

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of May 27, 2021
7:00 p.m., Craig City Council Chambers

Roll Call

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

Approval of Minutes

1. April 22, 2021 Minutes

Public Comment

1. Non-Agenda Items

Public Hearing and New Business

1. PC Resolution 595-21, Replat of Lots 8, 9, and 10A, Crab Cove Heights Subdivision, New Hope Replat

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 April 22, 2021

Roll Call

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

Approval of Minutes

1. March 25, 2021 Minutes. A motion was made and seconded to approve the minutes of the March 25, 2021 meeting.

MOTION TO APPROVE

MOOTS/MCDONALD

APPROVED

Public Comment

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

Public Hearing and New Business

1. PC Resolution 593-21, Replat of USS 1429 Tract E, Sunset Replat. Brian reported that Shaan Seet Inc. had submitted a related replat and rezoning for Tract E and F, the area across Main Street from the Shaan Seet office building. Brian reported that Shaan Seet had rezoned Tract E from commercial to high density residential in 2013 and had gotten preliminary approval for a replat, but did not submit a final plat before the preliminary replat expired. There were some differences between the 2013 replat and the current replat, but the end goal was the same, to subdivide the tract for development of duplexes. Brian said this would be done in conjunction with the rezoning of Tract F to residential high density for an additional duplex.

There was some discussion on the number of duplexes and timing of the removal of the storage shed on Tract F.

Brian said that he had reviewed a couple of drafts and that Shaan Seet's surveyor had made all of the recommended changes prior to submission to the planning commission. Brian didn't have any additional comments or changes to the plat.

A motion was made and seconded to approve PC Resolution 593-21, Replat of USS 1429, Tract E.

MOTION TO APPROVE

STANLEY/MOOTS

APPROVED

2. PC Resolution 594-21, Rezone Tract F, USS 1429 from Commercial to Residential – High Density. Brian said that this rezoning would allow for an additional duplex as part of Shaan-Seet's proposed project.

There was some discussion about the availability of commercial land and Shaan Seet's plan for the storage building.

A motion was made and seconded to approve PC Resolution 594-21, Rezone Tract F, USS 1429 from commercial to Residential – High Density.

MOTION TO APPROVE

MOOTS/MCDONALD

APPROVED

Old Business

1. Cannery Site Zoning Discussion. Brian provided a memo and a draft zoning document for the planning commission to discuss. At the previous meeting the planning commission decided to discuss sections A – G of the draft document (dated April 22, 2021) at the April 22nd meeting.

The planning commission had a discussion about the general historical uses of the property and the buildings. Generally the planning commission wanted to see uses that generated year round activity, extensive pedestrian/walkability improvements, retaining the use of the web loft, limited vehicle traffic, and reference to as much historical usage of the cannery as possible. With these overarching concepts in mind the commission discussed specific uses and development standards in the draft code.

The commission discussed the list of permitted uses and made several changes.

- Remove items 2, 3, and 11 since they are duplicated or could be included in other items in the list.
- Remove “storage yards” from item 4.
- Edit item 12 to read “Retail Sales, Rentals, Repair, and Maintenance*” and delete the rest of the description.
- Delete “Hospital Complex Facilities” from item 13 and move the remainder to the list of Conditional Uses.
- Move item 20 to the list of Conditional Uses.

The commission discussed the list of conditional uses and made the following changes:

- Add items 13 and 20 (as modified) from the list of permitted uses.
- Add the language “accessory to a permitted use” to the end of item 17.

The commission did not make any changes to the proposed prohibited uses, setbacks, height, sign, fences/walls/hedges, or visibility at intersections sections. The commission had some discussion about parking and decided that there may be some changes to the parking requirements to make use of common parking and reduce the individual parking requirements. This would help with overall pedestrian use and consolidate parking on the site. No change was made at the meeting, but the commission decided that they would look at some options later.

The commission generally discussed the next sections of the code for further discussion at the May 27, 2021 meeting. The commission wanted to look at options for the “Design Review Board” and potentially move it into a separate section. Brian told the commission that he had found several different formats of who acted in this capacity in other communities and would bring some discussion back to the commission.

The commission wanted to talk about the Design, Alteration and Construction Guidelines at the next meeting. Brian said he would bring those items back, along with an updated draft of the code reflecting the commission’s changes so far.

No formal action was taken on the issue. Further discussion was carried to the next meeting.

Adjourn

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN

MOOTS/STANLEY

APPROVED

Chairman Sharilyn Zellhuber

ATTEST: Brian Templin

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Brian Templin, City Planner
Date: May 24, 2021
RE: New Hope Replat, PC Resolution 595-21

New Hope Baptist Church has submitted an application to replat Lots 8, 9, and 10A, Crab Cove Heights Subdivision into a single lot. The lot will be zoned residential, but currently New Hope Baptist Church operates a permitted religious assembly. The adjacent lots are currently used for parking to support the religious assembly.

I have reviewed the preliminary plat and have the following recommendations:

1. Notary's Acknowledgement. Remove/change "City and Borough of Wrangell" language in the notary's certificate.
2. Lot 7, Block 2 is annotated as "LOT 7 B2". The "B2" is confusing since this is not consistent with block annotations on the rest of the plat. Please remove "B2" or modify it to show a "2" in a pentagon consistent with the other block numbers and the legend.
3. Redesignate the new lot number. Using "A" is consistent with other tracts in the subdivision but not other lots. The lot should be designated as Lot 8A, Lot 9A, or Lot 10A-1. This change should also reflect in the "new lot areas", "Note 1", and the title block.

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 planner and by the planning commission.

Recommendation: Approve the preliminary plat of the New Hope Replat with comments.

**CITY OF CRAIG
PLANNING COMMISSION**

RESOLUTION 595-21-PC

GRANTING PRELIMINARY PLAT APPROVAL TO NEW HOPE BAPTIST CHURCH TO REPLAT LOTS 8, 9, AND 10A, CRAB COVE HEIGHT SUBDIVISION INTO A SINGLE LOT

WHEREAS, the Planning Commission held a public hearing on May 27, 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 27th day of May, 2021.

Sharilyn Zellhuber, Chairman

Brian Templin, City Planner

CERTIFICATE OF OWNERSHIP AND DEDICATION
 I, THE UNDERSIGNED, OWNER OF THE ABOVE DESCRIBED PROPERTY, DO HEREBY CERTIFY THAT THE SAME IS TO BE USED FOR THE PURPOSES SPECIFIED AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO THE PUBLIC OR PRIVATE USE AS NOTED.

DATE: _____ NEW HOPE BAPTIST CHURCH OF CRAIG
 DATE: _____ PRINTED NAME AND TITLE

NOTARY'S ACKNOWLEDGMENT
 U.S. OF AMERICA
 CITY AND BOROUGH OF WENGLISS
 THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ BEFORE ME THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY TO ME KNOWN TO BE THE IDENTICAL INDIVIDUALS 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 WRITTEN NEXT.

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 PLANNING OFFICIAL

TAX STATEMENT
 I HEREBY CERTIFY THAT ALL AS VALUABLE TAXES, SPECIAL ASSIGNMENTS AND OTHER CHARGES REQUIRED BY LAW TO BE PAID ON THE TAX INCLUSIVE LEGAL LAND.

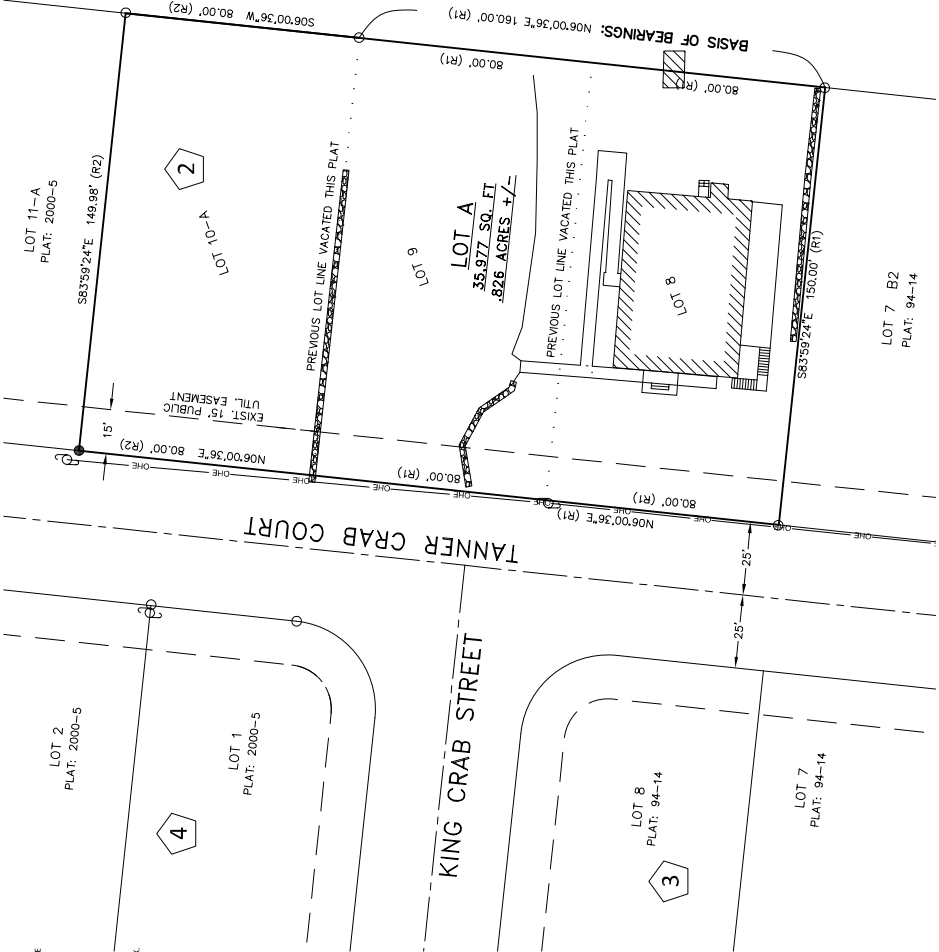
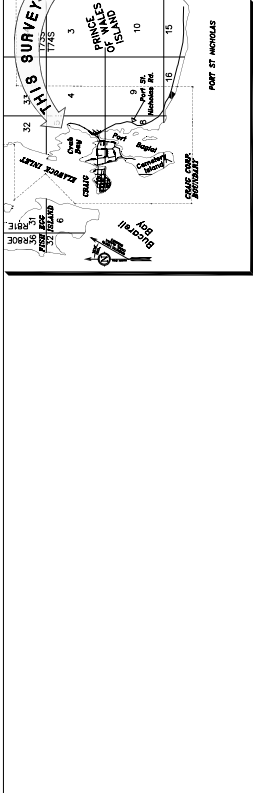
DATE: _____ CITY CLERK

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION
 I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY IS TO BE USED FOR THE PURPOSES SPECIFIED AND DEDICATIONS TO THE PUBLIC HAVE BEEN INSPECTED AND ACCEPTED BY THE CITY OF CRAIG.

DATE: _____ CITY PLANNING OFFICIAL
 DATE: _____ PRESIDING OFFICER - PLANNING COMMISSION
 DATE: _____ PLANNING COMMISSION MEMBER

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE SURVEYING IN THE STATE OF ALASKA AND THAT I HAVE PERSONALLY CONDUCTED THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE BEARINGS AND DISTANCES SHOWN ARE TRUE AND CORRECT, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE: _____
 CHRISTOPHER C. PRINER, PLS # 107582



NOTES

- THE PURPOSE OF THIS SURVEY IS TO REPLAT LOTS 8, 9, & 10-A WITHIN BLOCK 2, INTO A SINGLE LOT, CREATING LOT A, WITHIN BLOCK 2, OF NEW HOPE REPLAT, (A.C.).
- THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1/1000" AND/OR CORNER POSITION ACCORDING TO THE 99% PERCENT CONFIDENCE LEVEL OF 0.13 FEET PLUS 100 PPM.
- ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASE OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
- REFERENCE AN ESKROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT FILE NO. XXXXX.
- REFER TO THE FOLLOWING WITHIN THE KETCHIKAN RECORDING DISTRICT:
 - PLAT 94-14 (CRAB COVE HEIGHTS SUBDIVISION)
 - DEED 2001-002383-0 (SUBDIVISION OF CRAB COVE HEIGHTS SUBDIVISION)
 - DEED 2011-002831-0
 - DEED 2018-000461-0

PREVIOUS LOT AREAS

- LOT 8 (12,000 SQ. FT.)
- LOT 9 (12,000 SQ. FT.)
- LOT 10-A (11,986 SQ. FT.)

NEW LOT AREAS

- LOT A (CRAB COVE HEIGHTS REPLAT) (35,977 SQ. FT. (0.826 ACRES +/-))

CLIENT: NEW HOPE BAPTIST CHURCH OF CRAIG
 P.O. BOX 439
 CRAIG, ALASKA 99821

LEGEND

- SECONDARY MONUMENT RECOVERED
- SECONDARY MONUMENT SET THIS SURVEY
- ③ SURVEYED
- UNSURVEYED
- RECORD BOUNDARY LINE VACATED THIS PLAT
- XX RECORD DATA
- XX MEASURED DATA

TYPICAL SECONDARY MONUMENT SET THIS SURVEY

REINFORCED CONCRETE
 1" x 1" x 30" LONG REBAR
 (UNLESS OTHERWISE NOTED)
 AND 2" ALUMINUM CAP WITH PLASTIC INSERT

PRELIMINARY

SCALE 1"=20'

THIS DRAWING MAY BE REDUCED. VERIFY SCALE BEFORE USING.

0 10 20 30 40 50 60 70 80 FEET
 0 5 10 15 20 25 METERS

1 METERS = 3.28083333 US SURVEY FEET
 1 U.S. ACRE = 6467 HECTARES

PSM
 REAL ENGINEERS & SURVEYORS, INC.
 1000 W. 10TH AVENUE, SUITE 300
 KETCHIKAN, AK 99901
 PHONE: (907) 226-3117
 FAX: (907) 226-4041
 CRAIG OFFICE
 1000 W. 10TH AVENUE, SUITE 300
 CRAIG, AK 99821
 PHONE: (907) 836-2324
 CERTIFICATE OF AUTHORIZATION # C-76

NEW HOPE REPLAT

A REPLAT OF
 LOTS 8 & 9, BLOCK 2, OF CRAB COVE HEIGHTS SUBDIVISION (PLAT 94-14)
 AND LOT 10-A, BLOCK 2, OF A RESUBDIVISION OF CRAB COVE HEIGHTS
 SUBDIVISION (2006-5),
 LOT A, BLOCK 2
 NEW HOPE REPLAT
 LOCATED WITHIN
 SECTION 5, TOWNSHIP 74 SOUTH, RANGE 81 EAST
 COPPER RIVER MERIDIAN, ALASKA
 KETCHIKAN RECORDING DISTRICT

DRAWN BY: MCH
 DATE: JUNE 2020
 CHECKED: CGP
 REAM PROJECT NO.: 202732

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Brian Templin, City Planner
Date: May 24, 2021
RE: Historic Zoning Discussion – Draft Zoning items H1 and H2

At the April 22, 2021 meeting the planning commission made edits to Section A – G of the draft historic zoning code. The next items that the commission asked to discuss are Sections H1 and H2.

Section H1 identifies a Design Review Board. The purpose of this board is to review all construction or alteration proposals in the zone to determine if they meet the historical design guidelines or requirements. In my research I have found several models used to review historical issues in similar zones.

1. The planning commission may sit as the Design Review Board and review proposed designs as part of regular P&Z meetings.
 - a. This would put some additional responsibility on the planning commission but would make it easier to sit a board.
 - b. Appeals would proceed directly to the city council.
 - c. Regular meetings would reduce delays in development.
 - d. Since the planning commission is broadly represented, it will likely bring less overall bias and more balance to the process.
2. An Historical Commission/Board could be created and placed into municipal code. This board/commission would likely have some range of authority to independently approve/disapprove/modify proposals related to their review authority. With this structure, most proposals that are approved would not see any review by the planning commission or city council.
 - a. This would be a separate board/commission with the authority to approve/disapprove/modify proposals.
 - b. Appeals of this board would likely include the planning commission as in intermediate appeal board and further appeals would then proceed to the city council.
 - c. Meetings could be scheduled regularly, but the number of proposals will likely be low so the meetings may be infrequent. This may delay some development.
 - d. A specific board would likely be more focused just on the historical development perspective and not necessarily on the other aspects of development.
3. An Advisory Board could be formed for the purpose of providing recommendations to the planning commission, with the commission sitting as the approval authority.
 - a. This would be a separate board, but would not have authority to make approvals/disapprovals. That authority would stay with the planning commission.
 - b. Since this board would not be making determinations, there would be no formal appeals. Applicants would be able to make their argument directly

to the planning commission, even if the board recommends disapproval. The planning commission would weigh the board's recommendation and the applications discussion in making the determination.

- c. Meetings could be scheduled regularly, but with the likely low number of applications they would probably be held infrequently. This would also add time to the process by making applicants go through the board and then the planning commission for project approvals.
- d. A specific board would likely be focused on the historical perspective, but since approval would vest with the planning commission, a more balanced decision would result.

Many of these boards and commissions have some specific positions for architects or other professionals. Since there are few (if any) of these professionals to choose from locally this would likely not work. The commission may also discuss ex-officio or ad-hoc members of any body and consultants to any formed body. Ex-officio members would be representatives of another body (i.e. planning commission) who would attend scheduled board meetings, but would not vote as part of the board. Having planning commission members as part of the discussion with another decision-making body may affect that person's ability to serve as part of the appeal process if the decision is appealed. Ad-hoc members are those members added for a specific purpose and generally are not part of the regular appointed body. The commission may also want to discuss the need or place for consultants to the body. This would generate an additional discussion about funding down the road since there is no current funding for this type of work on an ongoing basis.

It is probably a good idea to discuss pulling the Design Review Board (or Historical Commission, or whatever the planning commission decides to name this body) as a separate section in the zoning. The section would most likely identify seats, terms, appointment methods, meeting schedule, authority, etc.

Section H2, Design, Alteration and Construction Guidelines. This section lists five broad guidelines for construction and alterations. This language was likely pulled from some other existing code that I found and some of the guidelines may or may not be appropriate for the cannery site. I have included a copy of the final recommendations made by the planning commission and adopted by the city council for reference. The commission should discuss this section and make any changes. As I read this section, it is intended to have broader brushstroke guidelines rather than a list of very specific features. Section H4 has a number of design standards that probably go hand in hand with Section H2. The commission may want to compare H2, H4, and the commission's own recommendations to see if these can be consolidated into a discrete section.

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 updated 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.

No formal action is required at this time.

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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. Boat storage yards, repair facilities and sale facilities (including boats and motors.)
3. Business Support*
4. 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.)
5. Day Care Centers*
6. 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.
7. Essential Services*
8. Government complexes* and facilities*.
9. Retail Sales and rentals*, rental, repair and maintenance.
10. Marine research or experiment stations.
11. Plant nurseries.
12. Public Maintenance Shops.
13. Restaurants and other eating establishments.
14. Taxi stands.

B. Temporary Uses – See Section 18.06.005 Temporary Use Permit

C. Conditional Uses

1. Clinics and other medical facilities and offices.
2. Bars, restaurants and other establishments providing for the sale of alcoholic beverages
3. Buildings built above maximum height.
4. Cold Storage plants and facilities.
5. Convalescent Homes, Nursing Homes, Children Homes and other group residential facilities.
6. Fences, walls or hedges over four (4) feet
7. Fish and Seafood Processing

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8. Ice manufacture, storage and sales primarily for fishing and fish processing.
9. Laundromat, laundries, dry cleaning establishments.
10. Lodging (Hotels, Motels)
11. Low Intensity*, light manufacture, warehousing, compounding, processing, assembling, packaging, treatment, or fabrication of materials or property.
12. Off premises signs.
13. Other low intensity* commercial and industrial uses which satisfy the criteria of Section 18.06.002C, Conditional Use Permits.
14. Other municipal uses in keeping with the character and requirements of this zone.
15. Public utilities and associated low impact buildings or facilities including small electrical substations or transformers.
16. 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.
17. Shipyards and marine ways.
18. Vehicle and equipment storage and parking accessory to a permitted use.
19. Lodges and resorts* including lodges of fraternal orders, labor and social organizations.
20. Veterinary office. (No outdoor kennels)

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

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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.

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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

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- 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:

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- 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 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

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

Craig Cannery Site Development Recommendations

January 16, 2020

At the regular city council meeting on January 16, 2020 the Craig City Council adopted a number of recommendations made by the Craig Planning Commission and Craig Harbor Advisory Committee regarding the construction of a new harbor and the development of the uplands at the Craig Cannery Site.

The recommendations were a result of numerous meetings by each body, workshops, public input, and reviews of previous planning processes for the site.

The recommendations as adopted are intended as guidelines only, and in many cases will create conflicts during development. These recommendations are not binding upon the City Council or City Staff to make decisions and guide development of the site as the project moves forward. Staff will work on issues that create conflict between various recommendations and will get additional guidance from the planning commission, harbor advisory committee, and the city council as the development plans move forward.

Adopted Recommendations Regarding the Cannery Harbor Development.

1. The new harbor should be designed to accommodate 125 – 150 moorage slips and larger vessel transient moorage.
2. Slip sizes should be distributed generally (more or less as the design permits) as shown in the table below:

Slip Size	% of Total Slips (approximate number)
Over 60'	5% - 6% of total slips (6 – 9 slips)
47' -60' (+/- 53')	15% - 17% of total slips (19 – 26 slips)
37' – 46' (+/- 41')	28% - 32% (35 – 48 slips)
28' – 36' (+/- 32')	35% - 40% (44 – 60 slips)
21' – 27' (+/- 24')	20% - 24% (25 – 36 slips)
Under 20' (+/- 17')	12% - 15% (15 – 23 slips)*
Large Transient	Full length of the easternmost main float should be reserved for transient moorage capable of mooring vessels in excess of 100'

- *The new harbor should be designed to accommodate a mix of slips and skiff pullouts (under 20') shoreward of the innermost main float. Harbor access points (piers and ramps) should be designed to allow skiffs/small vessels access to these floats at most tidal stages.
- *The number of small vessel (under 20')/skiff slips/pullouts may exceed the general distribution shown above by dedicating space shoreward of the main float system.
- Larger slips should be located along the main floats closer to the harbor entrance (east side of harbor basin), with vessel slips getting smaller as the design moves to the west to allow for best navigation inside the harbor.

3. The new harbor should have 1 parking space for every 1.5 slips in the harbor design dedicated to harbor use.
 - The design should include adequate turnarounds, temporary parking, and vehicle access to the new harbor.
 - All parking, access, and other vehicle improvements will be contained wholly on the adjacent upland.
 - The majority of the parking may be located anywhere on the upland site, but parking areas (short term) should be designed directly adjacent to each access point
4. The new harbor should have a minimum of two access points (pier and ramp), with additional access points installed depending on the layout of the harbor to allow for shorter access to the entirety of the harbor.
 - One access point should be a drive down ramp capable of supporting 20,000 GVW.
 - Drive down ramp should be designed to emphasize pedestrian safety by separating pedestrian and vehicle drive down sections of the ramp.
 - All secondary ramps (if included) should be pedestrian only ramps.
5. The new harbor should have a landing/work float at the drive down ramp. The city would like the design engineer/architect to consider design and provide input on three options for the drive down/work float:
 - Option 1: The easternmost main dock leg should be capable of supporting two-way traffic (20' – 30' driving width) the length of the float with a turnaround area at the end of the dock leg.
 - Option 2: The easternmost dock leg should be capable of supporting one way traffic (15' – 20' in width) with a dedicated turnaround/work float at the end of the dock leg. Work float should be a minimum of 60' x 60'.
 - Option 3: A work float (minimum size 60' x 60') should be located at the bottom of the drive down ramp.
 - For all options, the work float should have electrical service capable of powering a portable welder
6. The new harbor should include water spigots along the float system that could allow for shared use (i.e. no more than 100' from a water spigot to any designed slip).
 - Water distribution system should be accessible from the floats to allow for maintenance and repair.
 - Water system should be designed with main trunks and shutoff valves at each major intersection to allow for maintenance/repair of the system while still providing water services to the remainder of the harbor.
7. Electrical services (120/240v service) should be installed at every slip 32' or larger and one electrical pedestal should be installed within 50' of any slip in the new harbor. Electrical pedestals should be designed/constructed to allow the city or vessel owner to secure the electrical connection when not in use.
8. Restrooms should be designed on the upland at each access point to the harbor.

- Restrooms at the drive down ramp access point should have a minimum of two showers in addition to other facilities.
 - Restrooms at additional access points do not need to include showers.
9. A waste oil/solid waste collection point should be included adjacent to the drive down ramp.
10. The new harbor should include fish cleaning stations at the end of each main leg with slips designed for vessels under 36’.
- Fish cleaning stations should be designed with stainless steel cleaning tables and water spigots.
 - The design engineer/architect should present options to the city for fish cleaning stations where the fish waste can be collected and dumped in deep water by harbor staff.
11. Additional upland support facilities may include:
- Area for loaner life jackets
 - Spill response storage
 - Dock cart storage area

A draft CONCEPT plan of the new harbor is attached and should be included with the design recommendations in the scope of work for harbor design services. This drawing is not intended to be to scale, or to specifically direct the design, but is intended to demonstrate general layout and conceptual design elements.

Adopted Recommendations Regarding the Cannery Site Upland Development.

1. Development of the Craig Cannery site uplands should be undertaken in a way that:
 - Recognizes and seeks to preserve and maintain the historic character of the site.
 - Maintains and enhances its present day value as a recreational and social gathering site.
 - Provides future civic and economic benefits to the residents of Craig.
 - Supports the proposed new harbor facilities.
2. The upland development should include adequate parking, installation of utilities, and construction of road access to the site as needed for both harbor and upland development.
 - The city should integrate the development into downtown Craig. Development of the site should provide traffic flow, overflow parking for the downtown area, and provide opportunities that will revitalize the cannery property as an attraction that supports the needs of both local residents and harbor users.
 - The city should consider at least two access/egress points to the site. The site should connect through Water/Front Street and Second Street at a minimum.
 - The city should plan additional access roads, cul-de-sacs, and parking to support existing/potential buildings and development on the site when needed.

- Parking for upland uses should be calculated in ADDITION to, not a part of parking set aside for harbor slips.
 - If feasible, the city should locate a majority of harbor parking east of the administration buildings to reduce impacts to existing buildings on the remainder of the site.
3. The upland development should include green spaces and be pedestrian friendly.
 - The city should retain the park and green space at the west end of the property.
 - The city should develop a trail/boardwalk along the beach line of the site from Front Street to Beach Road/Main Street.
 - The city should develop pedestrian improvements and green space as part of the overall development of the site to maximize recreational and pedestrian use.
 4. The city should develop zoning and/or a historic district overlay that includes a mixed use zone including appropriate commercial, light industrial, marine industrial, public, and residential uses. Residential uses should be accessory to other permitted uses on the site and contained within commercial/industrial/public buildings. The historic district overlay should include design/construction requirements that maintain the cannery “look and feel”.
 5. After appropriate zoning and subdivision work is complete the city should develop, use, and lease parcels and identified buildings for identified activities. Identified activities include public uses, economic development, and harbor support.
 - The city should maintain ownership of all cannery site uplands.
 - Public uses are generally those buildings or developments where the improvements are made by the city or other non-profit entities for public uses such as a museum, public event venue, etc. Maintenance and operations of these uses are generally funded by the city or non-profit agency.
 - Economic Development may include development of parcels by the city or lease of parcels (with or without buildings) to private entities generally engaged in for-profit business activities. It is likely that the final zoning for the site will include a mix of commercial, light industrial, public, and marine industrial uses that are compatible with the overall development. Maintenance and operations of these uses are generally funded by the private entity.
 - Harbor support uses on the uplands include solid waste, waste oil disposal, harbor access points, restrooms, parking, spill response storage, lifejacket loaner stations, dock cart storage space, and other facilities required by the harbor or the harbor department related to the new harbor.
 6. Where feasible, the city should make every effort to preserve and maintain the historic and cultural values of the site. The planning commission has identified the following buildings, resources, and action as high priority:

- Preservation and use of the Administration Building is a high priority. The city may consider using this building (or replicating the building on the site) as a small business incubator (small lease spaces with common facilities) for local businesses, artists, charter operators, etc. This building may also be a good candidate for space to display artifacts from the cannery.
- Preservation and use of the Web Loft is a high priority. The city should consider renovation/restoration of the Web Loft for continued use as a web loft (upper level) and community event/meeting venue (lower level).
- Preservation and use of the Maintenance Shop is a high priority. No specific potential use has been identified.
- Preservation, restoration, and use of other buildings on the site should be considered on a case by case basis. While not specifically identified as “high priority”, these buildings contribute to the overall historic character of the site and should be retained if at all possible.
- The city should collect, inventory, and store artifacts of historical significance on the site for preservation and future display.
- The city should secure the retort (boiler) and work to prevent additional vandalism and decay.
- The city should have an engineer inspect high priority buildings (or other buildings being considered for use, restoration, or preservation) for safety and structural integrity. Unsafe buildings should be made safe or demolished and removed from the site. For buildings that are deemed structurally safe and are being considered for restoration or preservation, the city should conduct a condition assessment of the building (to include cost estimates for restoration).
- The city should complete a historical/archeological survey of the overall site before beginning any ground disturbing activities. This survey should determine the local, regional, and national significance of the site and make recommendations for documentation, stabilization, and/or preservation of the most significant features and structures.
- As a minimum, and based on the recommendations of the historical/archeological survey, the city should conduct extensive photo documentation of the site, the buildings, and other improvements prior to renovation/removal of buildings or other construction activities on the site.
- The city should conduct hazardous material testing on buildings before renovation, restoration, removal, or other construction activities on the buildings.