

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2021 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 in 2021:

Chair, Travis Swangel
Vice Chair, Viki Williams
Helen Brown
Ian Bagley
Jason Gates
Virginia Hatfield
Rainier Marquez

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
Jasmine Gonzalez, Administrative Assistant


PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2022-01

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:  _____

Commission Chair

 _____

William Homka
Secretary of the Commission

DATE OF ADOPTION: 6.20.22

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 2021

I. General Statistics (January 1, 2021 – December 31, 2021)

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2019	2020	2021
Variance	2/1	2/2	2/0
Conditional Use	4/4	1/1	4/4
Zone Amendment	1/1	1/1	-
Property Acquisitions	-	-	-
Code Revisions	1/1	-	-
Plats	1	3	2/2
Planning Documents	3/3	3/3	-
TOTAL MEETINGS	10	6	7

II. Planning Commission Recommendations to Council

The Planning Commission recommended no Code Revisions and two Planning Documents to the City Council for action in 2021.	
<i>February 18, 2021: Approved Resolution 2021-01 Annual Report (Planning Document) and filed with City Council</i>	The Planning Commission through Resolution 2021-01 approved the <i>Planning Commission and Platting Board 2020 Annual Report</i> , which reviewed the year in Planning in Unalaska.
<i>February 18, 2021: Approved resolution 2021-02 declaring vacancy</i>	The Planning Commission approved Resolution 2021-02 a resolution in appreciation of and accepting the resignation of Jason Gates, 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 January 9, 2021.
<i>February 18, 2021: Work session reviewing the draft FY22-31 CMMP</i>	Work session item to discuss the draft FY22-31 Capital Maintenance and Management Plan (CMMP) and provide comments.
<i>October 21, 2021: Approved resolution 2021-13 declaring vacancy</i>	The Planning Commission approved Resolution 2021-02 a resolution in appreciation of and accepting the resignation of Helen Brown, 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 June 17, 2021.
<i>October 21, 2021: Work session discussing the FY23-32 CMMP</i>	Work session item to discuss the FY22-32 Capital Maintenance and Management Plan (CMMP) and provide comments.

<i>November 18, 2021: Work session discussing the FY23-32 CMMP</i>	Work session item to discuss the FY22-32 Capital Maintenance and Management Plan (CMMP) and provide comments.
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III. Planning Commission Actions and Activities

The Planning Commission & Platting Board approved zero (0) Variances and three (3) Conditional Use Permits in 2021.	
<i>February 18, 2021: Approved Resolution 2021-03, a conditional use permit</i>	The Planning Commission through Resolution 2021-03 approved a Head Start facility on Biorka Dr.
<i>March 18, 2021: Approved Resolution 2021-05, a conditional use permit</i>	The Planning Commission through Resolution 2021-05 approved water booster pump on Generals Hill
<i>May 20, 2021: Approved Resolution 2021-08, a conditional use permit</i>	The Planning Commission through Resolution 2021-08 approved a triplex on a lot zoned Single Family Duplex on Haystack
<i>May 20, 2021: Approved Resolution 2021-09, a conditional use permit</i>	The Planning Commission through Resolution 2021-09 approved a triplex on a lot zoned Single Family Duplex on Thompson Cir

IV. Platting Board Actions

The Planning Commission & Platting Board approved two (2) subdivision plats in 2021.	
<i>March 18, 2021: Approved Resolution 2021-04, a preliminary plat</i>	The Planning Commission through Resolution 2021-04 approved a preliminary plat of Darsney-Warren Subdivision to allow construction of the Generals Hill Booster Pump
<i>May 20, 2021: Approved Resolution 2021-06, a preliminary plat</i>	The Planning Commission through Resolution 2021-06 approved a preliminary plat of Trey Henning Subdivision

V. Summary of Appeals Cases and Actions:

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

VI. 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 2021 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. Continued to assist Public Works with the Generals Hill Booster Pump project.
 3. Negotiated a joint trenching agreement with GCI to install conduit for a City fiber network. The department also coordinated with Engineering to review plans and permits for the GCI fiber project.
 4. Continued to serve on the geothermal City team negotiating the implementation of the PPA with OCCP.
- **GIS Improvements.** Staff have improved accuracy and availability of GIS resources internally and to the public.
- **Planning Commissioner Training:** Planning staff arranged for Commissioners Williams and Brown to participate in virtual Commissioner Training at the 2021 Alaska Planning Conference held in Anchorage in February, 2021.
- **Community Support Grants:** The Planning Department administers the community support grant program. The Planning Department received 9 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.
- **Code Enforcement:** The Planning Department led an effort by Fire, Public Safety, Public Works and Clerks to respond to a nuisance complaint and numerous zoning violations on 14 properties on Choate Lane. An long-running enforcement issue at 176-180 Chernofski involving Planning, Public Works, Fire, Public Safety and the City Attorney is currently in court.
- **Grants:** The Planning Department applied for a FY22 EPA Brownfields Assessment Grant.
- **Surveys:** The Planning Department conducted numerous surveys on COVID, community health needs on behalf of the IFHS Clinic and the National Community Survey.
- **Other:**
 1. Staff participate in the Airport Masterplan Update Stakeholder Advisory Committee, Amaknak Formerly Used Defense Site Restoration Advisory Board, City CARES Grant Committee and the Alaska chapter of the American Planning Association.
 2. Staff serve on the IFHS Clinic board and PCR Advisory Committee, as well as volunteer with the Fire Department and high school athletics.
 3. The department assisted with the planning and City presentation for the legislative visit and tour.

- **CMMP Process:**

1. Taking advantage of the more efficient process implemented last year, the Planning Department produced a 10-year CMMP, rather than the 5-year plan done previously.
2. The CMMP process guide for FY23 was updated by presenting City Council the changes to the schedule, ranking system, and requested their individual values for ranking categories. This is an annual process and was completed in October and November. This continues the effort to generate transparency and alignment with City Council's expectations for the budget.

VII. Departmental goals for 2022 include the following:

- Continue improving process of zoning and public nuisance code enforcement as minor offenses.
- Expand online GIS access, improve mapping on mobile devices 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.
- Work with Engineering / Permitting to improve the permitting and review process.