

City of Seward
Planning and Zoning Commission
Rescheduled Regular Meeting



February 19, 2019 @ 7:00 p.m.

Council Chambers 410 Adams Street

Seward Planning & Zoning Commission

Rescheduled Regular Meeting

February 19, 2019 7:00 p.m.

City Council Chambers

*Cindy Ecklund
Chair
Term Expires 02/20*

*Martha Fleming
Vice Chair
Term Expires 02/20*

*Gary Seese
Commissioner
Term Expires 02/19*

*Tom Swann
Commissioner
Term Expires 02/19*

*Craig Ambrosiani
Commissioner
Term Expires 02/19*

*Nathaniel Charbonneau
Commissioner
Term Expires 02/21*

*Kelli Hatfield
Commissioner
Term Expires 02/21*

*Jeff Bridges
Interim City Manager*

*Brennan Hickok
Assistant City Manager*

*Jackie C. Wilde
Planner*

*Andy Bacon
Planning Assistant*

- 1. Call to Order**
- 2. Opening Ceremony**
 - A. Pledge of Allegiance
- 3. Roll Call**
- 4. Special Reports & Presentations**
 - A. City Administration Report
 - B. Other Reports, Announcements & Presentations
- 5. Citizens' Comments on any subject except those items scheduled for public hearing.** *[Those who have signed in will be given the first opportunity to speak. Time is limited to 3 minutes per speaker and 36 minutes total time for this agenda item]*
- 6. Approval of Agenda and Consent Agenda.** *[Approval of Consent Agenda passes all routine items indicated by asterisk (*). Consent Agenda items are not considered separately unless a Commissioner so requests. In the event of such a request, the item is returned to the Regular Agenda.]*

- 7. **Public Hearings** [*Limit comments to 5 minutes. Those who have signed in will be given the first opportunity to speak*]
 - A. **Unfinished Business Items requiring a Public Hearing – None**
 - B. **New Business Items requiring a Public Hearing**
 - 1. **Resolution 2019-001** Of The Seward Planning And Zoning Commission Of The City Of Seward, Alaska, Granting A Conditional Use Permit (Cup) Amendment, Reducing The Number Of Parking Spaces Required By Cup 2002-01, Issued To James Pruitt, To Construct And Operate A 79-Unit Hotel And Retail Development In The Harbor Commercial Zoning District, At 1412 Fourth Avenue, Lot 1, Block 6, Seward Small Boat Harbor Subdivision
 **Page 3**
- 8. **Unfinished Business – None**
- 9. **New Business**
 - * A. Approval of January 8, 2019 Regular Meeting Minutes **Page 18**
- 10. **Informational Items and Reports** (*No action required*)-
 - A. **Planning and Zoning “Did You Know” What is a Plot Plan?** **Page 21**
 - B. **FEMA Region X Newsletter**..... **Page 22**
 - C. **2019 Planning & Zoning Meeting Schedule** **Page 26**
 - D. **City Calendars** **Page 27**
- 11. **Commission Comments**
- 12. **Citizens' Comments** [*Limit to 5 minutes per individual – Each individual has one opportunity to speak*]
- 13. **Commissions and Administration Response to Citizens' Comments**
- 14. **Adjournment**

Sponsored by: Applicant

**CITY OF SEWARD, ALASKA
PLANNING AND ZONING COMMISSION
RESOLUTION 2019-001**

A RESOLUTION OF THE SEWARD PLANNING AND ZONING COMMISSION OF THE CITY OF SEWARD, ALASKA, GRANTING A CONDITIONAL USE PERMIT (CUP) AMENDMENT, REDUCING THE NUMBER OF PARKING SPACES REQUIRED BY CUP 2002-01, ISSUED TO JAMES PRUITT, TO CONSTRUCT AND OPERATE A 79-UNIT HOTEL AND RETAIL DEVELOPMENT IN THE HARBOR COMMERCIAL ZONING DISTRICT, AT 1412 FOURTH AVENUE, LOT 1, BLOCK 6, SEWARD SMALL BOAT HARBOR SUBDIVISION

WHEREAS, Tom Tougas, owner of Harbor 360 Hotel, has applied for an amendment to condition 2 of Conditional Use Permit (CUP) 2002-01 issued by the Seward Planning and Zoning Commission to construct and operate a 79-unit hotel located at 1412 Fourth Avenue; and

WHEREAS, condition 2 of CUP 2002-01 required one (1) off-site parking space per guest unit be provided for a total of twelve (79) spaces; and

WHEREAS, the original building plans and CUP 2002-01 were based on a 79-room hotel; however, during construction the plans were changed and an 81-unit hotel was built; and

WHEREAS, subsequent hotel renovations have increased the number of overnight guest rooms to 98; and

WHEREAS, the Harbor 360 Hotel is located on Lot 1, Block 6, Seward Small Boat Harbor, within the Harbor Commercial Zoning District; and

WHEREAS, the business has provided 64 on-site, and 17 off-site parking spaces at the Railroad Depot, located on Port Avenue for the past 14 years; and

WHEREAS, the applicant has agreed to provide 17 additional off-site parking spaces at Hertz Rental Car, located at 600 Port Avenue, to make up for the difference in required parking set forth by CUP 2002-01; and

WHEREAS, the applicant states that the off-site parking provided at the Railroad Depot and Hertz Rental Car have never been used by Hotel guests; and

WHEREAS, the applicant has applied for an amendment to condition 2 of CUP 2002-01 requesting the Commission reduce the off-site parking requirement from one (1) space per guest unit to zero point sixty-five (.65) space per guest unit; this would require sixty-four (64) spaces based on the nine (98) unit hotel; and

WHEREAS, the applicant is currently requesting a reduction in the number of required spaces due to the lack of utilization of these spaces; and

WHEREAS, having complied with the public notification process, on February 5, 2019 the Seward Planning and Zoning Commission held the required public hearing on the Conditional Use Permit application.

NOW, THEREFORE, BE IT RESOLVED by the Seward Planning and Zoning Commission that:

Section 1. In accordance with SCC§15.10.320(D), the Planning and Zoning Commission has reviewed the applicant's request to amend condition 2 of CUP 2002-01 reducing the number of required off-site parking spaces from one (1) space per guest unit to zero point sixty-five (.65) spaces per guest unit and declared the following Findings of Fact:

A. *The use is consistent with the purpose of this chapter (the Seward Zoning Code) and the purposes of the zoning districts.*

Finding: This condition has been met. The Harbor 360 property is within the Harbor Commercial (HC) Zoning District. The Harbor Commercial Zoning 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 (SCC 15.05.025. (b) (7)). Operating a hotel/lodge is consistent with the other uses in the Harbor Commercial Zoning District and is allowed by Conditional Use Permit. The applicant has stated that a significant portion of their hotel guests derive from the sale of package tours where transportation is provided by ship or train.

B. *The value of adjoining property will not be significantly impaired*

Finding: This condition has been met. This property is located in a portion of the harbor which has many businesses providing services similar to and compatible with the Harbor 360 Hotel. There is a large public parking lot directly to the west of the hotel that serves the needs of visitors and neighboring businesses. There is no indication that the proposed reduction of off-site parking spaces would negatively impact the value of the adjoining properties.

C. *The proposed use is in harmony with the Seward Comprehensive Plan.*

Finding: The proposed reduction in off-site parking is not specifically mentioned in the Seward 2030 Comprehensive Plan or in the Strategic Plan (1999). Both plans encourage growth and development within the Small Boat Harbor and Uplands.

D. *Public Services and facilities are adequate to serve the proposed use.*

Finding: All public services are available to these parcels. No additional public services are needed for the proposed reduction in off-site parking.

E. *The proposed use will not be harmful to the public safety, health or welfare.*

Finding: Public parking is available to the Harbor 360 Hotel in addition to the 64 parking spaces the hotel provides on-site. No harm to public safety, health or welfare is expected.

F. *Any and all specific conditions deemed necessary by the commission to fulfill the above-mentioned conditions shall be met by the applicant. These may include but are not limited to*

measures relative to access, screening, site development, building design, operation of the use and other similar aspects related to the proposed use.

Based on the above findings and conclusions, approval of the CUP amendment shall be subject to the following conditions:

1. This Conditional Use Permit amendment authorizes the reduction of the required off-site parking spaces from one (1) space per guest unit to zero point sixty-five (.65) spaces per guest unit.
2. All other conditions of the original Conditional Use Permit 2002-01 remain in place for the life of the Harbor 360 Hotel.

Section 2. The Planning and Zoning Commission finds that the proposed use, subject to the above conditions satisfies the criteria for granting a Conditional Use Permit Amendment provided the conditions listed on Section 1, Subsection F. are met by the applicant, and authorizes the administration to issue a Conditional Use Permit Amendment reducing the required off-site parking for the Harbor 360 Hotel.

Section 3. The Planning and Zoning Commission finds that adherence to the conditions of this permit is paramount in maintaining the intent of Seward City Code Section 15.10.320; Conditional Use Permits, and authorizes the administration to issue a Conditional Use Permit Amendment. Additionally, the administration shall periodically confirm the use conforms to the standards of its approval.

Section 5. This resolution shall take effect 10 days following its adoption.

PASSED AND APPROVED by the Seward Planning and Zoning Commission this 5th day of February 2019.

THE CITY OF SEWARD

Cindy L. Ecklund, Chair

AYES:

NOES:

ABSENT:

ABSTAIN:

VACANT:

ATTEST:

Brenda Ballou, MMC
City Clerk

(City Seal)


P & Z Agenda Statement



Meeting Date: February 5, 2019

To: Planning and Zoning Commission

Through: Jeff Bridges, Interim City Manager

From: Jackie C. Wilde, Planner 

Agenda Item: Resolution 2019-001 Granting A Conditional Use Permit (CUP) Amendment, Reducing The Number Of Parking Spaces Required By CUP 2002-01, Issued To James Pruitt, To Construct And Operate A 79-Unit Hotel and Retail Development In The Harbor Commercial Zoning District, At 1412 Fourth Avenue, Lot 1, Block 6, Seward Small Boat Harbor Subdivision

BACKGROUND & JUSTIFICATION:

Applicant Tom Tougas, owner of the Harbor 360 Hotel, has applied for an amendment to condition number two of Conditional Use Permit (CUP) 2002-01 to reduce the number of off street parking spaces from 1 space per guest room to .65 per guest room.

The Harbor 360 Hotel is located at 1412 Fourth Avenue, on Lot 1, Block 6 Seward Small Boat Harbor Subdivision, within the Harbor Commercial Zoning District. The required parking is currently provided in three locations: on-site, at the Railroad Depot through a lease agreement, and at Hertz, located at 600 Port Avenue.

CUP 2001-01 was issued for an 81 room hotel; however subsequent renovations have increased the room count to 98, necessitating the need for additional off-site parking. During the last year, the owner has calculated that the average number of motorists requiring a parking space on any given day is 50. The owner bases this number on data his hotel keeps on group reservations. He has also noted that additional leased spaces located at the Railroad Depot go unused. According to a City-approved parking plan from 2005, the Hotel provides 64 on-site parking spaces to guests.

In a letter addressed to the Community Development Department and submitted as an attachment to the permit modification application, the applicant states that a large portion of Harbor 360 Hotel guests purchase tour packages and arrive by bus, train, or cruise ship. The applicant also states that the off-site parking that the business is required to maintain has never been utilized by guests of the Harbor 360.

Surrounding land uses and zoning:

All parcels surrounding the Harbor 360 Hotel are within the Harbor Commercial Zoning District and include the harbor board walk, harbor related services and visitor needs. The lease parcel to the north, known as the Train Wreck, includes a restaurant, bike shop, and two outdoor recreation service offices. Lease parcels to the south contain a charter office, gift shop and restaurant. To the east is the Small Boat Harbor. To the west across Fourth Avenue is the is the City owned and

operated North West Harbor Parking Lot, which contains 195 paid parking spaces.

Utilities:

All required utilities are provided; no change to current use is required for this requested amendment.

Floodplain status:

The Harbor 360 Hotel is currently located within a Special Flood Hazard Area, but was not within the SFHA at time of construction.

Parking:

Although SCC §15.10.215 Parking does not require off street parking within the Harbor Commercial Zoning District, public Right of Way parking is limited in the harbor area. The Commission has historically required the applicants of Hotel/Motel CUP’s to provide on or off-site parking. Condition 2 of the original CUP required one parking space per guest unit for the life of the hotel development, now known as Harbor 360 Hotel. While the applicant continues to provide the required off-site parking he has submitted a written request to reduce the number of required spaces to provide less than one space per guest unit. The applicant has reviewed their own Hotel usage data, and provided a written account for the Commission to review. The applicant is requesting the Commission allow him to provide zero point sixty-five (.65) off-site space per one (1) guest room. This would require sixty-four (64) spaces for the ninety-eight (98) room Hotel.

Public Safety, Health and Welfare:

No change to public safety, health or welfare is expected by the requested reduction in parking.

<u>CONSISTENCY CHECKLIST:</u>		Yes	No	N/A
1.	<u>Seward Comprehensive Plan (2030):</u> 3.5.1.1 Port and Harbor Development: Ensure sound development of private and public harbor uplands with a plan that addresses the needs of harbor users and visitors by reviewing allowed uses in the harbor zoning district, including public parking and amenities (<i>page 16</i>)	X		
2.	Strategic Plan (1999) :			X
3.	Seward City Code: 15.10.215. Parking. (a) Except in the CB and the HC districts, there shall be provided permanently maintained off-street parking for each principal business. It shall be the responsibility of the business owner to provide and maintain said off-street parking in accordance with this chapter continuously during the life of the business.	X		

Property owners, lease holders, and business owners within three hundred (300) feet of the Harbor 360 Hotel were notified of this proposed conditional use permit amendment. Public notice signs were posted on the property and all other public hearing requirements of Seward City Code §15.01.040 were complied with. One piece of mail was returned “undeliverable.”

Staff Review

All departments were notified of the requested CUP amendment. Responses were received from Police, Harbor, Administration, and Seward Parks and Recreation & Paid Parking Department

Administration – No comments of concern

Harbor – No comments of concern

Police – No comments of concern

Building – No response

Electric – No response

Fire – No response

Public Works – No response

Parks and Recreation and Paid Parking Department:

As Director of Paid Parking with the City of Seward, we recommend against this request for reduction. We congratulate applicant Tom Tougas and Harbor 360 for their growth! The City of Seward provides only a finite number of public parking spaces to be shared with hundreds of private businesses and public services in the area. Parking is usually maxed-out every weekend from mid-April through September and many weekdays during the peak season. Prior to the hotel's expansion from 94 to 98 rooms, individual guests already used the public North parking lot, as each is welcomed to do. A reduction in parking requirements for the hotel would logically only increase parking demand. While the City of Seward is happy to be tasked with serving all customers, the Parking department feels existing Code should be upheld.

The revenue for the City's North Parking Lot has steadily increased, while rates did not increase:

2013: \$63,438

2014: \$64,126

2015: \$63,217

2016: \$69,760

2017: \$71,336

2018: \$98,513

The Parking Department actually decreased the daily parking rate from \$10 to only \$5 per day in May and September of 2017 and 2018, so revenue increases identify use increase. (Parking fees remained at \$10 per space, per day in June, July and August.)

Public Comment

At this time of publication of this report, staff has received two public inquiries and was able to provide information about Resolution 2019-001. If any comments are received after this publication, they will be presented as a lay down to the Commission and the public at the February 5, 2019 meeting.

RECOMMENDATION:

Staff recommends Planning and Zoning Commission consideration of Resolution 2019-001 granting an amendment to Conditional Use Permit 2001-01, amending condition number 2 by reducing the parking requirement from one (1) space per guest unit to zero point six five (0.65) spaces per guest unit.

CITY OF SEWARD

P. O. Box 167
410 Adams Street
Seward, Alaska 99664



Community Development
907.224.4039 907.224.4038 fax

City of Seward
Community Development

CONDITIONAL USE PERMIT APPLICATION

This completed application is to be submitted to the Community Development Department no later than three (3) weeks in advance of the next regularly scheduled Planning and Zoning Commission meeting. Regular meetings are held the first Tuesday of each month. The application must be accompanied by the \$250 filing fee. In addition, please provide an as-built survey if the property has been developed or a scaled site plan with elevations if the property is undeveloped.

Applicant: Harbor 360 Hotel
Address: 1412 4th Ave
Telephone Number: 224-4378 Email: Tom@TMTalaska.com
Property Owner (if other than applicant): Harbor 360 Hotel LLC / Tom Tougas
Address: PO Box 2127 Seward Alaska
Telephone Number: _____ Email: _____

Property Description

Address: _____ Lot Size: _____
Lot: _____ Block: _____ Subdivision: _____
Kenai Peninsula Borough Tax Parcel ID Number: _____

Development Information

What structures are on the property? Harbor 360 Hotel
How is the property being used? Hotel
What is the proposed use of the property? Same
What is the development timeline? Dec-Jan 2018-19

Please note that prior to the Seward Planning and Zoning Commission granting a Conditional Use Permit, it shall be established that the proposed use satisfies the following conditions of Seward City Code 15.10.320 (See the attached pages for specific City Code requirements)

A) The proposed use is consistent with the requirements of the Seward Zoning Code and the designated zoning district. Please describe the use.

Yes

B) Describe any impacts to the adjoining properties and how property values may be affected.

No impact

C) How is the proposed use consistent with the Seward Comprehensive Plan? Explain. You can view the plan at: <http://www.cityofseward.us/>

consistent

D) Describe / list the public services and facilities that will serve the proposed use. (i.e., roads, utilities.)

We are adding 4 more rooms to the 94 already there

E) The proposed project or use must not be harmful to the public health, safety and welfare. Describe any mitigation measures that may be needed to protect the public health, safety and welfare.

No Impact - We are converting Retail space To Guest Rooms

F) Include building elevation plans and a site plan, drawn to scale. The site plan should include:

- 1) Property dimensions
- 2) Location and dimensions of existing and planned buildings
- 3) Parking configuration
- 4) Driveways and access
- 5) Natural features
- 6) Other pertinent information

Provided to Building Department

I hereby certify that the above statements and other information submitted are true and accurate to the best of my knowledge and that I have the following legal interest in the property:

- Owner of record
- Lessee
- Contract purchaser
- Authorized to act for a person who has the following legal interest:

I understand that this item will be scheduled for action only if all application materials are submitted not less than three weeks in advance of the next regularly scheduled Planning and Zoning Commission meeting. Regular meetings are held the first Tuesday of every month.

Applicant Signature: Thomas C. Bongers


Property Owner Signature: Thomas C. Bongers

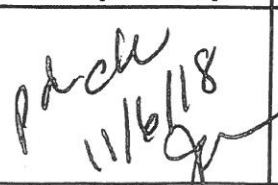
Enclosed:

- \$250 Payment
- Dimensioned plot plan / drawings
- Other: _____

Stefan

Once your COMPLETE Building Permit Application is submitted to the Building Department, it may take up to 20 working days to be reviewed by the appropriate departments. WORK MAY NOT BEGIN UNTIL A BUILDING PERMIT IS ISSUED

 <p align="center">CITY OF SEWARD BUILDING DEPARTMENT 316 Fourth Avenue P.O. Box 167, Seward, Alaska 99664 Email: building @cityofseward.net</p>		<p align="center">Building Permit No. <i>2018-43</i></p>
Permit Request:	<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential	Tax Parcel #
Applicant: <i>Harbor 360 Hotel Tom Tougas</i>		Phone: <i>907</i> Cell phone: <i>362-1576</i>
Address: <i>1412 4th Ave</i>		Email: <i>Tom @TMTalaska.com</i>
Subdivision:		
Construction Site Address:		
Legal Property Owner: <i>Harbor 360 Hotel LLC</i>		Phone:
Mailing Address: <i>PO Box 2127</i>		Cell:
City, State, Zip: <i>Seward AK 99664</i>		
Plans prepared by: <i>Hildi</i>		Phone:
		Fax:
Contractor: <i>Harmon</i>		Phone:
		Cell:
NATURE OF WORK		
<i>Add 4 Room's in Area that was designed for Retail - Has been maintained area for 10 years</i>		
Intended Use: <i>Hotel Guest Room's</i>	Number of Stories: <i>First Floor South</i>	
Height of Structure: <i>36 Ft</i>	Square Footage:	
Completion Date: <i>Feb 2019</i>	Valuation of Work: \$ <i>120,000</i>	


Type Of Improvement	Payment Receipt Stamp	Amount Paid:
<input type="checkbox"/> New Building	<i>paid 11/6/18</i> 	\$ <i>1859.49</i>
<input checked="" type="checkbox"/> Alteration/ Remodel		
<input type="checkbox"/> Addition		
<input type="checkbox"/> Repair/ Replacement		

Will Work Require Any Digging? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	PERMIT NO:
<ul style="list-style-type: none"> o Digging permits and utility locates are free of charge at the Public Works Department. o You are required to complete a digging permit or utility locate request prior to any digging, drilling, driving into the ground, or any subterranean disturbance. o After permits and locates are approved and utilities are located (marked) the customer or the contractor shall not use mechanized equipment within two feet of any located utilities. Failure to follow this procedure will make the customer liable for a \$ 500.00 fine plus any cost to repair the utility. 	

NOTICE: The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State, Borough or City law regulating construction or the performance of construction.

This permit is issued subject to the requirement that any person who demolishes a structure, excavates or disturbs the surface of any street or alley or any person who causes such shall be responsible for any bodily injury or property damage and hereby accepts such responsibility and hereby guarantees to hold the City of Seward free from all harm or loss as a result of work performed under this permit.

Authorized Applicant Signature:


Thomas C Torgas

 (Signature of Applicant) Printed Name Date

 (Signature of Contractor or Authorized Agent*) Printed Name Date

*By signing this application I hereby certify that I have read and understand the Building Permit Application Packet, and that the information provided is accurate and true to the best of my knowledge, and I hereby grant the City of Seward permission to inspect all applicable work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

FOR OFFICE USE ONLY

<input type="checkbox"/> YES <input type="checkbox"/> NO	Digging Permit, Utility Locate or Right-Of-Way Permit Required
<input type="checkbox"/> YES <input type="checkbox"/> NO	Working in the ROW / Blocking Street-Alley-Sidewalk Permit Required
<input type="checkbox"/> YES <input type="checkbox"/> NO	Is a Utility Service Request Form Required? (New Construction)
<input type="checkbox"/> YES <input type="checkbox"/> NO	Planning & Zoning Approval Required
Plans and specifications received by:	Date: 11/6/18
	Permit Fee: \$ 1105.75
	Plan Review Fee: \$ 718.74
	Sub-total \$ 1824.49
Sales tax 7% maximum of \$35.00	Sales Tax 7% : \$ 35.00
Payments Received By:	Total Fee: \$ 1859.49
Pending Items:	Date Permit Issued:

CITY OF SEWARD
 P. O. Box 167
 110 Adams Street
 Seward, Alaska 99661



Building Department
 316 Fourth Avenue
 907-221-3115 phone
 907-221-8633 fax
 Email: building@cityofseward.net

BUILDING PERMIT APPLICATION PLAN REVIEW TRANSMITTAL
 RETURN TO BUILDING DEPARTMENT WITHIN **10 BUSINESS DAYS** OR BUILDING OFFICIAL
 MAY ISSUE THE PERMIT WITHOUT YOUR APPROVAL

***** DOUBLE CLICK ON THE BOX AND YOU CAN MARK THE DEFAULT VALUE AS "CHECKED" *****

Applicant: Harbor 360 Tom Tugas Tougas **Permit #:** 2018-43
Project Address: 1412 4th Ave **Date Routed:** 11/27/2018
TYPE OF CONSTRUCTION
Commercial: New Remodel Addition Other: _____
Residential: New Remodel Addition Other: _____
 Attached are plans for the above application. These are transmitted for review, comments, and approval by your department. If additional information for corrections or clarifications is required, return a copy of this form with your request or other action needed.

ROUTED TO: Fire Department Community Development
 Public Works Building Inspector
 Electric Other: Harbor

SUBMITTED FOR REVIEW: Original Construction Documents
 Amended Construction Documents
DUE DATE: _____ Building Material List
 Other: **PLANS ATTACHED TO THIS EMAIL and available at the Building Department**

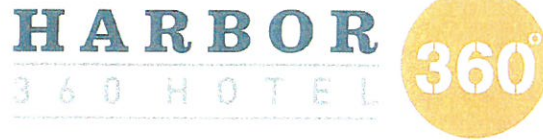
PLANS REVIEWED BY: Andy Bacon **DATE:** 11/28/18
PLANS REVIEWED AS: Hotel remodel, 4-room addition

REMARKS:
 Per Conditional Use Permit 2002-01: *One off-street parking space per guest unit shall be provided for the life of the hotel. The required parking must meet the requirements of Seward City Code 15.10.215 Parking*
 In order to grant the request submitted in the parking plan, the CUP must be modified and approved by the Planning and Zoning Commission. Therefore the building permit application must be denied as submitted at this time.
 The business owner was notified via phone, and sent information via email regarding the modification of CUP 2002-01 on November 15, 2018

PLANS: APPROVED DENIED **BY:** Andy Bacon **DATE:** 11/28/2018

RESPONSE RECEIVED

Building Official Approval: _____



Jackie Wilde

City Planner

We are submitting for a building permit to modify a Retail Area into 4 additional Guest Rooms. This area is in the Southeast corner of the first floor of the Harbor 360 Hotel at 1412 4th Ave.

The Hotel is currently 94 Guest Rooms, and this will increase it to 98 Rooms. We have now eliminated all the individual Retail spaces. (This space was originally designed to be a Bar.)

Stefan said that we should work with you on our Parking Plan. At the Hotel we currently have 66 onsite parking spaces at the Hotel, 61 regular, 4 Handicap and 1 Bus spot.

In addition, since 2005 the Hotel has leased 17 spots from the Alaska Railroad across from the Depot which we have never used.

Over the last three years the business at the Hotel has shifted to a significant number of Bus Groups and Alaska Railroad passengers who during the busy Summer months don't use any of our individual parking spaces.

This year we had 5,806 Group (Mostly Bus) rooms so if we divide this by 120 days of the summer season that is an average of 48 rooms per night that don't use individual parking spots. We did convert all 6 of the North/ south Parking spots to 2 Bus Only Parking spots.

Directly across the street from the Hotel is the City's North Harbor Parking Lot so there is no shortage of Parking in the area. We encourage our Major Marine Guests leaving on a cruise to park and Pay at the City lot. I noted that as of August 31,2018 the City Parking revenue on this lot is at \$92,651 compared to a Budget of \$41,333 for an increase of \$51,318.

As you know from October to May there is not a shortage of Parking at the hotel or in the Area.

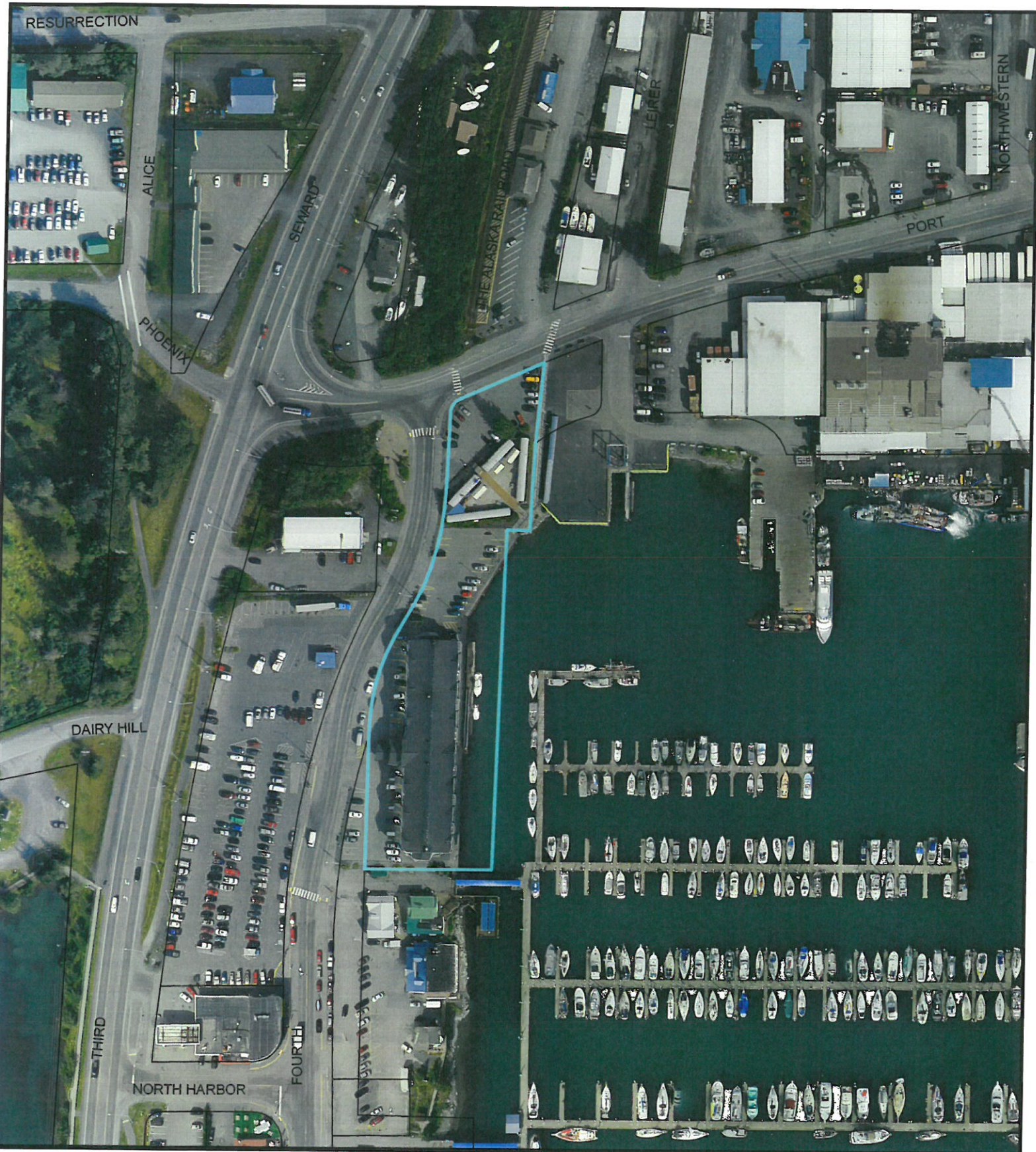
We would request #1) That we not be required to provide any additional Parking for the additional 4 rooms.

#2) That we be allowed to stop leasing the ARR space that has been leased for the past 13 years and never used? Its just wasting Money.

I'm in Town all week so please let me know if there is a time you want to meet to discuss this.

Thanks Tom Tougas

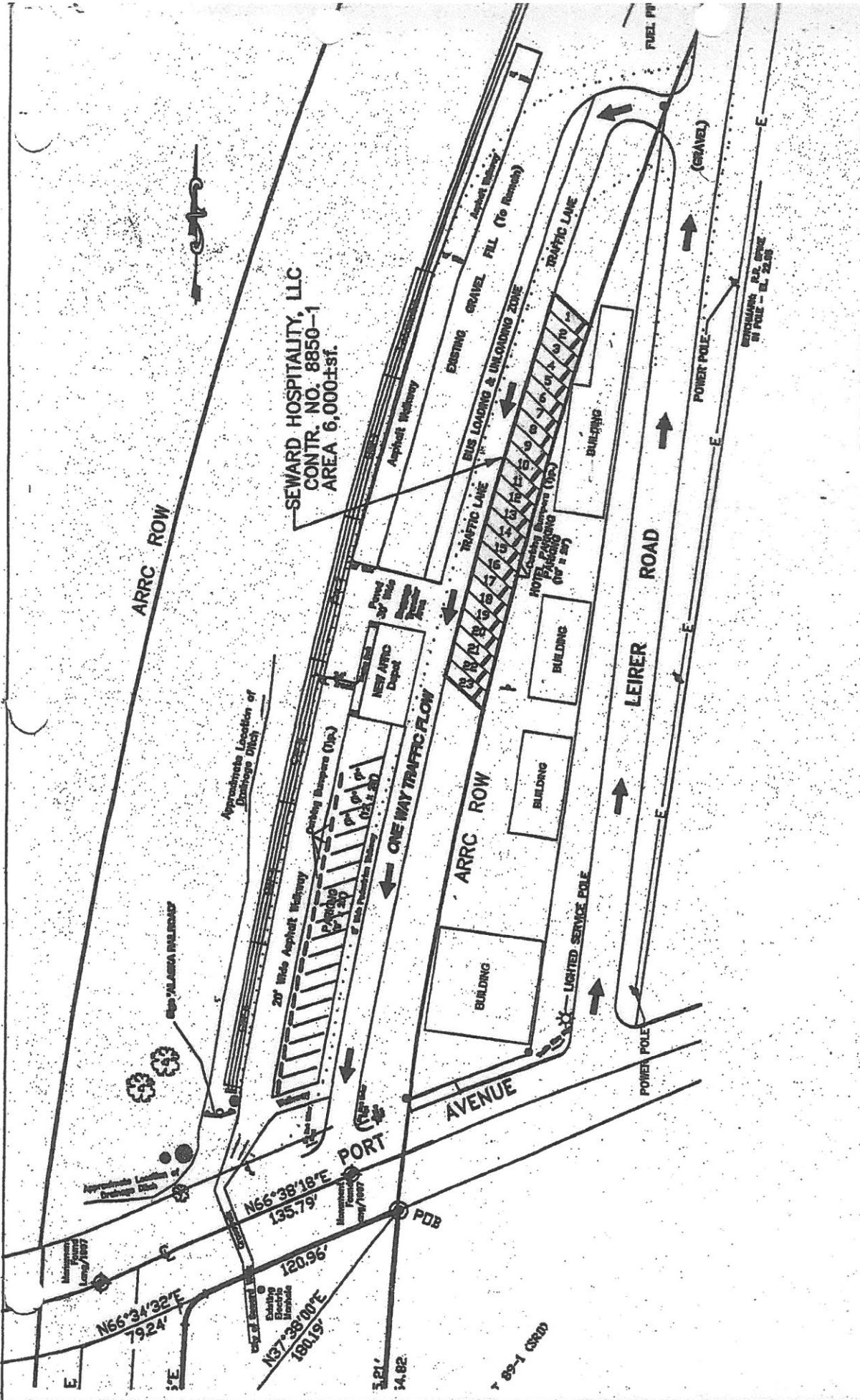
Owner (907) 362-1570 Cell.



CUP Amendment:
RES 2019-01 Harbor 360 Hotel
 Due to different data sources property lines and aerial imagery do not overlay correctly. Map is to be used for orientation and reference purposes only.



Public Notice Map	
Drawn By:	AB 1/16/19
#	0 100 200 400 Feet
Mapping Assistance by Alaska Map Company, LLC	



SEWARD HOSPITALITY, LLC
CONTR. NO. 8850-1
AREA 6,000±sf.

THE ALASKA RAILROAD CORPORATION
327 West Ship Creek Avenue
Anchorage, Alaska 99501

SEWARD HOSPITALITY, LLC
SLUP Permit No. 8850, Supplement No. 1
Off-Site Parking Area = 6,000± sf.

ISSUED BY: [unclear]
NOTED: [unclear]
DATE: 09/06/2005
PLAT PERMIT: [unclear]

APPENDIX "A"
PARCEL "B"
City of Seward
Parking Agreement

- 3/04/05 Revised Hotel Parking to include the following Parking Spaces:
- Hotel Site must provide 84 total Parking Spaces as required by SCC 15.10.215
- Parcel A will provide 61 on site Parking Spaces as required by SCC 15.10.215
- Parcel B will provide 23 off site Parking Spaces as required by SCC 15.10.215

CALL TO ORDER

The January 8, 2019 rescheduled regular meeting of the Seward Planning & Zoning Commission was called to order at 7:00 p.m. by Chair Cindy Ecklund.

OPENING CEREMONY

Commissioner Swann led the pledge of allegiance to the flag

ROLL CALL

There were present:

Cindy Ecklund presiding, and
Martha Fleming Gary Seese Craig Ambrosiani
Tom Swann

Comprising a quorum of the Board; and

Also Present

Jackie C. Wilde, Planner
Andy Bacon, Planning Assistant

Excused

Nathanial Charbonneau Kelli Hatfield

SPECIAL ORDERS, PRESENTATIONS AND REPORTS

Administration Report

Jackie Wilde updated the Commission on the following business items

- The Community Development Department mailed out new short term rental applications to lodging operators. A total of 187 letters to operators and 37 letters to property owners were mailed on Friday January 4th and Monday January 7th
- The Community Development Department has been reviewing all business license renewals; where in the past staff only reviewed applications for new businesses. Staff are reviewing the contents of our files during this review, and notifying businesses of any missing items, such as sign permits.
- Wilde will be attending the APA Planning Conference next week
- Commissioner Fleming will be giving a P&Z quarterly report to Council on January 14, 2019

Other Reports, Announcements, and Presentations- None

CITIZENS' COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING – None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion (Swann/Fleming)

Approve the agenda and consent agenda

The following item was approved on the Consent Agenda:

Approval of December 4, 2018 Regular Meeting Minutes

New Business Items requiring a Public Hearing - None

UNFINISHED BUSINESS

Resolution 2018-019 Recommending Kenai Peninsula Borough Approve the Seward Original Townsite Petersen Replat, Combining Lots 3, 4, and 5 Block 28 Original Townsite of Seward, Vacating Interior Lot Lines to Create one Lot to be Known as Lot 3A, Containing Approximately 9000 Square Feet

Wilde stated that this item was postponed from the December 4, 2018 in order to get clarification on the 10 foot easement requested by the Electric Department. Electric Department staff is in attendance and are able to answer questions. **John Foutz**, Electric Utility Manager, stated that easements requested by the Electric Department are based on National Electrical Safety Code (NESC) guidelines. Foutz described that the formula used to determine an easement recommendation is based on actual or expected electrical usage along a circuit. Foutz also stated that the electric department makes every effort to split requested easements along property lines, thereby spreading the encumbrance between land owners. Discussion followed regarding this particular easement, and other potential easements and future electric infrastructure developments within City Limits.

Motion (Swann/Ambrosiani)

Approve Resolution 2018-019 Recommending Kenai Peninsula Borough Approve the Seward Original Townsite Petersen Replat, Combining Lots 3, 4, and 5 Block 28 Original Townsite of Seward, Vacating Interior Lot Lines to Create one Lot to be Known as Lot 3A, Containing Approximately 9000 Square Feet

Motion passed

Unanimous

NEW BUSINESS

B. Set topic for January 22, 2019 Work Session

Commission rescheduled their January 15, 2019 joint work session to January 22, 2019. Commission set topic for the January 22, 2019 Joint Work Session with PACAB to discuss Land Uses Allowed and Development Requirements.

C. Approval of the 2019 Planning and Zoning Meeting Schedule

Commission reviewed the calendar and confirmed that the changes were correct. Calendar approved by consensus.

INFORMATIONAL ITEMS AND REPORTS

A. Wilde briefed the Commission on a recent meeting that Community Development had with a representative from the Census Bureau. Wilde stated that the Commission will be hearing more about the upcoming Census in the months to come.

Commission Comments

Ambrosiani- No comment

Seese- Wished everyone a Happy New Year

Swann- Updated Commission on availability for upcoming meetings

Fleming- No comments

Ecklund- No comments

Citizens' Comments - None

Commissions and Administration Response to Citizens' Comments – None

ADJOURNMENT (Fleming)

The meeting was adjourned at 7:47 p.m.

Jackie C. Wilde
Planner

(City Seal)

Cindy L. Ecklund
Chair



Do You Know What is a Plot Plan Is?

A plot plan is an architectural drawing that shows all the major features and structures on a piece of property assuring that your build is not exceeding maximum allowable lot coverage. The information on a plot plan will generally include the following:

Location of all buildings on property and Boundaries of the property
some examples that may require a Plot Plan are:

- Porches
- Decks
- Sheds
- Cement slabs
- Fences
- Landscaping features

Plot plans are required for any additions to property that don't require a building permit. **Contact the Building Department for requirements Building Department 316 4th Ave—907-224-3445.**

Plot plans should be submitted to the Community Development Department. They may be used during zoning reviews or as part of the construction permit review process to help ensure there are no conflicts with zoning codes before a permit is issued.

Depending on the complexity of the project, plot plans may be drawn by homeowners, surveyors, architects, or engineers. Existing plot plans may be found at the local land records office. If an existing plan is not available, the person creating the plan must survey the land by taking measurements and draw their own plan.

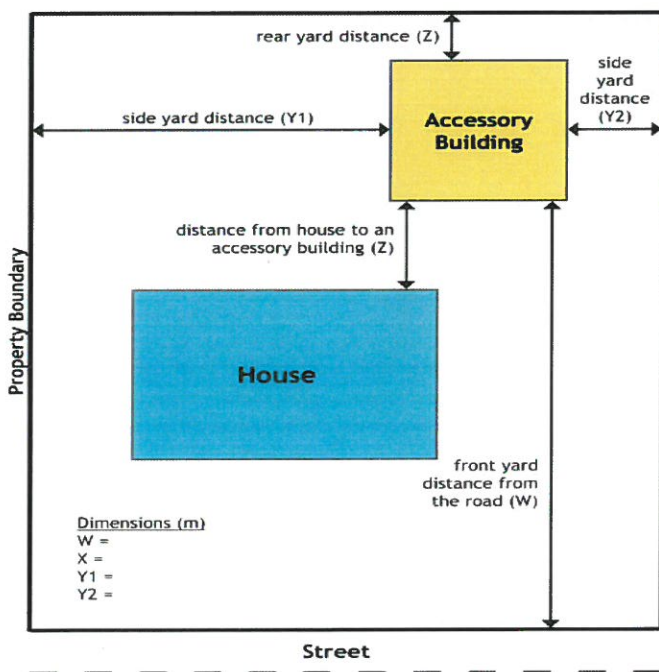
Instructions for drawing a plot plan:

Obtain measurements of the property and existing structures by using a measuring wheel. Start by setting up a measuring wheel in the corner of your property and walk behind it as you roll it forward along your property lines. Mark down the measurement along each side of your property. Repeat the process along each structure located on the property.

Once measurements are obtained, draw the outline of the lot on paper.

Include your name, property address and phone number on the plan.

Include square footage for the property and the project. Include your area and bulk percentages for building coverage.



Our Mission

To provide community resource information services relating to the orderly development of the community, to promote safety and public order, protect the public health and general welfare of the citizens of the community and to stimulate systematic development of transportation, public utilities, school, and other public facilities through implementation of Council and Administration planning, zoning, historic preservation and City land management policies.

Inside this Issue

- 1** Outreach highlight: Flood of Information Series
- 2** Post-Wildfire Flood Playbook
- 2** Climate Resilience Series
- 3** Region 10 Training Opportunities
- 3** Resilience Workshop Feature
- 3** Job Opportunities
- 4** Online Training Calendar

Strategic Alliance for Risk Reduction
FEMA Region 10 Service Center
20700 44th Avenue West, Suite 130
Lynnwood, Washington 98036
(425) 329-3699

News from Region 10



Flood of Information Series: Clackamas County, Oregon

Using flood study findings to raise flood risk awareness

In a recent study focused on flood event history in Clackamas County, Oregon, researchers identified a need for an educational resource supporting at-risk river basin communities. The Flood of Information Series provides a powerful public engagement tool, with information relating to future flood events in the Sandy River Basin and how residents can reduce their hazard risk.

The University of Oregon's Community Service Center utilized survey findings to begin a discussion focused around historical evidence, preparation for, and prevention of future flooding. This four-part video series offers material on Flood History, Channel Migration, Habitat Preservation, and Flood Insurance.

These short clips provide resident experiences in navigating property

protection following "pineapple express" events and channel migration due to the effects of climate change and glacial retreat.

"Some of the most destructive flood events in Clackamas County have been due to erosion where rivers migrate across their floodplain and carve new channels," reports Jay Wilson of Clackamas County Disaster Management. With three presidential declarations in the last nine years for flood disasters, this county recognizes a need for flood awareness and development reform along the Upper Sandy River Basin.

For more information and to view videos, please visit [Clackamas County's YouTube channel](#).

Ask the Help Desk

The Region 10 Service Center is here to help local community officials and stakeholders with technical, training, mitigation, and mapping questions.

Email RegionXHelpDesk@starr-team.com.

Oregon Silver Jackets Post-Wildfire Flood Playbook

Clearing up the cleanup process

In September 2018, the Oregon Silver Jackets produced a new resource for communities consistently disrupted by wildfires. The Oregon Post-Wildfire Flood Playbook highlights the difficulties that follow these natural disasters. This guide contains resources for local governments to address increased flood risk and debris flows that can occur after large wildfires.

While this guide is geared towards emergency/floodplain managers and hazard mitigation planners, it can also be used as an educational tool for private landowners and local law enforcement. Conservation districts, state officials, and federal officials can use the playbook to understand other agencies' roles and responsibilities following the event of a wildfire.



The changes a watershed experiences as a result of a fire include non-absorbant ground surfaces, increased speed of water runoff, and mudflows due to brush loss and subsequent heavy rains.

According to this research, areas that have been severely burned could continue to experience post-wildfire risks such as flooding or debris flows

for two to five years following one of these natural disasters. An effort to coordinate an effective response to these occurrences is the primary focus of this resource.

This guide is available from the Silver Jackets webpage: [Oregon Post-Wildfire Flood Playbook](#).

Washington Silver Jackets Climate Resilience Project

Videos complete, Climate Resilience Resource Database being developed

**Travis Ball, PE, CFM
USACE Seattle District**

What are your community's greatest flood risk management concerns related to a changing climate? From levee performance impacts, to changing sediment loads, to rising sea levels, and dozens of other climate change considerations, we know our flood risk management (FRM) mission – in some ways – will look different in the future.

If we continue to plan for the future based strictly on patterns we have seen in the past, climate change impacts will leapfrog our current risk metrics. If the components of flood risk are probability, vulnerability, and consequences of the hazard – and the probability of more frequent and higher magnitude storm events is going to increase in many locations due to climate change – we must find ways to reduce vulnerabilities and consequences to keep or reduce our current flood risk.

The U.S Army Corps of Engineers (USACE) funded the Washington Silver Jackets team to explore climate resilience in FRM. This was a follow-up project to a partnership with UW-Climate Impacts Group which created a [Silver Jackets workplan](#) for incorporating climate considerations. Feedback from local community floodplain managers in

late 2018 helped the team formulate some tools for improving climate resilience in FRM, starting with a 6-part webinar series.

The webinar series featured speakers from USACE, NOAA, Washington Sea Grant, UW Climate Impacts Group, and Washington Department of Fish and Wildlife, among others. Topics included climate science, coastal and riverine projections and datasets, planning tools, culvert replacement and design, and case studies. The audio and video of the presentations were recorded and are housed at the project site on the [Washington Silver Jackets webpage](#).

In addition to the webinar series, the team is compiling an inventory of online resources for climate resilience and flood risk management. The database is geared toward materials easily utilized by flood risk managers as they identify, assess, and plan for potential challenges arising from climate change in their FRM missions.

The SJ team will continue to look for opportunities to build a climate resilience learning network. The more we share, collaborate, and innovate the more effective our climate resilience work will be.

For more information or to be added to the SJ Resilience mailing list, contact Travis Ball, USACE, at travis.d.ball@usace.army.mil.

Newsletter Ideas?

Want to spread the word about an upcoming event or recent success story? Let us know what you want to see in future issues! Articles can be up to 500 words and may include pictures.

Email RXNewsletter@starr-team.com.

Featured Trainings

L273: Managing Floodplain Development through the NFIP

April 29 – May 2, 2019
Central Point, OR

Hosted by FEMA Region X and the Oregon Office of Emergency Management (OEM), this course is designed for local officials responsible for administering their local floodplain management ordinance. The course will focus on the National Flood Insurance Program (NFIP) and concepts of floodplain management, maps and studies, ordinances administration, and the relationship between floodplain management and flood insurance.

The primary audience for this course is local floodplain officials, including building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public work officials. Federal/state/regional floodplain managers are also encouraged to attend. The course is designed for those officials with less than three years of floodplain management experience.

Tuition is free for those accepted; there are no travel or salary stipends available. To apply, please use the following application form: [FEMA Form 119-25-1 Application](#).

Please direct any questions to the course coordinator at michelle.schmeling@fema.dhs.gov.

CFM Exam

February 15, 2019
Hillsboro, OR

The ASFPM Certified Floodplain Manager Exam will also be hosted at the Washington County Department of Land Use & Transportation office in Hillsboro, Oregon on February 15th from 9am – noon. Please note that only the exam is being hosted, and no training workshop will be held in conjunction with this testing opportunity.

In order to take the exam, you must submit your completed application along with the appropriate fee to ASFPM. The CFM application form is available online at <http://www.floods.org>.

Exam space is limited to 10 people, so early registration is encouraged.

For more information, and the specific exam location, contact the exam proctor, Rocky Brown, rocky.brown@co.washington.or.us or via phone at 503-846-7914.

Resilience Workshop Feature: King County, Washington

Regional Hazard Mitigation Plan supported by diverse local collaboration

Last month, a regional hazard mitigation planning workshop was held in partnership with King County Emergency Management, the Washington State Emergency Management, Department of

Ecology, Department of Natural Resources, and the FEMA Region 10 Risk Analysis Branch. The goal of the workshop was to identify what hazards impact the communities of King County and begin to discuss needs and strategies to mitigate those risks.

In total 80 attendees participated in the workshop, representing a diverse audience of staff from the County and cities, special purpose districts, hospitals, education institutions, and State and Federal partners. Attendees walked through risk assessment results produced from FEMA’s Risk MAP program and new, and soon to be, released landslide and tsunami assessments produced by the Department of Natural Resources. The discussion leveraged existing local data, and using online mapping viewers, participants were able to view the hazard data in concert with planning, transportation, and critical facility data.

In support of the King County Regional Hazard Mitigation Plan update, this workshop provided a method for local staff to view and use data to inform their local mitigation plan and decision-making process to achieve resilience goals in their communities.



Job Openings in the Region			
Position	Link	Location	Closing Date
State of WA Dept. of Ecology: Flood Risk Reduction Coordinator/Senior Planner	https://www.governmentjobs.com/careers/washington/jobs/2299798/flood-risk-reduction-coordinator-senior-planner-environmental-planner-4	Lacey, WA	Continuous

Online Training

(All times Pacific)

CRS: Introduction to CRS

January 15, 10 am
Online - 1 CEC

CRS: CRS and Coastal Hazards

January 16, 10 am
Online - 1 CEC

Floodplain Development Permit Review

January 17, 9 am
Online - 1 CEC

Floodplain Development Inspections

January 17, 10:30 am
Online - 1.5 CECs

Elevation Certificates

January 31, 10 am
Online - 2 CECs

Determining BFEs

February 14, 10 am
Online - 1 CEC

CRS: The Role of the CRS Coordinator

February 19, 10 am
Online - 1 CEC

CRS: Repetitive Loss Properties

February 20, 10 am
Online - 1 CEC

To register for online courses, visit STARR's training site: j.mp/starronlinetraining, or email RXTraining@starr-team.com.

2019 Planning & Zoning Calendar

January							April							July							October						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5		1	2	3	4	5	6		1	2	3	4	5	6		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13	7	8	9	10	11	12	13	6	7	8	9	10	11	12
13	14	15	16	17	18	19	14	15	16	17	18	19	20	14	15	16	17	18	19	20	13	14	15	16	17	18	19
20	21	22	23	24	25	26	21	22	23	24	25	26	27	21	22	23	24	25	26	27	20	21	22	23	24	25	26
27	28	29	30	31			28	29	30					28	29	30	31				27	28	29	30	31		
February							May							August							November						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9	5	6	7	8	9	10	11	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	12	13	14	15	16	17	18	11	12	13	14	15	16	17	10	11	12	13	14	15	16
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24	25	26	27	28			26	27	28	29	30	31		25	26	27	28	29	30	31	24	25	26	27	28	29	30
March							June							September							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23	16	17	18	19	20	21	22	15	16	17	18	19	20	21	15	16	17	18	19	20	21
24	25	26	27	28	29	30	23	24	25	26	27	28	29	22	23	24	25	26	27	28	22	23	24	25	26	27	28
31							30							29	30						29	30	31				

<p>Regular Meetings begin at 7 p.m. in City Council Chambers, 410 Adams Street, City Hall.</p>	<p>City Council Meetings begin at 7 p.m. in City Council Chambers, 410 Adams Street, City Hall.</p>
<p>Work Sessions begin at 6 p.m. in City Council Chambers, 410 Adams Street, City Hall.</p>	<p>Joint Work Sessions with the Seward / Bear Creek Flood Service Area Board at 6 p.m. and are followed by the Planning and Zoning Commission regular meeting at 7 p.m.</p>

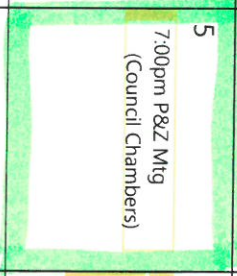
February 2019

February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	25	26	27	28	29	30	31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 27	28	29	30	31	Feb 1	2
	4 7:00pm CC Mtg (Chambers)	5 7:00pm P&Z Mtg (Council Chambers)	6 12:00pm PACAB Mtg 6:00pm CC WS Mtg - PERA (Council Chambers)	7	8 12:00pm CC WS Mtg (Council Chambers)	9
10	11 7:00pm CC Mtg (Chambers)	12	13	14	15	16
17	18 <i>City Hall Closed</i>	19 6:00pm P&Z WS (Chambers)	20 12:00pm PACAB Work Session (Chambers)	21	22 12:00pm CC WS Mtg (Council Chambers)	23
24	25 7:00pm CC Mtg (Chambers)	26	27	28	Mar 1	2

City Hall Closed

Holiday



March 2019

March 2019							April 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 24	25	26	27	28	Mar 1	2
	4	5	6	7	8	9
3	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
31	Apr 1	2	3	4	5	6

City Hall closed

7:00pm P&Z Mtg (Council Chambers)
6:00pm P&Z WS (Chambers)

7:00pm P&Z Mtg (Council Chambers)
12:00pm PACAB Mtg

12:00pm PACAB Work Session (Chambers)

12:00pm CC WS Mtg (Council Chambers)

12:00pm CC WS Mtg (Council Chambers)

City Holiday - Seward's Day

7:00pm CC Mtg (Chambers)

April 2019

April 2019							May 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	8	9	10	11
14	8	9	10	11	12	13	12	13	14	15	16	17	18
21	15	16	17	18	19	20	19	20	21	22	23	24	25
28	22	23	24	25	26	27	26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2	3	4	5	6
	7:00pm CC Mtg (Chambers)	7:00pm P&Z Mtg (Council Chambers)	12:00pm PACAB Mtg		12:00pm CC WS Mtg (Council Chambers)	
7	8	9	10	11	12	13
	7:00pm CC Mtg (Chambers)					
14	15	16	17	18	19	20
		6:00pm P&Z WS (Chambers)	12:00pm PACAB Work Session (Chambers)		12:00pm CC WS Mtg (Council Chambers)	
21	22	23	24	25	26	27
	7:00pm CC Mtg (Chambers)					
28	29	30	May 1	2	3	4