

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

**CALL TO ORDER:** Acting Chair Williams called the meeting to order at 6:03 PM. Acting Chair Williams turned the proceedings over to Director Anthony Grande, as Secretary of the Commission. Mr. Grande stated there was no quorum and resolved to reconvene in 10 minutes.

Acting Chair Williams called the meeting to order at 6:09pm and turns proceedings to Mr. Grande. Without objection, Mr. Grande stated that he would run through the agenda, as the Secretary of the Commission, in the absence of the Chair.

**ROLL CALL**

Commissioners Physically Present

Doanh Tran  
Lottie Roll  
Vicki Williams

Commissioners Absent

Jessica Earnshaw  
Billie Jo Gehring

Staff Present

Anthony Grande, Planning Director, Secretary of the Commission  
Thomas Roufos, Associate Planner

**REVISIONS TO THE AGENDA:** None

**APPEARANCE REQUESTS:** None

**ANNOUNCEMENTS:** Secretary Anthony Grande announced that there will be a commissioner training session on Saturday, September 17, 2016. It will be a most of the day activity, most likely 9am to 5 pm. The time and schedule is not yet worked out. There will be food and coffee. There is a person from the State that will be coming out to talk and do the training with the commissioners. She has worked with Planning Commissions in small communities in rural Alaska. Secretary Anthony Grande announced that he would like to move the Thursday, September 15, 2016 meeting to Friday, September 16, 2016 so that the person from the State can sit in on the meeting. There was no objection from the Commissioners.

Commissioner Roll announced that culture night is tonight (Polynesian) and tomorrow (Filipino) night and the next day is HOA.

Acting Chair Williams stated the funeral for Nina "Nellie" Bereskin will be tomorrow at 11am.

**MINUTES:** Mr. Grande asked if there were any objections to the minutes of the July 21, 2016 meeting of the Planning Commission & Platting Board. Hearing none, Mr. Grande declared the minutes approved without objection.

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

Mr. Grande asked if any member of the public would like to testify. Hearing none, Mr. Grande closed public hearing for Resolution 2016-08.

#### 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

Mr. Grande asked if there are any ex parte communications or conflicts of interest by commissioners. Hearing None, Mr. Grande called for staff presentation.

Associate Planner Thomas Roufos explained that this property is going to have its Right-Of-Way rerouted to be in accordance with an agreement with OC. This will bring the Right-Of-Way more in line with the existing traveled road way. Mr. Roufos explained that in 2002 the City and OC agreed to vacate the Right-Of-Way through the center of the dump. The new Right-Of-Way is outside of the dump. This is to bring paper documents to match the current Right-Of-Way. The Right-Of-Way through the dump has not been open to public due to danger. It will be open during business hours, but we will be vacating up to the edge of the road. We will be getting rid of a lot line for it to be in accordance with code 8.12 Zoning, no lot under 10,000 sqft. 808070A3D this will be met. The road will still be maintained as a roadway.

Thomas Roufos explained that it is the Planning Department's recommendation that the Commission approve this Resolution 2016-08.

Acting Chair Williams asked Thomas Roufos to read the last 'now where-as'

Thomas Roufos stated 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.

Acting Chair Williams thanked Thomas Roufos for stating that.

Mr. Grande asked the Commissioners if they had any question for Staff. Thomas Roufos wanted to add to his report. He stated to the Commissioners that because this will be a vacation of a public Right-Of-Way that this will go to the City Council. Hearing no more, Mr. Grande asked if there is any further public testimony.

Hearing none, Mr. Grande asked for a motion to approve Resolution 2016-08. Commissioner Roll made a motion to approve Resolution 2016-08. Commissioner Tran seconded. Mr. Grande asked if there is any further Commissioners discussion, Hearing none. Noting that no member of the public had signed up to speak to this item, Mr. Grande called for a vote to approve the Resolution 2016-08. The vote was unanimous (3-0), and the Resolution 2016-08 was approved.

2. **REPORT OF PLANNING DETERMINATION:** DATED 7/12/2016 REDUCING THE FRONT YARD REQUIREMENT FROM 20 FEET TO 18 FEET AT 55 CHOATE LANDE (NO COMMISSIONER ACTION NEEDED)

Director Anthony Grande stated that all determinations made by the Planning Director need to be reported to the Commission according to code and all determinations are appealable to the Commission by effected parties. Code

allows the Director to give a variance of 10% or less. Without objecting, Secretary Anthony Grande moved to item number 3.

**3. RESOLUTION 2016-11: ESTABLISHING GOALS FOR THE PROCESS AND OUTCOME OF THE COMPREHENSIVE PLAN REWRITE PROJECT**

Director Anthony Grande stated that this resolution is related to establishing goals for the comprehensive plan project that was mentioned at the last meeting. He stated that we can add other goals or amendments if the Commissioners had any. Mr. Grande stated that at last month's meeting the Comprehensive Plan Rewrite project was talked about and received lots of positive feedback. We have been moving forward with the project and would like to have goals written out and clearly stated to help out later down the road.

Mr. Grande stated he would like Commissioner input and decide if they agree with the goals or if they should be amended. This project is going to take a year or more and the process will be a long one. He stated that having goals approved and written in stone to ensure that the project follows the goals into the future. He stated that he had three goals written for the process, and he reviewed them individually.

Mr. Grande stated that he also has three goals for the outcome, and he reviewed them individually.

Mr. Grande asked for a motion to approve. Acting Chair Williams motioned to approve Resolution 2016-11. Commissioner Tran seconded the motion.

Mr. Grande asked for Commissioner input starting with Acting Chair Williams.

Acting Chair Williams stated that she liked that he said that we want to write to people and want to get ahold of people in ways that are easy for elders and she also liked that we want to make this document and process easy to read and understand. She stated that is why people don't come to the meetings. She stated to get locals to come we need to write things in simple language.

Commissioner Tran stated that she thinks the resolution highlights the goals that were talked about in the last meeting. She also suggested the Planning Department keep documents of statements and comments from the public.

Mr. Grande replied that all the comments that are submitted to the Planning Department are valued and looked at. He stated that we should keep a log of the comments. He also stated that we can track the comments geographically with our GIS systems, the comments can be put in specific spots on the map and can be pulled up later and know where the comment was made on the map.

Commissioner Tran asked if it was public or not. Mr. Grande stated that our GIS information is not currently open to the public but could be in the future.

Mr. Grande asked if there is any further Commissioners discussion, Hearing none. Secretary Anthony Grande called for a vote to approve the Resolution 2016-11. The vote was unanimous (3-0), and the Resolution 2016-11 was approved.

WORKSESSION

*No Items*

**ADJOURNMENT:** Acting Chair Williams adjourned the meeting at 6:43 PM.

PASSED AND APPROVED THIS 16<sup>th</sup> DAY OF SEPTEMBER, 2016 BY THE CTY OF UNALASKA PLANNING COMMISSION.

*Acting*  
*Billie Jo Gehring*  
~~Jessica Earnshaw~~  
Commission Chair

*9/16/16*  
Date

*Anthony Grande*  
Anthony Grande, AICP  
Secretary of the Commission

*9/16/16*  
Date

Prepared by Morgyn McConnell and Anthony Grande, Planning Department