

# **CITY OF CRAIG PLANNING COMMISSION AGENDA**

Meeting of June 22, 2023  
7:00 p.m., Craig City Council Chambers

## **Roll Call**

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

## **Approval of Minutes**

1. April 23, 2023 Minutes

## **Public Comment**

1. Non-Agenda Items

## **Public Hearing and New Business**

1. PC Resolution 617-23-PC – Conditional Use Permit for Patrick and Judith Murphy to construct an accessory building on a lot without an established principal use located at 1465 Elizabeth Court (Lot 5A, Tract 6, ANCSA14c3).
2. PC Resolution 618-23-PC – Replat for Robert Anderson of Lot 4, Block 28 and Tract C, USS 1430 to create Lot 4A, Block 28 and Tract C-1, USS 1430.

## **Old Business**

1. Title 18 Amendment to 18.00.020 Definition of “Mobile home park” and “Mobile Building” and Additions to 18.07.040 Health and Safety Standards.
2. 2012 Resolution Minutes Signing and Remaining Signatures.

## **Adjourn**

*The meeting will be available by teleconference for both the public and planning commissioners. To call into the planning commission meeting call 1-800-315-6338, code 63275#. Commissioners can participate and vote by phone if they wish.*

CITY OF CRAIG  
PLANNING COMMISSION MINUTES  
Meeting of April 27, 2023

**Roll Call**

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

From the public: Kathy Peavey, Clinton Cook, Tim O'Connor, Delbert Clark

Meeting Started at 7:03pm.

**Approval of Minutes**

1. March 23, 2023 Minutes. A motion was made and seconded to approve the minutes from the March 23, 2023 meeting.

MOTION TO APPROVE

MOOTS/STANLEY APPROVED

**Public Comment**

1. Other Non-Agenda Items

Kathy Peavey expressed concern about the water conservation notice that came out on August 10<sup>th</sup> as well as the most recent water failure. She wanted Planning and Zoning to be aware of the issue as she feels there is not enough water treatment capability to meet needs of an expanded charter fishing fleet, harbor, kelp processing facility, etc. She also expressed dismay at citizens being expected to conserve water while seafood plants continued to operate.

Commissioner McDonald expressed that, like Kathy, his home had also been out of water. Kathy stated that she would like the planning commission to reach out to Dave Nelson to discuss the water issues and that in the future she would like the citizens informed of issues with the treatment trains to encourage conservation to prevent a complete outage. McDonald further expressed that some part of water supply issues was not having all the appropriate supplies in stock to keep the water treatment trains working at full operation. It was also noted that the Mayor is looking to install a second water tank.

Kathy further expressed frustration over ongoing off-street parking along Hamilton drive.

The last item of concern Kathy brought up was the issue of inmates at the police station exercising outside the police station without containment or apparent supervision. She noted that her concerns were brushed off when she brought them up to the Police Chief.

Commissioner Moots noted that the planning commission looks at a limited range of items and that many of these problems are better suited to the City Council. There is not much that planning and zoning can do on many of these issues.

*Commissioner Moots and Tim O'Connor had to respond to an emergency call and left the meeting at this time.*

2. Tammy Demmert comment on behalf of Aimee Demmert regarding deck built on Lot 2, Block 18 and ongoing efforts to resolve non-compliance

Commissioner Crews noted that Tammy was not present for the meeting as she was heading over to Ketchikan, but he had some questions about the letter. He noted that from his readings, he thought that measured from grade should be the average of sides/corners as it is with building height. Wilson noted that was not what the code said from her interpretation but that is something that could be looked at if Tammy and Aimee wanted to move forward with the appeal process.

Crews further asked how many other people in town are being threatened with monetary fines for not being compliant to code. Wilson stated that none to her knowledge but stated that this was an extreme example where the issue had been pushed back many months and was still unresolved.

Crews then stated that his understanding was that the planning commission does not have a way to enforce the codes that we have, especially regarding trailer parks. Wilson stated that we do have means of enforcing code through fines although it is generally a last resort. Wilson reiterated that she does not have the authority to allow construction of a structure within the setback and that she cannot push the deadline to resolve the issue indefinitely.

Wilson further stated that despite what the letter says, the Demmerts had moved forward with construction prior to approval of the building permit and were informed prior to construction that their proposed deck would be within the setback and needed to meet code via a couple possible modifications of the design (or production of measurements that would have allowed it).

Crews asked if this was a situation where a variance or a conditional use permit applied. Wilson stated there is no conditional use permit item that matched this circumstance. A variance or appeal are possible.

After some discussion of other options to resolve the issue as is, Wilson reiterated that she does not have authority to permit construction of a structure within the 10' setback. There are exceptions in the code that are outlined through CUPs, which the planning commission can approve, or items like decks under 30" that do not require approval. The Fire Marshall is able to approve structures built within the 10' setback, particularly on commercial property (which this is) but the Fire Marshall does not review single family residential structures.



3. PC Resolution 616-23-PC – Rezone portion of Lot 4, Block 28, USS 1430 from high-density residential to marine industrial and an equivalent portion of Tract C, USS 1430 from marine industrial to high-density residential.

Wilson stated that she had received a phone call from Marda Gilmore, a concerned neighbor, about her view being impacted by construction that might take place on the lot in question. Wilson stated that other than the proposed residential/private boat shop she was made aware of, she had no other knowledge of other proposed construction. The planning commission generally agreed that effects on the viewshed were outside of the scope of reasons a project could be dismissed.

McDonald stated that he would like to see something built in the area and that it had been left for some time. Stanley stated that she saw no issue with approving the rezone. Clinton Cook stated that everyone knew what the marine industrial lots in the area were prior to construction/purchase of the condos.

Clinton noted that the CTA had expressed interest in purchasing the property originally but had been concerned about environmental factors in the area. The marine industrial area has a history of being used to store oil, diesel, and other tanks of chemicals. Mr. Cook expressed wariness if construction were to disturb that soil and release contaminants.

MOTION TO APPROVE

STANLEY/MCDONALD

APPROVED

### **Old Business**

1. Title 18 Mobile Home Park Mobile Building

Wilson acknowledged that she hadn't heard further comment from Ed Douville about his proposal to allow two-part modular buildings in the trailer park. McDonald and Crews both agreed that this appeared to be no issue as the two structures could be bolted together with flashing put around the seam. The planning commission favored language allowing a two-piece unit with minimal alterations to be allowable in the trailer park. Wilson acknowledged that proposed language defining mobile buildings would have to be changed.

McDonald and Crews asked Wilson how far apart mobile buildings should be from each other in the trailer park and if wanigans were considered in this measurement. Wilson confirmed that yes, wanigans were considered as part of this measurement. She stated she thought that mobile homes should be at least 20ft apart to make fire response easier (*Editor's note: the required distance in the Craig Municipal Code is 10 ft*).

Stanley and Zellhuber concurred that there should be no container home stacking allowed in trailer parks. Wind was considered as the major deciding factor.

Wanigans remained a concern to planning commissioners. McDonald agreed that the language from 1989 was desirable. Wilson noted one of her concerns with it is the focus on roof area. Wilson wants to ensure that homeowners can still cover their trailer with a roof covering and not have it count towards their wanigan space. McDonald agreed, but stated stacked roofs can become a difficult fire hazard to manage. Crews acknowledged that these smaller wanigans can likely be moved in one piece. It was decided that the language should be adjusted to focus on a measurement besides roof area to allow roof coverings.

The planning commissioners asked what the next steps were to approve the language. Wilson stated that she would need to revise the language considering discussion and put it before the planning commission again. If approved, the proposed amendment would be reviewed in a public hearing by the planning commission and approved via resolution. It would then be advertised and passed by ordinance through the city council.

**Adjourn**

A motion was made and seconded to adjourn the meeting at 7:56pm.

MOTION TO ADJOURN

CREWS/MCDONALD

APPROVED

---

Chairman Sharilyn Zellhuber

---

ATTEST: Samantha Wilson

**CITY OF CRAIG  
PLANNING COMMISSION**

Staff Report

June 13, 2023

Applicant: Patrick and Judith Murphy

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

Location: Lot 5A, Tract 6, ANCSA14c3 (1465 Elizabeth Court)

Lot Size: 12,891 SF

Zoning: Low-Density Residential

Surrounding Uses: North: Commercial  
West: Tideland  
South: Heavy Industrial  
East: High-Density Residential

**Analysis**

Patrick and Judith Murphy have applied to the City of Craig planning commission for a conditional use permit to construct an accessory building on a lot without an established principal use in a Low-Density Residential Zone, located at 1465 Elizabeth Court (Lot 5A, Tract 6, ANCSA14c3). The applicants propose to construct a storage shed for home building materials. The structure will be converted into a workshop after the home is built.

The lot in question is located on Salmonberry/Murphy subdivision. There have been plans to build a home overlooking the water for some time with a building permit for sitework approved in 2017 and a building permit for construction in 2022. Construction was delayed in 2022, although materials have been purchased and sitework has taken place. The accessory building will help store the building materials for the home.

I have attached a copy of the Murphy Subdivision Replat depicting Tract 6 and a copy of the application (with the applicant's site plan).

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 June 22, 2023.

### **Recommendation**

That the planning commission discuss the required criteria for approval at the June 22, 2023 meeting and consider adoption of Resolution 617-23-PC granting a CUP to Patrick and Judith Murphy to construct accessory buildings on a lot without an established principal use in a Low-Density Residential Zone, located at 1465 Elizabeth Court (Lot 5A, Tract 6, ANCSA14c3), subject to the following conditions:

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



4. that this conditional use permit is voidable by the City of Craig, at its sole discretion, if the applicant is unable to meet the above conditions.

CITY OF CRAIG  
PLANNING COMMISSION  
RESOLUTION 617-23-PC

GRANTING A CONDITIONAL USE PERMIT TO PATRICK AND JUDITH MURPHY TO PLACE AN ACCESSORY BUILDING ON A LOT WHICH DOES NOT HAVE AN ESTABLISHED USE ON LOT 5A, TRACT 6, ANCSA14c3.

WHEREAS, the Planning Commission held a public hearing on June 22, 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 Patrick and Judith Murphy a Conditional Use Permit to build an accessory building on a lot which does not have an established use on Lot 5A, Tract 6, ANCSA14c3, subject to the following conditions:

1. that the conditional use permit is not transferable to another location;
2. that all parking will be off-street;
3. that no home occupation business or commercial business is conducted on the lot without approval of a conditional use permit to operate a home occupation in an accessory building; and,
4. that this conditional use permit is voidable by the City of Craig, at its sole discretion, if the applicant is unable to meet the above conditions.

Approved this 23<sup>th</sup> day of June, 2023.

---

Chairman Sharilyn Zellhuber

---

Samantha Wilson, City Planner

Published on *Craig Alaska* (<https://www.craigak.com>)

[Home](#) > [Conditional Use Permit Application](#) > [Webform results](#) > Submission #5

#### Submission information

Form: [Conditional Use Permit Application](#) [1]  
Submitted by Visitor (not verified)  
Tue, 06/06/2023 - 11:37am  
104.243.5.2

#### **Applicant's Name**

Patrick Murphy

#### **Applicant's Address**

601 Beach Road Craig ,AK 99921

#### **Applicant's Telephone Number**

5127855990

#### **Applicant's Email Address**

patandjudithak@gmail.com

#### **Property Legal Description (Lot, Block/Tract, and Survey Number)**

Lot 5A , 1465 Elizabeth Court

#### **Subdivision Name**

Salmonberry

#### **Lot Size**

12, 891 sq. ft.

#### **Township and Range**

n/a

#### **Describe in detail the conditional use requested.**

The request for authorization to build a 16' x 20' x 10' (width x length x wall height) shed for the purpose of storing building materials and work tools for the construction of the residence identified on building permit no. 08-22. After the initial use, the shed will be used as a workshop and for storage of tools and personal items. Shed shall be of similar construction as residence, i.e. board and bat siding and galvanized metal roof material. Shed shall be located on the NE quadrant of the property as indicated on the attached site plan within 10' of property lines as required for easements.

#### **Site/Plot Plan showing lot lines, building locations, parking spaces, and other relevant information.**

[site\\_plan\\_06.06.2023.jpg](#) [2]

#### **What types of chemicals, processes, machinery or equipment will be used?**

generator for power tools

#### **Approximately how many days per week and how many hours per day will the proposed use operate?**

It will take approximately two to four weeks to build.

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

none

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

none

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

See conditional use narrative in section above.

**What utilities are needed?**

none

**What roads will provide access?**

Elizabeth Court

**What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)?**

n/a

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

none

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

yes, see description as outlined above in the conditional use request section

### **Applicant's Certification**

I swear, 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.

**Source URL:**<https://www.craigak.com/node/7474/submission/6352>

### **Links**

[1] <https://www.craigak.com/planning/webform/conditional-use-permit-application> [2]  
[https://www.craigak.com/system/files/webform/zone-change/site\\_plan\\_06.06.2023.jpg](https://www.craigak.com/system/files/webform/zone-change/site_plan_06.06.2023.jpg)





**CITY OF CRAIG  
PLANNING COMMISSION**

Staff Report

June 13, 2023

Applicant: Robert Anderson  
Requested Action: Approval of replat of Lot 4 and Tract C, USS 1430  
Location: 200 and 202 Eighth Street  
Zoning: Marine Industrial & High Density Residential I  
Surrounding Uses: North: Marine Industrial  
South: High Density Residential  
East: Marine Industrial  
West: Marine Industrial

**Analysis**

Robert Anderson is seeking to replat Lot 4, Block 28, USS 1430 and Tract C, USS 1430 to create Lot 4A, Block 28, USS 1430 and Tract C-1, USS 1430. This replat will adjust the boundary line between the two lots, narrowing Lot 4 on its eastern end and widening it at its western end. Lot 4A will be High-Density Residential I while Tract C-1 will be Marine Industrial.

The city planner has reviewed the plat and found that it met the requirements outlined in the preliminary plat review:

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

In addition, due to the nature of the replat, rezoning was required so that the sections being swapped between Lot 4 and Tract C would be the appropriate zoning once the replat is finalized. After two public hearings the Craig City Council passed Ordinance 758 on June 8<sup>th</sup> rezoning the entirety of proposed Lot 4A into High Density Residential I and Tract C-1 into Marine Industrial. In this process the total area of each lot was



corrected as a mistake was noticed in the size of the parcels being swapped relative to the bearings. The correct dimensions are presented on the final plat.

Applicant has submitted one full size paper copy and one full size mylar copy, with surveyor and owner signatures completed, to the City of Craig for final approval after all conditions/corrections shown above have been made.

**Recommendation**

That the planning commission approve Resolution 618-23-PC, approving the final plat.

**CITY OF CRAIG  
PLANNING COMMISSION**

**RESOLUTION 618-23-PC**

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

WHEREAS, the Planning Commission held a public hearing on June 22, 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 final plat shown as R. ANDERSON BOAT SHOP as the following conditions are met:

- 1. that the comments previously 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 conform to the requirements of 18.09.009-010 of the Craig Land

- Development Code;
4. that the final plat be submitted in .DWG format and on reproducible mylar and bond paper as directed by the Craig City Planner;

Approved this 22<sup>nd</sup> day of June 2023.

---

Sharilyn Zellhuber, Chairman

---

Samantha Wilson, City Planner



## CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission  
From: Samantha Wilson, City Planner  
Date: June 13, 2023  
RE: Tiny House on Wheels and Container Homes 5

---

During the April 27<sup>th</sup> 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 reevaluated with some new information and a request from Shaan-Seet.

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 either as a completed unit or a two-piece completed unit that can be connected on-site with minimal alterations to demonstrate transportability.*

Ed Douville, representing Shaan-Seet, expressed interest in the manufacture of two-piece, double-wide modular homes for the Shaan-Seet trailer park. The language suggested had previously limited modular buildings to single, completed units. Planning commissioners noted that connecting the two parts could be done with very little alteration (bolts and flanges) and should be added to the definition of a “mobile building”.

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 modular building designed to be transported, placed, or removed either as a completed, single unit or two-piece completed units that may be connected on-site with minimal alterations.*

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. Wanigans 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. Additional roofing over the mobile unit shall not count towards wanigan size.*

This language allows for extended rooflines, which may be a means to protect a damaged or deteriorating mobile unit, while limiting wanigan sprawl.

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 July 27<sup>th</sup> when 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.

## **CITY OF CRAIG MEMORANDUM**

To: Planning Commission  
From: Samantha Wilson, City Planner  
Date: June 13, 2023  
RE: Resolution and Minutes Signing: 2012 Plus

---

As the planning commission is aware, resolutions and minutes from planning commission meetings had not been signed and filed since 2011. In addition, requested amendments and edits were often not applied to the documents. This resolution and minute signing activity is the culmination of an effort to complete the paperwork and post signed, amended documents for public review and transparency. Older, signed paperwork will continue to be reviewed and posted to the City of Craig website past 2012 as time allows.

All documents with complete signatures including some documents from 2013 up to the present have been posted on the City of Craig website and filed.

Minutes and resolutions from 2012 and remaining unsigned individual documents are being presented for review and signing.

No action is required from the commission at this time.