

**CITY OF UNALASKA, ALASKA
PLANNING COMMISSION & PLATTING BOARD
REGULAR MEETING
FRIDAY, SEPTEMBER 16, 2016, 6:00 P.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
MINUTES**

CALL TO ORDER: Vice Chair Williams called the meeting to order at 6:05 PM. The Commission agreed without objection that Commissioner Gehring will chair this meeting. Ms. Gehring assumed Chair duties at this point.

ROLL CALL

Commissioners Physically Present

Billie Jo Gehring
Vicki Williams
Lottie Roll

Commissioners Telephonically Present

Jessica Earnshaw

Staff Present

Anthony Grande, Planning Director
Thomas Roufos, Associate Planner

REVISIONS TO THE AGENDA: None

APPEARANCE REQUESTS: None

ANNOUNCEMENTS: Commissioner Williams stated that she and Commissioner Roll will be leaving around 2 PM from the training on September 17 for funerals.

Mr. Grande announced that there was a visitor, Diane Sam, from the state of Alaska for the Commissioner training.

Ms. Sam introduced herself to the Commission.

Mr. Grande announced that he sent out an email about the meeting and also that there would be food.

MINUTES: Acting Chair Gehring asked if there were any revisions to the minutes.

Mr. Grande stated there is a corrected version of the minutes. The minor correction is the term Commissioners Absent instead of Unexcused.

Acting Chair Gehring asked for a motion to approve the minutes as revised. Chair Earnshaw motioned to approve the revised minutes; Commissioner Roll Seconded the motion passes 4-0.

PUBLIC HEARING

1. **RESOLUTION 2016-12:** APPROVING A VARIANCE FOR A FRONT YARD REDUCTION FROM 20 FEET TO 12.3 FEET AND A SIDE YARD REDUCTION FROM 10 FEET TO 9 FEET TO ALLOW FOR AN EXISTING OFFICE TRAILER ON LOT 1A, BLOCK 4, PTARMIGAN SUBDIVISION, LOCATED AT 683 EAST BROADWAY AVENUE.

Acting Chair Gehring asked if any member of the public would like to testify. Hearing none, Acting Chair Gehring closed public hearing for Resolution 2016-12.

2. **RESOLUTION 2016-13:** APPROVING A CONDITIONAL USE PERMIT FOR A TESTING LABORATORY ON LOT 10, CAPE CHEERFUL SUBDIVISION, LOCATED AT 2639 AIRPORT BEACH ROAD.

Acting Chair Gehring asked if any member of the public would like to testify. Hearing none, Acting Chair Gehring closed public hearing for resolution 2016-13.

OLD BUSINESS

No Items

NEW BUSINESS

1. **RESOLUTION 2016-12:** APPROVING A VARIANCE FOR A FRONT YARD REDUCTION FROM 20 FEET TO 12.3 FEET AND A SIDE YARD REDUCTION FROM 10 FEET TO 9 FEET TO ALLOW FOR AN EXISTING OFFICE TRAILER ON LOT 1A, BLOCK 4, PTARMIGAN SUBDIVISION, LOCATED AT 683 EAST BROADWAY AVENUE.

Acting Chair Gehring asked for the staff report. Mr. Grande asked for a declaration of ex-parte communications or conflict of interest from the Commissioners on this variance.

Ms. Earnshaw declared conflict of interest because her significant other is part owner of C&G, which is the property owner in the case. Acting Chair Gehring agreed and declared that Ms. Earnshaw shall abstain from voting on this matter due to conflict of interest. There were no objections from the Commissioners.

Mr. Grande turned the staff report over to Thomas Roufos.

Mr. Roufos began with stating the property is on the corner of East Broadway Ave. on the townward side of Loop Road; the applicant owns the property. It is currently being used as vehicle repair shop, in keeping with its conditional use permit from 1996, which had a condition that with its owner it would not change its condition. They are asking for the side yard to be moved back by one foot which would normally be a planning determination; however they are also asking for a front yard reduction of 12.3 feet from 20 feet. This is in order to fit the topography of the lot, since there is a steep hill on the backside of the lot.

Mr. Roufos stated that the reason the variance is necessary because the property is up against other buildings which are on higher ground.

Mr. Roufos explained that there is an existing water easement on the property, but the building does not cross the existing water line. There is a condition in the resolution either vacated or a special dispensation from public utilities to exist on top of the easement. Which means the variance can be approved on the condition that in the near future in order for the variance to become valid it needs to have that condition taken care of.

Mr. Roufos stated that in the finding the four tests of the code for a variance are met. Mr. Roufos explained the conditions of the variance. He further stated that it is the staff's recommendation that this variance be approved with conditions.

Acting Chair Gehring thanked Mr. Roufos and asked the commissioners if there were any questions or comments. Hearing none, Mr. Grande asked for an applicant presentation.

Tyler Zimmerman, representing the applicant, gave his presentation about the property and asked if there were any questions. Commissioner Roll asked if it is residential or just business, commercial office space. Mr. Zimmerman confirmed it is commercial office space.

Acting Chair Gehring asked for a motion to approve. Vice Chair Williams motioned to approve, Acting Chair Gehring seconded, passes 3-0.

2. RESOLUTION 2016-13: APPROVING A CONDITIONAL USE PERMIT FOR A TESTING LABORATORY ON LOT 10, CAPE CHEERFUL SUBDIVISION, LOCATED AT 2639 AIRPORT BEACH ROAD.

Acting Chair Gehring asked for the staff report. Mr. Grande asked for a declaration of ex-parte communications or conflict of interest from the Commissioners on this conditional use. There were no conflicts of interest or ex-parte communications. Mr. Grande turned the staff report over to Mr. Roufos.

Mr. Roufos began by stating that this particular property is a WWII warehouse that has held several businesses, most recently a bowling alley. This is on the second floor closer to Airport Beach Road. The owners are establishing a fish testing laboratory with wet and dry labs, fume hoods and the necessary protective equipment for a fish testing laboratory. The conditional use requested is for the laboratory itself, a specifically named conditional use in 8.12.70 part D in the Unalaska Code of Ordinances.

Mr. Roufos explained that it is staff's findings that the conditional use meets the four tests of code. Mr. Roufos also explained the conditions. Mr. Roufos stated that the recommendation is that this conditional use be approved with conditions.

Vice Chair Williams asked for clarification on the approval only being for the lab portion. Mr. Roufos and Mr. Grande confirmed.

Acting Chair Gehring asked how many parking spaces are required. Mr. Roufos stated that staff will require 7 parking spaces in the back area.

Commissioner Roll asked how long it takes to get a fire marshal approval. Mr. Grande stated that staff has no way of knowing exactly how long it will take.

Commissioner Williams asked if a fire marshal will look at this in person. Mr. Grande let her know that there will not be a walk through by a fire marshal.

Acting Chair Gehring asked if there was any further discussion. Hearing none, Acting Chair Gehring asked for a motion to approve. Commissioner Roll motioned to approve, Chair Earnshaw seconded, passes 4-0.


WORKSESSION

No Items

Chair Earnshaw asked to make a comment. She thanked Doanh Tran for being on the Commission for the last 3 years. Mr. Grande stated that all of us on the Commission echo those remarks and encouraged all the Commissioners to thank Ms. Tran in person for her service.

ADJOURNMENT: Acting Chair Gehring adjourned the meeting at 6:37 PM.

PASSED AND APPROVED THIS 17th DAY OF NOVEMBER, 2016 BY THE CTY OF UNALASKA PLANNING COMMISSION.



Jessica Earnshaw
Commission Chair

11/17/2016
Date



Peggy McLaughlin
Secretary of the Commission

11/17/16
Date

Prepared by Morgyn McConnell and Anthony Grande, Planning Department