

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of June 24, 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

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 BEING OFFERED TO THE PUBLIC AND DEDICATED TO THE PUBLIC 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 HEREIN.

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 ASSESSMENTS, SPECIAL ASSIGNMENTS AND OTHER CHARGES REQUIRED BY LAW TO BE PAID ON THE TAX INCLUSIVE LEGAL AND.

DATE: _____ CITY CLERK

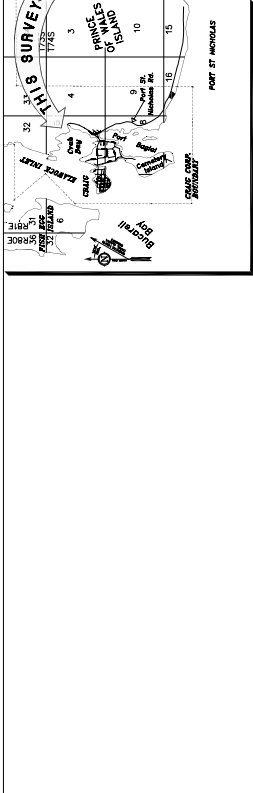
CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION
 I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE SURVEYING IN THE STATE OF ALASKA AND THAT I AM A MEMBER IN GOOD STANDING WITH THE ALASKA SURVEYORS ASSOCIATION AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE: _____ CITY PLANNING OFFICIAL
 DATE: _____ PLANNING COMMISSION MEMBER
 DATE: _____

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE SURVEYING IN THE STATE OF ALASKA AND THAT I AM A MEMBER IN GOOD STANDING WITH THE ALASKA SURVEYORS ASSOCIATION AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE: _____

CHRISTOPHER C. PRINER, P.L.S.# 107582



NOTES

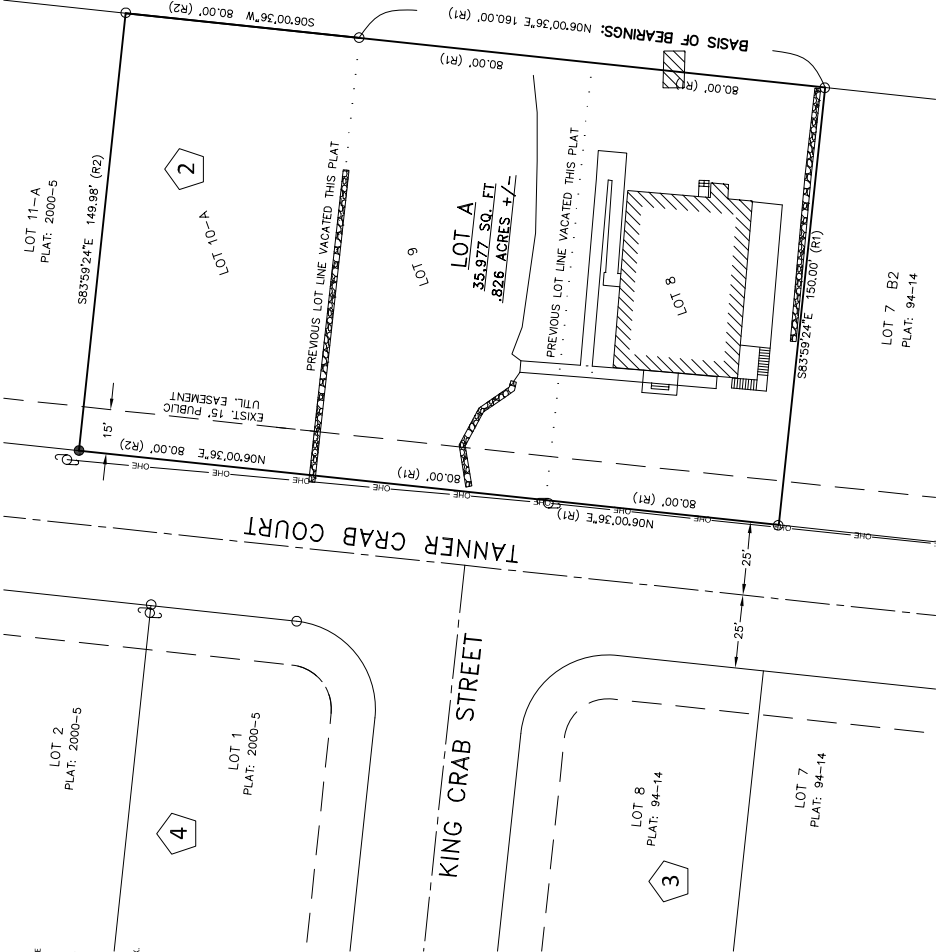
- THE PURPOSE OF THIS SURVEY IS TO REPLAT LOTS 8, 9, & 10-A WITHIN BLOCK 2, INTO A SINGLE LOT, CREATING LOT A, WITHIN BLOCK 2, OF NEW HOPE REPLAT, (A.C.).
- THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1/5000' AND/OR CORNER POSITION ACCORDING TO THE 29' FEET CITY CONFIDENCE LEVEL OF 0.13 FEET 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 (11,998 SQ. FT.)

NEW LOT AREAS

- LOT A (CRAB COVE HEIGHTS SUBDIVISION) (35,977 SQ. FT. (1.0186 ACRES +/-))



TYPICAL SECONDARY MONUMENT SET THIS SURVEY

REINFORCED CONCRETE
 1.5" x 1.5" x 30" LONG REBAR
 (UNLESS OTHERWISE NOTED)
 AND 2" ALUMINUM CAP WITH PLASTIC INSERT

PRELIMINARY

SCALE 1"=200'

THIS DRAWING MAY BE REDUCED. VERIFY SCALE BEFORE USING.

0 10 20 30 40 50 60 70 80 FEET
 0 10 20 30 40 50 60 70 METERS

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

PSM REAL ESTATE SURVEYORS & MAPPING, INC. 1000 W. 10TH AVENUE, SUITE 200 KETCHIKAN, ALASKA 99901 PHONE: (907) 226-5177 FAX: (907) 226-4041 CRAB OFFICE 1000 W. 10TH AVENUE, SUITE 200 KETCHIKAN, ALASKA 99901 PHONE: (907) 226-2294 CRAB, AK 99901 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	
SURVEYED BY: MCH DATE: JUNE 2020	DRAWN BY: MCH DATE: APRIL 2020 - JUNE 2020
SCALE: 1"=200' CHECKED: CGP	REG. PROJECT NO.: 202732

CLIENT: NEW HOPE BAPTIST CHURCH OF CRAIG P.O. BOX 439 CRAIG, ALASKA 99921
LEGEND ○ SECONDARY MONUMENT RECOVERED ● SECONDARY MONUMENT SET THIS SURVEY ③ SURVEYED ▭ UNSURVEYED --- RECORD BOUNDARY LINE VACATED THIS PLAT XX MEASURED DATA