

# **CITY OF CRAIG PLANNING COMMISSION AGENDA**

Meeting of April 22, 2021  
7:00 p.m., Craig City Council Chambers

## **Roll Call**

Sharilyn Zellhuber (chair), John Moots, Kevin McDonald, Barbara Stanley

## **Approval of Minutes**

1. March 25, 2021 Minutes

## **Public Comment**

1. Non-Agenda Items

## **Public Hearing and New Business**

1. PC Resolution 593-21, Replat of USS 1429 Tract E, Sunset Replat
2. PC Resolution 594-21, Rezone Tract F, USS 1429 from Commercial to Residential – High Density

## **Old Business**

1. Cannery Site Zoning Discussion

## **Adjourn**

*The meeting will be available by teleconference for both the public and planning commissioners. To call into the planning commission meeting call 1-800-315-6338, code 63275#. Commissioners can participate and vote by phone if they wish.*

CITY OF CRAIG  
PLANNING COMMISSION MINUTES  
Meeting of March 25, 2021

**Roll Call**

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

**Approval of Minutes**

1. January 23, 2020 Minutes. A motion was made and seconded to approve the January 23, 2020 minutes.

MOTION TO APPROVE                      STANLEY/ZELLHUBER                      APPROVED

2. October 29, 2020 Minutes. A motion was made and seconded to approve the October 29, 2020 minutes.

MOTION TO APPROVE                      STANLEY/ZELLHUBER                      APPROVED

**Public Comment**

1. There was no public comment on Non-Agenda Items

**Public Hearing and New Business**

There was no new business.

**Old Business**

1. Replacement Planning Commissioner. Brian reported that he had advertised for a commissioner to replace Millie Schoonover. The request for applicants will be open until the end of the month. If there are no interested persons then Brian said he will start cold calling folks. Brian asked the commissioners to think of people who would be good candidates. No action was required or taken.
2. Craig Harbor Development Update. Brian gave a short update on the harbor development project. Brian talked about the current status of the design efforts and talked about funding at the state and federal level for the project. Brian said it is likely that construction of the breakwater would start in 2022 and the inner harbor construction would start in 2023 or 2024. No action was required on this item.
3. City of Craig Access Permit Process. Brian shared with the commission that the city council had recently asked to talk about the access permit process. Brian explained that while the process is not part of Title 18 in the municipal code, there is some link to land use issues. Brian provided a copy of a memo outlining the access permit process and a list of some of the access permits that have been issued over the years. Brian reported that the council chose not to take any formal action on the issue but asked staff to give them a heads up on permits that might generate public interest. No action was required on this item.

4. Cannery Site Zoning Discussion. Brian said that with the near completion of the breakwater design and the likelihood of funding for the site that it was important that the commission resume discussion on the zoning issues related to the cannery site. Brian reminded the commission that they had started discussions prior to COVID-19 restrictions and that we had not met for much of 2020.

Brian provided copies of historic zoning information for several Alaska communities and a copy of some zoning that was drafted in 2007 as part of the discussion. There was some general discussion about the differences between creating a new zone and creating an overlay that would apply to the underlying Marine Industrial zone. The commission felt that creating a new zone would likely be more appropriate in this case.

The commission had a brief discussion on the formation of a historic commission that would oversee decisionmaking of the historic zone/overlay. It was discussed that a new commission could be formed or an existing body such as the planning commission could assume those duties.

Sharilyn suggested that we discuss the visual components and try to describe what we wanted to see as a final look for the site to help guide decisions related to the zoning.

The commission looked over the draft zoning regulation that was prepared in 2007/2008 and decided that this would be a good place to start a broader discussion. It was decided that it would be easier to take this draft piecemeal and work through all of the sections. The commission asked for a discussion of items A – G at the next commission meeting. No formal action was required. Brian said that he would bring this back for discussion at the next meeting.

### **Adjourn**

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN

MOOTS/STANLEY

APPROVED

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Chairman Sharilyn Zellhuber

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ATTEST: Brian Templin

## **CITY OF CRAIG MEMORANDUM**

To: Craig Planning Commission  
From: Brian Templin, City Planner  
Date: April 19, 2021  
RE: Pierce Replat, PC Resolution 593-21

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Shaan Seet Inc. has submitted an application to replat Tract E, USS 1429 into two lots for residential use. SSI submitted a replat for this property with a different configuration in 2013 and the preliminary plat was approved by the commission. SSI never finalized that plat. Preliminary plats expire two years after approval unless extended.

Shaan Seet asked me to review the preliminary plat prior to submission and they incorporated all changes that I requested.

Shaan Seet has a concurrent request for rezoning Tract F from commercial to Residential – High Density. Tract E was rezoned from commercial to Residential – High Density in 2013. Shaan Seet intends to construct residential duplexes on the lots.

When submitted, the subdivider/final plat should:

1. Remove all extraneous lines and marks
2. Monument all corners as shown on the plat
3. Provide two paper, one mylar, and a .dxf/.dwg file of the final plat.
4. Incorporate any comments made by the planning commission.

Recommendation: Approve the preliminary plat of the Sunset Subdivision with comments.

**CITY OF CRAIG  
PLANNING COMMISSION**

**RESOLUTION 593-21-PC**

GRANTING PRELIMINARY PLAT APPROVAL TO SHAAN SEET INC. TO  
SUBDIVIDE TRACT E, USS 1430

WHEREAS, the Planning Commission held a public hearing on April 22, 2021;  
and,

WHEREAS, public notice was given in accordance with Section 18.09 of the  
Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section  
18.09 of the Craig Land Development Code are met as follows, subject to the conditions  
listed later in this resolution:

- A. That the proposed subdivision is consistent with the Craig Comprehensive Plan;
- B. That historic buildings or sites or natural features which are significant to the community or required to be protected by law (such as eagle nest trees) are preserved in the design of the development.
- C. That the proposed subdivision will not interfere with existing or officially planned development.
- D. That the future street plan and utilities for the proposed subdivision will permit the development of adjoining land.
- E. That proposed access, drainage, sanitary and water facilities, and fire protection are available and adequate for the subdivision, subject to approval by the city public works director.
- F. That the City has utility capacity to serve the area without interfering with utility capacity to serve other areas if City utilities are proposed.
- G. That the proposed subdivision does not disturb trees or shrubs which are designated for habitat or resource protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations unless a plan is approved which will mitigate potential adverse impacts.

NOW, THEREFORE, BE IT RESOLVED that the Craig Planning Commission does hereby approve the preliminary plat for the replat shown as Harborview Subdivision and will grant final plat approval once the following conditions are met:

- 1. that the comments provided by the Craig City Planner and Craig Planning Commission are incorporated into the final plat;
- 2. that all property corners be monumented with rebar and capped;
- 3. that the final plat conforms to the requirements of 18.09.009-010 of the Craig Land Development Code;

4. that the final plat be submitted in .DWG format and on reproducible mylar and bond paper as directed by the Craig City Planner;

Approved this 22<sup>nd</sup> day of April, 2021.

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Sharilyn Zellhuber, Chairman

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Brian Templin, City Planner

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ SHAAN SEET INC.

DATE \_\_\_\_\_ PRINTED NAME AND TITLE

**NOTARY'S ACKNOWLEDGMENT**

U.S. OF AMERICA  
STATE OF ALASKA  
CITY OF CRAIG

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES \_\_\_\_\_

**CERTIFICATE OF IMPROVEMENTS**

I HEREBY CERTIFY THAT NO IMPROVEMENTS ARE REQUIRED FOR THE VACATION / REPLAT.

DATE \_\_\_\_\_ PUBLIC WORKS DIRECTOR

DATE \_\_\_\_\_ CITY PLATTING OFFICIAL

**CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE CRAIG LAND DEVELOPMENT CODE - SUBDIVISION ORDINANCE. ALL DEDICATIONS TO THE PUBLIC HAVE BEEN INSPECTED AND ACCEPTED BY THE CITY OF CRAIG.

DATE \_\_\_\_\_ CITY PLATTING OFFICIAL

DATE \_\_\_\_\_ PRESIDING OFFICER - PLANNING COMMISSION

DATE \_\_\_\_\_ PLANNING COMMISSION MEMBER

**TAX STATEMENT**

I HEREBY CERTIFY THAT ALL AD VALOREM TAXES, SPECIAL ASSIGNMENTS AND OTHER CHARGES REQUIRED BY LAW TO BE PLACED ON THE TAX ROLL HAVE BEEN PAID.

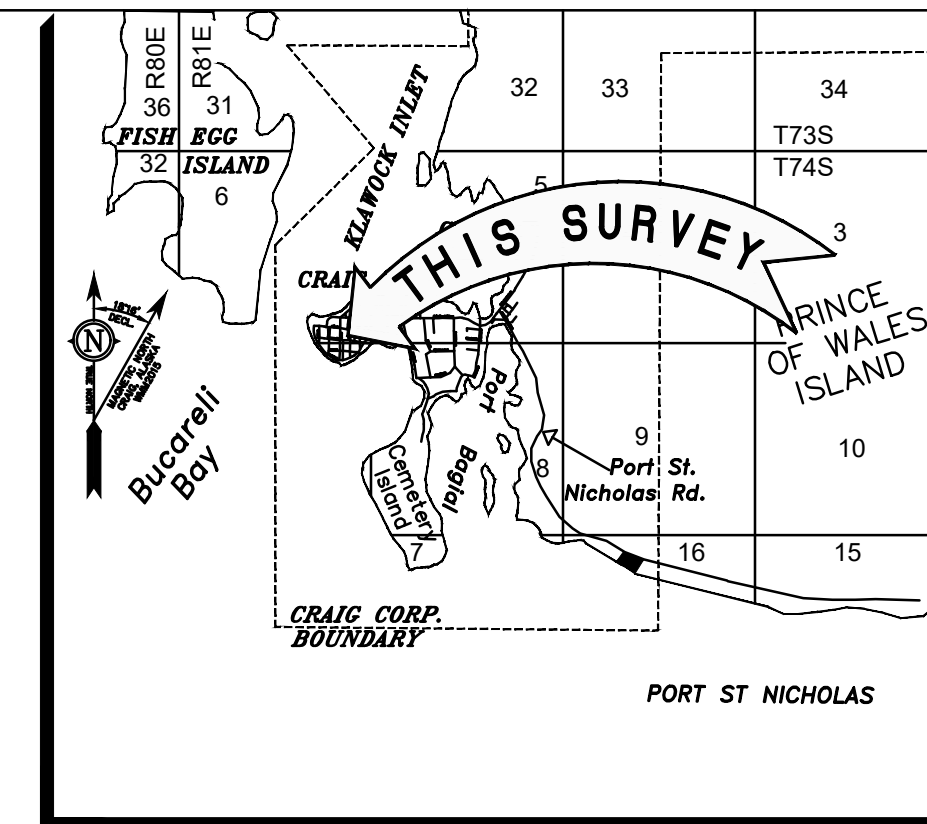
DATE \_\_\_\_\_ CITY CLERK

**SURVEYOR'S CERTIFICATE**

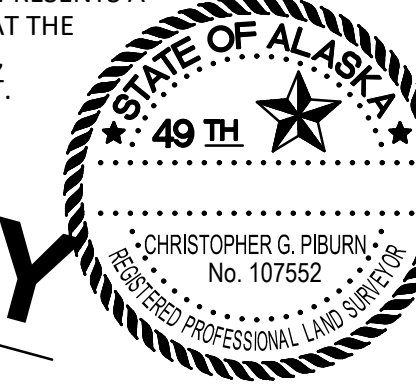
I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE PROPERTY SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE \_\_\_\_\_

CHRISTOPHER G. PIBURN, PLS # 107552



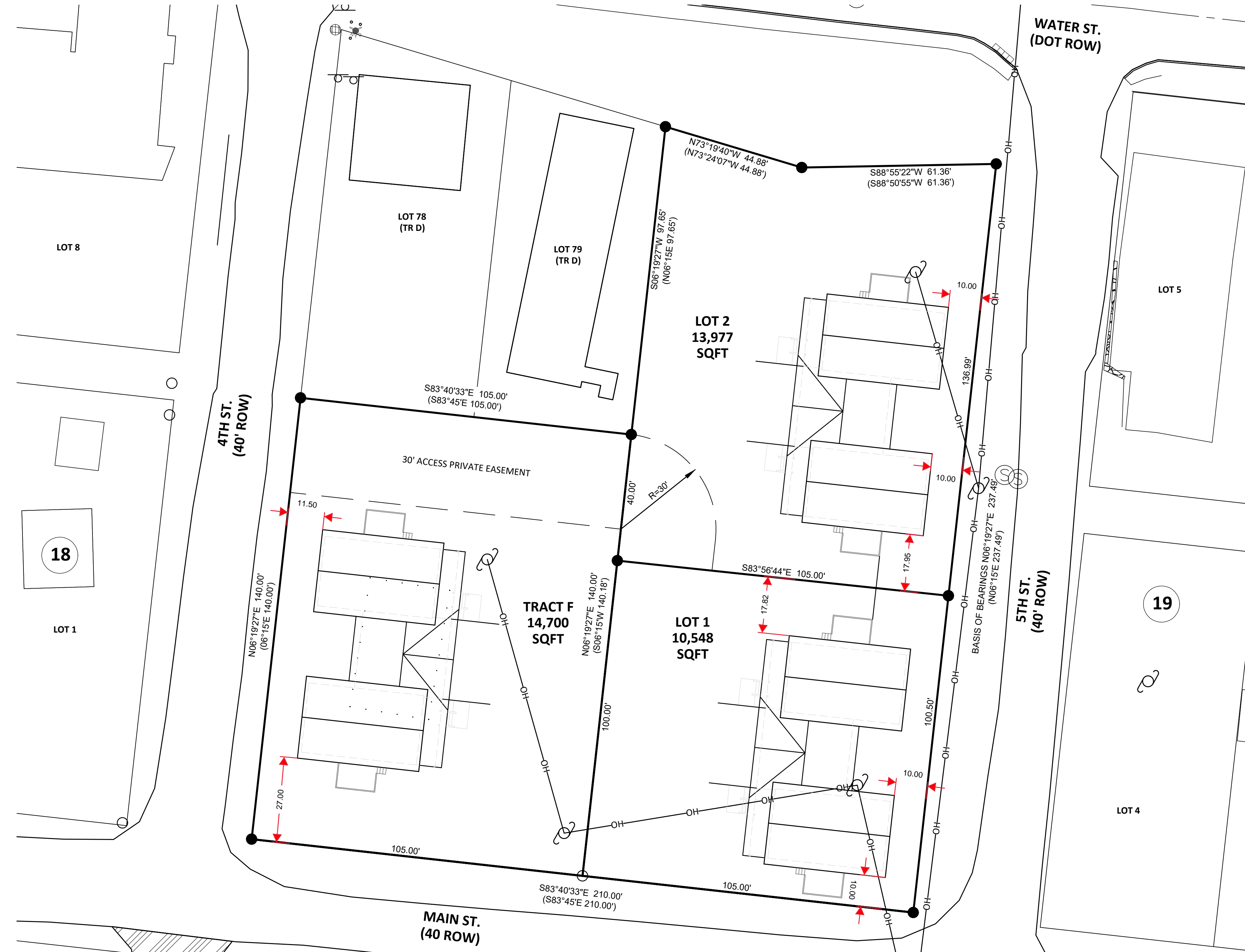
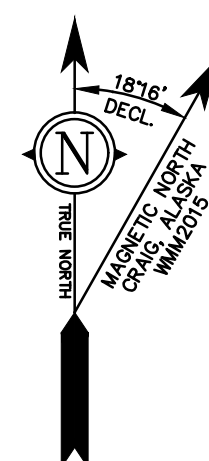
VICINITY MAP  
SCALE: NOT TO SCALE



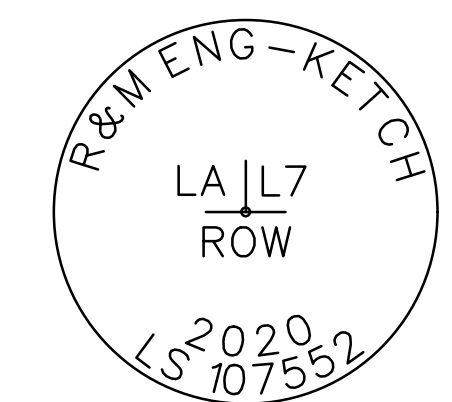
**PRELIMINARY**

**NOTES**

1. THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE TRACT E INTO 2 LOTS FOR THE PURPOSE OF DEVELOPING RESIDENTIAL HOUSING. ALSO TO DEDICATE AN EASEMENT ACROSS TRACT F FOR IMPROVED ACCESS TO NEWLY DIVIDED LOTS.
2. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
3. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
4. REFERENCE AK. ESCROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT FILE NO. XXXXX.
5. REFERENCE THE FOLLOWING WITHIN THE KETCHIKAN RECORDING DISTRICT:
  - USS 1430



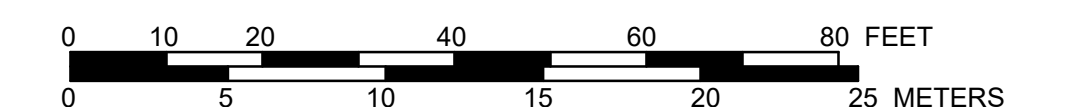
**TYPICAL SECONDARY MONUMENT SET THIS SURVEY**



SET 5/8" X 30" LONG REBAR (UNLESS OTHERWISE NOTED) AND 2" ALUMINUM CAP WITH PLASTIC INSERT

**SCALE 1"=20'**

THIS DRAWING MAY BE REDUCED, VERIFY SCALE BEFORE USING



1 METER = 3.2808333 U.S. SURVEY FEET  
1 U.S. ACRE = 0.4047 HECTARES

CLIENT: SHAAN SEET INC.  
P.O. BOX 690  
CRAIG, ALASKA 99921

LEGEND	
●	SECONDARY MONUMENT SET THIS SURVEY
○	SECONDARY MONUMENT RECOVERED
⊕	BLOCK NUMBER
---	UNSURVEYED
---	SURVEYED
(XX)	RECORD DATA
XX	MEASURED DATA

**R&M**  
R&M ENGINEERING-KETCHIKAN, INC. Phone: (907) 225-7917  
7180 REVILLA ROAD, SUITE 300 Fax: (907) 225-3441  
KETCHIKAN, AK 99901

CRAIG OFFICE Phone: (907) 826-2294  
P.O. BOX 1273  
CRAIG, AK 99921

CERTIFICATE OF AUTHORIZATION #: C576

**SUNSET SUBDIVISION**

A SUBDIVISION  
OF TRACT E U.S.S 1429 CREATING LOTS 1 AND 2

LOCATED WITHIN  
SECTION 6, TOWNSHIP 74 SOUTH, RANGE 81 EAST  
COPPER RIVER MERIDIAN, ALASKA (U.S.S 1429)  
KETCHIKAN RECORDING DISTRICT

SURVEYED BY: MCH DRAWN BY: CGP  
DATE: MARCH 2, 2021 DATE: FEB 2021

SCALE: 1"=20' CHECKED: CGP R&M PROJECT NO: 212301

## **CITY OF CRAIG MEMORANDUM**

To: Craig Planning Commission  
From: Brian Templin, City Planner  
Date: April 19, 2021  
RE: PC Resolution 594-21, Rezoning Tract F, USS 1429 from Commercial to Residential – High Density

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Shaan Seet Inc. has applied to rezone Tract F, USS 1429. Tract F is currently zoned commercial and has a storage building on the lot. In 2013 Shaan Seet rezoned the adjacent Tract E to Residential – High Density and intends to construct duplexes on the property.

If Tract F is similarly rezoned, Shaan Seet intends to remove the existing commercial building and construct a duplex on the site. The commercial building function would be relocated to the Shaan Seet office property across Main Street.

The rezone appears to meet all of the requirements found in Title 18.

Recommendation: Recommend approval of a rezone of Tract F, USS 1429 from Commercial to Residential – High Density effective upon removal of the existing commercial structure.



**CITY OF CRAIG  
PLANNING COMMISSION**

**RESOLUTION 544-13-PC**

RECOMMENDING APPROVAL OF A REQUEST BY SHAAN SEET INC. TO REZONE TRACT F, USS 1429 FROM COMMERCIAL TO RESIDENTIAL – HIGH DENSITY I (RH-I) ZONE

WHEREAS, the Planning Commission held a public hearing on April 22, 2021; and,

WHEREAS, public notice was given in accordance with Section 18.06.004 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.06.004 of the Craig Land Development Code are met as follows:

1. That the proposal is consistent with the policies of the Craig Comprehensive Plan, the Craig Coastal Management Program, the Craig Municipal Code and other applicable ordinances.
2. That the proposed designation is compatible with other existing or proposed designations in the area affected by the proposal. Compatibility is evaluated based on the permitted uses and their effects on the following:
  - a. The level of noise, odor, smoke, dust, or other objectionable pollutants that would be created and their effects on surrounding areas;
  - b. The health and safety of persons or property;
  - c. The land, air, and water or habitat quality;
  - d. Property values in the area;
  - e. Volume and type of traffic generated and the effect alterations in traffic volumes and patterns would have on health and safety;
  - f. Availability of adequate off-street parking for the uses permitted in the land use or zone designation;
  - g. Trees or shrubs designated for: habitat protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations.
3. That additional utilities required by the proposed designation will be made adequate by the applicant at no additional expense to the City and will not interfere with utility capacity to serve other areas of the City.
4. That the land use or zone change does not create a shortage of land in the current land use or zone designation.
5. That there is a community need for the change.
6. That the proposed designation will not interfere with the efficiency of, the planned expansion of, or access to water dependent or water related uses unless:
  - a. There is a documented public need for the proposed use,
  - b. there is no alternative site, and

- c. the public good will be served better by the proposed use than by a water dependent or water related use.
- 7. That other relevant objections made evident at the public hearing are addressed.

NOW, THEREFORE, BE IT RESOLVED That the Craig Planning Commission recommends that the Craig City Council approve the request to rezone Tract F, USS 1429 from Commercial to Residential – High Density zoning.

Approved this 22<sup>nd</sup> day of April, 2021.

\_\_\_\_\_  
Chairman Sharilyn Zellhuber

\_\_\_\_\_  
Attest: Brian Templin, Craig City Planner

## **CITY OF CRAIG MEMORANDUM**

To: Craig Planning Commission  
From: Brian Templin, City Planner  
Date: April 19, 2021  
RE: Historic Zoning Discussion – Draft Zoning items A - G

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As part of the overall discussion on the zoning of the Craig Cannery Site the planning commission has been interested in zoning that allows a wide range of uses and manages the property in a manner that preserves the historical character of the site. Staff has provided draft language for a potential ordinance that creates a Historic Zone that would be used to develop the property. The commission has determined that going through the draft zoning would be helpful to move the discussion forward.

For the April 19<sup>th</sup> meeting the commission will discuss the purpose, permitted uses, temporary uses, conditional uses, prohibited uses, property development standards, fences/walls/hedges, and visibility at intersections.

**Purpose.** Each zone designation begins with a broad overview of the purpose of that zone.

**Permitted Uses.** Each zone lists uses which are allowed (without additional permitting or review) on the property. These uses are determined to be compatible with the zone and the surrounding area.

**Temporary Uses.** CMC 18.06.005 covers uses that are allowed with a temporary use permit. Temporary Uses are generally limited to no more than one year and are usually related to permanent development of the property. Most temporary uses do not require public review.

**Conditional Uses.** Conditional Uses are determined to generally be compatible with the zone and surrounding area, but have some characteristic which may need to be restricted in order to maintain this compatibility. Conditional Uses are approved by the planning commission based on an application.

**Prohibited Uses.** Prohibited Uses are generally determined in Craig by disallowing any use not authorized as permitted, temporary, or conditional for the zone. The commission may also discuss listing specific uses that are prohibited for the zone.

**Property Development Standards.** These standards cover lot size, parking, setbacks, building height, and signage.

**Fences, Walls, and Hedges.** This section generally restricts the height of fences, walls, and hedges at the property line that may interfere with visibility along the roadway or at intersections.

Visibility at Intersections. This standard applies to corner lots and restricts development and use of the area within 20' of the intersection to ensure that roadway visibility is maintained.

The commission should discuss these items as shown in the draft zone language and make changes. It is likely that this document will continue to evolve as the commission goes through the rest of the draft zone so it is not necessary to formally adopt any changes at this time. If the commission can come to a consensus on changes, additions, and deletions staff will make changes and bring them back to the commission for further review.

When all sections have been edited the commission can take more formal action to recommend adoption of the zoning code to the city council.

A copy of the draft zoning is attached. I will put the date of the draft at the top of each page so that commission members can be sure they are using the correct draft for discussion.

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## 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

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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.

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- 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.

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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



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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

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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:

- i. 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.
  - ii. 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.
  - iii. 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.
  - iv. 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.
  - v. 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.
  - vi. 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

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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 supplied from the street to the building in the course of new construction or alterations to existing structures. In the interim, aerial

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utility lines should be brought into a building as discretely as possible, so as not to detract from the appearance of the building.