

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of January 23, 2020
7:00 p.m., Craig City Council Chambers

Roll Call

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

Approval of Minutes

1. Minutes of December 12, 2019. A motion was made and seconded to approve the December 12, 2019 minutes.

MOTION TO APPROVE SCHOONOVER/STANLEY APPROVED

Public Comment

1. There was no public comment.

Public Hearing and New Business

1. CUP 200123 – PC Resolution 591-20, Andrews Commercial/LI Use in Marine Industrial Zone. The planning commission had a short discussion on Josh Andrew’s application to operate a commercial/light industrial use (brewery) in the marine industrial zone. The commission made two modifications to the special conditions of the permit. The first change was to correct item #3 to read “commercial/light industrial” instead of “home occupation”. The second change was an addition of special condition #6 which should read “Prior to opening a public tasting room the application will be reviewed by the planning commission.” A motion was made and seconded to approve PC Resolution 591-20 with those two changes.

MOTION TO APPROVE MCDONALD/MOOTS APPROVED

Old Business

1. Public Hearing and Discussion – Skatepark Sites. The commission discussed a number of alternative sites that had been suggested for the skateboard park and took public testimony from a number of skaters, parents, and other interested members of the public. During the discussion both the commission and the users felt that the Tract D, Crab Bay site (across from the Sunnahae Trailhead parking lot) was the best alternative. It provided good public access, was an open location with room for expansion, had little negative effect on neighbors, and was located near the pedestrian path. The commission recommended locating a new basketball court or refurbishing the court on East Hamilton as part of the project. A motion was made and seconded to recommend that the City Council approve Tract D, Crab Bay as the site for the new skatepark.

MOTION TO APPROVE STANLEY/MOOTS APPROVED

2. Craig Cannery Site Development Recommendations and Next Steps. Brian provided some information and the commission had a short discussion regarding the recommendations that had been made to the city council. No action was taken on this item by the commission.

Adjourn

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN

STANLEY/MOOTS

APPROVED

Chairman Sharilyn Zellhuber

ATTEST: Brian Templin

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of October 29, 2020

Roll Call

Sharilyn Zellhuber (chair), Kevin McDonald, and Barbara Stanley were present. John Moots was absent excused. Millie Schoonover was elected to the Craig City Council during the October 2020 elections and vacated her planning commission seat.

Approval of Minutes

Public Comment

1. No public comments.

Public Hearing and New Business

1. RP 201029 – PC Resolution 591-21, P&E Replat. There was a short discussion on the replat submitted by Don Pierce. A motion was made and seconded to approve the preliminary plat with comments from the planner.

MOTION TO APPROVE STANLEY/MCDONALD APPROVED

2. Replacement of Planning Commissioner (verbal discussion). There was a short discussion about replacing Millie Schoonover. Brian said that he would post the vacancy and work with the mayor to appoint a new commissioner. Brian commented that Millie was the only seat up for reappointment at the end of January 2021 so the new appointment would be for a full three year term. No action was taken by the commission.

Old Business

1. Craig Harbor Development Update (verbal discussion). Brian shared an update on the status of funding for the Craig Harbor project and reminded the commission that part of the discussion related to zoning the property. Brian said that the commission should pick that discussion back up in the new year. No action was taken by the commission.

Adjourn

A motion was made and seconded to adjourn.

MOTION TO ADJOURN STANLEY/MCDONALD APPROVED

Chairman Sharilyn Zellhuber

ATTEST: Brian Templin

Note: The meeting was available by teleconference for both the public and planning commissioners.

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Brian Templin, City Planner
Date: March 19, 2021
RE: Planning Commissioner Replacement; Harbor Development Update; Craig
Access Permit Process – Verbal Discussion

I have included a few items on the agenda for the March 25th meeting for verbal discussion. I don't have any written memos or need action but wanted the commission to be in the loop. Specifically, I want to discuss:

1. Replacement of the currently vacant planning commissioner. I have posted the opening but have not had any response yet. If I don't get any response by March 30th, I will start working to get a volunteer.
2. An update on the harbor development project. There is a lot going on in terms of funding for both the USACE portion of the project and the inner harbor construction (including some upland development). Part of the activity is discussion between the USACE, CTA, and city on an agreement with the State Historical Preservation Officer. I want to have a short discussion and keep the commission in the loop on where we are with the project.
3. The City of Craig Access Permit discussion. A permit was recently issued that resulted in some public comments (after the fact) and a discussion by the city council at the March 18th meeting. One question that came up is why the planning commission wasn't involved in the decision to issue the permit. I have attached the memo that was given to the council for their discussion and will be happy to answer any questions that the commission has about the process and the council's take at the March 18th meeting.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: March 5, 2021
RE: Access Permit Process Discussion

At the March 4, 2021 council meeting the council asked for a discussion at the next council meeting on the city's access permit process. The discussion was generated by a recent access permit for a golf driving range on city property on Cemetery Island. The council was interested in discussing inclusion of some notice/approval to the council before access permits were issued.

Background

The city allows use of city owned land and buildings under a number of processes contained in Title 16 of the Craig municipal code. This includes:

- Purchase of city property. Purchases are based on a set process and generally require an appraisal of the property. Purchase allows the new owner to use the property for any allowed purpose in the zoning unless the council includes some covenant or restriction in the sale. Sales are approved by the council through an ordinance and approval of the sales agreement. There is a 30-day public notice requirement and at least two city council meetings before a sale negotiation is approved.
- Leases of city property. Leases allow for short- or long-term exclusive use of property and grant the lease holder "possessory interest" which generally allows them to develop the property and conduct activities allowed within the zoning and authorized in the lease. Leases generally require an appraisal and are very formal. Lease documents signed by the lease holder and city are designed to strongly protect the interests of both parties. Leases are approved by the council through an ordinance and approval of the lease agreement. There is a 30-day public notice requirement and at least two city council meetings before a lease negotiation is approved.
- Access Permits. Access permits allow for short term, generally non-exclusive, generally non-destructive uses of city property. Uses are generally allowed uses in the zone, or support generally allowed uses. Access permits generally do not include construction of permanent facilities (buildings on trailers or skids and placement of containers are common). Access permits do not require an appraisal and permittees are generally charged a fee or exchange of services set by the city administrator. While we often charge for access permits, it is not unusual to exchange services that benefit both the permittee and city. There is no public notice requirement for access permits. Access permits can be issued by the city administrator for up to 12 months. Permits can be issued or extended with approval of the city council for up to 24 months.

Craig Municipal Code Title 16.04.020 governs the issuance of permits in Craig.

16.04.020 Access permits.

- A. The administrator may, without council action, issue access permits for the purpose of authorizing entry onto, and use of, city-owned property for exploration, survey, archaeological exploration and other uses of less than one year which are essentially nondestructive. Permits issued under this section shall be for such fees and under such terms and conditions as the administrator determines are appropriate.
- B. For temporary use for a period of more than one year but not more than two years, the council may, by resolution in each specific case, authorize the city administrator to grant a permit to an applicant for the use of city lands. Such permit may be granted without appraisal of the value of the land or public auction of the permit, for any purpose compatible with the land use classification or zoning of such lands, and on such terms for such use as the council determines.
- C. In the issuance of an access permit, the city may make expressly applicable to the permit such provisions from CMC 16.02.140 as the city deems appropriate. [Ord. 349 § 5, 1992.]

Access permits are used regularly for a variety of both for-profit and non-profit uses including:

- Development of a driving range
- Use of seasonal dock and ramp
- Use of crane and pier space for seafood companies
- Development of alleys and rights-of-way dedicated, but not developed by the city
- Short term occupancy of existing city buildings
- Storage of oil-contaminated soil
- Storage of construction materials for adjacent construction on private property
- Installation of a satellite dish on city property for residential use
- Access to city owned buildings for salvage (condemned or disused buildings)
- Placement of fiber optic cable
- Stream restoration access and materials storage
- Storage and sorting fill material by private parties
- Short term dedicated parking on city property
- Storage and staging areas for various fisheries
- Filming on city facilities

Recommendation: The council should discuss the access permit process and provide guidance to staff on changes to the process or municipal code regarding these permits.

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Brian Templin, City Planner
Date: March 19, 2021
RE: Cannery Site Zoning Discussion

On March 3rd I sent out a copy of a draft zoning document and several samples from other communities along with some information from the state. A few days later Sharilyn shared a number of websites that were also applicable to the discussion.

As part of the overall cannery development discussion the commission has been interested in developing zoning specific to the cannery site that takes the historical nature of the site into consideration. This is likely to be a long discussion that may include more research and several drafts.

We were just starting the discussion on the historic district/historic overlay last year before COVID made it difficult to meet. We should pick that discussion up over the next several months.

I don't expect that we will take any action, but it is important that we get the discussion moving given the likelihood of some funding and movement of the harbor project overall in the next couple of years.

I have attached the rough draft of zoning that was put together several years ago as a starting point.

18.05.060 HISTORIC ZONE – Proposed Purpose and Use Discussion

The purpose of the Historic Zone (HZ) is to accommodate a mix of low intensity* industrial, marine industrial and commercial uses which will be relatively compatible with existing and proposed residential uses and with the historic nature of the zoned property. It is the intent of this zone to allow structures and uses which are consistent with the historical architecture, appearance and activities of the zoned area and which will promote year around use by visitors and local residents.

A. Permitted Uses

1. Professional, public, community, newspaper and administrative Services and Offices including Post Offices, banks.
2. Banks and other financial institutions.
3. Barge freight terminals and accessory uses*.
4. Boat storage yards, repair facilities and sale facilities (including boats and motors.)
5. Business Support*
6. Community facilities including libraries, museum, visitor center, chamber of commerce facilities, Community Education* and Recreation* (including indoor recreation, outdoor recreation, theaters, parks, beaches, golf courses, open space and fish and wildlife areas.)
7. Day Care Centers*
8. Docks, Port facilities* and harbor facilities and accessory uses including Recreational Boat Marinas, other buildings necessary to the operation of the boat marina, ferry terminals and accessory uses* and boat charter services.
9. Essential Services*
10. Government complexes* and facilities*.
11. Gunsmiths, locksmiths, and related sales and services
12. Retail Sales and rentals* including light equipment, gunsmiths, locksmiths and Marine equipment sales, rental, repair and maintenance.
13. Hospital Complex Facilities, Clinics and other medical facilities and offices.
14. Lodges and resorts* including lodges of fraternal orders, labor and social organizations.
15. Marine research or experiment stations.
16. Plant nurseries.
17. Public Maintenance Shops.
18. Restaurants and other eating establishments.
19. Taxi stands.
20. Veterinary office. (No outdoor kennels)

B. Temporary Uses – See Section 18.06.005 Temporary Use Permit

C. Conditional Uses

1. Bars, restaurants and other establishments providing for the sale of alcoholic beverages
2. Buildings built above maximum height.
3. Cold Storage plants and facilities.
4. Convalescent Homes, Nursing Homes, Children Homes and other group residential facilities.
5. Fences, walls or hedges over four (4) feet
6. Fish and Seafood Processing
7. Ice manufacture, storage and sales primarily for fishing and fish processing.
8. Laundromat, laundries, dry cleaning establishments.
9. Lodging (Hotels, Motels)
10. Low Intensity*, light manufacture, warehousing, compounding, processing, assembling, packaging, treatment, or fabrication of materials or property.
11. Off premises signs.
12. Other low intensity* commercial and industrial uses which satisfy the criteria of Section 18.06.002C, Conditional Use Permits.
13. Other municipal uses in keeping with the character and requirements of this zone.
14. Public utilities and associated low impact buildings or facilities including small electrical substations or transformers.
15. Residential uses (apartments, watchman's quarters, etc.) accessory to* other permitted uses. Residential uses within this zone must be accommodated within commercial, industrial or public buildings. Residential uses may not occupy street frontage at ground level.
16. Shipyards and marine ways.
17. Vehicle and equipment storage and parking.

D. PROHIBITED USES Include but are not limited to:

1. Uses not qualifying as Permitted or Conditional.

E. PROPERTY DEVELOPMENT STANDARDS

1. MINIMUM LOT SIZE
 - a. No minimum lot size.
2. PARKING - See Chapter 18.14, Parking
3. SETBACKS*: Front, rear, interior, and side yard setbacks as required by the Uniform Building Code and State Fire Marshall.

In addition:

- a. When abutting a residential zone, setbacks shall be ten feet for adjacent yards.
- b. Common wall development* may be allowed.

- d. When structures are placed or constructed in this zone which is not subject to review by the State Fire Marshall, setbacks shall be ten (10) feet from all property lines with six (6) foot interior setbacks between structures unless both structures are mobile homes in which case the interior setback shall be ten (10) feet.
 - e. Front and side setbacks for new construction or additions shall maintain the visual continuity of the streetscape.
4. HEIGHT - Thirty (30) feet maximum

MEASUREMENT Building height shall be calculated as the average height of three sides of the building measured from finished grade to the highest point of the roof. See Definitions, Building Heights-Buildings on Piling.

5. SIGNS

- a. Must be on premises.
- b. No sign or group of signs may be of a total combined size larger than 10% of the area of the wall on which they are mounted or front with a maximum of 200 square feet of sign per business.
- c. Off-premises signs may be allowed by Conditional Use Permit.
- d. No signs shall flash or move; cause glare on any public way or surrounding residential property; or be illuminated between the hours of 11 p.m. and 7 a.m. unless relating to an establishment open during those hours.

F. FENCES, WALLS AND HEDGES

Property line fences and walls, not exceeding four (4) feet in height may occupy any portion of a yard except as provided in Subsection G, (Visibility at Intersections) and also provided that such fence, wall or hedge projecting forward of the front yard setback line, shall not obstruct visibility. Fences, walls and hedges exceeding four (4) feet require a Conditional Use Permit.

G. VISIBILITY AT INTERSECTIONS

On corner lots, no fence, wall or hedge or other planting or structure that will impede visibility between a height of 2 feet 6 inches (2'6") and 8 feet (8') above the centerline grades of the intersecting streets shall be erected.

No vehicle shall be parked within twenty (20) feet of any intersection. If the relationship of the surface of a corner lot to the street is such that visibility is already impaired, nothing shall be done to increase the impediment to visibility within the 20 feet mentioned above.

H. HISTORICAL DEVELOPMENT STANDARDS. It is the intent of this zone to promote development which protects, reestablishes or reflects the historical architecture, style and construction of the area.

1. Design Review Board. The City of Craig Planning Commission shall act as the Design Review Board for all alterations and new construction in this zone.
2. Design, Alteration and Construction Guidelines. The following guidelines are intended to provide the applicant with an idea of the general criteria the design review board will employ when reviewing proposals for the downtown historic district. They are designed to preserve the characteristics which typify development in the district and provide the basis for the more specific design standards which follow.
 - a. All alterations to existing structures should be performed so as to preserve the historical and architectural character of the historic zone.
 - b. The distinguishing qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or destruction of architectural features should be avoided when possible.
 - c. All buildings, structures, and sites should be recognized as products of their own time. Alterations that have no historical basis should be discouraged.
 - d. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site, and its environment. These changes may have acquired significance of their own, which should be recognized and respected.
 - e. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations or additions do not destroy the historical character of the structure. The same will hold true of new construction, that is, contemporary design shall not be discouraged if it does not violate the historical character of the surrounding buildings or the historic district as a whole. Design proposals for both new construction and alterations to existing structures must be compatible with the size, scale, color, material, and character of the property, the immediately surrounding structures, and those in the historic district.

3. Submittal Requirements

- a. *General.* The following procedures are for persons who intend to undertake rehabilitation or new construction within the historic district. All submittals must be filed with the Craig Planning Department fifteen (15) days before the next scheduled Planning Commission Meeting
 - i. Building Permit Application is filed with the Craig Planning Department.
 - ii. The department schedules the application for review at the following design review board meeting (held at the next Planning Commission meeting).
 - iii. A notice of hearing is posted in at least three public places, on the city website and mailed by first class mail to all property owners within 300' of the proposed construction or alteration at least ten (10) days prior to the hearing date.
 - iv. The Planning Commission, acting as the design review board reviews and evaluates the site development plan with consideration of the following:
 1. Preservation of the historical outward appearance and original design if development or work involves modification to existing buildings.
 2. Harmony of scale, architectural style, sidewalk level use, and materials with the existing historical character if development involves construction of a new building.
 3. The design review board may waive the historical preservation requirement and associated design standards if they deem that the proposed alteration or development includes significant historical or cultural design or showcases local building materials.
 - v. The planning department issues a building permit with the board's action.
- b. *Major projects.* The following items are required for major rehabilitation or renovation and new construction within the historic district. These shall accompany the application form and must be

submitted to the department for review, including the design review board, and the building department:

- c. The applicant shall submit a building permit application signed by the applicant and, if the premises are leased, by the owner. The location of the property shall be clearly indicated on an attached map.
 - d. The applicant shall submit current color photographs of the site and existing structures showing both the overall condition of the structures, the materials, and color. The applicant shall also submit color photographs of contiguous sites and structures showing prevalent architectural styles and the character of the area. All photographs shall be marked to indicate the direction of the view and the date that the photograph was taken.
 - e. Major exterior modification applications shall include three copies of a site plan showing the existing structure and its relationship to the site and all proposed alterations and additions. These drawings must be scale, and contain all elements noted on the building permit application.
 - f. The applicant shall submit detailed description and drawings of all facades with street frontage and any facades which are visible from the street including proposed fenestration, canopies, signage, exterior equipment, and appropriate architectural detailing. Proposed building materials and finishes must be indicated with color and texture noted.
 - g. Samples of materials and photographs of products to be used in exterior finishing shall be provided. These may include color chips, samples of molding, or photographs of architectural details to be incorporated in the exterior finishing. These shall be keyed to the descriptions and drawings required in subsection (f) of this section.
 - h. If the design review board requires modification to the submitted exhibition or additional submittals due to unusual conditions, these shall be submitted by the applicant as requested by the board prior to the applicant receiving a site development plan permit.
4. General Design Standards. The following design standards apply to both new construction and alterations to existing structures. The first three standards, for heights, setbacks and roofs, collectively define the form of the streetscape. The next three standards for retail storefronts, windows, and architectural details, are all listed under "front facade." These elements both define the character of a building and contribute to the character of the historic district as a whole. The remaining design standards for finishing materials, color, canopies, signs, and service lines, apply to the exterior of buildings. They also contribute to both the character of the facade and

collectively, to the streetscape. The design review board may, in special cases, make exceptions to the design standards provided the alternative does not distract from the character of the district. In such cases, the board's findings must include written justification for granting such exceptions.

- a. *Architectural standard.* The original architectural details such as moldings, cornices, brackets, columns, and pilasters of a building shall be maintained in good repair. If they must be replaced for maintenance purposes or during the course of minor alterations, they should be replaced as nearly as possible with elements of the same type and of similar or compatible materials. If substantial replacement is required due to deterioration or a major alteration to the building, the elements shall conform in dimension and detail to those on the original structure. In the case of new construction, architectural details shall be suitable to the building itself and shall conform in dimension and detail with precedents found on comparable buildings or within the district.
- b. *Finishing material standard.* Finishing materials used in repairing or partially replacing exterior walls should match as closely as possible the materials used on the existing buildings. Where appropriate to the rehabilitation of the building, finishing materials used in major alterations to a building should match as closely as possible the original material used on the building in dimension, texture, and finish. Recommended finishing materials for both new construction and alterations to existing structures are horizontal wood siding, such as shiplap, tongue and groove and clapboard siding.
- c. *Color standard.* All siding, wood trim, and window trim shall be finished with paint or a semi-transparent stain. All colors and the placement of color on the building should preserve or emphasize the structural detailing. All colors and color combinations shall be subject to approval by the design review board.
- d. *Sign Standard.* Lettering style and symbols on signs shall be appropriate to the building's style and compatible with the lettering and style of other signs on the building. The preferred material for these signs is wood, with natural stain or painted finish and externally illuminated only. All signage proposals require approval by the design review board. The board will review plans for dimensions, placement, subject matter, lettering styles, color, materials, legibility and appropriateness of style to the character of the historic district.
- e. At a future date utility lines may be established underground. Conduits for those lines should be supplies from the street to the building in the course of new construction or alterations to existing structures. In the interim, aerial utility lines should be brought into a building as discretely as possible, so as not to detract from the appearance of the building.