

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2016 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 2016:

Chair Jessica Earnshaw
Billie Jo Gehring
Lottie Roll
Travis Swangel (Appointed November 24, 2016)
Doanh Thi Tran (Resigned after meeting of August 18, 2016)
Vice Chair Vicki Williams

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

Erin Reinders AICP, CPM, Acting Planning Director
Thomas Roufos, Associate Planner
Morgyn McConnell, Administrative Assistant

PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2017-01

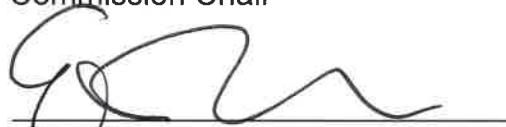
In accordance with § 2.60.090 of the Unalaska Code of Ordinances, the City of Unalaska's Planning Commission officially adopts the following annual report, filing the same with the Unalaska City Council.

CITY OF UNALASKA
PLANNING COMMISSION

BY:



Jessica Earnshaw
Commission Chair



Erin Reinders
Acting Secretary of the Commission

DATE OF ADOPTION:

1/19/17

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 2016

I. General Statistics (January 1, 2016 – December 31, 2016)

2015 was a busy year for both the Planning Commission/Platting Board and the staff of the Planning Department. The PC/PB actions for 2016 and previous years are summarized below:

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2014	2015	2016
Variance	3/3	7/7	3/3
Conditional Use	-	4/4	7/7
Zone Amendment	2/2	-	1/1
Property Acquisitions	1/1	-	-
Code Revisions	5/5	3/3	3/3
Plats	1/1	6/6	3/3
Planning Documents	3/2	3/1	2/1
TOTAL MEETINGS	10	12	11

II. Planning Commission Recommendations to Council

The Planning Commission recommended three Code Revisions and no Planning Documents to the City Council for action in 2016.	
<i>March 17, 2016: Recommended Code Revision. The Unalaska City Council approved the code revision on April 26, 2016 via Ordinance 2016-08.</i>	The Planning Commission approved Resolution 2016-05 approving of draft city council ordinance 2016-08 amending Unalaska Code Of Ordinances Chapter 8.04 Planning, to permit telephonic participation of Planning Commission Members.
<i>November 17, 2016: Recommended Code Revision. The Unalaska City Council approved the code revision on December 27, 2016 via Ordinance 2016-19.</i>	The Planning Commission approved Resolution 2016-17 approving a draft city council ordinance 2016-19 amending Unalaska Code Of Ordinances Chapter 8.06, Definitions, to define Marijuana Business, and Chapter 8.12, Zoning, to define the Zoning Districts allowing Marijuana Businesses.
<i>December 15, 2016: Recommended Rezoning. The Unalaska City Council will consider this rezoning in 2017.</i>	The Planning Commission approved Resolution 2016-19 recommending to the City Council the approval of an amendment to the zoning map for the lot at 180 East Broadway, ID# 03-07-893, from Holding to High Density Residential.

III. Planning Commission Actions and Activities

The Planning Commission & Platting Board reviewed two Planning Documents, approved three Variances, and approved seven Conditional Use Permits in 2016.	
<i>January 21, 2016: Approved Annual Report (Planning Document) and filed with City Council</i>	The Planning Commission through Resolution 2016-01 approved the <i>Planning Commission and Platting Board 2016 Annual Report</i> , which reviewed the year in Planning in Unalaska.

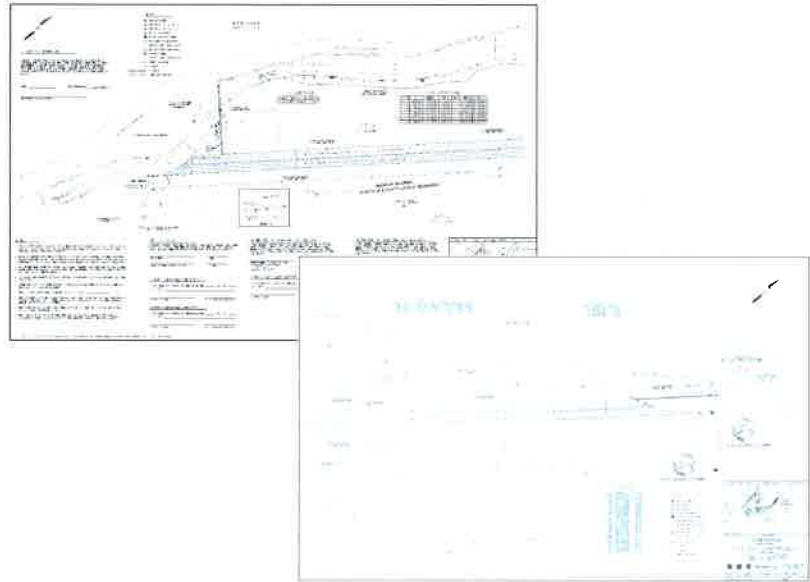
<i>February 25, 2016: Approval of Conditional Use Permit</i>	The Planning Commission through Resolution 2016-02 approving a Conditional Use Permit for natural resource extraction on GSA parcels 2 and 3, located at 291 Salmon Way.
<i>May 03, 2016: Approval of Conditional Use Permit (a re-scheduling of the April 21st meeting)</i>	The Planning Commission approved Resolution 2016-06 approving a conditional use permit for twelve residential units on Lot 2, Marineways Subdivision, located at 68 Gilman Road
<i>May 19, 2016: Approval of Conditional Use Permit</i>	The Planning Commission approved Resolution 2016-07 approving a conditional use permit for two residential units on Lot 1F and Parcel G, Airport Subdivision, located at 173/175 Tundra Drive.
<i>May 19, 2016: Approval of Conditional Use Permit</i>	The Planning Commission approved Resolution 2016-09 approving a conditional use permit for three residential units on Lot 3, Block 2, Ilulaq Subdivision, located at 178/180 Chernofski Drive.
<i>July 21, 2016: Approval of Conditional Use Permit</i>	The Planning Commission approved Resolution 2016-10 approving a conditional use permit for three existing residential dwelling units on Lot 14, Block 8, Haystack Hill Subdivision, located at 189 Trapper Drive.
<i>August 18, 2016: Established Goals 2030 Comp Plan (Planning Document)</i>	The Planning Commission approved Resolution 2016-11 establishing goals for the process and outcome of the comprehensive plan rewrite project
<i>September 16, 2016: Approved a Variance</i>	The Planning Commission approved Resolution 2016-12 approving a variance for a front yard reduction from 20 feet to 12.3 feet and a side yard reduction from 10 feet to 9 feet to allow for an existing office building on Lot 1a, Block 4, Ptarmigan Subdivision, located at 683 East Broadway Avenue.
<i>September 16, 2016: Approved a Conditional Use Permit</i>	The Planning Commission approved Resolution 2016-13 approving a conditional use permit for a testing laboratory on Lot 10, Cape Cheerful Subdivision, located at 2639 Airport Beach Road.
<i>November 17, 2016: Approved a Conditional Use Permit</i>	The Planning Commission approved Resolution 2016-14 approving a conditional use permit for a satellite dish on Tract B of Blueberry Hill Subdivision, located at 420 Lear Road, adjacent to the city water tank.
<i>November 17, 2016: Approved a Variance</i>	The Planning Commission approved Resolution 2016-15 approving a height variance from 35 feet to 50 feet to accommodate a satellite dish on Tract B of Blueberry Hill Subdivision, at 420 Lear Road, adjacent to the city water tank.
<i>November 17, 2016: Approved a Variance</i>	The Planning Commission approved Resolution 2016-16 approving a variance to water/sewer utility connection and right of way access requirements for a subdivision of Tract B of Blueberry Hill Subdivision, located at 420 Lear Road, adjacent to the city water tank.

IV. Platting Board Actions

The Platting Board took action on one subdivision plat in 2016.

On August 18, 2016, the Platting Board approved the Preliminary Plat of Coxcomb Subdivision Addition No.1, a replat of Lots 1 & 2 Coxcomb Subdivision, and a portion of unsubdivided Gov. Lot 4, Sec. 1, T73S, R118W, Seward Meridian, through **Resolution 2016-08**.

The plat is awaiting final platting and recording, expected by August 2017.

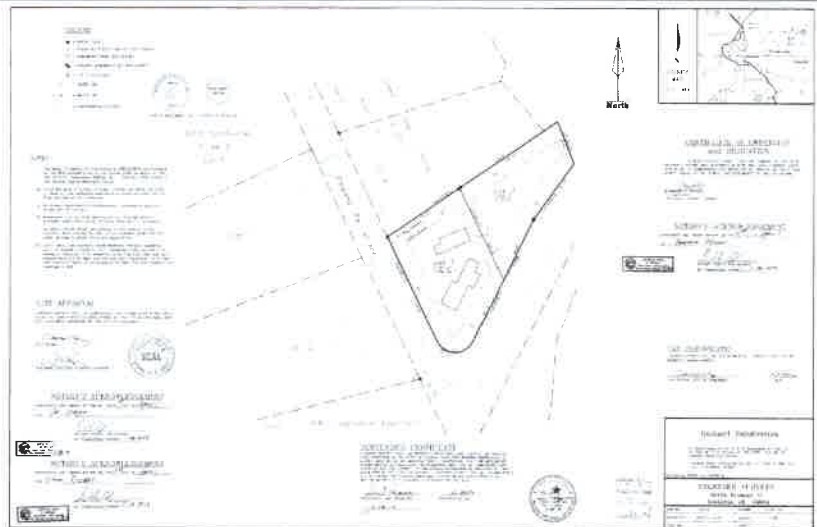


V. Platting Authority Actions

The Planning Director acting as the Platting Authority and took action on two subdivision plats in 2016.

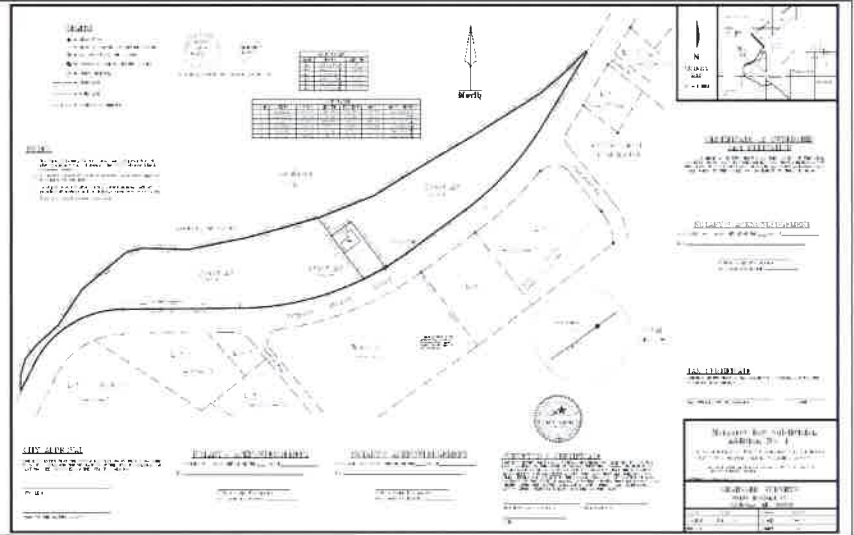
On March 17, 2016, The Platting Board approved the Preliminary Plat of Guitard Subdivision, a replat of Lot 9, at 657-669 Steward Road through **Resolution 2016-03**.

The final plat has been recorded with the Aleutian Islands Recording District as Plat 2016-08.



On December 15, 2016, the Platting Authority approved **Resolution 2016-18** approving the preliminary plat of the Margaret's Bay Subdivision Addition No. 4, a resubdivision of Tract A Margaret Bay Subdivision, at 1906 Airport Beach Road.

The plat is awaiting final platting and recording, expected by December 2017.



VI. Planning Determinations

The Planning Director issued three planning determinations in 2016.	
<i>March 16, 2016: Planning Determination granting a variance of 10% or less.</i>	Reducing the minimum front yard requirement from 10 feet to 9 feet at 211 Kashega Drive.
<i>July 12, 2016: Planning Determination granting a variance of 10% or less.</i>	Reducing the minimum front yard requirement from 20 feet to 18 feet at 55 Choate Lane.
<i>December 14, 2016: Planning Determination regarding a specific, undesignated but similar land uses in a zoning district.</i>	Permitting uses associated with the Unalaska Reformed Church, including conducting religious services and related accessory uses in suite 217 of the Dutch Harbor Mall at 179 Gilman Road.

VII. Summary of Appeals Cases and Actions:

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

VIII. 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 2016 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, as well as provide access for public works projects.
- **GIS Improvements.** Maintained contract with GTG and won a Special Achievement in GIS award from ESRI for last year's effort to migrate to a Local Government Information Model database.
- **Land Use Inventory and Analysis.** Planning staff completed the field work for the Land Use Inventory: 2016 in July 2016. This document will be completed in 2017.
- **Planning Education and Outreach.** The planning department participated in the annual job fair at the Unalaska High School, and hosted 2 first grade classes during their field trip to City Hall.
- **Planning Commissioner Training. Planning staff arrange for** Diane Sam from the Alaska Department of Commerce, Community, and Economic Development's Division of Community and Regional Affairs to visit Unalaska and lead a training session with the Commissioners covering topics including Planning Commission responsibilities, ethics, procedures, legal issues, comprehensive planning, and zoning on September 17, 2016.
- **Comprehensive Planning.** The planning department has begun the process of collecting data toward updating the Comprehensive Plan. The data collected thus far pertains to basic demographic and economic data, as well as housing data.

Departmental goals for 2017 include the following:

- Recruit Planning Director and GIS Administrator so department will be fully staffed.
- Continue to explore options for zoning code changes to better implement our 2020 Comprehensive Plan and Land Use Plan.
- Continue improving process of zoning and public nuisance code enforcement as minor offenses.
- Finalize the update to the GIS aerial photography layer, create webs maps, set up collector app, and train staff in new programs.
- Update the Comprehensive Plan as the current plan is nearing the end of its lifespan and a new plan is required in order to provide guidance for community facility and infrastructure investments.