

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2020 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 2020:

Chair, Travis Swangel
Vice Chair, Viki Williams
Helen Brown
Ian Bagley
Jason Gates

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

William Homka, AICP, Planning Director
Thomas Roufos, Associate Planner
Cameron Dean, GIS Administrator
Jasmine Gonzalez, Administrative Assistant

PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2021-01

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:  2-18-21

Travis Swangel

Commission Chair



William Homka

Secretary of the Commission

DATE OF ADOPTION: 2/18/2021

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 2020

I. General Statistics (January 1, 2020 – December 31, 2020)

Due to the Coronavirus, 2020 was far less busy than most years for both the Planning Commission and Platting Board. The PC/PB actions for 2020 and previous years are summarized below:

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2018	2019	2020
Variance	7/5	2/1	2/2
Conditional Use	5/5	4/4	1/1
Zone Amendment	-	1/1	1/1
Property Acquisitions	-	-	-
Code Revisions	-	1/1	-
Plats	3	1	3
Planning Documents	2/1	3/3	3/3
TOTAL MEETINGS	10	10	6

II. Planning Commission Recommendations to Council

The Planning Commission recommended no Code Revisions and two Planning Documents to the City Council for action in 2020.

<i>February 27, 2020: Special Meeting Approved Resolution 2020-01 Annual Report (Planning Document) and filed with City Council</i>	The Planning Commission through Resolution 2020-01 approved the <i>Planning Commission and Platting Board 2019 Annual Report</i> , which reviewed the year in Planning in Unalaska.
<i>February 27, 2020: Special meeting, approved resolution 2020-02 declaring vacancy</i>	The Planning Commission approved Resolution 2020-02 a resolution in appreciation of and accepting the resignation of Thom Bell, who as a member of the City of Unalaska Planning Commission provided valuable service to the City of Unalaska, and declaring the seat vacant effective February 27, 2020.
<i>February 27, 2020: Special meeting, work session: Airport Master Plan</i>	The Planning Commission reviewed a draft letter to the State DOT from the City in support of an emergency update to the Airport Master Plan.
<i>February 27, 2020: Special meeting, Work session reviewing the draft 2021-25 CMMP</i>	Work session item to discuss the draft 2021-2025 Capital Maintenance and Management Plan (CMMP) and provide comments prior to council viewing.
<i>March 19, 2020: Approved Resolution 2020-03, a zoning amendment, and sent the same to City Council</i>	The Planning Commission through Resolution 2020-03 approved a zoning amendment from General Commercial to Single-Family/Duplex Residential at 137 West Broadway.
<i>October 15, 2020: Work session reintroducing the 2021-25 CMMP</i>	Work session item to discuss Capital Maintenance and Management Plan (CMMP) preliminary brainstorming session for planning projects

<p><i>November 19, 2020: Work session on recommendation to City Council and Directive to Planning Department</i></p>	<p>Work session item to discuss Capital Maintenance and Management Plan (CMMP) brainstorming session for planning projects, resulting in one resolution, 2020-08, with 5 priority projects:</p> <ul style="list-style-type: none"> • To prioritize existing aging infrastructure • To amend PCR Multipurpose facility to include an Emergency Shelter • To amend the paving project to prioritize Steward Rd, Loop Rd, and Standard Oil • Reaffirming support for the Trails Infrastructure project • Reaffirming support for the Bus System project
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III. Planning Commission Actions and Activities

<p>The Planning Commission & Platting Board reviewed and approved two (2) Variances, and approved one (1) Conditional Use Permits in 2020.</p>	
<p><i>July 9, 2020: Approved Resolution 2020-04, a conditional use permit</i></p>	<p>The Planning Commission through Resolution 2020-04 approved a temporary work camp at 68 Makushin Drive.</p>
<p><i>July 9, 2020: Approved Resolution 2020-05, a variance</i></p>	<p>The Planning Commission through Resolution 2020-05 approved a variance reducing a front yard setback from 15 feet to 12 feet at 129 Dutton Road.</p>
<p><i>July 9, 2020: Approved Resolution 2020-06, a variance</i></p>	<p>The Planning Commission through Resolution 2020-06 approved a variance reducing a rear yard setback from 15 feet to 5.5 feet at 129 Dutton Road.</p>
<p><i>NOTE: Resolution 2020-07</i></p>	<p>Resolution 2020-07 was originally planned for a platting action. Upon review it was discovered that 2020-07 was not needed, as the plat could be approved administratively.</p>

IV. Platting Board Actions

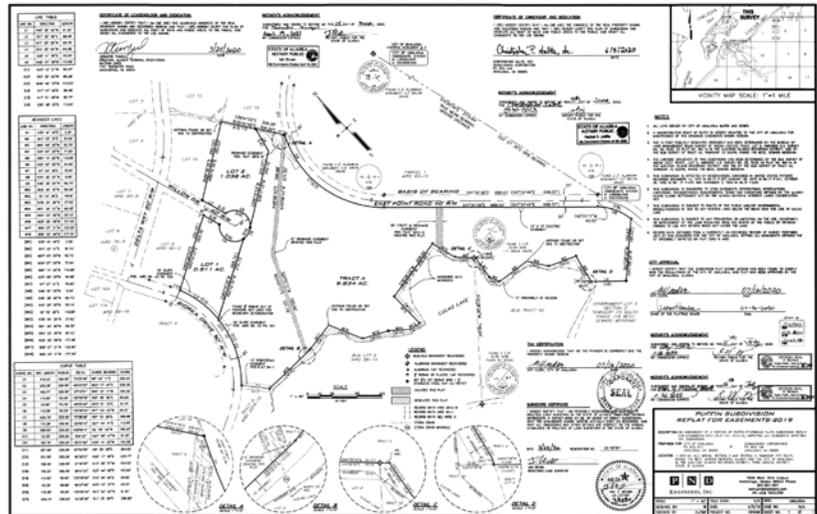
The Platting Board took no action on the zero (0) subdivision plats in 2020

V. Platting Authority Actions

The Planning Director acting as the Platting Authority and took action on two simple subdivision plats in 2020.

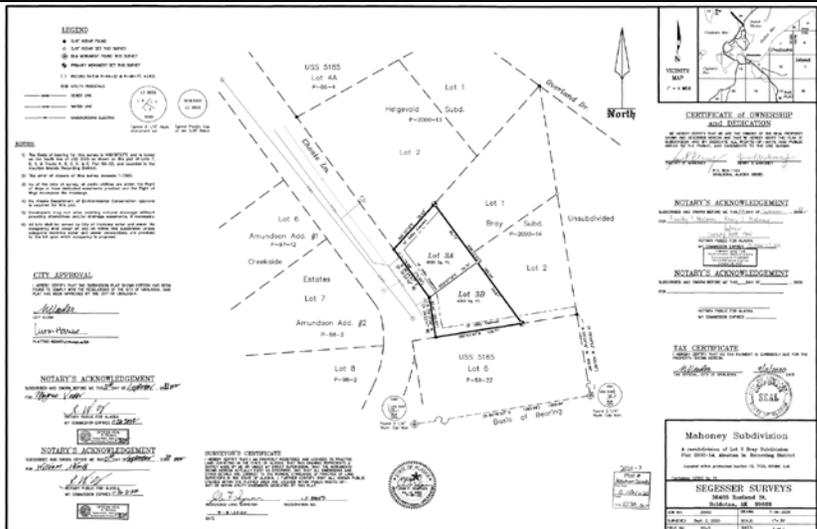
On July 16, 2020, the **Platting Authority approved Puffin Subdivision Replat for Easements - 2019**, an amendment of Puffin-Ptarmigan Flats Subdivision Replat for Easements 2012, Plat 2012-9, Aleutian Islands Recording District.

The new plat was recorded as **2020-8** in the Aleutian Islands Recording District.



On September 21, 2020, the Platting Authority approved **Mahoney Subdivision**, a re-subdivision of Lot 3, Bray Subdivision, Plat 2000-4, Aleutian Islands Recording District.

The new plat was recorded as **2020-7** in the Aleutian Islands Recording District.



VI. Planning Determinations

The Planning Director issued no planning determinations in 2020.

VII. Summary of Appeals Cases and Actions:

The Planning Commission did not hear any appeals of administrative decisions.

VIII. Department of Planning Activities:

The Department of Planning's primary 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 2019 include the following:

- **Negotiated Agreements:** Coordinated the negotiation and approval of:
 1. Tideland leases and easements which will allow for businesses to expand operations in our community and help to diversify Unalaska's economic base, as well as provide access for public works projects.
 2. Continued to assist Public Works with the Generals Hill Booster Pump project.
- **GIS Improvements.** Building on improvements made to City GIS data last year, staff released an online parcel viewer application that allows residents to access commonly requested public information and view maps of the City. The application includes high-resolution aerial imagery acquired over the last two years, and tax assessment information maintained by the City Clerk.
- **Planning Commissioner Training.** Planning staff arranged for Commissioner Williams to participate in Commissioner Training at the 2020 Alaska Planning Conference held in Anchorage in February, 2020.
- **Transit Study:**
 1. Planning Staff attended Alaska Chapter of American Planning Association's annual conference in February, 2020 where they gave presentations about Unalaska's airport situation (post-crash/pre-loss of air service) and Unalaska's GIS CMMP program.
- **Comprehensive Planning.**
 1. Work on the Comprehensive Plan has suffered from focus on other projects that arose during 2020, including the EOC, citizen surveys, CARES Act grant program, (anything else?).
- **US Census 2020 Preparation:** Staff assisted the Census Bureau in reviewing addressing information to better prepare our island residents for the upcoming decennial census. This involved troubleshooting address problems/issues provided to us by the Census Bureau and verifying individual addresses per the city's addressing policy.
- **Community Support Grants:** Planning Department took over the administration of the community support grant program. The Planning Department received 11 Community Grant Applications from different non-profit organizations around the City of Unalaska. These applications were reviewed, critiqued, and sent back for corrections before discussing financial matters to the City Council. Once applications had come back through, evaluations were conducted. Planning designed a means for the City Council to establish the sums for the Community Support Grants.

- **CMMP Process:**

1. This year, the Planning Department ArcGIS Online process successfully created a centralized and automated process for editing and displaying data for the CMMP. It increased the speed at which the CMMP is processed, as well as minimized errors previously made in copying and hand computing dollar amounts.
2. The CMMP process guide for FY22 was updated by presenting City Council the changes to the schedule, ranking system, and requested their individual values for ranking categories. This is an annual process and was completed in October and November. This continues the effort to generate transparency and alignment with City Council's expectations for the budget.

IX. Departmental goals for 2022 include the following:

- Continue improving process of zoning and public nuisance code enforcement as minor offenses.
- Expand online GIS access, improve mapping on mobile devices and train staff in new programs.
- Update the Comprehensive Plan as the current plan is nearing the end of its lifespan and a new plan is required in order to provide guidance for community facility and infrastructure investments.
- Work with Engineering / Permitting to improve the permitting and review process.