

**CITY OF UNALASKA  
PLANNING COMMISSION & PLATTING BOARD  
2013 ANNUAL REPORT**



This annual report is designed to serve multiple functions: to summarize the planning activities of the Unalaska Planning Commission; to serve as a resource document; to project future planning needs and activities; and to meet the requirements of § 2.60.090, Unalaska Code of Ordinances.

The Planning Commission, Platting Board, Department of Planning, and Unalaska City Council refer to the adopted Comprehensive Plan, Platting and Subdivision Regulations, Zoning Code of Ordinances, Zoning Map, and other applicable codes for all decisions rendered.

The following residents of Unalaska served on the City of Unalaska's Planning Commission and Platting Board throughout 2013:

Chair Chris Bobbitt  
Vice Chair Steven Gregory  
Vicki Williams  
Doanh Thi Tran  
Peter Sturdivant

The Planning Commission and Platting Board is supported by the City of Unalaska's Planning Department, which consists of:

Erin Reinders, AICP, CPM, Planning Director  
Anthony Grande, Planning Administrator  
Veron De Castro, Administrative Assistant

**PLANNING COMMISSION AND PLATTING BOARD**  
**RESOLUTION 2014-02**

In accordance with § 2.60.090 of the Unalaska Code of Ordinances, the City of Unalaska's Planning Commission officially adopts the following annual report, filing the same with the Unalaska City Council.

CITY OF UNALASKA  
PLANNING COMMISSION

BY: 

Chris Bobbitt, Chair



Erin Reinders, Secretary

DATE OF ADOPTION: 1/23/2014

## INTRODUCTION

Alaska State law gives incorporated municipalities the authority and responsibility for planning, platting, and land use regulation. In addition to providing for the orderly and efficient use of land and other resources, planning can establish ground rules for development for the whole community and provide the means by which residents participate in important decisions about their community's future. With effective planning, a community can define its character and realize tangible benefits.

The Unalaska Code of Ordinances establishes the Planning Commission and Platting Board to help assure orderly growth of Unalaska and offers additional guidance regarding their functions, power and duties, which include:

- To recognize and utilize such basic information necessary to understand past trends, present conditions, and forces affecting community growth and development;
- To prepare and keep current a Comprehensive Plan for meeting present requirements and future needs for community growth and development as may be foreseen by the Commission/Board;
- To establish principles and policies for guiding actions affecting growth in the city;
- To prepare and to recommend to the City Council ordinances, regulations, or other proposals promoting orderly development indicated as desirable by the Comprehensive Plan;
- To exercise jurisdiction over platting as provided in Chapter 8.08, and to act upon requests for variances, conditional uses, and zone amendments as provided in Chapter 8.12;
- To keep the City Council and general public informed and advised as to matters before the Commission/Board;
- To conduct such meetings, as required, to gather information necessary for the drafting, establishment, and maintenance of the Comprehensive Plan and the ordinances and regulations relating to it; and
- To perform other duties lawfully assigned to the Commission/Board or which have a bearing on the preparation or accomplishment of the Comprehensive Plan.

§ 2.60.090 of the Unalaska Code of Ordinances requires each board and committee to submit an annual report which summarizes the activities which have occurred during the previous year. The Annual Report is a mechanism for monitoring those activities and for presenting to the City Council the goals and objectives for Planning in the coming year.

## SUMMARY OF PLANNING ACTIONS FOR 2013

### I. General Statistics (January 1, 2013 – December 31, 2013)

2013 was a busy year for both the Planning Commission/Platting Board and the staff of the Planning Department. The PC/PB actions for 2013 and previous years are summarized below:

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2011	2012	2013
Variance	2/1	-	<b>5/5</b>
Conditional Use	3/1	4/4	<b>8/8</b>
Zone Amendment	2/1	1/1	<b>1/1</b>
Property Acquisitions	-	4/3	-
Code Revisions	-	1/1	-
Plats	2/2	4/4	<b>7/7</b>
Planning Documents	-	-	<b>3/1</b>
TOTAL MEETINGS	8	9	<b>11</b>

### II. Planning Commission Recommendations to Council

The Planning Commission recommended one zone amendment in 2013.

On May 16, 2013, the Planning Commission unanimously approved Resolution **2013-08** recommending to the City Council the approval of Ounalashka Corporation's application to rezone approximately 10 acres of a portion of USS 58 from General Commercial to High-Density Residential District.

The Unalaska City Council approved the rezoning through **Ordinance 2013-08** during the July 9, 2013, City Council Meeting.



### III. Planning Commission Actions and Activities

The Planning Commission discussed three Planning Documents, five Variances and eight Conditional Use Permits in 2013.

*January 17, 2013:  
Approval of Planning Document*

The Planning Commission approved **Resolution 2013-02**, recommending to the City Council, the adoption of the 2012 Annual Report. This report was presented to City Council in February of 2013.

*January 17, 2013:  
Review of Planning Document*

Scott Simmons of URS Corporation and Scott Nelsen of the State of Alaska Department of Homeland Security and Emergency Management presented the Draft of the Unalaska's Local Hazard Mitigation Plan that was being developed in

	concert with the Aleutian Pribilof Local Emergency Planning Committee and Unalaska's Departments of Public Safety and Planning. The Planning Commission took no formal action on this item. This Plan was adopted by City Council at their November 26, 2013 meeting.
<i>February 21, 2013: Granted a Conditional Use Permit</i>	The Planning Commission approved a Conditional Use Permit Application to allow for the placement of a mobile home to serve as one employee dwelling unit in a General Commercial zoning district at 372 Bayview Avenue, Lot 1, Block 3, USS 1992 through <b>Resolution 2013-03</b> .
<i>February 21, 2013: Review of Planning Document</i>	Erin Reinders presented the draft FY 2014-FY 2018 Capital Improvements and Major Maintenance Plan. The Planning Commission took no formal action on this item. The CMMP was adopted by City Council at their May 14, 2013 meeting.
<i>May 16, 2013: Granted a Variance</i>	The Planning Commission through <b>Resolution 2013-06</b> approved a Variance for a parking requirement reduction from forty parking spaces to twenty (20) parking spaces for the proposed Delta Western Warehouse located at 1617 East Point, Tract B, Ptarmigan Flats Subdivision, Plat No. 90-5. This building is now fully constructed.
<i>June 27, 2013: Granted a Variance</i>	The Planning Commission approved <b>Resolution 2013-08</b> for a Variance for a lot width reduction from sixty feet to fifty feet to allow for the subdivision of Lot 6, Willow Estates Subdivision, Plat No. 98-27, located in a Single Family/Duplex zoning district. No plat has been submitted as a result of this granted variance.
<i>July 25, 2013: Granted a Conditional Use Permit</i>	The Planning Commission approved <b>Resolution 2013-11</b> , allowing for the continued use of a temporary construction camp on Tract B, Marineways Subdivision, Addition 1, Plat 90-12 on the corner of Gilman Road and Airport Beach Road.
<i>July 25, 2013: Granted a Conditional Use Permit</i>	The Planning Commission approved <b>Resolution 2013-12</b> for a temporary batch plant and laydown area on portions of Lot 1, Block 2, Margaret Bay Subdivision, Plat No. 92-3, and Lot B1 and Lot 8B, Block 2, Margaret Bay Subdivision, Addition Number 2, Plat 2010-16 on Sea Lion Circle. This site is now fully operational.
<i>August 8, 2013: Granted a Conditional Use Permit</i>	<b>Resolution 2013-13</b> was approved by the Planning Commission to allow for a Non-Permanent Containerized Bunkhouse on Tract A, Base of Spit Subdivision, Plat No. 82-4 located on Ballyhoo Road. The applicant later contacted the Planning Department and noted that they would not be proceeding with this project at this time.
<i>September 19, 2013: Granted a Conditional Use Permit and a Variance</i>	The Planning Commission approved a Conditional Use Permit through <b>Resolution 2013-15</b> allowing for a Single-Family Home on a General Commercial District on Lot 3, Block 4, USS 1992 located at 17 N 4th Street.  A Variance was granted by the Planning Commission through <b>Resolution 2013-16</b> for the same property. The Variance Permit allowed for a rear and side yard reduction from twenty

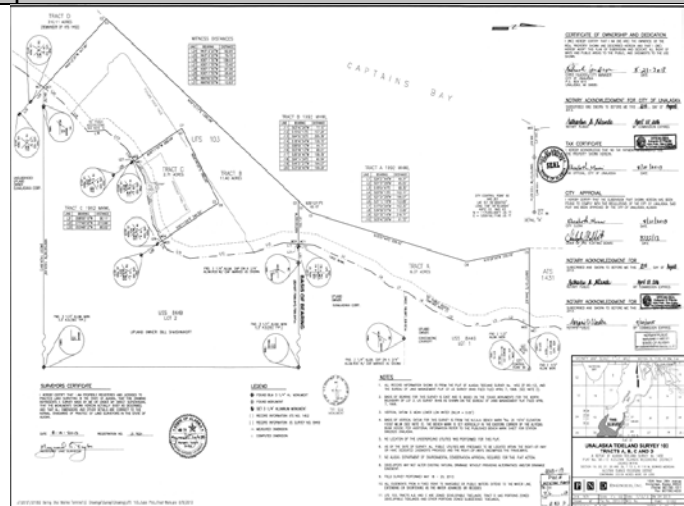
	(20) feet to ten (10) feet for the construction of the Single-Family home.
September 19, 2013: Granted a Variance	The Planning Commission approved <b>Resolution 2013-17</b> , for a front yard setback variance from ten feet to two and a half feet. This allowed for construction of Sea Aleutian Seafoods on Tract B1, Little South America Subdivision No. 2, Plat No. 2010-10.
October 17, 2013: Granted a Conditional Use Permit and a Variance	The Planning Commission approved <b>Resolution 2013-19</b> a Conditional Use Permit to allow five residential units on a General Commercial District at Lot 7, Shaishnikoff Subdivision C, Plat No. 97-01 located on Steward Road.  A Variance Permit for the same property was also approved by the Planning Commission through <b>Resolution 2013-20</b> . <b>Resolution 2013-20</b> allowed a Variance for a side-yard reduction from fifteen (15) feet to 9 and 5/8 inches from the lot line.
November 21, 2013: Granted a Conditional Use Permit	The Planning Commission approved <b>Resolution 2013-21</b> , for a Conditional Use Permit to allow for a mixed-use structure with a total of one (3) residential units in a General Commercial Zoning District on Lot 4, Block 10, USS 1992, located at 88 Broadway Avenue.
November 21, 2013: Granted a Conditional Use Permit	The Planning Commission also approved <b>Resolution 2013-22</b> for a Conditional Use Permit to allow for a mixed-use structure with one (1) residential unit in a General Commercial District on Lots 8, 9, and 11, Block 1, USS 1992, located at 28 N. 2 <sup>nd</sup> Street.

#### IV. Platting Board Actions

The Platting Board took action on five subdivision plats in 2013.

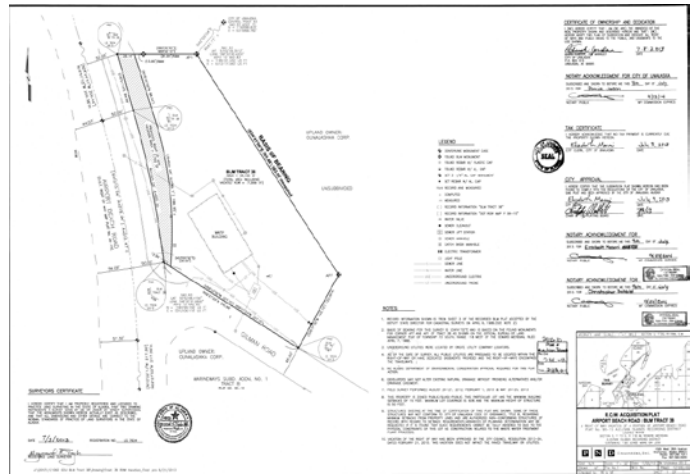
On January 17, 2013, the Platting Board approved the Preliminary Plat of UTS 103, a Replat of ATS 1452, Plat No. 95-12, located in Captains Bay through **Resolution 2013-01**.

The final plat was recorded with the Aleutian Islands Recording District and is now identified as Plat No. 2013-13.



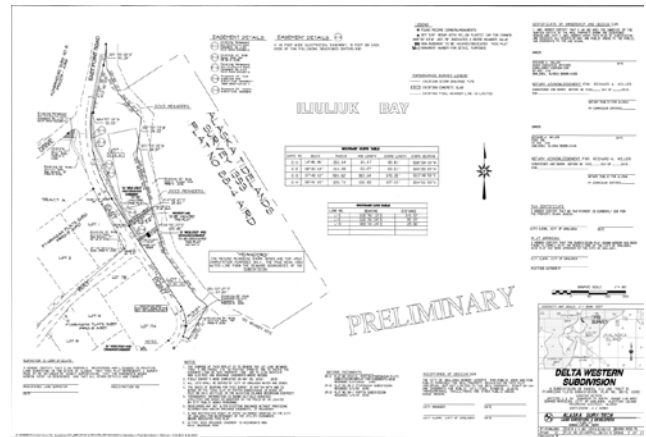
The Platting Board reviewed a Preliminary Plat of Right-of-Way Acquisition Plat, Airport Beach Road/BLM Tract 38, A Right-of-Way Vacation of a portion of Airport Beach Road, Plat No. 96-15 on February 21, 2013. In **Resolution 2013-04**, the Platting Board approved the Preliminary Plat with conditions.

The final plat was recorded with the Aleutian Islands Recording District and is now identified as Plat No. 2013-10.



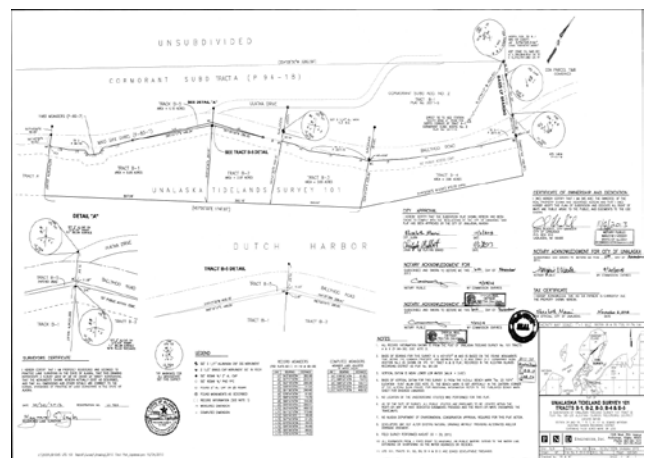
On May 16, 2013, the Platting Board, through **Resolution 2013-05**, approved the Preliminary Plat of Delta Western Subdivision, a 15.24 acre subdivision of Parcel 1-A and Tract B, Ptarmigan Flats Subdivision, Plat No. 90-5 and Alaska Tideland Survey No. 1353, Plat No. 88-4.

The Final Plat has not yet been submitted for signatures and recordation.

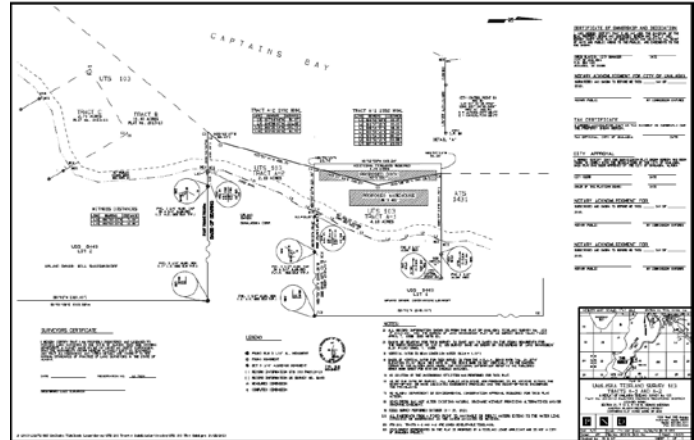


The Platting Board approved the Preliminary Plat of a 16-acre subdivision of UTS 101, Tract B, Plat No. 98-28 through **Resolution 2013-09** on June 27, 2013.

The plat was recorded with the Aleutian Islands Recording District as Plat No. 2013-38.



On September 19, 2013, The Planning Commission approved **Resolution 2013-14** for a Preliminary Plat of Unalaska Tideland Survey 103, Tracts A-1 and A-2, a Replat of UTS 103, Plat No. 2013-13, located in Captains Bay.

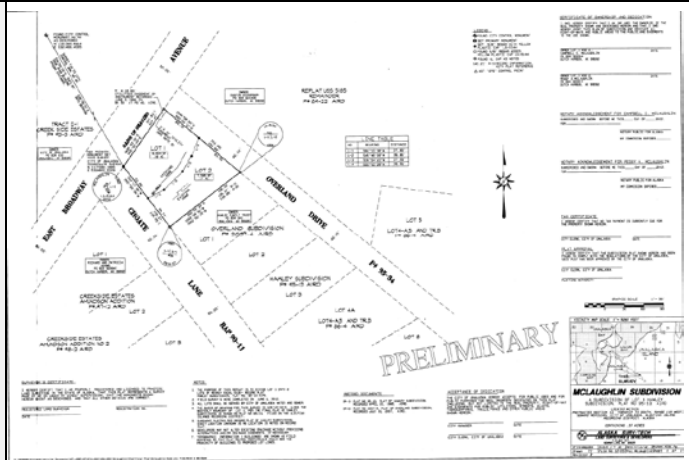


### V. Platting Authority Actions

The Platting Authority took action on two subdivision plats in 2013.

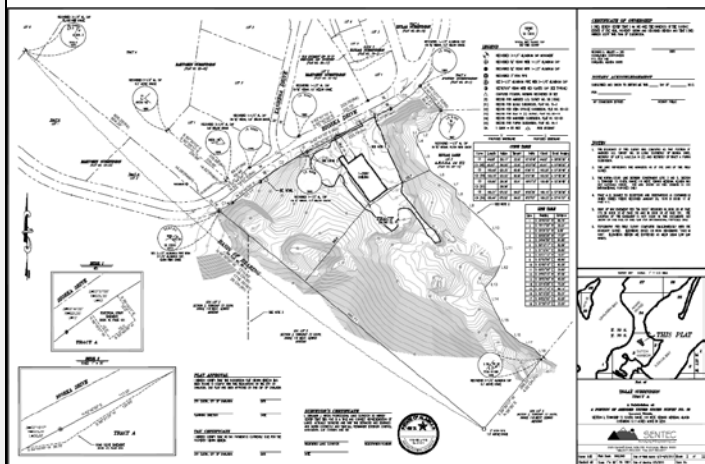
On July 18, 2013, the Platting Authority approved **Resolution 2013-10** to allow a twelve (12) month extension of the approval of the Preliminary Plat of McLaughlin Subdivision, a subdivision of Lot 1, Hawley Subd., Plat 95-13, located at 10 & 18 Overland Drive.

The Final Plat has not yet been submitted for signatures and recordation.



The Platting Authority approved **Resolution 2013-18** in the September 19, 2013 Public Hearing. Resolution 2013-18 approved the Preliminary Plat of Tiglax Subdivision, Tract A, a subdivision of a portion of Amended USS 58.

The Final Plat has not yet been submitted for signatures and recordation.





## **VI. Summary of Appeals Cases and Actions:**

No appeals were received.

## **VII. Department of Planning Activities:**

The Department of Planning's main responsibility is coordinating community planning and development, land use, and capital growth within the City of Unalaska. Services include assisting the public, Mayor and City Council, Planning Commission, and other City departments by providing information, guidance, and direction on land use issues and regulations. Under the guidance of the department, the City's annual five-year capital improvement, replacement, and maintenance program is developed. The department also initiates and directs studies and reports relating to long and short-term planning needed for both community growth and development, in accordance with the Comprehensive Plan.

In addition to the involvement in the items described in previous sections, Departmental accomplishments for 2013 include the following:

- Produced new Zoning Map, Address Map, and Tax Map in GIS, representing a full conversion from a drawing-based CAD system to a database GIS system of maintaining spatial information. This is a modernization that greatly increases efficiency in data management and communication.
- Refined methods of development review, involving more effective coordination with other city departments.
- Created an email notification system to increase community awareness and involvement in community planning initiatives as well as development activities. This system helped get the word out about the new and much more user friendly website, planning related activities, such as Community Planning Month.
- Coordinated the negotiation and approval of tideland leases which will allow for businesses to expand operations in our community and help to diversify Unalaska's economic base.
- Revised CMMP process to include Planning Commission and developed new format for the FY15-FY19 CMMP that will reduce the overall size of the final CMMP and will communicate the information for each in a more succinct manner.

Departmental goals for 2014 include the following:

- Complete existing land use inventory, welcome the Community Planning Assistance Team (CPAT) from the American Planning Association (APA) who will help to provide multiple opportunities for public input on future land uses, and then create a Future Land Use Plan for incorporation in to the Comprehensive Plan.
- Update Title 8 to better address Comprehensive Plan and Land Use Plan, and to reflect new trends and needs in the community.
- Address action items and needs identified in the Comprehensive Plan and the Housing Strategy, including the creation a developable land inventory, the completion of a housing demand study and hosting an informational Housing Summit.
- Continue developing training opportunities and providing educational materials to the Planning Commission and the community as a whole.