

CITY OF CRAIG  
PLANNING COMMISSION MINUTES  
Meeting of June 22, 2017

**Roll Call**

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

Also present were Brian Templin, Anna Guthrie, Rob Endsley, Chris Piburn, Robert Badgett, Julie Decker, Luke Decker, Skip Fabry, Crystal Beseau, and Jon Bolling.

**Approval of Minutes**

1. Approval of minutes of May 11, 2017. A motion was made and seconded to approve the minutes of the May 11, 2017 meeting.

MOTION TO APPROVE                      SCHOONOVER/STANLEY                      APPROVED

**Public Comment**

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

**Public Hearing and New Business**

1. CUP 170622 – Rob Endsley B&B. Brian reported that Rob Endsley had applied for a conditional use permit to operate up to three rooms at a duplex that he was constructing on Lot 1, Ptarmigan Subdivision, as a bed and breakfast. There was some discussion about parking. Barbara Stanley asked that condition number three on the permit be amended to read the same as on the last issued conditional use permit regarding parking, ensuring that all parking is on the lot itself and not in the right of way. A motion was made and seconded to approve PC Resolution 574-17-PC as amended.

MOTION TO APPROVE                      STANLEY/MCDONALD                      APPROVED

2. Tract P, USS 2327 Access Road. Brian reported that at the previous commission meeting Sam Thomas made a short presentation about the planned road from Cold Storage Road to the rear entry of the CTA building. At that meeting it was determined that it would be helpful to the city and the CTA to hold an advertised public hearing on the issue. The proposed road would start at Cold Storage Road and run behind Thompson House, the post office property, and CTA and would connect to Easy Street using an existing 30' public access easement across lots 1 and 2, Tract R, USS 2327. Those properties are owned by Joni Kuntz (lot 1) and Skip Fabry (Lot 2). The proposed road also includes a new access from the USPS parking lot (exit only) that is designed to reduce congestion on Thompson Road at the entrance to the parking lot. The road will be located on city owned property and the existing easement on Lots 1 and 2, Tract R but the project design and ultimate construction is being sponsored by CTA. CTA and the city have been

working together as the project has been moving forward. Brian included written comments from Joni Kuntz and Skip Fabry.

Anna Guthrie represented CTA and talked briefly about the need for the project and the benefit to the future firehall on the city site. Anna also talked about moving the CTA staff offices from the upper level to the lower level and said that would increase the need for access to the lower level.

Crystal Beseau expressed some concerns about USPS access and the increased congestion by having cars back out in both directions to use both exits to the parking lot. Chris Piburn said that the proposed exit was designed to improve congestion issues. Chris said that they were open to other suggestions from the USPS on how best to help alleviate congestion at that parking lot.

Skip Fabry asked to see Joni Kuntz' original email to the city regarding the project. Brian noted that it had been left out of the information available to the public but he would forward it to Skip. Skip also said that he had hoped to get a direct response to his original written questions from CTA as well as the city but had only received a response from the city. Brian said that he would forward both Joni's and Skip's original correspondence to Anna at CTA. Skip asked if a cul-de-sac or roundabout would be a better way to end the access road near the rear of the CTA rather than connecting to Easy Street.

Kevin McDonald asked about heavy equipment from Samson along the new road and how that would work. Brian said that heavy vehicle traffic was discussed at the design meetings and there were some options to construct the road to handle it or to post signs that limited the size of vehicles on the new access road. Chris and Robert Badgett commented that the fill required to construct the road connection to Easy Street would likely make more of the existing lot owned by Joni and used by Samson Barge Lines usable.

Brian asked Anna to take the comments from the public hearing back to CTA and the design engineers and to formulate a preferred alternative design to present to the Craig City Council. Brian also noted that no formal action was required from the planning commission on this item.

### **Old Business**

1. **Off Street Parking.** Brian reported that based on previous conditional use permit and variance applications over the past year that there had been some discussion about off street parking. At a previous meeting the commission asked Brian to do some research on how other jurisdictions defined off street parking. The primary issue was whether or not off-street parking generally included the private lot only or also included that undeveloped portion of the right of way between the drivable surface of the street and the private lot.

Brian said that he provided a staff report to the commission at the May 11<sup>th</sup> meeting that included definitions from a number of sources, including other jurisdictions in Alaska. At that meeting the commission decided that the definition used by the City of Palmer, with some minor modifications would be best and asked Brian to bring some proposed language back to the commission for discussion.

Brian provided some draft language based on the previous discussions that defined off street parking as “a space, located off any street or right-of-way which meets the minimum size shown in 18.00.020 “Parking Space”, does not impact pedestrian traffic, and ensures adequate maneuvering room on a parking lot with access to a public street or right-of-way.

Brian told the commission that they could adopt this as an interpretation of the term “off street parking” wherever it is found in Title 18 and if they chose, could direct staff to start the process of adopting the new definition into the municipal code.

A motion was made and seconded to adopt the interpretation as presented and to direct staff to start the process for a Title 18 amendment to include the new definition.

MOTION TO APPROVE                      STANLEY/SCHOONOVER                      APPROVED

**Adjourn**

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN                      STANLEY/SCHOONOVER                      APPROVED

  
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Chairman Sharilyn Zellhuber

  
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ATTEST: Brian Templin