

**CITY OF UNALASKA, ALASKA
PLANNING COMMISSION & PLATTING BOARD
REGULAR MEETING
THURSDAY, AUGUST 18, 2016, 6:00 P.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
AGENDA**

CALL TO ORDER

ROLL CALL

REVISIONS TO THE AGENDA

APPEARANCE REQUESTS

ANNOUNCEMENTS

MINUTES: Planning Commission & Platting Board, July 21, 2016

PUBLIC HEARING

1. **RESOLUTION 2016-08:** APPROVING PRELIMINARY PLAT OF COXCOMB SUBDIVISION ADDITION NO. 1, A REPLAT OF LOTS 1 AND 2, COXCOMB SUBDIVISION, AND A PORTION OF UNSUBDIVIDED GOV. LOT 4, SECTION 1, T73S, R118W, SM

OLD BUSINESS

No Items

NEW BUSINESS

1. **RESOLUTION 2016-08:** APPROVING PRELIMINARY PLAT OF COXCOMB SUBDIVISION ADDITION NO. 1, A REPLAT OF LOTS 1 AND 2, COXCOMB SUBDIVISION, AND A PORTION OF UNSUBDIVIDED GOV. LOT 4, SECTION 1, T73S, R118W, SM
2. REPORT OF PLANNING DETERMINATION DATED 7/12/2016 REDUCING THE FRONT YARD REQUIREMENT FROM 20 FEET TO 18 FEET AT 55 CHOATE LANE (NO COMMISSION ACTION REQUIRED)
3. **RESOLUTION 2016-11:** ESTABLISHING GOALS FOR THE PROCESS AND OUTCOME OF THE COMPREHENSIVE PLAN REWRITE PROJECT

WORKSESSION

No Items

ADJOURNMENT

Principles of the Unalaska Planning Commission

1. The Position: In any community, the position of Planning Commissioner is a highly respected and honored one.
2. The Job: The job of Planning Commissioner is to serve the public, as representatives of the City Council and to the best of their ability, in ensuring sound planning and growth management in Unalaska. All decisions of the Planning Commission should be based on sound planning principles and practices, and not on the personal opinion of individual Planning Commissioners. Once the Planning Commission makes a recommendation to the City Council, the job of the Planning Commissioners and Planning Commission is over, in terms of that particular action.
3. Integrity: Planning Commissioners are appointed by City Council. The actions, behavior, and comportment of each Planning Commissioner reflect not only on that Planning Commissioner's integrity – but also on the integrity of the City Council and of the entire City government.
4. Collaboration: An individual Planning Commissioner is not a “lone wolf,” but is part of a collective body. As such, each Planning Commissioner is expected to act in a collaborative manner with his and her fellow Planning Commissioners.
5. Respect Each Other: While it is understandable to sometimes disagree with your fellow Planning Commissioners on issues brought before the body, and appropriate to publically vocalize that disagreement during Planning Commission meetings, a Planning Commissioner should always respect the opinion of their fellow Commissioners and treat each other with respect.
6. Majority Rules: It is important to remember that, at the end of the day, the majority rules. So, after each action is brought before the body, discussed, and voted upon, Planning Commissioners must accept and respect the rule of the majority – even if the ruling was counter to an individual Commissioner's position.
7. Respect Staff: A Planning Commissioner should respect the opinion of City Planning Staff, whether the Planning Commissioner agrees with staff or not. Planning Staff Members are professionals who are employed to serve not only the Planning Commission and general public, but the City Council.
8. The Las Vegas Rule: What comes before the Planning Commission must stay before the Planning Commission. This means there can be no outside negotiating with petitioners or with the public regarding applications brought before the Commission. And, all discussions – pro or con – concerning a petition before the Planning Commission, must take place solely within Planning Commission meetings.
9. Respect Applicants and Public: Each Planning Commissioner must always show professionalism and respect for applicants and the general public – regardless of the position held by that Planning Commissioner or by the Planning Commission.
10. Upholding the Principles: Any member of the Planning Commission who finds that he or she cannot uphold and abide by the above principles should resign from the Commission.

PROCEDURES FOR THE CHAIR

Approval of Minutes

The Chair states: "The minutes were included in the packet. Are there any corrections to the minutes?" [pause to wait for commissioners to object]. "Hearing none, if there are no objections, the minutes are approved as printed."

OR

If there are objects to the minutes, then...

1. Ask for a motion to approve the minutes as printed. And a second.
2. Facilitate Commission discussion.
3. Amendments will need a motion and a second.
4. When there is no more discussion, call for a vote on any amendments.
5. Continue discussion until there is none further, then call for a vote on the minutes as amended.

Public Hearings

1. Open the public hearing.
2. Notify the public that they may raise their hand and speak from their seats.
3. Read the title of the first item.
4. Ask if any member of the public wishes to speak to the item. They may do so by raising their hand.
5. When discussion has ended, read the title of the second item.
6. Again ask for public discussion.
7. Continue until all items on the public hearing are complete.
8. NOTE: No commissioners or staff should give any input during the public hearing.

Resolutions under new business or old business

1. Read the title of the first resolution.
2. Ask for declaration of ex parte communications and conflicts of interest from commissioners.
3. Any question of whether a conflict of interest exists will be settled by a majority vote of the Commission. Members with a conflict will be asked to sit in the audience during this discussion/vote.
4. Ask for staff presentation.
5. Ask for questions from Commissioners of staff.
6. Ask for a presentation from the applicant.
7. Ask for questions from Commissioners of the applicant.
8. Ask for a motion to approve the resolution. And a second.
9. Facilitate commission discussion.
10. If any members of the public have signed up to speak on the topic, they will be given a chance to speak. The chair must set a time limit (such as 2 minutes) to each public comment. Time limits can be objected by commissioners and subsequently put to a vote if necessary.
11. Following public testimony, continue commission discussion until there is nothing further.
12. NOTE: Each member of the public only gets one chance to speak, but anyone who signs up with staff before the commission votes shall be given their one chance to speak before the vote occurs.
13. Call for a vote.
14. Repeat for each resolution on the agenda.

**CITY OF UNALASKA, ALASKA
PLANNING COMMISSION & PLATTING BOARD
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, JULY 21, 2016, 6:00 P.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
AGENDA**

PLANNING COMMISSION & PLATTING BOARD

CALL TO ORDER: Chair Jessica Earnshaw called the meeting to order at 6:00 PM.

ROLL CALL

Physically Present

Doanh Tran
Jessica Earnshaw
Vicki Williams

Excused

Billie Jo Gehring (medical)
Lottie Roll (medical)

Staff Present

Anthony Grande, Planning Director
Thomas Roufos, Associate Planner

REVISIONS TO THE AGENDA: Chair Earnshaw asked if there is any revision to the agenda. Mr. Grande stated that he would recommend removing Resolution 2016-08 from Public Hearing and New Business. Mr. Grande also, stated that the staff is working on getting more details for Resolution 2016-08.

Chair Earnshaw asked if there is any further revision to the agenda. Hearing none, Chair Earnshaw approved the agenda as amended.

APPEARANCE REQUESTS: None

ANNOUNCEMENTS: Commissioner Williams stated she will be leaving town on the 28th or the 29th of August on Medical.

Anthony Grande announced the Historic Resources Inventory is completed and is on the Planning Department website. Anthony Grande also announced we have the opportunity to do Planning Commission Training that is free through the State; we would pay for airfare and lodging. It would either be done all in one day could be a Saturday, could also have three or so afternoon sessions on the last week of August or early September.

Commissioner Tran stated she will be gone on travel the last week of August also asked if the State could come earlier. Anthony replied that it could be done the same week of a planning commission.

Chair Earnshaw stated that she will also be gone around the August Planning Commission Meeting.

Commissioner Tran asked if this training will be open to the public or if it will be for Commissioners only. Anthony Grande responded to say that it will be open since all meeting pertaining to the Planning Commissioners have to be open. Commissioner Tran asked about site visits for training or tour.

Anthony Grande responded that he would have to work with their person who will be going to the training and it would be difficult because of needing to publish where you will visit ten days in advance.

MINUTES: Planning Commission & Platting Board, May 19, 2016. Chair Earnshaw asked for a motion to approve the minutes from May 19, 2016 meeting. Commissioner Williams called for a motion to approve the minutes from May 19, 2016 meeting. Commissioner Tran seconded the motion. Chair Earnshaw asked if there were any further discussion on the minutes. Hearing none, Chair Earnshaw declared the minutes from May 19, 2016 approved without objection.

PUBLIC HEARING

1. **RESOLUTION 2016-10:** APPROVING A CONDITIONAL USE PERMIT FOR THREE EXISTING RESIDENTAL UNITS ON LOT 14, BLOCK 8, HAYSTACK HILL SUBDIVISION, LOCATED AT 189 TRAPPER DRIVE

Chair Earnshaw asked if any member of the public would like to testify. Member of the public, Mr. Price asked to speak after hearing the other discussion. Chair Earnshaw responded that he could be written in under new business item.

Chair Earnshaw asked if there is any further public testimony for Resolution 2016-10. Hearing none, Chair Earnshaw closed public hearing for Resolution 2016-10.

OLD BUSINESS

No Items

NEW BUSINESS

1. **RESOLUTION 2016-10:** APPROVING A CONDITIONAL USE PERMIT FOR THREE EXISTING RESIDENTAL UNITS ON LOT 14, BLOCK 8, HAYSTACK HILL SUBDIVISION, LOCATED AT 189 TRAPPER DRIVE

Chair Earnshaw asked if there are any ex parte comments or conflict of interest by commissioners. Hearing None, Chair Earnshaw called for staff presentation. Thomas Roufos explained that this conditional use permit was granted with a condition that a backflow preventer would be installed, and because this didn't happen within the year, the conditional use permit has to be renewed. Work toward the installation of the backflow preventer has been made therefore Thomas Roufos stated the recommendation of the approval of Resolution 2016-10.

Chair Earnshaw thanked Thomas Roufos for the presentation. Chair Earnshaw asked the Commissioners if they had any question for Staff. Hearing none, Chair Earnshaw asked if there is any further public testimony. Mr. Chris Price, an adjacent landowner, asked what the backflow preventer was and why it was asked to be put in as a condition. Mr. Price stated he believed that Mr. Deffendall was going to be subdividing the lot.

Anthony Grande explained that the Public Utility Department requested that we add the backflow preventer to the conditional use permit as a retroactive motion to bring the triplex up to current code to continue to allow the triplex to be used as such. This protects the community water main line from whatever is in the service line. Anthony Grande stated also that this current conditional use permit is just to allow the triplex to continue to be used as such; also there is a preliminary plat that has been seen by the planning department and is currently resting on this conditional use permit to be completed before it can progress to the next step.

Chair Earnshaw asked if there was any further discussion from the Commissioners, Anthony Grande asked if the Chair would accept another comment from the public, Chair Earnshaw accepted.

Mr. Chris Price asked if the triplex will be required to have separate meters for utility for each unit. Mr. Price also stated that Bruce McConnell might be trying to convert his duplex to a triplex. Mr. Price stated that the area is starting to have some intense development in terms of parking and road drainage issues. When it rains water comes down the road and causes it to be disrupted and damaged.

Anthony Grande responded by saying that Condition number 2 in the Resolution states that prior to issuance of a conditional use permit, the meter(s) must meet the standards that public utilities sets for a triplex. When the lot will or is preparing to be subdivided the owner will need to show 6 adequate parking spaced for the subdivision.

Chair Earnshaw asked for a motion to approve Resolution 2016-10. Commissioner Tran made a motion to approve Resolution 2016-10: A Resolution Approving a Conditional Use Permit for Three Existing Residential Units on Lot 14, Block 8, Haystack Hill Subdivision, Located at 189 Trapper Drive. Commissioner Williams seconded.

Chair Earnshaw asked if there is any further Commissioners discussion, Hearing none. Chair Earnshaw call for a vote to approve the Resolution 2016-10. The vote was unanimous (3-0), and the Resolution 2016-10 was approved.

WORKSESSION

1. Comprehensive Plan 2030

Anthony Grande began his presentation by stating that he wanted to talk today about the comp plan and the plans to move forward with the next comp plan that we need to do that is on the plan. 2020 would be next scheduled time to do comp plan would take us to 2030. We are looking to do it earlier. Some reasoning is that we are looking for guidance in comp plan now and we can't find it. We did the land use plan last year to get more info from the community on land use, but still some things like capital projects we need more guidance on. Right now it is difficult to tie capital projects back to comp plan.

Why do we want to do a comp plan? We are required by law to prepare a comp plan. Plan must be prepared by the planning department and approved by the planning commission and city council.

Comprehensive Planning, why we do one, it really is comprehensive; it looks at the big picture. It coordinates local decision making. Helps decide what capital projects to invest in. Guiding actions of different agencies and puts everyone on the same path. Spend a year with public input for the future of Unalaska for development. It gives guidance to private companies. Long range future it is about the process. It gets people talking that may not have been talking. It is a great tool to get public input. Everyone has to do a comp plan.

What is a comp plan? The comp plan is a plan for the physical development for the city based on existing and anticipated needs. Our code focuses on physical development, which is the primary interest. State law describes comp planning as physical, social, and economic development. When we think about physical development, we also plan social and economic development. Plan describes what should happen in the city overall including private industry. Land use, community facilities, and transportation are included in the comprehensive plan.

Comp plan would normally be broken out into three parts, existing conditions and trends, where we are now, and then make assumptions. This lays the foundation and the biggest part of the plan is the components. General best practice is to include housing. We should also include economic and community development, historic preservation, and implementation. We want to focus on city government actions, not on private industries or non-profit organizations. Set specific goals and list things in order of importance. Future zoning land use map is a great visual. We have to set up a work plan each year; it would be good to link it back to the comp plan to give us guidance.

Why now? We have a missing link between implementation and planning and policy. We are missing the strategy level, almost a year of discussion has happened on how to improve this. We want to write a new comp plan and write an implementation plan into the comp plan. Visioning is when we talk with the public and get there input; the questions we ask are: Where are we now? Where are we going? Where do we want to be? How do we get there? Plan components are; use public outreach, outline goals and recommendations, dialog and public outreach, write the plan, dialog and outreach, approval stage and council. The visioning workshops will start in October.

Planning Commission has to approve the comp plan before it can go to city council. Some meetings may be combined. The size of the document should be manageable and under 100 pages. The plan will get to the point and be concise. We will try to include as many graphics as possible. Easy to follow and possibly color coded, specific, and easy understand.

Commissioner Earnshaw suggested community drop boxes be placed around town. Anthony Grande agreed with this statement and mentioned that we have used this idea in the past and it was effective.

Chair Earnshaw stated that it was a great way to get different means of communication to the community.

Commissioner Tran stated that we get to come together and think about timeless things that are going to be lasting for the community and she is excited.

Chari Earnshaw mentioned she would like to see the community with two big community gardens.

Anthony Grande followed up with saying we can have a work session for every monthly planning commission meeting. Chair Earnshaw asked if there were any further announcements, hearing none she adjourned.

ADJOURNMENT: Chair Earnshaw adjourned the meeting at 7:10 PM.

PASSED AND APPROVED THIS _____ DAY OF _____, 2016 BY THE CTY OF UNALASKA, ALASKA PLANNING COMMISSION.

Jessica Earnshaw
Commission Chair

Date

Anthony Grande, AICP
Secretary of the Commission

Date

Prepared by Morgyn McConnell and Anthony Grande, Planning Department

**City of Unalaska, Alaska
Planning Commission/Platting Board
Staff Report**

**A RESOLUTION APPROVING PRELIMINARY PLAT OF COXCOMB SUBDIVISION
ADDITION NO. 1, A REPLAT OF LOTS 1 AND 2, COXCOMB SUBDIVISION, AND A
PORTION OF UNSUBDIVIDED GOV. LOT 4, SECTION 1, T73S, R118W, SEWARD
MERIDIAN**

| Project Information | |
|--------------------------------|---|
| Land Owner | City of Unalaska, Onalashka Corporation (OC) |
| Applicant | City of Unalaska |
| Location | 1181 Summer Bay Rd |
| Property Identification | 03-03-002; 03-03-001; 03-04-005 |
| Application Type | Preliminary Plat |
| Project Description | The proposal is to re-direct the right of way from Landfill Rd to the current route traveled along the shore, across OC property. |
| Zoning | Marine Dependent Industrial, Public/Quasi-Public |
| Exhibits | Preliminary Plat Coxcomb Subdivision |
| Staff Recommendation | Approval with Conditions as identified in Resolution 2016-08 |

BACKGROUND

The City of Unalaska has applied to reroute the existing right of way for Summer Bay Road to match the previous agreement with Onalashka Corporation (OC). This would bring the right-of-way more in line with the existing roadway, but there may need to be adjustments to the exact location of the roadway, as determined by the Public Works Department. The plat would vacate the entire right of way that passes through the City landfill, which has not been used as a public roadway for many years. It would also acquire a section of (OC) property where the road currently exists.

The City and OC have previously agreed to this transfer of property to realign the right-of-way for Summer Bay Road. The agreement was recorded in 2002 as document number 2002-000359-0 in the Aleutian Islands Recording District. OC will be required to sign the plat as one of the property owners of the involved land, but the plat is in accordance with an existing agreement.

This plat must be approved by the Planning Commission because it involves the vacation/dedication of a Public Right of Way. According to UCO 8.08.020(J), the vacation of right-of-way is to be recommended to the City Council by the Platting Board. In this instance the Planning Commission will be acting in their capacity as the Platting Board. Following approval, the plat will be brought to the City Council for approval.

The plat is not an approval of development or construction but simply approves the redirection of the Right of Way to meet current conditions. The Platting Board is to verify that the plat conforms to UCO 8.08.090 Subdivision Design Standards. Staff finds that the plat does conform.

RECOMMENDATION

In accordance with the standards outlined in Unalaska City Code of Ordinances Chapter 8.08 (Platting and Subdivision), the City of Unalaska Department of Planning, in concert with the Development Review Team, recommends approval of the preliminary plat of Coxcomb Subdivision Addition 1, with associated conditions outlined in draft Resolution 2016-08.

**City of Unalaska, Alaska
Platting Authority
Resolution 2016-08**

**A RESOLUTION APPROVING PRELIMINARY PLAT OF COXCOMB SUBDIVISION
ADDITION NO. 1, A REPLAT OF LOTS 1 AND 2, COXCOMB SUBDIVISION, AND A
PORTION OF UNSUBDIVIDED GOV. LOT 4, SECTION 1, T73S, R118W, SEWARD
MERIDIAN**

WHEREAS, UCO 8.08 sets forth the procedures and requirements for the subdivision and platting of land and provides that the Platting Board shall act as the Platting Authority; and

WHEREAS, The City of Unalaska is the owner of Lots 1 and 2, Coxcomb Subdivision, and Ounalashka Corporation is the owner of unsubdivided Gov. Lot 4, Section 1, T73S, R118W, Seward Meridian, Aleutian Islands Recording District (03-03-002; 03-03-001; 03-04-005); and

WHEREAS, the City of Unalaska has submitted a plat application to re-direct the right of way and vacate the existing right-of-way, in accordance with the existing agreement recorded as document number 2002-000359-0 in the Aleutian Islands Recording District; and

WHEREAS, the City of Unalaska Departments of Planning, Public Works, Public Utilities, and Public Safety staff have reviewed the proposed plat and have requested revisions as described below; and

WHEREAS, the City of Unalaska Platting Authority held a public hearing on August 18, 2016 to consider this platting action and to hear testimony of the public;

WHEREAS, notices were posted and mailed in accordance with Title 8, UCO §8.08.020(F); and

NOW THEREFORE BE IT RESOLVED, the Platting Board approves the preliminary plat of Coxcomb Subdivision Addition 1 with the following conditions of approval in accordance with the standards outlined in Unalaska Code of Ordinances Chapter 8.08 (Platting and Subdivision):

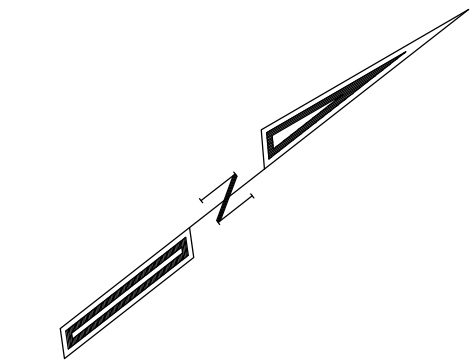
1. A closure report shall be submitted.
2. Electronic versions of the final plat shall be provided to the Department of Planning at the time of mylar plat submittal, allowing for incorporation into the City's CADD and GIS programs.

Upon the correction of the aforementioned deficiencies, the applicant shall submit a corrected preliminary plat to the Department of Planning for review and concurrence before proceeding to final plat. This conditional plat approval becomes effective if there are no appeals within ten (10) working days after the Planning Commission action and shall remain in effect for one year.

PASSED AND APPROVED THIS 18th DAY OF AUGUST, 2016 BY THE PLATTING BOARD OF THE CITY OF UNALASKA, ALASKA.

Jessica Earnshaw
Commission Chair

Anthony Grande, AICP
Secretary of the Commission



SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS DRAWING REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT TO THE NORMAL STANDARDS OF PRACTICE OF LAND SURVEYORS IN THE STATE OF ALASKA.

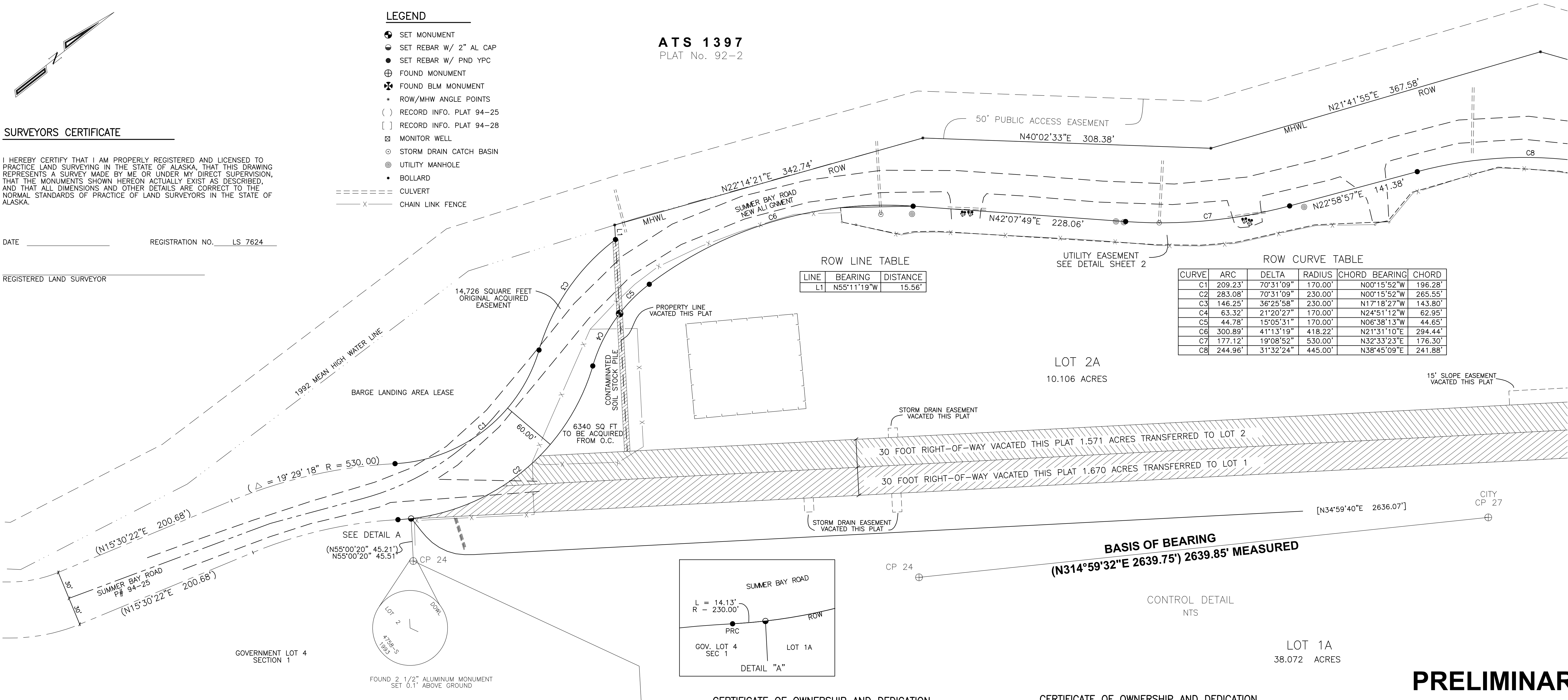
DATE _____ REGISTRATION NO. _____ LS 7624

REGISTERED LAND SURVEYOR _____

LEGEND

- SET MONUMENT
- SET REBAR W/ 2" AL CAP
- SET REBAR W/ PND YPC
- FOUND MONUMENT
- FOUND BLM MONUMENT
- ROW/MHW ANGLE POINTS
- RECORD INFO. PLAT 94-25
- RECORD INFO. PLAT 94-28
- MONITOR WELL
- STORM DRAIN CATCH BASIN
- UTILITY MANHOLE
- BOLLARD
- CULVERT
- CHAIN LINK FENCE

ATS 1397
PLAT No. 92-2



NOTES:

- RECORD INFORMATION SHOWN IS FROM THE PLAT OF "SUMMERS BAY ROAD" RECORDED AS PLAT NO. 94-28 AND COXCOMB SUBDIVISION RECORDED AS PLAT NO. 94-25 IN THE ALEUTIAN ISLANDS RECORDING DISTRICT.
- BASIS OF BEARING FOR THIS SURVEY IS S14°15'32"W AND IS BASED ON THE COMPUTED BEARING BETWEEN FOUND CITY CONTROL POINT #27 AND A PROPERTY CORNER FOR LOT 2 REFERRED TO AS CP 24 IN THIS DRAWING AND SHOWN ON PLAT NO. 94-25 (SEE NOTE 1).
- AS OF THE FINAL DATE OF SURVEY, ALL PUBLIC UTILITIES ARE PRESUMED TO BE LOCATED WITHIN THE RIGHT-OF-WAY OR HAVE DEDICATED EASEMENTS PROVIDED AND THE RIGHT-OF-WAYS ENCOMPASS THE TRAVELWAYS.
- NO ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION APPROVAL REQUIRED FOR THIS PLAT ACTION.
- DEVELOPERS MAY NOT ALTER EXISTING NATURAL DRAINAGE WITHOUT PROVIDING ALTERNATIVES AND/OR DRAINAGE EASEMENT.
- FIELD SURVEY PERFORMED NOVEMBER 4-6, 2015 AND _____, 2016.
- THIS PROPERTY IS ZONED PUBLIC/QUASI-PUBLIC. THIS PARTICULAR LOT HAS THE MINIMUM BUILDING SETBACKS OF 15 FEET. MAXIMUM LOT COVERAGE IS 60% AND THE MAXIMUM HEIGHT OF STRUCTURE IS 50 FEET.
- THE RIGHT OF WAY ACQUISITION HAS BEEN APPROVED BY THE CITY COUNCIL RESOLUTION 20XX-XX, DATED XXXX XX, 20XX.

CITY APPROVAL

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE REGULATIONS OF THE CITY OF UNALASKA, SAID PLAT HAS BEEN APPROVED BY THE CITY OF UNALASKA, ALASKA

CITY CLERK _____ DATE _____
CHAIR OF THE PLATTING BOARD _____ DATE _____

NOTARY ACKNOWLEDGMENT FOR

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 2016. FOR _____

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

NOTARY ACKNOWLEDGMENT FOR

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 2016. FOR _____

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE ALL RIGHT OF WAYS AND PUBLIC AREAS TO THE PUBLIC, AND EASEMENTS TO THE USE SHOWN.

CHRISTOPHER P. SALTS SR. CEO _____ DATE _____
OUNALASHKA CORPORATION
P.O. BOX 149
UNALASKA, AK 99685

NOTARY ACKNOWLEDGMENT FOR THE OUNALASHKA CORP.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 2016. FOR _____

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

ACCEPTANCE OF DEDICATION

THE CITY OF UNALASKA ACCEPTS FOR PUBLIC USES AND FOR PUBLIC PURPOSES THE REAL PROPERTY DEDICATED ON THIS PLAT INCLUDING, BUT NOT LIMITED TO THE REAL PROPERTY, RIGHT-OF-WAY, AND EASEMENTS FOR PUBLIC UTILITIES, STREETS, ALLEYS, THOROUGHFARES, TRAILS, PARKS AND OTHER PUBLIC AREAS SHOWN HEREON.

DAVE MARTINSON, CITY MANAGER _____ DATE _____
CITY OF UNALASKA
P.O. BOX 610
UNALASKA, AK 99685

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE ALL RIGHT OF WAYS AND PUBLIC AREAS TO THE PUBLIC, AND EASEMENTS TO THE USE SHOWN.

DAVE MARTINSON, CITY MANAGER _____ DATE _____
CITY OF UNALASKA
P.O. BOX 610
UNALASKA, AK 99685

NOTARY ACKNOWLEDGMENT FOR CITY OF UNALASKA.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 2016. FOR _____

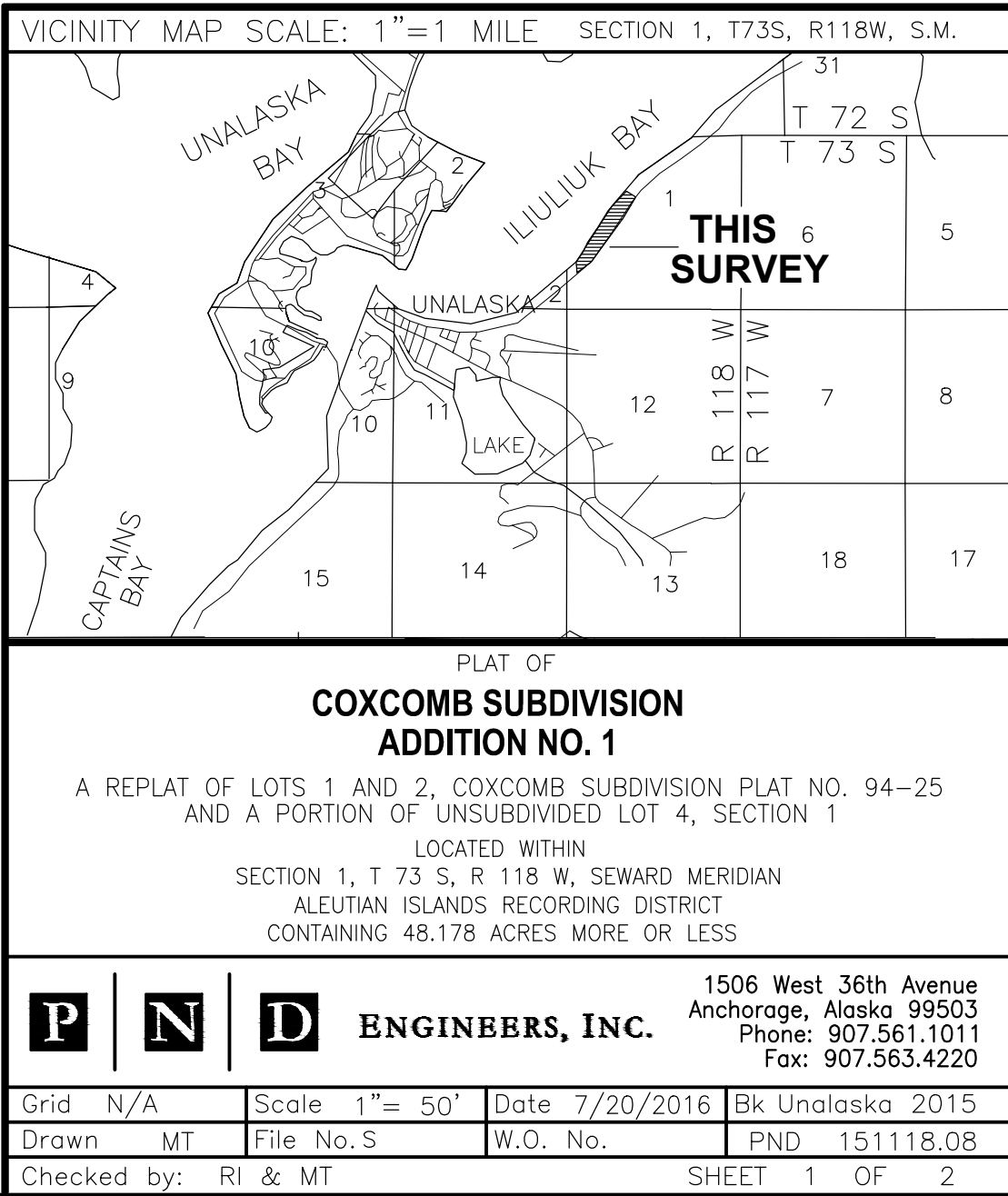
NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

TAX CERTIFICATE

I HEREBY ACKNOWLEDGE THAT NO TAX PAYMENT IS CURRENTLY DUE THE PROPERTY SHOWN HEREON.

CITY CLERK, CITY OF UNALASKA _____ DATE _____

PRELIMINARY





PLANNING REQUEST APPLICATION FORM

CITY OF UNALASKA, ALASKA

Department of Planning
PO Box 610
Unalaska, Alaska 99685-0610
Phone: (907) 581 3100 FAX (907) 581 4181
Email: planning@ci.unalaska.ak.us
Website: www.ci.unalaska.ak.us

The undersigned hereby applies to the City of Unalaska for approval of the following as per Title 8: Planning and Land Use Development, UCO.

APPLICATION FOR: ☐ VARIANCE ☐ CONDITIONAL USE
☐ ZONE AMENDMENT ☒ PLAT

Brief Description of Request: (attach additional information to communicate request)

Coxcomb Subdivision Addition No. 1

Current Zone Designation: Public Proposed Zone Designation(s) (if applicable): _____

Current Land Use(s): Land Fill Proposed Land Use(s) (if changing): _____

Property Owner: City of Unalaska

Property Owner Address: P.O. Box 610 Unalaska, AK 99685

Street Address of Property: 43 Raven Way

Applicant's Name: PND Engineers Inc.

Mailing Address: 1506 W. 36th Ave. Anchorage, Alaska 99503

Email: mtaylor@pndengineers.com Day Time Phone: 907.561.1011 Message Phone: 907.632.2122

| FOR OFFICE USE ONLY | | DATE | |
|-------------------------|--|----------------------------------|--|
| Preliminary Plat Copies | | Attachment A | |
| Applicant Letter | | Site Plan | |
| Application Fee | | Title Search/Certificate-to-Plat | |

PROPERTY LEGAL DESCRIPTION: (Fill in applicable blanks)

Tax Lot ID No.: _____ Lot : 1 & 2 Block: _____ Tract: _____
Subdivision: Coxcomb Subdivision USS: _____
Section(s): 1 Township: 73 S Range: 118 W

PROPOSED FUTURE DESIGNATION OF PROPERTY: (For Plat Application Only)

Platting Procedures and Requirements are described in detail in Chapter 8.08: Platting and Subdivision. A certificate to plat as proof of ownership shall accompany the submittal of a plat.

SUBDIVISION Coxcomb Subdivision Addition No. 1

Block(s) _____ Lot (s) _____ Tract (s) _____ USS _____

Containing: 52.27 Acre(s) _____ Lot(s) _____ Tract(s) _____

SURVEYOR INFORMATION

Surveyor Name : Maynard Taylor

Firm Name : PND Engineers, Inc.

Address : 1506 W 36th Ave.

Contact Details : Email matylor@pndengineers.com Phone Number 907.561.1011

Registered in Alaska: Yes ☐ No ☐

REQUIRED SUPPLEMENTAL INFORMATION (For Variance, Zone Amendment and Conditional Use Application Only).

Subdivision Variance (8.08.110)

Applicant is encouraged to submit supporting documentation and a site plan to demonstrate how the requested Variance:

- Is needed due to special circumstances or conditions affecting the proposed subdivision such that strict application of the provisions of this chapter would clearly be impractical or undesirable to the general public or that strict application would be unreasonable or cause undue hardship to the applicant requesting the variance.
- Will not be detrimental to the public welfare or injurious to other property in the area in which the proposed subdivision is located;
- Will be in accord with the intent and purpose of this chapter and of the Comprehensive Plan of the city.

Zone Amendment (8.12.190)

Applicant is encouraged to submit supporting documentation to demonstrate how the requested Zone Amendment is reasonable, in the public interest, and in conformance with the goals and objectives of the Comprehensive Plan.

Conditional Use (8.12.200)

Applicant is encouraged to submit supporting documentation and a site plan to demonstrate how the requested Conditional Use:

- Furthers the goals and objectives of the Comprehensive Development Plan;
- Will be compatible with existing and planned land uses in the surrounding neighborhood and with the intent of its use district; and
- Will not have a permanent negative impact substantially greater than anticipated from permitted development within the district.

Zoning Variance (8.12.210)

Applicant is encouraged to submit supporting documentation and a site plan to demonstrate how the requested Variance:

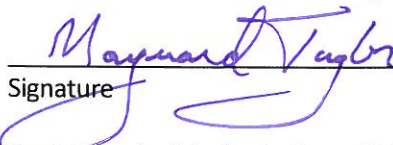
- Need is not caused by the person seeking the variance and that exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zoning district, and result from lot size, shape, topography, or other circumstances over which the applicant has no control. An argument of "financial hardship" when defined as causing a developer to spend more than he is willing to in order to conform, is not an over-riding factor in the granting of a variance;
- Is necessary for the preservation of a property right of the applicant substantially the same as is possessed by other landowners in the same zoning district;
- Will not materially affect the health or safety of persons residing or working in the neighborhood and will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood; and
- Will not be materially detrimental to the intent of this chapter, or to properties in the same zoning district in which the property is located, or otherwise conflict with the objectives of the Comprehensive Plan and the variance requested is the minimum variance, which would alleviate the hardship.

***SITE PLAN (TO SCALE):** Please show all existing and proposed structures, access, dimensions, utilities and parking as appropriate.

PLEASE NOTE : All applications must be received fifteen (15) days prior to the next regular meeting of the Planning Commission as per Section 8.12.200(A)(2), Section 8.12.210(B)(2) UCO, and Section 8.12.190 UCO. The Department of Planning will provide an examination of the City of Unalaska Real Property Tax Roll indicating that the signature of the landowner on the application form is in fact the latest owner of record. The Department of Planning will mail a notice of the public hearing to all landowners of record within 300 feet of the proposed request as shown in the City of Unalaska Real Property Tax Rolls.

CERTIFICATION:

I hereby certify that (I Am) (I have been authorized to act for*) the owner of the property described above and that I desire a planning action for this property in conformance with the Title 8, UCO and hereby dispose and say that all of the above statements are true. I am familiar with the code requirements and certify, to the best of my knowledge, belief, and professional ability, that this application meets them. I understand that payment of the review fee is non-refundable and is to cover costs associated with the processing of this application and that it does not assure approval of the request.


Signature

4/20/14
Date

*Please fill out and submit Authorization to Make Application by Agent form if acting as Owner's Agent



CITY OF UNALASKA
DEPARTMENT OF PLANNING
UNALASKA, ALASKA

PLANNING DETERMINATION

DETERMINATION:

THE MINIMUM FRONT YARD REQUIREMENT IS REDUCED FROM 20 FEET TO 18 FEET

CURRENT PROPERTY OWNER:

**Hawley Family Trust
PO Box 241
Unalaska, AK 99685**

ASSOCIATED DOCUMENT: BP #16-17

LEGAL DESCRIPTION: Lot 3, Hawley Subdivision, Plat 95-13, AIRD

TAX LOT ID NO.:

06-09-127

PHYSICAL ADDRESS:

55 Choate Lane

WHEREAS, the property at Lot 3, Hawley Subdivision (Plat 95-13) is zoned Single Family Duplex Residential; and

WHEREAS, UCO 8.12.040(G) states that the front yard minimum requirement is 20 feet for lots that are at least 10,000 square feet; and

WHEREAS, the landowner plans to subdivide the property into a smaller lot size that would reduce the front yard requirement to 15 feet; and

WHEREAS, the owner wishes to construct a 44-foot by 32-foot duplex, which will be built within 18 feet of the front property line; and

WHEREAS, UCO 8.12.220 allows for the Director of Planning to make a Planning Determination in deciding dimensional variance of 10% or less; and

WHEREAS, an 18-foot front yard is a result of the small size of the lot resulting from the upcoming subdivision, is in keeping with the intent of the zoning district, the Code and the Comprehensive Plan, and will not materially affect the health, safety and welfare of the surrounding neighborhood.

THEREFORE BE IT RESOLVED, the minimum front yard requirement is reduced from 20 feet to 18 feet for the construction of the duplex proposed in Building Permit 16-17.



Anthony Grande, AICP
Planning Director



Date

MEMORANDUM

TO: PLANNING COMMISSION
FROM: ANTHONY GRANDE, DIRECTOR OF PLANNING
DATE: AUGUST 18, 2016
RE: RESOLUTION 2016-11: GOALS FOR THE COMPREHENSIVE PLAN 2030 PROJECT

SUMMARY: The current Comprehensive Plan is in need of a rewrite. City staff would like to begin the process of updating the plan now and get ahead of the 2020 deadline to rewrite the plan. If this is accomplished, the City will find better guidance for land use decisions, and decisions about investments in infrastructure and facilities. Planning staff are presenting a series of goals for the comprehensive plan rewrite project in order to provide guiding principles for the planning process. The Commission is asked to approve the goals identified in Resolution 2016-11 or provide any necessary amendments to the goals in the resolution.

PREVIOUS COMMISSION ACTION: None.

BACKGROUND: The current version of the Comprehensive Plan has three components. The first two components were passed in February of 2011 and consisted of the primary plan document along with the housing component. The third component of the plan was the Land Use Plan that was passed in 2015. The Land Use Plan was an attempt to update the Comprehensive Plan, so that it provides more specific guidance. At July's Planning Commission meeting, we discussed the need to begin the rewrite process for the Comprehensive Plan. The Commissioners voiced support for the project.

DISCUSSION: Last month, staff and the Commission agreed that there is a need for a new comprehensive plan. It is difficult to find specific guidance in the existing plan and to connect capital investment decisions to the current plan. By creating a new plan with a strong implementation strategy, we can improve decision-making for land use and capital investments. Staff will begin the early stages of developing the new comprehensive plan this year, focusing on community visioning and data collection as a starting point. The plan will likely take a minimum of one year to complete.

In order to guide this process, Planning staff has prepared a series of goals that are intended to serve as the most important, broad guiding principles to help prepare a plan that meets the needs of the community. Some of these were discussed at last month's meeting.

Goals for the process include:

1. **Public Process.** The process of creating the Comprehensive Plan should be driven by the public, and every member of the community should have the opportunity to make comments about the plan, and those comments will be valued by staff and the Commission.
2. **Multiple methods of outreach and input.** The Planning Commission recognizes that not all people receive information or communicate in the same way. The process of creating the Comprehensive Plan should include multiple methods of outreach, so that people using various media or methods of receiving information can be included. Furthermore, the process should include multiple methods of

input, so that those who feel more comfortable with different methods of communication can be included.

3. **Involvement of Planning Commission and City Council.** The Planning Commission and City Council should both be regularly updated about the progress of the planning process and be afforded adequate opportunities to comment and provide input on specific items being included in the plan. All recommendations being made by the plan must be thoroughly vetted and reviewed by the Commission and the Council as early in the process as possible.

Goals for the outcome (final document) include:

1. **Concise.** The size of the document should be generally manageable, and the document should make each point directly without including any unnecessary information or repeating any information;
2. **Easy to read.** The document should focus on highlighting recommendations in ways that catch the eye on a first glance and flow in a way that is easy to follow, using visual representations or graphics and imagery wherever possible. The document must be visually appealing in an overall sense.
3. **Specific.** The document should provide very specific, strong recommendations, especially about land use and the types and locations for future community facilities and infrastructure. The document should avoid vague recommendations that could be interpreted multiples ways but should instead focus on direct statements about particular needs and locations.

The Planning Department is recommending adopting these goals as guiding principles for the comprehensive plan rewrite project. The Department believes these goals will provide a solid foundation as we move forward with the project. Resolution 2016-11 is drafted to reflect these goals. The Commission may amend any goal, remove any goal, or add any goals as it sees fit. The goals that are passed and approved by the Commission will be recognized by the Planning Department as the guiding principles of the planning process.

**City of Unalaska, Alaska
Planning Commission
Resolution 2016-11**

**A RESOLUTION ESTABLISHING GOALS FOR THE PROCESS AND OUTCOME OF THE
COMPREHENSIVE PLAN REWRITE PROJECT**

WHEREAS, the city desires to encourage sound, orderly growth within the city limits and to avoid land use incompatibilities resulting from uncoordinated development; and

WHEREAS, UCO §8.04.050(A)(2) states that it is the function, power, and duty of the Planning Commission 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; and

WHEREAS, UCO §8.04.050(A)(3) states that it is the function, power, and duty of the Planning Commission to establish principles and policies for guiding actions affecting growth in the city; and

WHEREAS, the Planning Commission conducted a public worksession on July 21, 2016 to discuss the upcoming rewrite to the Comprehensive Plan and the goals for the project; and

WHEREAS, the Planning Commission desires to establish goals for the process and the outcome of the Comprehensive Plan rewrite project; and

NOW THEREFORE BE IT RESOLVED the Unalaska Planning Commission establishes the following goals for the process of the Comprehensive Plan rewrite project:

1. **Public Process.** The process of creating the Comprehensive Plan should be driven by the public, and every member of the community should have the opportunity to make comments about the plan, and those comments will be valued by staff and the Commission.
2. **Multiple methods of outreach and input.** The Planning Commission recognizes that not all people receive information or communicate in the same way. The process of creating the Comprehensive Plan should include multiple methods of outreach, so that people using various media or methods of receiving information can be included. Furthermore, the process should include multiple methods of input, so that those who feel more comfortable with different methods of communication can be included.
3. **Involvement of Planning Commission and City Council.** The Planning Commission and City Council should both be regularly updated about the progress of the planning process and be afforded adequate opportunities to comment and provide input on specific items being included in the plan. All recommendations being made by the plan must be thoroughly vetted and reviewed by the Commission and the Council as early in the process as possible.

BE IT FURTHER RESOLVED the Unalaska Planning Commission establishes the following goals for the outcome of the Comprehensive Plan rewrite project. The final plan document should be:

1. **Concise.** The size of the document should be generally manageable, and the document should make each point directly without including any unnecessary information or repeating any information;
2. **Easy to read.** The document should focus on highlighting recommendations in ways that catch the eye on a first glance and flow in a way that is easy to follow, using visual representations or graphics and imagery wherever possible. The document must be visually appealing in an overall sense.

3. **Specific.** The document should provide very specific, strong recommendations, especially about land use and the types and locations for future community facilities and infrastructure. The document should avoid vague recommendations that could be interpreted multiples ways but should instead focus on direct statements about particular needs and locations.

PASSED AND APPROVED THIS 18TH DAY OF AUGUST, 2016, BY THE PLANNING COMMISSION OF THE CITY OF UNALASKA, ALASKA.

Jessica Earnshaw
Commission Chair

Anthony Grande, AICP
Secretary of the Commission