

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of April 25, 2019

Roll Call

Sharilyn Zellhuber (chair), Kevin McDonald, Barbara Stanley, and Millie Schoonover were present. John Moots was absent excused.

Brian Templin (City Planner) and a number of members of the public were present at the meeting.

Approval of Minutes

1. March 28, 2019 Minutes. A motion was made and seconded to approve the minutes of March 28, 2019.

MOTION TO APPROVE STANLEY/SCHOONOVER APPROVED

Public Comment

1. Non-Agenda Items. There were no non-agenda items discussed.

Public Hearing and New Business

1. Tract 18 Final Plat Review. Brian reported to the commission that CTA had submitted an updated plat for the Tract 18 subdivision for review and final approval. Brian talked to the commission about the history of the project and the preliminary plats that had been submitted and modified. Brian recommended the following comments on the final plat review:
 - Ensure that a minimum of 100' horizontal and vertical sight distance is met along the right-of-way to be dedicated to the city, particularly at the curve shown as Curve 1 on the subdivision plat.
 - Show vacated right-of-way line as a light broken line.
 - Storm Drain Easement between lots 18A and 18B – increase size of easement to 10' on each side of the property line (20' total) and add a note to the plat that the City is authorized to access the easement through lot 18A or lot 18B to allow for maintenance and repair of the storm drain utilities contained within the easement.
 - Approval Signatures certificate – remove the last sentence in the certificate. The planning commission is not responsible to inspect or accept dedications and improvements.
 - Lots 7C, 7B, and 7A, USS 2611 partially shown on the left side of the property should be correctly labeled as Lots 17C, 17B, and 17A.
 - Notes 2/3 are duplicates.
 - Legend – if needed on the plat please clarify the “found monument to be tied” icon description. I don't see the icon used anywhere on the plat so removing it may be simplest.

- Previous iterations of the subdivision/discussions have identified the newly dedicated ROW as “Windy Loop”. If that is still the intended street name please place it on the plat.
- Recorder’s Office Space. The District Recorder has requested that all plats leave sufficient room adjacent to the title block for the recording information. The plat should leave a minimum of 2” of clear space directly to the left of the title block. ALTERNATELY, if it is not possible to leave 2” to the left of the title block then the plat should leave a minimum of 2” of clear space directly above the title block.
- The subdivision application indicates that this parcel was owned by an ANCSA village or regional corporation. If the parcel is a split estate (surface and subsurface) include a note on the plat that reads “This plat constitutes a subdivision of the surface estate only. The subsurface owner has not participated in the platting action.” If the applicant owns both the surface and subsurface estates then this note is not required.
- Any additional comments made by the planning commission at the April 25, 2019 meeting.
- Remove extraneous lines and information for final plat.
- Submit one paper and one mylar copy of final plat signed by surveyor and owners.
- Submit final plat in .dwg or .dxf format to the Craig City Planner.
- Monument all corners in the field.

The planning commission reviewed the plat and noted that the title block should also be amended to include Lots 18E, 18F, and 18G. Brian said he would add that comment to the approval letter. A motion was made and seconded to approve the plat for the CTA Tract 18 Subdivision as amended by the planner and commission’s comments.

MOTION TO APPROVE STANLEY/MCDONALD APPROVED

2. Tract P Preliminary Plat Review, PC Resolution 587-19-PC. Brian reported that the city and tribe had been working together on the development of a new access road to the lower level of the tribal hall. The replat of Tract P is a result of that project and lays out the new right-of-way that the road will be built in. Brian reported that Bess Clark of Community Connections had submitted written comments objecting to the connection to Easy Street. Bess’ written comments were entered into the record. Brian told the commission that he had a number of comments for the plat:
 - Certificate of Approval by the Planning Commission – remove the last sentence in the certificate. Inspection and acceptance of dedications to the public is not a Planning Commission responsibility.
 - Certificate of Improvements – This is not the correct certificate for this subdivision since the purpose of the subdivision is the dedication of the ROW

to allow for construction of the new road and associated utilities (i.e. storm drain). The improvements must be guaranteed in accordance with CMC 18.10.059C. Since the property is city owned the applicant may request that the Craig City Council guarantee the improvements through a council resolution as shown in CMC 18.10.059C4.

- Client – complete the client information shown on the left side of the plat.
- LOCATION NOT ACCEPTED. Two of the corners on Lot P-2 are annotated as LOCATION NOT ACCEPTED. The plat should either contain additional information as to the condition of the monuments that led to them not being accepted and a bearing/distance from the monument to the “accepted” corner location; or, more appropriately the monuments “NOT ACCEPTED” should be removed and new monuments placed in the correct location.
- Northeast Corner of Tract P2. The plat should show a corner (or alternately, a Witness Corner) to the meander corner located on the northeast corner of the property. A corner should be placed at the corner (or at the Witness Corner) in the field and shown on the plat.
- Since the lease lots (P-1 and H-1) are not being subdivided on the current plat these parcels should be relabeled (Upland Lease Lot, Tide/Submerged Land Lease Lot) and not included in the lot numbering for the plat. Subsequently Lot P-2 should be named Lot P-1. I will continue to reference the lot as P-2 throughout these notes to reflect what is currently shown on the plat.
- Lease Lot P-1/H-1 (as shown). The plat does not need to show the distances/bearings of the lease lot itself but there should be a distance tie from the closest meander corner to one of the common lease lot corners.
- Northern Line of Lot P-2. There are bearings/distances shown – (95.14’) R5 and (S89d36’27”E 96.33’) R5 -on the northern line of Lot P-2 with no associated monuments, meanders, or other items shown that these bearings/distances would apply to. Please show monumentation, better explain the data shown, or remove it from the plat.
- Easements (referenced by document). There are easements shown on the plat (notably on adjacent lots Q-1 and Q2-D that are noted – SEE DOCUMENT 2018-XXXXXX-0 but do not have any description. The dash-dot-dot line indicates that they are easements. Add additional text at each of these easements to describe the easement (i.e. Utility Easement)
- Easements (legend). The legend indicates that Utility Easement Areas are shown with a dash-dot-dot line but individual easements shown on the plat have descriptions other than “Utility Easement” (i.e. Electrical and Telephone Easement, Access & Utility Easement, etc.). The plat should either show different line types for different types of easements or the legend labels should read “Easement Areas” with additional text shown at each easement to describe the easement type.
- Note 3 – add certificate to plat number.
- Legend – Previous Property Line. I don’t see any lines like this on the plat. If the line type isn’t used please remove from the legend.

- Recorder's Office Space. The District Recorder has requested that all plats leave sufficient room adjacent to the title block for the recording information. The plat should leave a minimum of 2" of clear space directly to the left of the title block. ALTERNATELY, if it is not possible to leave 2" to the left of the title block then the plat should leave a minimum of 2" of clear space directly above the title block.
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Brian asked the planning commission to name the newly created right-of-way. After some discussion the commission decided to name the street "Responder's Way". A motion was made and seconded to approve the preliminary plat of Tract P, USS 2327 as amended by the planner and the commission.

MOTION TO APPROVE STANLEY/MCDONNALD APPROVED

3. Harborview Subdivision Preliminary Plat Review, PC Resolution 588-19-PC.
 Brian reported that Chris Piburn had submitted a preliminary plat of Harborview Subdivision for review and approval. Brian reminded the commission that this plat was a condition placed on the conditional use permit that allowed an encroachment of the deck on Mr. Piburn's lot. Brian said that he had some comments on the preliminary plat:
 - Certificate of Approval by the Planning Commission. Remove the last sentence in the certificate. Inspection and acceptance of dedications to the public is not a Planning Commission responsibility.
 - The GPS Basis of Bearings note/certificate is duplicated.
 - Note 3 – add the certificate to plat number.
 - Recorder's Office Space. The District Recorder has requested that all plats leave sufficient room adjacent to the title block for the recording information. The plat should leave a minimum of 2" of clear space directly to the left of the title block. ALTERNATELY, if it is not possible to leave 2" to the left of the title block then the plat should leave a minimum of 2" of clear space directly above the title block.
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A motion was made and seconded to approve the preliminary plat with the planner's comments.

MOTION TO APPROVE STANLEY/SCHOONOVER APPROVED

*As part of the discussion on the plats at the commission meeting, the commissioners commented that they would like to go over the review criteria with the planner in a workshop setting to become more familiar with the process. Brian said he would schedule a future workshop for that purpose.

4. Correspondence from Don Glore. Brian reported that the city had been receiving correspondence from Mr. Don Glore regarding his lot 20B, USS 2611. Brian said that no action was required by the commission unless there were questions. The commission did not have any questions or take any action.

Old Business

1. Skateboard Park Site Discussion. Brian reminded the commission that discussion in previous meetings had narrowed the potential sites down to East Hamilton Drive and the Spruce Street Water Tank sites. After some discussion at the meeting the commission directed staff to advertise and form a group of skate park users who could help prepare some concept designs for the sites and bring information back to the commission. Commissioner Kevin McDonald said he would represent the commission on the group. Brian said he would begin advertising and would likely bring back some names at the June commission meeting. No further action was taken on this item.
2. Public Hearing and Discussion – Craig Cannery Site Development. The planning commission took comments at the March meeting. Brian explained that he put this item on the agenda at the commission's request in order to continue to allow the public an opportunity to provide comments on the upland development at the cannery property. Brian said that ultimately he would be looking for some general recommendations from the commission and that the commission would likely be very involved in future planning, zoning, and land use decisions on the site.

Kit Kraft submitted written comments.

Skip Fabry commented that some part of the new development could be named after Carl Asplund.

Cheryl Fecko suggested that the commission form a working group that would meet to talk about the development. There was some discussion about who would be involved, who the group would report to, and the purpose of the group.

It was commented on that the planning commission would be making general recommendations about the development and that the harbor committee would

likely be making more specific recommendations regarding the harbor development.

The commission had a discussion about holding a workshop prior to the May meeting for the purpose of having a less formal setting. Brian was asked to provide some specific information on the site, the buildings, and prior efforts and designs. Brian said he would schedule a workshop starting at 6 pm on May 23rd for this purpose and would work with Sharilyn on the information and visuals for the workshop. Sharilyn suggested that people look through the comments in the 2007 development plan before the workshop.

No further action was taken on this item.

3. Stairs and Landing Interpretation/Definition Discussion. Brian reported that the commission had been working on defining stairs and landings for the purpose of issuing conditional user permits allowing development in the setbacks. Brian brought an amended definition back to the commission based on previous discussions. Brian said that he would use the definition as an interpretation of the code until the code were changed to formally adopt the definition. A motion was made and seconded to adopt the definition presented by the planner as an interpretation of the land development code and that the planner would work on adoption of the definition into the municipal code.

MOTION TO APPROVE STANLEY/SCHOONOVER APPROVED

Adjourn

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN SCHOONOVER/STANLEY APPROVED



Chairman Sharilyn Zellhuber



ATTEST: Brian Templin