

CITY OF CRAIG  
PLANNING COMMISSION MINUTES  
Meeting of December 13, 2022

**Roll Call**

Sharilyn Zellhuber (chair), John Moots, Kevin McDonald (Ex. Abs), Barbara Stanley, Jeremy Crews

From the public: Brenda & Larry Demmert

Meeting Started at 7:02pm.

**Approval of Minutes**

1. October 27, 2022 Minutes. A motion was made and seconded to approve the minutes from the October 27, 2022 meeting.

MOTION TO APPROVE

CREWS/MOOTS

APPROVED

**Public Comment**

1. Non-Agenda Items.
  1. None

**Public Hearing and New Business**

1. PC Resolution 607-22-PC, CUP 221213A – Conditional Use Permit for Brenda and Lawrence Demmert to operate a B&B at 1411 Hamilton Drive (Lot 1B, Tract 2A, Timpe Subdivision, USS 3857).

The planning commission expressed no concern with the B&B at this location. Wilson confirmed that there had been no complaints about the previous B&B operator at that location. A couple oddities to take note of were the detached garage had been renovated into a new residence since the last permit, which Brenda confirmed would be either a long-term rental or a place for family to stay.

On asking if Brenda or Larry (Lawrence) had any comments, Brenda expressed their desire to move out of their home at North Harbor and use funds from the B&B to offset costs of their new home.

MOTION TO APPROVE

MOOTS/STANLEY

APPROVED

2. PC Resolution 608-22-PC, CUP 221213B – Conditional Use Permit for Doug Ward to renovate his home into a triplex at 605 Oceanview Dr (Lot 12, Windansea Subdivision).

The planning commission noted the lack of description of the changes while confirming that the footprint of the building would not change. Commissioners

acknowledged that a building permit would resolve issues like points of egress per unit. Commissioner Moots stated that at least two points of egress are needed per apartment and that they could be a window (that is safe/capable of being used to exit) or a door, making it an easy requirement to meet.

Commissioner Crews asked if a sprinkler system was needed. Wilson said that buildings with only three dwelling units do not need Fire Marshal approval and therefore would not need sprinklers.

The planning commission asked if there had been any questions about this requested permit, Wilson confirmed there had been one question about the allowed number of units in a medium-density residential area. Wilson confirmed that there is enough space on the lot to hold three units per the rules outlined in the municipal code.

Wilson noted that this home has a conditional use permit for a B&B and that the conversation of limited rooms (only up to three rooms of a home may be used for a B&B) had come up with the home owner. Doug Ward had confirmed that he previously operated a B&B but that he was moving entirely to long-term rentals. The Planning Commissioners decided to revoke the CUP for the B&B as a condition of the triplex. It was noted how badly residential housing was needed and that since the B&B was being discontinued, the old CUP would fall under the sunset clause.

MOTION TO APPROVE

CREWS/STANLEY

APPROVED

3. PC Resolution 609-22, CUP221213C – Conditional Use Permit for Taylor Robison to operate a B&B at 702 Beach Rd (Lot 2B, Block 12, USS 1430).

Wilson noted that although the application claimed five parking spaces, there are only three viable parking spaces on Robison's property. There are four bedrooms, requiring a minimum of three parking spaces. Unless the garages are used, there only appear to be three spaces outside. There is not enough room in front of garage doors to park cars (unless they are smart cars).

Commissioner Stanley asked if any public comments had been made. Wilson confirmed that Kim Patotzka had come into the office and expressed concern with parking. Wilson noted that much of the extended driveway pad belonged to Kim Patotzka and would not be available for B&B guest parking. Commissioner Moots commented that there were already at least two cars and a boat. Moots expressed the desire to revisit the required parking per rooms for B&Bs. Stanley added that Ketchikan was reviewing B&B rules and their changes may be good to track.

Wilson noted that there had been no previous complaints about the previous owners who had operated a B&B.

Commissioner Zellhuber requested that in the confirmation letter, Robison be informed that he does not have five parking spaces outside of his building.

MOTION TO APPROVE

MOOTS/STANLEY

APPROVED

**Old Business**

1. 2018 Resolution and Minutes signing  
May 30, 2018 Minutes (Retroactive Minutes)

Wilson and the planning commission realized that the previous quorum still did not exist as John Moots and Kevin McDonald had both been absent that day and Millie was no longer on the planning commission. Stanley noted that the listed CUP was one that had been of concern regarding follow-up. Had the owners met the requirement to install additional parking? Wilson stated she could investigate.

MOTION TO APPROVE

ZELLHUBER/STANLEY

APPROVED

2. 2017 Resolution and Minutes signing (mostly complete)
3. 2016 Resolution and Minutes signing

The Commissioners Stanley and Moots expressed interest in re-examining the condition that each CUP is subject to a 12-month review. Wilson noted that she thought the language in the Craig Municipal Code was more permissive and provided the option for the planning commission to do a 12-month review. Stanley stated that the language on the resolutions was not permissive but may be changed to be more permissive or eliminated entirely if it wouldn't be followed up. Stanley also stated that despite the language on resolutions, 12-month CUP reviews had not been done at all within her memory. Commissioner Moots agreed.

With Zellhuber's permission as the Chairperson, Wilson asked what a 12-month review should look since it had not been done and she did not recall it outlined in the code. Zellhuber asked if notices would have to go out to neighbors again. The Planning Commission agreed that the 12-month review could be quite simple with the Planner checking with the police chief, checking that sales tax was paid, and that all requirements had been met.

Besides checking CUP 180524 for additional parking and seeing if the fence had been moved as requested, the planning commission also noted that there may have been a partial ownership change at the marijuana retailer that should be investigated. The planning commission were concerned with people parking in the narrow street leading up to the shop, sometimes on both sides of the road. Wilson stated she was unaware of any ownership changes, noting that Kit Kraft was the principal owner. The commission responded that Kit Kraft had a partnership and that the partnership may have changed, affecting the CUP. Wilson stated she would look into it. As for the parking, Wilson noted

that on the Marijuana retail CUP issued in that location, it was known that there was effectively no adequate parking when the CUP was issued and that poor parking was unlikely to fall on the CUP holder. The vehicle owners would be responsible for parking appropriately.

As a final follow-up question, the planning commission asked if there had been a resolution on the small building located on Jim Seley's property. Wilson stated that although it is likely the building has been used commercially, the Fire Marshal will not review a residential building that has less than four units and Jim has continued to insist that the building is strictly residential. Wilson further stated that with exceptional proof the City could pursue the issue as a violation, but that Brian had not expressed interest in doing so as irrefutable proof would be difficult to obtain and the lot the building is on is likely to be sold anyways (and need to be rezoned/could be required to be zoned residential). Wilson did state that the sign advertising commercial services had been taken down.


**Adjourn**

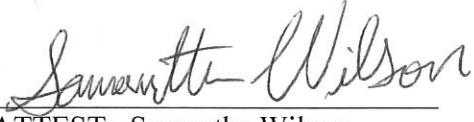
A motion was made and seconded to adjourn the meeting at approximately 7:48 pm.

MOTION TO ADJOURN

CREWS/MOOTS

APPROVED

  
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Chairman Sharilyn Zellhuber

  
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ATTEST: Samantha Wilson