

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2014 ANNUAL REPORT**



This annual report is designed to serve multiple functions: to summarize the planning activities of the Unalaska Planning Commission; to serve as a resource document; to project future planning needs and activities; and to meet the requirements of § 2.60.090, Unalaska Code of Ordinances.

The Planning Commission, Platting Board, Department of Planning, and Unalaska City Council refer to the adopted Comprehensive Plan, Platting and Subdivision Regulations, Zoning Code of Ordinances, Zoning Map, and other applicable codes for all decisions rendered.

The following residents of Unalaska served on the City of Unalaska's Planning Commission and Platting Board throughout 2014:

Chair Steven Gregory (Nominated to Chair August, 2014)
Chair Chris Bobbitt (through May, 2014)
Vice Chair Doanh Thi Tran (Nominated to Vice Chair October, 2014)
Vicki Williams
Jessica Earnshaw (Started February, 2014)
James Santana (Started October, 2014)

The Planning Commission and Platting Board are supported by the City of Unalaska's Planning Department, which consists of:

Erin Reinders, AICP, CPM, Planning Director
Anthony Grande, Planning Administrator
Kelly Tompkins, Administrative Assistant

PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2015-03

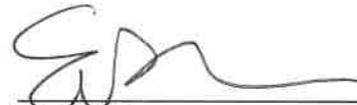
In accordance with § 2.60.090 of the Unalaska Code of Ordinances, the City of Unalaska's Planning Commission officially adopts the following annual report, filing the same with the Unalaska City Council.

CITY OF UNALASKA
PLANNING COMMISSION

BY:



Steven Gregory, Chair



Erin Reinders, Secretary

DATE OF ADOPTION: 1/15/2015

INTRODUCTION

Alaska State law gives incorporated municipalities the authority and responsibility for planning, platting, and land use regulation. In addition to providing for the orderly and efficient use of land and other resources, planning can establish ground rules for development for the whole community and provide the means by which residents participate in important decisions about their community's future. With effective planning, a community can define its character and realize tangible benefits.

The Unalaska Code of Ordinances establishes the Planning Commission and Platting Board to help assure orderly growth of Unalaska and offers additional guidance regarding their functions, power and duties, which include:

- To recognize and utilize such basic information necessary to understand past trends, present conditions, and forces affecting community growth and development;
- 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;
- To establish principles and policies for guiding actions affecting growth in the city;
- To prepare and to recommend to the City Council ordinances, regulations, or other proposals promoting orderly development indicated as desirable by the Comprehensive Plan;
- To exercise jurisdiction over platting as provided in Chapter 8.08, and to act upon requests for variances, conditional uses, and zone amendments as provided in Chapter 8.12;
- To keep the City Council and general public informed and advised as to matters before the Commission/Board;
- To conduct such meetings, as required, to gather information necessary for the drafting, establishment, and maintenance of the Comprehensive Plan and the ordinances and regulations relating to it; and
- To perform other duties lawfully assigned to the Commission/Board or which have a bearing on the preparation or accomplishment of the Comprehensive Plan.

§ 2.60.090 of the Unalaska Code of Ordinances requires each board and committee to submit an annual report which summarizes the activities which have occurred during the previous year. The Annual Report is a mechanism for monitoring those activities and for presenting to the City Council the goals and objectives for Planning in the coming year.

SUMMARY OF PLANNING ACTIONS FOR 2014

I. General Statistics (January 1, 2014 – December 31, 2014)

2014 was a busy year for both the Planning Commission/Platting Board and the staff of the Planning Department. The PC/PB actions for 2014 and previous years are summarized below:

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2012	2013	2014
Variance	-	5/5	3/3
Conditional Use	4/4	8/8	-
Zone Amendment	1/1	1/1	2/2
Property Acquisitions	4/3	-	1/1
Code Revisions	1/1	-	5/5
Plats	4/4	7/7	1/1
Planning Documents	-	3/1	3/2
TOTAL MEETINGS	9	11	10

II. Planning Commission Recommendations to Council

The Planning Commission recommended two Zone Amendments, one Tideland Acquisition and five Municipal Code Amendments in 2014.

On January 23, 2014, the Planning Commission unanimously approved Resolution **2014-04** recommending to the City Council the approval of the acquisition from the State of Alaska of a 2.94 acre portion, more or less, of tidelands in Captains Bay, located within the municipal boundary of the City of Unalaska.

The Unalaska City Council approved the acquisition through Resolution **2014-20** during the February 11, 2014, City Council Meeting.



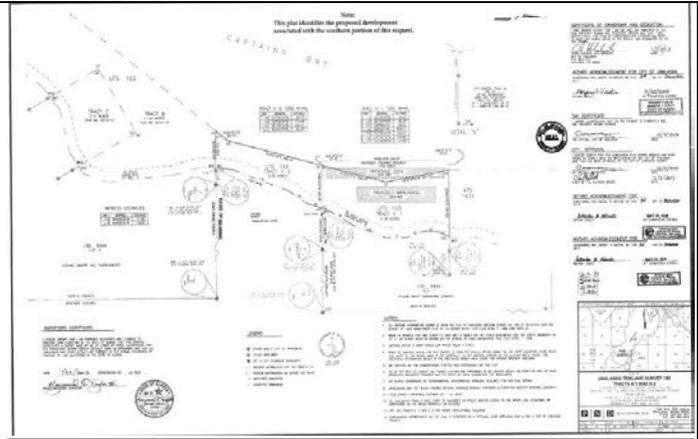
On March 20, 2014, the Planning Commission unanimously approved Resolution **2014-08** recommending to the City Council the approval of the zoning map amendment to rezone the property at Lot 8, Block8, Haystack Hill Subdivision, Plat 91-14, located at 134 Raven Way.

The Unalaska City Council approved the acquisition through **Ordinance 2014-09** during the April 22, 2014, City Council Meeting.



On April 24, 2014, the Planning Commission approved Resolution **2014-16** recommending to the City Council the approval of the zoning map amendment to zone a 2.94 acre portion, more or less, of currently un-surveyed tidelands in Captains Bay that the City of Unalaska has requested to acquire from the State of Alaska.

The Unalaska City Council approved the acquisition through **Ordinance 2014-11** during the May 27, 2014, City Council Meeting.



*March 20, 2014 :
Approved Municipal Code
Amendment*

The Unalaska City Council approved the amendment through **Ordinance 2014-20** during the October 28, 2014, City Council Meeting.

The Planning Commission approved **Resolution 2014-11** recommending approval of a portion of draft City Council Ordinance 2014-04 amending Unalaska Municipal Code Chapter 8.06 adding and updating definitions relating to construction camps and Chapter 8.12 adding a zoning designation for construction camps.

*March 20, 2014:
Approved Municipal Code
Amendment*

The Unalaska City Council approved the amendment through **Ordinance 2014-19** during the October 28, 2014, City Council Meeting.

The Planning Commission approved **Resolution 2014-12** recommending approval of a portion of draft City Council Ordinance 2014-04 amending Unalaska Municipal Code Chapter 8.06 updating the PUD definition and Chapter 8.12 deleting the subsection about PUDS and replacing it with a new section for PUD procedures.

<p><i>May 15, 2014: Approved Municipal Code Amendment</i></p> <p>The Unalaska City Council approved the amendment through Ordinance 2014-21 during the October 28, 2014, City Council Meeting.</p>	<p>The Planning Commission approved Resolution 2014-13 recommending approval of a portion of draft City Council Ordinance 2014-04 amending Unalaska Municipal Code Chapter 8.06 updating the definition of subdivision and lease lot and Chapter 8.08 adding the requirement to plat.</p>
<p><i>March 20, 2014: Approved Municipal Code Amendment</i></p> <p>The Unalaska City Council approved the amendment through Ordinance 2014-19 during the October 28, 2014, City Council Meeting.</p>	<p>The Planning Commission approved Resolution 2014-14 recommending approval of a portion of draft City Council Ordinance 2014-04 amending Unalaska Municipal Code Chapter 8.12 striking building separation language.</p>
<p><i>March 20, 2014: Approved Municipal Code Amendment</i></p> <p>The Unalaska City Council approved the amendment through Ordinance 2014-19 during the October 28, 2014, City Council Meeting.</p>	<p>The Planning Commission approved Resolution 2014-15 recommending approval of a portion of draft City Council Ordinance 2014-04 amending Unalaska Municipal Code Chapter 8.12 changing submittal deadline requirements.</p>

III. Planning Commission Actions and Activities

<p>The Planning Commission discussed three Planning Documents, one Plat Extension, three Variances and one revised Conditional Use Permit in 2014.</p>	
<p><i>January 23, 2014: Approval of Planning Document</i></p>	<p>The Planning Commission approved Resolution 2014-02, recommending to the City Council, the adoption of the 2013 Annual Report. This report was presented to City Council in January of 2014.</p>
<p><i>February 20, 2014: Granted a Variance</i></p>	<p>The Planning Commission through Resolution 2014-06 approved a Variance for a side yard reduction from 10-feet to 4-feet to allow for a loading dock on Lot 2, Ptarmigan Flats Subdivision, Plat No. 90-05. Dept. of Public Works issued a Building Permit on 11/17/14 for warehouse renovations.</p>
<p><i>March 20, 2014: Granted a Variance</i></p>	<p>The Planning Commission through Resolution 2014-09 approved a Variance for a front yard reduction from 10-feet to</p>

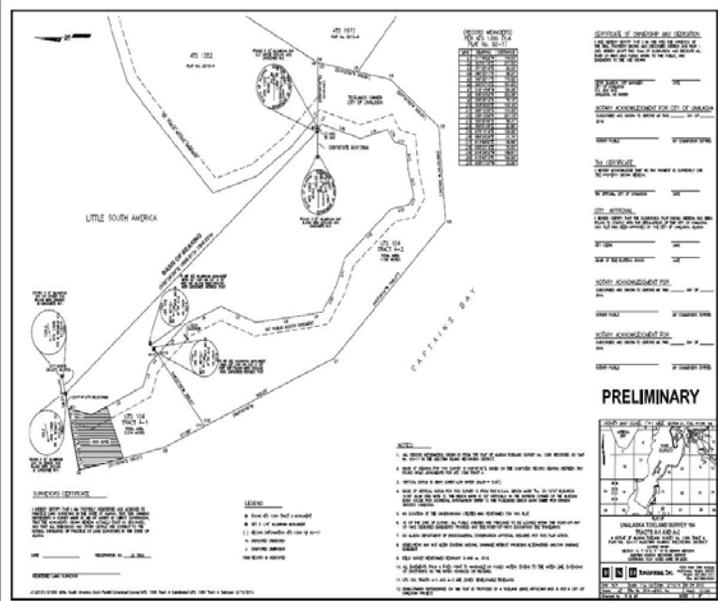
	2.5-feet to allow for a fish oil plant on Lot 1, Marineways-Unisea Subdivision, Plat No. 2002-07. Project was scrapped in favor of a new location on East Point Rd.
March 20, 2014: Approved a Revised Conditional Use Permit	The Planning Commission approved Resolution 2014-10 which allowed for a revised site plan for Resolution 2013-13 for a Conditional Use Permit for a temporary bunkhouse on Tract A, Base of Spit Subdivision, Plat No. 82-04. Dept. of Public Works issued a building permit on July 11, 2014 for proposed bunkhouse.
April 24, 2014: Granted a Plat Extension	Resolution 2014-17 approved a 12-month extension of the Preliminary Plat for Ptarmigan Flats Subdivision a replat of Tract B, Parcel 1-A, and ATS 1353, a 15.24 acre subdivision of parcel 1-A and Tract B Ptarmigan Flats Subdivision, Plat Nos. 90-5, ATS 1353 and 88-4. Final plat was recorded with Aleutian Island Recording District as Plat No. 2014-20.
October 16, 2014: Review of Planning Document	Anthony Grande presented the 2014 Land Use Inventory compiled by the Planning Department. The Planning Commission took no formal action on this item.
November 20, 2014: Granted a Variance	The Planning Commission through Resolution 2014-24 approved a Variance for a lot width reduction from 60 feet to 20 feet to accommodate a subdivision of Lot 14, Block 8, Haystack Hill Subdivision. No plat has been submitted as a result of this granted Variance.
December 18, 2014: Review of Planning Document	The Planning Commission approved Resolution 2014-27 supporting a CMMP Nomination for development of GIS aerial photography data.

IV. Platting Board Actions

The Platting Board took action on one subdivision plat in 2014.

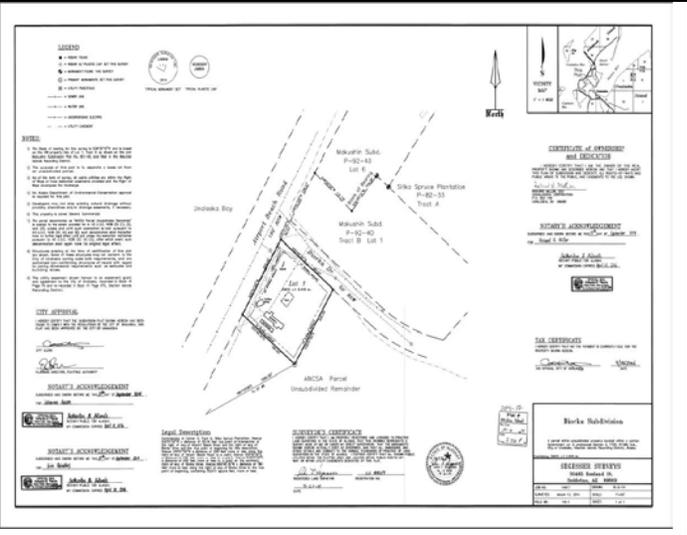
On December 18, 2014, the Platting Board approved the Preliminary Plat of UTS 104 Tracts A-1 and A-2, a replat of Alaska Tideland Survey 1396, Tract A, Plat No. 92-17 through **Resolution 2014-26**.

The final plat has not yet been submitted to the Planning Department.



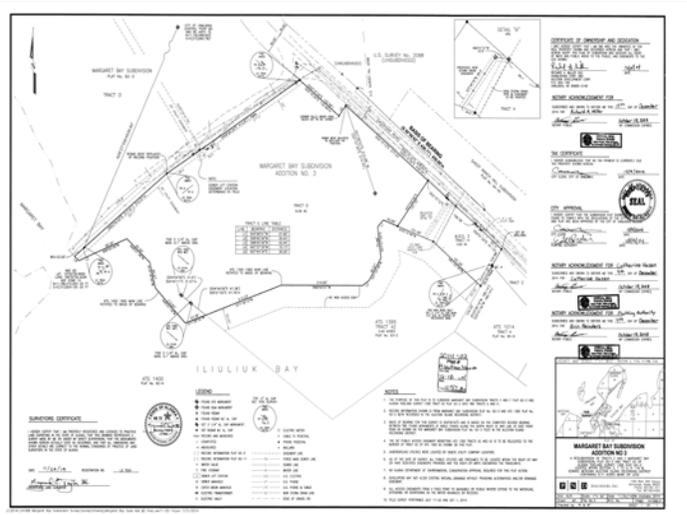
On August 21, 2014, the Platting Authority approved **Resolution 2014-18** for a preliminary plat of Biorka Subdivision, a parcel within unsplit property in Government Lot 3, Section 3, T73S, R118W, Seward Meridian, located at 2141 Airport Beach Road.

The plat was recorded with the Aleutian Island Recording District as Plat No. 2014-07



On August 21, 2014, the Platting Authority approved **Resolution 2014-19** for a preliminary plat of Margaret Bay Subdivision Addition No. 3, a resubdivision of Tracts E and F of Margaret Bay Subdivision, Plat No. 92-3, and Tract A3 of ATS 1395, Plat No. 92-3.

The plat was recorded with the Aleutian Island Recording District as Plat No. 2014-22.



On October 16, 2014, the Platting Authority approved **Resolution 2014-21** for a preliminary plat of Nettleton Subdivision, a resubdivision of Lots 5 and 6, A.R.C. Subdivision Addition No. 1, Plat No. 2000-04.

The plat was recorded with the Aleutian Island Recording District as Plat No. 2014-19



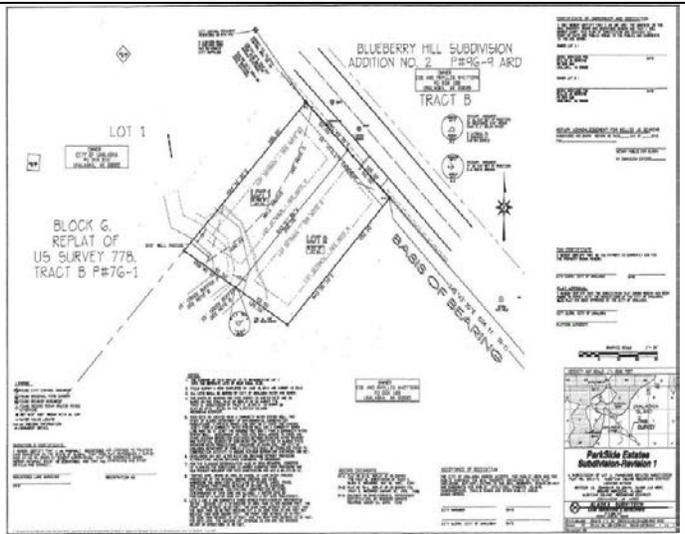
On November 20, 2014, the Platting Authority approved **Resolution 2014-22** for a preliminary plat of Luff Subdivision, a resubdivision of Lot 2, Block 6, Jesse Lee Subdivision, Plat No. 93-13.

The plat was recorded with the Aleutian Island Recording District as Plat No. 2014-21



On December 18, 2014, the Platting Authority approved **Resolution 2014-25** for a preliminary plat of Parkside Estates Subdivision Revision 1, a resubdivision of Lot 1 Parkside Estates Subdivision, Plat No. 2011-07, located at 1398/1400 East Broadway Avenue.

The final plat has not yet been submitted to the Planning Department.



VI. Summary of Appeals Cases and Actions:

No appeals were received.

VII. Department of Planning Activities:

The Department of Planning's main responsibility is coordinating community planning and development, land use, and capital growth within the City of Unalaska. Services include assisting the public, Mayor and City Council, Planning Commission, and other City departments by providing information, guidance, and direction on land use issues and regulations. Under the guidance of the department, the City's annual five-year capital improvement, replacement, and maintenance program is developed. The department also initiates and directs studies and reports relating to long and short-term planning needed for both community growth and development, in accordance with the Comprehensive Plan.

In addition to the involvement in the items described in previous sections, Departmental activities and accomplishments for 2014 include the following:

- **Negotiated Agreements.** Coordinated the negotiation and approval of tideland leases and easements which will allow for businesses to expand operations in our community and help to diversify Unalaska's economic base.
- **GIS Improvements.** In coordination with the Department of Public Safety, the Landmarks and Locations Map has been updated and migrated into the City's GIS with the creation of a new Landmarks Layer. Having this information in GIS make the information more readily available to users and increases the ease of updates in the future. With the assistance of GTG, the public easement GIS layer has been updated and reviewed for improved spatial alignment. Additionally, standard operating procedures have been created for adding parcels and easements to their respective layers using coordinates. A GIS User Manual was drafted to outline GIS layers, responsible parties, standard operating procedures.
- **Future Land Use Planning Efforts.** The American Planning Association's Community Planning Assistance Program accepted the City's application and request for a team to help lead the community engagement component of creating a Land Use Plan and to facilitate information exchange regarding port planning, housing and the unique needs of the oil industry. The Planning Department coordinated the team's visit from May 19th – 23rd, with the help and participation of every city department. The busy week included: television and radio appearances, community and port tours, more than eight stakeholder interviews, two public meetings, three classroom visits, two information booths in the community. A final report by the team is currently underway.
- **Land Use Inventory and Analysis.** Began drafting the Infill Development Analysis Report, which takes the information gathered from the Land Use Inventory to highlight areas that may be ready for development. This is one of the action items identified in our Comprehensive Plan.
- **Historic Preservation.** Coordinated the drafting of Chapter 2.76 code change updating the selection process of the membership of the Historic Preservation Commission. Worked with the State's Office of Historic Preservation on gathering information regarding the requirements and resources for an Inventory of Historic Sites and Resources.
- **Capital and Major Maintenance Planning.** Revised CMMP process to include more public outreach and a review committee FY16-FY20 CMMP. Drafted nominations for the CMMP for GIS Aerial Photography, possible improvements to the Henry Swanson House as well as the Manson's Saltery.
- **Planning Education and Outreach.** Celebrated Planning Month by partnering with PCR's after school program where students designed and created their own cities. Cities then went on display at both City Hall and the Community Center. Registered all the Planning Commissioners and Historic Preservation Commission as American Planning Association Members and National Alliance of Preservation Commission members to provide networking and educational material.

Departmental goals for 2015 include the following:

- Create a Future Land Use Plan for incorporation into the Comprehensive Plan.
- Continue improving process and research code revisions to make the code enforcement as it relates to nuisances more effective.
- Address action items and needs identified in the Housing Strategy as well as direction from City Council, including a Housing Forum and Housing Webpage.
- Continue looking for ways to streamline application processes.
- Update Unalaska's Historic Resources Inventory.