

**CITY OF UNALASKA  
PLANNING COMMISSION & PLATTING BOARD  
2017 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 2017:

**Chair Jessica Earnshaw** (Resigned after meeting of August 17, 2017)

**Chair Billie Jo Gehring** (Elected at meeting of August 17, 2017)

**Vice Chair Travis Swangel**

**Vicki Williams**

**Lottie Roll**

**Helen Brown** (Appointed August 18, 2017)

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

**William Homka**, AICP, Planning Director

**Thomas Roufos**, Associate Planner

**James Price**, GIS Administrator

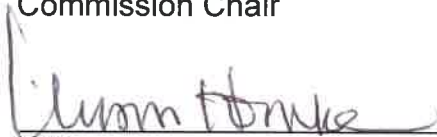
**Judy Huling**, Administrative Assistant

**PLANNING COMMISSION AND PLATTING BOARD**  
**RESOLUTION 2018-01**

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:   
\_\_\_\_\_  
Billie Jo Gehring  
Commission Chair

  
\_\_\_\_\_  
William Homka  
Secretary of the Commission

DATE OF ADOPTION: February 15, 2018

## 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, 2017 – December 31, 2017)

2017 was less busy than previous years for both the Planning Commission and Platting Board. The PC/PB actions for 2017 and previous years are summarized below:

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2015	2016	2017
Variance	7/7	3/3	3/2
Conditional Use	4/4	7/7	
Zone Amendment	-	1/1	-
Property Acquisitions	-	-	-
Code Revisions	3/3	3/3	-
Plats	6/6	3/3	3
Planning Documents	3/1	2/1	2
<b>TOTAL MEETINGS</b>	<b>12</b>	<b>11</b>	<b>8</b>

#### II. Planning Commission Recommendations to Council

The Planning Commission recommended no Code Revisions and no Planning Documents to the City Council for action in 2017.

#### III. Planning Commission Actions and Activities

The Planning Commission & Platting Board reviewed two Planning Documents, approved three Variances, and approved four Conditional Use Permits in 2017.

<p><i>January 19, 2017: Approved Annual Report (Planning Document) and filed with City Council</i></p>	<p>The Planning Commission through <b>Resolution 2017-01</b> approved the <i>Planning Commission and Platting Board 2016 Annual Report</i>, which reviewed the year in Planning in Unalaska.</p>
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<i>January 19, 2017: Approval of a Conditional Use Permit</i>	The Planning Commission, through <b>Resolution 2017-02</b> approved Four One Bedroom Residential Units on Lot 10, Cape Cheerful Subdivision, Located at 2639 Airport Beach Road
<i>February 16, 2017: Approval of Variance</i>	The Planning Commission through <b>Resolution 2017-03</b> approving a Variance for a reduction of lot width requirement from 60 feet to 30 feet to accommodate a subdivision of Lot 2, Warren-Machalek Subdivision, Plat 2010-17, at 72 Steward Rd
<i>March 16, 2017: Approval of a Conditional Use Permit</i>	The Planning Commission approved <b>Resolution 2017-05</b> approving a conditional use permit for a cellular tower on a portion of ATS 1273, located approximately at 2530 Captains Bay Road, across from the fuel tanks.
<i>March 16, 2017: Approval of a Conditional Use Permit</i>	The Planning Commission approved <b>Resolution 2017-06</b> approving a conditional use permit for a cellular tower on a portion of Lot 7 Shaishnikoff Subdivision C, located at 376 Steward Road. This was appealed to Council, appeal was granted on April 11, 2017
<i>April 27, 2017: Approval of a Conditional Use Permit</i>	The Planning Commission approved <b>Resolution 2017-07</b> Approving a conditional use permit for a Bed and Breakfast on Lot 4, Block 5 of USS 1992, located at 208 Bay View Avenue
<i>October 19, 2017: Approval of Variance</i>	The Planning Commission approved <b>Resolution 2017-08</b> approving a variance of four feet on the rear setback of Lot 7, of Shaishnikoff Subdivision "C", located at 376 Steward Road for an addition to an existing structure.
<i>October 19, 2017 Denial of Variance</i>	The Planning Commission denied <b>Resolution 2017-09</b> Approving a variance of 19 feet on the front setback of Lot 2, of Creekside Estates located at 1937 Broadway Avenue for a shed

#### IV. Platting Board Actions

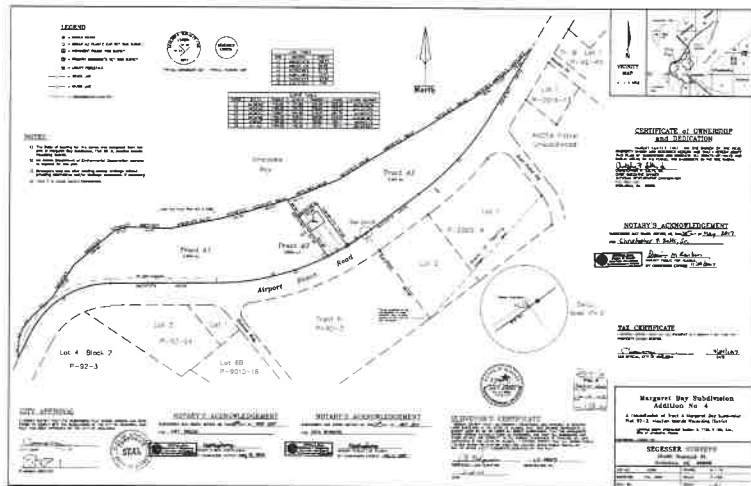
The Platting Board took action on one subdivision plat in 2017. Planning Department recorded a second plat with the state recorder's office that was awaiting final signatures from parties.

On February 16, 2017, the Platting Board approved the Preliminary Plat of DeCuir Subdivision, A replat of Lot 2, Warren-Machalek Subdivision, Plat 2010-17, Aleutian Islands Recording District (06-05-330) through **Resolution 2017-04**.

The final plat has been recorded with the Aleutian Islands Recording District as Plat 2017-05.



In June of 2017, the Planning Department recorded Plat 2017-06, Margaret Bay Subdivision Addition No. 4, with the Aleutian Islands Recording District.



## V. Platting Authority Actions

The Planning Director acting as the Platting Authority and took action on one subdivision plat in 2017.

On November 23, 2017, the Platting Authority approved preliminary plat of Blueberry Hill Subdivision Satellite Dish Addition, a re-subdivision of Tract B-1, Hillside Subdivision, P-2013-8, Aleutian Islands Recording District thru **Resolution 2017-10**.

The final plat is expected to be recorded by the end of January 2018



## VI. Planning Determinations

The Planning Director issued one planning determinations in 2017.

<p><i>October 12, 2017: Planning Determination granting a variance of 10% or less.</i></p>	<p>Reducing the minimum front yard requirement from 15 feet to 13.5 feet at 12 Thompson Circle. (HESTER SUBDIVISION)</p>

## 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.



**Preparing Fireworks for New Year's Eve**

In addition to the involvement in the items described in previous sections, Departmental activities and accomplishments for 2017 include the following:

- **Negotiated Agreements:** Coordinated the negotiation and approval of:
  1. 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.
  2. Negotiated the lease of city owned real estate for the location of a cellular tower on E. Broadway across from the Department of Public Works.
- **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.
- **Housing Conditions Survey.** Planning staff completed 95% of the field work for the Housing Conditions Survey between July and October 2017. This document will be completed in the 2018.
- **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 arranged for Commissioner Swangel to participate in Commissioner Training at the 2017 Alaska Planning Conference held in Anchorage in November, 2017.
- **Aerial Photography:** Established a new contract for obtaining aerial, orthographic imagery to update the city's 2010 aerial photography. New images to be comprised of two sources: images acquired from drone photography services provided by Aleutian Aerial of the city's built environment, and satellite imagery of a vast area surrounding the built environment. The project is the combined effort of a partnership between the City of Unalaska and the Ounalashka Corporation (OC). The Corporation is contracting for the satellite imagery. Together the two organizations will share data per an earlier data sharing agreement.
- **Transportation Study:** The planning department initiated a transportation study of all the islands transportation resources, including the study of possible public transit. In addition to collecting data about registered vehicles, licensed drivers, analyzing use patterns and possibilities, the staff set up cameras in partnership with several businesses. The cameras served to provide visual resources for reviewing traffic patterns, turning movements, etc. as well as to aid with counts of various types at eight locations. The staff also coordinated the operation of one study period whereby the city provided free bus service throughout an established route during a week in August. There were 266 riders who also completed surveys about transportation needs. Another week of transit operation is scheduled for a week in January, 2018.
- **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. Two committees were established to aid with the process and activities, including a Steering and a Technical Advisory Committee. A public meeting was held in October.

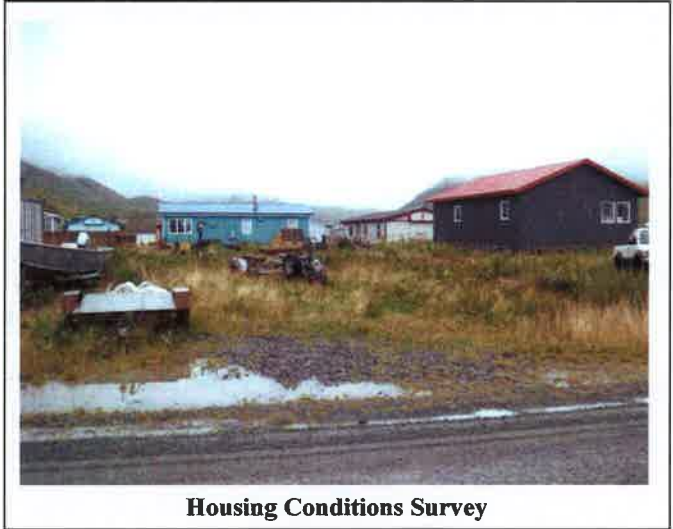




- **Fireworks Coordinator:** Director Homka assumed the role of coordinator in partnership with Dan Winters, Public Utilities Director. Dan has served in this capacity for over 10 years and mentored Bil in the role of coordinating the city's New Year's Eve fireworks display. The fireworks occur twice each year, on New Year's Eve and on Independence Day.

**IX. Departmental goals for 2018 include the following:**

- 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 web 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.
- Conclude the Transportation Study
- Conclude the Housing Conditions Study
- Analyze ways to improve inter-city permitting and review coordination
- Evaluate software to aid with the CMMP process; currently use Microsoft Excel.



**Housing Conditions Survey**

