

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2015 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 2015:

Steven Gregory (Resigned after January 15th 2015 meeting)

Doanh Thi Tran (Nominated to Chair February, 2015)

Vicki Williams

Jessica Earnshaw (Nominated to Vice Chair February, 2015)

James Santana (Resigned after January 15th 2015 meeting)

Lottie Roll (Appointed March 10th, 2015)

Billie Jo Gehring (Appointed March 31st, 2015)

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

Anthony Grande, AICP, Planning Director

Associate Planner (Vacant)

Ruchi Patel, Administrative Assistant

PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2016-01

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: _____


Doanh Tran
Commission Chair


Anthony Grande, AICP
Secretary of the Commission

DATE OF ADOPTION: 1-21-16

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 2015

I. General Statistics (January 1, 2015 – December 31, 2015)

2015 was a busy year for both the Planning Commission/Platting Board and the staff of the Planning Department. The PC/PB actions for 2015 and previous years are summarized below:

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2013	2014	2015
Variance	5/5	3/3	7/7
Conditional Use	8/8	-	4/4
Zone Amendment	1/1	2/2	-
Property Acquisitions	-	1/1	-
Code Revisions	-	5/5	3/3
Plats	7/7	1/1	6/6
Planning Documents	3/1	3/2	3/1
TOTAL MEETINGS	11	10	12

II. Planning Commission Recommendations to Council

The Planning Commission recommended three Code Revisions and one Planning Document to the City Council in 2015.

<p><i>April 16, 2015 :</i> <i>Approved Code Revision</i></p> <p>The Unalaska City Council approved the code revision through Ordinance 2014-07 during the May 12, 2015, City Council Meeting.</p>	<p>The Planning Commission approved Resolution 2015-12 recommending to the City Council the approval of an ordinance to change the Planning Commission regular meeting time from 7:00 to 6:00.</p>
<p><i>June 18, 2015:</i> <i>Approved Code Revision</i></p> <p>The Unalaska City Council did not consider the recommended code revision.</p>	<p>The Planning Commission approved Resolution 2015-14 recommending to the City Council the approval of revisions to Title 11 that would declare the maintenance of a public nuisance a minor offense and establish a procedure for citing and prosecuting offenses. Before the code revisions are brought before the City Council, the various City Departments need to finalize a broad overhaul of Unalaska Code of Ordinances to incorporate minor offenses.</p>
<p><i>August 6, 2015:</i> <i>Approved Planning Document</i></p> <p><i>The Unalaska City Council approved the Unalaska Land Use Plan: 2015 on November 10, 2015 via Ordinance 2015-18.</i></p>	<p>The Planning Commission approved Resolution 2015-20 recommending to the City Council the approval of the Unalaska Land Use Plan: 2015 as a component of the Unalaska Comprehensive Plan.</p>

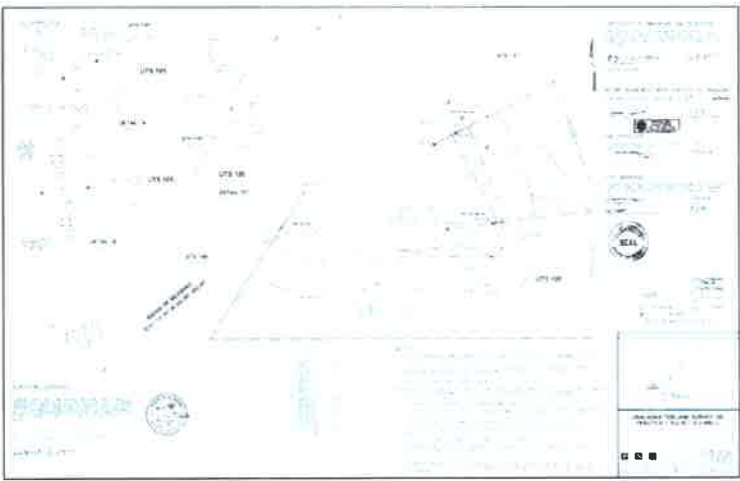
<p>December 17, 2015: <i>Approved Code Revision</i></p> <p>The Unalaska City Council will consider the code revision in January 2016.</p>	<p>The Planning Commission approved Resolution 2015-25 recommending approval of an ordinance that would amend the utility service line installation requirements for certain simple lot split subdivisions.</p>
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III. Planning Commission Actions and Activities

<p>The Planning Commission & Platting Board reviewed two Planning Documents, approved seven Variances, approved four Conditional Use Permits, and conducted two Planning Work Sessions in 2015.</p>	
<p>January 15, 2015: <i>Review of Planning Document</i></p>	<p>Planning Staff presented the <i>Unalaska Infill Development Analysis: 2014</i>, which described the state of vacant properties in Unalaska, and the Commission held a public work session to discuss the document.</p>
<p>February 26, 2015: <i>Granted a Variance</i></p>	<p>The Planning Commission approved Resolution 2015-04, approving a variance for a rear yard reduction from 10 feet to zero feet to allow for a cold storage building to cross the lot line at 583 East Point Road.</p>
<p>February 26, 2015: <i>Granted a Variance</i></p>	<p>The Planning Commission through Resolution 2015-05 approving a variance for a parking reduction from 30 spaces to 17 spaces to allow for a cold storage building at 583 East Point Road.</p>
<p>February 26, 2015: <i>Granted a Variance</i></p>	<p>The Planning Commission approved Resolution 2015-07 approving a variance for a waiver of right-of-way access requirement to accommodate a subdivision of Lot 2, Baker Subdivision, at 285 Raven Way.</p>
<p>March 26, 2015: <i>Granted a Conditional Use Permit</i></p>	<p>The Planning Commission approved Resolution 2015-08 approving a conditional use permit for a professional office at 51 Driftwood Way.</p>
<p>March 26, 2015: <i>Granted a Variance</i></p>	<p>The Planning Commission approved Resolution 2015-09 approving a variance for a front yard reduction from 20 feet to 10 feet and a rear yard reduction from 20 feet to 13 feet to allow for a house and garage at 364 Trapper Drive.</p>
<p>April 16, 2015: <i>Granted a Conditional Use Permit</i></p>	<p>The Planning Commission approved Resolution 2015-10 approving a conditional use permit for a behavioral health and wellness clinic at 529 Biorka Drive.</p>
<p>May 14, 2015: <i>Granted a Conditional Use Permit</i></p>	<p>The Planning Commission approved Resolution 2015-13 approving a conditional use permit for three existing residential dwelling units at 189 Trapper Drive.</p>
<p>May 14, 2015: <i>Review of Planning Document</i></p>	<p>Planning Staff presented the final report of the Community Planning Assistance Team, titled <i>Future Land Use in Unalaska</i>:</p>

	<i>Community & Partner Stakeholder Engagement.</i> The document was reviewed and discussed by the Commission and the next steps for land use planning were discussed.
<i>June 18, 2015: Granted a Variance</i>	The Planning Commission approved Resolution 2015-15 approving a variance for a rear yard reduction from 20 feet to 12.9 feet for an enclosed deck at 448 Steward Road.
<i>June 18, 2015: Planning Work Session</i>	Planning Staff presented a draft Land Use Plan to the Commission, and the Commission conducted a public work session to consider the draft.
<i>July 16, 2015: Granted a Variance</i>	The Planning Commission approved Resolution 2015-16 approving a variance for a parking reduction from 40 spaces to 17 spaces for a cold storage building and sorting shed at 601 East Point Road.
<i>July 16, 2015: Granted a Conditional Use Permit</i>	The Planning Commission approved Resolution 2015-17 approving a conditional use permit for a structure to contain commercial storage space and a maximum of 4 residential units at 1036 East Broadway Ave.
<i>July 16, 2015: Planning Work Session</i>	Planning Staff presented a redraft of the Unalaska Land Use Plan, and the Commission held a public work session to consider the document. The Commission agreed on several edits and agreed on approving the document in August.
<i>August 6, 2015: Granted a Variance</i>	The Planning Commission approved Resolution 2015-19 approving a variance for a lot width reduction from 60 feet to 20 feet, at 1926 East Broadway Ave.

IV. Platting Board Actions

The Platting Board took action on six subdivision plats in 2015.	
<p>On February 26, 2015, The Platting Board approved the Preliminary Plat of Unalaska Tideland Survey 105, a replat of Alaska Tideland Survey 1445 through Resolution 2015-06.</p> <p>The final plat has been recorded with the Aleutian Islands Recording District as Plat 2015-10.</p>	

On April 16, 2015, the Platting Board approved the Preliminary Plat of Echevarria Subdivision, a replat of Lot 2 Baker Subdivision, at 285 Raven Way, through **Resolution 2015-11**.

The final plat has been recorded with the Aleutian Islands Recording District as Plat 2015-13.



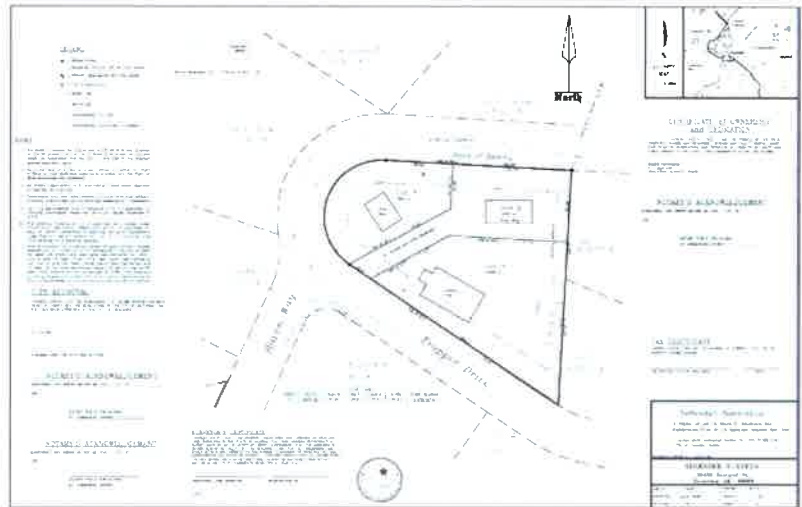
On August 6, 2015, the Platting Board approved the Preliminary Plat of Hatfield Subdivision, a replat of Lot 2, ARC Subdivision, at 1926 East Broadway Ave, through **Resolution 2015-19**.

The final plat has been recorded with the Aleutian Islands Recording District as Plat 2015-12.



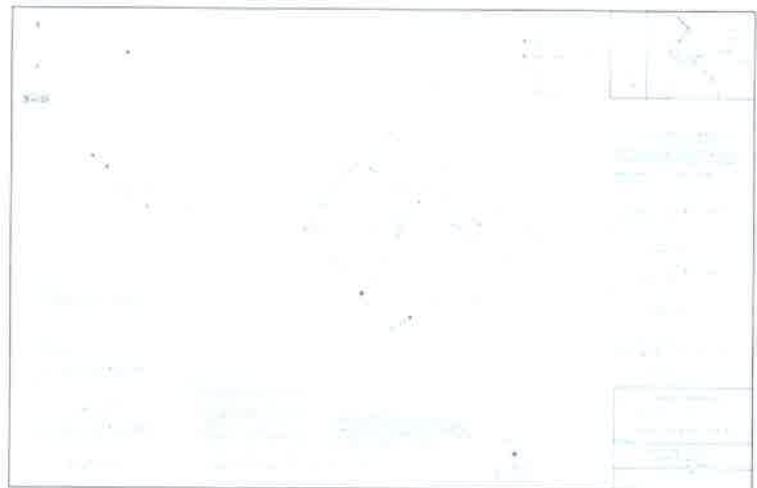
On October 15, 2015, the Platting Board approved the Preliminary Plat of Deffendall Subdivision, a replat of Lot 14, Block 8, Haystack Hill Subdivision, at 201 Trapper Drive, through **Resolution 2015-21**.

The final plat has not yet been submitted by the property owner.



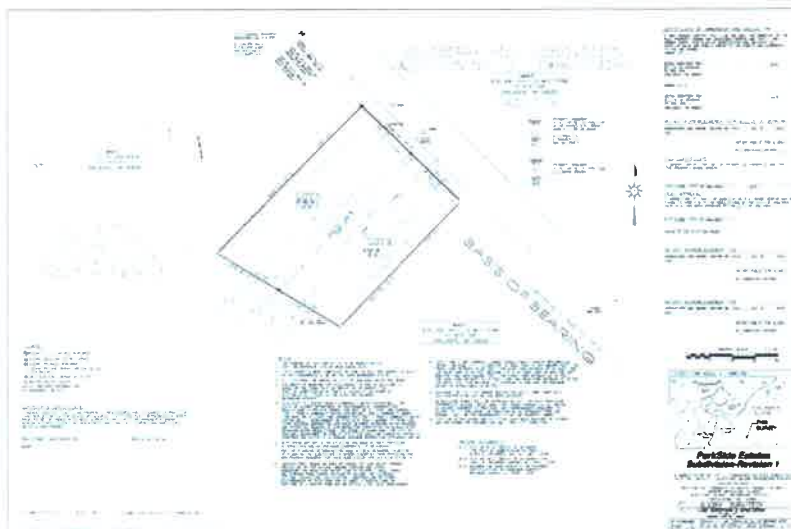
On December 17, 2015, the Platting Board approved the Preliminary Plat of Hester Subdivision, a replat of Lot 9 Eagle View Subdivision, at 12 Eagle Crest Court, through **Resolution 2015-23**.

The final plat has not yet been submitted by the property owner.



On December 17, 2015, the Platting Board approved the Preliminary Plat of Parkside Estates Subdivision Revision 1, a replat of Lot 1 Parkside Estates Subdivision, at 1398/1400 East Broadway Ave, through **Resolution 2015-24**.

The final plat has been submitted by the property owner and is in the process of being approved and recorded.



V. Platting Authority Actions

The Platting Authority took action on three subdivision plats in 2015.

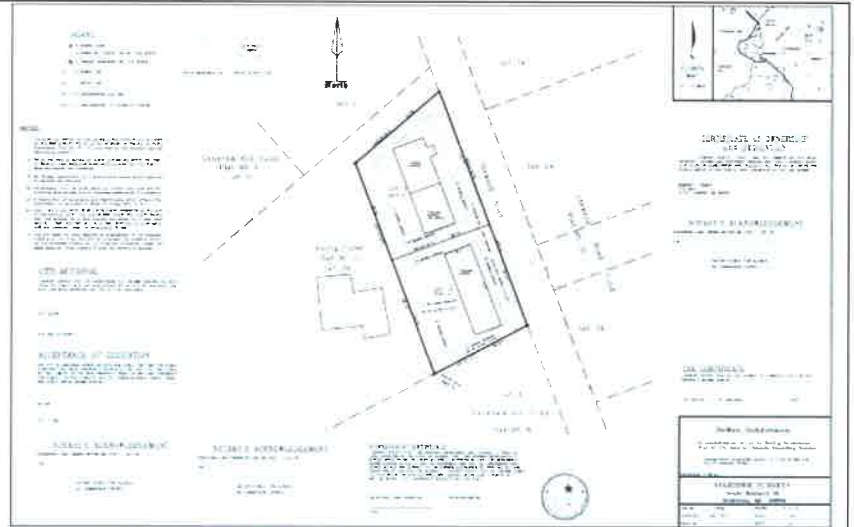
On January 15, 2015, the Platting Authority approved **Resolution 2015-01** approving the preliminary plat of the Hester Subdivision, a replat of Lot 9 Eagle View Subdivision, at 12 Eagle Crest Court.

The plat was reconsidered by the Platting Board in December 2015 and has yet to move to the final plat.



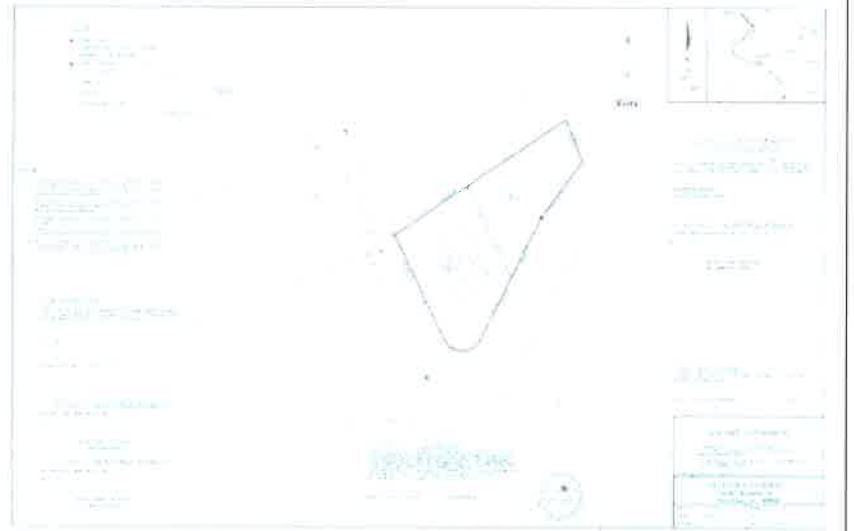
On January 15, 2015, the Platting Authority approved **Resolution 2015-02** approving the preliminary plat of DeMeo Subdivision, a replat of Lot 2A, Huling Subdivision, at 140 Steward Road.

The final plat has been recorded with the Aleutian Islands Recording District as Plat 2016-01.



On October 15, 2015, the Platting Authority approved **Resolution 2015-22** approving the preliminary plat of Guitard Subdivision, a replat of Lot 9 USS 5185, at 657-669 Steward Road.

The final plat has not yet been submitted by the property owner.



VI. Summary of Appeals Cases and Actions:

The Planning Commission did not hear any appeals of administrative decisions.

VII. Department of Planning Activities:

The Department of Planning's primary 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 activities and accomplishments for 2015 include the following:

- **Negotiated Agreements.** Coordinated the negotiation and approval of tideland leases and easements which will allow for businesses to expand operations in our community and help to diversify Unalaska's economic base.
- **GIS Improvements.** With the assistance of GTG, the entire GIS database of the City was migrated to a Local Government Information Model database. This has allowed the database to be used for mobile apps such as the collector app, which streamlines the process of collecting/editing data in the field with smartphones and tablets. In addition, the parcel layer has been transferred to a parcel fabric, which allows for enhanced data entry for new parcels and subdivisions, as well as enhanced maintenance of the data. A web map interface has been established that will allow for easier viewing and editing through a web browser. These changes will improve the ability of the Planning Department and other City departments to input and view spatial data.
- **Future Land Use Planning Efforts.** The American Planning Association's Community Planning Assistance Program team submitted their final report titled *Future Land Use in Unalaska: Community & Partner Stakeholder Engagement* in May 2015. This document laid the groundwork for land use planning in Unalaska. Using the results of the report and the data collected, Planning staff drafted the *Unalaska Land Use Plan: 2015*. This document enhanced the Comprehensive Plan by providing location-specific guidance for land use decisions in the community. With several rounds of input from the Planning Commission and the public, staff redrafted the plan and the Planning Commission approved the final plan on August 6, 2015. The plan went on to be approved by the City Council on November 10, 2015 and is now officially a component of the Comprehensive Plan.
- **Land Use Inventory and Analysis.** The *Infill Development Analysis: 2014* was completed and presented to the Planning Commission in January 2015. This document fulfills one of the goals of the Comprehensive Plan by identifying vacant lots and looking at their basic properties. Planning staff also completed the field work for the Land Use Inventory: 2015 in November 2015. This document will be completed in 2016.
- **Capital and Major Maintenance Planning.** Continued to implement revised CMMP process to include more public outreach and a review committee for the FY17-FY21 CMMP. Drafted nominations for the CMMP for improvements to the Henry Swanson House.
- **Planning Education and Outreach.** Celebrated Planning Month by participating in the American Planning Association's Ambassador Program. This involved a trip to the high school to discuss planning with students and use an activity to show the importance of planning to the community.

Departmental goals for 2016 include the following:

- Continue to explore options for zoning code changes to better implement our Comprehensive Plan and Land Use Plan.
- Continue improving process of zoning and public nuisance code enforcement as minor offenses, following passage of the new ordinance defining them as such.
- Address action items and needs identified in the Housing Plan as well as direction from City Council, including a housing forum, housing webpage, and revisions to the subdivision process.
- Finalize the update to the GIS aerial photography layer.
- Continue looking for ways to streamline application processes.
- Implement community development opportunities, such as community greenhouses or physical enhancements.
- Update Unalaska's Historic Resources Inventory.

