record Absences
None

F. Disclosure of Conflict of Interest
Scott Pegau spoke up regarding the Prince William Science Center for the Waterfront section in code ~ Chairman Bailer made the determination that there was no conflict of interest.

G. Correspondence
None

H. Communication by and Petitions from Visitors
1. Guest Speakers
Moe Zamarron ~ Public Works Director Moe Zamarron provided a presentation on a Solid Waste Upgrade Plan.
Moe ~ We're in the middle of assessing our Solid Waste Department, there were a few things that came to light this year and the timing was right to take a look at it. Obviously the Burn Pile is a big part of our Solid Waste disposal here in town it has the potential to need to be moved soon. That and the fact that we have some funds left over from the relocating of the Land Fill out to 17 Mile, there was some money still in the bank for that, for use in Solid Waste upgrades and this fits the bill real well for that money. We have grants right at $500,000, but we do have to match that so that's going to be something that we have to deal with yet is whether we can use it effectively and is it going to be worth it to the City to put up the matching funds for that.

There's really two points to this presentation, first of all step lightly and get involved.

Questions from the Commission after Moe's presentation:
Pegau ~ So with the wood thing, how would you handle the painted wood and nails?
Moe Zamarron ~ The paint would just run through like the rest of it and the nails the crusher will handle just fine.
McGann ~ In the new facility where is the shredder material going to be stored?
Moe Zamarron ~ In silos, they're not real large but they're tall. We would allow a space right next to the burner.
Srb ~ Is there any consideration with the hours of operation?
Moe Zamarron ~ Yes, I expect that the number of people it would take would be two more people; we could add another shift which would allow people to come in the evenings.
Greenwood ~ So the new construction, you're planning to expand the current building even though we're not sure if the burners are a go?
Moe Zamarron ~ Part of the expansion can happen we need some of the space just for operations out there right now. It needs improvements, we need a new roof on it, we need to dry it out, some insulation, there are some things that need to happen out there anyway.

LoForte ~ Can you address the Air Quality issue for the new equipment? It meets all of the requirements?
Moe Zamarron ~ It does, two things it does get rid of what the Burn Pile produces as far as lack of Air Quality and also replaces what we have for current oil burners at these facilities.

The PowerPoint presentation is in the permanent file and a copy is available upon request.

2. Audience comments regarding items in the agenda
3. Chairpersons and Representatives of Boards and Commissions

I. Planners Report
Samantha Greenwood ~ So if you have any questions, feel free to ask either one of us.
Tom (McGann), Paul Trumblee and I met and talked about eave heights, Paul is going to set up a conference call with the State Fire Marshal because I can't believe that we're the only ones that has a 31' ladder issue. I don't know if you guys read your Zoning Bulletin, but it was good, very good definitions and the other one was on the Open Meetings Act.

J. New Business
1.) Comprehensive Plan Update
Bailer ~ Is this just for our information?
Srb ~ I have one or two comments as I was reading through, it seems like some of this is still kind of dated there was some references to 1998 and in 2002 about meetings that have had. I would think that we have put that beyond us as far as having Public Meetings about Tourism and what not that now it is what it is.
Samantha Greenwood ~ Can you give me an example?
Faith Wheeler-Jeppson ~ What Page?
Srb ~ For instance under the bullet point under Economic Development strategies page 40 and under the bullet point "Work with Cordova Electric Cooperative to promote projects that will result in lower power rates and increased benefits to its residents and customers, such as the development of solar, wind, tidal and hydro-electric energy." We've already determined that solar, wind and tidal just isn't really a good fit here. If it was changed to say "The development of alternative energy sources such as Hydro-electric."
Faith Wheeler-Jeppson ~ Okay, if you go back to page 21 of the packet there is the Memo for the Comp Plan updates, the top bullets were the sections that were sent out to the Department Heads or the other agencies and they updated their portions. The Table of Contents, Economic Development and Land Use that is for the Planning Commission to update. So what you're seeing on page 40 is from 2008 and hasn't been updated, that's what the Commission needs to do.
Bailer ~ Oh, I was thinking it was Staff's.
Faith Wheeler-Jeppson ~ That's what we had talked about 2 or 3 months ago, that I would send out the appropriate sections to the Department Heads, let them make their edits and updates then send it back. And then you guys could start on the sections that are more for Planning and Zoning and not for a specific to a Department.
Srb ~ So that would fit in here on page 44 where it's on Land Use, under "A" approximately the sixth bullet point down "Protect the citizens of the community and the investments that have been made." What I took that to be was once we start dickering with setbacks, it goes back to the question "What's grandfathered, what's not grandfathered?" because there is a certain taking potentially.
Samantha Greenwood ~ I guess I'd just like to thrown this out there again, we talked about this when this all came up. I think we need to prioritize what we have on the table already. We have Code and the South Fill is going to be a big time suck for you guys, so that's something to think about.
Bailer ~ I guess my intention was when I brought this to the table was to have the School update their section of it, I didn't even think we would be looking at it other than, yeah it looks good. I didn't even realize that it was up to us for the Economic Development part that we were expected to go through it.
Faith Wheeler-Jeppson ~ The ones that I put in there for you guys are the same ones that we all sat around the table back in 2008 when Dan McDaniel was here and we hashed out what had already been done and got rid of it. So, it's just come back around and it's time to look through it and decide if it needs to be updated or not.
Bailer ~ So basically from page 34 on is Planning and Zoning.
Reggiani ~ Tom if I could, I appreciate you bringing it up and looking at it but I'm trying to come to grips and I spent a little bit of time in Code the last couple of days trying to understand the guidance as far as the Comprehensive Plan. I'm trying to figure out if it's a living document that we update when things happen or if it's more of a strategic plan that's developed periodically. I know that it was updated in 2008 from a 1995 plan so there was 13 years of no activity, but then it took a long time to update it. As Sam is pointing out there is Department Heads that need to provide input, there are other Commissions that need to provide input, there is City Council that needs to provide input because it really is the vision document for the community for where we're going in the next 10 years or whatever the periodic review is. I'm wondering if the intention is, is it time to start that process now for the next strategic plan or was it….I'm trying to sort it out if it is a living document or if 2008 is what it is until it's amended and revised in 2018 or some other date.
Srb ~ On the Council level does the City Manager come to you then with any proposals or any recommendations consistent with the Comprehensive Plan?
Reggiani ~ We do look back to it and on a recommendation certainly we looked at that around this table.
LoForte ~ My read of it was that it was totally not up to date, I just couldn't understand where we were going with it. It looked to me like we worked on the one in the Harbor Commission and went over it and Dale (Muma) set it up as a detailed account of the actual structures, where we're at, where we're going to go, what the Harbor looks like and what we're going to need to do in five years and ten years down the road. The others like the Medical Center it just didn't strike me as it was up to date. I mean they talk about "Ilanka Health Clinic opened recently to provide health and well-being care for members of Native Village of Eyak and all other people seeking care regardless of ethnic or economic background." It just looked to me like no one has looked at this for a number of years and I didn't know what the heck you wanted out of it.

Bailer ~ Well that goes with Dave's (Reggiani) point about whether it's a living document and we keep this updated or do we set a five year time frame.
LoForte ~ But is it our job to go around and I mean I'm not familiar with what's going on in the hospital being taken over by Providence.
Bailer ~ No, and that's what we did the last time when we struggled with this, we sent it out to the Fire Department, the Police Department, to the Hospital and it took a long time as Faith remembers just to get something back. Then we just kind of proof read it to make sure it wasn't saying something completely asinine but we went with what they had. So I guess really the discussion goes back to what Dave (Reggiani) said, is this a living document? Do we want to go through this and get it updated or do we set it at 2013?
Srb ~ I'd like to make one other comment, I was trying to figure out who has ownership of this? Is it purely for City municipal components or others? It kind of lends that there is a little bit of a private aspect to this in regards to the references to the Science Center, Ilanka and what not. So I would wonder that with the improvements that both the electric company has made and the telephone company have made that this is a document that is going to be utilized for a perspective business coming to town. You know being able to speak to the fact that now we have fiber coming into town, we have 60% renewable power. Those sorts of things I think would be an important attribute for people as far as their consideration. I guess what I'm getting at is, if it is that this is kind of a statement of the assets and current condition of the community that the Coops be included in that, in as that they brought so much money into the community and we have that much more expanded capability and especially with that higher band width.
Bailer ~ I guess what I would say to that is the telephone and electric coops are more than welcome to update their sections right?
Faith Wheeler-Jeppson ~ They don't have sections in the Comp Plan, I definitely think that they should.
Pegau ~ It seems that there are a couple of odd business' that have sections. I agree that it kind of looked odd to me, is it the business or is it the function?
Bailer ~ Okay do we want to set some time aside in the near future to tackle this or we want to wait the suggested five years?
Greenwood ~ I guess I would get back to what Sam (Greenwood) had said or ask her how much more Code work we have and what you think is more of a priority for you or for us to get done Code or this?
Samantha Greenwood ~ Code, we're still a ways down the road we have to have public meetings.
Bailer ~ Why don't you take a look at it and decide sometime down the line when we have time to look at it. Do we want to wait the 5 years or do we want to look at it in 6 months?

Reggiani sited section 3.40.080 and section 3.40.090 of the Cordova Municipal Code regarding Planning Commission Power and Duties.

2.) Discussion on Snow Load

Reggiani ~ Well I asked that maybe we take a look at this after the recent event that we just went through, it seemed like in the community here was a lot of confusion on snow load and what it Code and why are buildings collapsing. I kind of looked into it and I looked at the table of Ground Snow Loads for Alaska communities. What stood out to me was that Cordova was at 100 psf, Yakutat is at 150 psf, Valdez is at 160 psf and Whittier is at 300 psf. I couldn't really figure out where that data actually come from and how old that table is. And I don't know if that matters or not but typically with historical datasets you'll update them periodically and I don't know what our ground load was this year compared to the historical average.
Josh Hallquist ~ That's what you're supposed to base it off of is a 50 year snow.
Reggiani ~ It looks like the Alaska Statues leave it up to the local municipality. Other than just picking a number I don't really know how to put some data behind it.
Pegau ~ We actually are collecting the data up on Ski Hill, there's a snow pillow that gives you snow water equivalents. It will tell you exactly how much water equivalent there was and from that you can figure out the pounds per square foot. Historically there hasn't been a measure other than height, but for the last five years they've been recording the snow depth at that elevation.
Reggiani ~ When do you think that data will be available?
Pegau ~ It's online, I always end up looking up Mt. Eyak SNOTEL.
Greenwood ~ Hoots and Kirsti are checking it regularly.
Srb ~ Tom, I have a question I'd just like to hang out there. With regards particularly to the Municipal buildings and such but is there a mechanism or way of developing a mechanism that kind of takes away the decision making process out of any one individuals processes with regards to making a determination that I need to have this shoveled or that shoveled. Some kind of way of calculating a real time snow load within the municipality that says; "within these parameters all municipal buildings will hire somebody to shovel the roofs."
Bailer ~ I think Dave (Reggiani) is kind of heading that direction aren't you?
Reggiani ~ We are, Council has asked me to start working on a Memorandum of Understanding between the City and the School District to talk about maintenance of all of the municipal buildings so that one party isn't waiting for another party or thinking that the other party is going to do something and the same thing the other way. But as far as actually getting some data and understanding that I think you could probably come up with some real good general rules from that. But going through all of this, I was impressed, just to get the discussion started I was just hoping for the table to be thrown into this but Faith and Sam did a wonderful job putting everything in there. I was looking and happy to find an importance factor thrown into it on page 64 and I think what we need to have from the City's side of things is some history and make sure that the importance factor was factored into the equation on these municipal buildings for sure. The higher the category the more important the facility is to the community.
Josh Hallquist ~ I would say by what I've seen here it would be safe to bump it up a little bit.

Srb ~ On our current building permits if someone comes in and says that they want to attach a shed style roof to the side of their house, is there any requirement for engineering?
Samantha Greenwood ~ We don't require engineering for in residential for anything.

After a lengthy discussion the Commission agreed to have the data from the SNOTEL site compiled and bring that information back for further dialogue.

K. OLD BUSINESS
Nonconforming Uses

Bailer ~ And this is our current code?
Samantha Greenwood ~ Yes, everything in this packet is our current code.
Bailer ~ Right off the bat the discussion is; you said not all municipalities have this. If a nonconforming building burns down or gets taken away (a substandard lot) then too bad you can't rebuild on it.
Samantha Greenwood ~ If you had a mobile home and that no longer was accepted in code you can't replace it with a mobile home if it's damaged more than 50%.
Bailer ~ In a house situation it's the same thing.
Samantha Greenwood ~ A Commercial building that's in a residential.
Bailer ~ Now with that being said, before we get into any of these other things, do we want the provision that they have "x" amount of days?
Bailer ~ Can I get a clarification on this then? So it states "existing at the time the Ordinance was codified" right? So I take that as in 1970 you could build this structure on this lot, in 1990 we changed the code and you could no longer build.
Bailer ~ Here's the problem, nobody at this table can really say what this code means so how is she going to tell somebody. What do we want? Do we want to allow a grace period to rebuild on a nonconforming lot or don't we? I think we should give direction and let the lawyer give us something that we can all read and understand. Because we can't do this with a customer or you can't.

The Commission had a lengthy discussion regarding Nonconforming Uses and agreed upon the following:

The Commission agreed to keep a 90 day grace period for the property owner for a "Use" to come in and apply for a Building Permit if the damage to the structure is more than 50%.
The Commission agreed that a on a substandard lot the owner can rebuild, but if the lot is sold it becomes Nonconforming.
The Commission agreed to allow a structure to be built on a Nonconforming lot as long as the structure is Conforming.
The Commission agreed that a structure would need to be built to the IBC and IRC 2006 Code.
The Commission agreed that a "Use" has to Conform to current Code.

Chairman Bailer called for a 10 minute recess at 8:31pm

Meeting reconvened at 8:41pm

Site Plan Review
Bailer ~ Okay Sam what have you got.
Samantha Greenwood ~ You guys brought this up at the last meeting so I put it in this one and mostly wanted you to see what it currently required. One of the things that you guys talked about was snow area or a snow plan. And then just so you know what it's all about. And I'm also curious if you guys think that we need to go to Council with these.
McGann ~ I like what's here I just think it needs to be written up a little differently.
Samantha Greenwood ~ So more of the formatting, like change it to more of a paragraph form.
Pegau ~ I did notice that there is nothing about snow storage or removal in the current plan.
McGann ~ Let's add it
Greenwood ~ Also isn't a Site Plan only about Commercial?
Samantha Greenwood ~ Only for the Commercial, Industrial, Business, also four-plex and higher and any other type of business.

The Commission agreed to add Snow Storage and Removal Plan to a Site Plan Review

Waterfront Commercial Park

Samantha Greenwood ~ Okay, so what the first question is do we want a Harbor Service Zone or keep all of the areas as they are now?
McGann ~ We don't have an Economic develop Zone as such right?
Samantha Greenwood ~ Right

The Commission had a lengthy discussion on the requirements for the Waterfront Commercial Park

Pegau ~ Basically if we decide to go with what's on the map and that district then we're scrapping 18.39 and we're going to write a new one that is for that entire district.
Samantha Greenwood ~ Do you want me to make an attempt at it first?
Bailer ~ Make an attempt and put it on our next meeting agenda.

Samantha Greenwood ~ So we're going to go with the area that's delineated in the map.

L. MISCELLANEOUS BUSINESS
None

M. PENDING CALENDAR

N. AUDIENCE PARTICIPATION
None

O. COMMISSION COMMENTS
Pegau ~ No Comments
McGann ~ No Comments
LoForte ~ No Comment
Reggiani ~ No Comment
Srb ~ No Comment
Greenwood ~ I'm just kind of excited to see what Moe brings, good energy could end our garbage problem and that Burn Pile.
Bailer ~ Yeah I agree and I appreciate Moe being here and I appreciate Josh (Hallquist) showing up that was nice of him to come in and I hope he comes back. I wanted to thank all of you guys for being here, I'll tell ya I've been doing this for quite a long time and I think this is the most informed panel that I've had to deal with and I appreciate all of you guys being here.

P. ADJOURNMENT
M/Reggiani S/Greenwood
Motion to adjourn at 9:05 pm

_____
Thomas Bailer, Chairman Date

_____
Faith Wheeler-Jeppson, Assistant Planner Date

Planning Department

Planners Report

To: Planning Commission
From: Planning Department Staff
Date: April 26, 2012
Re: Recent Activities and updates

- Assistant Planner has been working on putting digital copies of Plats in each associated Tax Lot Folder
- Assistant Planner met with the Assessor about the City leased properties being assessed on a consistent basis.
- Assistant Planner met with Mark Lynch and Chief Bob Griffiths regarding the draft Addressing Policy.
- Artic Fox Building (Metal Buildings) estimated that moving the snow load from 100 to 160 would increase the cost 25% mostly due to increased weight and steel but not labor. He recommended a heavier snow load for our area.
- A survey of land for the trade between Samson and the city is being done, getting closer!
- Lot 3 Southfill and Lots 1-4 original townsite have closed and will be recorded by May 15th
- Learned dreamweaver software to update front page of web page and help assistant city manager
- Joanie Behrends, Dick Groff and I did some public education for Flood Safety Awareness week April 23 – 27 at the health fair;
- Worked with Joanie on starting the process of updating Hazard mitigation plan
- Worked on shoreside sale and lease agreement back in their court for review
- Worked with Public works, parks and rec and assistant city manager to get recycle and dog waste station responses to NVE.

Memorandum

To: **Planning and Zoning**
From: **Staff**
Date: **5/3/2012**
Re: **Snow Load**

PART I. BACKGROUND:

It was requested to have some data from the snowtel site for ground load and other historical data. Since I have limited experience in this area I asked our local avalanche expert to provide the commission with a write up. This is attached.

I have also drafted a resolution to present to city council if the commission chooses to change the currently required ground snow load.

Ground Snow Load Analysis

Prepared for:
City of Cordova
May 1st, 2012

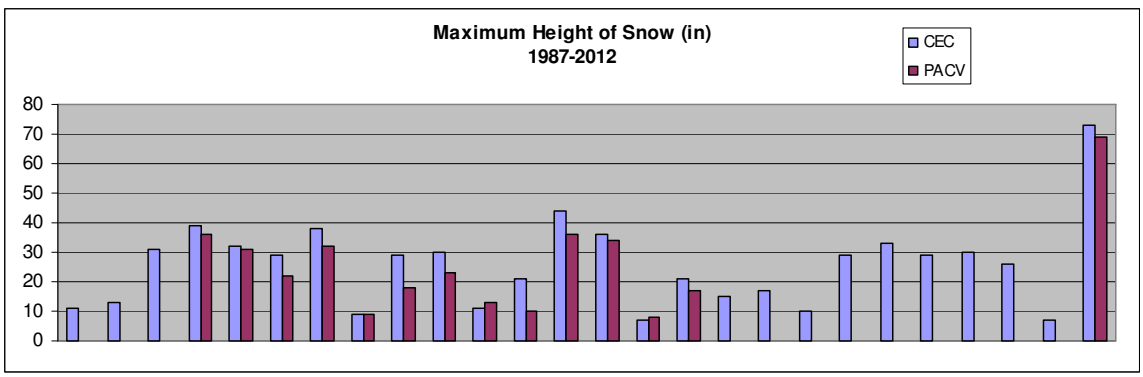
Prepared by:
Steve "Hoots" Witsoe

Current snow load requirements for the City of Cordova are based on the International Building Code. Design snow loads for roofs are determined using ground snow load; p_g. Ground snow loads for Alaska locations are set forth in Table 7-1, ASCE 7-05, with Cordova at 100 lbs/ft^2. Interestingly, Cordova's nearest neighbors have significantly larger ground snow loads, with Yakutat at 150, Valdez at 160, and Whittier at 300 lbs/ft2. Authorities having jurisdiction can also determine ground snow load using extreme value statistical analysis of data available with a 2 percent annual probability of being exceeded (50 year mean recurrence interval).[1]

Weather data for Cordova is limited to CEC Orca Power Plant[2], Mudhole Smith Airport[3], Mt Eyak Snotel[4], and personal observations[5].

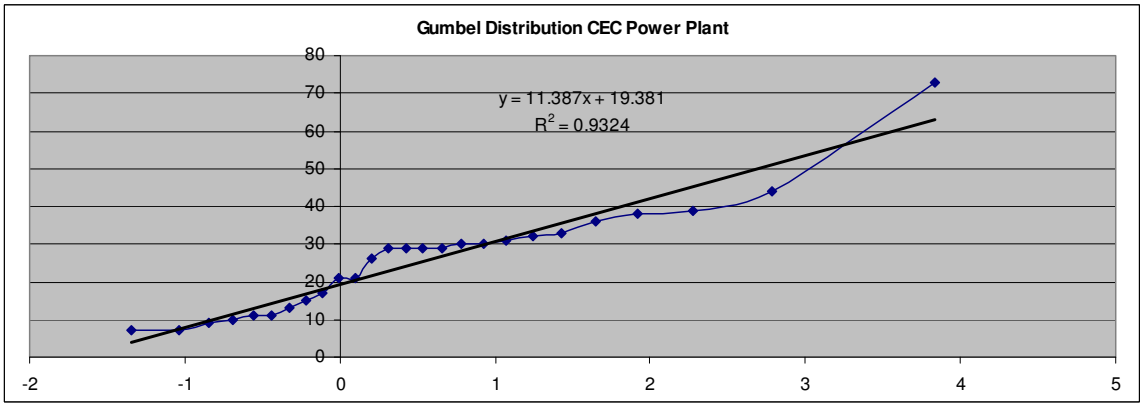
For this analysis, 26 years of power plant data and 14 years of airport data was used. A larger dataset exists for the airport but was not accessible at the time. While weather can be quite different between the power plant and the airport, their annual maximum height of snow is very similar (see Figure 1). The power plant data was used over the airport data because the data set was larger and the snow heights were slightly higher. It should also be noted that there are no weather records available for Whitshed Road, where snow heights are generally accepted as higher than the rest of town.

Figure 1



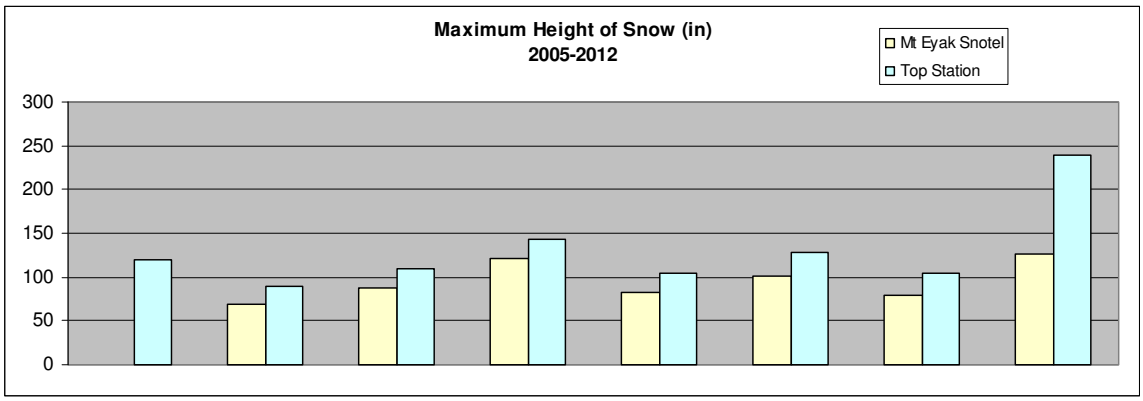
Extreme value statistical analysis was done using Gumbel Distributions and Gringorten estimations.[6] For CEC Power Plant data, the maximum height of snow =11.387x+19.381. Using a 50 year return period, x=-ln(-ln(1-(1/50)=3.90, and the height of snow = 63.8 in. (See figure 2)

Figure 2



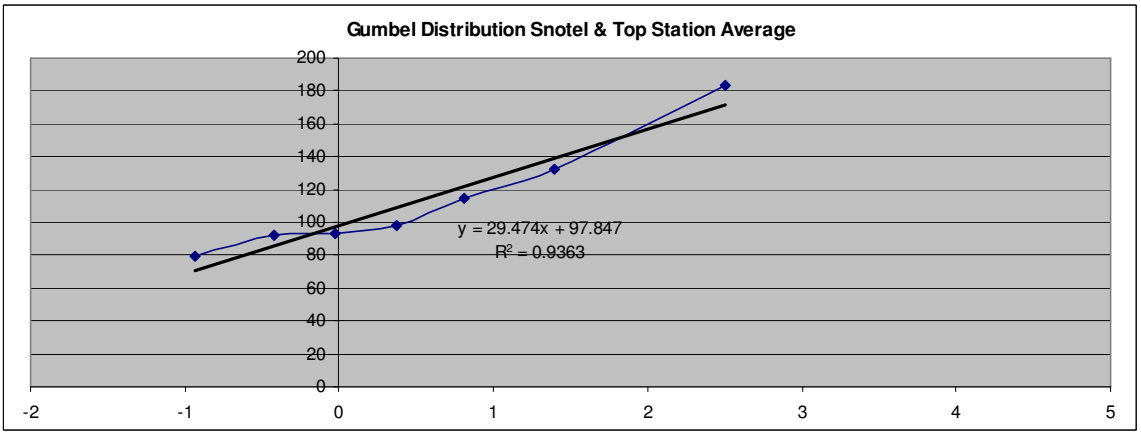
Mt Eyak Snotel had only 7 years of data, but gives insight into the affects of elevation on snow height. Its location is at approximately 1500 feet. The Snotel site, however, is prone to wind stripping. The nearby snow stake at the top of the ski hill has a similar elevation but offers a more wind loaded site, and shows the differences of snow height with site selection (see Figure 2).

Figure 2



Analysis of Mt Eyak Snotel data estimated a 50 year event at 156.9 inches, while Top Station data estimated 255.3 inches. An average of the data was used for the analysis to compensate for the differences between the datasets. Analysis of the average estimated a 50 year event at 212.9 inches.

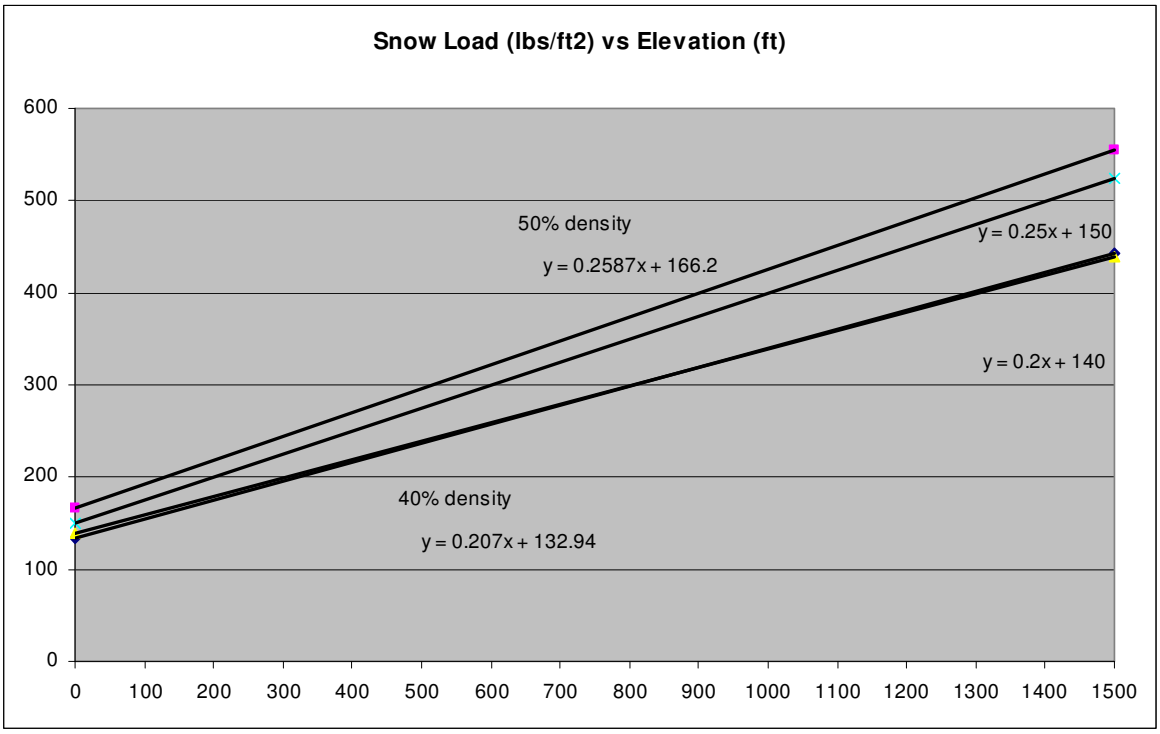
Figure 4



Ground snow load equals the maximum height of snow multiplied by the density of snow. Densities vary through the snow pack, so a single density is used to estimate the value. Industry standard varies from 30% to 50% density of water, with 40% the norm.[7] With the amount of rain Cordova can receive in winter, 50% density may be realistic. However, by the time 50% density is reached the height of snow would be lower than the maximum.

Using the Power Plant data for sea level, and the average of Snotel and Top Station data for 1500 vertical feet, a linear equation was used to interpolate the ground snow load versus elevation. This was done for both 40 % and 50% density (See Figure 5).

Figure 5



Conclusion

The 40% and 50% linear equations offer a recommended range for ground snow loads with respect to elevation. To simplify the equations for easier use, the slope and intercept can be rounded. The first recommended equation closely resembles the 40% equation, while the second recommended equation is slightly more conservative.

Recommended Ground Snow Load:

p_g (lbs/ft^2) = 140 + (0.2 x Elevation in feet)

p_g (lbs/ft^2) = 150 + (0.25 x Elevation in feet)

CEC Orca Power Plant

Water Year	Max HS	V	m	N	Pv	ln (Pv)	ln (ln (Pv))
1987	11	7	1	26	0.02144	3.84252	-1.34613
1988	13	7	2	26	0.05972	2.81802	-1.03603
1989	31	9	3	26	0.09801	2.32269	-0.84273
1990	39	10	4	26	0.13629	1.99294	-0.68961
1991	32	11	5	26	0.17458	1.74538	-0.55697
1992	29	11	6	26	0.21286	1.54710	-0.43638
1993	38	13	7	26	0.25115	1.38171	-0.32332
1994	9	15	8	26	0.28943	1.23983	-0.21497
1995	29	17	9	26	0.32772	1.11560	-0.10939
1996	30	21	10	26	0.36600	1.00511	-0.00510
1997	11	21	11	26	0.40429	0.90563	0.09913
1998	21	26	12	26	0.44257	0.81515	0.20438
1999	44	29	13	26	0.48086	0.73218	0.31172
2000	36	29	14	26	0.51914	0.65558	0.42224
2001	7	29	15	26	0.55743	0.58442	0.53713
2002	21	29	16	26	0.59571	0.51800	0.65778
2003	15	30	17	26	0.63400	0.45571	0.78590
2004	17	30	18	26	0.67228	0.39708	0.92362
2005	10	31	19	26	0.71057	0.34169	1.07384
2006	29	32	20	26	0.74885	0.28921	1.24059
2007	33	33	21	26	0.78714	0.23935	1.42981
2008	29	36	22	26	0.82542	0.19186	1.65098
2009	30	38	23	26	0.86371	0.14652	1.92057
2010	26	39	24	26	0.90199	0.10315	2.27156
2011	7	44	25	26	0.94028	0.06158	2.78738
2012	73	73	26	26	0.97856	0.02167	3.83170

R	Pv=1-(1/R)	-ln(-ln(Pv)	y=11.387x(-ln(-ln(Pv)+19.381	ft/in conv	lbs/ft3	snow density	Pg (lbs/ft2)
50	0.98	3.90	63.81	0.08	62.5	0.4	132.94

Snotel & Top Station Average

Water Year	Snotel	Top Station	Average	V	m	N	Pv	ln (Pv)	ln (ln (Pv))
2006	69	90	79.5	79.5	1	7	0.07865	2.54273	-0.93324
2007	87	110	98.5	92	2	7	0.21910	1.51822	-0.41754
2008	121	144	132.5	93.5	3	7	0.35955	1.02290	-0.02264
2009	83	104	93.5	98.5	4	7	0.50000	0.69315	0.36651
2010	101	128	114.5	114.5	5	7	0.64045	0.44559	0.80837
2011	80	104	92	132.5	6	7	0.78090	0.24731	1.39711
2012	127	240	183.5	183.5	7	7	0.92135	0.08192	2.50205

R	Pv=1-(1/R)	-ln(-ln(Pv)	y=11.387x(-ln(-ln(Pv)+19.381	ft/in conv	lbs/ft3	snow density	Pg (lbs/ft2)
50	0.98	3.90	212.85	0.08	62.5	0.4	443.44

References

1 ASCE 7-05 Minimum Design Loads for Buildings and Other Structures

2 CEC Orca Power Plant Weather Observations
http://www.ncdc.noaa.gov/oa/ncdc.html

3 Mudhole Smith Airport Weather Observations
http://www.ncdc.noaa.gov/oa/ncdc.html

4 Mt Eyak Snotel Weather Observations
http://ambcs.org/

5 Steve "Hoots" Witsoe
hoots@ctcak.net

6 National Institute of Standards and Technology
http://www.nist.gov/itl/sed/index.cfm

7 Communication with Terry Onslow, Dave Hamre, and Pete Carter

CITY OF CORDOVA, ALASKA
PLANNING AND ZONING COMMISSION
RESOLUTION 12-03.

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING TO CHANGE THE CURRENT SNOW LOAD REQUIREMENT OF 100 POUNDS GROUND SNOW LOAD TO XXX GROUND SNOW LOAD TO THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA

WHEREAS, the City of Cordova experienced an exceptional snow year for 2011-12; and

WHEREAS, there were roof collapses and damage to buildings from snow load throughout the town; and

WHEREAS, to help provide for the public welfare and safety of citizens of Cordova; and

WHEREAS, after reviewing previous years ground snow load numbers, reviewing ground snow codes for nearby coastal communities, historical snow accumulation totals, and impact building cost building; and

WHEREAS, this year's snow was not a record for City of Cordova

WHEREAS, the Planning Department staff and the Planning and Zoning Commission would like to recommend to the City Council of Cordova to accept and support the new ground snow load of XXX.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning and Zoning Commission of the City of Cordova recommends to change the current snow load requirement of 100 pounds ground snow load to xxx ground snow load to the city council of the city of Cordova, Alaska

PASSED AND APPROVED THIS 8th DAY OF MAY, 2012

_____
Tom Bailer, Chairman

ATTEST:

_____
Samantha Greenwood, City Planner

Memorandum

To: **Planning and Zoning**
From: **Staff**
Date: **5/3/2012**
Re: **Water & Sewer Line clarification**

PART I. BACKGROUND:

At the 12/7/2012 City Council meeting, City Council asked the Planning and Zoning commission to review the current water/sewer code concerning financial responsibility of repairing leaks to service connections. Then the snow event happened. At the March 6th 2012 P&Z meeting, the commission discussed the current water/sewer code.
At the March 6th Planning and Zoning meeting this motion was made

M/Greenwood S/ Reggiani "I Move to recommend to Council that Water and Sewer service lines be the responsibility of the City to the private property line."
Upon Voice Vote: Motion Passed 7-0

At the March 21, 2012 City council the:

Council action on P&Z Commission's recommendation in re Water line code change
M/Reggiani S/Kacsh for the City Council to accept the formal recommendation of the Planning and Zoning Commission and direct staff to prepare an ordinance to enact these changes.
Mayor Kallander clarified that approving this resolution would kick it back to P&Z to work with staff to sort out all the specifics. ***Reggiani*** confirmed that there are a lot of specifics that will need to be worked out and clarified with staff. He thanked ***Lynch*** stating that he gave a good presentation to P&Z so they could fully understand the issues. It was a unanimous decision in P&Z to make the property line be the cut off line of responsibility. ***Kacsh*** pointed out that if you take over a single homeowner's burden then it spreads out evenly amount everyone else. ***Beedle*** stated that since it is a service that everyone has to hook up to we should evaluate the health of our water service. He added that he would like to review the ***Arvidson*** case in light of the change.
Vote on motion: 7 yeas, 0 nays. Motion passes.

PART II. GENERAL INFORMATION:

At this meeting we need to accomplish these things

1. Make sure that all definitions that will be used in the water/sewer responsibility code are clear and accurate and define terms that are not currently in code.
2. We need to clearly define where city/private responsibility starts and stops.
3. Try developing a statement to address water lines that pass through multiple private land owners' property. (An attempt is made in the write up)

4. Discuss and edit if needed 14.04.070. (Mu edits are made in the write up for a starting point)
5. Determine who pays for the stop/valve box and the curb/valve box and if it should be placed on private or public property

    Curb/valve stops $84 plus time 72.00/hour 108.00/hour OT 180.00
    Holiday always 2 people—cost varies per project
    Stop/valve box $45 plus time
    Corp Stop, Tap and saddle $132—city installs currently and will continue
    Copper Pipe 1" per 100 foot $640

We do not have to write the code we need to define what we want to see happen and let the lawyer write in legal terms. Clearly stating the concepts and providing definitions is P&Z task, making it legal is the lawyers.

Below are some definitions from city code and other sources, also ideas and thoughts that I heard at the meeting to help us get started. I have suggested deleting some of the definitions which are struck through but still readable again a starting point.

Current City Code Definitions

Building Sewer --means the extension from the building drain to the public sewer or other place of disposal.

Building Drain --means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

~~**Connection** means the physical connection of a service line to a city water or sewer main which, together with appropriate permits and payment of fees, effects service to a facility. The act of making the connection is commonly called tapping, and the connection may be called a tap.~~

~~**Connected service** means a single-service connection to a city water main serving potable water to a facility or purpose, or a single service connection delivering wastewater from a facility to the city's sewer system main.~~

Main means those city-owned pipes along public streets or rights-of-way used for distributing water to or collecting sewage from various facilities.

Service line means all pipe, fittings and appurtenances **(would exclude stop/valve and curb/valve box if it is decided that city incurs cost for these)** for conveying water and or sewer from the city's water and or sewer system mains to the plumbing of a facility. ~~or conveying wastewater from a facility to the city's sewer system main.~~

Sewer means a pipe or conduit for carrying sewage

Sanitary sewer means a sewer which carries sewage and to which storm water, surface water and groundwater is not intentionally admitted

Tapping fee means a charge assessed to an applicant for water and/or sewer service to reimburse city costs for making the connection to a city water or sewer main.

Storm drain means a sewer which carries stormwater and surface water and drainage but excludes sewage and polluted industrial wastes.

Possible needed definitions (not currently in code)

Tap A device by which a flow of liquid or gas from the city water or sewer main controlled

Curb or valve stop
Is the water shutoff valve between the main utility service line and the private facility.

Facility A structure or place which is built, installed, or established to serve a particular purpose.

Stop or valve Box a cast iron pipe with a lid (5″ in diameter) that is placed vertically into the ground, situated near the water tap in the yard, and where a water cut-off valve to the stop to turn off/on the water.

~~**Stub In** - a pipe to the city water or sewer main that is required to provide service to the customer~~

Professional surveyor is the detailed study or inspection, as by gathering information through observations, measurements in the field, questionnaires, or research of legal instruments, and data analysis in the support of planning, designing, and establishing of property boundaries.

Property Line Determination Code

Below is current code. 14.04.070 (F). Also 14.04.070 (D) and (E) may need revision in the langue. I have done some editing to start the discussion.

14.04.070 - Water and sewer connections.

A. No person may excavate, alter, disturb, connect to, or disconnect from, any city water or sewer main except as permitted under this section.

B. No person may connect any facility to the city water or sewer system without first obtaining a permit therefore and paying the applicable connection fee under this

title. The owner of the facility or the owner's agent shall apply for the permit on a form furnished by the city. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the city. There shall be two classes of sewer connection permits:

1. For residential and commercial service; and

2. For service to establishments producing industrial wastes.

C. No person may change any facility that is connected to the city water or sewer system in a manner that increases substantially the facility's demand for water or sewer utility service without first paying the applicable expansion fee under this title.

D. The city shall construct at the customer's expense any ~~stub-in~~ service line to a city water or sewer main that is required to provide service to the customer. The city will commence construction only after receiving from the customer the connection fee required under this title and a deposit equal to the city's estimate of the construction cost. The city will determine the actual cost of construction after the construction is completed. If the amount of the customer's deposit exceeds the actual cost, the city shall refund the excess to the customer. If the actual cost exceeds the amount of the customer's deposit, the customer shall pay the excess to the city before the customer will be permitted to connect to the main.

Since stub in is not defined currently in code it may be easier to call the entire line from the main to the facility the service line. With the property line dividing the cost responsibility of the service line.

~~D.~~E. The customer shall construct any required ~~connection~~ service line at the customer's expense, in conformity with the city's standard specifications, or the owner may request that the city install the ~~connection~~ service line at the customer's expense. If the customer will construct the ~~connection~~ service line, the customer may commence construction only after paying to the city the connection fee required under subsection (B) of this section, the cost of any necessary stub-in to the water or sewer main as provided in subsection (D) of this section, and the fee prescribed by the city for inspecting the connection construction. If the city will construct the connection, the city will commence construction only after receiving from the customer the fees and costs described in the preceding sentence, plus a deposit equal to the city's estimate of the construction cost. The city will determine the actual cost of construction after the construction is completed. If the amount of the customer's deposit exceeds the actual cost, the city shall refund the excess to the customer. If the actual cost exceeds the amount

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of the customer's deposit, the customer shall pay the excess to the city before the city will commence utility service.

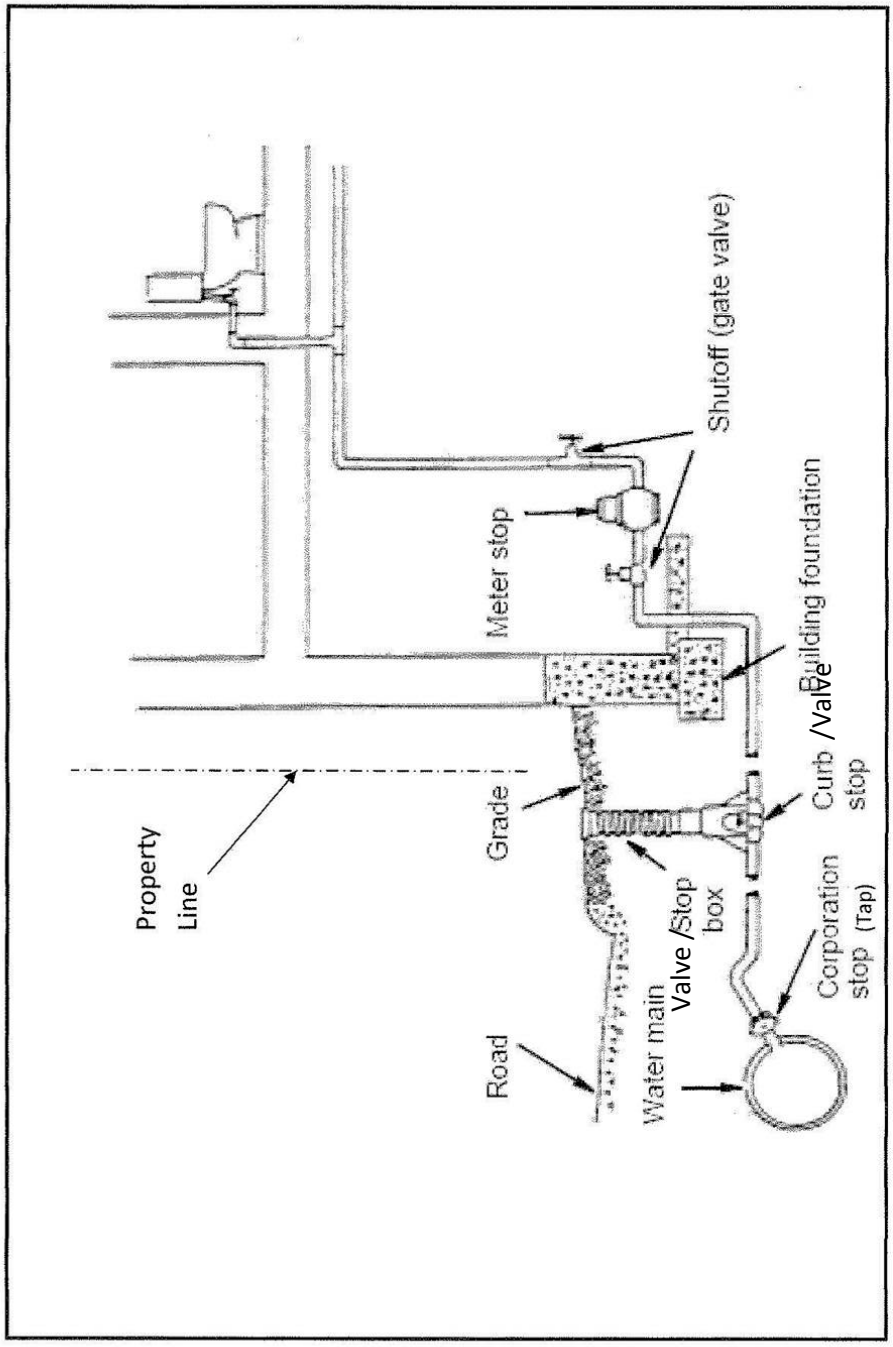
In code the definition for connection" is the physical connection of a service line to a city water or sewer main which, together with appropriate permits and payment of fees, effects service to a facility. The act of making the connection is commonly called tapping, and the connection may be called a tap". My suggestion is to delete connection from the definitions and use service line or we need to edit the connection definition because only the city can do the actual tap.

~~E.F.~~ ~~The customer is responsible for repairing and maintaining each connection by which the customer receives city water or sewer service. If the customer does not perform any necessary repair or maintenance of a connection, the city, upon twenty-four hours' written notice, or immediately if the public health requires it, may commence such repairs and maintenance and charge the costs thereof to the customer.~~

F.(CONEPT LAWYER WILL WRITE) The customer is responsible for repairing and maintaining the service line on private property. If the a homeowners service line runs through private property other than their own it is the responsibility of the home owner to repair and maintain that portion of the service line. The city will be responsible for service lines that are in public property. The property line is determined by city crews; if property owner disagree then property owner can have corners marked or a survey performed by a licensed profession surveyor. If there is a disagreement about the property line the repair will be done by the city or private contractor and the cost will be determined after survey. If the customer does not perform any necessary repair or maintenance of a their portion of the service line, the city, upon twenty-four hours' written notice, or immediately if the public health requires it, may commence such repairs and maintenance and charge the costs thereof to the customer.

Is there additional points that need to be made above?

G. If the city finds that a facility has been connected to the city water or sewer system without payment of the applicable connection or expansion fee, the city at any time may determine and assess the applicable connection or expansion fee that is in effect at the time of the assessment, plus interest from the date of the connection or expansion until payment at a rate of ten percent per annum or the highest legal interest rate, whichever is less.


Property
Line
Road
Grade
Water main
Valve /Stop
box
Meter stop
Shutoff (gate valve)
Building foundation
Curb /Valve
stop
Corporation
stop (Tap)

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Is the water shutoff valve between the main utility service line and the private facility.

Facility A structure or place which is built, installed, or established to serve a particular purpose.

Stop or valve Box a cast iron pipe with a lid (5″ in diameter) that is placed vertically into the ground that houses curb or valve stop, situated near on the property the water tap in the yard, and where a water cut-off valve to the stop to turn off/on the water. Make sure that water coming out of the weep hole is able to drain out of the building (for freeze protection).

Corporation Stop is a cock (stopcock) controlling the flow of water or gas from a main to an individual customer. It is also called corporation cock. It is located where the service lateral is tapped into the main, so it is usually not accessible without digging up the street.

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1. For residential and commercial service; and

2. For service to establishments producing industrial wastes.

C. No person may change any facility that is connected to the city water or sewer system in a manner that increases substantially the facility's demand for water or sewer utility service without first paying the applicable expansion fee under this title.

D. The city shall construct at the customer's expense any ~~stub-in~~ service line to a city water or sewer main that is required to provide service to the customer. The city will commence construction only after receiving from the customer the connection fee required under this title and a deposit equal to the city's estimate of the construction cost. The city will determine the actual cost of construction after the construction is completed. If the amount of the customer's deposit exceeds the actual cost, the city shall refund the excess to the customer. If the actual cost exceeds the amount of the customer's deposit, the customer shall pay the excess to the city before the customer will be permitted to connect to the main.

Since stub in is not defined currently in code it may be easier to call the entire line from the main to the facility the service line. With the property line dividing the cost responsibility of the service line.

~~D.~~E. The customer shall construct any required ~~connection~~ service line at the customer's expense, in conformity with the city's standard specifications, or the

owner may request that the city install the ~~connection~~ service line at the customer's expense. If the customer will construct the ~~connection~~ service line , the customer may commence construction only after paying to the city the connection fee required under subsection (B) of this section, the cost of any necessary stub-in to the water or sewer main as provided in subsection (D) of this section, and the fee prescribed by the city for inspecting the connection construction. If the city will construct the connection, the city will commence construction only after receiving from the customer the fees and costs described in the preceding sentence, plus a deposit equal to the city's estimate of the construction cost. The city will determine the actual cost of construction after the construction is completed. If the amount of the customer's deposit exceeds the actual cost, the city shall refund the excess to the customer. If the actual cost exceeds the amount of the customer's deposit, the customer shall pay the excess to the city before the city will commence utility service.

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In code the definition for connection" is the physical connection of a service line to a city water or sewer main which, together with appropriate permits and payment of fees, effects service to a facility. The act of making the connection is commonly called tapping, and the connection may be called a tap". My suggestion is to delete connection from the definitions and use service line or we need to edit the connection definition because only the city can do the actual tap.

~~E.F.~~ ~~The customer is responsible for repairing and maintaining each connection by which the customer receives city water or sewer service. If the customer does not perform any necessary repair or maintenance of a connection, the city, upon twenty-four hours' written notice, or immediately if the public health requires it, may commence such repairs and maintenance and charge the costs thereof to the customer.~~

F.(CONEPT LAWYER WILL WRITE) The customer is responsible for repairing and maintaining the service line on private property. If the a homeowners service line runs through private property other than their own it is the responsibility of the home owner to repair and maintain that portion of the service line. The city will be responsible for service lines that are in public property. The property line is determined by city crews; if property owner disagree then property owner can have corners marked or a survey performed by a licensed profession surveyor. If there is a disagreement about the property line the repair will be done by the city or private contractor and the cost will be determined after survey. If the customer does not perform any necessary repair or maintenance of a their portion of the service line, the city, upon twenty-four hours' written notice, or immediately if the public health requires it, may commence such repairs and maintenance and charge the costs thereof to the customer.

Is there additional points that need to be made above?

G. If the city finds that a facility has been connected to the city water or sewer system without payment of the applicable connection or expansion fee, the city at any time may determine and assess the applicable connection or expansion fee that is in effect at the time of the assessment, plus interest from the date of the connection or expansion until payment at a rate of ten percent per annum or the highest legal interest rate, whichever is less.

Memorandum

To: **Planning and Zoning**
From: **Staff**
Date: **5/3/2012**
Re: **Harbor Services**

PART I. BACKGROUND:

It was requested at that I make a first attempt at the proposed Harbor Service District. I have done that and it is included in the packet. Here is what we need to accomplish

1. Do we want to move forward with the Harbor District?

If so

2. Are the permitted uses adequate?

3. What are the lot sizes, building coverage and lot coverage --Something to consider--concept of small shops around harbor; a variety of lot sizes to support different types of retail and business which could be seasonal or year around.

4. What are the lot area, lot coverage and building coverage?

If Not

1. What do we do with the area currently mapped Economic Development Zone? This zone is not defined in code

2. What are the lot area, lot coverage and building coverage for Waterfront Commercial?

3. What should the 24 hour temporary boat haul out by Baja Taco be zoned?

4. There is an industrial use in business; Is this a use we want to continue? Do we want it to be a CUP? Do we want to make that particular area part of the waterfront commercial park—maybe a better fit there and add a CUP for larger fish processing?

Definitions that may need to be added:

Retail business the selling of goods, wares, or merchandise directly to the ultimate consumer or persons without a resale license.

Service business any establishment whose primary activity is the provision of assistance, as opposed to products, to individuals, business, industry, government, and other enterprises

Centers are buildings or groups that promotes culture, arts, education and research.

Chapter 18.XX – Harbor Services District

Sections:

18.39.010 - Purpose.

18.39.020 - Permitted principal uses and structures.

18.39.030 - Permitted accessory uses and structures.

18.39.040 - Conditional uses.

18.39.050 -. Lot Area

18.39.060 - Setbacks.

18.39.070 – Maximum Coverage

18.39.080 – Height, off street parking and other requirements.

18.39.090 – Signs

18.39.100 – Minimum finished floor elevations

18.39.110 - Site plan

18.39.010 - Purpose.

The purpose of the Harbor Service District is provide a mix of commercial and business uses, that will promote or benefit the Harbor user either as a service, business or recreation

OR

Harbor Service district provides an area for water-dependent or water-related uses with particular emphasis on transportation, tourist, recreational, commercial or industrial

enterprises which derive major economic or social benefit from a harbor location.

18.39.020 - Permitted principal uses and structures.

The following are the permitted principal uses and structures in the harbor service district:

A. Boat charter services;

B. Retail and Service business

Would include

~~Commercial and sport fishing supplies and services~~;

~~Gift shops;~~

~~Laundromats and laundries~~

C. Docks and harbor facilities;

D. Eating and drinking facilities;

E. Fish and seafood markets;

F. Fueling piers;

G. Hotels and Motels

H. Research, educational and cultural centers

J. Offices associated with permitted principal uses

K. Waterfront parks, access paths, and boardwalks

L Public service and municipal buildings

18.39.030 - Permitted accessory uses and structures.

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

A. Accessory buildings;

B. Processing of seafood where no more than two thousand square feet of gross floor space of structure is used for processing. The smoking of seafood is prohibited. **WHY Smoking fish any ideas?**

C. Watchman's quarters.

18.39.040 - Conditional uses.

Subject to the requirements of the conditional use standards and procedures of this title, the following uses may be permitted in the Harbor Service District:

A. Commercial Outside Storage

B. Fish processing plant two thousand square feet of gross floor space of structure is used for processing

18.39.050 Lot Area

Commisioner come up with an idea

Lot Coverage

Building Area

18.39.060 - Minimum lot requirements.

The following are the minimum lot requirements in the Harbor Service District:

A. Lot width, ninety feet

B. Lot area, nine thousand square feet.

18.39.070 - Minimum setback requirements.

The following are the minimum setback requirements in the Harbor Service District

A. Front Yard, 15 feet

B. Side yard, five feet

C. Rear yard, five feet.

This area encompasses a variety of retail and business opportunities; in the past there has been talk of some small shops along the PWWSC side of the harbor possibly do we want to provide for that opportunity even on the southfill where a large lot could be subdivided so that compact smaller business could be established

18.39.080 - Maximum height of buildings and structures.

The following are the maximum heights of buildings and structures in the Harbor Service District:

A. Principal buildings and structures, 30 feet

B. Accessory buildings and structures, 20 feet.

18.39.090 - Required off-street parking and loading.

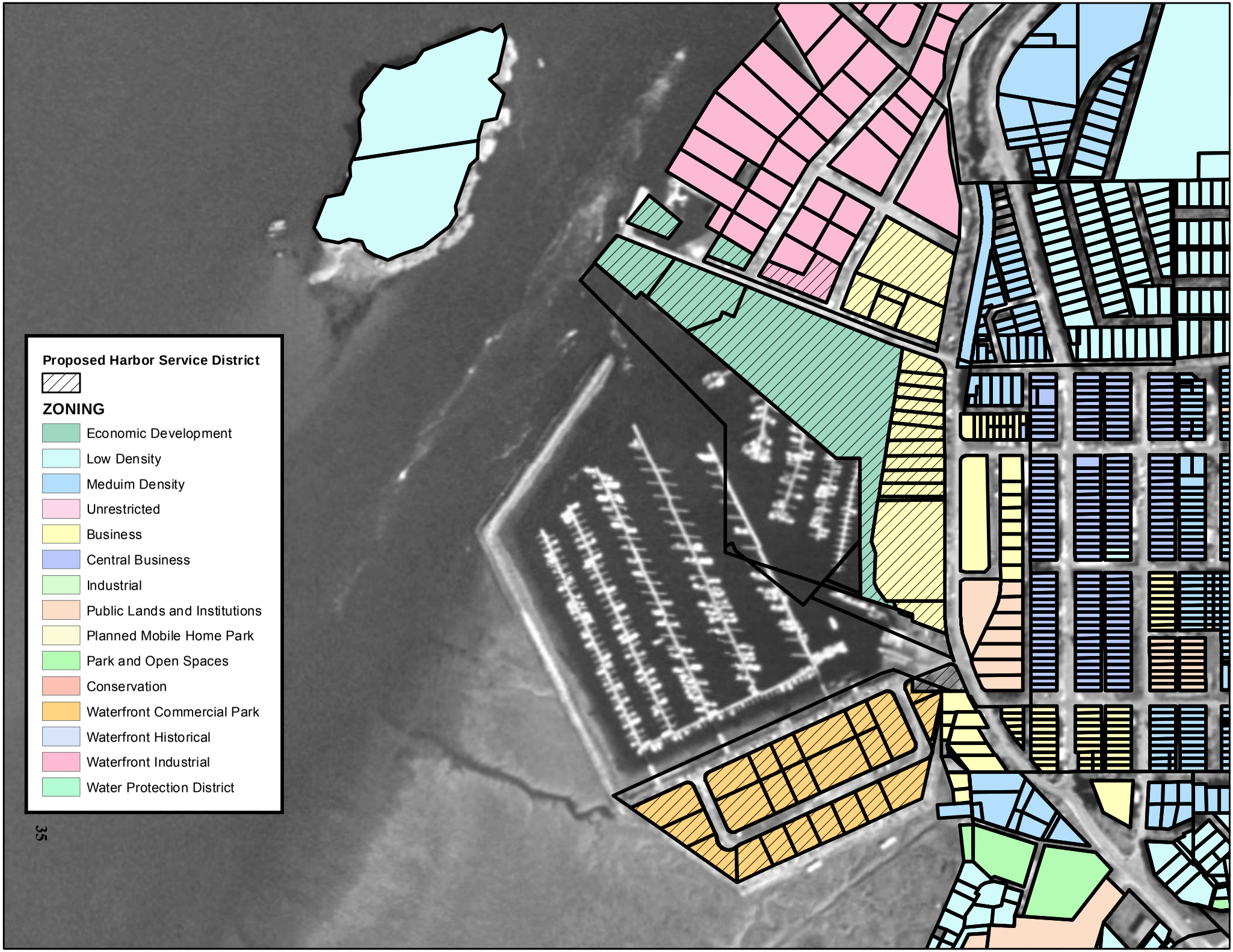
Off-street parking shall comply with chapter 18.48 of this code unless otherwise permitted under chapter 18.60 of this code.:

18.39.100 - Signs.

Signs may be allowed in the Harbor Service district subject to the supplementary International Building Code (ask Holy how to write this) and as set forth in Chapter 18.44 of this code.

18.39.130 - Site plan

A site plan review shall comply with chapter 18.42 of this code.


Proposed Harbor Service District
ZONING
Economic Development
Low Density
Meduim Density
Unrestricted
Business
Central Business
Industrial
Public Lands and Institutions
Planned Mobile Home Park
Park and Open Spaces
Conservation
Waterfront Commercial Park
Waterfront Historical
Waterfront Industrial
Water Protection District

Memorandum

To: **Planning and Zoning**
From: **Planner**
Date: **5/3/2012**
Re: **Unzone areas and Large Parcels --- potential zone district**

PART I. BACKGROUND:

At meetings in the past we have discussed the idea of not constraining development of the large parcels of lands due to the current zoning of the parcel. There are also large areas that are currently not zoned within our city boundary. While I have been researching code I have seen this zone in several other towns, the purpose seems to address the discussions that we had in the past. The areas might include the large parcel of land the city owns above Power Creek road or the area above Davis Street that is currently zoned Low Density. See attached Map. This is out there for discussions and thoughts, we can adopt or toss.

Examples of the purpose of this type of Zone

Undeveloped Land Pending Future Classification District -The purpose of the undeveloped land pending future classification district is to maintain land in the natural state prior to zoning classification, while at the same time allowing general access to the lands while undeveloped and allowing for public recreational opportunities. Prior to the zoning of this land, an area zoning plan shall be developed. .

Resource management district (RM). Lands which are generally undeveloped and cannot be precisely zoned due to inadequate information on the extension of public services and utilities; the suitability of the land to support commercial, residential, industrial or public uses; and other possible environmental consideration

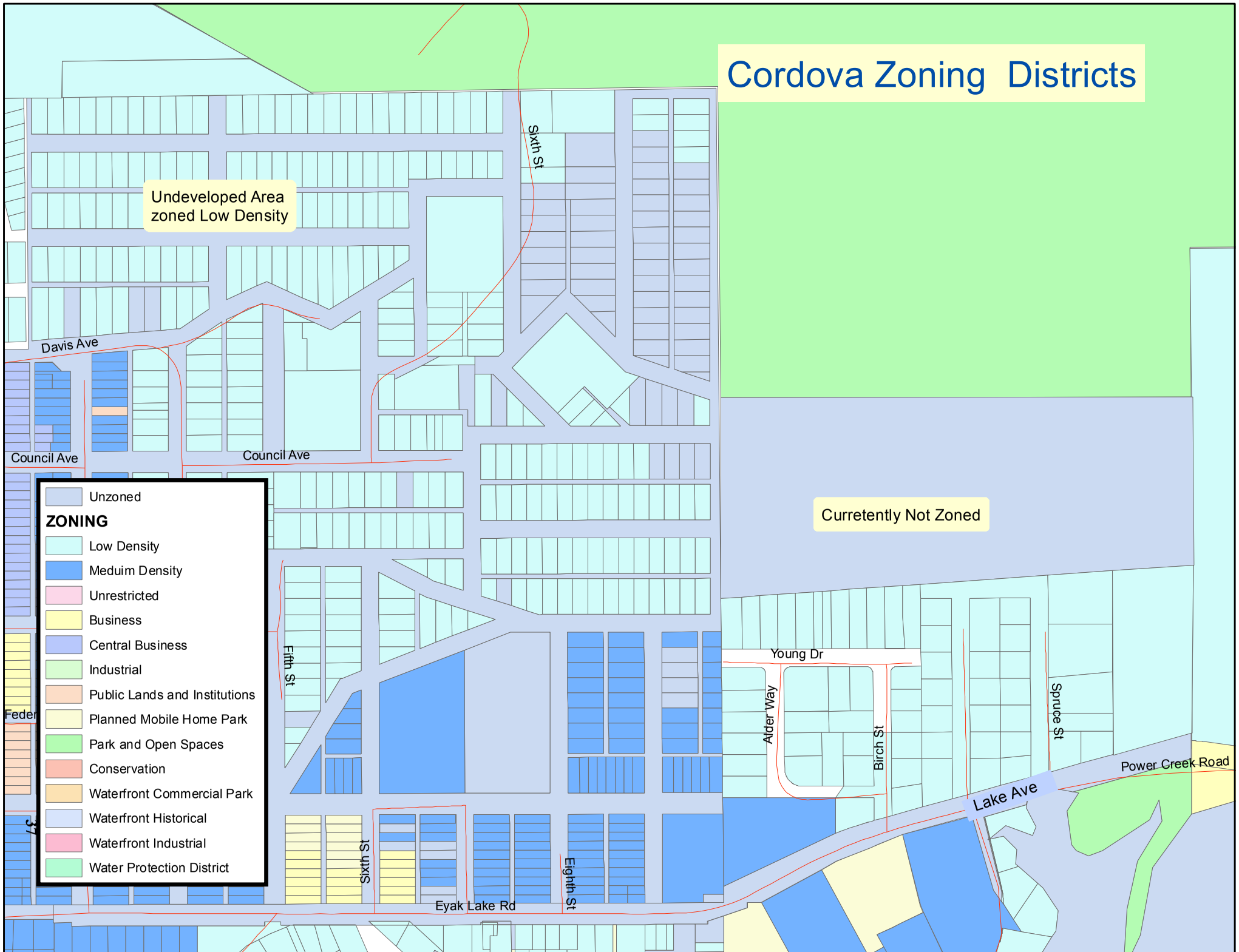
17.44.010 Intent.

The UL (unclassified lands) district is intended to include lands which are undeveloped and cannot be precisely zoned due to inadequate information on the extension of public services and utilities, and the suitability of the land to support commercial, residential, industrial or public uses. (

17.44.020 Rezoning procedure.

Prior to the development of unclassified lands, the lands must be rezoned following procedures outlined in 18.XXX

Cordova Zoning Districts



Memorandum

To: Planning Commission, Interested Parties

From: Faith Wheeler-Jeppson, Assistant Planner

Date: 5/3/2012

Re: Proposed Road Addressing, Naming, and Signing Policy

Attachments

Draft Road Addressing, Naming, and Signing Policy

The City of Cordova recognizes that a geographically precise and accurate addressing system is paramount to a quick and efficient emergency response. Proper addressing and street naming is the backbone of the 911 system and it is the primary element that allows 911 dispatchers and responders to pinpoint an emergency location as quickly as possible. Precise addressing also contributes to effective governmental operations since a majority of government data is location specific.

On April 30, 2012 the E911 Committee met and reviewed the proposed Addressing Policy, their comments are and concerns are in the Memo dated May 2, 2012 from Deputy Clerk Robyn Kinkaid.

Staff is asking the Planning Commission to review the attached proposed Addressing Policy and make any necessary amendments prior to forwarding to City Council for their review.

CONFIDENTIAL

A MEMO FROM ROBYN KINCAID, DEPUTY CITY CLERK

DATE: May 2, 2012

TO: Planning Department and P&Z

SUBJECT: E-911 committee comments on the proposed addressing policy

The E-911 Committee met April 30th, 2012 at 7:00 pm. Discussion on the proposed addressing policy was on the agenda in addition to preparing comments for the Planning Department, P&Z and City Council.

The committee reviewed the proposed addressing policy in their packet. The committee as a whole did not feel qualified for a thorough review of the policy and that it was outside their scope of tasks as a committee. However, they did feel that it was a job well done and appreciated that the policy takes into consideration what is already in place with minimal changes.

The committee felt that the dispute process for the policy was an important aspect and should be clearly defined. There will be disputes, although they will be limited thanks to the great work put into this project thus far.

DRAFT
CITY OF CORDOVA
ROAD ADDRESSING, NAMING, AND SIGNING POLICY

1. INTENT OF REGULATIONS

1.1 To establish and maintain a system for the assignment, naming and identification of roads and numerical addresses for the City of Cordova which will improve the efficiency of locating a property
by use of a street name and address.

1.2 To state the policies of the City regarding addressing new projects, re-addressing areas, naming new roads, numbering roads, naming or renaming existing roads, and road and address signage.

1.3 To state the responsibility of City Departments in addressing, road naming, and road signage.

1.4 These regulations do not purport to regulate the names of, addressing on, or signage for roads outside of the municipality of the City of Cordova.

2. ROAD NAMES AND OTHER DESIGNATIONS

2.1 Unique Road Names and Other Designations. Every road existing, proposed, or constructed which provides, will provide, or is proposed to provide access to two or more lots, as defined in the City of Cordova Zoning Resolution, in the City of Cordova shall be identified with a unique road name or other designation so as to clearly identify and distinguish such road from every other road in the City of Cordova.

2.2 Other Government Roads. Designations for public roads such as Federal Highways, State Highways, and Public Lands Agency Roads, shall be approved and assigned by the State of Alaska.

2.3 Other Public Roads and Private Roads. The following shall be approved and assigned by the City of Cordova pursuant to this Policy and the appropriate City development approval processes, which may include, without limitation, subdivision or plat review pursuant to City Subdivision Regulations: (1) names of roads in the City of Cordova dedicated to and accepted for public as shown on the Official City Road Map or other government road system and (2) names of private roads in the City of Cordova dedicated or intended for the benefit or use of purchasers or owners of Lots.

2.4 Driveways. Driveways shall not be required to be identified by a separate road name, but shall be required to comply with other signage and addressing requirements of this Policy. “Driveway” means any road which provides, will provide, or is proposed to provide direct access to only one lot from any other road which provides access to more than one lot.

2.5 Master List and Map. The Planning Department and the Public Safety Department shall maintain a master list and map of all roads within the City which identifies each road by its unique name or designation and its location. Once a road name or other designation is approved and assigned, that name shall not be used for any other road in the City of Cordova, unless otherwise noted.

2.6 <u>Criteria for Naming Roads.</u> The following criteria shall be considered in approving and assigning names for roads identified in Section 2.3. It is the intent and goal of the City of Cordova that no road in the City shall have a name which duplicates the name of any other road in the City, unless otherwise noted.

A. The City Planning Department shall have the final authority to approve and assign road names for roads within the municipality of Cordova. However, the City will approve and assign reasonable road names, not to exceed 18 letters and/or spaces proposed by the applicant, developer, or the record owner(s) of land accessed by such road, as the case may be, so long as the name does not duplicate the name of any other road in the City.

B. "Reasonable" shall mean that the choice of name for the road in question may include: (1) Names currently or formerly identified with the general area; (2) Pioneers of the State or citizens who have made a significant community contribution; (3) Names from a War Casualty Lists; (4) Thematic names (e.g. nautical, sporting etc.). Given/first and surname combinations are suitable only if the surname alone cannot be used because of duplication. All name proposals must clearly identify the origin of the name. Road names should consider the geographical location. For example, "Hill Top Road" should not be used if the location is in a valley or does not lead to a hill top.

C. "Duplicate" shall mean that the road in question either has the identical name, has a name which because of its pronunciation or spelling is deceptively similar to another name, or has an identical name followed by a different designating suffix, i.e., Willow Street and Willow Road.

D. To the extent possible the names of new or renamed roads in the City of Cordova should be consistent with the historical, cultural, geographical, or natural significance of the area. Roads within a neighborhood are encouraged to use a consistent theme in their names.

E. New roads or renamed roads in the City should be given a designating suffix which indicates the type of road:

Avenue: A wide, principal thoroughfare leading from a main road.
Boulevard: A wide street, often divided by a median.
Circle: A road that circles back to its beginning point or to the same road from which it starts.
Court: A cul-de-sac or dead end road.
Drive: A winding road.
Highway: A designated state or federal route.
Lane: A narrow road; an uninterrupted street ending in a cul-de-sac or dead end.
Loop: See Circle.
Parkway: A special scenic route or park drive.
Path: A cul-de-sac or dead end road. Usually a road where automobile transportation is secondary to other forms of transportation, i.e. bicycles or foot travel.
Place: A short, usually narrow street; see Court.
Road: A street or road for low volume traffic, local access road, primitive roads and country roads.
Street: Any public road; also see Avenues.
Trail: See Path.
Way: See Court.

2.7 Procedure for Re-Assignment of Duplicate Road Names and Assignment of Names for Roads Without an Assigned Name.

A. Whenever it comes to the attention to the City Planning Department or Public Safety Department that a road in the City has not been assigned a name or that the assigned name duplicates the name of any other road in the City, the Planning Department shall initiate proceedings to name or rename such road.

B. The Planning department shall send written notice to the record owners of any land accessed by any road identified in section 2.7A. Such notice shall contain, at a minimum, the following:

- A description or identification of the road(s) and property in question;
- A statement that the name of the road accessing the property duplicates the name of another in the City or that the road has not been assigned a name;
- A statement or copy of the criteria to be used for naming or renaming roads, as set forth in sections 2.6 and 2.8;
- A determination by the Planning Department and Public Safety Department that one or more of such roads must be named or renamed, identifying which road or roads are required to be named or renamed;
- A notice of the time in which the record owners of land assessed by such road or roads identified for naming or renaming shall respond by petition for naming or renaming the identified road(s);

C. Petition for Naming or Renaming Road(s). Within 30 days of the mailing of the notice in section 2.7B, the record owners of land assessed by any road required to be named or renamed shall submit to the Planning Department a Petition for Naming or Renaming Roads. Such Petition shall propose a name or new name for the road or roads required to be named or renamed, and shall be signed by the record owners of a minimum of 51% of all land assessed by such road or roads, or by the authorized representative of such owners, such as a Homeowners Association organized to act on behalf of such owners. If such owners of land cannot agree on one name, the Petition may contain a list of no more than three alternative names for any one road.

D. Notice and Determination. Upon receipt of a Petition as provided in section 2.7C, or if no Petition was received within 30 days of the mailing of the notice required in section 2.7B, the Planning Department shall determine whether the existing name of the road duplicates any other road in the City, or that road in question has not been assigned a name.

1. The Planning Department shall approve and assign any name proposed in such petition if it is found that such name is reasonable and does not duplicate the name of any other road within the Municipality of Cordova. In the case that no petition has been received within 30 days of the mailing of the notice required in section 2.7B, or if it has been determined that the name proposed in the petition is a duplicate, a reasonable name shall be selected and assigned pursuant to the guidelines contained in section 2.6.

2. Once a road name is approved and assigned pursuant to this section the Planning Department and the Public Safety Department shall make a notation of such name or changed name on the master list and map of all roads in the Municipality of Cordova.

2.8 Criteria for Renaming Roads. Once it has been determined that the name of a road duplicates the name of any other road in the City, the following criteria shall be considered and balanced in determining whether a road is required or renamed:

1. The number of residences, businesses, or buildable lots accessed by each of the roads with duplicate names.
2. The respective periods of times the roads with duplicate names have had such names.
3. Whether there are areas along the road that also need to be re-addressed.
4. Whether the roads with duplicate names are in the same emergency response area or are geographically related.
5. Whether the name of either road with duplicate names is inherently or traditionally identified with natural features, historical events or a business along the road.
6. Whether either road with a duplicate name has been constructed and the extent to which buildable lots accessed by such roads have been developed.
7. The ease with which one of the roads with duplicate names may be changed to a similar but not deceptively similar name.

2.9 Road Name Required Prior to Building Permit. No building permit shall be issued for any construction on property in City unless the road accessing such property has been assigned a name pursuant to this policy. The form of Building Permit used by the City shall contain a space for the notation of whether the road has been assigned a name pursuant to this policy, and such space shall be filled in by the Planning Department prior to the issuance of the building permit.

3. ROAD IDENTIFICATION SIGNS

3.1 Road signs identifying the name or designation of all roads in the City shall be posted at the intersections of all roads.

A. Road identification signs for City roads shall have a green base and white letters. These signs shall be reflective and the letters or numbers shall be five inches in height. Such signage shall be required only on roads which have been constructed and which are used to access dwelling units for which building permits have been issued. Such signage shall be installed and maintained by the City of Cordova Public Works Department, PROVIDED however, that the installation and maintenance by the Public Works Department of road signs on any public road shall not be evidence of any obligation or commitment on the City top perform road maintenance on such roads.

B. Road identification signs for private roads in the City shall have a brown base with white letters. These signs shall be reflective and the letters or number shall be five inches in height. Such signage shall be required only on roads which have been constructed and which are used to access dwelling units for which building permits have been issued. Purchasing, installation and maintenance shall be the responsibility of the record owner(s) of property adjacent to and accessed by such road. The Public Works Department may assist in the location of road signs. Signage may not be placed in a public right-of-way. No final inspection or certificate of occupancy shall be performed or issued for any construction a buildable lot accessed by any private road unless the appropriate signage pursuant to this section 3.1B is in place.

C. Signage for Federal and State Highways shall be the responsibility of the appropriate Federal or State agency responsible for such Highway.

4. ADDRESSING

4.1 Assignment of Address Numbers. All lots within the Municipality of Cordova shall have a numerical addressed assigned pursuant to this policy.

A. Assignment of address numbers shall be performed by the City or Cordova Planning Department (1) at the time of creation of lots pursuant to any City development approval process, (2) at the time of the issuance of a Building Permit for any lot without an address, or (3) at such times as it comes to the attention of the Planning department that a lot requires an address number or it is required to be renumbered. A unique address number shall be determined pursuant to the established system for each buildable lot in the City.

B. Addressing shall commence from Mile 0 of the Copper River Highway and increase incrementally by distance or platted block from that point as described herein;

   The Copper River Highway shall serve as the point of origination for addressing purposes for streets or roads that intersect it;

   Addresses shall be assigned such that even numbered addresses will be on the South or East side of the street, as appropriate for the roadway. The North or West sides of streets shall be assigned odd numbered addresses.

   Within the greater downtown area, addresses will be assigned to be consistent with existing platted streets that are named with a number, i.e. Second Street, Third Street, etc. For example, addressed parcels lying between Copper River Highway (First Street) and Second Street will be assigned incremental addresses within the one hundred block; those parcels lying between Second Street and Third Street would be assigned incremental addresses within the two hundred block, etc.

   Addressing of parcels fronting north/south streets within the greater downtown district shall be incrementally numbered consistent with the addressing of the Copper River Highway lying due east or due west of that block. I.E. Parcels lying on Second Street, Third Street, Fourth Street, etc. that are between Adams Ave. and Browning Ave. will all be numbered consistent with the block of parcels on the Copper River Highway between Adams and Browning Avenues, namely the six-hundred block.

   Outside the greater downtown district, addressing shall be assigned, incrementally, as described above and will be guided by the distance from Mile Zero of the Copper River Highway, or the distance from the Copper River Highway, as applicable. I.E. parcels between Mile 3.5 and 3.6 would be incrementally numbered within the 3500 block, those between Mile 3.6 and 3.7 would be numbered within the 3600 block, etc.

D. No building permit shall be issued for any construction on any lot in the City unless an address has been assigned for the lot pursuant to this policy. The form of Building Permit used by the City shall contain a space for the notation of whether the lot has been assigned an address pursuant to this policy, ad such space shall be filled in by the Planning Department prior to the issuance of the Building Permit.

E. The following are specifications for addressing certain types of developments:

   Multiple units on a lot: Unless otherwise provided herein, where there are multiple units within a single structure, each structure will receive a street address and each unit shall receive a unit designator. The address for the individual units shall be the building address and the unit designator.

Multiple but separate units located on a single lot shall have one street address and unit designator.

Commercial area, indoor: Where each unit in the commercial area has a separate outdoor entrance, each unit will be given a separate address. Where multiple commercial units are served by a common entrance, or entrances, each unit shall be addressed with a common street address and unit designator.

Duplexes: Separate addresses shall be given for each unit, except where there are a mixture of duplexes and multifamily unit, unit numbers may be assigned to the duplexes when deemed necessary to avoid confusion.

Mobile Home Parks: One address shall be given for the entire development. Individual mobile home sites shall use both the address for the development and the space number.

Single Family Residence: A separate address shall be given for each dwelling.

F. The following are situations where the renumbering of addresses may be required:
   1. Addresses are not sequential;
   2. Addresses need to be changed or regrided after a road name is assigned or reassigned;
   3. Lots were created without assignment of road names or addresses.

4.2 Address Number Signage. All residences and businesses shall display address numbers or characters which identify the property address and are plainly visible and legible from the street or road fronting the property.

A. Numbers shall be displayed clearly from the road at all times. Consideration should be made in regard to visibility to seasonal changes, landscaping, daylight and evening light. For buildings which are not visible from the street or located more than fifty feet from the shoulder or curb of the street, address characters shall be affixed to a free-standing sign or post located adjacent to the road in which the property is addressed. The sign or post shall be located twenty five feet or less from the shoulder or curb of the road at the point of access. The post shall be a minimum of five feet in height from the ground and not to exceed seven feet in height. Numbers may be placed vertically and read from top to bottom if a post is used, or the numbers may be placed horizontally on a sign affixed to the post. All address characters shall be of a color and/or material that contrasts with the background on which they are mounted, however, the City recommends the use of reflective numbers or characters to enhance visibility at night. All characters and number shall be at least four inches in height unless they are reflective in which case they may be as small as three inches in height.

B. Addresses shall be posted prior to construction of a new building or as soon as the address is issued by the Planning Department.

C. It shall be the responsibility of the owner of a lot to maintain address signage pursuant to this policy.

May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 May Day	2	3	4	5 Cinco de Mayo
6	7	8 **PLANNING COMMISSION 6PM CITY HALL**	9	10	11	12
13 Mother's Day	14	15	16	17	18	19 Armed Forces Day
20	21 Victoria Day (Canada)	22	23	24	25	26
27	28 **CITY HALL CLOSED** Memorial Day	29	30	31		

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12 PLANNING COMMISSION 6PM CITY HALL	13	14 Flag Day	15	16
17 Father's Day	18	19	20	21 Summer begins	22	23
24	25	26	27	28	29	30