

**CITY OF UNALASKA  
UNALASKA, ALASKA  
PLANNING COMMISSION MINUTES  
Thursday, February 20, 2014  
CITY COUNCIL CHAMBERS, CITY HALL  
7:00 P.M.**

1. **CALL TO ORDER:** Chair Chris Bobbitt called the meeting to order at 7:00 PM.

**Staff Present:**

Anthony Grande, Planning Administrator

**Roll Call:**

*Commissioners present:*

Chris Bobbitt

Doanh Tran

Steven Gregory

Jessica Earnshaw

*Commissioner absent:*

Vicki Williams

2. **REVISIONS TO THE AGENDA:** *None*

3. **APPEARANCE REQUESTS:** *None*

4. **ANNOUNCEMENTS:**

**Introduction of the New Planning Commissioner:** Chair Chris Bobbitt welcomed the new Planning Commissioner Jessica Earnshaw to the Planning Commission Board.

**Selection of Chair and Vice-Chair for 2014:** Chair Bobbitt informed the Commission that it is time to select a new Planning Commission Chair and Vice-Chair for 2014. Chair Bobbitt opened the nomination for Chair. Steven Gregory nominated Chair Bobbitt again for the Chair; there was a second. Chair Bobbitt asked if there were any other nominations. Doanh Tran nominated Mr. Gregory for Chair; there was a second. With 2 voting in favor of Chair Bobbitt and 1 voting in favor of Steven Gregory, Chair Bobbitt stayed on as Chair of the Planning Commission.

Chair Bobbitt opened the nomination for the position of Vice-Chair. Ms. Earnshaw nominated Mr. Gregory for Vice-Chair. There was a second. The Chair asked if there were any other nominations. There being none, Chair Bobbitt called for a vote. With a vote of 3-0 in support, Mr. Gregory retained the position as Vice-Chair of the Planning Commission.

5. **MINUTES:** Ms. Tran moved to approve the minutes from the January 23, 2014 meeting. Ms. Earnshaw seconded the motion. Chair Bobbitt called for a discussion or comments on the minutes. There being no comments, Chair Bobbitt called for a vote and the motion to approve the minutes was unanimous (4-0). The minutes for the January 23, 2014 were adopted.

## **PUBLIC HEARING ACTION ITEMS:**

### **6. Consideration of a variance request to allow for a 4-foot side setback to accommodate a proposed loading dock at 60 Delta Way.**

Staff explained that the variance application is for a reuse of an historic building. To make it useful and as part of the renovation, the owners plan to add a new loading dock facing the side yard of the lot. The requested variance is the minimum necessary in order to accommodate three loading docks and in order to make use of the building viable. This being an industrial area, adding a loading dock to the building will not adversely affect the character of the neighborhood. Staff in concert with the Development Review Team is recommending approval of the variance request as it is in accordance with the standards outlined in the Unalaska's Code of Ordinances.

Chair Bobbitt asked the Commissioners if they have any questions for Staff. In response to questioning, staff explained that they had no additional information about the current use of the building but informed the Commission that the land and as well as the adjacent lots are owned by FDOC, a subsidiary of OC.

Chair Bobbitt asked if there was anyone from the public who would like to testify. Tyler Zimmerman spoke briefly representing the applicant, saying that they intended to renovate the building and needed the variance to make the project viable.

Chair Bobbitt asked anyone else from the public who would like to testify. There being none, Chair Bobbitt called for a motion to approve Resolution 2014-06. Ms. Tran moved to approve Resolution 2014-06. There was a second. There being no further discussion, Chair Bobbitt called for a vote and the motion to approve was unanimous (4-0). The motion carried and Resolution 2014-06 was adopted.

### **7. Consideration of amending Unalaska Municipal Code Chapter 8.06 by adding and updating definitions, Chapter 8.08 by clarifying subdivision requirements for lease lots, Chapter 8.12 by deleting building separation language, adding a conditional use for construction camps, and changing submittal deadline requirements.**

Staff informed the Commissioners that the comments from the last work session on the proposed Title 8 changes have been incorporated specially the definition of "temporary structures" that are designed to be easily moved or dismantled.

The changes regarding the construction camps are to clarify where the camps should be located in the City namely, Marine-Related/Industrial District and Marine-Dependent/Industrial District as a conditional use. The phrase "*project or projects*" was added after the packets went out, making the definition more flexible and allow for multiple projects. A *detailed plan for deconstruction and removal* was added to the proposed ordinance change. Chair Bobbitt pointed out a grammatical error on *Section 8.12.080(D) (4) Construction camps, provided the follow...* should be "*provided the following...*"

Staff touched on the straightforward changes to make sure that the *Planned Unit Development* section of the code is clear and similar to the Variance and Conditional Use section. PUDs are for developments that are 2 acres in size with multiple buildings. It could involve a few different variances, but would be approved as one for the entire development.

Staff explained that the concept of *lease lots* pertains to long-term property leases as being similar in many ways to property ownership as far as development is concerned. It is important to the community that when these lots are developed and structures built, that they follow the same standards as any other property in the City.

Very much related, staff explained that there have been recent changes made to the Draft Ordinance after they got their packets and proceeded to enumerate the changes; addition of “long-term lease of 30-years or more”, into the definition of “SUBDIVISION”. It now reads:

*(157) "SUBDIVISION" means the division of a tract or parcel of land into two or more lots, sites, or other divisions, or the combining of two or more lots, tracts, or parcels into one lot, tract or parcel for the purpose, whether immediate or future, of sale, **long-term lease of 30-years or more**, or development, including any resubdivision and when appropriate to the context, the process of subdividing or the land actually subdivided.*

Staff said it was necessary to add it to the definition to clarify that the ordinance is for long-term lease of properties of 30-years or more with the assumption that it is for a planned development. It is also to safeguard property owners from unnecessary process of subdivision just to lease off a small portion of their land for a short period that may not involve development and have any impact to the community. The same language was added to Section 8.08.020(E) “Bar on subdivision by deed or lease”, to read:

*(E) Bar on subdivision by deed or lease. All subdivision of land within the jurisdiction of the city shall be by plat in compliance with this chapter. No deed, conveyance, or **long-term lease document** shall be used as a means to create a subdivision of land, except where such subdivision is exempt from the provisions of this chapter. Any sale, transfer, or **long-term lease of property** must be of lots created by the subdivision process outlined in this chapter, except where exempt.*

Other minor changes involve striking out the building separation requirements in various zoning districts since it had more to do with Building Codes and the process of acquiring a building permit than Title 8.

The last change in the proposed draft involve Section 8.12.215(A)(2) Submittal/timing, which has been moved up by seven (7) days to give enough time for the City Staff to gather feedback from the Development Review Team and still have time to give feedback to the applicant in time to prepare the packet for the Planning Commission meeting.

Chair Bobbitt asked the Commissioners if they have any questions for Staff. Mr. Gregory asked if there were any public feedback regarding striking out the building separation from the code. Staff replied that there had been no public feedback; however, there was positive feedback from the Fire Department. Ms. Tran suggested that it would be best if the Commission vote on these issues separately and not as one Resolution. She also inquired how Staff was able to gather stakeholders input regarding the changes. Staff replied that feedback was gathered from people who contacted the office after seeing the agenda postings and mail-outs.

There being no additional questions for Staff, Chair Bobbitt asked if anyone from the public would like to testify regarding the resolution. Mr. Miller from Ounalashka Corporation asked if

construction camps are allowed in a General Commercial area. Staff explained that they would only be allowed in the two zoning districts of Marine Dependent/Industrial and Marine Related/Industrial. Mr. Miller said that the proposed ordinance puts a limitation on projects if construction camps are only allowed in the two zones.

Mr. Miller also commented on the proposed changes to the definitions. He said the process and the time it takes to have a lot subdivided have an impact or delay the negotiation of a lease. He asked if a property owner is required to plat a piece of property prior to leasing it out. Staff answered that the proposed change will require the property owner to submit a recorded plat prior to leasing the lot.

Mr. Miller said that the 10,000 square foot lot size might prove to be an issue in some long-term leases because there are lots that exist that are less than 10,000 square feet. Ms. Rankin confirmed that many of OC's lots are currently less than 10,000 square feet, noting that this helps make them financially sustainable for small businesses. She also stated that an amendment should be added stating that only the boundary portion of a lease needs to be released to the city.

Chair Bobbitt asked the Commissioners if they had any questions for the public. Ms. Earnshaw had a question for Staff regarding the 60-day period for the platting process. Staff answered that the 60-day period was to allow for the back-and-forth between the City Staff and the applicant, especially when there are corrections to the plat.

Ms. Tran requested that comments from Mr. Miller and Ms. Rankin be gathered and recorded by the Planning Staff for discussion in another work session.

Chair Bobbitt asked the Commissioners if they had any other questions. Hearing none, Chair Bobbitt closed the Public Hearing and called for a motion. Mr. Gregory move to continue the discussion on Resolution 2014-05 to the next meeting. There was a second. Chair Bobbitt asked if there were any further discussion on the motion to continue this item to the next meeting. Hearing none, Chair Bobbitt called for a vote to continue the discussion on Resolution 2014-05. The vote was unanimous (4-0). The motion was adopted and the discussion on Resolution 2014-05 will be continued in the next regular meeting.

### **REGULAR MEETING:**

#### **8. Receipt of Platting Resolution 2014-01 of the approval of the preliminary plat for DeMeo Subdivision, a Resubdivision of Lot 2A Huling Subdivision, P 91-13, AIRD, located at 140 Steward Road.**

Staff informed the Board that the Platting Authority represented by the Planning Director approved an abbreviated plat for DeMeo Subdivision.

### **WORK SESSION:**

#### **9. Discussion of the Draft FY 2015-2018 Capital and Major Maintenance Plan.**


Staff explained that the CMMP is a description or summary of the Capital projects lined up for fiscal year 2015-2019. The work session will be to gather feedback and comments from the

Commissioners before presenting it to the City Council for approval. There was no further discussion except for Chair Bobbitt's comment of the improved format of the report.


**10. OTHER BUSINESS:** *None*

**11. ADJOURNMENT:** Chair Bobbitt adjourned the meeting at 8:07

PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF March 2014 BY THE CITY OF UNALASKA, ALASKA PLANNING COMMISSION.

  
Chris Bobbitt  
Chair

3/24/14  
Date

  
Erin Reinders, AICP  
Recording Secretary

3/24/14  
Date

Prepared by Veronica De Castro and Erin Reinders, Planning Department