

**CITY OF UNALASKA
UNALASKA, ALASKA
PLANNING COMMISSION MINUTES
Thursday, October 17, 2013
CITY COUNCIL CHAMBERS, CITY HALL
7:00 P.M.**

1. **CALL TO ORDER:** Chair Chris Bobbitt called the meeting to order at 7:02 P.M.

Staff Present:

Erin Reinders, AICP, Planning Director
Anthony Grande, Planning Administrator

Roll Call:

Commissioners present:

Chris Bobbitt
Steven Gregory
Doanh Tran
Vicki Williams

2. **REVISIONS TO THE AGENDA:** *None*
3. **APPEARANCE REQUESTS:** *None*
4. **ANNOUNCEMENTS:** Staff announced that October is Planning Month, thanked the Commission for their service, and invited everyone to Story time at the Unalaska Public Library. Staff will read planning related stories and do crafts with the kids of the PCR's After School Program throughout the month.

The Community Planning Assistance Team from APA has finally been formed for our project. City Staff and APA are now working on a specific date in spring when they can visit.

5. **MINUTES:** Steven Gregory moved to approve the minutes from the September 19, 2013 meeting. There was a second. Chair Bobbitt called for a discussion or comments on the minutes. There being no comments, Chair Bobbitt called for a vote and the motion to approve the minutes was unanimous (4-0). The minutes for the September 19, 2013 meeting were adopted.

PUBLIC HEARING ACTION ITEMS:

6. **Conditional Use Permit allowing for a total of 5 residential units in a General Commercial Zoning District on Lot 7, Shaishnikoff Subdivision, Addition C, Plat Number 97-01, located at 376 Steward Road. (Owner/ Applicant: Jimmer and Alyssa McDonald Family Trust; Property ID: 06-04-320)**

Chair Bobbitt opened the Public Hearing and called for any ex parte communication or conflicts of interest to be disclosed. Hearing none, the Chair called for staff presentation.

Anthony Grande explained that the Commission is looking at two separate applications for the same development and would start by describing the development plan. He would then

discuss each application and the related code requirements. The Commission would then vote on the items separately, in accordance with the advertised agenda.

The current site has an existing welding shop with one employee housing unit. The housing unit in the welding shop was allowed through a conditional use permit. The property also has a 3 ½ foot setback which was granted as non-conforming structure of record. As it stands both the use and the setbacks of the building were legally met. The proposed plan is to convert the structure to four housing units and about 340 square feet of dry storage space. The green structure shown in the attachment in the packet is a proposed welding shop with an employee housing unit.

The conditional use permit request is for the five (5) residential units total consisting of a 4-plex and one employee housing unit at the welding shop, in a General Commercial District which is not allowed by right. As mentioned earlier they already have a permit for one residential unit, resulting in an actual increase of four (4) residential units.

Staff has attached three conditions for approval which will help the application meet the tests of code. The conditions included a site plan identifying parking spaces, requiring that buildings meet the State Fire Marshalls approval and lastly, that the condition stated in the 1998 Resolution which approved the employee housing unit remain the same. However, the applicant has just submitted a site plan with parking plan during this meeting and may help to address one of these conditions.

Chair Bobbitt asked if the Commissioners have any questions for Staff. Mr. Gregory noticed that the parking lot seems to be “landlocked” and asked if these are practical parking spots. Erin Reinders explained that this is the first time they have seen the revised site plan and will study the site plan further. Staff recommends that the current wording of the condition remain in the Resolution as they work with the applicant to come up with a parking plan to ensure functional parking spots. Mr. Gregory asked if the required parking spaces are 18 as shown in the site plan. Mr. Grande explained that both structures combined will need 12 parking spaces, nine (9) parking spaces for the 4-plex including the dry storage space and three (3) parking spaces for the welding shop.

Chair Bobbitt asked the Commissioners if they have any more questions for Staff. There being none, Chair Bobbitt asked the applicant to make a presentation. Ms. Alyssa McDonald informed the Commission that the proposed parking plan drawn was intended to show that there was adequate room for parking. She said she will work with Staff to come up with an appropriate parking plan. Ms. McDonald and her husband intend to go into property management and help fulfill the community’s need for more affordable and safe housing. Regarding the encroachment issue, she stated that she was not aware that the connex was on a right-of-way but she said that it will be removed, as noted on the site plan.

Chair Bobbitt asked the Commissioners if they have any further questions for Ms. McDonald. Ms. Tran had no questions but took the opportunity to thank Ms. McDonald for coming up with the plan to generate more housing for the community. Mr. Gregory also said that he felt assured that the McDonalds will be managing and staying in the property and has a long-range plan for housing in the community.

There being no further questions and no public present wishing to speak, Chair Bobbitt closed the Public Hearing and called for a motion to approve Resolutions 2013-19. Ms. Tran moved to approve Resolution 2013-19. There was a second.

Chair Bobbitt asked if there were any questions or comments from the Commissioners. Mr. Gregory asked the Staff if they received any comments from the adjacent landowners. Staff said that they did receive comments from two landowners from the same subdivision who are in favor of the development.

Chair Bobbitt asked if there were any further discussions. Hearing none, Chair Bobbitt called for a vote and the motion passed unanimously (4-0). The motion carried and Resolutions 2013-19 was adopted.

7. A 12-Foot Variance allowing for 3-foot side yard setback adjacent to a Right of Way on Lot 7, Shaishnikoff Subdivision, Addition C, Plat Number 97-01, located at 376 Steward Road. (Owner/ Applicant: Jimmer and Alyssa McDonald Family Trust; Property ID: 06-04-320)

Chair Bobbitt opened the Public Hearing and called for any ex parte communication or conflict of interest to be disclosed. Hearing none, the Chair called for staff presentation.

In light of new evidence, Staff suggested a change in the title of the Resolution 2013-20 as well as some of the specifics of it. Mr. Grande explained that they have initially calculated the setback needed by using GIS, so the Resolution stated a 3-foot side yard setback. However, with the addition of the arctic entry the setback is now as show in the drawing just submitted by the applicant that it has been reduced to 9 5/8 inches. Chair Bobbit clarified the title to be *“A 15-foot variance allowing for a 9 5/8 inches side yard setback adjacent to a right-of-way”*.

Staff explained that this is an existing building and they can continue using it as it is without a variance but the resolution is to address the renovation of the building into a 4-plex. The 15-foot setback is required when a building is facing a right-of-way, which is the case here; however, in this particular situation right-of-way is not actually a street but is used as storage for building materials. Staff pointed out that the southern tip of the applicant’s property is being used as a street. If the Planning Commission chooses to amend the resolution to grant a variance and allow for a to 9 5/8 inch setback, staff suggested that the current condition of approval related to the trailer that is encroaching on the right-of-way be amended based on the recent site plan submitted and read, *“The side yard established by this variance applies to every portion of the building including those accessories defined in §8.12.170(B), which include but are not limited to steps, terraces, platforms, porches, eaves, cornices, or roof overhangs. No such aspect of the building may extend any closer than 9-5/8 inches from the front lot line.”*

Mr. Gregory inquired who the landowners of properties above Ms. McDonald’s property. Ms. McDonald asked the Chair if she can address the question and answered that they are Rufina Shaishnikoff, John Moller and Greg Moyer.

Chair Bobbitt asked if the Commissioners have any questions for Staff. Hearing none, Chair Bobbitt allowed Ms. McDonald to present anything related to the variance request. The applicant had nothing to add and there being no public present wishing to speak, Chair Bobbit

asked the Commissioners if they have any further questions for Ms. McDonald. There being none, Chair Bobbitt closed the Public Hearing and called for a motion to approve Resolution 2013-20 as amended. Mr. Gregory moved to approve Resolution 2013-20 as amended. There was a second.

Chair Bobbitt asked if there were any questions or comments from the Commissioners. Hearing none, Chair Bobbitt called for a vote and the motion passed unanimously (4-0). The motion carried and Resolutions 2013-20 was adopted as amended.

REGULAR MEETING:

8. Receipt of Platting Authority Resolution 2013-18, a resolution approving the Preliminary Plat of Tiglax Subdivision, Tract A, a subdivision of a Portion of Amended USS 58, located at 271 Biorka Drive (Bldg #616). (Owner/Applicant: Ounalashka Corporation; Property ID: 04-03-600)

Staff explained that this is for informational purposes only.

9. OTHER BUSINESS: None

10. ADJOURNMENT: Chair Bobbitt adjourned the meeting at 7:30 P.M.


PASSED AND APPROVED THIS 21st DAY OF November 2013 BY THE CITY OF UNALASKA, ALASKA PLANNING COMMISSION.



Chris Bobbitt
Chair

11/21/13

Date



Erin Reinders, AICP
Recording Secretary

11/21/13

Date

Prepared by Veronica De Castro and Erin Reinders, Planning Department