

**CITY OF UNALASKA  
UNALASKA, ALASKA  
PLANNING COMMISSION MINUTES  
Thursday, October 16, 2014  
CITY COUNCIL CHAMBERS, CITY HALL  
7:00 P.M.**

**CALL TO ORDER:** Chair Steven Gregory called the meeting to order at 7:00 PM.

**ROLL CALL:**

*Commissioners present:*

Steven Gregory

Vicki Williams

Doanh Tran

Jessica Earnshaw

James Santana

*Staff Present:*

Chris Hladick, City Manager

Erin Reinders, Planning Director

Anthony Grande, Planning Administrator

**REVISIONS TO THE AGENDA:** *None*

**APPEARANCE REQUESTS:** *None*

**ANNOUNCEMENTS:** Erin Reinders announced that Title 8 changes will appear before City Council for their second and final reading on Tuesday, October 28, 2014.

James Santana was introduced as the newest member of the Planning Commission.

Mrs. Reinders gave a brief update on the Box City Project with PCR and thanked Commissioner Tran for her participation. Steven Gregory asked when the project would be available for the public to view. Staff will check with PCR to see when the Box City will be available for public viewing.

**MINUTES:** *Planning Commission & Platting Board, September 25, 2014.* Chair Gregory called for a motion to approve the minutes from the September 25, 2014 meeting. Jessica Earnshaw made a motion, Vicki Williams seconded the motion. Chair Gregory asked if there were any further discussions on the minutes. There being no comments, Chair Gregory called for a vote, which was unanimous (5-0). The minutes for the September 25, 2014 meeting were adopted.

**PUBLIC HEARING ACTION ITEMS:** *None*

**REGULAR MEETING:** *None*

**WORK SESSION:** *Presentation of 2014 Land Use Inventory.* Anthony Grande introduced the Land Use Inventory that the Planning Department has been compiling over the past several

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months. One of the Department goals is to complete an inventory every year. This being the first one done for Unalaska, it lays the groundwork for any future inventories. Planning Staff visually reviewed every parcel and determined how the approximately 1,000 properties were being used. This inventory includes the developed areas of land within the city limits, including vacant lots surrounded by developed lots. There are two primary reasons for conducting this type of inventory. The first is to help with land use planning and the second is to track land use changes over time.

Both the Comprehensive Plan and the Housing Plan call for discovering where there is existing opportunity for development in our city. The next step is to expand on what was found in the vacant land category. Planning Staff has been working on putting together a vacant lot study (Infill Development Analysis) to determine realistic development potential. That report should be ready to present in the next few months.

Mr. Grande asked if there were any questions or comments regarding the Land Use Inventory. Doanh Tran was very impressed with how the data was collected and organized. She hopes the public will take an interest in the inventory. Both Ms. Tran and Chair Gregory had questions regarding what role the Commissioners needed to take with this new information. Mrs. Reinders explained that this would be an ongoing discussion and suggested waiting until the Infill Analysis is completed and presented before determining additional activities.

Mrs. Reinders thanked Mr. Grande for his work and diligence on this important project.

**OTHER BUSINESS:** *Selection of new Vice Chair.* Chair Gregory opened the floor for Vice Chair nominations. Ms. Earnshaw made a motion to nominate Ms. Tran as Vice Chair. Mr. Santana seconded the nomination. Ms. Tran made a motion to nominate Ms. Earnshaw as Vice Chair. Ms. Williams seconded the nomination. Chair Gregory opened the floor for discussion. Ms. Earnshaw urged Ms. Tran to consider the Vice Chair Position since Ms. Earnshaw's work schedule requires her to miss more meetings. Chair Gregory call for a vote by roll call. Earnshaw – Tran, Gregory – Tran, Santana – Tran, Tran – Tran, Williams – Tran. With 5 votes for Tran, Doanh Tran was elected as Vice Chair.

**ADJOURNMENT:** Chair Gregory adjourned the meeting at 7:26 PM.

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

  
Steven Gregory, Chair

11/20/14  
Date

  
Erin Reinders, Recording Secretary

11/20/14  
Date

Prepared by Kelly Tompkins and Erin Reinders, Planning Department