

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of December 13, 2022
7:00 p.m., Craig City Council Chambers

Roll Call

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

Approval of Minutes

1. October 27, 2022 Minutes

Public Comment

1. Non-Agenda Items

Public Hearing and New Business

1. PC Resolution 607-22-PC, CUP 221213A – Conditional Use Permit for Brenda and Lawrence Demmert B&B at 1411 Hamilton Dr (Lot 1B, Tract 2A, Timpe Subdivision, USS 3857).
2. PC Resolution 608-22-PC, CUP 221213B – Conditional Use Permit for Doug Ward to construct a triplex at 605 Oceanview Dr (Lot 12, Windansea Subdivision).
3. PC Resolution 609-22-PC, CUP 221213C – Conditional Use Permit for Taylor Robison B&B at 702 Beach Rd (Lot 2B, Block 12, USS 1430)

Old Business

1. 2018 Resolution and Minutes signing
May 30, 2018 Minutes (Retroactive Minutes)
2. 2017 Resolution and Minutes signing (mostly complete)
3. 2016 Resolution and Minutes signing

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 October 27, 2022

Roll Call

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

From the public: Doug Veit, Gerald Zellhuber, Jim Seley (call-in at 8:15pm)

Meeting Started at 7:02pm.

Approval of Minutes

1. August 25, 2022 Minutes. A motion was made and seconded to approve the minutes from the August 25, 2022 meeting.

MOTION TO APPROVE

MCDONALD/CREWS

APPROVED

Public Comment

1. Non-Agenda Items.
 1. None

Public Hearing and New Business

1. PC Resolution 604-22-PC, CUP 221027A – Conditional Use Permit for Doug Veit to construct a stairs and landing structure within the setback of his property on lot 23A, Windansea subdivision.

Doug Veit explained his project to the Planning Commission, noting his existing indoor stairway has a 9.5' rise and that the new stairs would serve as an emergency fire escape. Doug stated that Josh Bennett is the contractor. Doug noted an addition to the plans depicting an additional landing (there would be too many risers between landings otherwise). This additional landing would redirect the stairs away from the setback across the front of the property however.

Wilson explained that she had received a phone call from Mr. Westfall, a neighbor with concerns about the project, and agreed to meet him at the property to get measurements and to see the area first hand. Mr. Westfall was primarily concerned with his own property and home being within the 10' setback on his side and his neighbor, Mr. Veit, constructing a structure within the 10' setback opposite Mr. Westfall's property and further closing the gap between the two buildings. Doug Viet responded that he is in turn concerned with Mr. Westfall's own materials between buildings. Wilson noted that it was unlikely that issues occurring on Westfall's property would affect Doug or vice-versa. Doug brought up his concern with the fence between the two properties and Wilson noted that this was an item of concern for Mr. Westfall as well. Wilson noted that the fence

appears to belong to Mr. Westfall although he was uncertain of ownership during the on-site meeting. Mr. Veit agreed with this assessment, stating that the fence had been placed by the previous owner of the neighboring property who had an aggressive dog; the fence was put in place to better contain the dog.

Noting the potential for fire spread between two structures built closer together, Moots stated that a water curtain could be put between the two buildings. Moots determined that so long as the stair case remains open and is not walled-in it should be fine. Zellhuber confirmed with Wilson that at least 10 feet would remain between the two buildings if the stairs and landings were built in Doug Veit's setback. After some discussion, the Planning Commission made a motion to approve Resolution 604-22.

MOTION TO APPROVE

CREWS/MOOTS

APPROVED

2. PC Resolution 605-22-PC, CUP 221027B – Conditional Use Permit for Craig Tribal Association to build a senior center on medium density residentially-zoned land located at Tract 18 Lots 18E, 18F, 18G.

A few commissioners noted the need for more housing in Craig. Gerald Zellhuber stated that he was in favor of the Senior Center Housing.

Sharylin Zellhuber noted that the Condition 7 appeared to be met and that Condition 9 had been noted in the application. Wilson said that she had a couple come in to discuss the conditional use permit for building the Senior Center but had not received a written letter or received indication the couple were for or against the project. They had asked questions, particularly about the density of housing on medium density residential lots, but otherwise remained neutral.

Moots wondered about ambulance access, expressing concern about getting the ambulance in and out of a packed parking lot. Wilson noted a large overhang at the front that could be used, but noted it might be awkward for entering and exiting. Wilson stated that she recommended requiring a more solidified building plan prior to moving forward and that this could be required as part of the replat.

MOTION TO APPROVE

MCDONALD/MOOTS

APPROVED

3. PC Resolution 606-22, RP221027 – JS Commercial Subdivision – Preliminary Plat, Replat of Tract 10, USS 2611.

The planning commissioners wondered what Jim Seley intended to do with the properties once subdivided. Wilson noted that nothing was set in stone due to limitations in the municipal code, but it appeared that Jim Seley is interested in selling the two new lots that would be created by the subdivision.

Gerald Zellhuber complained about the small building recently built on Tract 10, stating that it had been used commercially. Wilson noted that the building had come up during the initial preliminary plat discussions and stated that the building was not approved for commercial use. The building does not have Fire Marshall approval. Part of moving forward was receiving a letter in writing from Jim Seley stating that the building had never been used commercially and would not be used commercially. Sharylin Zellhuber noted that she had paid to have people stay at the building in question for short durations. Wilson confirmed that she would consult her supervisor about the building and see what the process was moving forward.

The commission noted that the preliminary plat was messy and echoed concerns noted in the Preliminary Plat review comments regarding easement language. McDonald stated that he would not approve the final plat without fire access, particularly in light of the fire that had occurred not too long ago in one of the JS commercial buildings. Commissioners wanted to ensure that the access easement would be a vehicle access easement in particular, McDonald requested a requirement that the road be maintained or even surfaced. Wilson wondered if that would hamper the process of getting improvements that may make it so the road could be dedicated in the future.

Despite considerations to table the preliminary plat, the Planning Commission made a motion to approve the plat with all of the comments.

MOTION TO APPROVE

CREWS/MOOTS

APPROVED

Old Business

1. Tiny House and Mobile Home Definition Discussion Continued: language review for mobile buildings without wheels

Zellhuber noted that she was in favor of Item 1 and 3 to change the wording included in the municipal code.

Despite concerns from Crews and other commissioners that the wanigan floor space was too permissive, the new language was included to not allow the wanigan floor space to exceed the size of the original mobile building. Some commissioners noted difficulty moving the structure, but Wilson noted that any wanigan regardless of size impacted mobility.

McDonald stated that he was against stacking and preferred language banning stacking. Other commissioners agreed stacking would be too dangerous, particularly if buildings were not tied down appropriately.

Wilson noted that the language affecting mobile homes would only affect mobile home parks by allowing such use and not affect containers or other small housing built as permanent homes outside of mobile home parks. Commissioners asked

how many mobile home parks exist in Craig. Wilson noted that Shaan Seet and Harborview were the only two that came to mind.

MOTION TO APPROVE

ALL IN FAVOR

APPROVED

2. Brief review of printed tsunami safety brochures
3. 2018 Resolution and Minutes signing

May 30, 2018 Minutes

It was noted that not enough of the original Planning Commission Members were present to approve the May 30, 2018 minutes.

MOTION TABLED

June 28, 2018 Minutes

MOTION TO APPROVE

MOOTS/MCDONALD

APPROVED

Adjourn

A motion was made and seconded to adjourn the meeting at approximately 8:30 pm.

MOTION TO ADJOURN

CREWS/ZELLHUBER

APPROVED

Chairman Sharilyn Zellhuber

ATTEST: Samantha Wilson

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report
December 13, 2022

Applicant: Lawrence and Brenda Demmert

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

Location: Lot 1, USS 3857 (1411 Hamilton Drive)

Lot Size: 25,541 SF

Zoning: High Density Residential

Surrounding Uses: North: Public
West: Tidelands/Low Density Residential
South: Tidelands
East: High Density Residential

Analysis

Lawrence and Brenda Demmert have applied to the City of Craig Planning Commission for a Conditional Use Permit (CUP) to operate a Bed and Breakfast (B&B) in a high-density Residential Zone, located at 1411 Hamilton Drive (Lot 1, USS 3857). The applicant is seeking to operate the building as a short-term rental May through September.

The original intent expressed during conversation was that the converted garage would serve as the owner’s primary residence and the main building would be operated as a B&B. Brenda Demmert was informed that to operate a B&B on residentially zoned property, the building must be owner occupied with the owner present at least 75% of the time guests are present. Conversations since then have turned to utilizing the converted garage as either a long-term rental or room for visiting family. Brenda and Lawrence now intend to use the home as a primary residence while they are in Craig. The master bedroom and master bath will be occupied by the Demmerts. The other two rooms are intended to be rented out (see layout of home attached). A B&B is not required to be the owner’s primary residence in the Municipal Code (some B&B operators do not live in Craig during the off-season) but other B&B CUPs issued have required that the operation of a B&B serve as an accessory use rather than a primary use on residentially zoned property. There is abundant off-street parking available onsite.

A B&B was previously operated in this location by Henry and Damon Woudenburg. Their original application was approved in 2019. That application was originally delayed as Henry was the sole owner of the property but the building was intended to be occupied by Damon. Paperwork was completed to make Damon a partial owner to meet the owner-occupied requirement. Since that application, the detached garage has been converted into a second

residence. The police reported that they had received no complaints during the time the B&B was in operation.

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 December 13, 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.

Conditions 2-4 appear to be met on the face of the application. Condition 1 may require more discussion.

Recommendation

That the planning commission discuss the required criteria for approval at the December 13, 2022 meeting and consider adoption of Resolution 607-22-PC granting a CUP to Lawrence and Brenda Demmert to operate a Bed and Breakfast in a Residential Zone, located at 1411 Hamilton Drive (Lot 1, USS 3857), 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; and
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 607-22-PC

GRANTING A CONDITIONAL USE PERMIT TO LAWRENCE AND BRENDA DEMMERT TO OPERATE A BED AND BREAKFAST AT 1411 HAMILTON DRIVE, LOT 1, USS 3857.

WHEREAS, the Planning Commission held a public hearing on December 13, 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 Lawrence and Brenda Demmert a conditional use permit to operate a bed and breakfast in a Residential Zone, located at 1411 Hamilton Drive (Lot 1, USS 3857), 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; and
7. the condition use permit will be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

Approved this 13th day of December, 2022

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER	221213A	FILE NAME	CUP 221213A		
DATE RECEIVED	10/19/22 - 11/29/22	BY	dw	FEE	\$30
HEARING DATE	12/13/22	NOTIFICATION DEADLINE	12/2/22		

Conditional Use Permit Application

Applicant's Name Lawrence & Brenda Demmert
Address 1411 E Hamilton Dr Telephone No 206-851-0389

Applicant's Representative (if applicable) _____

Address _____ Telephone No. _____

Subject Property Legal Description: Lot 1 Block/Tract _____ Survey Number 3857

Lot Size: 936 Subdivision Name Timpe

Township: Craig Range: _____ plot no. 2007-43

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: Air BnB Seasonal rentals mostly
May through Sept
(Seahouse)

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: none

This house will be our primary residence when we are in Craig. We purchased this house with the intention of staying longer each season and possibly making Craig our full time home.

We are commercial fishermen and both our families come from P.O.W.

Our plan is to stay in the master bedroom & use the master bath.

We will rent the two other rooms each having 2 beds.

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? ~~at~~ simple parking on lot

4. Approximately how many days per week and how many hours per day will the proposed use operate? 5-7

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?
no

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

8. What utilities are needed? water, sewer, garbage internet, propane & Diesel

9. What roads will provide access? Hamilton Dr

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

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? ~~at~~ simple parking on lot

12. Will the proposed conditional use be compatible with the neighborhood in general? Why?

Yes. It was already an Air bnb and is not close to other homes. Additional Air BnB in neighborhood

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 14th day of September, 2022


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: _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

We certify that we are the owners of LOT 25, US 3807 (A.S. 74,153) and that we do hereby dedicate, convey and convey to the public at large, for public utility, easements and other public uses as shown herein.

Recorded in Public Utility / easements and other public uses as shown herein.

FILED TO BE IN THE OFFICE OF THE CLERK OF THE SUPERIOR COURT, PORT CHARLOTTE, FLORIDA, ON 10-23-07 AT 10:00 AM.

NOTARY'S ACKNOWLEDGEMENT

I, Walter H. Baker, Esq. Notary Public for the State of Florida, do hereby certify that the foregoing instrument was acknowledged before me on 10-23-07 at 10:00 AM, in the presence of Walter H. Baker, Esq. and John J. Baker, Esq. and that the signers are the persons whose names are subscribed to the foregoing instrument.

Walter H. Baker, Esq.
Notary Public for the State of Florida
My Commission Expires 10/20/10

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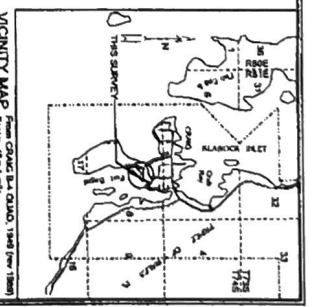
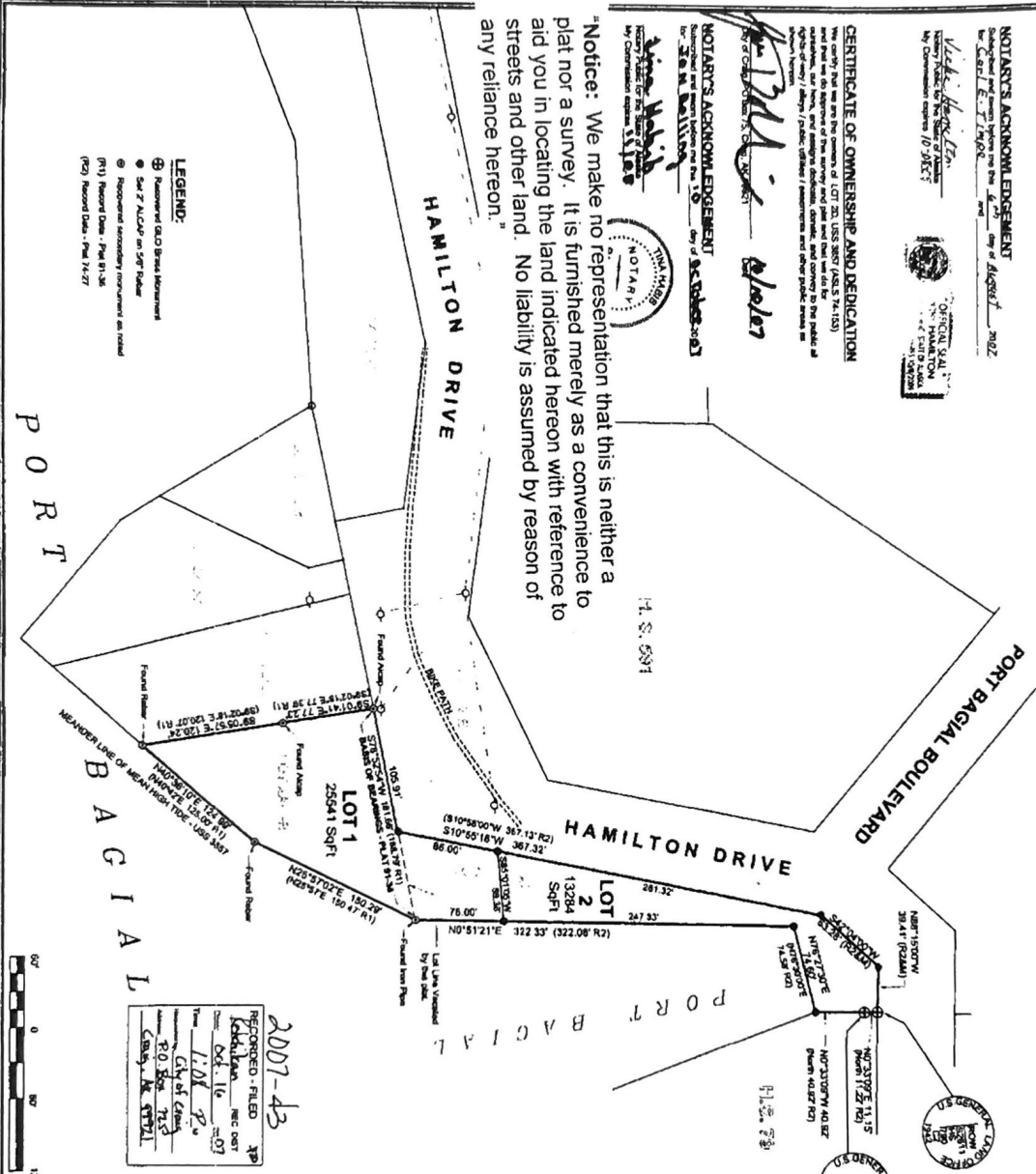
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Walter H. Baker, Esq.
Notary Public for the State of Florida
My Commission Expires 10/20/10

Notice: We make no representation that this is neither a plat nor a survey. It is furnished merely as a convenience to aid you in locating the land indicated hereon with reference to streets and other land. No liability is assumed by reason of any reliance hereon.

- NOTES:**
- The error of closure of this survey does not exceed 1:5000.
 - All bearings shown are true bearings as oriented to the North, and all distances shown are indicated in feet and inches.
 - The natural resources of Miami High Water forms the true boundary of this subdivision. The approximate line of high water is shown on this plan as a dashed line. The approximate line of high water is shown on this plan as a dashed line.
 - This subdivision is subject to all rules, regulations, and conditions of Plat File 81-36, 74-27 and 73-28 and as amended by Order of the Board of Public Utilities, dated 10/20/07. The approximate line of high water is shown on this plan as a dashed line.
 - Reference to other Plats are:
 - a. Plat 81-36 (Subdivision of Lot 25, US 3807)
 - b. Plat 74-27 (Subdivision of Lot 25, US 3807)
 - c. Plat 73-28 (Subdivision of Lot 25, US 3807)
 - d. Plat 81-36 (Subdivision of Lot 25, US 3807)
 - e. Plat 74-27 (Subdivision of Lot 25, US 3807)
 - f. Plat 73-28 (Subdivision of Lot 25, US 3807)



APPROVAL BY THE CITY OF CRANG PLANNING COMMISSION

Planning Commission Approval: 9/26/07

City Engineer: 9/26/07

CERTIFICATE OF IMPROVEMENTS

No improvements are required for this residential project.

7-9-07

7-9-07

7-9-07

7-9-07

TAX STATEMENT

This property is not subject to special assessments, and no other charges are required by law to be placed on the tax roll.

Walter H. Baker, Esq. 10-23-07

SURVEYOR'S CERTIFICATE

I, Walter H. Baker, Esq., am a duly qualified and licensed Surveyor in the State of Florida. I have surveyed and reduced to writing the foregoing plat, and I certify that the same is a true and correct copy of the original as shown to me by the owner and that the same is a true and correct copy of the original as shown to me by the owner.

Walter H. Baker, Esq. 10-23-07



TIME SUBDIVISION

A RE-PLAT OF LOTS 20 AND 24-1A, US 3807
 A.S. 74,153, and Plat 81-36

CREATING LOTS 1 and 2.

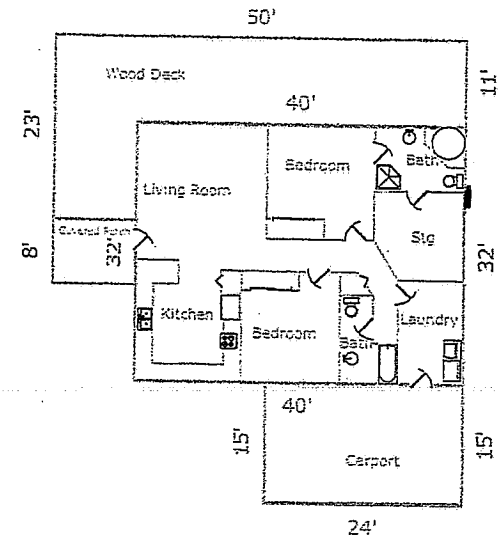
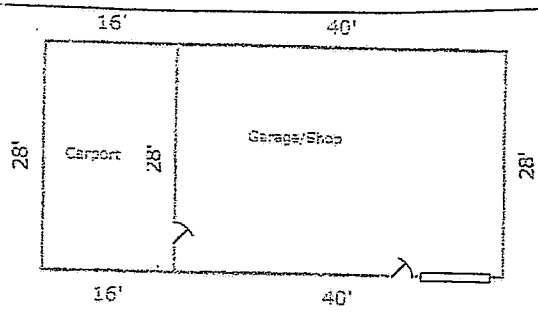
Submitted by: **Time Subdivision**
 PO Box 1078
 Ward Cove, NC 28628
 Phone / Fax: 907-247-5120

Submitted by: **Walter H. Baker, Esq.**
 Chancery Building
 117 S. 1st St.
 Port Charlotte, FL 33951

Plat of Survey: **Time Subdivision**
 Scale: **1" = 111' 0"**
 Date: **10/23/07**

2007-43

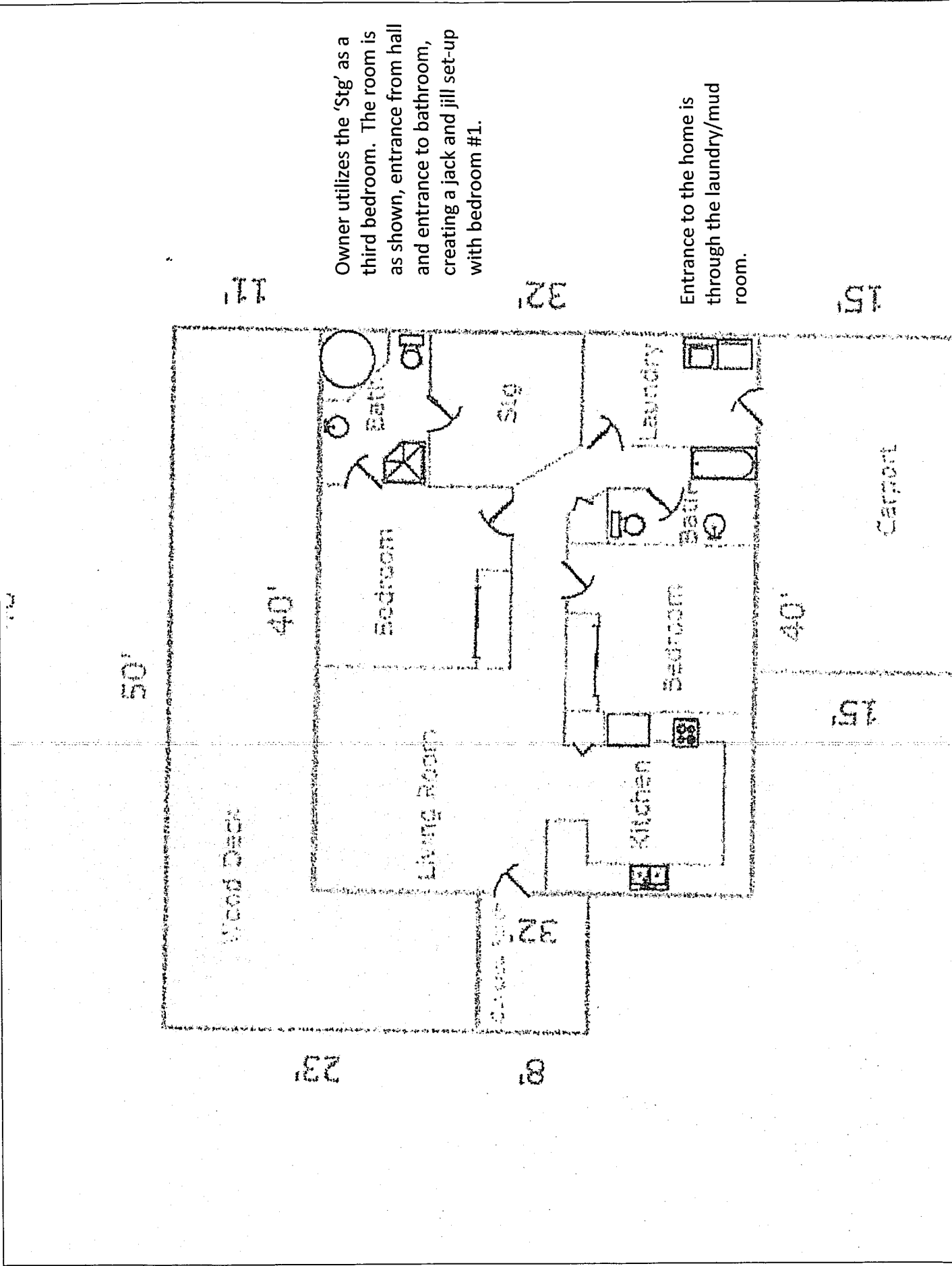
2007-43



Sketch by Alex Skolov's Standard™
 Comments:

AREA CALCULATIONS SUMMARY				LIVING AREA BREAKDOWN	
Code	Description	Net Size	Net Totals	Breakdown	Subtotals
GLA1	First Floor	1280.00	1280.00	First Floor	
GAR	Carport	360.00		40.0 x 32.0	1280.00
	Garage/Shop	1120.00			
	Carport	448.00	1928.00		
P/P	Covered Porch	80.00			
	Wood Deck	670.00	750.00		
Net LIVABLE Area		(rounded)	1280	1 Item	(rounded) 1280

1411 Hamilton Avenue
Craig, Alaska





~~A/B~~

Camp

~~B/C~~

Camp

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report

December 13, 2022

Applicant: Douglas & Connie Ward DBA Alaska-Dreamin' LLC

Requested Action: Conditional Use Permit – Triplex in Medium-Density Residential Zoning

Location: Lot 12, Windansea Subdivision (605 Oceanview Dr)

Lot Size: 12,242 SF

Zoning: Residential Medium-Density

Surrounding Uses: North: Medium-Density Residential/ High-Density Residential
West: Medium-Density Residential/ Marine Industrial
South: Medium-Density Residential
East: Medium-Density Residential/ High-Density Residential

Analysis

Doug and Connie Ward are seeking to turn their duplex into a triplex. The main portion of the building would contain three bedrooms and two bathrooms. The other two units will be single-bedroom, single-bath units. One of the smaller units will operate as the owner's residence while the larger three-bedroom unit and the other single-bedroom unit will be operated as long-term rentals. Doug confirmed that neither the footprint of the building nor its exterior would change due to the remodel.

To operate three residential units out of one structure, each unit must have at least 3,000 ft² of associated lot size on the property to meet medium density residential zoning requirements. The total lot size is 12,242 ft², meeting the minimum requirement of a 9,000 ft² lot.

The building has served as an owner-occupied B&B since before 2016 (The year ownership was transferred and a new B&B CUP was approved). Only up to three bedrooms may be rented out in a short-term rental on residential zoning. Confirmation with the owner determined that the additional unit is intended to operate as a long-term rental. Doug further confirmed that he was discontinuing B&B operations in favor of long-term rentals.

Parking requirements appear to be met on the face of the application. The included diagram indicates at least five parking spots. The required parking is four spots (two for the three-bedroom unit and one for each of the single bedroom units).

A public notice was sent to all property owners within 300' of the subject property. To date, there have been no comments submitted.

I have attached a copy of the application.

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 December 13, 2022.

Recommendation

That the planning commission discuss the required criteria for approval at the December 13, 2022 meeting and consider adoption of Resolution 608-22-PC granting a CUP to Douglas and Connie Ward to develop their building into a triplex located at 605 Oceanview (Lot 12, Tract C, Windansea Subdivision) subject to the following conditions:

1. that the conditional use permit is not transferable to another individual or location;
2. that all residential units will have needed utilities and means of egress;
3. that adequate off-street parking is provided for all dwelling units;
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 608-22-PC

GRANTING A CONDITIONAL USE PERMIT TO DOUGLAS AND CONNIE WARD TO REMODEL THEIR BUILDING INTO A TRIPLEX IN THE RESIDENTIAL MEDIUM-DENSITY ZONE AT 605 OCEANVIEW DRIVE, LOT 12, WINDANSEA SUBDIVISION.

WHEREAS, the Planning Commission held a public hearing on December 13, 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 Douglas and Connie Ward a conditional use permit to develop their building into a triplex in the Medium-Density Residential zone, located at 605 Oceanview Drive (Lot 12, Windansea Subdivision) subject to the following conditions:

1. that the conditional use permit is not transferable to another individual or location;
2. that all residential units will have needed utilities and means of egress;
3. that adequate off-street parking is provided for all dwelling units;
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 13th day of December, 2022

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER	<u>221213B</u>	FILE NAME	<u>CUP 221213B</u>
DATE RECEIVED	<u>10/21/2022</u>	BY	<u>JV</u> FEE <u>\$30</u>
HEARING DATE	<u>12/13/2022</u>	NOTIFICATION DEADLINE	<u>12/2/12</u>

Conditional Use Permit Application

Applicant's Name DOUGLAS & CONNIE WARD DBA ALASKA - DREAMIN' LLC.

Address 605 OCEANVIEW DR. Telephone No. 907-401-3911

Applicant's Representative (if applicable) N/A

Address N/A Telephone No. N/A

Subject Property Legal Description: Lot 12 Block/Tract C Survey Number 4552327

Lot Size: _____ Subdivision Name WINDAN SEA

Township: _____ Range: _____

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: DESIGNATING THE STRUCTURE AS A TRIPLEX, CONSISTING OF THREE SEPARATE DWELLINGS.

MAIN: 3 BEDROOM 2 BATH UNIT

LOWER: 1 BEDROOM 1 BATH UNIT

SIDE: 1 BEDROOM 1 BATH UNIT / OWNERS RESIDENCE

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: NONE

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? THERE IS AN ABUNDANCE OF PARKING POSSIBLE 7 SPOTS

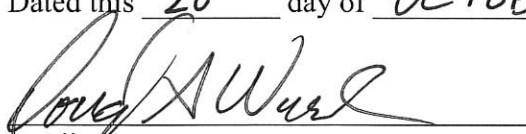
12. Will the proposed conditional use be compatible with the neighborhood in general? Why? YES. IT WILL MAINTAIN THE RESIDENTIAL USE OF THE NEIGHBORHOOD, AS WELL AS ADD A MUCH NEEDED RENTAL UNIT IN CRAIG

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 20th day of OCTOBER, 2022.


Applicant


Applicant

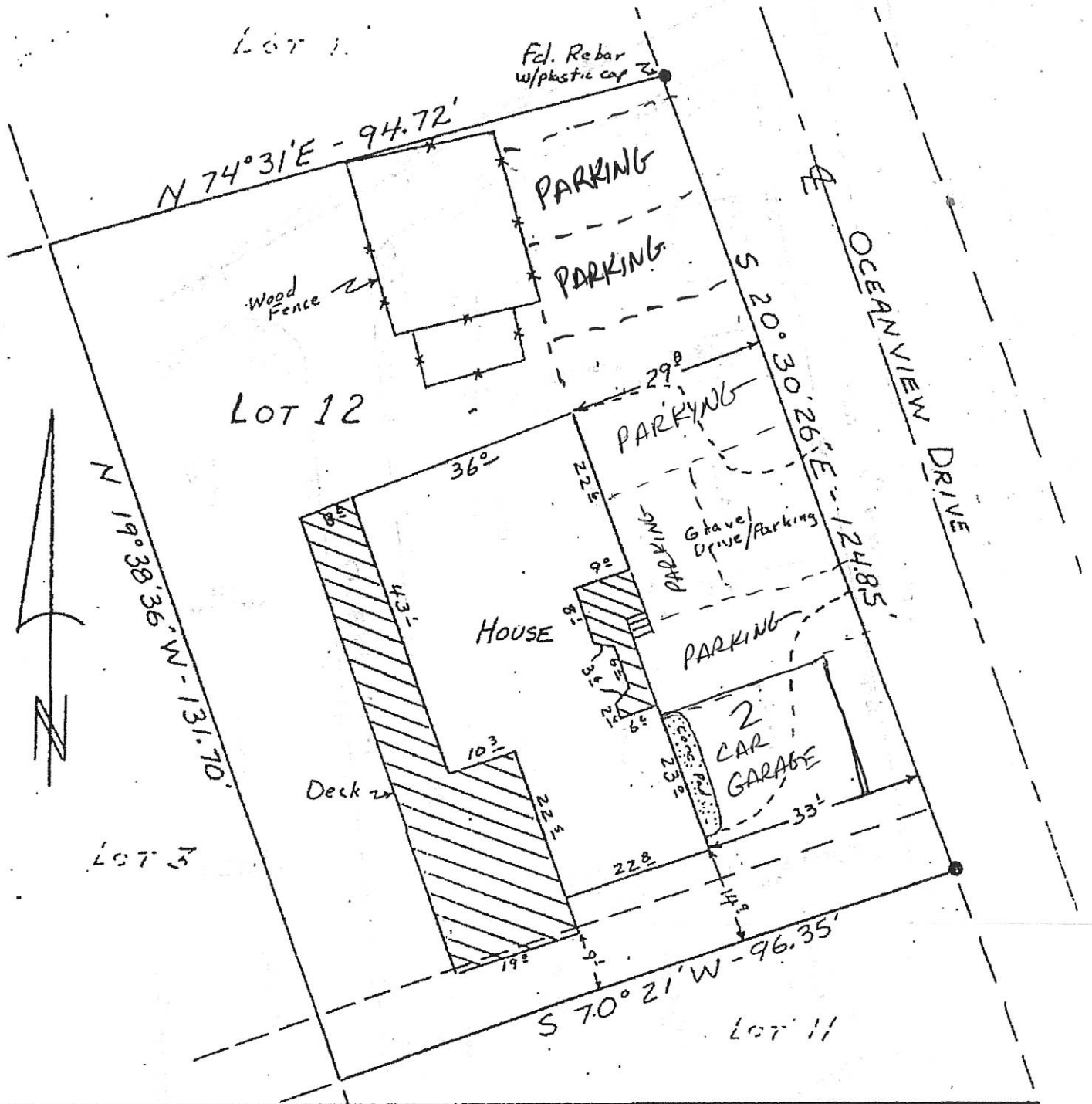
Authorization for Agency

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: _____



AS-BUILT SURVEY of: LOT 12, WINDANSEA SUBDIV.-PLAT 7B-15
 (Lot 12, Tr.C, USS 2327, CRAIG, ALASKA)

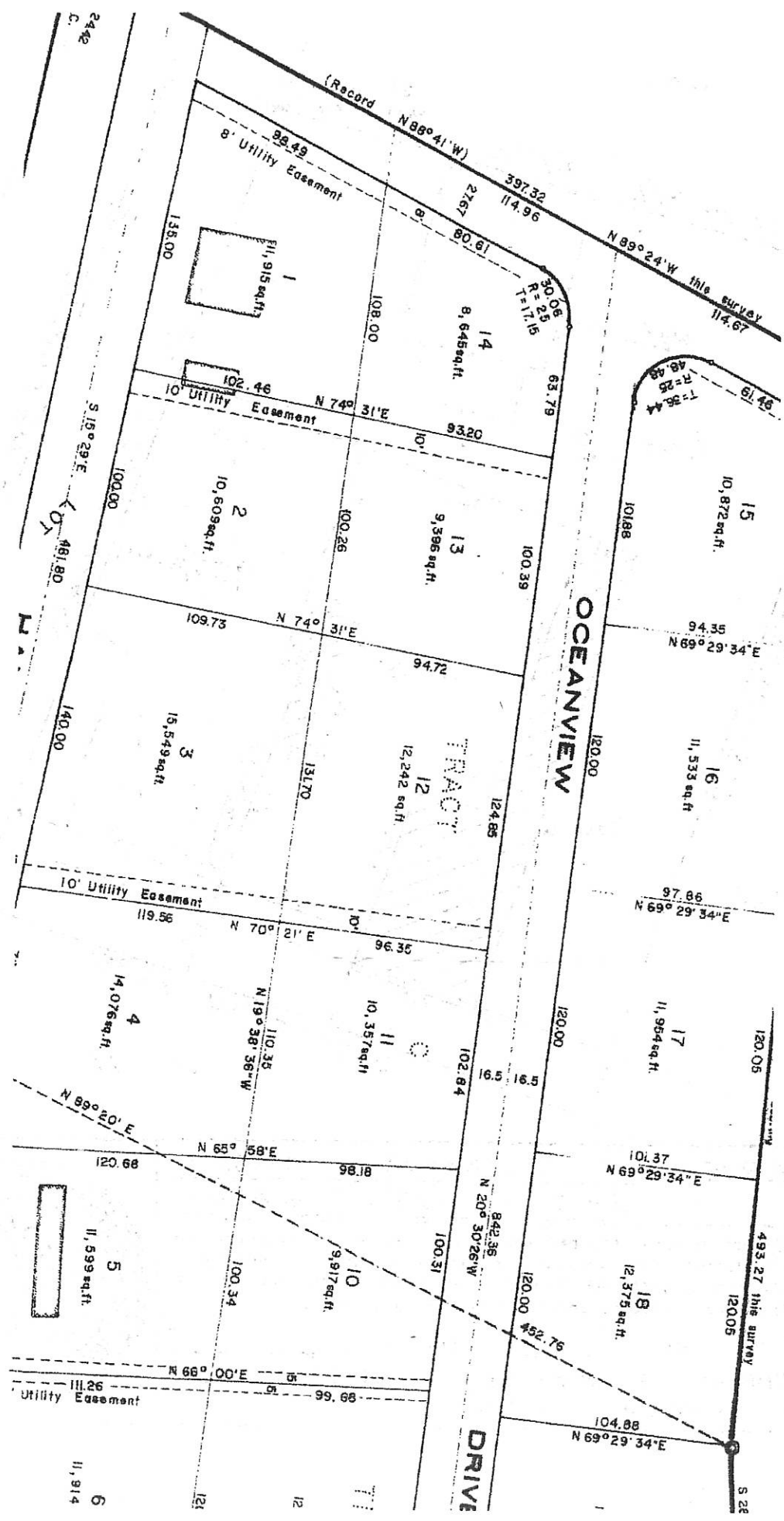
I hereby certify that the above described property has been surveyed by me and that the improvements situated thereon are within the property lines and do not overlap or encroach on the adjacent property and that there are no roadways, transmission lines, or other visible easements on said property,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

Date: 8-27-94 Scale: 1" = 20' Drawn by: CLT.

CRAIG L. TEMPLIN, R.L.S. - Whale Pass phone (907) 846-5120
 PO Box WWP, Ketchikan, AK. 99950-0280



3 BEDROOM HOUSE CURRENTLY
 1 BEDROOM B & B



2442
C

(Record N 89° 41' W)

8' Utility Easement

N 89° 24' W this survey
114.67

R=26.44
T=36.44
61.46

OCEANVIEW DRIVE

DRIVE

TRACT

Utility Easement

111.26
11,914

11,915 sq.ft.

102.46
10,608 sq.ft.

109.73
15,549 sq.ft.

149.00
14,076 sq.ft.

119.56
14,076 sq.ft.

110.35
11,599 sq.ft.

120.68
11,599 sq.ft.

99.68
11,914

8,645 sq.ft.

9,396 sq.ft.

12,242 sq.ft.

10,357 sq.ft.

9,917 sq.ft.

10,357 sq.ft.

9,917 sq.ft.

12,375 sq.ft.

104.88
11,914

397.32
114.96
80.61
30.06
R=2.25
T=17.19
63.79

100.39

124.85

102.84

120.05

120.05

120.05

120.05

493.27 this survey
120.05

452.76

S 26

10,872 sq.ft.

94.35
N 69° 29' 34" E

11,533 sq.ft.

97.66
N 69° 29' 34" E

11,964 sq.ft.

101.37
N 69° 29' 34" E

12,375 sq.ft.

104.88
N 69° 29' 34" E

S 26

5 15° 29' E
481.80

10' Utility Easement
119.56
N 70° 21' E

10' Utility Easement
111.26
N 66° 00' E

121

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report
December 13, 2022

Applicant: Taylor and Nicole Robison

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

Location: Lot 2B, Block 12, USS 1430 (702 Beach Rd)

Lot Size: 8389 SF

Zoning: High-Density Residential

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

Analysis

Taylor Robison has applied to the City of Craig Planning Commission for a Conditional Use Permit to operate a Bed and Breakfast (B&B) in a High-Density Residential Zone, located at 702 Beach Rd (Lot 2B, Block 12, USS 1430). The applicant is looking to rent out up to two rooms in the owner-occupied structure.

There are four bedrooms in the home, requiring a minimum of three parking spaces (one parking space per one and a half bedroom). According to the application, there are five off-street parking spaces available. Although the map does not outline each parking spot, a walk-by of the site determined that the requirement for off-street parking space is met. There are at least four parking spaces that meet the 8’x 20’ requirement, more if the garages are usable.

A B&B was previously operated in this location by Bill and Cindy Bennett. Their original application was approved in 2008. On checking with the police station, no complaints with the previous operation were found.

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 December 13, 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 December 13, 2022 meeting and consider adoption of Resolution 609-22-PC granting a CUP to Taylor and

Nicole Robison to operate a Bed and Breakfast in a Residential Zone, located at 702 Beach Rd (Lot 2B, Block 12, 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 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 609-22-PC

GRANTING A CONDITIONAL USE PERMIT TO TAYLOR AND NICOLE ROBISON TO OPERATE A BED AND BREAKFAST AT 702 BEACH RD, LOT 2B, BLOCK 12, USS 1430.

WHEREAS, the Planning Commission held a public hearing on December 13, 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 Taylor and Nicole Robison a conditional use permit to operate a bed and breakfast in a Residential Zone, located at 702 Beach Rd (Lot 2B, Block 12, 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 13th day of December, 2022

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER <u>221312C</u>	FILE NAME <u>221312C</u>
DATE RECEIVED <u>11/11/2022</u>	BY <u>Jw</u> FEE <u>\$30</u>
HEARING DATE <u>12/13/2022</u>	NOTIFICATION DEADLINE <u>12/2/2022</u>

Conditional Use Permit Application

Applicant's Name Taylor & Nicole Robison

Address 702 Beach Rd. Craig, AK Telephone No. 907.350.6904

Applicant's Representative (if applicable) _____

Address _____ Telephone No. _____

Subject Property Legal Description: Lot 2B Block/Tract 12 Survey Number 1430

Lot Size: 7,533.83 SF Subdivision Name West Craig

Township: _____ Range: _____

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: Short-term vacation rental in owner-occupied dwelling. Year-round owner occupancy. Rental will be (is) less than 3 bedrooms. Two bedrooms will be available for rent, Four p bedrooms in the home total.

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: N/A

4. Approximately how many days per week and how many hours per day will the proposed use operate? Seasonally variable.

1-7 Days a week per Demand

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?

Owner occupied residence, rental properties - short term & long term, residential lease land. - trailer park.

7. What types and sizes of buildings, signs, storage and loading areas, screening, etc. are planned (size, height, type)? None additional.

8. What utilities are needed? None additional, existing residential electric, sewer, & water.

9. What roads will provide access? Beach Rd.

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

Seasonally variable, not exceeding 2 vehicles.

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? Parking with on private property, Lot 2b. block 12. 5 off street parking spots available with on property - indicated on attached Plot Plan.

12. Will the proposed conditional use be compatible with the neighborhood in general? Why? yes. There are similar rentals & commercial rentals surrounding us. Beach Rd. consists of multiple short term and long term rentals, consistent with what we are requesting.

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 _____ day of _____, 20_____.

Taylor Robison
Applicant

T
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: T

USS

1430

SEVENTH ST.

N 69° 30' W

128.16'

3

6875 S.F.

4

6875 S.F.

5

11644 S.F.

BLOCK 12

B

55'

53.86'

55'

66.14'

107.30'

97.30'

2A

7,532.83 S.F.

2B

7,533.83 S.F.

DWELLING

1

5998 S.F.

90.53

38.65

20'

20'

265'

140'

137.28'

69° N 61° W

Area 4,800 S.F.

PRIVATE 4 5 SPOTS PARKING 9 SPOTS

42.23'

63.92'

50.01'

17,279 S.F.

N 78° 58' 40" W

740.9'

BUCARELLI BAY

5A

8,914 S.F.

4A

10,907 S.F.

BLOCK 11-A

11-A

93° 45'

40' W

H 186.11 RD.

65.00'

9,688 S.F.

6A

N 2° 20' W

201.75'

CITY OF CRAIG MEMORANDUM

To: Planning Commission
From: Samantha Wilson, City Planner
Date: December 13, 2022
RE: Resolution and Minutes Signing: May 30, 2018 & 2017, 2016

As the Planning Commission is aware, resolutions and minutes from Planning Commission meetings have not been signed and filed since 2011. In addition, requested amendments and edits were often not applied to the documents. This resolution and minute signing activity is part of an ongoing effort to complete the paperwork and post signed, amended documents for public review and transparency.

On October 27th, Commissioner Zellhuber took amended/edited resolutions and minutes from meetings in 2018 and 2017. These documents were reviewed and signed. The documents were then turned over to the previous City Planner, Brian Templin for his signature. All documents with complete signatures were posted on the City of Craig website and filed. Some documents from 2018 and 2017 had minor edits that needed correcting or their signatures were missed. These documents will also be presented for final signatures.

In addition, two sets of meeting minutes from 2018 were written up retroactively. The meeting minutes for May 30, 2018 were tabled as there were not enough Planning Commission members present from the original meeting to vote and approve the retroactively written minutes.

Minutes and resolutions from 2016 have been presented for review and signing.

No action is required from the council at this time.

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of May 30, 2018

RETROACTIVE 2022

A note states that the recorder was full and no recording was made.

Roll Call

Present were Sharilyn Zellhuber (chair), Barbara Stanley, and Millie Schoonover. John Moots and Kevin McDonald were absent.

Public: Madeline Voegeli

Approval of Minutes

February 7, 2018 Minutes

MOTION TO APPROVE SCHOONOVER/ STANLEY APPROVED

February 22, 2018 Minutes

MOTION TO APPROVE SCHOONOVER/ STANLEY APPROVED

Public Comment

1. Non-Agenda Items

Public Hearing and New Business

1. CUP 180524 – Resolution 580-18-PC, Bed and Breakfast in a Residential Zone, Madelaine Voegeli and Kyle Woltjer

A request was made to amend the resolution by adding the following condition:

8. Two additional off-street parking spaces must be added by June 1, 2019.

MOTION TO APPROVE SCHOONOVER/ STANLEY APPROVED

Old Business

None

Adjourn

A motion was made and seconded to adjourn the meeting.

MOTION TO ADJOURN STANLEY/ SCHOONOVER APPROVED

Chairman Sharilyn Zellhuber

ATTEST: Brian Templin