

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of January 26, 2009

Roll Call

Present were Planning Commissioners John Moots (chair), Sharilyn Zellhuber, Lonnie Walters, and Bill Russell. Absent excused was Planning Commissioner Barbara Stanley. Also present was City Planner Brian Templin. Lonnie Walters notified the commission that he would be out of town for the meetings in March and April.

Reappointment of Planning Commissioner

1. Reappointment of Bill Russell to the Craig Planning Commission. Brian told the commission that Bill's term was for the unexpired term left by Bill Altland and that term was up in January. Brian also said that Bill had submitted a letter of interest to renew his membership on the commission. The mayor reappointed Bill and the Craig City Council affirmed the appointment. Bill took the oath of office and was sworn in for a term to expire in January 2012.

Approval of Minutes

1. Approval of minutes of the November 25, 2008 Planning Commission Meeting. A motion was made and seconded to approved the minutes of the November 25, 2008 meeting.

MOTION TO APPROVE

RUSSELL/ZELLHUBER

APPROVED

Public Comment

1. Non-Agenda Items. There was no public present and no comments on non-agenda items.

Public Hearing and New Business

1. Planning Commission Training Discussion. Brian shared that Peter McKay and Nicole Grewe would be here on April 23rd to conduct planning commission training. Brian said that Nicole and Gina Shirey-Potts came and gave the same training about three years ago and that some of the commissioners were able to attend that training. Everyone spoke highly of the training and said that they looked forward to it. Brian added that he had invited planners, administrators, project managers and planning commission/platting board members from Klawock, Hydaburg, Thorne Bay and Coffman Cove to the training. Pizza will be provided by the city. Sharilyn asked how long the training was scheduled to take and Brian said that it would probably be about three hours.

Old Business

1. Lonnie asked to add a short discussion of the Rick Jones violation to the agenda. Lonnie asked what caused Rick to say that he no longer needed the conditional use permit for his B&B. Brian reminded the commission that the issue was on the

agenda for January because the commission needed to take action regarding the violations to the conditional use permit. In his communications with Rick, Brian was told (by Rick) that he was not going to use the house as a B&B anymore and that the permit was no longer needed. Brian later found out that the house had sold to Leslie Isaacs. Since the permit was not transferable to another location or operator the change of ownership effectively terminated the permit without any action required from the commission.

Adjourn

A motion was made and seconded to adjourn the meeting at 7:40.

MOTION TO ADJOURN

ZELHUBER/RUSSELL

APPROVED

John Moots, Chairman

Attest: Brian Templin, City Planner

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of March 26, 2009

Roll Call

Present were Sharilyn Zellhuber, Lonnie Walters, Bill Russell, and Barbara Stanley. John Moots was absent excused. Lonnie Walters was acting chairperson for the meeting.

Also present were Brian Templin (staff), Troy Thain, Jack Beckman, Jim Seley and John Larsen.

Approval of Minutes

1. Approval of minutes of the February 26, 2009 Planning Commission Meeting. A motion was made and seconded to approve the minutes of the February 26, 2009 meeting as presented.

MOTION TO APPROVE

RUSSELL/STANLEY

APPROVED

Public Comment

1. Troy Thain presented a petition signed by several property owners on Thomas Court requesting that some of the streets be reprioritized prior to paving. The residents of that neighborhood think that Thomas Court should be higher on the list. Brian told the commission that they could take any action that they thought appropriate, but that they had approved a list and forwarded it to the city council. He said that it might be more appropriate for the request to reprioritize the road to go directly to the city council.

Lonnie commented that there was lots of opportunity for additional criteria and prioritization when the list was developed several months ago. Troy commented that he didn't think that the paving was going to get far enough down the list to matter, but that it looked like it might now and he felt that a second look should be taken.

The commission decided to forward the request to the city council for any action. Brian told Troy and the commission that he would include the letter in the next council packet as a correspondence item for council consideration.

2. Jim Seley reported that he still owned several lots on Brandi Court and that he would prefer that street not be paved during the initial paving if there was going to be another look at the priority list. No action was taken.
3. Barb reminded Brian that there had been discussion about letting the public look at the final road designs prior to paving. She asked if this was still going to happen, especially in areas where yards and stuff have encroached on the right-of-way over the years. Brian said that there would probably be an opportunity to let the public look at the plans as they were completed. He said that he would

remind Jon Bolling about the previous conversations and work to make it happen. He reminded Barb that there would probably be very little opportunity to make major changes at that stage, but it was important to keep people up to date on what will be happening.

Public Hearing and New Business

1. Resolution PC 511-09, Planning Commission Training. Brian reported that DCCED/DCRA requested a resolution from the planning commission formally requesting the upcoming training. He said that the training was a go, this was really just a housekeeping item. There was no further discussion on the resolution. A motion was made and seconded to approve PC Resolution 511-09.

MOTION TO APPROVE

STANLEY/RUSSELL

APPROVED

Old Business

1. Craig Road Improvement Update. Brian reported that he had included a memo from Jon Bolling to the Craig City Council talking about the upcoming road paving. The memo outlined the available funds, street lengths, priority list and an estimate on how far the existing funding would reach. Brian also shared that they were continuing to look for a little more funding to make sure that the project was completely finished.
2. Planning Commission Training Discussion. Brian reported that he had received a request from Nicole Grewe, DCCED/DCRA about the upcoming PC Training. He asked the commission for any issues or questions that they had that they wanted specifically addressed during the training.

Commissioners shared that they really wanted to talk about overall planning efforts that the commission might be involved in, the role of the planning commission in development, interpretation of code, changes to city code and some of the legal aspects of being a planning commissioner. Brian said that he would forward these items to Nicole.

3. Barb asked for a short discussion on the upcoming plans for the Ward Cove property. Brian shared that much of the development was proceeding as planned. The sale of the parcel to First Bank was almost complete and the city was beginning to work in earnest with the US Army Corps of Engineers on the environmental/economic study for the new harbor. Brian also talked about Astoria Seafoods and said that they would not be back this summer and that this was the last year of their lease. He said that they were working with the city to bring all accounts current so that they might apply to lease the site in the future. He said that another seafood company was considering leasing the dock to move seafood. They wouldn't process here, but would land here and transport to other places for processing. Brian also told the commission that even though it was in the Phase II planning area, there was universal agreement on a park and some

open space on the west end of the property. He reminded the commission that the city had some funds that had been donated for this purpose. He said he is working with Michael Kampnich and they expect to put out an RFP soon to clean up the site, start working on a retaining wall along the beach and put in a small parking area. He said that everyone still intended to get a design group together to finalize the design of the park. Barb said that she appreciated the updates on projects going on around town.

Adjourn

A motion was made to adjourn the meeting at approximately 8:30.

MOTION TO ADJOURN

STANLEY/RUSSELL

APPROVED

Lonnie Walters, Acting-Chairman

Attest: Brian Templin, City Planner

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of May 27, 2009
7:00 p.m., Craig City Council Chambers

Roll Call

John Moots (chair), Sharilyn Zellhuber, Lonnie Walters, Bill Russell, and Barbara Stanley were all present.

There was no public present. Also present was Brian Templin, Craig City Planner.

Approval of Minutes

1. Approval of minutes of the March 26, 2009 Planning Commission Meeting. Sharilyn noted that she was absent from the meeting, but the minutes showed her present. Brian said that he would change the roll call to show Sharilyn absent (excused). A motion was made and seconded to approve the minutes of March 26, 2009 with the correction.

MOTION TO APPROVE RUSSELL/STANLEY APPROVED

Public Comment

1. There was no public present at the meeting.

Public Hearing and New Business

1. Resolution PC 512-09, Craig Cable TV CUP to Exceed Maximum Building Height. Brian reported that Craig Cable had applied for a Conditional Use Permit to add 20' to an existing 30' tower for internet wi-fi. John Moots said that his company directly competed with Craig Cable for internet services and said that he was sitting out the discussion and vote to avoid any perceived conflict. Lonnie chaired the discussion on this resolution. Speaking from the floor, John did say that he would recommend anti-climbing measures be installed on any tower that was constructed for safety. During the discussion it was asked if the new tower would meet FAA regulations. Brian said that he was not aware of any regulations that this tower would violate, but if the commission were worried about it then a special condition should be added that requires Craig Cable to make sure that they are in compliance with all FAA regulations. Brian said that there were no comments submitted to him about the proposal. A motion was made and seconded to approve the resolution with two additional special conditions: 1) That anti-climb protection be installed on the first 8' of the tower and 2) That the new tower must meet all FAA regulations.

MOTION TO APPROVE ZELHUBER/STANLEY APPROVED

2. Office in Residential Zone Discussion. Brian reported that an organization had recently opened an office in a residential building. The office was fairly low impact and within a residential duplex, but there was no associated residential use by the office holder. Brian said that this was similar to “home occupation” use except the associated residential use. He said that this looked like a carryover from some other changes. The use “office in residential area” is shown in low density residential zoning, is defined separately from “home occupation” and carries over to subsequent residential zones. Given the discussion over the past year about home occupation business, Brian wanted to be sure to bring this to the commission’s attention and see if any action was warranted.

After some discussion it was decided that the commission was interested in consistency regarding non-residential uses in residential zones and that “office in residential areas” should be an allowed use, but should be related to an existing residential use. Brian said that the easiest way to accomplish this would be to simply delete “office in residential area” as a permitted use in any residential zone. If someone wanted to have an office in a residential zone they would use the “home occupation” use instead. This would allow for offices, but would set occupancy, parking, employee and sign requirements consistent with other home occupation businesses. Brian said that he would start working on the public notice and process to make this change to the municipal code.

Old Business

1. There was no old business.

Adjourn

A motion was made and seconded to adjourn.

MOTION TO ADJOURN

WALTERS/ZELLHUBER

APPROVED

John Moots, Chairman

Attest: Brian Templin, City Planner

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of July 23, 2009

Roll Call

John Moots (chair), Sharilyn Zellhuber, Lonnie Walters, Bill Russell were present. Barbara Stanley was absent excused.

Approval of Minutes

1. Approval of minutes of the May 27, 2009 Planning Commission Meeting. A motion was made and seconded to approved the minutes of the May 27, 2009 meeting. Also present were Brian Templin, Marvin Brown and his wife and Patricia Lehman.

MOTION TO APPROVE ZELHUBER/RUSSELL APPROVED

Public Comment

1. There was no comment on non-agenda items.

Public Hearing and New Business

1. Resolution PC 513-09, Marvin Brown Variance to Encroach 5' Into Sideyard Setback. Brian reported that Marvin Brown had requested to reconstruct a carport that was a prior non-conforming structure placed 5p into the sideyard setback. Marvin said that he tore down the old carport because it was unsafe and intended to build on the same footprint. Brian said that the city planner had some latitude in allowing for work to solve safety issues on non-conforming structures, but that the structure had been torn down before Marvin came into city hall. Brian said that he felt this negated his latitude to allow reconstruction and required a variance. Brian also said that the structure was gone, but the foundation/stem wall was still intact. Marvin's neighbor, Patricia Lehman testified that the carport had not caused problems in the past and that it was still sufficiently far enough from any structures on her lot to provide safe access and fire protection. The commission discussed the issue and determined that all of the required variance criteria were met. The commission asked Brian to amend the resolution to specify that "The variance does not allow for additional enclosure. Only the southerly side wall may be placed in the setback."

A motion was made and seconded to approve Resolution PC 513-09 as amended.

MOTION TO APPROVE ZELHUBER/WALTERS APPROVED

2. Discussion and interpretation of an impound lot on Commercial or Industrial zoned property in Craig. Brian reported that a request was

made to determine what zone would be appropriate as a permitted or conditional use for an impound lot. He said that a local towing business was losing their lease on Klawock Island (near the Viking lumber sortyard) and was looking to relocate in Craig. Brian said that this use was really limited to heavy industrial zones, but similar uses were permitted in commercial and light industrial zones. Brian provided a memo that outlined the zones, use definitions and a brief description of the possible activity. He also said that he interpreted the code to only allow storage of discarded, wrecked, abandoned, unlicensed or unregistered vehicles on Heavy Industrial property. Brian further explained that even though this issue seemed pretty cut and dried, it was one of the responsibilities of the commission to help interpret municipal code when there was a question or ambiguity. The commission discussed the issue, the use definitions, the surrounding uses and their impression of the existing impound lot in Klawock. The commission felt that the city planner had rendered the correct interpretation of the code.

No further action was necessary.

Old Business

John Moots asked Brian what the status of the "Office in Residential Zone" change was. Brian said that he had not gotten the public notice done, but would work on it.

Adjourn

A motion was made to adjourn the meeting at approximately 8:15.

MOTION TO ADJOURN

WALTERS/ZELHUBER APPROVED

John Moots, Chairman

Attest: Brian Templin, City Planner

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of September 24, 2009

Roll Call

John Moots (chair), Sharilyn Zellhuber, Bill Russell, and Barbara Stanley were present. Lonnie Walters was absent excused.

Also present was Brian Templin, City Planner.

Approval of Minutes

1. Approval of minutes of the July 23, 2009 Planning Commission Meeting. A motion was made and seconded to approve the minutes of the July 23, 2009 meeting.

MOTION TO APPROVE ZELHUBER/RUSSELL APPROVED

Public Comment

1. Non-Agenda Items. There were no non-agenda items and no public was present.

Public Hearing and New Business

1. Resolution PC 514-09, Recommending Craig City Council Approval of the Craig Multi Hazard Mitigation Plan. Brian reported to the Planning Commission that he had been working with a contractor with the State Division of Homeland Security and Emergency Management on a multi-hazard mitigation plan for Craig. Brian explained that the commission had heard the original public presentation from the contractor in 2008. Brian further explained that the plan would be used to determine what items would be worked on and would be funding priorities for available emergency management grants and other funds. Sharilyn had a number of suggestions for minor changes that she provided to Brian. A motion was made and seconded to approve Resolution PC 514-09, recommending approval of the Multi Hazard Mitigation Plan by the city council with the changes recommended by Sharilyn.

MOTION TO APPROVE STANLEY/RUSSELL APPROVED

Old Business

There was a short discussion regarding the proposed change to the code to eliminate the "Office in residential zone" permitted use and include it in the "home occupation" use. Brian said that he had had some problems getting the public notice published but would work on it for the next meeting.

Adjourn

A motion was made to adjourn the meeting.

MOTION TO ADJOURN ZELHUBER/STANLEY APPROVED

John Moots, Chairman

Attest: Brian Templin, City Planner

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of December 29, 2009

Roll Call

Roll was called and Sharilyn Zellhuber, Lonnie Walters, Bill Russell, and Barbara Stanley were present. John Moots was absent-excused. Lonnie Walters chaired the meeting in John's absence. Also present was Brian Templin, City Planner.

Approval of Minutes

1. Approval of minutes of the September 24, 2009 Planning Commission Meeting. A motion was made and seconded to approve the September 24, 2009 Planning Commission Meeting Minutes.

MOTION TO APPROVE STANLEY/ZELLHUBER APPROVED

Public Comment

1. Non-Agenda Items. There were no non-agenda items or public comment.

Public Hearing and New Business

1. Resolution PC 515-09, Vacation of a Portion of Beach Road. Brian reported that the city was continuing to work with the US Forest Service on the sale of lands authorized in the Craig Recreational Lands Act. Part of the sale included the portion of Beach Road that was completely surrounded by Forest Service owned parcels. Some of the parcels were currently owned by the Forest Service and some of the parcels were included in the remainder of the sale. Brian said that the vacation had been reviewed by city staff and did not impact any access or utilities. Barb Stanley asked to be recused from voting on the vacation and the associated replat. Barb works for the US Forest Service and has been involved in the land sale. The commission allowed Barb to be recused from these issues. Brian further explained that after the commission's action tonight the City Council would have 30 days to veto the vacation action. Brian said that it had been his practice to present the vacation to the council at the next scheduled meeting to give them a chance to approve or veto the action. The next council meeting is scheduled for January 7, 2010. A motion was made and seconded to approve Resolution PC 515-09, vacating a portion of Beach Road.

MOTION TO APPROVE RUSSELL/ZELLHUBER APPROVED
VOTE 3-0 WITH BARB STANLEY RECUSED

2. Resolution PC 516-09, Plat 091229, Beach Road Vacation Replat. Brian reported that the replat was prepared to vacate the portion of Beach Road from lot 1, Block 11, USS 1430 and Lot 1, Block 11A, USS 1430 CTA to the US Forest Service Site. Brian talked about the process that he had gone through with the Forest Service to determine the best way to replat the lots and meet the Forest Service's needs. Brian also talked about five changes that he required to the plat. Barb

Stanley was recused from the issue due to her position with the US Forest Service. A motion was made and seconded to approve Resolution PC 516-09, approving the preliminary plat with the recommended changes made by the City Planner.

MOTION TO APPROVE ZELHUBER/RUSSELL APPROVED
VOTE 3-0 WITH BARB STANLEY RECUSED

3. Resolution PC 517-09, Variance 091229, Curtis Brown Variance to Encroach in Sideyard Setback. Brian reported that Curtis Brown had requested a variance to encroach on the sideyard setback for a new house on lot 2A2A, USS 3857. Brian told the commission that a tree had severely damaged the trailer that was on the lot and that the Brown's were constructing a new single family house on the property. Brian reminded the commission that approval or denial of variances required a positive resolution, that is a resolution approving the variance or a resolution denying the variance. If the commission determined to deny the variance it needed to pass a resolution to that effect. Brian also reminded the commission that if they objected to the variance meeting any of the required criteria they should state what criteria was not met and why so that a statement of findings could be published. Brian discussed the criteria with the commission. Commissioners felt that a number of criteria didn't look like they were met, but they needed additional information. Brian supplied a copy of written comments from Ken Owen supporting the application for variance. Commissioner Bill Russell supplied a drawing to the commission of how he felt the house could be realigned to meet the setback requirement without any variance. There was some additional discussion, but the applicant or a representative were not there to answer questions. Brian told the commission that Curtis said he might not be able to make the meeting until 7:30. The commission discussed the issue and the required criteria until after 7:30. The applicant or a representative did not show up at the meeting. A motion was made and seconded to postpone the item until the January 28, 2010 Planning Commission Meeting. Brian said that he would notify Curtis Brown.

MOTION TO POSTPONE STANLEY/RUSSELL APPROVED

4. Resolution PC 518-09, Amending Section 18.05.001A(3), Offices in Residential Zones. Brian reported that the commission had been discussing the issue for a number of months and that the public notices had finally gotten published for the hearing. Brian said that he had received some verbal feedback, but no written comments on the issue had been submitted. There was no public comment at the meeting. Brian reminded the commission that offices would still be allowed in residential zones, but they would be allowed under the home occupation definition of the code and restricted to owner/occupant, no outside employees and other restrictions on home occupance business use. Brian also reminded the commission that this required a change to municipal code so the resolution simply recommended adoption of the change and that the city council would have to

adopt an ordinance making the change to municipal code. A motion was made and seconded to approve Resolution PC518-09, recommending adoption of the changes by the Craig City Council.

MOTION TO APPROVE STANLEY/ZELLHUBER APPROVED

5. Barbara Stanley Resignation. Brian shared with the commission that Barb Stanley had submitted her letter of resignation from the commission. Barb is taking another job with the Forest Service and will be based out of Ketchikan. Brian thanked Barb for her time on the commission and the perspective that she brought. All of the commissioners also expressed their thanks. Per the letter, Barb's resignation would be effective December 31st. A motion was made and seconded to accept Barb Stanley's resignation from the Craig Planning Commission.

MOTION TO APPROVE RUSSELL/ZELLHUBER APPROVED
MOTION APPROVED 3-1, WITH WALTERS DISSENTING.

Lonnie added that he felt that although the commission should accept the resignation, it should also express that it did so reluctantly so he cast a dissenting vote.

6. Expiration of terms for John Moots and Lonnie Walters. Brian reminded John and Lonnie that their terms expire at the end of January, 2010 and if they are interested in renewing their appointments they need to submit a letter of interest. Lonnie submitted his letter and John said that he was interested in being reappointed and would submit a letter to Brian. No other action was necessary.

Old Business

There was no old business on the agenda.

Adjourn

A motion was made and seconded to adjourn the meeting at about 8:15 pm.

MOTION TO ADJOURN ZELLHUBER/STANLEY APPROVED

Lonnie Walters, Acting-Chairman

Attest: Brian Templin, City Planner