

CITY OF CRAIG PLANNING COMMISSION AGENDA

Meeting of February 29, 2024
7:00 p.m., Craig City Council Chambers

Roll Call

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

Swearing in of Commissioner Jeremy Crews

Approval of Minutes

1. January 25, 2024 Minutes

Public Comment

1. Non-Agenda Items

Public Hearing and New Business

1. Streetlight nominations
2. PC Resolution 624-24-PC – CUP Joel & Leanne Steenstra to operate a B&B located at 3A, Tract C, USS 2327 (604 Hamilton Drive).
3. PC Resolution 625-24-PC – Variance James Carle to build and operate a second long-term residential unit on Commercially zoned property located on Lot 3, Block 18, USS 1430 (402 Main Street).
4. PC Resolution 626-24-PC – Replat Sharon Demmert to replat Tract A, USS 2327 to produce Lot A-1 & Lot A-2, Tract A, USS 2327 (1111 Craig-Klawock Highway).
5. PC Resolution 627-24-PC – Rezoning Sharon Demmert's proposed Lot A-2, Tract A, USS 2327 (1111 Craig-Klawock Highway).
6. PC Resolution 628-24-PC – Replat Kim Patotzka to replat Lot 3 & Lot 4, Block 2A, USS 1430 to for a single Lot 3A, Block 2A, USS 1430 (503 & 505 Beach Road).
7. PC Resolution 629-24-PC – Replat ROW development and dedication Tract P City of Craig and Criag Tribal Association.

Old Business

Adjourn

The meeting will be available by teleconference for both the public and planning commissioners. To call into the planning commission meeting call 858-939-0244. Commissioners can participate and vote by phone if they wish.

CITY OF CRAIG
PLANNING COMMISSION MINUTES
Meeting of January 25, 2024

Roll Call

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

Public: Kathleen Deufink, Felicia Dupae, Shauna Thomas, Lonnie Bennet, Josh Bennet, Ed Dewville, Fred Hamilton, Wendy Hamilton, Julie Yates, Millie Schoonover (At least three additional individuals present, who arrived later at the meeting)

Meeting Started at 7:00pm.

Approval of Minutes

1. November 30, 2023 Minutes. A motion was made and seconded to approve the amended minutes from the November 30, 2023 meeting.

MOTION TO APPROVE

MCDONALD/STANLEY

APPROVED

Public Comment

1. Other Non-Agenda Items

Public Hearing and New Business

1. PC Resolution 623-24-PC – New Hope Baptist conditional use permit to operate a new religious assembly building on Lot 9A, Block 2, ANCSA14c3 (116 Tanner Crab Court).

Kevin McDonald recused himself due to a potential conflict of interest. Mr. McDonald had submitted the conditional use permit as a church representative.

Two letters of opposition had been submitted: one from Ed Douville, representing Shaan-Seet Inc. and one from Karen Barnes.

Fred Hamilton began the public comment period, stating that the project would likely disrupt the neighborhood further by increasing traffic due to events and already insufficient parking. Mr. Hamilton noted that he had three grandchildren that visited and played in that area and that there were no sidewalks, no traffic warning signs, and that additional streetlights would be beneficial. Lonnie added that due to increased car traffic, people on their street keep their kids inside on Sunday. Lonnie further noted the blind corner and frequent speeding by church goers. Shauna Thomas noted that there were traffic problems in the area, making it dangerous for kids. Shauna stated that cars go too fast and that parking is currently taking place along the streets.

Mr. McDonald stated that church parking does not include street parking and that the church does not anticipate an increase in membership. McDonald stated that they would like to see the gym open to the public and expressed that he felt the proposed building would be a good resource for the community. McDonald admitted that many church members were also not in favor of the proposed new building, however.

Josh Bennett echoed the concern with speeding in the area, but also added that residents on the street would not want another giant metal structure next to their homes. Mr. Bennett further noted there was no comment from the Tlingit and Haida authority at the meeting. Millie Schoonover was also in opposition to the proposed CUP, noting that there are other places in Craig for kids to go but not much property available in Craig for housing.

Ed Douville stood in opposition to the project as a representative of Shaan-Seet Inc. Mr. Douville had submitted a letter in opposition to the project on behalf of Shaan-Seet Inc. and echoed the sentiment of the letter at the meeting stating that the land was ANCSA land that had been intended for residential use. Douville noted that the average home is 1,200 sqft, much smaller than the proposed structure.

Commissioner Crews asked Mr. Douville if Shaan-Seet Inc. would be opposed to the church erecting a large apartment building of the same size. Mr. Douville stated he would not be opposed to an apartment building.

Commissioner Stanley asked if there had been any public meeting held by the church for residents on Tanner Crab to comment and discuss the plans prior to the submission of a conditional use permit. McDonald acknowledged that no public meetings have been held. Wendy Hamilton stated that a block meeting had been requested by the public, but that the church had declined to do so.

Kevin McDonald elected to withdraw the application. Stanley expressed that she would like to see the church hold a public meeting for their neighbors prior to resubmitting a conditional use application.

APPLICATION WITHDRAWN BY APPLICANT

Old Business

1. PC Resolution 613-23-PC – Replat for merging Craig Tribal Association Medium-Density Lots 18E, 18F 18G on Tract 18 at 1701 Hamilton Drive.

Wilson noted that this plat had been seen some time ago but appeared to meet all of the requirements as a minor replat. The CTA intends to construct a senior center on the lot. The conditional use permit for the senior center has already been

approved. Fred Hamilton stated that he approved this project. Ed Douville noted that Shaan-Seet Inc. supports the tribe and was in favor of this project.

MOTION TO APPROVE

CREWS/STANLEY

APPROVED

2. PC Resolution 621-23-PC – Final plat for Shaan-Seet Inc. to replat Commercially Zoned Lot 1 and Lot 2 of USS 2613 (1700 & 1710 Craig-Klawock Highway).

Wilson noted that the preliminary plat had been recently approved. All requirements appeared to be met for this minor replat. Stanley stated that she had no concerns.

MOTION TO APPROVE

STANLEY/CREWS

APPROVED

3. The regularly scheduled Planning Commission meeting date has been taken by the City Council for the month of February. The Planning Commission agrees that the next meeting should be planned for February 29th.

Adjourn

A motion was made and seconded to adjourn the meeting at approximately 7:50pm.

MOTION TO ADJOURN

CREWS/STANLEY

APPROVED

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Samantha Wilson, City Planner
Date: February 23rd, 2024
RE: Streetlight Nominations

In years past, the city budgeted for street lights in Craig to illuminate dark areas of the city. In the past, the city typically budgeted enough to do 1 – 2 lights; this is partially dependent on whether there are existing power poles, saving costs and allowing for more light installations, or if a new pole would need to be installed. Increased public interest about dark areas in Craig have spurred the City Council to budget for new lights.

Although the current budget will only fund 1 – 2 lights, other nominations may be considered for future streetlight additions in fiscal year 2024. Depending on current prices and whether or not a pole currently exists in the desired location, we could add up to two lights. Ultimately, the location(s) that provide the greatest public benefit will be prioritized.

As of the time this packet is being put together, two sites have been formally nominated:

1. Arthur Demmert has nominated two lights along north Hamilton road North Cove Harbor.
2. Carter Jones has nominated a light near Ralph James Park.

Although no letter was sent in, Mr. Fred Hamilton also verbally requested consideration for a streetlight near his property on Tanner Crab Court.

I can verify a dark patch on Tanner Crab Court near Mr. Hamilton's residence as well as at the intersection near the Laurie Waterman Ball Field. Ralph James Park is also notoriously dark. Both sites have been acknowledged as being dark in previous meetings.

I expect to investigate other nominated sites and report during the meeting.

Any other submissions should be considered as well and listed by priority. A streetlight we do not have a budget for now, may be funded in the next few years.

Recommendation: The planning commission should discuss the street light nominations and recommend a priority list to the city council to act upon.

Would you folks put a
street light on Hamilton and Craig
Klause highway It is really
dark there

Art Demmer

907 461 1441

Demmer Arthur 003@gmail.com

Samantha Planner

From: Transportation Manager <transportation@craigtribe.org>
Sent: Wednesday, February 7, 2024 7:58 AM
To: Samantha Planner
Subject: Re: street light nominations

By the frank james park on the side by the gravel bike path, i was going to get with you about putting in for federal highway safety grant for more lighting, doesnt open till october, but if i can get letters from city and police with some statistics would definitely help, might be worth it

On Tue, Feb 6, 2024 at 4:31 PM Samantha Planner <planner@craigak.com> wrote:

Thank you Carter,

Are there specific areas of Hamilton road you would like to nominate? We have funds to start with one or two lights this budget season. I think I recall we discussed some areas around Ralph James Park/Port Bagial?



Samantha Wilson

Craig City Planner

907-826-3275

planner@craigak.com

www.craigak.com

From: Transportation Manager <transportation@craigtribe.org>
Sent: Tuesday, February 6, 2024 2:16 PM
To: Samantha Planner <planner@craigak.com>
Subject: street light nominations

W. Hamilton, E. Hamilton Both roads have high foot Traffic of children and Adults maybe the most walked on road in Craig. For Safety and health these are good spots

--

Samantha Planner

From: mary sano <eterrisano@outlook.com>
Sent: Monday, February 26, 2024 4:23 PM
To: Samantha Planner
Subject: Streetlight

A streetlight past the Craig high school. Around the industrial park if there isn't one there.

Get [Outlook for Android](#)

Samantha Planner

From: centaurplow@att.net
Sent: Tuesday, February 27, 2024 4:54 PM
To: Samantha Planner
Subject: Lights

Samantha-

I have no recommendations for new lights, but I have a number that really aren't needed.

1-The street light at the NE corner of my property. It's completely useless and could be dispensed with.

2-The light house on Cemetery Island. Attached to the public rest rooms. Does the City really need a light house there?
Otherwise, the 10,000 watt Fresnel beam could probably be reduced to 100 watts...or less.

3- The 100,000 and 250, 000 watt aviation lights need to be removed from the grounds of the Church of Jesus Christ/Latter Day Saints. Especially because those light are attached to 60' poles. The place looks like a frigg'n landing strip for alien space craft! The 40,000 watt lights for each door are also a bit much. But I guess the Church really wants to make sure the aliens can find them.

Sincerely, and very seriously

Doug Veit
1205 Sunnyside Drive



*Figure 1:
Streetlight
Nomination by
Arthur Demmert:
North Hamilton
(two streetlight
locations).*

*Figure 2: Streetlight
Nomination by
Carter Jones: Ralph
James Park.*





Figure 3: Tanner Crab Court northern streetlight nominated by Fred Hamilton. Streetlight in the south added due to observed dark spot leading into ball park.

CITY OF CRAIG PLANNING COMMISSION

Staff Report
February 21, 2024

Applicant: Joel & Leanne Steenstra

Requested Action: Conditional Use Permit – B&B in a medium-density residential zone

Location: Lot 3A, Tract C, USS 2327 (604 Hamilton Drive)

Lot Size: 8,021 SF

Zoning: Medium-Density Residential

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

Analysis

Joel and Leanne Steenstra have applied to the City of Craig Planning Commission for a Conditional Use Permit (CUP) to operate a Bed and Breakfast (B&B) in a high-density residential zone, located at 604 Hamilton Drive (Lot 3A, Tract C, USS 2327). The applicant is seeking to operate the building as a short-term rental seven days a week during June, July, and August.

The home in question is not the primary residence of the owner. The primary residence is located at 509 Thomas Court. Joel has expressed intent to occupy the third bedroom during guest stays to meet the owner-occupancy requirements. To operate a B&B on residentially-zoned property, the building must be owner-occupied with the owner present at least 75% of the time guests are present. Joel and Leanne intend to use the property to house their charter clients. The proposed B&B use appears to be the primary use rather than an accessory use, conflicting with the stated definition of a B&B in the Craig Municipal Code.

The home has a total of three bedrooms and there are two parking spaces available, meeting the minimum requirement of 1 parking space for each 1.5 bedrooms.

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 2-13 and 15 of this section appear to be met on the face of the application. The commission should discuss Criteria 1 and 14 at the public hearing on February 29, 2024.

Craig Municipal Code (18.00 Definition):

“Bed and breakfast” means an accessory to a principal residential use meeting all of the following conditions:

1. An owner-occupied structure.
2. Three or fewer rental rooms.
3. Maximum length of stay of thirty (30) days.
4. The residential character of the neighborhood is retained.

Conditions 2-4 appear to be met on the face of the application. Condition 1 may require more discussion. The proposed use does not appear to be an “accessory to a principal residential use” as defined in the Craig Municipal Code.

Recommendation

That the planning commission discuss the required criteria for approval at the February 29, 2024 meeting and consider adoption of Resolution 624-24-PC granting a CUP to Joel and Leanne Steenstra to operate a Bed and Breakfast in a medium-density residential Zone, located at 604 Hamilton Drive (Lot 3A, Tract C, USS 2327), 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 two rooms;
5. that all sales tax due on the operations covered by this permit must be paid within 30 days of the end of the quarter that the sales were made;
6. that this conditional use permit is voidable by the City of Craig, at its sole discretion, if the applicant is unable to meet the above conditions; and
7. the conditional use permit may be reviewed by the Planning Commission 12 months after approval to ensure compliance with these provisions.

CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 624-24-PC

GRANTING A CONDITIONAL USE PERMIT TO JOEL & LEANNE STEENSTRA TO OPERATE A BED AND BREAKFAST AT 604 HAMILTON DRIVE, LOT 3A, Tract C, USS 2327.

WHEREAS, the Planning Commission held a public hearing on February 29, 2024; 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 Joel & Leanne Steenstra a conditional use permit to operate a bed and breakfast in a medium-density residential zone, located at 604 Hamilton Drive (Lot 3A, Tract C, USS 2327), subject to the following conditions:

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

Approved this 29th day of February, 2024

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

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

[Home](#) > [Conditional Use Permit Application](#) > [Webform results](#) > Submission #8

Paid 2/9/24

Submission information

Form: [Conditional Use Permit Application](#) [1]
Submitted by Visitor (not verified)
Tue, 01/30/2024 - 5:16pm
64.186.115.46

Applicant's Name

Joel and Leanne Steenstra

Applicant's Address

PO Box 1367
Craig AK 99921

Applicant's Telephone Number

19079650130

Applicant's Email Address

alaskawideopen@gmail.com

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

Lot 3a 604 Hamilton Drive

Subdivision Name

Windansea

Lot Size

8021sq feet

Township and Range

Craig

Describe in detail the conditional use requested.

Bed and Breakfast. This will be used for charter clients. Joel Steenstra will occupy home and sleep upstairs when we have clients in the BNB to satisfy owner occupied requirements. Home has 2 bedrooms downstairs and one bedroom upstairs. Guests will be in the two bedrooms downstairs. Leanne Steenstra will be cleaning home daily so the home will be very closely attended.

*Only 3 bedrooms -
revised layout.*

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

[604hsiteplan.pdf](#) [2]

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

None. We will not be cooking for our clients in the home. This will not be a lodge in the traditional sense. It is a place for them to sleep.

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

June, July, August, 7 days a week. No use in the other months.

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

No additional noise other than what is common to residential areas. Charter clients are tired and go to bed early.

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

The Shelter Cove lodge area is directly across the street. A 4 plex apartment is directly to the north. Other residential properties are within 300ft.

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

No signs will be utilized.

What utilities are needed?

Sewer, water, electric. Only 3-4 customers will be staying at the structure.

What roads will provide access?

Hamilton drive.

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

One vehicle by clients and my own personal vehicle.

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

One vehicle

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

Yes. The neighbors are already used to Shelter cove lodge catering to 30-40 clients at a time and a large staff on site. This will simply be a place for 3-4 of our clients to sleep and hang out in the evenings. We will not be cooking for or entertaining our guests. Most of our clients go out to eat in town for dinner.

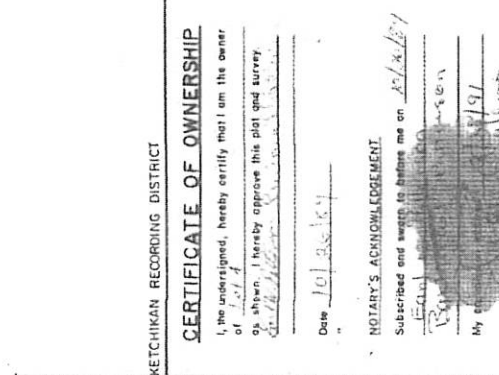
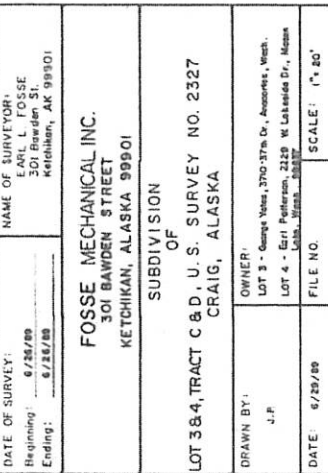
Applicant's Certification

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/6451>

Links

[1] <https://www.craigak.com/planning/webform/conditional-use-permit-application> [2]
<https://www.craigak.com/system/files/webform/zone-change/604hsiteplan.pdf>



CERTIFICATE OF OWNERSHIP

I, the undersigned, hereby certify that I am the owner of Lot 14, Block 2, Subdivision 1, 1/4 Sec. 36, T. 14 N., R. 10 E., S. 4 E.
as shown. I hereby approve this plat and survey.

Notary Public for Alaska
State of Alaska

Date March 2, 1960

Notary's Acknowledgment
Subscribed and sworn to before me on March 2, 1960
at Delta, Fairbanks

Handwritten in March 2, 1960
My commission expires March 2, 1961

CERTIFICATE OF APPROVAL BY THE ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

This address has been reviewed in accordance with
18 AAC 72.053 and is approved subject to any
noted restrictions.

William J. Fox Engr. Eng. 6-4-60
SIGNATURE TITLE DATE

City of Albany

S-10798

Lot 2

of 2

in S-10798

ALBANY

N.Y.

DEC. DIST.

NOV. 10

A.M.

RESIDENTIAL

R.M.

Number of Lots: *3*

Total Area: *0.68 Acres*

* Existing Property Owners

o 5.0' cedar and plastic cap "AOL S"

tot his survey

DATE <u>6/6</u>	TIME <u>8</u>	Requested by <u>Andrew</u>
<p>APPROVAL CERTIFICATE</p> <p>Reviewed and approved by: <u>[Signature]</u> Planning Commission Chairman, Date <u>6/6/90</u></p> <p>City Planning Official: <u>[Signature]</u> Date _____</p> <p>I hereby certify that all all relevant laws, zoning ordinances, and other chapters required by law to be placed on the list roll have been paid.</p> <p>City Clerk <u>[Signature]</u> Date <u>6/13/90</u></p> <p>All improvements have been installed and approved by the city.</p> <p>Public Works Director <u>[Signature]</u> Date <u>6/13/90</u></p>		

CITY OF CRAIG PLANNING COMMISSION

Staff Report
February 24, 2024

Applicant: James Carle

Requested Action: Variance to build an additional residential unit at street front on Commercially Zoned property

Location: Lot 3, Block 18, USS 1430 (402 Main Street)

Lot Size: 6,500 SF

Zoning: Commercial

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

Analysis

James Carle owns the property located on Lot 3, Block 18, USS 1430 and is looking to upgrade his residential building to a duplex by adding a second dwelling unit on ground level (street frontage). Although the property is zoned commercial, a residential building appears to have been on the site since before the zoning was established. The same is true of the two adjacent properties. According to Chapter 18.15.030 of the Craig Municipal Code, a prior existing nonconforming use may continue, but cannot be extended unless the extension reduces the non-conformity.

A mix of long-term residential and short-term housing is present elsewhere on the block. The property currently contains a single-family residential structure that is rented out long-term as a prior existing non-conforming use. Generally speaking, long-term residential use may only be present on commercially zoned property if it meets the following definition as seen in the Craig Municipal Code 18.05.005 Commercial Zone:

3. Residential uses (apartments, watchman's quarters, etc.) accessory to other permitted uses. Residential uses within this zone must be accommodated within commercial buildings. Residential uses may not occupy street frontage at ground level.

Although residential use is generally not permitted in commercially zoned property, short term rentals are permitted in the following forms:

12. Lodging (hotels, motels);

15. Lodges of fraternal orders, labor and social organizations

Or as a conditional use permit:

12. Bed and breakfast;

Although current residential uses on commercial property at street front are grandfathered-in, there is no conditional use allowance for other permanent residential use on commercial property outside the strict definition.

The existing building appears to be 720 sqft (plus 298 sqft of porch space, generally not included if unenclosed) while the proposed building would be 832 sqft (total 1,552 sqft) and built on ground level (street-front). The allowable building space after the 10' setbacks are subtracted from the total lot would be 65% of the remaining area if the property under High-Density Residential-1 standards. This means up to 2,128 sqft of lot space may be covered under residential rules. The proposed plan appears to show the 10' property setbacks being met. There appears to be adequate room to park two cars which would allow for up to three bedrooms. The applicant has stated that the current building has two bedrooms while the additional proposed unit would contain one bedroom.

Other options to meet the requirements of the code and allow for a second residential unit on the property would be to rezone the property to residential or build the second residential structure above the existing residential unit (off-street frontage). Rezoning may cause a spot zoning issue unless other neighboring property owners are also interested in rezoning their properties. Rezoning would be more likely to permanently remove commercial property from down-town wear as the proposed structure could more easily be transitioned.

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.

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. *The use of the property has been residential since before the zoning designation. This is also true of the neighboring properties. The applicant lists the circumstances making the variance necessary as the lack of long-term housing. This condition appears to be met.*

Criteria 2: The strict application of the provisions of this title would result in practical difficulties or unnecessary hardship. *Removing the roof and adding a second residential unit would likely be more expensive and difficult than adding a second ground-floor property. The current resident would likely be displaced during overhead construction. Rezoning may require cooperation from neighboring property owners but would be more manageable if there is interest. This criteria should be discussed further, but appears to be met.*

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. *Two*

neighboring properties appear to also have residential uses associated with them. Short-term housing is a common use on the block and is considered a normal permitted use. The applicant also states that long-term residential use is very limited and much needed in the City of Craig. This criteria appears to be met.

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. *Short-term residential use is permitted in commercially-zoned property as is residential use under the correct circumstances (generally in support of said commercial activities). The reason for the code being written the way it is would be to minimize the need for commercial activity on residentially-zoned property and maintain a healthy number of commercial properties for commercial activities. In this case, the use is already residential as are two of the adjacent properties. This criteria should be discussed further to determine if it is met.*

Criteria 5: The special conditions that require the variance are not caused by the person seeking the variance. *The residential use of the property appears to predate the commercial zoning. The lot is currently used for residential use. A duplex is a typical residential allowance. This condition appears to be met.*

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. *The proposed building type would be allowed if the use were short-term residential under uses permitted in the Craig Municipal Code as "lodging". The type of construction does not appear to be the issue, although the long-term residential use on street frontage is the problem. This criteria should be discussed further.*

Criteria 7: The variance is not sought solely to relieve monetary hardship or inconvenience. *The applicant's primary listed hardship is a current lack of residential housing and less professional tax. Short-term rentals are generally permitted on such properties, indicating money is not a significant factor. This criteria appears to be met.*

Recommendation

Generally, Criteria 1-3, 5, & 7 appear to be met. Criteria 4 and 6 should be discussed further. The request would be permitted normally if the proposed use were a short-term rental. The proposed structure itself and the residential use are not prohibited on commercial property. This is a variance to have an additional residential unit on street frontage. If the Planning Commission determines that the criteria are adequately met, the variance should be approved.

**CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 625-24-PC**

APPROVING A REQUEST BY JAMES CARLE FOR A VARIANCE TO EXTEND THE FOOTPRINT OF HIS RESIDENTIAL UNIT ON STREET FRONT TO CREATE A DUPLEX ON COMMERCIALY-ZONED PROPERTY.

WHEREAS, the Planning Commission held a public hearing on February 29, 2024; 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 allow for the extension of the current residential structure to a street-front duplex on commercially-zoned property.

Resolution Approved this 29th day of February, 2024.

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

**CITY OF CRAIG
PLANNING COMMISSION
RESOLUTION 624-24-PC**

DISAPPROVING A REQUEST BY JAMES CARLE FOR A VARIANCE TO
EXTEND THE FOOTPRINT OF HIS RESIDENTIAL UNIT ON STREET
FRONT TO CREATE A DUPLEX ON COMMERCIALY-ZONED
PROPERTY.

WHEREAS, the Planning Commission held a public hearing on February 29, 2024; 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 allow for the extension of the current residential structure to a
street-front duplex on commercially-zoned property.

Resolution Approved this 29th day of February, 2024.

Chairman Sharilyn Zellhuber

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER	240229	FILE NAME	VAR 240229
DATE RECEIVED	2/19/24	BY	Sen
HEARING DATE	2/29/24	FEE	\$30
		NOTIFICATION DEADLINE	2/19/24

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

VARIANCE APPLICATION

APPLICANT'S NAME James Carle

ADDRESS 207 Craig Ave 99921 PHONE 907-204-1607

APPLICANT'S REPRESENTATIVE _____

ADDRESS _____ PHONE _____

PROPERTY DESCRIPTION: LOT 3 BLOCK 18 TRACT X

SUBDIVISION OR SURVEY NUMBER VSS 1430 LOT/PARCEL SIZE 6500 sq ft

SECTION _____ TOWNSHIP _____ RANGE _____

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


- Describe the variance requested (measurement, location, type, etc.)
Do Long term Housing on Commercial
- Why is the variance requested?
No Housing in Craig its only short term these days
- What exceptional physical circumstances or conditions make the variance necessary?
Lack of Housing
- What difficulty or hardship would result if the variance is not granted?
one Less Professional Tax Resident couple

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

None, in Fact it will make
it better it matches the current uses and improves
housing availability in the city of Craig.

Dated this 13th day of February, 2024.

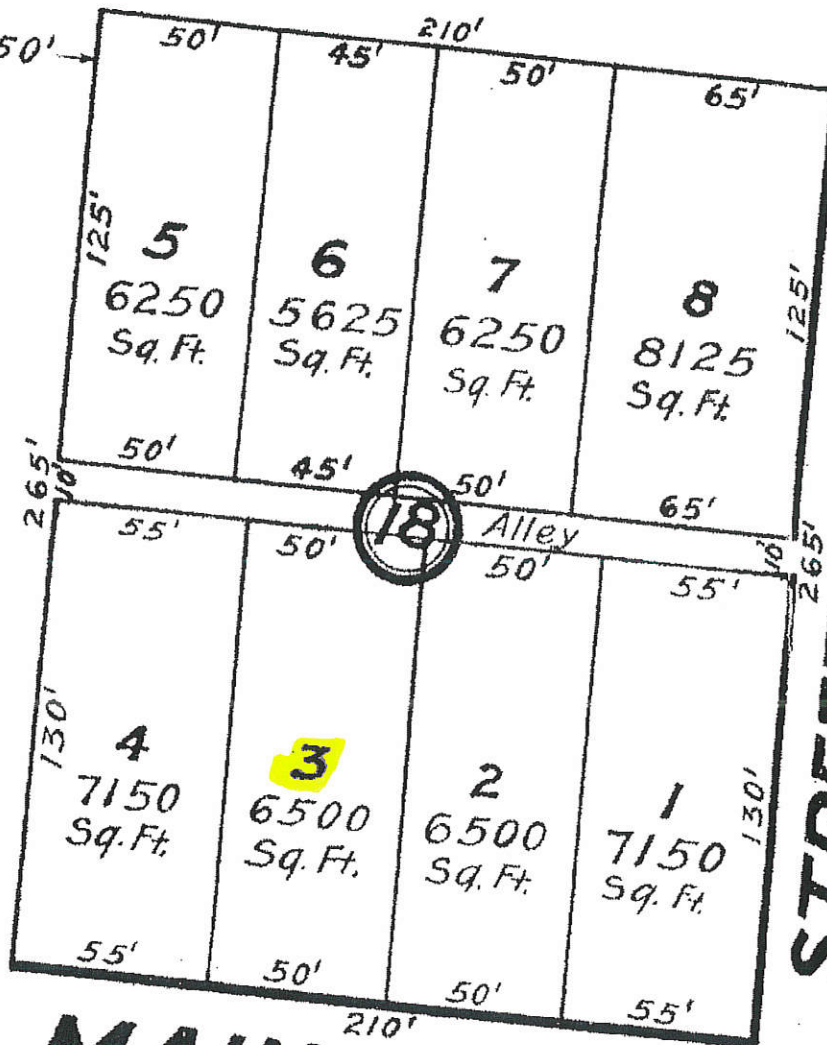
I hereby swear that the information contained within and submitted with this application are in all respects true and correct to the best of my knowledge and beliefs.

Signed  Date 2-13-2024

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.

335.82 Ft.



MAIN

STREET

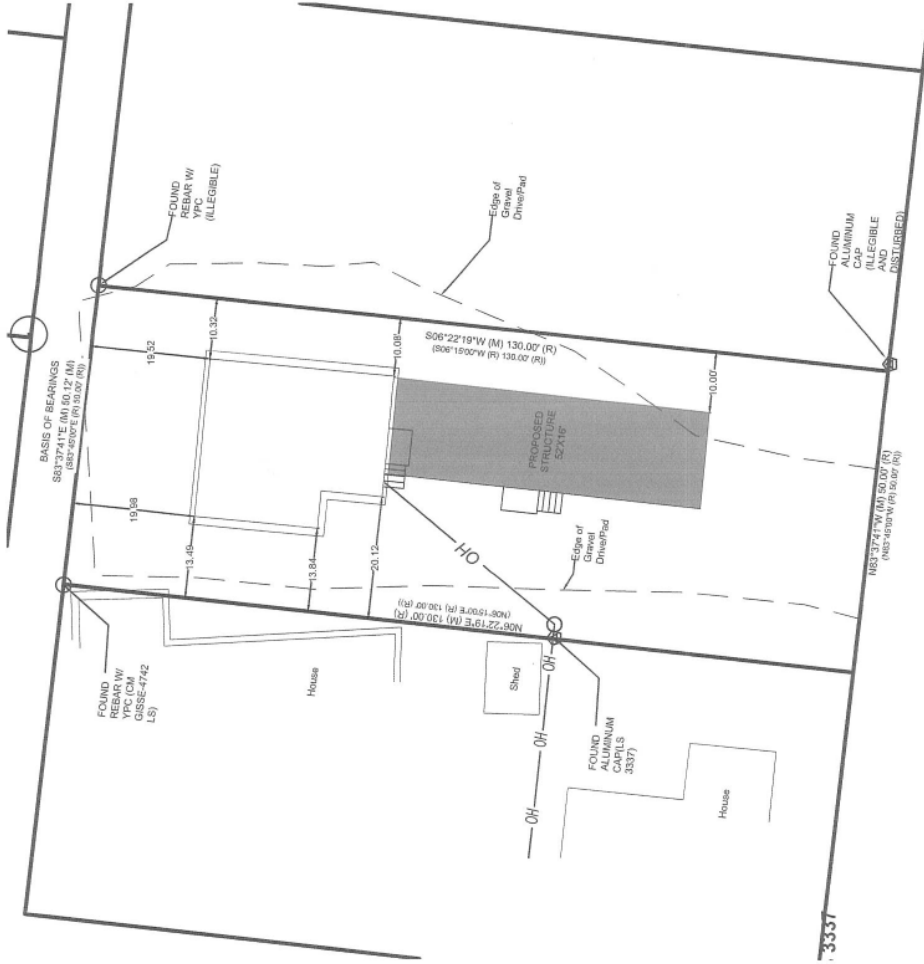
Cor. N° 4

Cor. N° 5

50'	25'	40'
115'		

4455 Sq. Ft.	45'	37.50'
99'		37.

radius



BUCARRELI BAY



SCALE IN FEET

CLIENT: JAMES CARLE
P.O. BOX
CRAIG, AK. 99921

PLAT NOTES

1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS. (A.S.P.L.S.)
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.
5. REFERENCE THE FOLLOWING WITHIN THE KETCHIKAN RECORDING DISTRICT:
A. USS 1430
6. THIS COMPANY WAS NOT PROVIDED A TITLE REPORT FOR THIS SURVEY. WE RELIED UPON PUBLIC RECORDS FOR THIS LOT FOR OUR RESEARCH.
7. THIS MORTGAGE LOCATION SURVEY WAS PREPARED FOR JAMES CARLE. IT SHOULD ONLY BE USED FOR A SINGLE PROPERTY TRANSACTION. RE-USE OF THIS DRAWING BY THE ORIGINAL CLIENT OR BY OTHERS, FOR ADDITIONAL USES AT A LATER DATE WITHOUT EXPRESS CONSENT OF THIS SURVEYOR IS A VIOLATION OF FEDERAL COPYRIGHT LAW. UNLESS GROSS NEGLIGENCE IS DISCOVERED, THE LIABILITY EXTENT OF THIS COMPANY SHALL BE LIMITED TO THE AMOUNT OF FEES COLLECTED FOR SERVICES IN PREPARATION OF THIS PRODUCT.



R&M ENGINEERING-KETCHIKAN, INC.
7180 REVILLA RD. SUITE 300
Ketchikan, AK 99901

Phone: (907) 225-7917
Fax: (907) 225-3441

CRAIG OFFICE
P.O. BOX 1273
CRAIG, AK 99929

Phone: (907) 826-2294
Fax: (907) 874-2187

PROJECT:

AS-BUILT SURVEY
LOT 3 BLOCK 18, USS 1430 K.R.D.



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE DATA HEREIN BE USED FOR POSITIONING ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES. 9 COR. SET

08/09/2020
DATE

DRAWN BY: CGP
CHECKED BY: CGP
DATE PLATTED: FEBRUARY 13, 2024
DATE SURVEYED: JAN, 2024
SCALE: 1"=20'
SURVEYOR: CGP
PROJ NO.: 232786

Christopher G. Piburn
No. 107552
REGISTERED PROFESSIONAL LAND SURVEYOR
STATE OF ALASKA
49 TH

CITY OF CRAIG PLANNING COMMISSION

Staff Report
February 29, 2024

Applicant: Sharon Demmert

Requested Action: Approval of Preliminary Plat of Tract A, USS 2327

Location: 1111 Craig-Klawock Highway

Zoning: High-Density Residential Zone

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

Analysis

Sharon Demmert is working with HOPE to build a women's shelter on Tract A, USS 2327 which is zoned high-density residential. From conversations with HOPE, the project will be supported and at least partially funded by the tribes. One of the requirements for the women's shelter would be a check-in/security office, which is not a permitted use on residential property. This replat and the associated rezoning application would establish a commercially-zoned space that could be used as a check-in/security office. Although City records state that Sharon Demmert is the owner, the State Recorder's office still has Lawrence Demmert listed as the current owner. A certificate of plat, approved within 30 days of the final plat submission, will be required prior to final plat review.

A public hearing may be required for the use of the space as a women's shelter depending on how the women's shelter is implemented. Two pre-application meetings were held prior to the submission of the current preliminary plat. During those discussions, it was made clear to the applicants that more than two trailers/ mobile homes would not be permitted on the site without the lot being approved as a trailer park. Trailer parks have their own set of requirements that would not be met by the current proposed plan. Further, the residential zoning was discussed and the applicants were informed that only long-term stays over 30 days would be permitted under the current High-density residential zoning. As currently represented, a conditional use permit may not be required for the proposed use beyond the replat and rezoning for the office space.

No right-of-way is being established by this replat. Ownership and responsibility for road and utilities on the lot would remain the responsibility of the owner.

Both lots will remain accessible via the Craig-Klawock Highway.

Due to the replat itself qualifying as a minor replat, no improvements would be required as a part of the replat. Any water or sewer work will require cooperation with the State of Alaska and the City of Craig Public Works Department.

A copy of the preliminary plat is attached. Staff will continue to review the submitted plat; and will present comments at the planning meeting.

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

1. A certificate of plat, dated within 30 days of the final submitted plat should be submitted with the final plat.
2. That the use of the lot as a women's shelter is approved via a public hearing;
3. that the comments provided by the Craig City Planner and Craig Planning Commission are incorporated into the final plat;
4. that all property corners be monumented with rebar and capped;
5. that the final plat conforms to the requirements of 18.09.009 of the Craig Land Development Code;
6. that the final plat be submitted in .DWG format, on reproducible mylar, and two full sized paper copies;

Recommendation

That the planning commission review Resolution 626-24-PC, approving the preliminary plat creating Lot A-1 and Lot A-2, Tract A, USS 2327.

CITY OF CRAIG PLANNING COMMISSION

RESOLUTION 626-24-PC

GRANTING PRELIMINARY PLAT APPROVAL TO SHARON DEMMERT TO REPLAT TRACT A, USS 2327 INTO LOT A-1 & LOT A-2, TRACT A, USS 2327.

WHEREAS, the Planning Commission held a public hearing on February 29, 2024; 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 the Big House Subdivision and will grant final plat approval once the following conditions are met:

- 1. A certificate of plat, dated within 30 days of the final submitted plat should be submitted with the final plat.
- 2. That the use of the lot as a women's shelter is approved via a public hearing;
- 3. that the comments provided by the Craig City Planner and Craig Planning

- Commission are incorporated into the final plat;
4. that all property corners be monumented with rebar and capped;
 5. that the final plat conforms to the requirements of 18.09.009 of the Craig Land Development Code;
 6. that the final plat be submitted in .DWG format, on reproducible mylar, and one full sized paper copy;

Approved this 29th day of February, 2024.

Sharilyn Zellhuber, Chairman

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER _____

FILE NAME _____

DATE RECEIVED _____

BY _____ FEE _____

HEARING DATE _____

NOTIFICATION DEADLINE _____

City of Craig Subdivision Application

Applicant's Name Sharon DemmertAddress 16471 Petersen RoadTelephone No. 907-518-0012Name of Surveyor: R&M Engineering KTNAddress 7180 Revilla Rd.

Telephone No. _____

Subject Property Legal Description: Lot _____ Tract A Survey Number 2327Number of Existing Lots: 1Number of Proposed Lots: 2Subdivision Name: Big House SubZoning Designation: High Density Res.

1. What use do you propose for the subdivision? To Create a Commercial Lot to allow for the operation of an office for management of the Tribal RISE shelter

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 13 day of February, 2024.



Applicant

POA

for Sharon Demmet

Applicant

CITY OF CRAIG MEMORANDUM

To: Craig Planning Commission
From: Samantha Wilson, City Planner
Date: February 29, 2024
RE: PC Resolution 629-24, Rezoning Parcel of Tract A, USS 2327 from High Density Residential to Commercial Zoning

Sharon Demmert is partnering with HOPE to build a women's shelter on Tract A. One of the shelter needs would be a security/check-in office. Non-residential staffed offices are not a permitted use on residentially-zoned properties. Commercial zoning would allow for a staffed check-in/security office.

At this time there is no development on Tract A. The remainder of the lot would remain High-Density Residential. There are adjacent commercial lots, preventing spot-zoning from being an issue with this rezoning.

Recommendation: Recommend approval of a rezone of the proposed Lot 2A of Tract A, USS 2327 from High-Density Residential to Commercial zoning upon proposed replat being approved and recorded.

**CITY OF CRAIG
PLANNING COMMISSION**

RESOLUTION 627-24-PC

RECOMMENDING APPROVAL OF A REQUEST BY SHARON DEMMERT TO REZONE A 6,000 SQFT PARCEL OF TRACT A FROM HIGH-DENSITY RESIDENTIAL TO COMMERCIAL ZONING.

WHEREAS, the Planning Commission held a public hearing on February 29, 2024; and,

WHEREAS, public notice was given in accordance with Section 18.06.004 of the Craig Land Development Code; and,

WHEREAS, the Planning Commission finds that the specific criteria of Section 18.06.004 of the Craig Land Development Code are met as follows:

1. That the proposal is consistent with the policies of the Craig Comprehensive Plan, the Craig Coastal Management Program, the Craig Municipal Code and other applicable ordinances.
2. That the proposed designation is compatible with other existing or proposed designations in the area affected by the proposal. Compatibility is evaluated based on the permitted uses and their effects on the following:
 - a. The level of noise, odor, smoke, dust, or other objectionable pollutants that would be created and their effects on surrounding areas;
 - b. The health and safety of persons or property;
 - c. The land, air, and water or habitat quality;
 - d. Property values in the area;
 - e. Volume and type of traffic generated and the effect alterations in traffic volumes and patterns would have on health and safety;
 - f. Availability of adequate off-street parking for the uses permitted in the land use or zone designation;
 - g. Trees or shrubs designated for: habitat protection; wind, noise, sediment, or pollution buffers; recreation or open space; protection from natural hazards, watershed protection, or visual considerations.
3. That additional utilities required by the proposed designation 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.
4. That the land use or zone change does not create a shortage of land in the current land use or zone designation.
5. That there is a community need for the change.
6. That the proposed designation will not interfere with the efficiency of, the planned expansion of, or access to water dependent or water related uses unless:
 - a. There is a documented public need for the proposed use,
 - b. there is no alternative site, and

- c. the public good will be served better by the proposed use than by a water dependent or water related use.
- 7. That other relevant objections made evident at the public hearing are addressed.

NOW, THEREFORE, BE IT RESOLVED that the Craig Planning Commission recommends that the Craig City Council approve the request from Sharon Demmert to rezone the proposed 6,000 sqft Lot A-2 parcel of Tract A, USS 2327 from High-Density Residential to Commercial zoning upon proposed replat being approved and recorded.

Approved this 29th day of February, 2024.

Chairman Sharilyn Zellhuber

Samantha Wilson, Craig City Planner

Print Form

Submit by Email

CITY USE ONLY

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

Zoning and/or Land Use Change Application

Applicant's Name Sharon Demmert, POA Michelle Demmert

Address 16471 Peterson Road Burlington WA 98233 Telephone No. 907-518-0012

Applicant's Representative (if applicable) R&M Engineering Ketchikan, Inc

Address 7180 Revilla Road, Suite 300, Ketchikan, AK. 99901 Telephone No. 9074010155

Subject Property Legal Description: Lot A-2 Block/Tract _____ Survey Number 2327

Lot Size: .14 acre/6,000 sqft Subdivision Name Big house Subdivision (Proposed)

Township: n/a Range: n/a

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

1. Describe the proposed zone change: _____
The plan is to change the zoning from High Density Residential to Commercial to allow the operation of an administrative office to oversee activities at the Shelter

2. What noise, odor, smoke, dust, or other pollutants could be caused if the zoning designation changes? _____
No changes would be anticipated, this should be low profile by the nature of the planned shelter use.

3. What types of uses are currently located within 300 feet of the proposed zone change? Immediately adjacent to the east would be the Bay company and a new SEARHC project under construction. To the north, across the highway is the West wind plaza, to the west is a mixture of Public use Harbor Masters office, and a single family residence.

4. What types and sizes of buildings, signs, storage and loading areas, screens, etc. are planned should the zone designation be changed (size, height, type)? The planned office building will be single story in height with a peaked roof. Wherever possible it is planned to leave as much natural vegetation as a buffer to maintain privacy for the planned use.

5. What utilities will be needed should the proposed zone change be adopted? The plan is to install standard sewer, water, electric and telephone utilities.

6. What road(s) provide access to the property proposed for the zone change? There will be a shared access easement from the Craig Klawock Hwy that will provide the required access.

7. What type and volume of traffic will be generated by the proposed zone change? We would not anticipate more than a single trip per hour during business hours.

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

9. Why do you feel that there is a need for the change? _____
This is the only way within the current City Ordinances to facilitate the operation of an
office for the overall planned activity

10. What alternative sites are there? _____
None that we could find that suited the proposed use better than what was offered.

The criteria by which a zone/land use change application is approved or denied is listed in
Chapter 18.06.004.C-F 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 24th day of January, 2024.

Shirley Mills
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 30 day of Aug, 2024.

Signature(s) of deed holders: *Wendy Doe*

POA for Sharon Jennings

Print Form

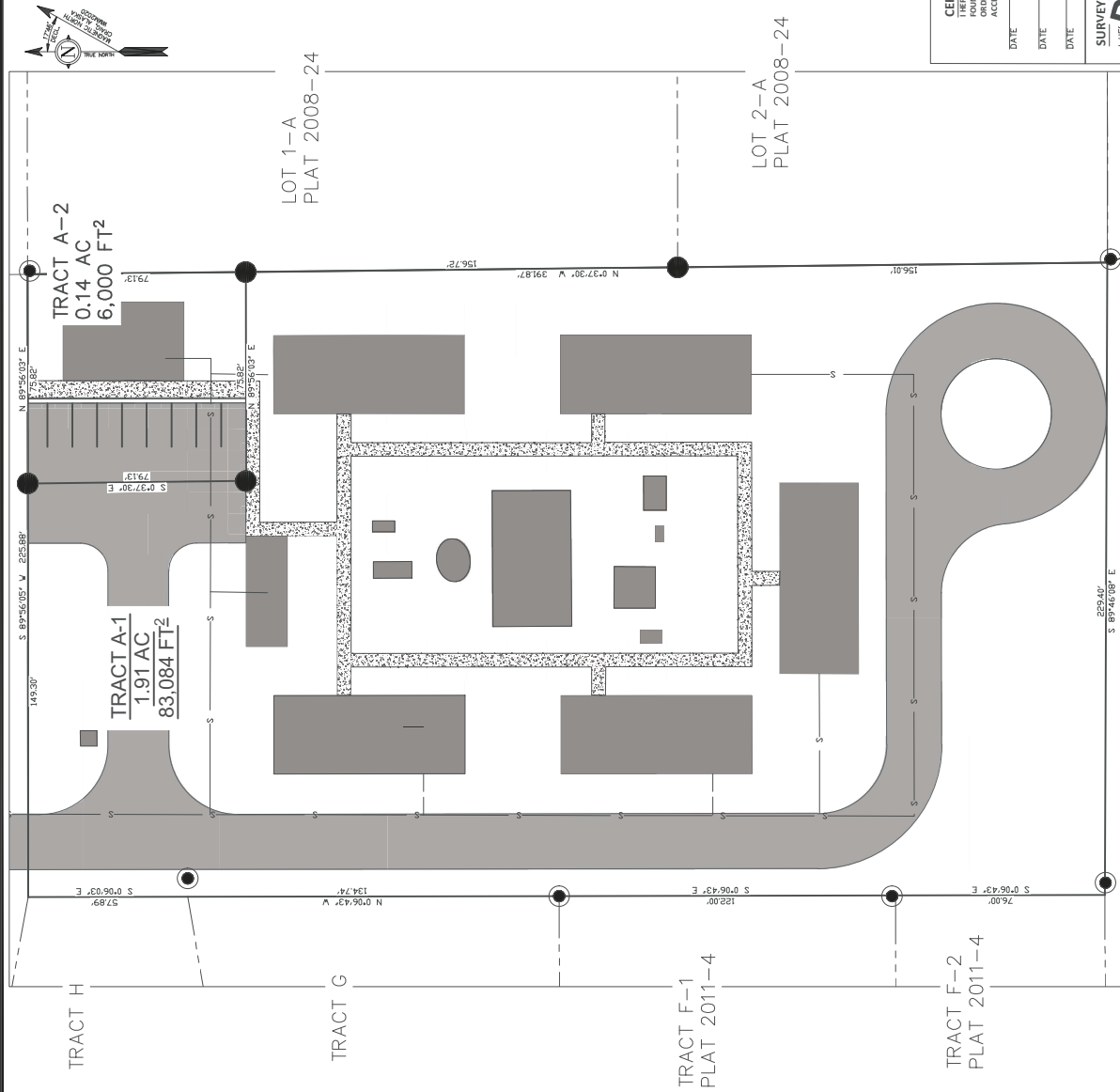


Preliminary Plat Review

Big House Replat – Preliminary Plat Received 1/30/24, Prepared by R&M Engineering

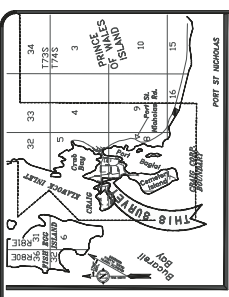
I have reviewed the preliminary plat of Big House Subdivision and have the following comments:

1. A certificate of plat, dated within 30 days of the final submitted plat should be submitted verifying the signed owner matches the individual authorized to sign for this plat.
2. Certificate of Ownership should be depicted as indicated in the Craig Municipal Code with the Notary Acknowledgement.
3. Please include the correct Planning Commission Certificate.
4. The two lots are labeled Tract A-1 and Tract A-2 on the plat layout. They should be Lot A-1 & Lot A-2.
5. The meander line is inconsistent along the northern property boundary. One meander line indicates the line is S 89D56'05" W and includes the full measurement of the northern boundary while there is a second meander line that is slightly different as S 89D56'03" W and has a separate measurement.
6. The meander line to the west should be clearer with one listed meander line and a single measurement for the whole lot as depicted on the east side.
7. Please include under Note 3 the State of Alaska Department of Highways Right of Way Map (S-0924) that explains the discrepancy in lot size between Plat 2008-24 and USS 2327.
8. There does not appear to be a legend for the different types of property markers on this plat.
9. Two of the markers to the west do not match their line. Distance from the actual property line should be included in the plat if the markers witness corners
10. A property corner should be replaced in the northwest corner if it is missing.
11. The correct planning commission signatory box should be included. No public dedications are being made in this plat.
12. The correct ownership signature with notary acknowledgement should be included.
13. The name of the subdivision is quite general. A unique name that is unlikely to be reused should be given to this subdivision.
14. The final plat be clean with no extraneous markings.
15. That any missing property corners be reset and new ones placed as indicated on site.
16. That the final plat be submitted in .DWG format, paper and on reproducible mylar.



NOTES

1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1/5000.
2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
3. REFERENCE THE FOLLOWING WITHIN THE KETCHIKAN RECORDING DISTRICT:
 - A. PLAT 2008-24
 - B. PLAT 2011-4
 - C. U.S.S 2327

VICINITY MAP
1" = 1 MILE

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 AD VALOREM TAXES, SPECIAL ASSIGNMENTS AND OTHER CHARGES REQUIRED BY LAW TO BE PLACED ON THE TAX ROLL HAVE BEEN PAID.

DATE _____ CITY/CLERK _____

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY OF CHAG
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
KNEW AND ACKNOWLEDGED TO ME THAT
BE THE VERTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN
PLAT AND _____ ACKNOWLEDGED TO ME THAT
SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES
WHEREIN SPECIFIED, WITNESS MY HAND AND NOTARY SEAL, THE DAY AND
DATE FIRST MENTIONED, AND FIRST HEREIN WRITTEN. NOTARY PUBLIC IN AND
FOR THE STATE OF ALASKA.

TYPICAL SECONDARY
MONUMENT
SET THIS SURVEY



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

LOT 2-A
PLAT 2008-24

SCALE 1"=20'



RAM ENGINEERING-KETCHIKAN, INC.
7180 REYLLA ROAD, SUITE 200
KETCHIKAN, AK 99901
Phone: (907) 225-7917
Fax: (907) 225-3441

CRAIG OFFICE
P.O. BOX 1273
CRAIG, AK 99921
Phone: (907) 826-2294

BIG HOUSE SUBDIVISION

A SUBDIVISION OF
TRACT A, U.S.S. 2327
CREATING
LOTS A-1 AND A-2,

CERTIFICATE OF APPROVAL BY THE COMMISSION

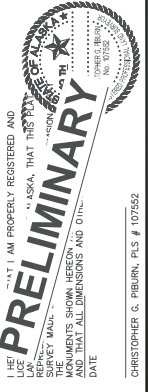
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE CRAIG LAND DEVELOPMENT CODE - SUBDIVISION ORDINANCE. ALL DEDICATIONS TO THE PUBLIC HAVE BEEN INSPECTED AND ACCEPTED BY THE CITY OF CRAIG.

DATE _____ CITY PLANNING OFFICIAL _____

DATE _____ PRESIDING OFFICER – PLANNING COMMISSION _____

DATE _____ PLANNING COMMISSION MEMBER _____

SURVEYOR'S CERTIFICATE



CERTIFICATE OF OWNERSHIP
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.

BASIS OF BEARING

DATE _____
SHARON DENMERT



1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1/5000.
2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
3. REFERENCE THE FOLLOWING WITHIN THE KETCHIKAN RECORDING DISTRICT:
 A. PLAT 2000-24
 B. PLAT 2011-14



DATE _____

PUBLIC WORKS DIRECTOR

DATE _____

CITY PLATING OFFICIAL

I HEREBY CERTIFY THAT ALL AD VALOREM TAXES, SPECIAL ASSIGNMENTS AND OTHER CHARGES REQUIRED BY LAW TO BE PLACED ON THE TAX ROLL HAVE BEEN PAID.

NOTARY'S ACKNOWLEDGMENT

[illegible]

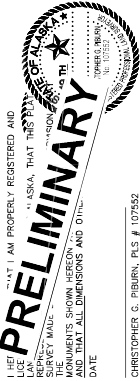
R&M ENG SKETCH
 ROW
 L A-1 | L A-2
 120242
 1075

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

CERTIFICATE OF APPROVAL BY THE COMMISSION
 THEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN
 FOUND TO COMPLY WITH THE CRAG LAND DEVELOPMENT CODE - SUBDIVISION
 ORDINANCE. ALL DEDICATIONS TO THE PUBLIC HAVE BEEN INSPECTED AND
 ACCEPTED BY THE CITY OF CRAG.

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

SURVEYOR'S CERTIFICATE



CERTIFICATE OF OWNERSHIP

CERTIFICATE OF OWNERSHIP
 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.

BASIS OF BEARING

BEARINGS SHOWN ARE RAD. 83(2011)1EPOCH 2010J GEODETIC BEARINGS BASED ON HIGH PRECISION GLOBAL NAVIGATION SATELLITE SYSTEM TECHNOLOGY USING TRIPLE 768.3 & 810.1 RECEIVERS, DIFFERENTIALLY CORRECTED AND PROCESSED USING TRIMBLE BUSINESS CENTER VERSION 5.8 SOFTWARE. LOCAL PLANE BEARINGS ARE ORIENTED TO TRUE GEODETIC NORTH. DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.

CHRISTOPHER G. PIBURN, PLS # 107552

CITY OF CRAIG PLANNING COMMISSION

Staff Report
February 29, 2024

Applicant: Kim Patotzka

Requested Action: Approval of Preliminary Plat of Lot 3 & Lot 4, Block 2A, USS 1430

Location: 503 & 505 Beach Road

Zoning: High-Density Residential Zone

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

Analysis

Kim Patotzka has submitted a preliminary plat drafted by R&M Engineering that would vacate the property line between Lot 3 & Lot 4, Block 2A, USS 1430. The pair of lots are both zoned High-Density Residential and currently contain a number of structures. On Lot 3, there is a trailer, a large shed with an open front, and a small 8'x10' shed. On Lot 4, there is a trailer and a second structure that appears to be a secondary dwelling unit.

Access to the lots will not be changed.

There not appear to be any major improvements to the lots due to the merging. Merging may make it easier to meet filled tideland lot density standards. According to Kim Patotzka, he may be considering selling lots. A large lot may be more attractive to a potential buyer and would allow for more building flexibility.

Due to the replat itself qualifying as a minor replat, no improvements would be required as a part of the replat.

A copy of the preliminary plat is attached. Staff will continue to review the submitted plat; and will present comments at the planning meeting.

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. that the final plat be submitted in .DWG format, on reproducible mylar, and two full sized paper copies;

Recommendation

That the planning commission review Resolution 628-24-PC, approving the preliminary plat creating Lot 4, Block 2A, USS 1430.

CITY OF CRAIG PLANNING COMMISSION

RESOLUTION 628-24-PC

GRANTING PRELIMINARY PLAT APPROVAL TO KIM PATOTZKA TO REPLAT Lot 3 & LOT 4, BLOCK 2A, USS 1430 INTO A SINGLE LOT 3A, BLOCK 2A, USS 1420.

WHEREAS, the Planning Commission held a public hearing on February 29, 2024; 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 the Free Trailer Subdivision 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. that the final plat be submitted in .DWG format, on reproducible mylar, and one full sized paper copy;

Approved this 29th day of February, 2024.

Sharilyn Zellhuber, Chairman

Samantha Wilson, City Planner

CITY USE ONLY

FILE NUMBER _____

FILE NAME _____

DATE RECEIVED _____

BY _____

FEE _____

HEARING DATE _____

NOTIFICATION DEADLINE _____

City of Craig Subdivision Application

Applicant's Name Kim Potaska

Address _____

Telephone No. 907-401-0981Name of Surveyor: R&M Engineering Ketchikan, Inc.Address 7180 Revilla Rd. Suite 300 Ketchikan, AK. 99901 Telephone No. 907-401-0155

Subject Property Legal Description: Lot _____ Tract _____ Survey Number _____

Number of Existing Lots: 2Number of Proposed Lots: 1Subdivision Name: Free TrailerZoning Designation: HD-R-11. What use do you propose for the subdivision? Combine 2 lots to one2. Will you place structures or fill in tidal waters, streams or lakes? ☐ Yes ☒ No3. 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: N/A

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: N/A☐ Performance Bond☐ Certificate of Deposit☐ Deed of Trust/Warranty Deed6. Do you intend to apply for a variance to any subdivision requirement? ☐ Yes ☒ No7. 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 24th day of January, 20 24.


Applicant

Applicant



Preliminary Plat Review

Free Trailer Subdivision – Preliminary Plat Received 2/13/24, Prepared by R&M Engineering

I have reviewed the preliminary plat of Free Trailer Subdivision and have the following comments:

1. A single lot may not have more than two trailers on it without being designated as a trailer park. There appear to be a total of five buildings on the proposed lot. Two buildings are clearly trailers while the other three buildings appear to be permanently fixed in their location. If the lots are merged, no additional trailers may be placed on the lot without the lot meeting trailer park requirements.
2. The lot description box is incomplete. Survey 1430.
3. In the Notes section, Note 6 appears to be missing and Note 7 is redundant.
4. In the legend, the surveyed and boundary line appear the same. The surveyed line should be darker and match the plat.
5. The legend appears to have indicators for measured data and record data that do not appear on the plat.
6. The name of the subdivision is quite general. A unique name that is unlikely to be reused should be given to this subdivision.
7. Please label the witness corners as such.
8. Increased size of north arrow for legibility.
9. The final plat be clean with no extraneous markings.
10. That any missing property corners be reset and new ones placed as indicated on site.
11. That the final plat be submitted in .DWG format, paper and on reproducible mylar.

CERTIFICATE OF OWNERSHIP AND DEDICATION
I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, AND THAT I HAVE THE RIGHT TO CONVEY THE SAME TO THE CITY OF CRAIG, ALASKA, FOR THE PURPOSES OF DEDICATING ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: _____
BY: _____

NOTARY'S ACKNOWLEDGMENT
SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

BY: _____
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES: _____

TAX STATEMENT
I HEREBY CERTIFY THAT ALL AD VALOREM TAXES, SPECIAL ASSIGNMENTS AND OTHER CHARGES REQUIRED BY LAW TO BE PLACED ON THE TAX ROLL HAVE BEEN PAID.

DATE: _____ CITY CLERK: _____

CERTIFICATE OF IMPROVEMENTS
I HEREBY CERTIFY THAT NO IMPROVEMENTS ARE REQUIRED FOR THE VACATION / REPLAT.

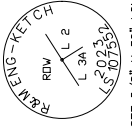
DATE: _____ "PUBLIC" WORKS DIRECTOR: _____
DATE: _____ "CITY PLANNING" OFFICIAL: _____

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION
I HEREBY CERTIFY THAT THE PLANNING COMMISSION HAS BEEN FOUND TO COMPLY WITH THE CRAIG LAND DEVELOPMENT CODE - SUBDIVISION ORDINANCE.

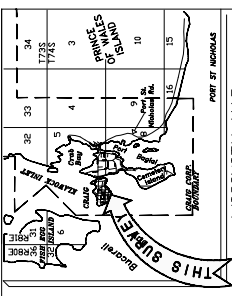
DATE: _____ "CITY PLANNING" OFFICIAL: _____
DATE: _____ "PRESIDING OFFICER - PLANNING COMMISSION": _____
DATE: _____ "PLANNING COMMISSION" NUMBER: _____

LEGEND	
1	BLOCK NUMBER
●	SECONDARY MONUMENT SET THIS SURVEY
○	SECONDARY MONUMENT RECOVERED
---	LINE TO BE VACATED
---	RECOVERED
---	BOUNDARY LINE THIS PLAT
XX	MEASURED DATA
(XX)	RECORD DATA
K.R.D.	KETCHIKAN RECORDING DISTRICT

TYPICAL SECONDARY MONUMENT SET THIS SURVEY



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



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

- NOTES**
- THE EXISTING ORIGINAL CORNERS WERE RECOVERED AND USED TO CONTROL AND ADJUST THE LOCATION OF THE SUBDIVISION BOUNDARIES, AS SHOWN ON THIS PLAT.
 - SET 3/4" LONG 1/2" DIAMETER REBAR WITH 2" ALUMINUM CAP WITH PLASTIC INSERT AT LOCATIONS AS INDICATED ON THIS PLAT, STAMPED AS SHOWN IN THE TYPICAL.
 - THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000, AND/OR THE ACCURACY OF THE SURVEY DOES NOT EXCEED 1:5000, AND/OR THE CONFIDENCE LEVEL OF 0.13 FEET PLUS 100 PPM.
 - ALL BEARINGS SHOWN ARE TRUE BEARINGS AS OBTAINED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
 - REFERENCE WITHIN THE KETCHIKAN RECORDING DISTRICT: S.T. PLAT P-155
 - THE PURPOSE OF THIS REPLAT IS TO COMBINE LOTS 3 AND 4 CREATING LOT 3A

SCALE 1"=20'
THIS DRAWING MAY BE REPRODUCED AT ANY SCALE BEFORE USING



1 METER = 3.28083 U.S. SURVEY FEET
1 U.S. ACRE = 6.4607 HECTARES

SHEET 1 OF 1

PSM
ALASKA PROFESSIONAL SURVEYING
TIMOTHY L. HARRIS, INC.
1000 BENTLEY ROAD, SUITE 100
CRAIG, ALASKA 99826
PHONE: (907) 824-1234
FAX: (907) 824-1234
E-MAIL: T.HARRIS@PSM-ALASKA.COM
CERTIFICATE OF AUTHORIZATION: C-75

FREE TRAILER SUBDIVISION
A SUBDIVISION AND RE-PLAT OF BLOCK 2-A LOTS 3 AND 4, CREATING LOT 3A WITHIN CRAIG, ALASKA
LOT 3A CONTAINS 0.79 ACRES

LOCATED WITHIN
CITY OF CRAIG
CRAIG TIDELANDS ADDITION (P-155)
K.A.D.

SURVEYED BY: MAY EBB
DATE: DECEMBER 2023
SCALE: 1"=40'
CHECKED: CGP
RAM PROJECT NO.: 222859

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY, THAT THE MONUMENTS SHOWN AND THAT ALL DIMENSIONS AND THAT ALL DIMENSIONS ARE CORRECT AND THAT ALL DIMENSIONS ARE CORRECT AND THAT ALL DIMENSIONS ARE CORRECT.

PRELIMINARY

CHRISTOPHER G. PHIBURN, PLS # 107552

CITY OF CRAIG PLANNING COMMISSION

Staff Report
February 29, 2024

Applicant: Craig Tribal Association and City of Craig
Requested Action: Approval of Preliminary Plat of a Tract P, USS 2327
Location: 252 Cold Storage Road
Zoning: Public
Surrounding Uses: North: Public
South: Commercial
East: Heavy Industrial/ROW
West: ROW

Analysis

The City of Craig owns Tract P, USS 2327. The Craig Tribal Association has been working for several years on a new access road through the tract to the lower level of the Craig Tribal Hall. The project has been discussed at a number of City Council meetings. In 2019 a preliminary plat that reflected the design approved by the council was submitted and approved. A final plat was not submitted and the 2019 plat has since expired. This plat will formally set aside the right-of-way for the road and will create a remainder tract on the lot which is currently being used by Craig Public Works. The design of the ROW takes the future fire hall into consideration.

A copy of the preliminary plat is attached. Although similar, there are a couple differences from the original preliminary plat submitted in 2019. A couple of the previously listed recommendations have been met, but not all of them. Staff will continue to review the submitted plat; and will present comments at the planning meeting.

Although a preliminary plat was previously approved in 2019 for this ROW dedication, such plats expire after two years. This review will bring the replat current again.

The following actions should be taken as part of the final plat submission to the City of Craig for approval:

1. All comments made by the city planner and planning commission shall be 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. That the final plat be submitted in .DWG format, on reproducible mylar, and at least one full sized paper copy.

Recommendation

That the planning commission approve Resolution 629-24-PC, approving the preliminary plat dedicating a ROW and creating Lot Tract P-2 of a Replat of Tract P.

CITY OF CRAIG PLANNING COMMISSION

RESOLUTION 629-24-PC

GRANTING PRELIMINARY PLAT APPROVAL TO CRAIG TRIBAL ASSOCIATION AND THE CITY OF CRAIG TO REPLAT TRACT P, USS 2327

WHEREAS, the Planning Commission held a public hearing on February 29, 2024; 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 Tract P Replat 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 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 29th day of February 2024.

Sharilyn Zellhuber, Chairman

Samantha Wilson, City Planner



Preliminary Plat Review

A Replat of Tract P – Preliminary Plat Received 2/13/24, Prepared by R&M Engineering

I have reviewed the preliminary plat of A Replat of Tract P and have the following comments:

1. Certificate of Approval by the Planning Commission – remove the last sentence in the certificate. Inspection and acceptance of dedications to the public is not a Planning Commission responsibility.
2. Since the lease lots (P-1 and H-1) are not being subdivided on the current plat these parcels should be relabeled (Upland Lease Lot, Tide/Submerged Land Lease Lot) and not included in the lot numbering for the plat. Subsequently Lot P-2 should be named Lot P-1. I will continue to reference the lot as P-2 throughout these notes to reflect what is currently shown on the plat.
3. Lease Lot P-1/H-1 (as shown). The plat does not need to show the distances/bearings of the lease lot itself but there should be a distance tie from the closest meander corner to one of the common lease lot corners.
4. Easements (referenced by document). There are easements shown on the plat (notably on adjacent lots Q-1 and Q2-D that are noted – SEE DOCUMENT 2018-XXXXXX-0 but do not have any description. The dash-dot-dot line indicates that they are easements. Add additional text at each of these easements to describe the easement (i.e. Utility Easement).
5. Easements (legend). The legend indicates that Utility Easement Areas are shown with a dash-dot-dot line but individual easements shown on the plat have descriptions other than “Utility Easement” (i.e. Electrical and Telephone Easement, Access & Utility Easement, etc.). The plat should either show different line types for different types of easements or the legend labels should read “Easement Areas” with additional text shown at each easement to describe the easement type.
6. Note 3 – add certificate to plat number.
7. Legend – Previous Property Line. I don’t see any lines like this on the plat. If the line type isn’t used please remove from the legend.
8. Recorder’s Office Space. The District Recorder has requested that all plats leave sufficient room adjacent to the title block for the recording information. The plat should leave a minimum of 2” of clear space directly to the left of the title block. ALTERNATELY, if it is not possible to leave 2” to the left of the title block then the plat should leave a minimum of 2” of clear space directly above the title block.
9. Any additional comments made by the planning commission at the April 25, 2019 meeting.
10. Remove extraneous lines and information for final plat.
11. That the final plat be submitted in .DWG format, paper and on reproducible mylar.
12. Monument all corners in the field.

