

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2019 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 2018:

Chair Billie Jo Gehring (Elected at meeting of January 20, 2019; Resigned December, 2019)
Vice Chair Travis Swangel
Vicki Williams
Helen Brown
Tom Bell

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
Cameron Dean, GIS Administrator (Hired January, 2019)
AnnMarie Rafer, Administrative Assistant (Resigned January, 2019)
Delanney McConnell, Administrative Assistant (Hired February, 2019; Resigned, July 2019)
Jasmine Gonzalez, Administrative Assistant (Hired July, 2019)

PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2020-01

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: _____
Travis Swangel
Acting Commission Chair

William Homka
Secretary of the Commission

DATE OF ADOPTION: _____

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 2019

I. General Statistics (January 1, 2019 – December 31, 2019)

2019 was about as busy as 2018 for both the Planning Commission and Platting Board. The PC/PB actions for 2019 and previous years are summarized below:

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2017	2018	2019
Variance	3/2	7/5	2/1
Conditional Use	6	5	4/4
Zone Amendment	-	-	1/1
Property Acquisitions	-	-	-
Code Revisions	-	-	1/1
Plats	3	3	1
Planning Documents	2	2/1	3/3
TOTAL MEETINGS	8	10	10

II. Planning Commission Recommendations to Council

The Planning Commission recommended one Code Revision and three Planning Documents to the City Council for action in 2019.

<p><i>September 19, 2019: Work session on recommendation to City Council and Directive to Planning Department</i></p>	<p>Work session item to discuss Capital Maintenance and Management Plan (CMMP) preliminary brainstorming session for planning projects, resulting in two resolutions, 2019-09 and 2019-10.</p>
<p><i>October 17, 2019 meeting delayed to October 24, 2019: Approved Resolution 2019-09, Directive to Planning Department and recommendation to City Council</i></p>	<p>The Planning Commission Approved Resolution 2019-09 a resolution recommending City Council pursues Public Transportation in the 2020 - 2025 CMMP and directing the Planning Department to nominate such a project.</p>

<p>October 17, 2019 meeting delayed to October 24, 2019: Approved Resolution 2019-10, Directive to Planning Department and recommendation to City Council</p>	<p>The Planning Commission Approved Resolution 2019-10 a resolution recommending City Council pursues a Trails Maintenance and Identification Project in the 2020-2025 CMMP and directing the Planning Department to nominate such a project.</p>
<p>October 17, 2019 meeting delayed to October 24, 2019: Approved Resolution 2019-11, an update to city code</p>	<p>The Planning Commission Approved Resolution 2019-11 a resolution recommending City Council adopts changes to Unalaska City Code Titles 8 & 9 regarding operating hours of adult businesses.</p>
<p>December 23, 2019: Approved resolution 2019-12 declaring vacancy</p>	<p>The Planning Commission approved Resolution 2019-12 a resolution in appreciation of and accepting the resignation of Billie Jo Gehring, who as a member of the City Of Unalaska Planning Commission provided valuable service to the City Of Unalaska, and declaring the seat vacant effective December 20, 2019.</p>

III. Planning Commission Actions and Activities

<p>The Planning Commission & Platting Board reviewed two Planning Documents, approved five Variances, and approved four Conditional Use Permits in 2018, and held two special meetings.</p>	
<p>January 31, 2019: Special Meeting Approved Resolution 2019-01 Annual Report (Planning Document) and filed with City Council</p>	<p>The Planning Commission through Resolution 2019-01 approved the <i>Planning Commission and Platting Board 2018 Annual Report</i>, which reviewed the year in Planning in Unalaska.</p>
<p>January 31, 2019: Special Meeting Approved Resolution 2019-02, a conditional use permit</p>	<p>The Planning Commission through Resolution 2019-02 approved a storage facility for the pallet factory at 80 Gilman Road.</p>
<p>March 21, 2019: Approved Resolution 2019-03, a zoning amendment, and sent the same to City Council</p>	<p>The Planning Commission through Resolution 2019-03 approved a zoning amendment from General Commercial to Medium Density Residential at 201 West Broadway.</p>
<p>March 21, 2019: Approved Resolution 2019-04, a conditional use permit</p>	<p>The Planning Commission through Resolution 2019-04 approved a fish oil storage tank farm at 42 Gilman Road.</p>

<p><i>April 25, 2019: Approved Resolution 2019-05, a variance</i></p>	<p>The Planning Commission through Resolution 2019-05 approved a variance allowing 4 units on a lot slammer than 14,000 square feet at 201 West Broadway.</p>
<p><i>June 20, 2019: Approved Resolution 2019-06, a conditional use permit</i></p>	<p>The Planning Commission through Resolution 2019-06 approved a conditional use permit for a propane storage and sales facility at 116 Gilman Road.</p>
<p><i>July 18, 2019: Tabled Resolution 2019-07 for editing, conditional use permit</i></p>	<p>Due to confusion from the applicant in their application, and subsequent misinterpretation of staff, the Planning Commission tabled Resolution 2019-07, a conditional use permit for an additional unit at 88 West Broadway, for review by staff.</p>
<p><i>July 18, 2019: Tabled Resolution 2019-08 for editing, a variance</i></p>	<p>Due to confusion from the applicant in their application, and subsequent misinterpretation of staff, the Planning Commission tabled Resolution 2019-08, a variance to the rear yard setbacks on 88 West Broadway, for review by staff.</p>
<p><i>August 15, 2019: approved updated Resolution 2019-07, a conditional use permit</i></p>	<p>The Planning Commission reviewed and approved the revised Resolution 2019-07, a conditional use for 3 residential units on a General Commercial lot at 88 West Broadway.</p>
<p><i>August 15, 2019: Denied updated Resolution 2019-08, a variance</i></p>	<p>The Planning Commission reviewed and denied the revised Resolution 2019-08, a variance to the rear yard setback of 88 West Broadway.</p>
<p><i>Special Meeting December 23, 2019: Approved</i></p>	<p>The Planning Commission reviewed and approved Resolution 2019-12, a resolution accepting the resignation of, and thanking Billie Jo Gehring for her years of service.</p>

IV. Platting Board Actions

The Platting Board took action on zero subdivision plats in 2019. One plat remains in the preliminary stage, a final plat with appropriate edits was never returned to the Planning Commission.

August 2019: Regarding Resolution 2018-10, a large subdivision

The Planning Department accepted a request from Coe Whittern to extend the time to finalize his preliminary plat which was approved in 2018.

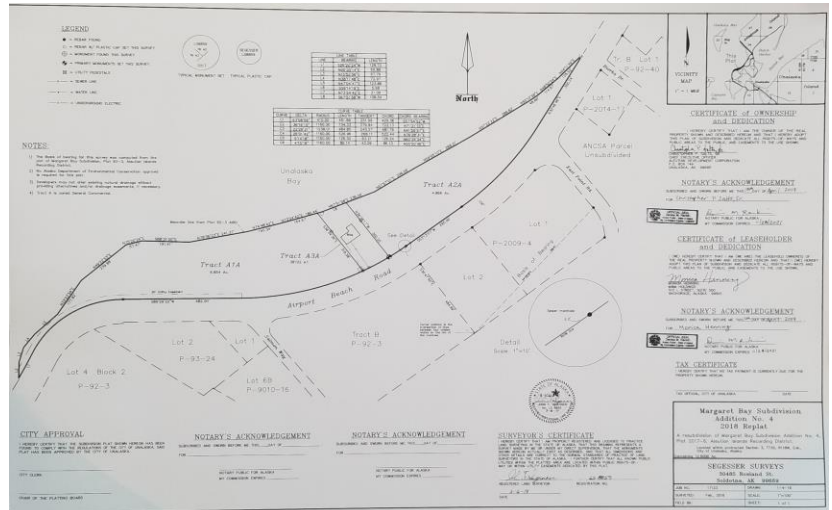


V. Platting Authority Actions

The Planning Director acting as the Platting Authority and took action on one subdivision plat in 2019; however it has not yet been recorded.

On November 25th, 2019, the Platting Authority approved **Margaret Bay Subdivision Addition No. 4 2018 Replat**, a re-subdivision of Margaret Bay Subdivision Addition No. 4, Plat 2017-6, Aleutian Islands Recording District.

The new plat is **currently unrecorded at the time of printing.**



VI. Planning Determinations

The Planning Director issued one planning determinations in 2019.

December 12, 2019: Announced planning determination clarifying use

Planning Staff announced a Planning Determination to the Planning Commission, clarifying the Rod and Gun Club range as an acceptable use in a Marine Related Industrial Zone

VII. Summary of Appeals Cases and Actions:

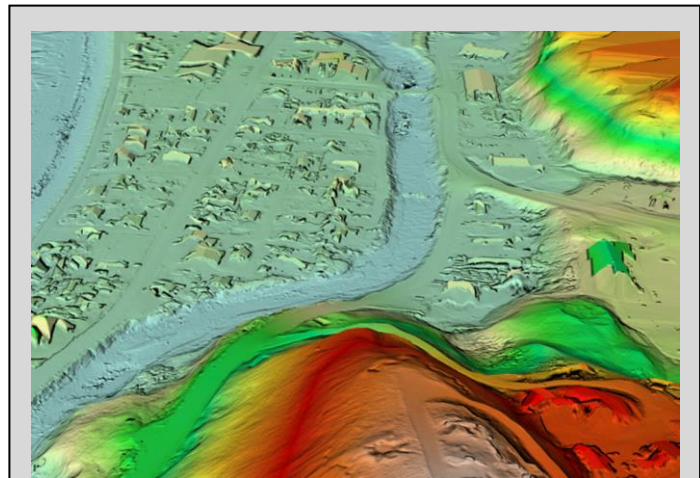
The Planning Commission did not hear any appeals of administrative decisions.

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 2019 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. Entered into negotiations supporting Public Works for several projects, including the Generals Hill Booster Pump, and several easements for drainage.
- **GIS Improvements.** Staff completed significant improvements to the accuracy of the City's parcel and other data with help from Public Works. Our data now incorporates numerous control points around the city. Combined with continued work updating and expanding the City's aerial imagery, maps are more complete and precise than ever before. The department also largely transitioned the web GIS viewers used by other departments from a vendor's software to a more modern system we can manage internally.
- **Housing Conditions Survey.** Planning staff began updating the Housing Conditions Survey from 2018. The new survey is integrated with our GIS and captures more information about each property. The survey update is 75% complete waiting on better weather.
- **Planning Education and Outreach.** The planning department participated in the annual job fair at the Unalaska High School, and hosted an elementary school class during their field trip to City Hall.
- **Planning Commissioner Training.** Planning staff arranged for Commissioner Williams to participate in Commissioner Training at the 2020 Alaska Planning Conference held in Anchorage in February, 2020.
- **Transit Study:**
 1. Planning Staff attended Alaska Chapter of American Planning Association's annual conference January 13-15, 2019, where they presented the Transit Study, and provided further information to representatives from Naknek and Haines.



**THREE DIMENSIONAL MODEL MAP of
UNALASKA SHOWING ELEVATIONS &
TOPOGRAPHY**

2. Planning generated a CMMP project for a professionally written transit study, to be completed in FY 2021
- **Comprehensive Planning.**
 1. The Planning Department is approximately 60% complete with the 2030 Comprehensive Plan Update. Student Intern Christian Schmidt has been an integral part of this effort. Planning launched an on-line survey (September-October 2019) with over 150 respondents. The results were presented at a public forum in October 2019.
 2. Planning held Comp Plan meetings with representatives from PCR, Clinic, DPW, DPU, and DPS to discuss future needs and gain input for the on-line survey planning is developing for the public and crafted an on-line survey using our ESRI software to be deployed in September.
 - **US Census 2020 Preparation:** Staff assisted the Census Bureau in reviewing addressing information to better prepare our island residents for the upcoming decennial census. This involved troubleshooting address problems/issues provided to us by the Census Bureau and verifying individual addresses per the city's addressing policy.
 - **Community Support Grants:** Planning Department took over the administration of the community support grant program. The Planning Department received 11 Community Grant Applications from different non-profit organizations around the City of Unalaska. These applications were reviewed, critiqued, and sent back for corrections before discussing financial matters to the City Council. Once applications had come back through, evaluations were conducted. Planning designed a means for the City Council to establish the sums for the Community Support Grants.
 - **CMMP Process:**
 1. This year, the Planning Department has moved from PowerPoint to ArcGIS Online to create a centralized and automated process for editing and displaying data for the CMMP. This has boosted the speed at which the CMMP is processed, as well as minimizes errors previously made in copying and hand computing dollar amounts.
 2. The CMMP process guide for this year includes a new evaluation formula and format. The evaluation is now more transparent than ever, and includes weighted scores by the City Council to further align with their expectations for the budget.

IX. Departmental goals for 2020 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.
- 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.
- Analyze ways to improve inter-city permitting and review coordination