

# **CITY OF CRAIG PLANNING COMMISSION AGENDA**

Meeting of April 28, 2022  
7:00 p.m., Craig City Council Chambers

## **Roll Call**

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

## **Swearing in of Commissioner**

## **Approval of Minutes**

1. March 24, 2022 Minutes

## **Public Comment**

1. Non-Agenda Items

## **Public Hearing and New Business**

1. PC Resolution 599-22 – Conditional Use Permit for Patrick and Corbin Quigley to operate a B&B from a Residential High density zone property.

## **Old Business**

1. Federal Appropriations: (1) Harbor Environmental Study, (2) Harbor Breakwater Construction, (3) Firehall/EMS Building Construction, (6) Aquatic Center Repairs/Upgrades/Expansion (10) Boat Launch Expansion
2. Craig Harbor Master Planning: Conceptual Drawings 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 24, 2022

**Roll Call**

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

**Approval of Minutes**

1. October 28, Minutes. A motion was made and seconded to approve the minutes from the October 28, 2021 meeting.

MOTION TO APPROVE

MOOTS/STANLEY

APPROVED

**Public Comment**

1. Non-Agenda Items. There was one public comment from Edward Douville on behalf of Shaan Seet in support of PC Resolution 597-22. Shaan Seet expressed their approval of Community Connections services to the community and acknowledged the importance of housing to gain and retain employees to continue to provide that service.

**Public Hearing and New Business**

1. PC Resolution 597-22 – Conditional User Permit for Community Connections to build a triplex on Residential-Medium density zone property.

MOTION TO APPROVE

MOOTS/MCDONALD

APPROVED

2. PC Resolution 598-22 – Replat for Craig Tribal Association of Lot B-1 and Lot B-1A

MOTION TO APPROVE

STANLEY/MOOTS

APPROVED

**Old Business**

1. Barbara Stanley requested further discussion of the status of the Ward Cove Cannery project, harbor, and uplands as well as updates on Corvus contract results, condition, and significance of structures.
  1. An issue came up in a draft document where it was stated that cannery buildings may be eligible for register to the National Historical Registry. Brian Templin noted that this may be possible, however it was dependet upon the owner of the property applying for the registry, a move that the City of Craig has not taken action on yet and may not choose to take action on.

2. Brian Templin stated that the new environment assessment work required to examine harbor construction's impact on herring is held up by lack of available funds; the City of Craig has its portion of funds ready for the environmental assessment but the Army Corp of Engineers does not yet have their federal share available. Environmental work may take 1-2 years, pushing construction of the harbor back to 2024 in a best case scenario. This is assuming that the environmental assessment allows construction in the Ward Cove area to move forward as is expected.
3. Documents were presented that noted the costs of building renovations and updates: described as a wish-list of upland development projects, with final determination to be determined by the City Council and dependent on the approval of the harbor project as a whole moving forward.

**Adjourn**

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN

MCDONALD/STANLEY

APPROVED

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Chairman Sharilyn Zellhuber

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ATTEST: Samantha Wilson

**CITY OF CRAIG  
PLANNING COMMISSION**

Staff Report  
April 18, 2022

Applicant: Patrick and Corbin Quigley

Requested Action: Conditional Use Permit – B&B in a Residential Zone

Location: Lot 5, Block 2A, USS 1430 (501 Beach Rd)

Lot Size: 19,147 SF

Zoning: High Density Residential

Surrounding Uses: North: High Density Residential  
West: High Density Residential  
South: Tidelands  
East: High Density Residential

**Analysis**

Patrick and Corbin Quigley have applied to the City of Craig planning commission for a conditional use permit to operate a Bed and Breakfast in a Residential Zone, located at 501 Beach Rd (Lot 5, Block 2A, USS 1430). The applicants propose to operate up to three rooms in the owner-occupied structure for a Bed and Breakfast. The application contains a hand-drawn site plan (not to scale) as well as a 1997 as-built.

It was determined that four off-street parking spots will be available for the property. The site plan does not outline available parking spots, although some dimensions were recorded in desired parking spot areas. Dimensions for proposed parking areas on the hand-drawn site plan and the 1997 as-built did not agree, requiring further discussion of parking availability. The as-built survey done in 1997 shows that the structure is 6'6" from the Beach Road right of way at its closest (legible) point and 17'05" at its furthest. The drawing shows the structure 10' and 24' away from the Beach Road right of way respectively. Two spaces would be available in the parking garage (the third garage would be occupied) and the other two spaces would be in the 17'7.5" x 17'0.5" area between the structure and the Beach Road right-of-way. Off-street parking spaces required by code are generally required to be 8'x20'. The planning commission should be prepared to talk about the parking requirements at the public hearing.

I have attached copies of the 1997 as-built and a copy of the application (with the applicant's drawing).

Per 18.06.002 of the LDC, the following criteria shall be met before a conditional use permit may be issued:

1. That the proposal is consistent with the Craig Comprehensive Plan, the Craig Municipal Code, and other applicable ordinances.
2. That the proposed use is conditionally permitted in the zone.
3. That the proposed use is compatible with other existing or proposed uses in the area affected by the proposal.
4. That the proposed use would not create noise, odor, smoke, dust, or other objectionable pollutants creating impacts on surrounding areas.
5. That the proposed use would not affect the health and safety of persons or property.
6. That the location, size, design and operating characteristics will mitigate conflicting uses.
7. That unsightliness, building height, or structural incompatibility would not significantly affect surrounding areas or the designated viewshed.
8. That the proposal would not have a significant detrimental effect on property values in the area.
9. That all utilities required by the proposed use are adequate or 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.
10. That access is adequate to serve the additional volume and type of traffic generated and would not threaten health and safety by significantly altering traffic volumes and patterns.
11. That adequate off-street parking is provided. (See Chapter 18.14, Parking.)
12. That the proposed use would not degrade land, air, water, or habitat quality.
13. That the proposed use will not interfere with the efficiency of, the planned expansion of, or access to water dependent or water related uses unless: 1) there is a documented public need for the proposed use, 2) no alternative site, and 3) the public good will be served better by the proposed use than by the water dependent or water related use.
14. That other relevant objections made evident at the public hearing are addressed.
15. That the proposed use and development do 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.

Criteria 1-10, 12, 13 and 15 of this section appear to be met on the face of the application. The commission should discuss Criteria 11 and 14 at the public hearing on April 28, 2022.

Further conditions for a bed and breakfast are (Chapter 18.16):

1. An owner-occupied structure.
2. Three or fewer rental rooms.

3. Maximum length of stay of thirty (30) days.
4. The residential character of the neighborhood is retained.

These conditions appear to be met on the face of the application.

**Recommendation**

That the planning commission discuss the required criteria for approval at the April 28, 2022 meeting and consider adoption of Resolution 599-22-PC granting a CUP to Patrick and Corbin Quigley to operate a Bed and Breakfast in a Residential Zone, located at 501 Beach Rd (Lot 5, Block 2A, USS 1430), subject to the following conditions:

1. that the conditional use permit is not transferable to another individual or location;
2. that the conditional use is accessory to a principal owner residential use. The owners occupying the residence during conduct of the Bed and Breakfast must be a legally recorded owners of the property. The owner occupant must be an owner of record or purchaser of record according to the system of land title recording established pursuant to AS 44.37. The city shall retain the right to ensure that a legal owner is present for at least 75% of the days that guests are in residence;
3. that all parking for personal use and customer use will be off-street.;
4. that the bed and breakfast will be limited to three rooms.;
5. that all sales tax due on the operations covered by this permit must be paid within 30 days of the end of the quarter that the sales were made.
6. that this conditional use permit is voidable by the City of Craig, at its sole discretion, if the applicant is unable to meet the above conditions.;
7. the conditional use permit will be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

CITY OF CRAIG  
PLANNING COMMISSION  
RESOLUTION 599-22-PC

GRANTING A CONDITIONAL USE PERMIT TO PATRICK AND CORBIN QUIGLEY TO OPERATE A BED AND BREAKFAST AT 501 BEACH RD, LOT 5, BLOCK 2A, USS 1430

WHEREAS, the Planning Commission held a public hearing on April 28, 2022; and,

WHEREAS, public notice was given in accordance with Section 18.06.002 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.06.002 of the Craig Land Development Code are met as follows, subject to the conditions listed below:

1. That the proposal is consistent with the Craig Comprehensive Plan, the Craig Municipal Code, and other applicable ordinances.
2. That the proposed use is conditionally permitted in the zone.
3. That the proposed use is compatible with other existing or proposed uses in the area affected by the proposal.
4. That the proposed use would not create noise, odor, smoke, dust, or other objectionable pollutants creating impacts on surrounding areas.
5. That the proposed use would not affect the health and safety of persons or property.
6. That the location, size, design and operating characteristics will mitigate conflicting uses.
7. That unsightliness, building height, or structural incompatibility would not significantly affect surrounding areas or the designated viewshed.
8. That the proposal would not have a significant detrimental effect on property values in the area.
9. That all utilities required by the proposed use are adequate or 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.
10. That access is adequate to serve the additional volume and type of traffic generated and would not threaten health and safety by significantly altering traffic volumes and patterns.
11. That adequate off-street parking is provided.
12. That the proposed use would not degrade land, air, water, or habitat quality.
13. That the proposed use will not interfere with the efficiency of, the planned expansion of, or access to water dependent or water related uses unless: 1) there is a documented public need for the proposed use, 2) no alternative site, and 3) the public good will be served better by the proposed use than by the water dependent or water related use.

14. That other relevant objections made evident at the public hearing are addressed.
15. That the proposed use and development do 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 Planning Commission grants Patrick and Corbin Quigley a conditional use permit to operate a Bed and Breakfast in a Residential Zone, located at 501 Beach Rd (Lot 5, Block 2A, USS 1430), subject to the following conditions:

1. that the conditional use permit is not transferable to another individual or location;
2. that the conditional use is accessory to a principal owner residential use. The owner occupying the residence during conduct of the Bed and Breakfast must be a legally recorded owner of the property. The owner occupant must be an owner of record or purchaser of record according to the system of land title recording established pursuant to AS 44.37. The city shall retain the right to ensure that a legal owner is present for at least 75% of the days that guests are in residence.;
3. that all parking for personal use and customer use will be off-street.;
4. that the bed and breakfast will be limited to three rooms;
5. that all sales tax due on the operations covered by this permit must be paid within 30 days of the end of the quarter that the sales were made.
6. that this conditional use permit is voidable by the City of Craig, at its sole discretion, if the applicant is unable to meet the above conditions.;
7. the condition use permit will be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

Approved this 28<sup>th</sup> day of April, 2022

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Chairman Sharilyn Zellhuber

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Samantha Wilson, City Planner



CITY USE ONLY

FILE NUMBER <u>220428</u>	FILE NAME <u>CUP 220428 Quigley B&amp;B</u>
DATE RECEIVED <u>3/24/22</u>	BY <u>Jew</u> FEE <u>\$ 30</u>
HEARING DATE <u>4/28/22</u>	NOTIFICATION DEADLINE <u>4/13/22</u>

### Conditional Use Permit Application

Applicant's Name Patrick Quigley

Address 501 Beach Rd Craig Ak 99921 Telephone No. (907) 401-0955 <sup>301 4366</sup>

Applicant's Representative (if applicable) Alison Quigley

Address PO Box 80 707 E 1/2 St Telephone No. 907 401-0955

Subject Property Legal Description: Lot 5 Block/Tract 2-A Survey Number 1430

Lot Size: 19,147 sq ft Subdivision Name \_\_\_\_\_

Township: Craig Range: \_\_\_\_\_

To help the planning commission gather facts about the proposed conditional use permit, please complete the following:

- Describe in detail the conditional use requested: \_\_\_\_\_  
\* Short-term rentals for Bed & Breakfast  
3 Bed rooms for rent  
1 side apartment for owner living space  
(Total 4 bedrooms)

2. Please attached a plot plan showing lot lines, building locations, parking spaces, and other relevant information.

3. What types of chemicals, processes, machinery or equipment will be used: N/A

4. Approximately how many days per week and how many hours per day will the proposed use operate? summer months, 0-7 days per week

5. What noise, odor, smoke, dust, or other pollutants could be caused by the proposal?

None

6. What types of uses are currently located within 300 feet of the exterior property boundaries?

Rentals and Residential

7. What types and sizes of buildings, signs, storage and loading areas, screening, etc. are planned (size, height, type)? No new additions

8. What utilities are needed? Nothing

9. What roads will provide access? Beach Rd

10. What type and volume of traffic will be generated by the conditional use?

very minimal

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? On property, two spaces on lot pavement and two-car garage

12. Will the proposed conditional use be compatible with the neighborhood in general? Why? Yes, Small, upscale Rental.

The criteria by which a conditional use permit application is approved or denied is listed in Chapter 18.06.002.C-K of the Craig Land Development Code.

A decision of the planning commission may be appealed to the city council within 30 days of the mailing of the notice of the commission's decision. Decisions of the city council may be appealed to Superior Court.

I (we) being duly sworn, depose and say that the foregoing statements and answers herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge and beliefs.

Dated this 15 day of March, 2022.

Patricia Quinn  
Applicant

Alison Buckley  
Applicant

*Authorization for Agency*

If the applicant listed on this application is other than the sole deed holder of the property or properties upon which the temporary use will take place, complete the following authorization to act as agent:

I (we), the undersigned, hereby certify that as deed holder(s) of record of the property or properties described above, I (we) hereby authorize the person listed as the applicant on this application to act and appeal as agent with respect to this application.

Dated this 15 day of March, 2022.

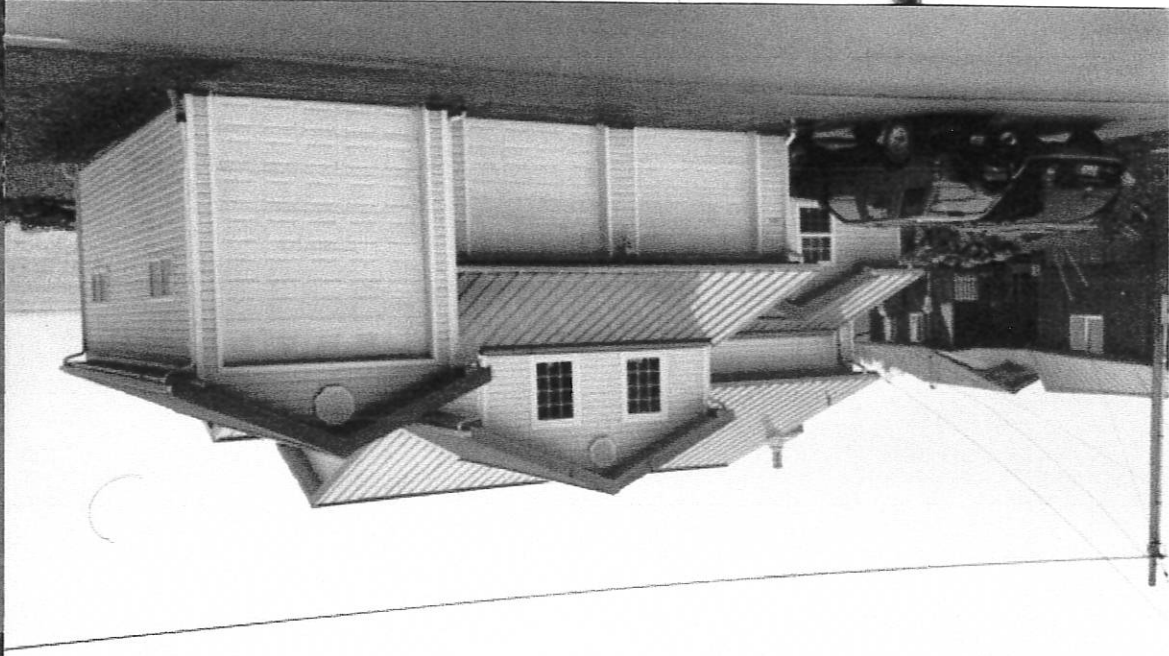
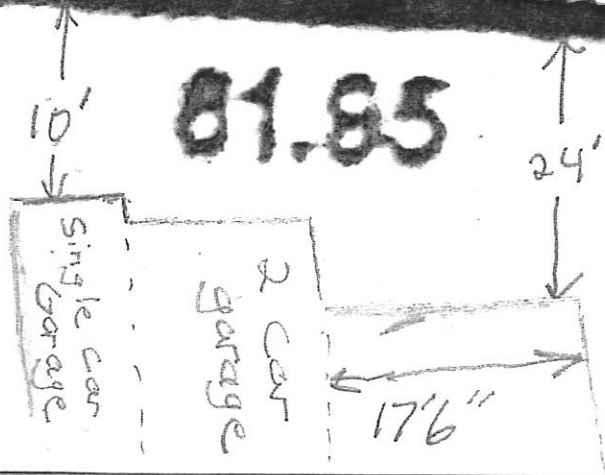
Signature(s) of deed holders: Patricia Quinn  
\_\_\_\_\_

Alison Buckley  
James Fisher

Survey Road

8

20.13



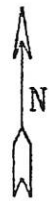
201.1

Lot 5  
 Block 2a  
 Survey 1430

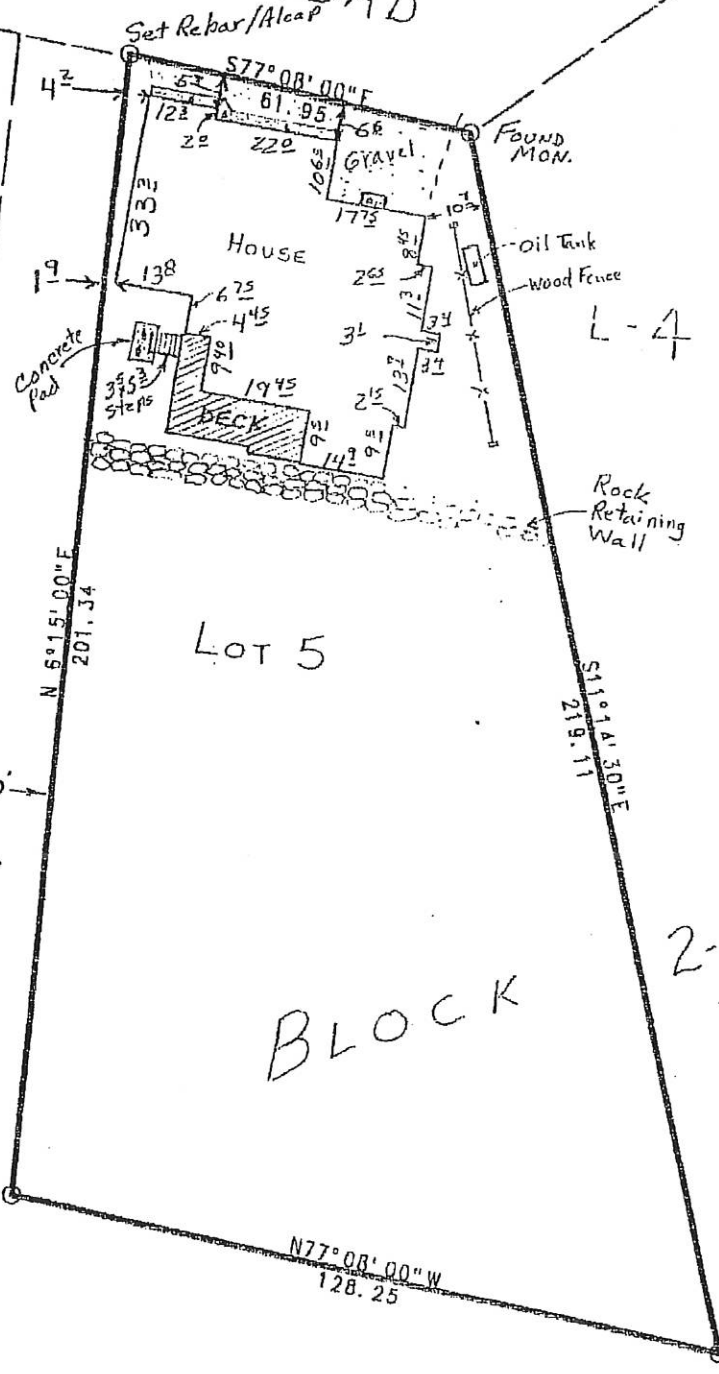
210.15

RTH STREET  
S STREET

BEACH ROAD



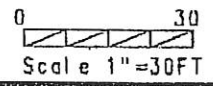
L-1  
B-3A



As-Built Survey of:  
**Lot 5, Block 2-A,**  
**Tidelands Addition**  
**to USS 1430, Craig,**  
**Alaska**

I hereby certify that the above described property has been surveyed by me and that the improvements situated thereon are within the property lines and do not encroach or overlap on the adjacent property and that there are no roadways, transmission lines or other visible easements on said property, except as indicated hereon.

Date: 3/19/97 Scale 1" = 30'  
 Drawn by: CLT  
 Craig L. Templin, RLS -  
 Whale Pass  
 PO Box WWP - Ketchikan, AK



**CITY OF CRAIG**  
**RESOLUTION 22-01**  
**Establishing Capital Projects for 2022**

WHEREAS, the City of Craig Council annually prepares a comprehensive capital improvement program for the City of Craig; and,

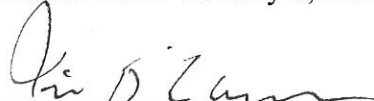
WHEREAS, the United States Government and the State of Alaska annually prepare budgets and appropriate funds to local governments and state and federal agencies for the implementation of local and state capital improvement projects; and,

WHEREAS, the Craig City Council has identified certain capital improvement project priorities for the City of Craig for calendar year 2022.

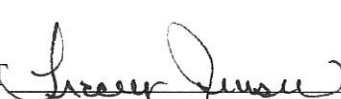
NOW, THEREFORE, BE IT RESOLVED that the following projects, set forth in order of priority, are established as the City of Craig's top priorities for capital improvement projects for calendar year 2022:

- |   |              |
|---|--------------|
| 1. Development of Cannery property & Craig Harbor                 | \$12,500,000 |
| 2. Public Safety Building Siting and Design                       | \$ 100,000   |
| 3. Firehall/EMS Building Construction                             | \$ 5,000,000 |
| 4. Public Works Heavy Equipment Purchase                          | \$ 500,000   |
| 5. Public Works Tract P Development                               | \$ 400,000   |
| 6. Library Expansion Scoping                                      | \$ 50,000    |
| 7. POWER Building Renovation/Construction                         | \$ 50,000    |
| 8. Water System Upgrades  | \$ 2,500,000 |
| 9. Wastewater Treatment Plant Upgrades                            | \$ 450,000   |
| 10. Aquatic Center Repairs, Upgrade and Expansion                 | \$ 500,000   |
| 11. Micro Hydro Generator at Water Treatment Plant                | \$ 285,000   |
| 12. Skateboard Park   | \$ 400,000   |
| 13. Bridge Structures Inspection and Upgrade                      | \$ 150,000   |
| 14. Wastewater Collection System (Lift Station Replacement)       | \$ 950,000   |
| 15. Complete Phase II Improvements in Klawock Airport Master Plan | \$25,000,000 |
| 16. Craig-Klawock Separated Bike Path                             | \$ 4,100,000 |
| 17. Connect Craig Tribal Hall to Wood Boiler                      | \$ 500,000   |
| 18. Community Quota Entity Quota Share Purchase                   | \$ 150,000   |
| 19. Upgrade and Expand Boat Launch Area at Industrial Park        | \$ 200,000   |
| 20. Float Plane Terminal Access and Parking                       | \$ 500,000   |
| 21. Child Development/Daycare Center                              | \$ 100,000   |
| 22. Covered Play Area at City Gym and Daycare Playground          | \$ 350,000   |
| 23. Biomass Boiler Replacement                                    | \$ 800,000   |
| 24. Upgrades to East Hamilton Park and Hard Court                 | \$ 200,000   |

APPROVED: January 6, 2022.

  
\_\_\_\_\_  
Tim O'Connor, Mayor

ATTEST

  
\_\_\_\_\_  
Tracey Jensen, City Clerk





