

CITY OF UNALASKA, ALASKA  
HISTORIC PRESERVATION COMMISSION  
SPECIAL MEETING  
THURSDAY, JANUARY 23, 2025, 6:00 P.M.  
AGENDA

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**ZOOM Meeting Link:**

<https://us02web.zoom.us/j/84370217693?pwd=a1Fv8xbE0UMH3GjeEswdr80LDJ44PN.1>

**Meeting ID:** 843 7021 7693    **Access Code:** 607514

**Toll Free Numbers:**    (833) 548 0276            (833) 548 0282            (877) 853 5247            (888) 788 0099

CALL TO ORDER  
ROLL CALL  
REVISIONS TO THE AGENDA  
APPEARANCE REQUESTS  
ANNOUNCEMENTS  
MINUTES: Draft minutes from the meeting December 19, 2024

PUBLIC HEARING

1. **RESOLUTION 2025-01:** A RESOLUTION APPROVING THE HISTORIC PRESERVATION COMMISSION 2024 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

OLD BUSINESS

*No Items*

NEW BUSINESS

1. **RESOLUTION 2025-01:** A RESOLUTION APPROVING THE HISTORIC PRESERVATION COMMISSION 2024 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

WORKSESSION

*No Items*

ADJOURNMENT

# Principles of the Unalaska Planning Commission

1. The Position: In any community, the position of Planning Commissioner is a highly respected and honored one.
2. The Job: The job of Planning Commissioner is to serve the public, as representatives of the City Council and to the best of their ability, in ensuring sound planning and growth management in Unalaska. All decisions of the Planning Commission should be based on sound planning principles and practices, and not on the personal opinion of individual Planning Commissioners. Once the Planning Commission makes a recommendation to the City Council, the job of the Planning Commissioners and Planning Commission is over, in terms of that particular action.
3. Integrity: Planning Commissioners are appointed by City Council. The actions, behavior, and comportment of each Planning Commissioner reflect not only on that Planning Commissioner's integrity – but also on the integrity of the City Council and of the entire City government.
4. Collaboration: An individual Planning Commissioner is not a “lone wolf,” but is part of a collective body. As such, each Planning Commissioner is expected to act in a collaborative manner with his and her fellow Planning Commissioners.
5. Respect Each Other: While it is understandable to sometimes disagree with your fellow Planning Commissioners on issues brought before the body, and appropriate to publically vocalize that disagreement during Planning Commission meetings, a Planning Commissioner should always respect the opinion of their fellow Commissioners and treat each other with respect.
6. Majority Rules: It is important to remember that, at the end of the day, the majority rules. So, after each action is brought before the body, discussed, and voted upon, Planning Commissioners must accept and respect the rule of the majority – even if the ruling was counter to an individual Commissioner's position.
7. Respect Staff: A Planning Commissioner should respect the opinion of City Planning Staff, whether the Planning Commissioner agrees with staff or not. Planning Staff Members are professionals who are employed to serve not only the Planning Commission and general public, but the City Council.
8. The Las Vegas Rule: What comes before the Planning Commission must stay before the Planning Commission. This means there can be no outside negotiating with petitioners or with the public regarding applications brought before the Commission. And, all discussions – pro or con – concerning a petition before the Planning Commission, must take place solely within Planning Commission meetings.
9. Respect Applicants and Public: Each Planning Commissioner must always show professionalism and respect for applicants and the general public – regardless of the position held by that Planning Commissioner or by the Planning Commission.
10. Upholding the Principles: Any member of the Planning Commission who finds that he or she cannot uphold and abide by the above principles should resign from the Commission.

## PROCEDURES FOR THE CHAIR

### Approval of Minutes

The Chair states: "The minutes were included in the packet. Are there any corrections to the minutes?" [pause to wait for commissioners to object]. "Hearing none, if there are no objections, the minutes are approved as printed."

OR

If there are objects to the minutes, then...

1. Ask for a motion to approve the minutes as printed. And a second.
2. Facilitate Commission discussion.
3. Amendments will need a motion and a second.
4. When there is no more discussion, call for a vote on any amendments.
5. Continue discussion until there is none further, then call for a vote on the minutes as amended.

### Public Hearings

1. Open the public hearing.
2. Notify the public that they may raise their hand and speak from their seats.
3. Read the title of the first item.
4. Ask if any member of the public wishes to speak to the item. They may do so by raising their hand.
5. When discussion has ended, read the title of the second item.
6. Again ask for public discussion.
7. Continue until all items on the public hearing are complete.
8. NOTE: No commissioners or staff should give any input during the public hearing.

### Resolutions under new business or old business

1. Read the title of the first resolution.
2. Ask for declaration of ex parte communications and conflicts of interest from commissioners.
3. Any question of whether a conflict of interest exists will be settled by a majority vote of the Commission. Members with a conflict will be asked to sit in the audience during this discussion/vote.
4. Ask for staff presentation.
5. Ask for questions from Commissioners of staff.
6. Ask for a presentation from the applicant.
7. Ask for questions from Commissioners of the applicant.
8. Ask for a motion to approve the resolution. And a second.
9. Facilitate commission discussion.
10. If any members of the public have signed up to speak on the topic, they will be given a chance to speak. The chair must set a time limit (such as 2 minutes) to each public comment. Time limits can be objected by commissioners and subsequently put to a vote if necessary.
11. Following public testimony, continue commission discussion until there is nothing further.
12. NOTE: Each member of the public only gets one chance to speak, but anyone who signs up with staff before the commission votes shall be given their one chance to speak before the vote occurs.
13. Call for a vote.
14. Repeat for each resolution on the agenda.

City of Unalaska  
HISTORIC PRESERVATION COMMISSION

P.O. Box 610 • Unalaska, Alaska 99685  
(907) 581-1251  
www.ci.unalaska.ak.us

**Regular Meeting**  
**Thursday, December 19,**  
**2024**  
**6:00 p.m.**

**Unalaska City Hall**  
**Council Chambers**  
**43 Raven Way**

**Commission Members**  
Ian Bagley  
Virginia Hatfield

Travis Swangel, Chairman  
City Representative: William Homka, City Manager  
Secretary: Cameron Dean, Planning Director

**Commission Members**  
Caroline Williams  
Rainier Marquez

MINUTES

1. Call to order. Swangel called the Regular Meeting of the Historic Preservation Commission to order at 6:00 p.m. on December 19, 2024 in the Unalaska City Hall Council Chambers.
2. Roll Call:
 

<u>Present:</u>		<u>Absent:</u>	
Travis Swangel	Cameron Dean	Rainier Marquez	William Homka
Virginia Hatfield	Caroline Williams		
Ian Bagley			
3. Revisions to Agenda: No changes
4. Appearance requests: None
5. Announcements: None
6. Minutes: Minutes for June 20, 2024 meeting, approved with no revisions.
7. Public Hearing: None
8. Old Business: None
9. New Business: None
10. Work session: None
11. Adjournment: Having completed the agenda, the meeting was adjourned with no objection at 6:02 p.m.

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Cameron Dean  
Secretary of Commission

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Travis Swangel  
Commission Chairman

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Date

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Date

**CITY OF UNALASKA  
HISTORIC PRESERVATION COMMISSION  
2024 ANNUAL REPORT**



This annual report is designed to serve multiple functions: to summarize the historic preservation activities of the Unalaska Historic Preservation Commission; to serve as a resource document; to note future historic preservation related activities; and to meet the requirements of § 2.60.090, Unalaska Code of Ordinances.

The following residents of Unalaska served on the City of Unalaska's Historic Preservation Commission in 2024:

**Chair, Travis Swangel**  
**Vice Chair, Ian Bagley**  
**Vicki Williams**  
**Virginia Hatfield**  
**Rainier Marquez**  
**City Manager: William Homka**  
**Planning Director: Cameron Dean**

The Historic Preservation Commission is supported by the City of Unalaska's Planning Department, which consists of:

**Cameron Dean**, Planning Director  
**Thomas Roufos**, Associate Planner (Transferred to Fire Department, October 2024)  
**Elaine Blankenship**, Administrative Assistant  
**Jackie Adams**, Grants Management Coordinator

**HISTORIC PRESERVATION COMMISSION**  
**RESOLUTION 2025-01**

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

CITY OF UNALASKA  
HISTORIC PRESERVATION COMMISSION

BY: \_\_\_\_\_  
Travis Swangel  
Commission Chair

\_\_\_\_\_  
Cameron Dean  
Secretary of the Commission

DATE OF ADOPTION: \_\_\_\_\_

## INTRODUCTION

City Council approved Ordinance 2014-05 in 2014 which amended various sections of Title 2 of the Unalaska Code of Ordinances, including sections related to Historic Preservation. The Planning Department and Parks, Culture, and Recreation Department consulted with the City Attorney regarding the selection process of Historic Preservation Commissioners. Approved changes created a new UCO 2.76.015, stating that the Historic Preservation Commission membership is the Planning Commission membership, including the Planning Commission's *ex officio* members (*i.e.*, the City Manager and the Director of Planning). While remaining non-voting for Planning Commission decisions, the City Manager and Director of Planning would be full members of the HPC.

Unalaska Code of Ordinances §2.76.040 identifies the duties and responsibilities of the HPC. This is based on the requirements of local governments participating in the Alaska Certified Local Government Historic Preservation Program. The duties and responsibilities are listed below.

- To survey and inventory community historic resources including historic, architectural, and archaeological resources within the community;
- To review nominations to the National Register of Historic Places and consulting with federal and State authorities in section 106 reviews under the National Historic Preservation Act;
- To act in an advisory role to other officials, and to City Departments regarding the identification and protection of local historic and archaeological resources and historic preservation planning;
- To enforce state historic preservation laws. The Historic Preservation Commission shall support the enforcement of the Alaska Historic Preservation Act;
- To review, and where it is deemed appropriate, recommend nominations to or deletions from the Unalaska Register of Historic Places to the Unalaska City Council twice yearly.

§ 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 historic preservation in the coming year.

## SUMMARY OF HISTORIC PRESERVATION COMMISSION ACTIONS FOR 2023

### I. General Statistics (January 1, 2024 – December 31, 2024)

The Historic Preservation Commission, with support from the Planning Department, took the following actions.

HPC Summary of Activities	2022	2023	2024
Ordinance Changes	-	-	-
General Resolutions	1/1	1/1	1/1
Survey/Inventory of Historic Properties	-	-	-
Preservation Planning Activities	-	-	-
National Register Participation	-	-	-
Historic Property Protection	-	-	-
Public Education Projects	-	-	-
Historic Preservation Grants	-	-	-
<b>TOTAL MEETINGS</b>	<b>3</b>	<b>5</b>	<b>3</b>

### II. Historic Preservation Commission Recommendations to Council

There were no recommendations to Council.

### III. Historic Preservation Commission Actions

<i>January 18, 2024: Resolution 2024-01</i>	The Historic Preservation Commission approved <b>Resolution 2024-01</b> , approving the 2023 Annual Report.
<i>June 20, 2024: Driftwood Bay Radio Relay Site Five Year Review. Robert Johnston, USAF Civil Engineer Center Remedial Project Manager.</i>	The Historic Preservation Commission heard an update about the remediation project. Inspections are performed annually.
<i>June 20, 2024: Finding of Effect Letter Regarding USACE FUDS cleanup at Latrine 1 site on Hill 400. Kelly Eldridge, USACE.</i>	Discussion of cleanup efforts and the Section 106 process. Commissioners and members of the public expressed concern about historic structures preventing the land from being used.
<i>June 20, 2024: Consultation on Tom Madsen Airport Unalaska Taxiway and Apron Rehabilitation Project. Alaska DOT&amp;PF.</i>	Discussion of proposed upgrades at the Unalaska Airport and potential historic resource impacts.

### IV. Historic Preservation Goals for 2025

- Improve public engagement with historic preservation, including website improvements, celebrating Preservation Month in May, and improving kiosks/signage/wayfinding.
- Suggest list of sites to City Council for the Unalaska Register of Historic Places and explore ideas for a Historic Preservation Ordinance Amendment.
- Continue working toward addressing the action items identified in the 2011 Comprehensive Plan as they relate to Historic Preservation.
- Consider creation of Historic Preservation regulations and protections.



- Continue to monitor the Unalaska Brownfields Grant project
- Work with the Tri-Lateral Group to assist and advise on repatriation efforts

**CITY OF UNALASKA, ALASKA  
PLANNING COMMISSION & PLATTING BOARD  
SPECIAL MEETING  
THURSDAY, JANUARY 23, 2025, IMMEDIATELY FOLLOWING THE HISTORIC PRESERVATION MEETING  
AGENDA**

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**ZOOM Meeting Link:**

<https://us02web.zoom.us/j/84370217693?pwd=alFv8xbE0UMH3GjeEswdr80LDJ44PN.1>

**Meeting ID: 843 7021 7693    Access Code: 607514**

**Toll Free Numbers:**    (833) 548 0276            (833) 548 0282            (877) 853 5247            (888) 788 0099

CALL TO ORDER

ROLL CALL

REVISIONS TO THE AGENDA

APPEARANCE REQUESTS

ANNOUNCEMENTS

MINUTES: Draft minutes from the meeting December 19, 2024

PUBLIC HEARING

1. **RESOLUTION 2025-01:** A RESOLUTION APPROVING THE PLANNING COMMISSION & PLATTING BOARD 2024 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

OLD BUSINESS

*No Items*

NEW BUSINESS

1. **RESOLUTION 2025-01:** A RESOLUTION APPROVING THE PLANNING COMMISSION & PLATTING BOARD 2024 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

WORKSESSION

*No Items*

ADJOURNMENT

City of Unalaska  
UNALASKA PLANNING COMMISSION

P.O. Box 610 • Unalaska, Alaska 99685  
(907) 581-1251  
www.ci.unalaska.ak.us

**Regular Meeting**  
**Thursday, December 19,**  
**2024**  
**6:00 p.m.**

**Unalaska City Hall**  
**Council Chambers**  
**43 Raven Way**

**Commission Members**  
Ian Bagley  
Virginia Hatfield

Travis Swangel, Chairman

**Commission Members**  
Caroline Williams  
Rainier Marquez

MINUTES

1. Call to order. Chairman Swangel called the Regular Meeting of the Unalaska Planning Commission to order at 6:03 pm on December 19, 2024 in the Unalaska City Hall Council Chambers.
2. Roll Call:  

	<u>Present:</u>		<u>Absent:</u>
Travis Swangel	Ian Bagley		Rainier Marquez
Virginia Hatfield	Caroline Williams		
3. Revisions to Agenda: None
4. Appearance requests: None
5. Announcements: Staff introduced Jackie Adams, Grants Management Coordinator.
6. Minutes: Minutes for August 15, 2024, approved with no revisions.
7. Public Hearing: None
8. Old Business: None
9. New Business: None
10. Work session: Review of FY25-34 Capital and Major Maintenance Plan and discussion of FY26-35 Capital and Major Maintenance Plan. Staff introduced the most recently approved CMMP. Commissioners discussed the Captains Bay Road waterline extension project and water storage. Commissioners discussed the proposed electric energy storage system.
11. Adjournment: Having completed the agenda, the meeting was adjourned without objection at 6:18 p.m.

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Cameron Dean  
Secretary of Commission

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Travis Swangel  
Commission Chairman

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Date

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Date

**CITY OF UNALASKA  
PLANNING COMMISSION & PLATTING BOARD  
2024 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 in 2024:

**Chair, Travis Swangel**  
**Vice Chair, Ian Bagley**  
**Vicki Williams**  
**Virginia Hatfield**  
**Rainier Marquez**

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

**Cameron Dean**, Planning Director  
**Thomas Roufos**, Associate Planner (Transferred to Fire Department, October 2024)  
**Elaine Blankenship**, Administrative Assistant  
**Jackie Adams**, Grants Management Coordinator

**PLANNING COMMISSION AND PLATTING BOARD**  
**RESOLUTION 2025-01**

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: \_\_\_\_\_  
Travis Swangel  
Commission Chair

\_\_\_\_\_  
Cameron Dean  
Secretary of the Commission

DATE OF ADOPTION: \_\_\_\_\_

## 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 2023

### I. General Statistics (January 1, 2024 – December 31, 2024)

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2022	2023	2024
Variance	1/1	-	1/1
Conditional Use	3/3	6/5	-
Zone Amendment	4/3	-	1/1
Property Acquisitions	-	-	-
Code Revisions	-	-	-
Plats	1/1	5/4	1/1
Planning Documents	1/1	2/2	1/1
<b>TOTAL MEETINGS</b>	<b>6</b>	<b>10</b>	<b>5</b>

### II. Planning Commission Recommendations to Council

<i>January 18, 2024: Approved Resolution 2024-01</i>	The Planning Commission through <b>Resolution 2024-01</b> approved the <i>Planning Commission and Platting Board 2023 Annual Report</i> , which reviewed the year in Planning in Unalaska.

### III. Planning Commission Actions and Activities

<i>April 18, 2024: Work session reviewing the Unalaska Bay Site Specific Plan</i>	The Planning Commission reviewed the State of Alaska’s tideland classification plan for Unalaska Bay. The Commission suggested improvements to the plan to better correspond with local zoning and land use. It also directed Staff to present a resolution recommending a zone amendment of the Marine Dependent Industrial area near McLees Lake to one that better reflects its use and value for subsistence and recreation.
<i>July 18, 2024: Approved Resolution 2024-03</i>	<b>Resolution 2024-03</b> Approved a rear yard setback variance from 15 feet to 1 foot for the Amaknak Fire Station lease lot to accommodate storage of fire training equipment.
<i>August 15, 2024: Approved Resolution 2024-04</i>	<b>Resolution 2024-04</b> Recommended to City Council a zone amendment of the Marine Dependent Industrial area near McLees Lake to Open Space
<i>December 19, 2024: Work session reviewing the Capital and Major Maintenance Plan</i>	The Planning Commission reviewed the FY25-34 CMMP and provided comments for the FY26-35 CMMP.

#### IV. Platting Board Actions

<i>January 18, 2024: Approved Resolution 2024-02</i>	<b>Resolution 2024-02</b> Approved the final plat of Purevsuren Subdivision on Choate Lane.

#### V. Summary of Appeals Cases and Actions:

None.

#### VI. 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 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 2024 the department initiated a grant management program, coordinating grant activities City-wide. The department hired Jackie Adams as Grants Management Coordinator, replacing the previous GIS Administrator position.

In addition to the involvement in the items described in previous sections, Departmental activities and accomplishments for 2024 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.
- **Community Support Grants:** The Planning Department administers the community support grant program. The Planning Department received 8 Community Grant Applications from different non-profit organizations serving the City of Unalaska. These applications were reviewed, summarized and presented to City Council. Once awarded, the department managed required reporting and budget change requests from each grantee.
- **Code Enforcement:** The City completed mediation for a long running enforcement action at 176-180 Chernofski. The mediation resulted in a \$207,125 settlement for the City.
- **Grants:** Work on the EPA Brownfields Assessment grant received in FY22 continues with investigations ongoing in Pyramid Valley and Strawberry Hill and remote sensing and regulated building material surveys planned for Spring 2025. The department coordinated applications for several large grants supporting energy and recycling.
- **Other:**
  1. Staff participate in the Alaska chapter of the American Planning Association (APA).



2. Staff built and deployed a road maintenance application for the Department of Public Works. The application allows the Roads Division to record and track issues while in the field.
- **Capital and Major Maintenance Plan (CMMP):**
    1. Completed the FY25-34 CMMP.
    2. The FY26-35 CMMP process is ongoing.

**VII. Departmental goals for 2025 include the following:**

- Expand online GIS access, improve mapping on mobile devices and train staff in new programs.
- Update the Comprehensive Plan as the current plan has reached the end of its lifespan and a new plan is required to provide guidance for community facility and infrastructure investments. An RFP is in progress and the update to the plan will begin in 2025.
- Work with Engineering / Permitting to improve the permitting and review process.
- Staff continues to work toward improved accuracy and availability of GIS resources internally and to the public.