

# **CITY OF CRAIG PLANNING COMMISSION AGENDA**

Meeting of January 27, 2011  
7:00 p.m., Craig City Council Chambers

## **Roll Call**

John Moots (chair), Sharilyn Zellhuber, Lonnie Walters, Bill Russell, Mark Beardsley

## **Reappointment of Planning Commissioners**

1. Reappointment and swearing in of Sharilyn Zellhuber and Mark Beardsley

## **Approval of Minutes**

1. Approval of September 30, 2010 Meeting Minutes

## **Public Comment**

1. Non-Agenda Items

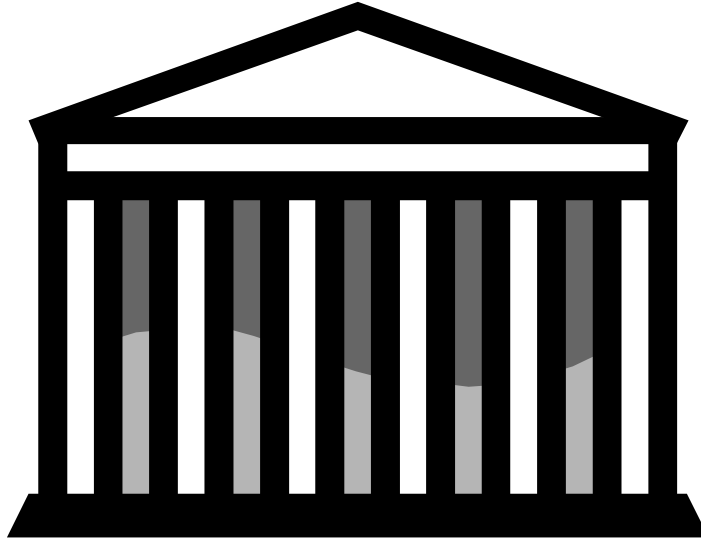
## **Public Hearing and New Business**

1. Replat 110127A – Craig Firehall Replat – Resolution PC 527-11
2. Replat 110127B – ATS 212 Replat – Resolution PC 528-11
3. Replat 110127C – Patotzka Replat – Resolution PC 529-11
4. 2010 Building Permits

## **Old Business**

1. Final Approval – Port St. Nicholas Subdivision No. 3 (formerly Raven Woods Subdivision)

## **Adjourn**



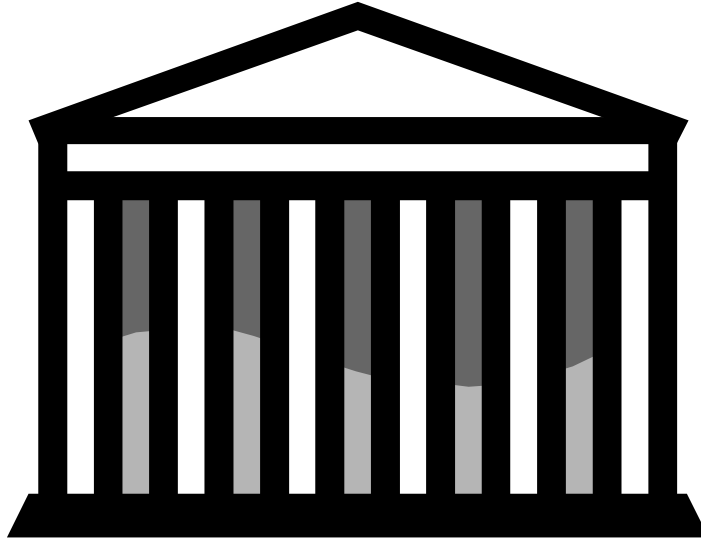
PLANNING COMMISSION  
OATH OF OFFICE

I, Mark Beardsley, do solemnly affirm that I will honestly, faithfully, and impartially perform my duties as Planning Commission member for the City of Craig, Alaska, to the best of my ability and that I will support and comply with the land use ordinances of the City of Craig, Alaska, to the best of my knowledge.

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Signature

Term expires in January, 2014.



PLANNING COMMISSION  
OATH OF OFFICE

I, Sharilyn Zellhuber, do solemnly affirm that I will honestly, faithfully, and impartially perform my duties as Planning Commission member for the City of Craig, Alaska, to the best of my ability and that I will support and comply with the land use ordinances of the City of Craig, Alaska, to the best of my knowledge.

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Signature

Term expires in January, 2014.

CITY OF CRAIG  
PLANNING COMMISSION MINUTES  
Meeting of September 30, 2010

**Roll Call**

Present were John Moots (chair), Mark Beardsley, Lonnie Walters, and Bill Russell. Sharilyn Zellhuber was absent excused.

Also present were Brian Templin (City Planner), Frank Lazo and Paul Dawson.

**Approval of Minutes**

1. Approval of August 26, 2010 Meeting Minutes. A motion was made and seconded to approve the meeting minutes of August 2, 2010.

MOTION TO APPROVE                      WALTERS/RUSSELL                      APPROVED

**Public Comment**

1. There was no public comment.

**Public Hearing and New Business**

1. Veteran's Memorial Park. Brian reported to the commission that a local veterans group had been working with the Craig City Council to select an area for a veterans memorial. Brian said that the planning commission review was the opportunity for a public hearing on the design prior to approval. After much discussion the veterans group and the city council settled on an area adjacent to the cemetery. Paul Dawson completed a design and has submitted it for review. Copies of the location plan and design of the memorial were included in meeting packets. Paul Dawson talked to the commission about what the memorial was for, the design and how it would be funded. There were no comments from the commission. Brian said that if the commission was satisfied with the location and design it should send a recommendation back to the city council. A motion was made and seconded to accept the design and recommend that the Craig City Council approve the location and design for the veterans' memorial park.

MOTION TO APPROVE                      WALTERS/BEARDSLEY                      APPROVED

2. Recreational Area at Beach and 7<sup>th</sup>. Brian reported to the commission that Kim Patotzka had been working with the Craig City Council on establishing a park on a city lot along the beach side of Beach Road and 7<sup>th</sup> Street. The council directed Kim to complete a design and submit it to the planning commission for discussion. When a design is submitted the commission will be asked to host the public hearing, discuss terms of a park at that location and make recommendations to the Craig City Council. Brian said that at this time no design had been submitted and no action was required from the commission.

**Old Business**

1. Building Code Enforcement – Lot 4, Tract R, USS 2327 – Easement Encroachment (verbal report). Brian reported that the trailer that was encroaching on the utility easement on Lot 4, Tract R, USS 2327 had been moved and was now in compliance with the setbacks. No action was necessary.

**Adjourn**

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN

WALTERS/RUSSELL

APPROVED

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John Moots, Chairman

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Attest: Brian Templin, City Planner

**CITY OF CRAIG  
PLANNING COMMISSION**

Staff Report  
January 18, 2011

Applicant: City of Craig and Shaan-Seet Inc.

Requested Action: Approval of Preliminary Plat of Firehall Replat. A 2 lot replat of Lot 6, Block 14, USS 1430 and Tract G-1, USS 1429

Location: Lot 6, Block 14, USS 1430 and Tract G-1, USS 1429

Zoning: Public and Commercial

Surrounding Uses: North: Commercial/Main Street  
South: Public/Commercial  
East: Commercial  
West: Public

**Analysis**

The City of Craig and Shaan-Seet Inc. have been working on a land exchange. The exchange consists of the city trading the old float plane dock, pier, approach and tideland to SSI in exchange for an expansion of the lot that the firehall currently stands on and an extension of the city owned portion of False Island. This trade will allow SSI to fully utilize, lease or sell the dock and tideland that they currently lease from the city and use as part of the Sunnahae Lodge operations. The expansion of property at the firehall will allow for expansion of the firehall to accommodate all of the city's fire and EMS vehicles. Expansion of the city owned portion of False Island will allow the city to expand the industrial park adjacent to Silver Bay Seafoods. The exchange is based on a dollar for dollar value trade as established by a recent appraisal of all of the properties. Finalizing the Firehall and ATS 212 replats will establish the correct square footage to complete the False Island trade. Two modifications to the preliminary plat have been agreed to by the city and SSI.

1. The easterly line of lot 6A will be moved 1.5' west to clear the SSI parking lot.
2. The southerly line will be adjusted to incorporate the width of the alley.

The preliminary plat can be approved as is, but the final plat should be approved when the following conditions have been met:

1. All corner locations are located consistent with the surrounding surveys.
2. Corners must be monumented and the plat should document those locations.

**Recommendation**

That the planning commission approve Resolution 527-11-PC, approving the preliminary plat of the Firehall Replat.

**CITY OF CRAIG  
PLANNING COMMISSION**

**RESOLUTION 527-11-PC**

GRANTING PRELIMINARY PLAT APPROVAL TO THE CITY OF CRAIG AND SHAAN-SSET INC. TO REPLAT LOT 6, BLOCK 14, USS 1430 AND TRACT G-1, USS 1429 INTO LOT 6A, BLOCK 14, USS 1430 AND TRACT G-1-A, USS 1429

WHEREAS, the Planning Commission held a public hearing on January 27, 2011; and,

WHEREAS, public notice was given in accordance with Section 18.09 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.09 of the Craig Land Development Code are met as follows, subject to the conditions listed later in this resolution:

- A. That the proposed subdivision is consistent with the Craig Coastal Management Program and Craig Comprehensive Plan;
- B. That historic buildings or sites or natural features which are significant to the community or required to be protected by law (such as eagle nest trees) are preserved in the design of the development.
- C. That the proposed subdivision will not interfere with existing or officially planned development.
- D. That the future street plan and utilities for the proposed subdivision will permit the development of adjoining land.
- E. That proposed access, drainage, sanitary and water facilities, and fire protection are available and adequate for the subdivision, subject to approval by the city public works director.
- F. That the City has utility capacity to serve the area without interfering with utility capacity to serve other areas if City utilities are proposed.
- G. That the proposed subdivision does not disturb trees or shrubs which are designated for habitat or resource protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations unless a plan is approved which will mitigate potential adverse impacts.

NOW, THEREFORE, BE IT RESOLVED that the Craig Planning Commission does hereby approve the preliminary plat for the replat of Lot 6, block 14, USS 1430 and Tract G-1, USS 1429 into Lot 6A, Block 14, USS 1430 and Tract G-1-A, USS 1429 and will grant final plat approval once the following conditions are met:

1. that all property corners be monumented with rebar and capped;

2. that the final plat be submitted on reproducible mylar and paper copies;

Approved this 27<sup>th</sup> day of January, 2011.

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Chairman John Moots

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Brian Templin, Craig City Planner

**CITY OF CRAIG  
PLANNING COMMISSION**

Staff Report  
January 18, 2011

Applicant: City of Craig and Shaan-Seet Inc.

Requested Action: Approval of Preliminary Plat of ATS 212 Replat. A 3 lot replat of ATS 212, Tract A and ATS 212 Lot BT-3

Location: ATS 212, Tract A and ATS 212 Lot BT-3

Zoning: Public and Marine Industrial

Surrounding Uses: North: Marine Industrial  
South: Marine Industrial  
East: Marine Industrial  
West: Marine Industrial

**Analysis**

The City of Craig and Shaan-Seet Inc. have been working on a land exchange. The exchange consists of the city trading the old float plane dock, pier, approach and tideland to SSI in exchange for an expansion of the lot that the firehall currently stands on and an extension of the city owned portion of False Island. This trade will allow SSI to fully utilize, lease or sell the dock and tideland that they currently lease from the city and use as part of the Sunnahae Lodge operations. The expansion of property at the firehall will allow for expansion of the firehall to accommodate all of the city's fire and EMS vehicles. Expansion of the city owned portion of False Island will allow the city to expand the industrial park adjacent to Silver Bay Seafoods. The exchange is based on a dollar for dollar value trade as established by a recent appraisal of all of the properties. Finalizing the Firehall and ATS 212 replats will establish the correct square footage to complete the False Island trade. The plat essentially adds a portion of ATS 212, Tract A to Lot BT-3 (to accommodate existing improvements) and properly subdivides the remainder of Tract A into two lots.

The preliminary plat can be approved as is, but the final plat should be approved when the following conditions have been met:

1. All corner locations are located consistent with the surrounding surveys.
2. Corners must be monumented and the plat should document those locations.

**Recommendation**

That the planning commission approve Resolution 528-11-PC, approving the preliminary plat of the ATS 212 Replat.

**CITY OF CRAIG  
PLANNING COMMISSION**

**RESOLUTION 528-11-PC**

GRANTING PRELIMINARY PLAT APPROVAL TO THE CITY OF CRAIG AND SHAAN-SSET INC. TO REPLAT LOT BT-3 AND TRACT A, ATS 212 INTO LOT BT-3-A, LOT 1, TRACT A AND LOT 2 TRACT A, ATS 212

WHEREAS, the Planning Commission held a public hearing on January 27, 2011; and,

WHEREAS, public notice was given in accordance with Section 18.09 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.09 of the Craig Land Development Code are met as follows, subject to the conditions listed later in this resolution:

- A. That the proposed subdivision is consistent with the Craig Coastal Management Program and Craig Comprehensive Plan;
- B. That historic buildings or sites or natural features which are significant to the community or required to be protected by law (such as eagle nest trees) are preserved in the design of the development.
- C. That the proposed subdivision will not interfere with existing or officially planned development.
- D. That the future street plan and utilities for the proposed subdivision will permit the development of adjoining land.
- E. That proposed access, drainage, sanitary and water facilities, and fire protection are available and adequate for the subdivision, subject to approval by the city public works director.
- F. That the City has utility capacity to serve the area without interfering with utility capacity to serve other areas if City utilities are proposed.
- G. That the proposed subdivision does not disturb trees or shrubs which are designated for habitat or resource protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations unless a plan is approved which will mitigate potential adverse impacts.

NOW, THEREFORE, BE IT RESOLVED that the Craig Planning Commission does hereby approve the preliminary plat for the replat of Lot BT-3 and Tract A, ATS 212 into Lot BT-3-A; Lot 1, Tract A; and Lot 2, Tract A, ATS 212 and will grant final plat approval once the following conditions are met:

1. that all property corners be monumented with rebar and capped;

2. that the final plat be submitted on reproducible mylar and paper copies;

Approved this 27<sup>th</sup> day of January, 2011.

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Chairman John Moots

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Brian Templin, Craig City Planner

**CITY OF CRAIG  
PLANNING COMMISSION**

Staff Report  
January 18, 2011

Applicant: Kim Patotzka

Requested Action: Approval of Preliminary Plat of Patotzka Replat. A 2 lot replat of Lots 4 and 5, Block 12, USS 1430

Location: Lots 4 and 5, Block 12, USS 1430

Zoning: Residential – High Density

Surrounding Uses: North: Main Street/Residential – High Density  
South: Residential – High Density  
East: Seventh Street/Residential – High Density  
West: Residential – High Density

**Analysis**

In 2010 Kim Patotzka placed a residential structure on Lot 4, Block 12, USS 1430. The structure did not have a permit and had not been reviewed by the city building official. The structure was placed within the 10' setback along the common lot line between Lots 4 and 5. Mr. Patotzka is the owner of both lots 4 and 5. Mr. Patotzka secured a building permit after the fact but a condition of the permit was that he needed a variance to the setback or that he needed to move/modify the building to remove the encroachment into the setback. In May 2010 the planning commission granted Variance 100527 which allowed the structure to remain on the condition that within 24 months the building had to be modified or moved, or the properties had to be replatted so that the structure did not encroach into the 10' setback. This plat modifies the line between Lots 4 and 5 to increase the distance between the wall of the structure and the property line to 10'. Both lots meet lot dimensions and size requirements.

The preliminary plat can be approved as is, but the final plat should be approved when the following conditions have been met:

1. All corner locations are located consistent with the surrounding surveys.
2. Corners must be monumented and the plat should document those locations.

**Recommendation**

That the planning commission approve Resolution 529-11-PC, approving the preliminary plat of the Patotzka Replat.

**CITY OF CRAIG  
PLANNING COMMISSION**

**RESOLUTION 529-11-PC**

GRANTING PRELIMINARY PLAT APPROVAL TO KIM PATOTZKA TO REPLAT LOTS 4 AND 5, BLOCK 12, USS 1430 INTO LOTS 4A AND 5A, BLOCK 12, USS 1430

WHEREAS, the Planning Commission held a public hearing on January 27, 2011; and,

WHEREAS, public notice was given in accordance with Section 18.09 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.09 of the Craig Land Development Code are met as follows, subject to the conditions listed later in this resolution:

- A. That the proposed subdivision is consistent with the Craig Coastal Management Program and Craig Comprehensive Plan;
- B. That historic buildings or sites or natural features which are significant to the community or required to be protected by law (such as eagle nest trees) are preserved in the design of the development.
- C. That the proposed subdivision will not interfere with existing or officially planned development.
- D. That the future street plan and utilities for the proposed subdivision will permit the development of adjoining land.
- E. That proposed access, drainage, sanitary and water facilities, and fire protection are available and adequate for the subdivision, subject to approval by the city public works director.
- F. That the City has utility capacity to serve the area without interfering with utility capacity to serve other areas if City utilities are proposed.
- G. That the proposed subdivision does not disturb trees or shrubs which are designated for habitat or resource protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations unless a plan is approved which will mitigate potential adverse impacts.

NOW, THEREFORE, BE IT RESOLVED that the Craig Planning Commission does hereby approve the preliminary plat for the replat of Lots 4 and 5, Block 12, USS 1430 into Lots 4A and 5A, Block 12, USS 1430 and will grant final plat approval once the following conditions are met:

1. that all property corners be monumented with rebar and capped;

2. that the final plat be submitted on reproducible mylar and paper copies;

Approved this 27<sup>th</sup> day of January, 2011.

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Chairman John Moots

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Brian Templin, Craig City Planner

## **CITY OF CRAIG MEMORANDUM**

To: Craig Planning Commission  
From: Brian Templin, City Planner  
Date: January 18, 2011  
RE: 2010 Building Permits

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At the beginning of each year I like to give the planning commission an overview of the building permit activity from the previous year. In 2010 the City of Craig processed:

25 New Building Permits

- 16 Modifications/Additions to Residential Properties
- 6 Commercial Permits (new buildings, modifications, additions)
- 2 Mobile Home Placement Permits
- 1 New SF Home (placement of a building by Kim Patotzka)

4 Permit Renewals

- 1 New SF Home
- 1 Residential Addition
- 1 Commercial Building
- 1 New Duplex

2010 was a little slow compared to previous years. In 2009 we processed 34 new permits and in 2008 we processed 35 new permits.

## **CITY OF CRAIG MEMORANDUM**

To: Craig Planning Commission  
From: Brian Templin, City Planner  
Date: January 18, 2011  
RE: Final Approval – Port St. Nicholas Subdivision Addition No. 3

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In January 2010 the planning commission approved the preliminary plat of Raven Woods Subdivision submitted by Shaan-Seet with several comments by the city planner and the commission. On August 26, 2010 the commission reviewed substantial changes to the preliminary plat and made additional comments to Shaan-Seet. The plat name was changed because it was too similar to another subdivision in the region.

Shaan-Seet has made required changes to the subdivision and the subdivision plat to meet municipal code and the recommendations.

One recommendation that was modified was the driveway grade. Originally staff recommended a grade not to exceed 10% for all driveways on the subdivision. After discussion with the project developer and their engineer and reviewing standards in municipal code (which ultimately defers to State of Alaska ROW standards) the maximum grade was changed to 15% with a landing zone (not to exceed  $\pm 2\%$ ) at the road itself.

The waterline is installed and has been pressure tested but there is still some testing to be done before the public works director will accept those utilities. Final execution and recording of the plat will not happen until those tests are completed to the city's satisfaction.

Recommendation: Move to approve the final plat of the Port St. Nicholas Subdivision Addition No. 3. Final recording of the plat to take place after utilities have been accepted by the City of Craig.