

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of June 23, 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. April 28, 2022 Minutes

Public Comment

1. Non-Agenda Items

Public Hearing and New Business

1. PC Resolution 600-22-PC – Conditional Use Permit for Barbara Stanley to construct accessory buildings on a lot without an established principal use in a High-Density Residential zone at 403 Cedar Street (Lot 6, Tract 3, USS 1430).
2. Tsunami Brochure Inundation Line Review and Discussion
3. Tiny House and Mobile Home Definition Discussion
4. Master Planning Excel Sheet – Brief Review and Discussion

Old Business

1. 2019-2021 Resolution and Minutes signing.
2. Resolution 22-01 Question Answers and Discussion: firehall location, bridges, POWER Building, and biomass boiler.

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 28, 2022

Roll Call

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

From the public: Patrick Quigley and Allison Quigley were present.

Swearing in of Commissioner – Temporarily Cancelled

Approval of Minutes

1. March 24, Minutes. A couple of typos were noted. A motion was made and seconded to approve the minutes from the edited March 24, 2022 meeting.

MOTION TO APPROVE

MOOTS/STANLEY

APPROVED

Public Comment

1. Non-Agenda Items. No additional public comment.

Public Hearing and New Business

PC Resolution 599-22 – Conditional Use Permit for Patrick and Corbin Quigley to operate a B&B from a residential high-density zone property. After a brief introduction on the property with acknowledgement of possible parking issues, Patrick Quigley clarified his intentions for operating a B&B and managing parking. Only one small group will be hosted at a time, if parking becomes an issue, his parents have a nearby lot available for overflow. The Quigleys intend to run the B&B this summer and either Patrick or Corbin will be on hand to occupy the home more than 75 percent of the time it is being rented to guests. Ownership of the property was clarified (1/2 Patrick, 1/4 Corbin, 1/4 Ken and Allison Quigley).

No public comment was made regarding this Conditional Use Permit. Quigley noted that although he had nothing to present and that no public comment was made, he had contacted most of his neighbors and had received offers to write letters of recommendation for his proposed B&B.

Commissioner Stanley asked if the boat garage will be the residence for homeowners during B&B operations, which was confirmed by Patrick Quigley. Patrick also noted four existing windows and two doors/exits in the boat garage. Chair Zellhuber asked if the boat garage was outfitted into a residential unit with a working bathroom. Patrick Quigley acknowledged that there is not yet a working bathroom in the boat garage, but that there is running water and a loft in the boat garage. Patrick expressed his intentions of installing a bathroom in the future.

Commissioner Moots acknowledged other properties, notably the Patotzka property, precluded a sidewalk being installed on the Quigley side of the road. Commissioner Stanley wondered why the house was approved so close to lot lines and requested the City Planner to look into it. Moots asked what the alley adjacent to the property was used for and when it was established relative to the construction of the home. The Quigley family stated that currently the alley had nothing in it but weeds and acknowledged a fifth potential parking spot near the end of the alley in a 10-foot offshoot. The Quigleys acknowledged that this was not their ideal parking spot and that they did not intend to use it.

Commissioner Moots again expressed concern about parking, noting past issues with another B&B nearby and the congested nature of the area. Moots also acknowledged that the property in question had one of the better parking set-ups in the neighborhood and expressed his support for the B&B.

A vote was held and all four commissioners present approved the CUP.

MOTION TO APPROVE

MOOTS/MCDONALD

APPROVED

Commissioner Stanley expressed a desire to review CUPs from past years; this sentiment was agreed upon by the other Planning Commissioners. Commissioner Moots noted this was particularly important to maintain consistency in Planning Commission decisions and treat all applicants fairly. Wilson acknowledged a backlog of planning paperwork with the need to review old resolutions passed, adjust and present old Resolutions for signing based on Planning Commission comments, and upload signed resolutions onto the City website. Planning Commissioners suggested the city hire an assistant to manage the backlog of paperwork. Wilson acknowledged that the budget had already been passed and that hiring an assistant would not be possible for the remainder of the year. Wilson stated that old Planning Commission work would be done in chunks to get caught up, but acknowledged other items like the leases and access permits were higher priorities. Wilson also noted that she was working on a master Excel file to keep track of Planning Commission Resolutions and other planning applications. Wilson agreed to share this Excel sheet as a work in progress with the Planning Commission.

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.

Wilson presented the Federal Appropriations recently submitted, particularly those most pertinent to the Planning Commission. Comments were also made on other Resolution 22-01 projects listed in the Capital Projects report for 2022.

- For development of the new harbor, two appropriations were submitted; one for the Army Corps portion of the environmental assessment funding

and one for construction of the breakwater. Although no appropriations were guaranteed, these two projects show strong promise of receiving funding.

- The Firehall/EMS Building was noted to be shovel ready with a central location picked out behind the grocery store. Commissioner McDonald expressed dismay that he, and others previously involved in discussions on potential locations, were not informed and/or involved further in this decision making. Wilson agreed to verify whether the location was set in stone or if there was still some discussion and/or leeway on the location of the firehall.

Commissioner McDonald expressed a desire to consolidate emergency services at the existing City Gym, Day Care Center, and Police Station locations by tearing down existing buildings and moving all recreation to the Craig Aquatic Center.

- Aquatic Center repairs, upgrades and expansion were one of the other appropriations submitted. Although some basic design work has been done based on suggestions, this project is not yet shovel ready and will need professional design and engineering. The Commissioners questioned there being more repairs included, to which Wilson noted that this appropriation was directed mainly at expansion on the north end of the building which would include an enlarged, 24-hour access fitness room as well as basketball/racquetball courts, etc.
- The expanded boat launch at False Island was the last planning-relevant appropriations item submitted. Wilson explained that changes would include resurfacing, reducing grade, and expansion of the existing ramp. An additional ramp on the Klawock/north side of the existing dock would also be planned for construction. No additional dock work is being considered at this time.
- Other appropriations submitted included: water system upgrades, wastewater treatment plant upgrades, design and installation of a micro hydrogenator at the water treatment plant, lift station replacement, and biomass boiler replacement. Additional comments were made on these and other items on the Capital Projects list.
 - Library Expansion: commissioners asked whether the library would be moved or expanded and what the status of the project was. Wilson stated that while this was not an appropriations item, Patricia Gardner had submitted a grant application to the Rasmussen Foundation to do design work and scoping. It is currently unknown what the decision will be regarding expansion or rebuilding of the Craig library.

- POWER Building Renovation/Construction: planning commission wondered what the decision would be on the POWER building given its deteriorated condition and that it had previously been condemned. Wilson stated that long-term plans will be an ongoing discussion between the Board of POWER and the City Council.
- Skateboard Park: commissioners questioned whether further meetings had occurred with the skateboard group. Wilson stated that, to her knowledge, no additional meetings had occurred.
- Bridge Structures Inspection and Upgrade: commissioners asked which bridges were being considered for replacement. Wilson expressed uncertainty but thought that the bridge at False Island and the one leading to the water treatment plant up Port St. Nick road were two of the three bridges being considered. The third may also be a Port St. Nick bridge but this will be double-checked. Stanley noted conversation on funds possibly being available through a fisheries organization for the bridge leading to the water treatment plant.
- Commissioner McDonald questioned the long-term plans on the biomass boiler considering that Viking lumber may not make the transition to second growth and materials for the biomass boiler may no-longer be available. Is the City Council considering other fuel sources? Wilson expressed no further knowledge but agreed to look into it.

2. Craig Harbor Master Planning: Conceptual Drawings Discussion

Wilson asked the Planning Commissioners what particular discussions based on the harbor and uplands were desirable in future meetings. Stanley and other commissioners requested to be updated, but expressed no further interest until updates are made.

A couple of comments were made, one being how boats are to make it into the inner dock presented in the concept design. Concern was also expressed over protecting any buildings that may be salvaged from continued deterioration.

Adjourn

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN

MCDONALD/STANLEY

APPROVED

Chairman Sharilyn Zellhuber

ATTEST: Samantha Wilson

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report

June 14, 2022

Applicant: Barbara Stanley

Requested Action: Conditional Use Permit – Accessory Building in HD Residential Zone

Location: Lot 6, Block 3, USS 1430 (403 Cedar Street)

Lot Size: 5,000 SF

Zoning: High Density Residential

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

Analysis

Barbara Stanley has applied to the City of Craig planning commission for a conditional use permit to construct three accessory buildings on a lot without an established principal use in a High-Density Residential Zone, located at 403 Cedar Street (Lot 6, Block 3, USS 1430). The applicant proposes to construct the following accessory buildings: tool shed, garden shed, and greenhouse.

The lot in question is a nonconforming lot adjacent to the applicant’s primary residence on Lot 5, Block 3, USS 1430. According to the applicant, half of the property is marshy and prone to sinkhole formation due to the woody debris used as fill in its construction. During previous work, vehicles became mired in the southern portion of the lot on two separate occasions; hence why all the buildings are shifted towards the northern portion of the lot. The applicant attests that this lot is unsuitable for the construction of a residence.

I have attached a copy of the USS 1430 survey depicting block 3 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 1-13 and 15 of this section appear to be met on the face of the application. The commission should discuss Criteria 14 at the public hearing on May 23, 2022.

Recommendation

That the planning commission discuss the required criteria for approval at the June 23, 2022 meeting and consider adoption of Resolution 600-22-PC granting a CUP to Barbara Stanley to construct accessory buildings on a lot without an established principal use in a High-Density Residential Zone, located at 403 Cedar Street (Lot 6, Block 3, USS 1430), subject to the following conditions:

1. that the conditional use permit is not transferable to another location;
2. that all parking will be off-street;

3. that no home occupation business or commercial business is conducted on the lot without approval of a conditional use permit to operate a home occupation in an accessory building; and,
4. 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.

CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 600-22-PC

GRANTING A CONDITIONAL USE PERMIT TO BARBARA STANLEY TO PLACE ACCESSORY BUILDINGS ON A LOT WHICH DOES NOT HAVE AN ESTABLISHED USE ON LOT 6, BLOCK 3, USS 1430.

WHEREAS, the Planning Commission held a public hearing on June 23, 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 Barbara Stanley a Conditional Use Permit to build accessory buildings on a lot which does not have an established use on Lot 6, Block 3, USS 1430, subject to the following conditions:

1. that the conditional use permit is not transferable to another location;
2. that all parking will be off-street;
3. that no home occupation business or commercial business is conducted on the lot without approval of a conditional use permit to operate a home occupation in an accessory building; and,
4. 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.

Approved this 23th day of June, 2022

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER <u>220623</u>	FILE NAME <u>CUP 220623</u>
DATE RECEIVED <u>6/13/22</u>	BY <u>JW</u> FEE <u>30</u>
HEARING DATE <u>6/23/22</u>	NOTIFICATION DEADLINE <u>6/15/22</u>

Conditional Use Permit Application

Applicant's Name Barbara Stanley
Mailing Address P.O. Box 506, Craig Telephone No. 907 826-2428, 617-5520

Applicant's Representative (if applicable) _____

Address _____ Telephone No. _____

Subject Property Legal Description: Lot 6 Block/Tract 3 ^{USS} Survey Number 1430

Lot Size: 50 x 100 Subdivision Name N/A

Township: 74 S. Range: 81 E, sec. 4, CRM

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

1. Describe in detail the conditional use requested: I am requesting a conditional use permit for the placement of three accessory buildings on ~~the~~ lot 6 next to my house (lot 5). When I purchased Lot 6, there ~~was~~ were two trailers and multiple derelict vehicles. I had the junk removed and would now like to construct a woodshed, garden shed, and greenhouse for my use.

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

3. What types of chemicals, processes, machinery or equipment will be used: Standard yard/garden equipment and pesticides, as needed.

4. Approximately how many days per week and how many hours per day will the proposed use operate? _____ ~~continuous~~ after construction.
Continuous

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?
residential uses

7. What types and sizes of buildings, signs, storage and loading areas, screening, etc. are planned (size, height, type)?

1 - 8' x 8' x 8'	woodshed	(WS)
1 - 8 x 10 x 8	garden shed	(GS)
1 - 10 x 20 x 9'	greenhouse	(GH)

8. What utilities are needed? None

9. What roads will provide access? Cedar Street

10. What type and volume of traffic will be generated by the conditional use?
No additional traffic.

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? No additional parking needs.

12. Will the proposed conditional use be compatible with the neighborhood in general? Why?
yes. The planned structures are for my use only. The structures will be constructed so as to not detract from neighborhood visuals and aesthetics.

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 3rd day of June, 2022.

Barbara A. Stanley
Applicant

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.

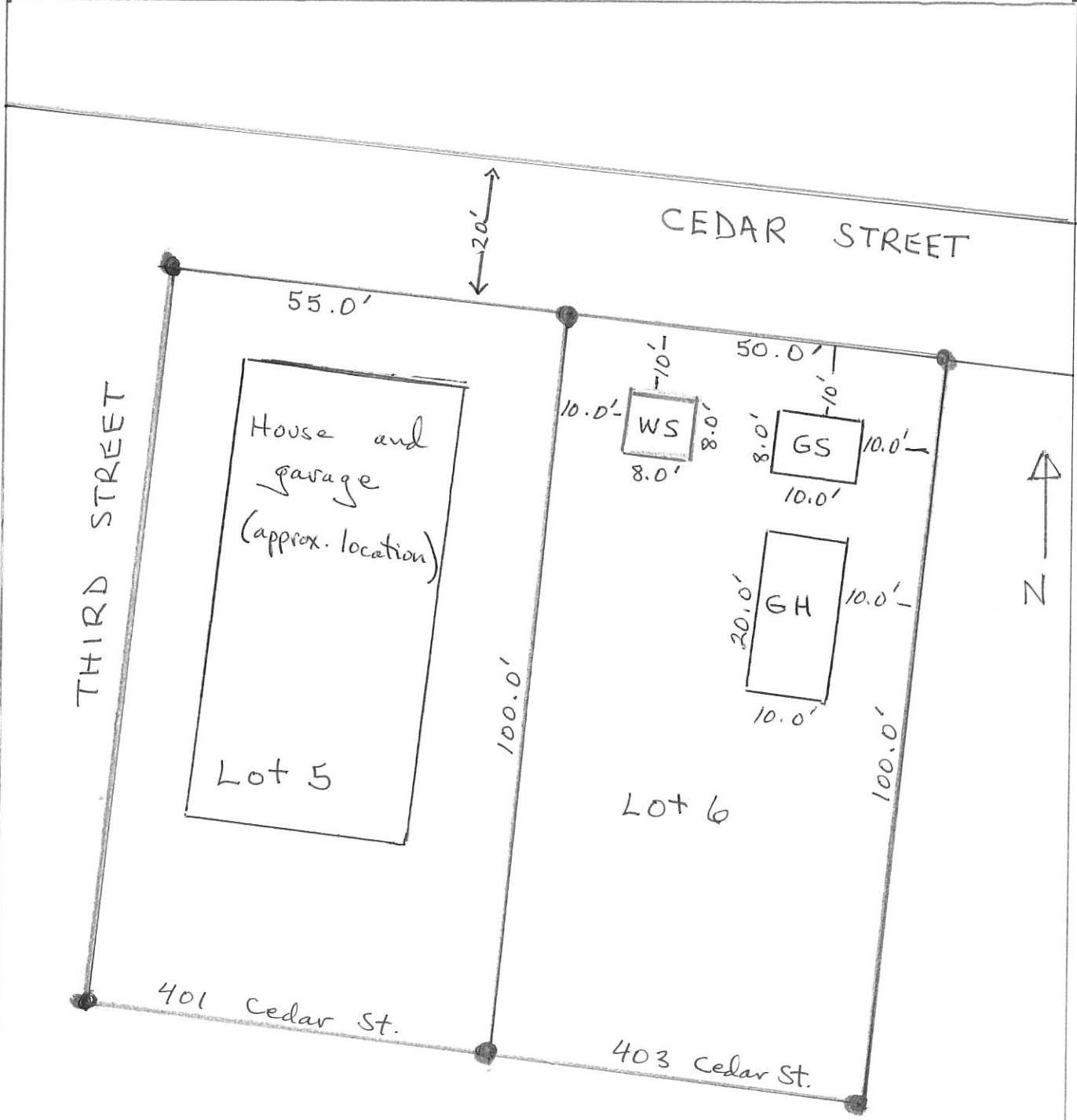
Dated this _____ day of _____, 20____.

Signature(s) of deed holders: _____

SITE PLAN

Show the items from the checklist below in the drawing grid. The drawing must be legible and accurate.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lot lines and dimensions <input checked="" type="checkbox"/> Distances from all structures to lot lines <input checked="" type="checkbox"/> Proposed structures with dimensions <input type="checkbox"/> All easements, streets, alleys, sidewalks <input type="checkbox"/> Existing structures and their dimensions <input type="checkbox"/> Parking spaces | <ul style="list-style-type: none"> <input type="checkbox"/> Water lines <input type="checkbox"/> Sewer lines <input type="checkbox"/> Electric lines and poles <input type="checkbox"/> Driveways <input checked="" type="checkbox"/> North Arrow <input checked="" type="checkbox"/> Other pertinent information |
|---|---|



Lots 5 and 6, Block 3, USS 1430,
Craig Townsite T.74S, R.81E, sec. 4

B.A. Stanley 5/23/2022 ~~6/3/2022~~

Scale: 1" = 20' (approx.)

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Samantha Wilson, City Planner
Date: June 20, 2022
RE: Tsunami Safety Brochure

The City of Craig has been working with Dr. Elena Suleimani from the University of Alaska Fairbanks Geophysical Institute as well as James Benzschawel from the State of Alaska Division of Homeland Security and Emergency Management to create a new tsunami safety brochure. This updated brochure will be similar to tsunami safety brochures already prepared and printed for Valdez and Unalaska. Printing will be managed through the State of Alaska Division of Geological and Geophysical Surveys at no cost to the City of Craig.

The brochures will include a map featuring an inundation line, the EOC (Emergency Operations Center located at the Police Station/DMV), evacuation/assembly locations (City Gym, Craig High School, Craig Elementary School, Craig Aquatic Center, and the Youth and Recreation Center), local emergency contacts, contacts outlining where more information can be obtained, and the history of tsunamis in Craig. The pamphlet will also include general tsunami awareness information and additional contact information.

The most dynamic aspect of this project involves using available topography and bathymetry data with tsunami models to determine the projected worst-case scenarios during a tsunami event. A combination of these worst-case scenarios are used to create an inundation line: a line that helps separate the recommended evacuation zone from zones where it is considered safe to shelter-in-place. This process is intended to inform Craig residents and visitors of how to stay safe and whether they should consider evacuating to higher ground due to a tsunami warning.

While the inundation lines are generally accurate, they can be limited by available data and unexpected variables. It is also important to make inundation maps as user-friendly as possible so that it is clear to people in potentially dangerous areas near the border of the inundation line that they should consider evacuating if a tsunami warning is issued. Likewise, those at high elevation and well out of the projected tsunami range would be better served sheltering in place and allowing persons in evacuation zones easier access to assembly locations.

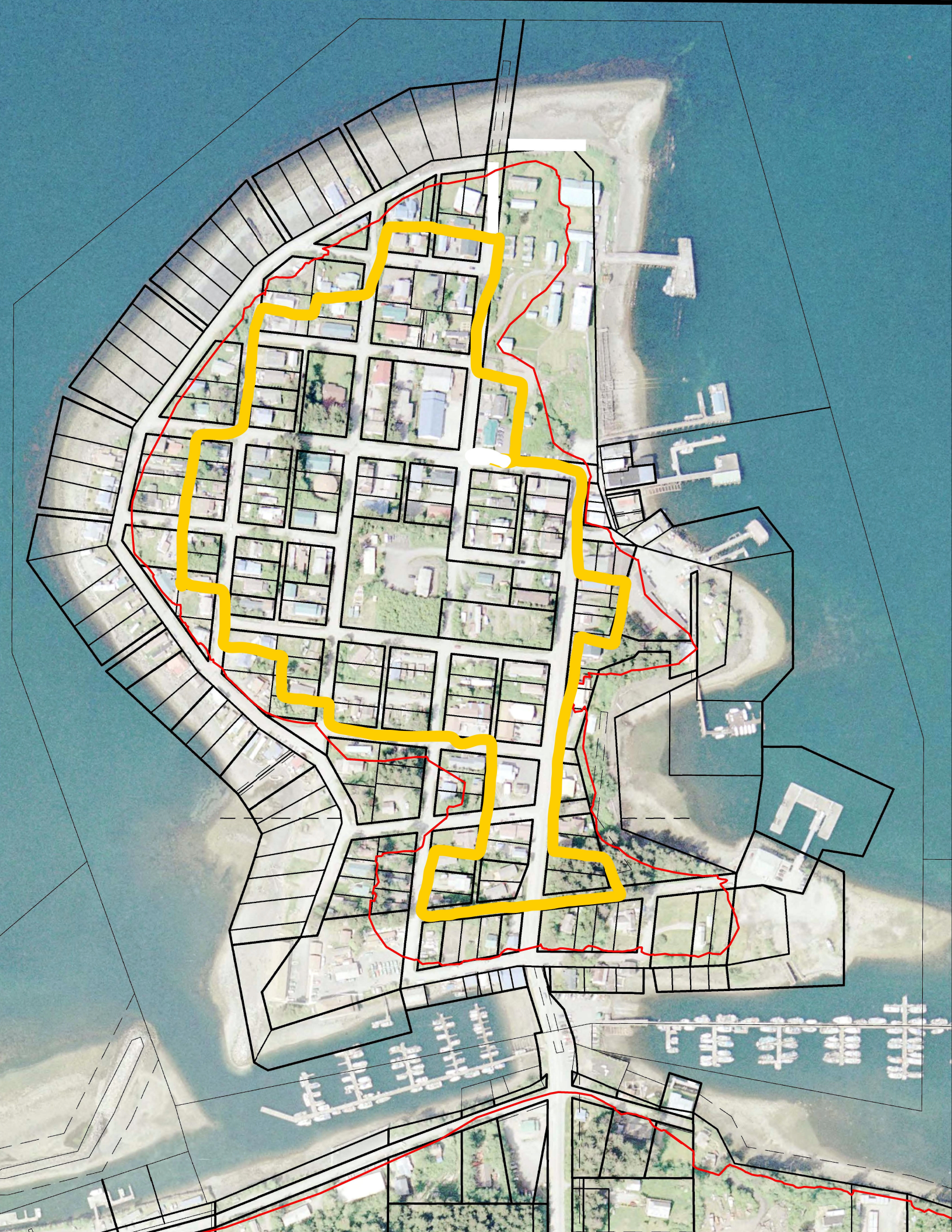
Please note that the adjusted inundation line looks different from those examples outlined in the Valdez and Unalaska sample brochures. This focus on defining the inundation line by lot is intended to make it clear where the evacuation boundary is located to reduce the risk of people staying in a potentially dangerous zone near the border of the original inundation line. Tsunamis work not only as a function of moving water, but also moving debris that can be pushed into and above the modeled inundation line. Dr. Suleimani has stated that an adjusted line is required for clarity and that it is against current standard

practices to keep both the original and an adjusted inundation line on the map as it can confuse people and encourage risky behavior in a tsunami evacuation situation.

An inundation line is still being developed by Dr. Suleimani and her team for the Craig High School area and may not be available at this time for review. The Craig High School area will be included as an inset on the main map.

Please review the maps featuring the model-generated inundation line and compare to the adjusted inundation line. Please note that any recommended changes in the adjusted inundation line must remain above the original inundation line.

Recommendation: The planning commission should review and discuss the adjusted inundation line. Recommended changes to the adjusted inundation line with respect to the original inundation line should be incorporated with general approval of the commission. No formal action is required.





CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Samantha Wilson, City Planner
Date: June 17, 2022
RE: Tiny House on Wheels and Container Homes

The City of Craig has faced the issue of housing availability and affordability for many years. Over the past couple years, the price of single-family housing has increased substantially with the median listed home price between \$317,905 and \$669,000 (May 2022, Zillow; April 2022, realtor.com). There is little land remaining in Craig for housing development and contractors available to construct new homes are limited. This is accompanied by the gradual decline of available low-income housing, as mobile homes left over from logging camps have deteriorated; many of them are no longer mobile. Replacing the old trailers with new, similar models is expected to be prohibitively expensive due to purchase costs and shipment (estimated cost per trailer is over \$80,000). While rentals are available, their availability tends to be sporadic and their monthly cost can be greater than mortgage payments; this cycle can keep families stuck in rental housing if they can't save enough for a down payment or otherwise cannot get approved for a loan.

A dearth of affordable housing can make it difficult to retain residents and attract/maintain new skills and talent. Difficulty retaining residents also affects local businesses and tax revenue which in turn can affect available city services.

One question that has come up over the years is the possible inclusion of tiny houses in the Craig Municipal Code as full-time residences. Tiny houses are generally defined as being under 400 square feet (not including lofts), often utilize traditional building materials, and are often built on a chassis or are otherwise movable. Other tiny house types include container houses that retrofit a shipping container that may be delivered and removed via a flatbed (but are not themselves built on a chassis) and tiny houses built on skids that may likewise be moved to a different location. I have been informed that the City of Craig was recently contacted regarding a container house; this item is likely to be considered as a variance in the July meeting.

As of this time, the Municipal Code does not identify tiny houses and has regulations that can be prohibitive to their use. Mobile homes, are currently defined as "...a single modular building at least 8 feet wide by 38 feet long designed to be transported on its own wheels and chassis..." (18.00.020). Many tiny houses are built to be readily transportable and are under 38 feet long; typical lengths are between 20 and 40 feet. Travel trailers are identified as less than 8 feet wide and 38 feet long, but are considered primarily for "travel, recreational and vacation use", and may not be placed on a residential lot past 90 days within a 120-day period (18.05.001.A.6). Likewise, maximum occupancy of a single RV is limited to 90 days within a 120-day period within an RV park (18.08.040.10.a). Medium-density residential lots allow mobile homes with a minimum size of 12 feet by 40 feet (18.05.002.A.2). High-density and high-density I

residential lots allow a mobile home with a minimum size of 10 feet by 38 feet (18.05.003.A.3) or a mobile home park with a conditional use permit (18.05.003.C.8). The mobile home ordinance does not appear to define housing types allowable beyond the strict definition of a mobile home; this may put into question a large portion of housing currently in existing mobile home parks (18.07010). Tiny houses built on a traditional foundation (concrete or pilings) with typical amenities are considered single-family homes.

Expanding the definition of mobile homes, or otherwise considering tiny houses, could offer a more affordable solution for people looking to transition from deteriorating trailers, moving to Craig temporarily, or looking to save and eventually transition to a traditional single-family residence.

Please consider the following for our introductory discussion:

1. Should the commission consider redefining mobile homes to include smaller mobile structures?
2. Should the mobility of mobile homes be redefined to include a range of different moving methods (i.e. not limit a mobile home to having wheels and/or a chassis)?
3. What is the definition of a permanent versus a non-permanent structure, particularly with regards to tiny houses that are not on wheels but may otherwise be removed if built on skids and/or built into a shipping container?
4. Should tiny houses ultimately get their own definition in the Municipal Code with their own set of regulations?

No action by the commission is required at this time.

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Samantha Wilson, City Planner
Date: June 20, 2022
RE: Master Planning Excel Sheet

The Planning Commission has requested improved documentation of past resolutions and actions to increase consistency, transparency, and integrity in future decision making.

One project being done to address this concern is the Master Planning Excel Sheet. This is a document that is still in development. The document is intended to serve as a convenient way to look up and keep track of past PC-resolutions and decisions. This document will make it easier to reference specific resolutions, compare past decision-making to current questions, keep track of annual review dates, identify the number of like-projects (i.e. how many B&Bs are approved in Craig?), and more. The Master Planning Excel Sheet encompasses many parts of the planning process that are of particular interest to the Planning Commission and reliant on Planning Commission decision making: CUP applications, RePlats, Rezoning, Variances, and TUP applications. Also included are building permits, access permits, leases, code amendments, and other items.

The second project is the resolution and minutes review/signing project. There do not appear to be signatures on resolutions going back to 2011 and it appears that many of the requested alterations to approved resolutions were not completed. As part of this project, the old meeting minutes are being reviewed by the planner to see if there were any recommended alterations to resolutions or previous minutes. Requested alterations are applied and each document is run through spell check and any obvious errors are corrected. After edits and requested alterations are made, collections of minutes and resolutions will be presented to the Planning Commission for review and signing. Signed documents will be posted on the city website, the original paper copies will be kept on file, and an electronic copy will be stored on the U: drive. It is my intention to break this project into chunks of 1–3-year sections for review and signing at each regularly scheduled Planning Commission meeting if/as time allows.

Recommendation: the Planning Commission should discuss the above projects. If there are any particular requests for routine presentation of above materials, this would be a good time to express that desire. No formal action is required.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: May 6, 2013
RE: Fire Hall Replacement

As the council is aware the city has been looking at replacing the current firehall. The current firehall has three vehicle bays and the fire and EMS departments have a total of five vehicles currently. Moving the firehall to a location more central to the community will also have the added benefit of increasing our ISO score which is used to compute insurance rates for homeowners.

A working group consisting of the planner, fire department, EMS, public works and police have been meeting for the last few months to look at alternative sites and building requirements. This information will be used to prepare a request for proposals for architect/engineering services for design of a new firehall. The city received a \$100,000 legislative grant in the last fiscal year for this design.

After looking at several alternative locations the group selected Tract P, USS 2327, more commonly known as the old COHO site, as the preferred alternative site. The site is sufficiently centrally located; has room for the proposed firehall and associated parking; is close to the highway; has little impact on residential neighborhoods; and has little sitework that will be needed.

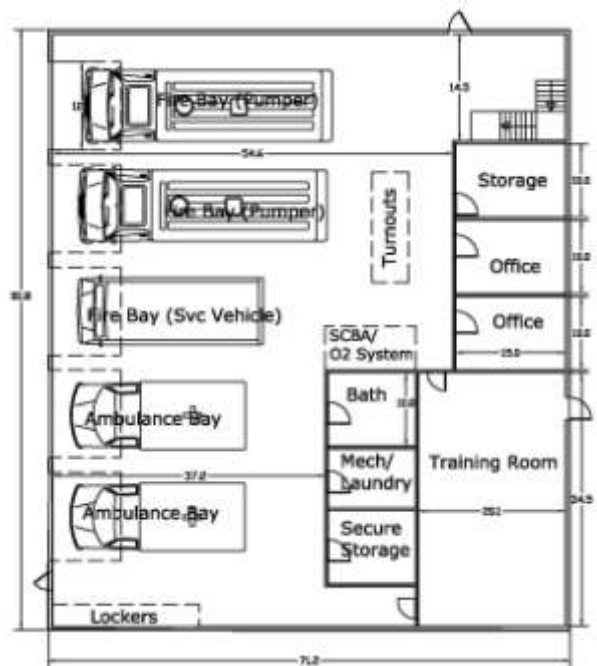
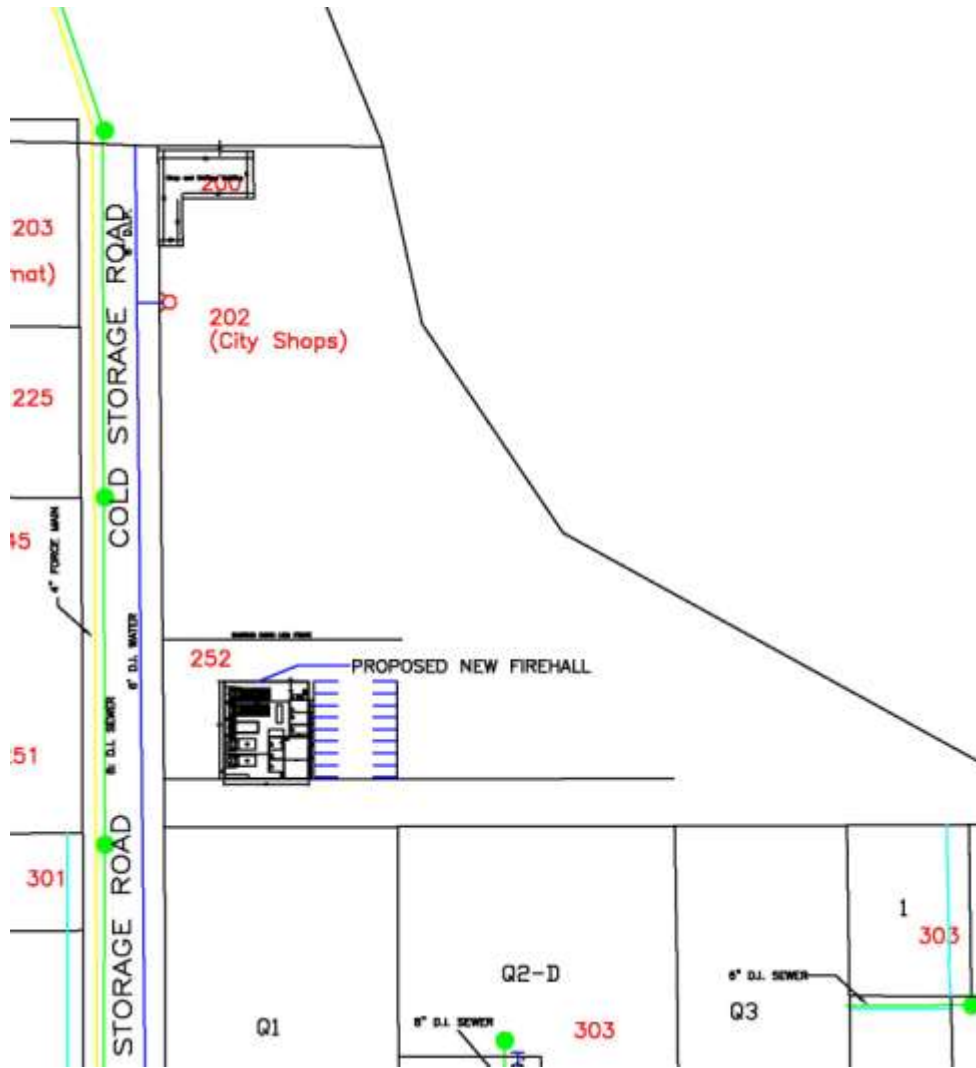
In looking at the site the group has determined that a firehall here would not interfere with access to the back of the CTA building and would not hinder public works expansion in the future.

The Craig Planning Commission held a public hearing on the alternative locations at its regular meeting on February 28, 2013 and agreed with the working group's recommendations.

Staff would like to proceed with solicitation of an architect/engineer for design and engineering of a building at this location. Currently the city does not have construction funds but will continue to work on that funding after the design is in hand.

A concept drawing and site plan of the proposed firehall is attached. The final building design and size will be completed by the selected architect.

Recommendation: Move to direct staff to proceed with solicitation of architect and engineering services for design and engineering for a new firehall to be located on Tract P, USS 2327.



project will be used to upgrade/expand the facility's fitness area. This program is popular with the public but is undersized for the variety of demands.

11. Micro Hydro Generator at Water Treatment Plant - \$285,000. This project includes the design and installation of a micro hydro generator inline with the raw water line near the city's water treatment plant. This generator would provide most of the power needed by the water treatment facility and by the SSRAA hatchery facility co-located with it.
12. Skateboard Park - \$400,000. This project includes the design and construction of a new park facility with an emphasis on usability by skateboards. The park design would include hard basins and other features common to skateboard parks. The council set aside a portion of Tract D near Crab Bay for the project. A group of skatepark users are currently working on concept designs and will work with the planning commission when they are ready to begin early designs for the project.
13. Bridge Structures Inspection and Upgrade - \$150,000. The city currently owns/maintains three bridges: False Island, Dog Salmon Creek (on PSN Road) and a bridge on the road leading to the city dam at North Fork Lake. The Dog Salmon Creek bridge is fairly new and the False Island Bridge is in good shape. The log stringer bridge on the road to the dam was inspected within the past several years and is in usable shape. Both the False Island Bridge and the bridge leading to the dam should be inspected and any required maintenance/upgrades performed.
14. Wastewater Collection System (Lift Station Replacement) - \$900,000. The city maintains a number of lift stations throughout Craig. These stations are collectors at low points of the wastewater collection system. The lift stations collect wastewater and pump (force) the wastewater to the treatment plant. Several of the stations that the city maintains are aging (some past their expected lifespan). There are no major issues with existing stations but a regular scheduled maintenance and replacement plan is important. Currently the city has identified three stations that should be replaced.
15. Asphalt Surfacing - \$400,000. The city has spent several years putting asphalt on nearly all city streets and the pool parking lot. There are at least two additional parking lots (city hall and float plane facility) that are identified for asphalt surfacing. There are also a number of repairs and short sections of street that were not paved. This project includes asphalt surfacing for a number of parking lots and street segments as well as repairs to a number of sections of existing asphalt in Craig.
16. Complete Phase II Improvements in Klawock Airport Master Plan - \$25,000,000. In 2006 the State of Alaska completed the Klawock Airport Master Plan. This plan lays out projected improvements for 20 – 25 years. The state has been steadily making improvements to navigation and facilities at the airport which have helped facilitate additional air carriers and routes and facilities at the airport. This project really encourages the state to continue to seek funding specifically for upgrading the Klawock Airport.
17. Craig-Klawock Separated Bike Path - \$4,100,000. This project includes the design and construction of a separated bike/pedestrian path from the Craig High School to Klawock. This would essentially be an extension of the existing separated bike path in Craig. This project has been on the Craig Tribe's work plan on and off over the past 20 years and the city has provided support and assistance with the project.

15 (b) The unexpended and unobligated balance, after the appropriations made in secs.
16 36 and 41 of this Act and (a) of this section, not to exceed \$150,000 of the total estimated
17 balance of \$705,300, of the appropriation made in sec. 1, ch. 18, SLA 2014, page 9, lines 9 -
18 11 (Angoon, existing community sewer system and outfall line replacement - \$709,500), is
19 reappropriated to the Department of Commerce, Community, and Economic Development for
20 payment as a grant under [AS 37.05.315](#) to the City of Craig for repair and upgrade of the
21 Prince of Wales emergency resource building.