

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of March 23, 2023
7:00 p.m., Craig City Council Chambers

Roll Call

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

Swearing in of Commissioners

Approval of Minutes

1. January 26, 2023 Minutes

Public Comment

1. Non-Agenda Items

Public Hearing and New Business

1. PC Resolution 611-23-PC – Conditional Use Permit for Richard and Helen McCoy to operate a Bed and Breakfast in a Low-Density Residential zone at 1605 Hamilton Drive (Lot 3, HS 790, USS 2611).
2. PC Resolution 612-23-PC – Replat for Robert and Jeanne Anderson’s properties which include High-Density Residential and Industrial Marine Zoning at 202 and 200 8th Street respectively (Lot 4, Block 28, USS 1430 & Tract C, USS 1430).
3. PC Resolution 613-23-PC – Replat for merging Craig Tribal Association Medium-Density Lots 18E, 18F 18G on Tract 18 at 1701 Hamilton Drive.
4. PC Resolution 614-23-PC – Variance for Aaron Bean to construct a secondary residence on an undersized lot in a High-density Residential Zone at 505 Hilltop Drive (Lot 4, Tract 6, USS 2611).
5. PC Resolution 615-23-PC – Conditional Use Permit for Aaron Bean to operate a Bed and Breakfast in a High-density Residential Zone at 505 Hilltop Drive (Lot 4, Tract 6, USS 2611).

Old Business

1. Ward Cove Harbor Updates
2. Title 18 Mobile Home Park Mobile Building

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 January 26, 2023

Roll Call

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

From the public: Rich Trojan & Jan Trojan

Meeting Started at 7:00pm.

Approval of Minutes

1. December 13, 2022 Minutes. A motion was made and seconded to approve the minutes from the December 13, 2022 meeting.

MOTION TO APPROVE

MOOTS/CREWS

APPROVED

Public Comment

1. Non-Agenda Items.
 1. None

Public Hearing and New Business

1. PC Resolution 610-23-PC, CUP 230126 – Conditional Use Permit for Rich Trojan to construct stairs within the setback of his property on 502 Hilltop Drive (Lot 8, Tract 6, Axmaker Subdivision).

City Planner Wilson stated that there had been one question from a neighbor of Rich Trojan's, they wanted to confirm the proposed location of the stairs and landing structure.

Commissioner Zellhuber asked about clearance over fuel tank as the stairs will be built overtop of them; she expressed concern with access to the fuel tank. Rich confirmed that there would be at least 4' of clearance above the fuel tank.

Upon questioning from the planning commission, Wilson confirmed that based on the as-built and the described plans, the stairs/landing structure would go up to 5' into the setback. All construction would be outside of the 5' utility easement.

Commissioner McDonald commented that the stairs/landing would improve fire access. Rich Trojan stated that was his primary goal and added that it would also allow easier access for his project repairing the southern wall and keep him from tracking mud through the interior stairs. Commissioner Moots acknowledged that the lot shape made construction outside of the setbacks difficult.

MOTION TO APPROVE

CREWS/MOOTS

APPROVED

Old Business

1. 2015, 2014, 2013 Resolution and Minutes signing

Wilson thanked Zellhuber for reviewing and signing old resolutions & minutes. She noted that Sharilyn and Barb are up for renewal and that Zellhuber had been on the Planning Commission, acting as the Chairperson since 2010 (Wilson realized after the meeting it was actually since 2012).

2. Review CUPs Question & Comments Follow-up

Wilson acknowledged that there is a need to review old B&Bs and other sales-tax relevant activities. Madelaine's B&B was in good standing (other than the parking amendment issue) but many others do not appear to be at first glance. Wilson noted that the Financial Department had recently completed an inventory of sales tax for the last four years that made it possible to review but frequent turnover made it difficult to keep tabs on everything. Commissioner McDonald remarked that when CUPs pass for B&Bs there should be communication between the Planning and Finance Department.

Adjourn

A motion was made and seconded to adjourn the meeting at approximately 7:17pm.

MOTION TO ADJOURN

CREWS/MCDONALD

APPROVED

Chairman Sharilyn Zellhuber

ATTEST: Samantha Wilson

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report
March 23, 2023

Applicant: Richard and Helen McCoy

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

Location: Lot 3, HS 790, USS 2611 (1605 Hamilton Drive)

Lot Size: 23,522 SF (approx. 16,000sqft buildable land minus tideland)

Zoning: Low-Density Residential

Surrounding Uses: North: Medium-Density Residential
West: Low-Density Residential
South: Tidelands
East: Low-Density Residential

Analysis

Richard and Helen McCoy have applied to the City of Craig Planning Commission for a Conditional Use Permit to operate a Bed and Breakfast (B&B) in a Low-Density Residential Zone, located at 1605 Hamilton Drive (Lot 3, HS 790, USS 2611). The applicant is looking to start renting out one room in the owner-occupied structure with plans to expand the home via an attached addition. Long-term plans are for the B&B to primarily be operated out of the addition. Due to the profile of the roof of the main building, the addition will have to be connected by a corridor to the main building unless significant alterations are made to the primary structure.

To be connected, such a pathway as shown must be completely enclosed and allow ingress/egress between the buildings. If the two buildings are disconnected the buildings must be at least 6' away or they no longer meet code. Disconnected buildings in a residential zone are not allowed to be operated for short-term rentals. The roofline of the existing building would have to be significantly altered to accommodate a garage/B&B without the connection.

Parking is fairly abundant on the property although egress and ingress are fairly tight due to the shape of the lot and location of the garage. The garage itself was approved for a variance with it built 1' into the setback. The garage could accommodate only a small car.

Signs advertising home occupations are only allowed on residential property so long as they are attached to the building in which the occupation will be taking place. Free-standing signs are not permitted. The applicant was informed that the sign listed in the application is not permitted as written.

Melyssa Nagamine called in and expressed concern about potential impacts on the shared private sewage line; this concern is relevant to Criteria 9. The McCoy's are on the furthest upstream end and issues at the residence from increased/improper use have the potential to affect neighbors downhill (which has precedence on this particular line). This line is a privately-owned, shared line between the McCoy residence as well as 1603 Hamilton and 1601 Hamilton as can be seen on the attached plat. Arrangements should take place with the potentially affected neighbors if increased use due to the B&B is determined to be likely to affect the line. Establishing its own lateral line to sewer as is generally recommended would likely require the installation of a private lift station.

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 1-8,10-13, and 15 of this section appear to be met on the face of the application. The commission should discuss Criteria 9 and 14 at the public hearing on March 23, 2023.

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 March 23, 2023 meeting and consider adoption of Resolution 611-23-PC granting a CUP to Richard and Helen McCoy to operate a Bed and Breakfast in a Low-Density Residential Zone, located at 1605 Hamilton Drive (Lot 3, HS 790, USS 2611), 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 the addition must remain connected to the primary residence to be operated as a B&B;
6. that removal of the connection between the primary building and addition may result in a non-complying structure that may require significant/costly alterations to bring the structure back into compliance or be subject to fines as outlined in the Craig Municipal code;
7. 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;
8. that one non-illuminated sign attached flat against the principal building and not exceeding three square feet in area is permitted;
9. 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;
10. the conditional use permit may be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 611-23-PC

GRANTING A CONDITIONAL USE PERMIT TO RICHARD AND HELEN MCCOY TO OPERATE A BED AND BREAKFAST AT 1605 HAMILTON DRIVE, LOT 3, HS 790, USS 2611.

WHEREAS, the Planning Commission held a public hearing on March 23, 2023; 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 Helen and Richard McCoy a conditional use permit to operate a bed and breakfast in a Low-Density Residential Zone, located at 1605 Hamilton Drive (Lot 3, HS 790, USS 2611), 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 the addition must remain connected to the primary residence to be operated as a B&B;
6. that removal of the connection between the primary building and addition may result in a non-complying structure that may require significant/costly alterations to bring the structure back into compliance or be subject to fines as outlined in the Craig Municipal code;
7. 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;
8. that one non-illuminated sign attached flat against the principal building and not exceeding three square feet in area is permitted;
9. 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;
10. the conditional use permit may be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

Approved this 23th day of March, 2023

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER <u>230323</u>	FILE NAME <u>CUP 230323</u>
DATE RECEIVED <u>2/07/2023</u>	BY <u>JW</u> FEE <u>\$30</u>
HEARING DATE <u>3/23/2023</u>	NOTIFICATION DEADLINE <u>3/13/23</u>

Conditional Use Permit Application

Applicant's Name Richard and Helen McCoy

Address 1605 E. Hamilton Dr. Craig, AK 99921 Telephone No. 907-715-9724

Applicant's Representative (if applicable) _____

Address NA Telephone No. _____

Subject Property Legal Description: Lot 3 Block/Tract _____ Survey Number 2611

Lot Size: 0.54 acre Subdivision Name HS 790

Township: Craig, AK 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: Bed & Breakfast. we plan on operating a Bed & Breakfast starting w/ a bedroom within our existing home, then with an addition to our home running the Bed & Breakfast out of it.

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

4. Approximately how many days per week and how many hours per day will the proposed use operate? Tourist being seasonal in nature, we would 7 days a week, 24 hour days.

5. What noise, odor, smoke, dust, or other pollutants could be caused by the proposal?
None anticipated

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

7. What types and sizes of buildings, signs, storage and loading areas, screening, etc. are planned (size, height, type)? Addition to existing home 30'w x 40'L x 20'h, flower bed w/ a sign at driveway entrance. Sign height 4ft.

8. What utilities are needed? Connect to existing sewer & electric.

9. What roads will provide access? Hamilton Dr.

10. What type and volume of traffic will be generated by the conditional use?
1-2 passenger cars or trucks when guest are present

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? 2 additional parking spaces
on the property

12. Will the proposed conditional use be compatible with the neighborhood in general? Why?
Yes, neighborhood consist of single family
homes which several currently operate
as Bed & Breakfast.

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 1 day of February, 2023.

[Signature]
Applicant

[Signature]
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: _____

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report
March 23, 2023

Applicant: Robert and Jeanne Anderson

Requested Action: Approval of Preliminary Plat of Lot 4A and Tract C-1, USS 1430

Location: Lot 4, Block 28 & Tract C, USS 1430

Zoning: High Density Residential/ Marine Industrial

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

Analysis

Robert and Jeanne Anderson, dba Craig Harbor LLC own Lot 4, Block 28 and Tract C, USS 1430. Lot 4 is zoned high-density residential while Tract C is zoned marine industrial. Craig Harbor LLC proposes to widen Lot 4 to the west along its northern edge and exchange an equivalent portion to Tract C along its northeastern end. This will result in the proposed Lot 4A, Block 28 acting like a flag-lot from private property to the south while maintaining the total area present in proposed Tract C-1. The western end of Lot 4A will serve as the location for the construction of a home and attached shop.

Both properties are currently accessible through public access associated with Tract C-T (Seaplane Facility) and 8th Street. This is outlined in the 1994 plat (see attached documents) which states that the facility is dedicated for public use and public access.

The property to the south of Lot 4 is a condominium complex and does not have an access or utility easement to Lot 4. The applicants are owners of one of the homes in the condominium complex and therefore would have access through the “flag pole” part of proposed Lot 4A. There are no access easements across the condominium property for unassociated owners.

It is not clear from the submitted documents if water and sewer needs are met on both lots or if these requirements will be met after the proposed replat. Property owners should contact the Public Works Department to get approval for installation of laterals for water and sewer. Ideally, utilities including water, sewer, and electricity would be located within the public right-of-way. If not, utility easements may be required in the final plat.

The process of rezoning the reconfigured lot and tract should take place before the new plat is finalized. Both transferred sections will need to be rezoned to match their respective lots.

Staff have reviewed the submitted plat; a copy of the preliminary plat and the comments are attached.

The preliminary plat can be approved, but the final plat should be approved when the following conditions have been met:

1. that the comments provided by the Craig City Planner and Craig Planning Commission are incorporated into the final plat;
2. that all property corners be monumented with rebar and capped;
3. that the final plat conforms to the requirements of 18.09.009 of the Craig Land Development Code;
4. The new lots are rezoned to eliminate mixed-zoning;
5. Utility requirements are confirmed in both proposed lots, or if need be, installed with appropriate easements as required by the Public Works Department;
6. that the final plat be submitted in .DWG format, on reproducible mylar, and two full sized paper copies;

Recommendation

That the planning commission approve Resolution 612-23-PC, approving the preliminary plat creating Lot 4A and Tract C-1.

**CITY OF CRAIG
PLANNING COMMISSION**

RESOLUTION 612-23-PC

GRANTING PRELIMINARY PLAT APPROVAL TO THE ROBERT AND JEANNE ANDERSON TO REPLAT LOT 4, BLOCK 28 AND TRACT C, USS 1430 INTO LOT 4A AND TRACT C-1.

WHEREAS, the Planning Commission held a public hearing on March 23, 2023; and,

WHEREAS, public notice was given in accordance with Section 18.09 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.09 of the Craig Land Development Code are met as follows, subject to the conditions listed later in this resolution:

- A. That the proposed subdivision is consistent with the Craig Comprehensive Plan;
- B. That historic buildings or sites or natural features which are significant to the community or required to be protected by law (such as eagle nest trees) are preserved in the design of the development.
- C. That the proposed subdivision will not interfere with existing or officially planned development.
- D. That the future street plan and utilities for the proposed subdivision will permit the development of adjoining land.
- E. That proposed access, drainage, sanitary and water facilities, and fire protection are available and adequate for the subdivision, subject to approval by the city public works director.
- F. That the City has utility capacity to serve the area without interfering with utility capacity to serve other areas if City utilities are proposed.
- G. That the proposed subdivision does not disturb trees or shrubs which are designated for habitat or resource protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations unless a plan is approved which will mitigate potential adverse impacts.

NOW, THEREFORE, BE IT RESOLVED that the Craig Planning Commission does hereby approve the preliminary plat for the replat shown as J. Anderson Boat Shop and will grant final plat approval once the following conditions are met:

- 1. that the comments provided by the Craig City Planner and Craig Planning Commission are incorporated into the final plat;
- 2. that all property corners be monumented with rebar and capped;

3. that the final plat conforms to the requirements of 18.09.009 of the Craig Land Development Code;
4. The new lots are rezoned to eliminate mixed-zoning;
5. Utility requirements are confirmed in both proposed lots, or if need be, installed with appropriate easements as required by the Public Works Department;
6. that the final plat be submitted in .DWG format, on reproducible mylar, and two full sized paper copies;

Approved this 23rd day of March, 2023.

Sharilyn Zellhuber, Chairman

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER <u>230323B</u>	FILE NAME <u>23 03 23 B</u>
DATE RECEIVED <u>2/10/2023</u>	BY _____ FEE <u>\$60</u>
HEARING DATE <u>3/23/23</u>	NOTIFICATION DEADLINE <u>3/13/23</u>

City of Craig Subdivision Application

Applicant's Name Robert and Jeanne Anderson

Address _____ Telephone No. 206-910-7702

Name of Surveyor: R&M Engineering Ketchikan, Inc.

Address 7180 Revilla Rd. Ketchikan, AK. 99901 Telephone No. 907-401-0155

Subject Property Legal Description: Lot 4 block 28 Tract C Survey Number 1430

Number of Existing Lots: 2 Number of Proposed Lots: 2

Subdivision Name: R. Anderson Replat Zoning Designation: High Density Res/Marine Industrial

1. What use do you propose for the subdivision? Increase width of Lot 4 to allow for a reasonable width 1 story garage/Residence.

2. Will you place structures or fill in tidal waters, streams or lakes? Yes No

3. Is this property currently owned, or was it once owned, by an Alaska Native Claims Settlement Act village or regional corporation? Yes No

4. Which of the following improvements do you intend to install in the subdivision?

- Water Sewer Street
- Drainage Electrical Telephone
- Other: None

Please note that the Craig planning commission may require the installation of improvements in addition to those listed above.

5. If you intend to bond as a guarantee for the installation of improvements, indicate the type of guarantee you propose:

- Performance Bond Certificate of Deposit Deed of Trust/Warranty Deed

6. Do you intend to apply for a variance to any subdivision requirement? Yes No

7. All applications for subdivision/replat must be accompanied by the required application fee and eight copies of the proposed plat. Are the required fee and plat copies attached? Yes No

The criteria by which a subdivision application is approved or denied is listed in Chapter 18.09.006 of the Craig Land Development Code. Decisions 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 certify that I/we am/are the sole owner(s) or appointed agent of the property owner represented in this application, and that the information included herein is true, correct and complete to the best of my/our knowledge.

I/We hereby appoint the City of Craig as my/our agent for filing the final plat of this subdivision/replat with the State Recorder's Office, and agree to pay the costs of recording associated with this subdivision/replat.

Dated this 8th day of February, 2023.

Chris Piburn

Applicant

Applicant

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND WITHOUT RESERVE, AND I HEREBY DEDICATE TO THE PUBLIC OR PRIVATE USE AS NOTED:

DATE: _____

ROBERT T. ANDERSON

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, the undersigned a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared _____, known to me to be the owner of the above described premises, who acknowledged to me that he signed the same freely and voluntarily for the uses and purposes therein specified. Witnesses my hand and notary seal the day and year in this certificate first herein written.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE ZONING AND DEVELOPMENT CODE, SUBDIVISION ORDINANCE:

DATE: _____ CITY PLANNING OFFICIAL

DATE: _____ PRESIDING OFFICER - PLANNING COMMISSION

DATE: _____ PLANNING COMMISSION MEMBER

CERTIFICATE OF IMPROVEMENTS

I HEREBY CERTIFY THAT NO IMPROVEMENTS ARE REQUIRED FOR THE VACATION / REPLAT:

DATE: _____ PUBLIC WORKS DIRECTOR

DATE: _____ CITY PLANNING OFFICIAL

TAX STATEMENT

I HEREBY CERTIFY THAT ALL VOUCHER TAXES, SPECIAL ASSESSMENTS AND OTHER CHARGES PAID BY ME AS SHOWN ON THE VOUCHER HAVE BEEN PAID.

DATE: _____ CITY CLERK

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND WITHOUT RESERVE, AND I HEREBY DEDICATE TO THE PUBLIC OR PRIVATE USE AS NOTED:

DATE: _____

JEANNE M. ANDERSON

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, the undersigned a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared _____, known to me to be the owner of the above described premises, who acknowledged to me that he signed the same freely and voluntarily for the uses and purposes therein specified. Witnesses my hand and notary seal the day and year in this certificate first herein written.

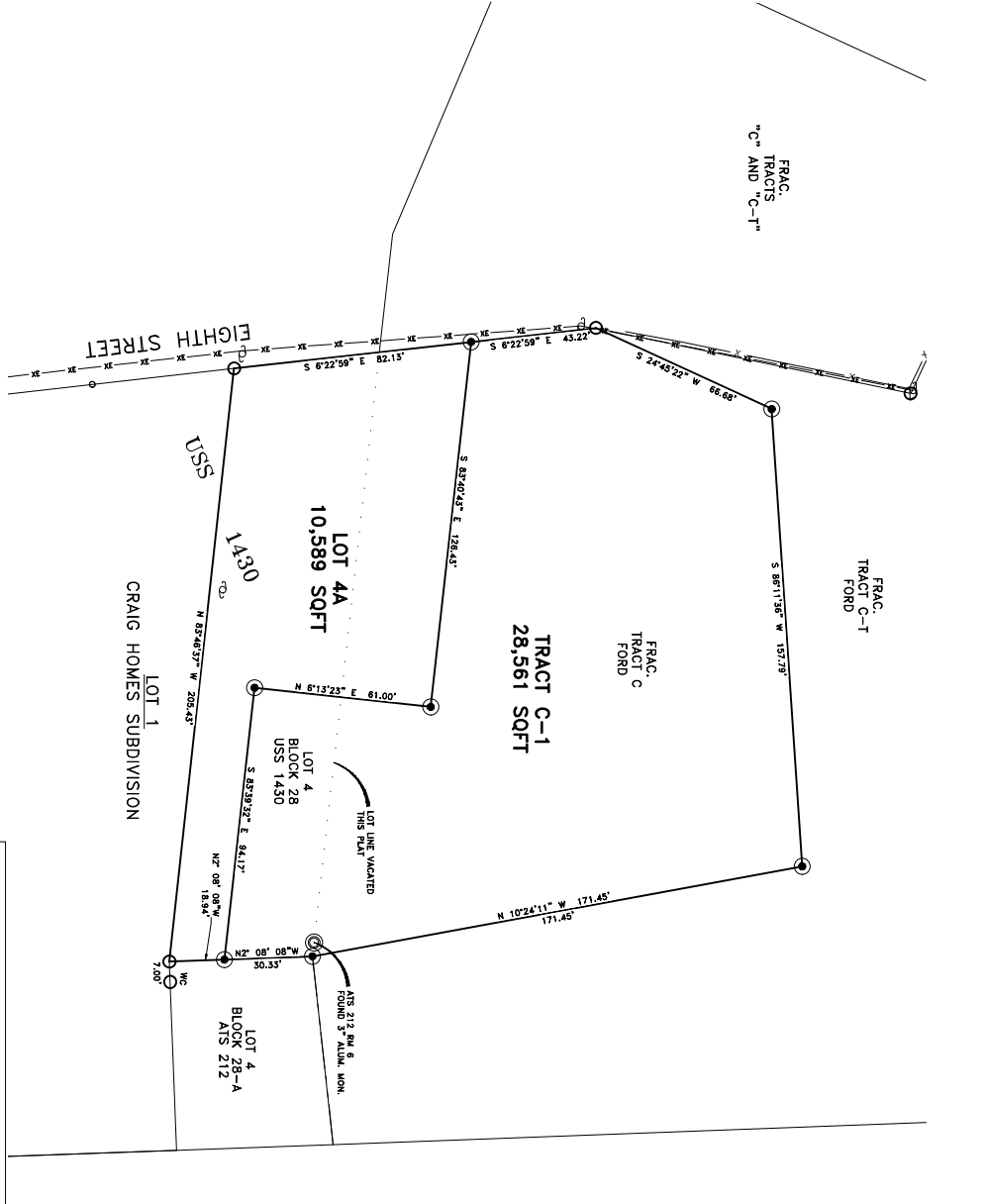
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, the undersigned a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared _____, known to me to be the owner of the above described premises, who acknowledged to me that he signed the same freely and voluntarily for the uses and purposes therein specified. Witnesses my hand and notary seal the day and year in this certificate first herein written.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA



LEGEND

	ORIGINAL BOUNDARY CAP
	SECONDARY MONUMENT SET THIS SURVEY
	SECONDARY MONUMENT RECOVERED
	SURVEYED
	MAPPED DATA
	RECORD DATA
	EXISTING OVERHEAD ELECTRICAL
	EXISTING UNDERGROUND SEWER LINE
	EXISTING UNDERGROUND WATER LINE

NOTES

1. THE FRONT OF COURSE OF THIS SURVEY DOES NOT EXCEED 1,500.
2. ALL BEARINGS GIVEN ARE THE BEARINGS AS PERTAINS TO THE PLAN OF BEARING AND DISTANCES SHOWN AND NOT TO THE BEARING AND DISTANCES SHOWN.
3. REFERENCE TO SECTION AND T11E IS MADE TO THE SECTION CORNER TO N41°E (T11E) NO. 3773.
4. THE PURPOSE OF THIS BEARING IS TO DEFINE LOT 4 IN A MANNER TO ALLOW THE CONSTRUCTION OF A SUBDIVISION WITHIN THE SECTION RECORDING DISTRICT.
5. REFERENCE TO SECTION AND T11E IS MADE TO THE SECTION CORNER TO N41°E (T11E) NO. 3773.

NOTES

1. THE FRONT OF COURSE OF THIS SURVEY DOES NOT EXCEED 1,500.
2. ALL BEARINGS GIVEN ARE THE BEARINGS AS PERTAINS TO THE PLAN OF BEARING AND DISTANCES SHOWN AND NOT TO THE BEARING AND DISTANCES SHOWN.
3. REFERENCE TO SECTION AND T11E IS MADE TO THE SECTION CORNER TO N41°E (T11E) NO. 3773.
4. THE PURPOSE OF THIS BEARING IS TO DEFINE LOT 4 IN A MANNER TO ALLOW THE CONSTRUCTION OF A SUBDIVISION WITHIN THE SECTION RECORDING DISTRICT.
5. REFERENCE TO SECTION AND T11E IS MADE TO THE SECTION CORNER TO N41°E (T11E) NO. 3773.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A LICENSED SURVEYOR AND I HAVE PERSONALLY CONDUCTED THIS SURVEY AND I HAVE BEEN DULY QUALIFIED BY THE BOARD OF SURVEYORS AND I HAVE BEEN DULY LICENSED BY THE STATE OF ALASKA.

DATE: _____

CRAIG HOWES, P.E. # 02552

PRELIMINARY

STATE OF ALASKA

DATE: _____

CRAIG HOWES, P.E. # 02552

TYPICAL SECONDARY MONUMENT SET THIS SURVEY

SET 5/8" X 30" LONG REBAR (UNLESS OTHERWISE NOTED) AND 2" ALUMINUM CAP WITH PLASTIC INSERT

SCALE 1"=20'

THIS DRAWING MAY BE REDUCED, VERTICAL SCALE BEFORE USING

0 10 20 30 40 50 60 70 80 90 100 FEET

0 10 20 30 40 50 60 70 80 90 100 METERS

1 METER = 3.280833 US SURVEY FEET

1 US ACRE = 0.40471456 HECTARES

RSM

REGISTERED PROFESSIONAL SURVEYOR, INC.
1700 UNIVERSITY AVENUE, SUITE 300
ANCHORAGE, ALASKA 99501
PHONE: (907) 259-2917
FAX: (907) 259-0441
P.O. BOX 4725
ANCHORAGE, ALASKA 99501
PHONE: (907) 606-2594

J. ANDERSON BOAT SHOP

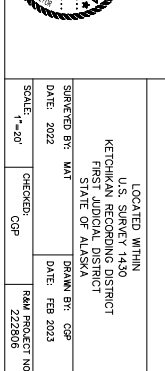
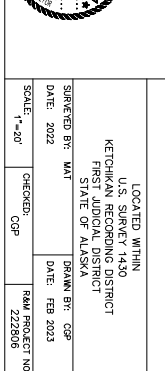
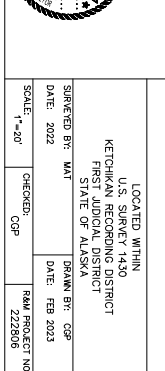
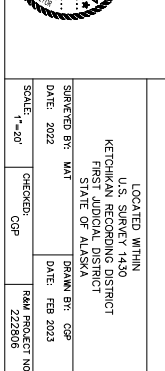
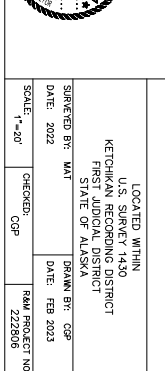
A SUBDIVISION OF
LOT 4 BLOCK 28 PLAT 94-32 AND TRACT C-1
CREATING LOTS 4A AND TRACT C-1
J. ANDERSON BOAT SHOP REPLAT
CONTAINING 1.59 ACRES MORE OR LESS

LOCATED WITHIN
U.S. SURVEY 1430
KETCHIKAN RECORDING DISTRICT
FRANKLIN DISTRICT
STATE OF ALASKA

SURVEYED BY: JAT
DATE: 2022

DRAWN BY: GCP
DATE: FEB 2023

CHECKED: GCP
RSM PROJECT NO: 222509



Preliminary Plat Review

J. Anderson Boat Shop – Preliminary Plat Received 2/8/23, Prepared by R&M Engineering

I have reviewed the preliminary plat of J. Anderson Boat Shop and have the following comments:

1. The Certificate of Approval by the Planning Commission should correct the misspelling of commission.
2. Water and sewer access should be confirmed with the Public Works Department. Both lots should have access to utilities which may need to be installed. These will need to be installed at the owner's expense if they are not already installed.
3. Utility easements may be required depending on the layout of water and sewer lines. These utility locations, if existing, should be verified prior to the submission of the final plat so easement needs can be assessed.
4. Owner Certificates could be combined with room for two signatures.
5. Note 3 should be completed.
6. The new property corners should be added and any missing corners should be replaced.
7. That the final plat be submitted in .DWG format, paper and on reproducible mylar

City of Craig Notes for Subdivision/Replat Applicants

The procedure for subdividing property in the City of Craig is summarized below. Applicants should also read the Craig Land Development Code (LDC), Chapters 18.09, 18.10, and 18.11.

1. You should contact the City to become familiar with subdivision requirements and to discuss your proposal. You should bring a sketch of your proposal and meet with the city planner to discuss your plans.
2. After discussing your development with the city, you should complete the subdivision application form and arrange for a licensed surveyor to prepare your preliminary plat map. The requirements for the preliminary plat map are found in Section 18.09.004 of the LDC. A city staff person will review your plat for conformance with the LDC. In order to avoid delays at the planning commission hearing, proposed lots that do not conform to the LDC will be returned to you for revision.
3. Return the application form, eight copies of the preliminary plat, and the required application fee to the city at least 21 days before the next scheduled planning commission meeting. The planning commission typically meets the fourth Thursday of each month.
4. The city will post public notices stating the date and time scheduled for the public hearing for your application.
5. You or your agent should attend the public hearing to explain your proposal to the planning commission and to answer any question they might have. The planning commission may decide that they need more information in order to make a decision on your preliminary plat. Section 18.09.005.B of the LDC details what additional information they may require. Do not go to the expense of providing this additional information unless the planning commission specifically requests it.
6. The planning commission will decide to approve, conditionally approve or deny the subdivision request. If your plat is approved, you may need to modify the plat to comply with the conditions of approval set out by the planning commission, and with the requirements for final plat found in section 18.09.009 of the LDC.

In addition, all improvements needed for the subdivision must be designed by a licensed engineer, and the design reviewed and approved by the City of Craig before the improvements are installed. Once installed, as-built drawings of the improvements, stamped by a licensed engineer, must be submitted to and approved by the city.

If you choose to post a bond or other instrument guaranteeing the installation of the required subdivision improvements, the city will provide the necessary documents to secure the guarantee.

7. When the final plat and necessary improvements comply with all applicable provisions of the LDC and the resolution approving the preliminary plat, the final plat must then be signed by you and then by the planning commission and city officials. The city will then send the plat in for recording once you submit the recording fee to the city.

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report
March 23, 2023

Applicant: Craig Tribal Association

Requested Action: Approval of Preliminary Plat of Lot 18G-1, USS 2611

Location: Lots 18E, 18F, 18G, Tract 18, USS 2611

Zoning: Medium Density Residential

Surrounding Uses: North: Medium Density Residential
South: Medium Density Residential
East: Public
West: Medium Density Residential/Light Industrial

Analysis

The Craig Tribal Association (CTA) owns Lots 18E, 18F, and 18G, USS 2611 and intends to vacate their adjoining property lines to produce one 36,348 square foot lot. All three lots are medium-density residentially zoned. This space will allow the construction of a 12-bedroom, 8-unit senior housing complex. A conditional use permit (CUP) was approved October 21, 2022 through the passing of Resolution 605-22-PC permitting the construction of the proposed senior center.

Effort to subdivide Tract 18 started in 2014 with Resolution 550-14. The initial preliminary plat outlined the proposed rights-of-way as well as the division of the seven proposed lots; additional utility plans as required were included in that initial packet. The final plat was approved during the April 25th, 2019 Planning Commission meeting and recorded in 2020. As part of that subdivision two rights-of-ways were dedicated with appropriate utilities installed: a 40' portion continuation of Night Court (Labeled Windy Loop on Preliminary Plat) and a 20' portion added to the existing 20' Windy Way. An 8" sewer main is installed in Windy Loop with a mix of 4" and 6" laterals intersecting into the three lots intended for a merger. The larger lot, 18G has the 6" lateral. An 8" water main exists on the opposite side of Windy Loop, but my records show no laterals. The previously approved CUP passed in October 2022, noted sewer utilities being adequate, but acknowledged the limitation of water connection which may need to be upgraded. The current application for the replat acknowledges no improvements needed. Confirmation should be obtained from the Public Works Director confirming that existing utilities are adequate for the intended purpose.

The original intent of the original subdivision was to construct a mix of multifamily and single-family housing. In 2011 a series of CUPs were approved for the construction of two triplexes and one fourplex. At the present time, one four-plex (Lot 18B) and one duplex (Lot 18D) have been constructed on the site. The 2011 CUP allows for two triplexes on the remaining two lots (Lot 18C and 18A). Lots 18E, 18F, and 18G were originally set aside for two single family dwelling

units on lot 18E and 18F with a duplex planned on 18G. A senior center of the dimensions described is a permitted use once the replat is complete with the approved CUP 221021.

Staff have reviewed the submitted plat; a copy of the preliminary plat and the comments are attached.

The preliminary plat can be approved, but the final plat should be approved when the following conditions have been met:

1. that the comments provided by the Craig City Planner and Craig Planning Commission are incorporated into the final plat;
2. that all property corners be monumented with rebar and capped;
3. that the final plat conforms to the requirements of 18.09.009 of the Craig Land Development Code;
4. Public works director has confirmed adequate utilities exist for the proposed use or has approved upgrades to the existing utilities.
5. that the final plat be submitted in .DWG format, on reproducible mylar, and two full sized paper copies;

Recommendation

That the planning commission approve Resolution 613-23-PC, approving the preliminary plat creating Lot 18G-1, Tract 18, USS 2611.

**CITY OF CRAIG
PLANNING COMMISSION**

RESOLUTION 613-23-PC

GRANTING PRELIMINARY PLAT APPROVAL TO THE CRAIG TRIBAL ASSOCIATION TO REPLAT LOTS 18E, 18F, & 18G, TRACT 18, USS 2611 INTO ONE LOT.

WHEREAS, the Planning Commission held a public hearing on March 23, 2023; and,

WHEREAS, public notice was given in accordance with Section 18.09 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.09 of the Craig Land Development Code are met as follows, subject to the conditions listed later in this resolution:

- A. That the proposed subdivision is consistent with the Craig Comprehensive Plan;
- B. That historic buildings or sites or natural features which are significant to the community or required to be protected by law (such as eagle nest trees) are preserved in the design of the development.
- C. That the proposed subdivision will not interfere with existing or officially planned development.
- D. That the future street plan and utilities for the proposed subdivision will permit the development of adjoining land.
- E. That proposed access, drainage, sanitary and water facilities, and fire protection are available and adequate for the subdivision, subject to approval by the city public works director.
- F. That the City has utility capacity to serve the area without interfering with utility capacity to serve other areas if City utilities are proposed.
- G. That the proposed subdivision does not disturb trees or shrubs which are designated for habitat or resource protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations unless a plan is approved which will mitigate potential adverse impacts.

NOW, THEREFORE, BE IT RESOLVED that the Craig Planning Commission does hereby approve the preliminary plat for the replat shown as CTA Tract 18 and will grant final plat approval once the following conditions are met:

- 1. That the comments provided by the Craig City Planner and Craig Planning Commission are incorporated into the final plat;
- 2. that all property corners be monumented with rebar and capped;

3. that the final plat conforms to the requirements of 18.09.009 of the Craig Land Development Code;
4. Public works director has confirmed adequate utilities exist for the proposed use or has approved upgrades to the existing utilities.
5. that the final plat be submitted in .DWG format, on reproducible mylar, and two full sized paper copies;

Approved this 23rd day of March, 2023.

Sharilyn Zellhuber, Chairman

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER	<u>230323C</u>	FILE NAME	<u>230323C</u>
DATE RECEIVED	<u>2/21/2023</u>	BY	<u>FEE \$60</u>
HEARING DATE	<u>3/23/2023</u>	NOTIFICATION DEADLINE	<u>3/13/23</u>

**City of Craig
Subdivision Application**

Applicant's Name Craig Tribal Association/THRHA

Address _____ Telephone No. _____

Name of Surveyor: R&M Engineering Ketchikan, Inc.

Address 7180 Revilla Rd. Suite 300 Ketchikan, AK. 99901 Telephone No. 907-225-7917

Subject Property Legal Description: Lot 18 E,F&G Tract _____ Survey Number _____

Number of Existing Lots: 3 Number of Proposed Lots: 1

Subdivision Name: Tract 18 Replat Zoning Designation: _____

1. What use do you propose for the subdivision? Senior Center

2. Will you place structures or fill in tidal waters, streams or lakes? Yes No

3. Is this property currently owned, or was it once owned, by an Alaska Native Claims Settlement Act village or regional corporation? Yes No

4. Which of the following improvements do you intend to install in the subdivision?

- Water Sewer Street
 Drainage Electrical Telephone
 Other: _____

Please note that the Craig planning commission may require the installation of improvements in addition to those listed above.

5. If you intend to bond as a guarantee for the installation of improvements, indicate the type of guarantee you propose:

Performance Bond Certificate of Deposit Deed of Trust/Warranty Deed

6. Do you intend to apply for a variance to any subdivision requirement? Yes No

7. All applications for subdivision/replat must be accompanied by the required application fee and eight copies of the proposed plat. Are the required fee and plat copies attached? Yes No

The criteria by which a subdivision application is approved or denied is listed in Chapter 18.09.006 of the Craig Land Development Code. Decisions 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.

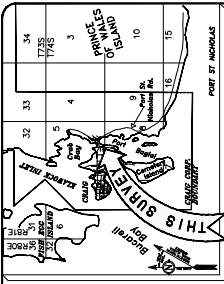
I/We certify that I/we am/are the sole owner(s) or appointed agent of the property owner represented in this application, and that the information included herein is true, correct and complete to the best of my/our knowledge.

I/We hereby appoint the City of Craig as my/our agent for filing the final plat of this subdivision/replat with the State Recorder's Office, and agree to pay the costs of recording associated with this subdivision/replat.

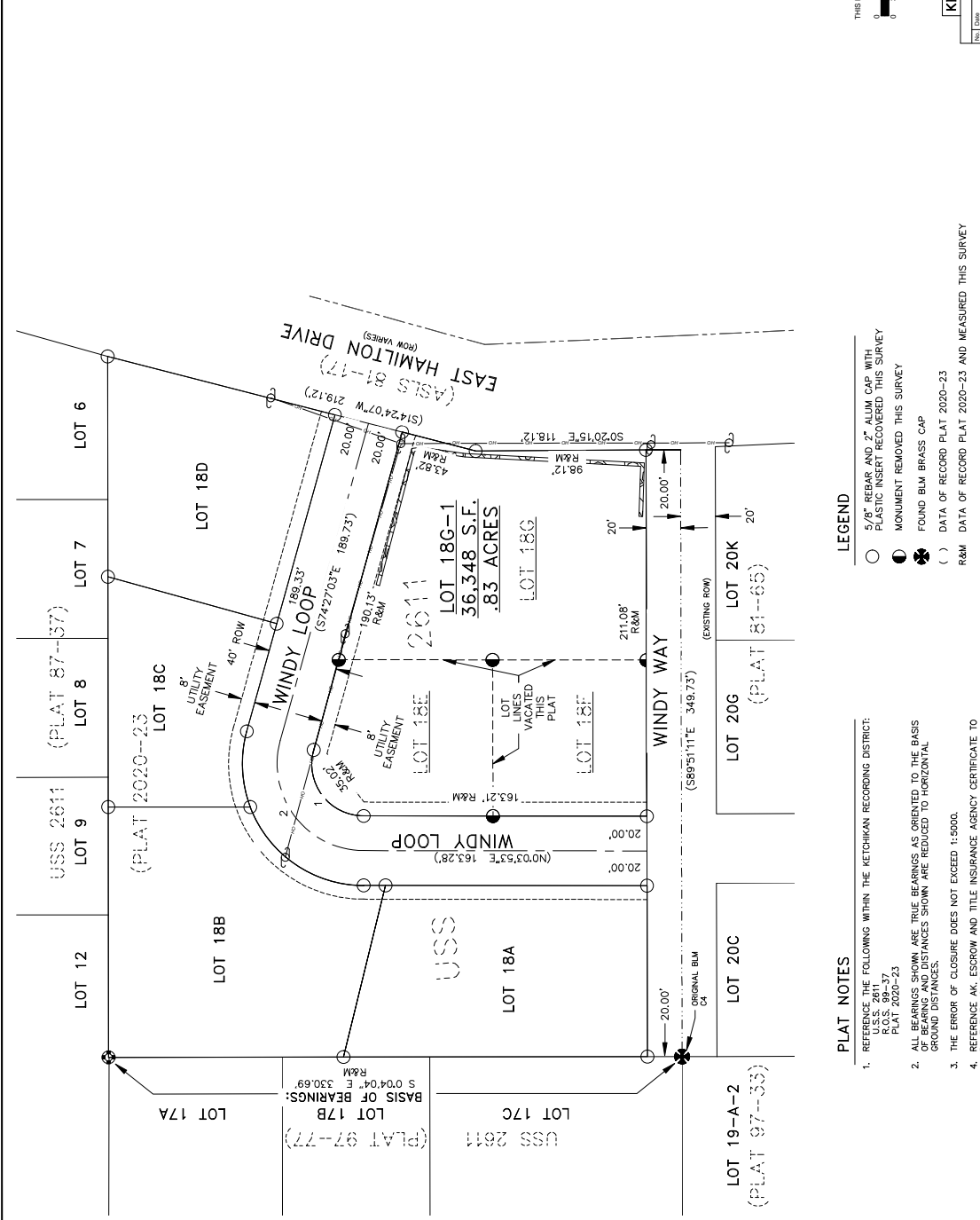
Dated this 21st day of February, 2023.

Chris Piburn
Applicant

Applicant



VICINITY MAP:
SOURCE: U.S.G.S. QUADRANGE CRAIG (C-4), ALASKA 1985
1" = 1 MILE



SCALE 1"=30'
THIS DRAWING MAY BE REDUCED, VERIFY SCALE BEFORE USING
0 5 10 15 20 25 30 35 40 FEET
0 3 6 9 12 15 18 21 24 METERS
1 METER = 3.280833 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

Date	Description	Revisions

KETCHIKAN RECORDING DISTRICT

THOMAS RECORDING CORPORATION, INC.
1000 W. 11TH AVENUE, SUITE 100
KETCHIKAN, ALASKA 99901
PHONE: (907) 225-9177
FAX: (907) 225-9141
TELETYPE: (907) 225-9141
FEDERAL IDENTIFICATION NO. 15-0000000
CERTIFICATE OF AUTHORIZATION: C-28
ISSUED: 08/11/2010

PROJECT:
CTA TRACT 18 REPLAT
THE REPLAT OF LOTS 186-188-189-1, PLAT 2020-23,
CREATING LOT 186-1,
KETCHIKAN RECORDING DISTRICT.



SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT THIS SURVEY WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE: _____
CHRISTOPHER C. ROBISON, LS 107552

- LEGEND**
- 5/8" REBAR AND 2" ALUM CAP WITH PLASTIC INSERT RECOVERED THIS SURVEY
 - MONUMENT REMOVED THIS SURVEY
 - FOUND BLM BRASS CAP
 - () DATA OF RECORD PLAT 2020-23
 - R&M DATA OF RECORD PLAT 2020-23 AND MEASURED THIS SURVEY

- PLAT NOTES**
- REFERENCE THE FOLLOWING WITHIN THE KETCHIKAN RECORDING DISTRICT:
R.O.S. 89-37
PLAT 2020-23
 - ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL GROUND DISTANCES.
 - THE ERROR OF CLOSURE DOES NOT EXCEED 1:5000.
 - REFERENCE AK ESCROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT FILE NO. 56980.

CURVE DATA R&M

①	Δ = 102°29'05"	CHD. BRG. = N52°48'25"E
②	Δ = 102°29'05"	CHD. BRG. = N52°48'25"E
	L = 92.05'	
	L = 92.05'	
	C = 47°76'	
	C = 79°59'	

CERTIFICATE OF IMPROVEMENTS
ALL IMPROVEMENTS HAVE BEEN EXAMINED AND APPROVED BY THE CITY. THE CITY ACCEPTS RESPONSIBILITY FOR OWNERSHIP OF ALL WATER COLLECTION UTILITIES CONTAINED WITHIN THE EASEMENTS AND RIGHTS-OF-WAYS SHOWN ON THIS PLAT.

PUBLIC WORKS DIRECTOR _____ DATE _____
CITY PLANNING OFFICIAL _____ DATE _____

TAX STATEMENT
I HEREBY CERTIFY THAT ALL AD VALORUM TAXES, SPECIAL ASSESSMENTS, AND OTHER TAXES DUE BY LAW TO BE PLACED ON THE TAX ROLL HAVE BEEN PAID.

CITY CLERK _____ DATE _____

APPROVAL SIGNATURES
THIS FINAL SUBDIVISION PLAT HAS BEEN REVIEWED AND APPROVED BY THE CITY PLANNING COMMISSION AND DEVELOPMENT CODE - SUBDIVISION DRINKING.

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

CERTIFICATE OF OWNERSHIP AND DEDICATION
WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF LOT 186 AND THAT WE DO FOR OURSELVES, OUR HEIRS, AND ASSIGNS, BEGICATE, DONATE AND CONVEY TO THE PUBLIC, ALL AREAS/CASEMENTS/OTHER PUBLIC WAYS, WATER DISTRIBUTION UTILITIES/WASTEWATER COLLECTION UTILITIES/STORM WATER COLLECTION UTILITIES AS SHOWN HEREON.

OWNER: CRAIG TRIBAL ASSOCIATION _____ DATE _____
SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 201____.

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

GPS BASIS OF BEARINGS
THE BASIS OF BEARINGS ON THIS PLAT HAS BEEN ESTABLISHED BY A HIGH-PRECISION GPS SURVEY USING TRIMBLE BR 5600S (REFLECTORLESS) COLLECTED AND PROCESSED USING TRIMBLE BUSINESS CENTER V 4.1 SOFTWARE.

CLIENT: CRAIG TRIBAL ASSOCIATION
C/O. BOB BOB
CRAIG, ALASKA 99921

DRAWN BY: MCH / G&P
CHECKED BY: G&P
DATE PLATTED: DEC. 2022
DATE SURVEYED: 2018
SCALE: 1"=30'
SURVEYED BY: G&P
PROJ. NO.: 222325

Preliminary Plat Review

CTA Tract 18 Replat – Preliminary Plat Received 2/21/23, Prepared by R&M Engineering

I have reviewed the preliminary plat of CTA Tract 18 Replat and have the following comments:

1. The date is incorrect in the Notary's acknowledgement. It should read 202__ instead of 201__.
2. Include a north arrow for the primary plat.
3. Include the bearings on the northern end of Tract 18.
4. To maintain continuity with the rest of the subdivision, I recommend changing the name of the new lot to 18E-1.
5. Windy Loop should be identified as a 40' right-of-way (ROW) in the plat.
6. No need to say "existing" on Windy Way ROW. Just label as ROW with dimensions.
7. Previous plans submitted with original subdivision of Tract 18 show the installation of a water main and no laterals. If existing water access is insufficient to meet requirements of a senior center, such improvements as outlined by the Public Works Director must be met. To service the building the Public Works department will need to know the flow design rate and the required head downstream of the service line.
8. 100' visibility at Lot 18E corner is required.
9. An as-built and/or construction redline for the original ROW labeled Windy Loop and associated utilities installed as part of the original Tract 18 Subdivision be submitted.
10. That the identified property corners be removed and any new and missing corners are reset.
11. that the final plat be submitted in .DWG format, paper and on reproducible mylar

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report
March 23, 2023

Applicant: Aaron Bean

Requested Action: Variance to unit density requirement to allow for construction of a second dwelling unit in a structure located on a lot less than 8,000 sqft in size

Location: Lot 4, Tract 6, USS 2611 (505 Hilltop Drive)

Lot Size: 6,564 SF

Zoning: High-Density Residential

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

Analysis

Aaron Bean owns the property located at Lot 4, Tract 6, USS 2611. The property currently is a single-story residential home with a two-car garage. Mr. Bean has requested a variance to allow him to construct an upstairs addition to the existing structure to create a second residential dwelling unit. His intent is to create a two-bedroom apartment. Lot 4 is considered a substandard lot in east Craig and is approximately 6,564 square feet. The lot was platted at 6,564 square feet in 1986, prior to the 8,000 square feet minimum lot size requirement (est. 1995 Supplement). This lot was platted closer to the time lots in west Craig were platted where 6,000 square feet is more standard and has its own unique High Density Residential I zoning (RH-1).

For conforming lots in this zone, the minimum lot size is 8,000 square feet for multifamily dwellings which would allow for duplexes on most lots as a permitted use. At minimum, each dwelling unit requires 3,000 square feet of lot space, a requirement this lot meets.

There is a minimum of four parking spaces on the lot which meets the minimum parking requirement. My measurements and estimates show up to seven off-street parking spots. The current single-story home has three bedrooms while the addition would add two more. Each 1.5 bedrooms requires an associated parking spot off-street according to the Craig Municipal code. Although an as-built does not exist for the property, investigation at the site revealed the area in front of the garage is 20' between the pavement on the road and the home at the narrowest spot; this may mean that some part of the outlined parking is within the right-of-way. At approximately 30' wide, there is enough space to park three

cars in front of the garage off the street pavement. There also are two additional parking spaces near/in front of the main entrance of the home providing five parking spaces. The garages would add an additional two parking spaces so long as they remain in place/usable.

One email from a concerned neighbor was received regarding parking. Please see the included email.

Construction of this additional unit will not interfere with potential utilities, sidewalk or drainage structures along this area.

Criteria Analysis

Section 18.06.003 of the Craig Land Development Code lists the seven specific criteria that must be met before a variance may be granted. Aaron Bean included information related to each of the required criteria with his application.

Criteria 1. There are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which make the variance necessary. *This lot was originally platted in 1986 as part of Axmaker Subdivision. This was prior to the 1995 supplement that would have adjusted much of the code to make this a non-conforming lot.*

Criteria 2: The strict application of the provisions of this title would result in practical difficulties or unnecessary hardship. *The applicant's additional rental unit may be beneficial to the residents of Craig. Constructing a duplex is a standard allowed use for conforming residential lots.*

Criteria 3: Granting the variance will not result in physical damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare. *The variance will not decrease the usable area for emergency access or decrease the distance from the existing structure to any adjacent structure or ROW.*

Criteria 4: Granting the variance is consistent with the objectives of the comprehensive plan. The proposed use, zoning and location are consistent with the Craig Comprehensive Plan. *This condition is met on the basis of the application.*

Criteria 5: The special conditions that require the variance are not caused by the person seeking the variance. *The lot was platted prior adoption of Title 18 and prior to the current owner's ownership of the lot.*

Criteria 6: The variance will not permit a land use in a zone in which that use is prohibited. The proposed use and construction is allowed in the zone that the property is located in. *This condition is met based on the application.*

Criteria 7: The variance is not sought solely to relieve monetary hardship or inconvenience. *The applicant is unclear about the primary goal of the addition. During*

my discussions, the desire to construct the additional residential unit did not seem to be dependent on the passage of the bed and breakfast conditional use permit. The applicant is looking at the option to operate the addition as a bed and breakfast. This aspect of the variance should be considered in light of the associated conditional use permit, however.

Recommendation

On its face the variance application appears to meet most of the required criteria although Criteria 7 should be discussed further. A couple basic site plans have been included with the application. The original apartment layout has changed slightly since the application was submitted. Only the current plan is included in the packet to reduce confusion. The original layout is available upon request. The commission should discuss these criteria at the public hearing March 23rd. If, after discussion, the commission finds that these criteria have been met then the variance should be approved. I have provided a resolution approving the variance and an alternate resolution disapproving the variance. If the commission finds that the criteria are not met then the resolution should be amended to clearly state the criteria that is not met and why, so that a statement of findings can be written.

**CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 614-23-PC**

APPROVING A REQUEST BY AARON BEAN FOR A VARIANCE TO THE UNIT DENSITY REQUIREMENT ON LOT 4, TRACT 6, USS 2611.

WHEREAS, the Planning Commission held a public hearing on March 23, 2023; and,

WHEREAS, public notice was given in accordance with Section 18.06 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the criteria as shown in Section 18.06.003 of the Craig Land Development Code are met.

NOW, THEREFORE, BE IT RESOLVED the Craig planning commission approves the request for a variance to the unit density requirement on Lot 4, Tract 6, USS 2611 to allow two dwelling units.

Resolution Approved this 23rd day of March, 2023.

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

**CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 614-23-PC**

APPROVING A REQUEST BY AARON BEAN FOR A VARIANCE TO THE UNIT DENSITY REQUIREMENT ON LOT 4, TRACT 6, USS 2611.

WHEREAS, the Planning Commission held a public hearing on March 23, 2023; and,

WHEREAS, public notice was given in accordance with Section 18.06 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the criteria as shown in Section 18.06.003 of the Craig Land Development Code are not met.

NOW, THEREFORE, BE IT RESOLVED the Craig planning commission disapproves the request for a variance to the unit density requirement on Lot 4, Tract 6, USS 2611 to allow two dwelling units.

Resolution Approved this 23rd day of March, 2023.

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER _____	FILE NAME _____
DATE RECEIVED _____	BY _____ FEE _____
HEARING DATE _____	NOTIFICATION DEADLINE _____

Applications must be received 15 days prior to the hearing date, which is the fourth Thursday of each month.

VARIANCE APPLICATION

APPLICANT'S NAME Aaron Bean

ADDRESS 505 Hilltop Drive PHONE (907) 738 8923

APPLICANT'S REPRESENTATIVE Self

ADDRESS 505 Hilltop Drive PHONE (907) 738 8923

PROPERTY DESCRIPTION: LOT 4 BLOCK _____ TRACT 6

SUBDIVISION OR SURVEY NUMBER _____ LOT/PARCEL SIZE 6,500

SECTION _____ TOWNSHIP _____ RANGE _____

To help the Planning Commission gather facts about the proposal, please complete the following:

1. Describe the variance requested (measurement, location, type, etc.) To conform to city code, our lot would need to be 8,000 square feet, but it is 6,500 square feet. The lot was created in 1986, and the code related to lot sizes changed in 1995.

2. Why is the variance requested? Mellissa and I would like to utilize the space above our garage, while creating additional income from our home.

3. What exceptional physical circumstances or conditions make the variance necessary?
Aside from the lot size requirement of 8,000 square feet, the above garage apartment meets all other requirements.

4. What difficulty or hardship would result if the variance is not granted? _____
At the end of the day, we aren't counting on the income generated from the apartment so it wouldn't be a hardship for us.

5. What effects would the variance have on the surrounding properties? _____

I think this project would be a net positive for surrounding properties and the city of Craig in
general.

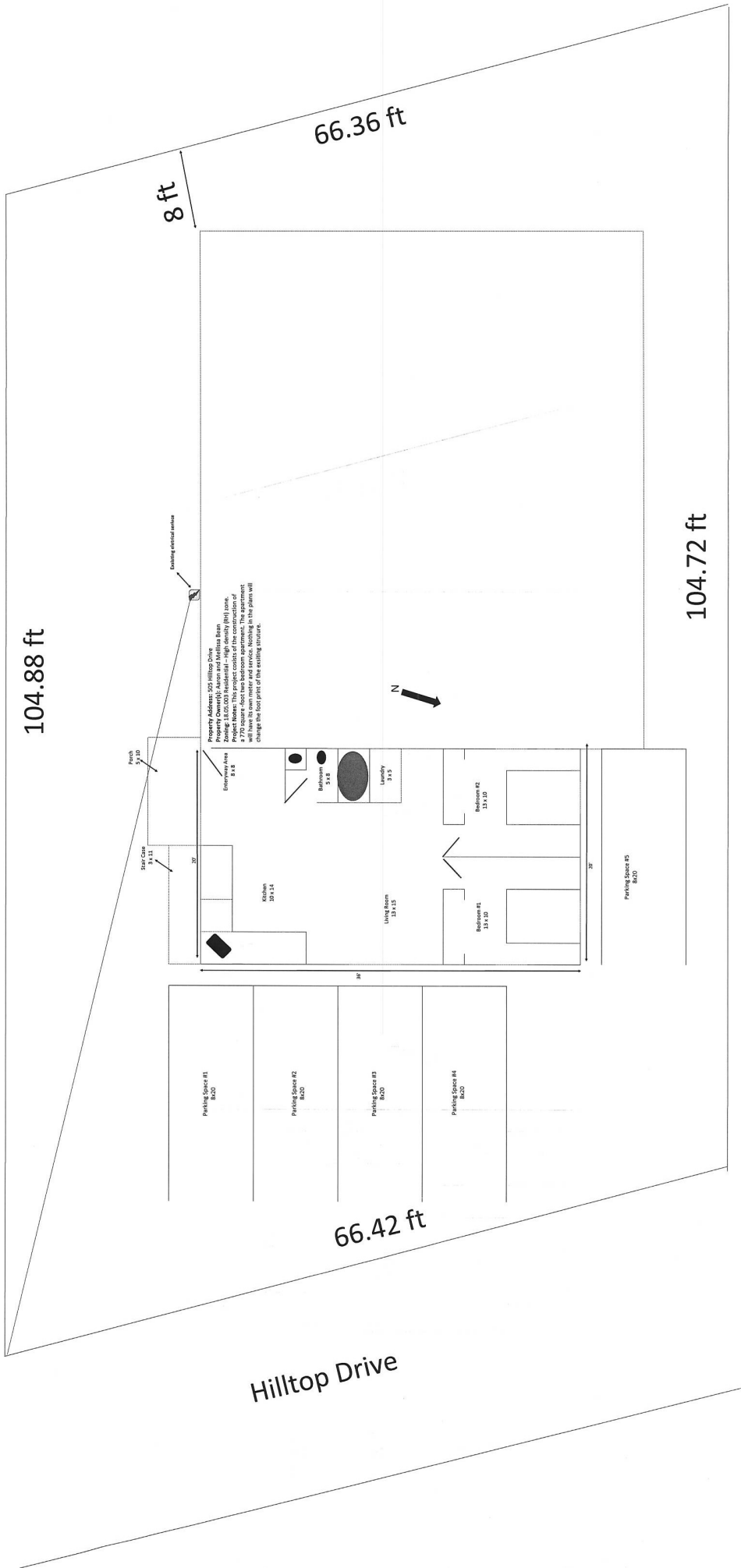
Dated this 28th day of February, 20 23.

I hereby swear that the information contained within and submitted with this application are in all respects true and correct to the best of my knowledge and beliefs.

Signed /s/Aaron D Bean **Date** 2/28/2023

The criteria on which approval or denial of a variance are based are listed in CHAPTER 18.06.003(C) of the Craig Municipal Code.

A decision of the Planning Commission may be appealed to the City Council within 30 days of the date of the mailing of the notice of the Commission's decision.



104.88 ft

66.36 ft

8 ft

104.72 ft



Parking Space #1
8x20

Parking Space #2
8x20

Parking Space #3
8x20

Parking Space #4
8x20

66.42 ft

Hilltop Drive

Property Address: 101 Hilltop Drive
 Property Owner(s): Aron and Melissa Bean
 Project Name: 101 Hilltop Drive
 Project Site: 101 Hilltop Drive
 Project Area: 4,770 square feet two bedroom apartment. The apartment
 will be a two bedroom apartment. The plans will
 change the use part of the existing structure.

Porch 7' x 10'

Stair Case 4' x 11'

Living Room 13' x 15'

Dining Room 8' x 8'

Kitchen 10' x 14'

Bathroom 5' x 8'

Laundry 3' x 5'

Bedroom #1 11' x 12'

Bedroom #2 11' x 12'

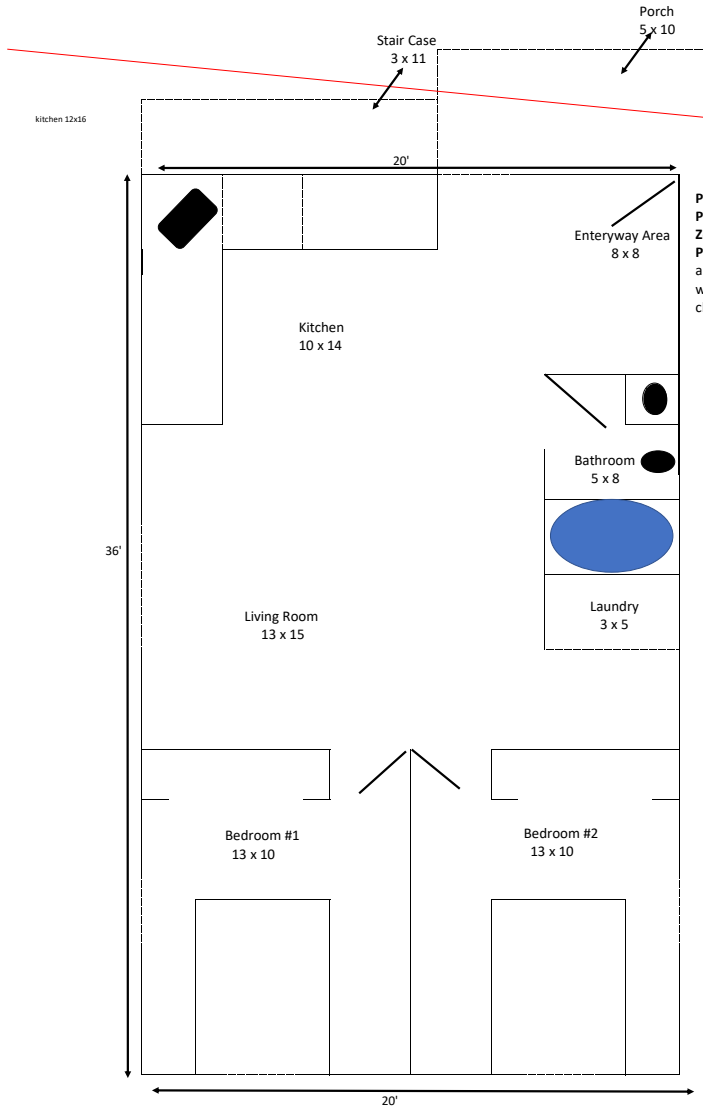
Locking exterior service

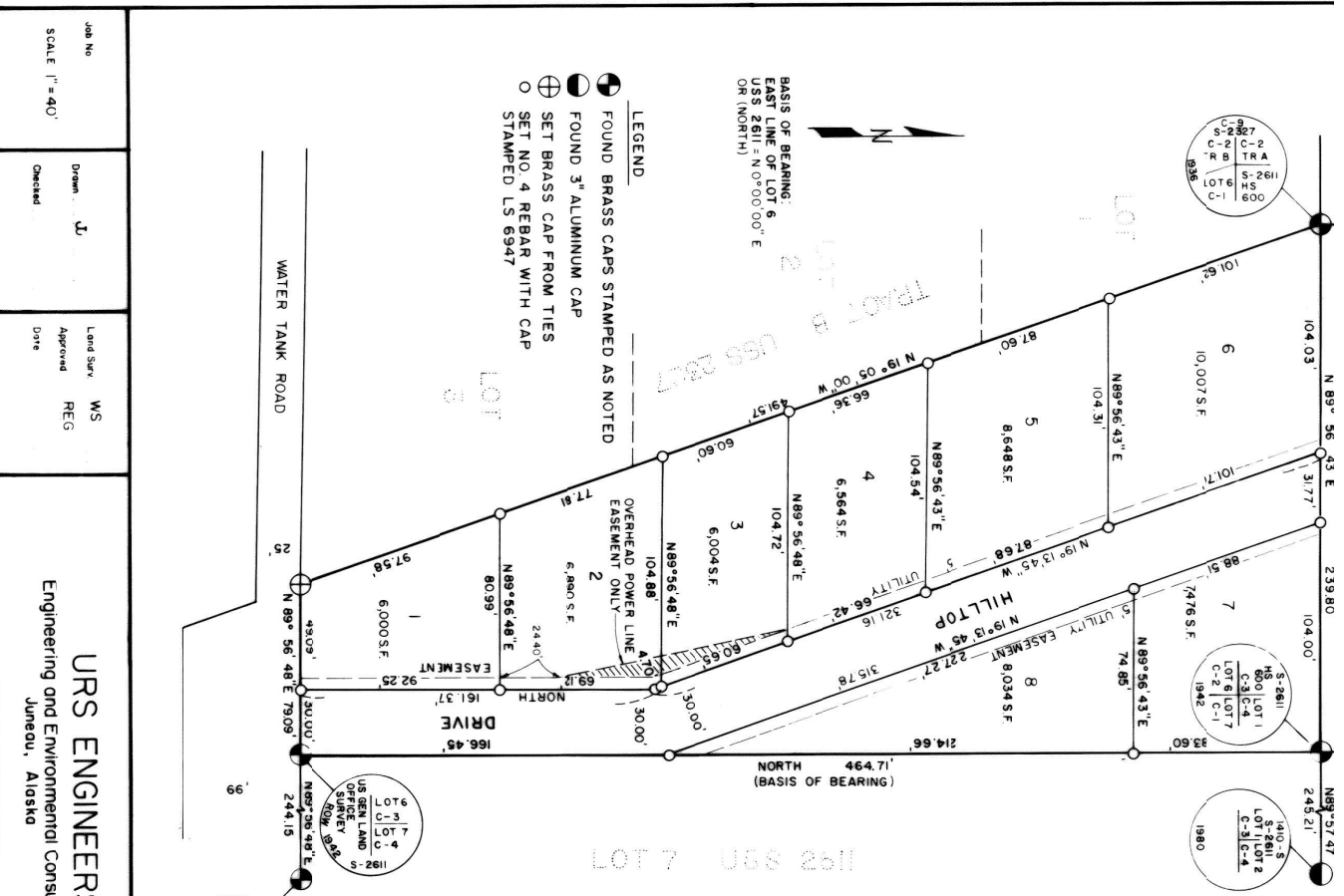
Unit Area 13' x 15'

Unit Area 11' x 12'

Unit Area 11' x 12'

Parking Space #5 8' x 20'





LEGEND

- FOUND BRASS CAPS STAMPED AS NOTED
- FOUND 3" ALUMINUM CAP
- ⊕ SET BRASS CAP FROM TIES
- SET NO. 4 REBAR WITH CAP
- STAMPED LS 6947

LEGAL DESCRIPTION

LOT 6, OF U.S. SURVEY 2611 ALASKA, ACCORDING TO OFFICIAL PLAT THEREOF ACCEPTED FOR THE U.S. DEPARTMENT OF THE INTERIOR GENERAL LAND OFFICE ON APRIL 19, 1946, KETCHIKAN RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA.

CERTIFICATE OF OWNERSHIP AND DEDICATION

HEREBY CERTIFY THAT **Lee W. Armauer & Bruce H. Armauer** IS THE OWNER OF THE PROPERTY AS SHOWN AND DESCRIBED HEREON AND HEREBY ADOPTS THIS PLAT OF SUBDIVISION WITH FREE CONSENT, AND DEDICATES ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES, AS SHOWN ON THIS PLAT, TO PUBLIC FOREVER.

NOTARY ACKNOWLEDGEMENT

STATE OF ALASKA
FIRST JUDICIAL DISTRICT

THIS IS TO CERTIFY THAT ON the 15th day of January 1986, BEFORE ME, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and qualified, appeared **Lee W. Armauer and Bruce H. Armauer**, known to me, known and known to me to be the persons they represent themselves to be and who acknowledged to me that the foregoing instrument was executed as a free act and deed for the purposes therein mentioned, being fully authorized to do so.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST WRITTEN ABOVE.

NOTARY PUBLIC FOR ALASKA
David H. Mearns
1986
CITY OFFICIAL

TAX STATEMENT

HEREBY CERTIFY THAT ALL AD VALOREM TAXES, SPECIAL ASSESSMENTS, AND OTHER CHARGES THAT HAVE BEEN PAID OR PLACED ON THE TAX ROLL BY THE CITY OF CRAIG, ALASKA, ON THIS PARCEL, ARE PAID.

PLAT APPROVAL

WE HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF CRAIG PLANNING AND ZONING COMMISSION, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT RECORDER FOR RECORDING IN THE STATE OF ALASKA.

PLANNING COMMISSION CLERK CRAIG, ALASKA
David H. Mearns
1-15-86

CERTIFICATE OF SURVEYOR

HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND AS DESCRIBED AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE OCT. 1985 REGISTRATION NO. LS 6947
David H. Mearns
REGISTERED LAND SURVEYOR

RECORDED - FILED
KETCHIKAN, ALASKA DIST.
DATE 1-31-86
Approved by City of Craig
Clerk: **David H. Mearns**
1-31-86

**CITY OF CRAIG
PLANNING COMMISSION**

Staff Report
March 23, 2023

Applicant: Aaron Bean

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

Location: Lot 4, Tract 6, USS 2611 (505 Hilltop Drive)

Lot Size: 6,564 SF

Zoning: High-Density Residential

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

Analysis

Aaron Bean 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 505 Hilltop Drive (Lot 4, Tract 6, USS 2611). The applicant is looking to construct an addition to his home, modifying it into a duplex, and wants to verify that the addition would be usable as a short-term rental. This residential unit would be a two-bedroom second-story addition to the home-owner's existing home that would largely be built over the garage.

Parking is fairly abundant on the property with up to seven spots available. Without an as-built, it is difficult to verify if three of those spots is completely out of the right-of-way although measurements on site show there is a little over 20' distance between the pavement on the road and the garage wall at the closest point. There are three parking spaces in front of the garage, two parking spaces near/around the front door, and two garage spots if accessible. Only four parking spaces are required for the five bedrooms proposed in the variance request.

This lot is undersized for a residential property in east Craig and requires an approved variance to construct a second residential unit. Under Section 18.05.003 Residential – High density (RH) zone section 3.b Multifamily dwellings, 8,000 square feet is required for each multifamily dwelling structure. This lot was subdivided previous to the requirement that new residential lots must be a minimum of 8,000 sqft, a size that would normally permit a duplex. Due to the typical lot size in west Craig being approximately 6,000 sqft, there is unique zoning to west craig (High Density Residential I (RH-I) allowing duplexes on lots over 6,000 sqft.

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 March 23, 2023.

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 March 23, 2023 meeting and consider adoption of Resolution 615-23-PC granting a CUP to Aaron Bean to operate a Bed and Breakfast in a High-Density Residential Zone, located at 505 Hilltop Drive (Lot 4, Tract 6, USS 2611), 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 may be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 615-23-PC

GRANTING A CONDITIONAL USE PERMIT TO AARON BEAN TO OPERATE A BED AND BREAKFAST AT 505 HILLTOP DRIVE, LOT 4, TRACT 6, USS 2611.

WHEREAS, the Planning Commission held a public hearing on March 23, 2023; 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 Aaron Bean a conditional use permit to operate a bed and breakfast in a High-Density Residential Zone, located at 505 Hilltop Drive (Lot 4, Tract 6, USS 2611), 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 may be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

Approved this 23th day of March, 2023

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER _____	FILE NAME _____
DATE RECEIVED _____	BY _____ FEE _____
HEARING DATE _____	NOTIFICATION DEADLINE _____

Conditional Use Permit Application

Applicant's Name Aaron Bean

Address 505 Hilltop Drive Telephone No. (907) 738 8923

Applicant's Representative (if applicable) N/A

Address 505 Hilltop Drive Telephone No. (907) 738 8923

Subject Property Legal Description: Lot 4 Block/Tract 6 Survey Number _____

Lot Size: 6,500 Subdivision Name _____

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: See attached

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

3. What types of chemicals, processes, machinery or equipment will be used: _____

4. Approximately how many days per week and how many hours per day will the proposed use operate? This is based on demand, and we would expect peak season in the summer months; in which case the apartment would be rented 7 days a week.

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

6. What types of uses are currently located within 300 feet of the exterior property boundaries?
The lot is located at 505 Hilltop drive and code section 18.05.003 applies. As far as I know, there are not any uses outside what is prescribed in High-Density residential areas.

7. What types and sizes of buildings, signs, storage and loading areas, screening, etc. are planned (size, height, type)? The addition will be added above the garage and blend with the house.

8. What utilities are needed? Standard residential utilities

9. What roads will provide access? Hilltop Drive

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

11. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)? See attached building plans

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

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 28th day of February, 2023.

/s/ Aaron Bean
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 28th day of February, 2023.

Signature(s) of deed holders: /s/ Aaron Bean

/s/ Mellissa Bean

1) Describe in detail the conditional use requested:

We are seeking a Conditional Use Permit (CUP) to build a two-bedroom, one-bathroom apartment above our existing two-car garage in Craig, Alaska. The new apartment will provide much-needed additional housing in our community while utilizing existing space and infrastructure. The apartment will be approximately 800 square feet and will include a full kitchen, living room, and dining area. In addition, we intend to use the apartment as a short-term rental to help meet the growing demand for tourist accommodations in Craig. The exterior of the building will be designed to match the existing architecture of our home and garage, ensuring that it blends seamlessly into the surrounding neighborhood. We believe that this project will be an asset to our community and will provide economic benefits while preserving the character of our neighborhood. We look forward to obtaining the necessary approvals to move forward with construction. To be clear, there is a good potential that the apartment would be used as a short term rental.

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

The type and volume of traffic associated with the aforementioned apartment would primarily consist of occasional vehicle traffic associated with short-term rental guests. We anticipate that the majority of guests will be arriving by car or rental vehicle, and the number of vehicles will vary depending on the length of stay and the number of guests. However, we do not anticipate any significant increase in traffic volume, as the apartment will not be used for commercial purposes and will primarily serve as a lodging option for visitors to our community. Furthermore, the apartment will be located on our property, which is accessed via a private driveway, so any traffic associated with the apartment will be limited to our property and will not affect the surrounding neighborhood. We are committed to being good neighbors and minimizing any potential impacts associated with this project.

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

We believe that the proposed conditional use of building a two-bedroom, one-bathroom apartment above our existing two-car garage in Craig, Alaska will be compatible with the surrounding neighborhood. The apartment will be designed to match the existing architecture of our home and garage, ensuring that it blends seamlessly into the surrounding neighborhood. Furthermore, the apartment will be located on our property, which is accessed via a private driveway, so any potential impacts associated with the apartment will be limited to our property and will not affect the surrounding neighborhood.

In addition, the apartment will provide much-needed additional housing in our community while utilizing existing space and infrastructure. With the growing demand for tourist accommodations in Craig, the apartment will also provide economic benefits while preserving the character of our neighborhood. We are committed to being good neighbors and will ensure

Conditional Use Permit Application addendum to application questions - 505 Hilltop Drive, Craig
Alaska 99921

that the proposed conditional use will not have any adverse impacts on the surrounding
community. Overall, we believe that the proposed conditional use will be compatible with the
neighborhood in general

Samantha Planner

From: Samantha Planner
Sent: Thursday, March 16, 2023 11:45 AM
To: richardtrojan@outlook.com
Subject: RE: City planner 230323b



Good afternoon Richard and Jan,

Thank you for your comment, I will ensure it is included in the Planning Commission discussion. Parking is a major consideration during efforts to approve additional housing and/or a Bed and Breakfast.

Samantha Wilson
Craig City Planner
907-826-3275
planner@craigak.com
www.craigak.com

From: Richard Trojan <richardtrojan@outlook.com>
Sent: Tuesday, March 14, 2023 10:09 AM
To: Accounts Pay <acctspay@craigak.com>
Subject: City planner 230323b

To planning and zoning,
Our comments regarding Mr. Bean's application for a variance.

We have no problem with the addition and the bed and breakfast part of the application. A two story building will not impact us.

Our concern is parking. Providing he can show adequate off street parking should be of concern to the P & Z board.

Rich and Jan Trojan,

Sent from [Mail](#) for Windows

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Samantha Wilson, City Planner
Date: March 21, 2023
RE: Ward Cove Harbor Update

Over the last couple months new developments have come to the City's attention regarding the Ward Cove Harbor draft validation report being developed. Upon investigation it was discovered that the benefit-cost-ratio (BCR) listed in the newest report had fallen below 1.0 (average 8.8) due to a combination of factors including increased costs of the project due to inflation and uncertainty regarding potential subsistence impacts that would require a GRR to investigate. Projects with a BCR below 1.0 are not fundable. Environmental investigations agreed with the 2015 assessment.

As of this time no direction has been given by the Craig City Council. The council is looking to meet with the Craig Tribal Association to discuss their objections to the project before making a decision on moving forward. Regardless of the outcome of this discussion, the BCR makes the project federally un-fundable without the GRR or legislative action. A general reevaluation report (GRR) is the next step if this project is to move forward with the Army Corps.

As the Planning Commission has dedicated a significant amount of time to the project, Brian Templin is here to discuss where the project stands currently and answer questions.

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Samantha Wilson, City Planner
Date: March 3, 2023
RE: Tiny House on Wheels and Container Homes 4

During the October 27th meeting, the planning commission continued the discussion regarding tiny houses and container homes in mobile home parks.

During that discussion most of the language was largely settled although a couple questions and comments have come up since that time.

1. In the previous discussion the following language was recommended to be changed from the following:
“Mobile home park” means three or more mobile homes, travel trailers and/or motor homes located on one lot or parcel.

To this alternative:

“Mobile home park” means three or more mobile homes, travel trailers, motor homes, and/or other mobile buildings located on one lot or parcel. Residential mobile buildings must be built off-site and moved into place as a completed unit with minimal alterations to demonstrate transportability.

Since October, Ed Douville brought forth a plan for Shaan-Seet to manufacture two-piece modular homes for the trailer park. The language currently limits modular buildings to completed units. If language were adapted to include this use, it might look like the following:

“Mobile home park” means three or more mobile homes, travel trailers, motor homes, and/or other mobile buildings located on one lot or parcel. Residential mobile buildings must be built off-site and moved into place either as a completed unit or a two-piece unit with minimal alterations to demonstrate transportability.

Potential issues with this language would be the reduction of transportability and an increased chance of sprawl if a wanigan were added. Other concerns include the manner in which the two pieces are to be joined and what minimal alterations might look-like in the case of a two-piece unit.

2. Another option to address the concern with property values and transportable modular homes might be to redefine mobile buildings by focusing on the function of mobility rather than the means of mobility in 18.00.020. This would allow for the exclusion of such buildings from particular zoning areas via 18.05.040 Mobile building restricted (MBR) overlay. This overlay has been applied to certain blocks where home value decline is a concern. This rule combines the primary zoning with the overlay to prohibit the use of mobile buildings on certain lots or within a given block.

Current wording is as follows:

“Mobile building” means a single modular building designed to be transported on its own wheels and chassis.

The recommended altered wording is as follows:

“Mobile building” means a single modular building designed to be transported, placed, or removed as a single unit.

Other concerns were brought up including wanigan construction on tiny houses, potential fire hazards in tiny houses (due to wanigans and/or loft access), and container house stacking. These are generally items that are already reflected in the code (see section 18.07.040.2 for wanigan requirements) or are otherwise limited by existing rules created by zoning (i.e. height rules under 32 ft without a CUP), and/or are not currently enforced in any residence.

3. Wanigans were brought up as an item of concern as they decrease or eliminate the mobility of a mobile home and they can present an increased fire risk. One recommendation was to limit wanigans to a percentage of the original building size. The recommended language Section 18.07.040.C. Health and Safety Standards was the following:

10. Wanigan floor space may not exceed the size of the original mobile building.

It was argued that this language allows for extended rooflines while limiting wanigan sprawl. Wanigan floor space may be further capped to account for especially large trailers. The reason for the permissive language is due to the fact that wanigans are currently allowed and the fact that any wanigan construction limits or eliminates mobility of a trailer.

However, the following language was previously recommended in a Planning Commission meeting on March 23rd, 1989 and could be used instead:

10. Wannigans attached to mobile units are limited in size to 50 percent of the roof area of the host building or 10x20 ft, whichever is smaller.

Likewise, a combination of the two options may be considered.

4. To manage potential stacking of container homes in the mobile home park, the following addition to 18.07.040 Mobile home parks – Standards, C. Health and Safety Standards was recommended:

11. Modular homes, like shipping container homes, may not be stacked within the mobile home park.

Recommendation: The planning commission should discuss the language and comments and make adjustments accordingly. A 30 day notice period will be provided prior to the public hearing scheduled April 27th whereupon the finalized language can be approved by resolution by the Planning Commission to be forwarded to the City Council. The City Council may then adopt the new language by ordinance.