

**CITY OF UNALASKA  
UNALASKA, ALASKA  
PLANNING COMMISSION MINUTES  
THURSDAY, APRIL 16, 2015  
CITY COUNCIL CHAMBERS, CITY HALL  
6:00 P.M.**

- 1. CALL TO ORDER:** Chair Doanh Tran called the meeting to order at 6:00 PM.

**Roll Call:**

*Commissioners present:*

Doanh Tran

Vicki Williams

Jessica Earnshaw

Lottie Roll (*arrived at 6:10pm after minutes were approved*)

Billie Jo Gehring

**Staff Present:**

Erin Reinders, Planning Director

Anthony Grande, Planning Administrator

- 2. REVISIONS TO THE AGENDA:** *None*
- 3. APPEARANCE REQUESTS:** *None*
- 4. ANNOUNCEMENTS:** Erin Reinders reminded the commission that the May meeting was being moved up one week to May 14<sup>th</sup>.
- 5. MINUTES:** *Planning Commission & Platting Board, March 26, 2015.* Chair Tran called for a motion to approve the minutes from the March 26, 2015 meeting. Jessica Earnshaw made a motion, Vicki Williams seconded the motion. Chair Tran asked if there were any further discussions on the minutes. There being no comments, Chair Tran called for a vote, which was unanimous (4-0). The minutes for the March 26, 2015 meeting were adopted.

**PUBLIC HEARING ACTION ITEMS:**

- 6. Resolution 2015-10:** *A resolution approving a conditional use permit for a behavioral health and wellness clinic on Lot 2, Block 4, Ilulaq Subdivision, located at 529 Biorka Drive.*

Chair Tran opened the public hearing and called for a disclosure of any ex parte communication or conflicts of interest. Hearing none, the Chair called for staff presentation.

Anthony Grande informed the commission that the use requested is for the same use that has been occurring at Aleutian Pribilof Islands Association's previous location on West Broadway. Both the Qawalangin Tribe and APIA offices had to vacate the building at the end of March. APIA has temporarily located their clinic in the InterSea Mall but hopes to use the Biorka Drive property as a more permanent address. The applicant intends to house a health care provider in the house as well as operate their clinic at this location.

Mr. Grande mentioned there were a few concerns that Staff has regarding this request. Those concerns are addressed by the conditions in the resolution. The five conditions that need to be met are:

- Fire Marshall approval will need to be submitted to the Planning Department before the conditional use permit is issued.
- A parking plan showing at least five spaces will also need to be submitted before any permit is issued. After a site visit, Staff believes there is enough room for five parking spaces that meet code.
- There can be no change to the outside of the building or the premises. One exception to this will be the modifications needed to make the building handicap accessible. Other than one sign, there should be no visible evidence of the commercial use that occurs in the building.
- Hours of operation are limited to 8am to 6pm.
- Only one residential unit will be allowed and strictly reserved for APIA employees or contracted clinic professionals.

With the conditions listed above, all three tests of code are met and Staff recommends approval. Mr. Grande asked if there were any questions. Commissioner Earnshaw asked if Staff had received any concerns or comments from affected landowners. Mr. Grande stated that one person had asked some general questions, but had not stated any opinions regarding the matter. Commissioner Gehring asked whether APIA intends to purchase or lease the building. That intent is unknown at this time. Commissioner Gehring also wanted clarification on whether APIA could make changes to the building if they owned it. Mr. Grande explained that if APIA wanted to abandon the conditional use permit and use the building as a residential unit only, they would be allowed to make changes to the building. That condition only applies if it is being used commercially. Chair Tran asked if there were any further questions for Staff. Hearing none, Chair Tran asked for the applicant presentation.

Dr. Cody Chipp, a clinical psychologist with APIA, stated that he was willing to take any questions the commission might have. Chair Tran asked if APIA intended to purchase the building. Dr. Chipp answered that while he wasn't directly involved in the purchase or lease area of this project, it was his understanding that there was an offer in pending the result of the conditional use request. If granted and purchased, APIA would then lease the building to the behavioral health and wellness clinic.

Chair Tran asked if there was any public testimony regarding this item. Hearing no comments, Chair Tran closed the public hearing. Commissioner Earnshaw made a motion to approve Resolution 2015-10. Commissioner Williams seconded. Chair Tran asked Staff what would happen if this use became permanent. Mr. Grande responded that the conditional use permit is permanent as long as the building is being used as a behavioral health and wellness clinic. Any changes in use would require a new conditional use permit. There being no further comments or questions from the commissioners, Chair Tran called for a vote to approve Resolution 2015-10. The vote was unanimous (5-0) and the motion was carried and adopted.

**7. Resolution 2015-11:** *A resolution approving a preliminary plat of Echevarria Subdivision, a replat of Lot 2, Baker Subdivision, located at 285 Raven Way.*

Chair Tran opened the public hearing and called for a disclosure of any ex parte communication or conflicts of interest. Hearing none, the Chair called for staff presentation.

Mr. Grande introduced the subdivision plat and noted that this was discussed two months ago during the variance permit request phase. As a result of the granting the variance, the applicant is now proposing the Echevarria Subdivision. As with all other subdivision requests, this subdivision must conform to the standards set forth in City Code. The conditions listed on the resolution are:

- All utility lines & mainlines must be shown on final plat.
- Utility service lines need to be physically installed on both lots.
- A new 20' wide private access/utility easement shall be added along the entire boundary of Lots 1 and 2 of this subdivision.
- A note will be added stating that the new subdivision is possible due to the granting of Variance 2015-03 by the Planning Commission.
- A sentence will be added stating that the proposed building on Lot 2 has not been approved by the City of Unalaska. Approving this plat does not endorse or approve the proposed building.
- Current zoning requirements will be listed on the plat as usual. One additional requirement under this section will be that only one single family home can be built on each of these two lots.
- A note shall be added stating that the containers on Lot 2 are nonconforming structures.
- A closure report shall be submitted.
- An electronic version of the final plat shall be provided to the Planning Department.

With these conditions, Staff believes this plat meets the subdivision plat requirements and recommends approval. Chair Tran asked the commissioners if they had any questions for Staff. Hearing none, Chair Tran asked the applicant if he wanted to make a statement. Joey Echevarria stated that he is working with the surveyor, John Seggeser to address the conditions listed. Mr. Echevarria stated that the utilities are already in place to the lot line and the surveyor will be adding the utilities on the plat. Mr. Echevarria confirmed that he would be building a single family home. Chair Tran asked the commissioners if they had any questions for the applicant. Commissioners had no further questions or comments.

Chair Tran asked if there was any public testimony. Hearing none, Chair Tran closed the public hearing and asked for a motion to approve Resolution 2015-11. Commissioner Gehring made a motion to approve Resolution 2015-11. Commissioner Roll seconded. Chair Tran asked if there were any comments or questions. Hearing none, Chair Tran called for a vote to approve Resolution 2015-11. The vote was unanimous (5-0) and the motion was carried and adopted.

**8. Resolution 2015-12:** *A resolution recommending approval of draft City Council ordinance 2015-07 amending Unalaska Municipal Code section 8.04.060 to change the regular meeting time from 7:00pm to 6:00pm.*

Chair Tran called for the staff presentation. Ms. Reinders stated that the time change was discussed at the March 26, 2015 meeting. Since the commissioners seemed to be in favor of the time change, Staff drafted an ordinance to change municipal code. If Resolution 2015-12 is approved, the ordinance will then be presented to City Council for their action.

Chair Tran asked if there was any public comment regarding the time change. Hearing none, Chair Tran closed the public hearing and asked for a motion to approve Resolution 2015-12. Commissioner Earnshaw made a motion to approve Resolution 2015-12. Commissioner Roll seconded. Chair Tran called for a vote to approve Resolution 2015-12. The vote was unanimous (5-0) and the motion was carried and adopted.

**REGULAR MEETING:** *None*

**WORK SESSION:** *None*


**OTHER BUSINESS:** *None*

**9. ADJOURNMENT:** Chair Tran adjourned the meeting at 6:35 PM.

PASSED AND APPROVED THIS 14<sup>th</sup> DAY OF May 2015 BY THE CITY OF UNALASKA, ALASKA PLANNING COMMISSION.

  
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Doanh Tran  
Chair

5/14/15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Erin Reinders  
Recording Secretary

5/14/15  
\_\_\_\_\_  
Date

Prepared by Kelly Tompkins and Erin Reinders, Planning Department