

**CITY OF UNALASKA  
UNALASKA, ALASKA  
PLANNING COMMISSION MINUTES  
THURSDAY, MAY 14, 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

Jessica Earnshaw

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

Billie Jo Gehring

*Commissioners absent:*

Vicki Williams

**Staff Present:**

Erin Reinders, Planning Director

Anthony Grande, Planning Administrator

- 2. REVISIONS TO THE AGENDA:** *None*

- 3. APPEARANCE REQUESTS:** *None*

- 4. ANNOUNCEMENTS:** Erin Reinders announced that June's meeting would be an especially important meeting to attend since that will be the kickoff of the Land Use element update to the Comprehensive Plan. Also, there will be an introduction to an ordinance change regarding nuisance enforcement.

Commissioner Tran reminded everyone that graduation was occurring on Saturday, May 16<sup>th</sup>. Commissioner Gehring expressed her thanks for the community coming together for the Iliuliuk River clean-up which resulted in ten tons of debris being removed from the river.

- 5. MINUTES:** *Planning Commission & Platting Board, April 16, 2015.* Chair Tran called for a motion to approve the minutes from the April 16, 2015 meeting. Jessica Earnshaw made a motion, Billie Jo Gehring 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 April 16, 2015 meeting were adopted.

**PUBLIC HEARING ACTION ITEMS:**

- 6. Resolution 2015-13:** *A resolution approving a conditional use permit for three existing residential dwelling units on Lot 14, Block 8, Haystack Hill Subdivision, located at 189 Trapper Drive.*

Chair Tran opened the public hearing and called for a disclosure of any ex parte communication or conflicts of interest. Commissioner Gehring stated that she did have a conflict of interest and would not be voting. Chair Tran called for staff presentation.

Anthony Grande informed the commission that this was an after-the-fact request for a conditional use permit to allow for a triplex that has been existing at this location for at least a decade. The current zoning on this property is Single Family/Duplex, this conditional use would allow for three total units. If this request is granted there are four conditions that must be met and maintained before the conditional use permit can be issued. These conditions are:

- There will be no changes to the structure, as this permit is for an existing use.
- Applicant must have a utility meter for a triplex
- A backflow preventer must be installed
- Six parking spaces must be maintained. In the future, if the lot is split as planned, enough space needs to remain for six parking spaces.

The second and third condition dealing with utilities brings the triplex up to City Code that all triplexes in the City must follow. With the conditions listed above, all three tests of code are met and staff recommends approval. Mr. Grande asked if there were any questions.

The applicant, Roger Deffendall, attended the meeting and was available if commissioners had any questions or concerns. Chair Tran asked the commissioners if they had any questions for the applicant or staff. Hearing no comments, Chair Tran closed the public hearing.

Chair Tran asked for a motion to approve Resolution 2015-13. Commissioner Earnshaw made a motion to approve Resolution 2015-13. Commissioner Roll seconded. Commissioner Earnshaw asked staff if the Clerk's Office had any records on when this property became a triplex. Mr. Grande noted that there was no clear record related to the triplex. There being no further comments or questions from the commissioners, Chair Tran called for a vote to approve Resolution 2015-13. The vote was unanimous (3-0), with Commissioner Gehring abstaining, and the motion was carried and adopted.

**REGULAR MEETING:** *None*

**WORK SESSION:**

**7. Receipt of Community Planning Assistance Team's final report entitled *Future Land Use in Unalaska: Community & Partner Stakeholder Engagement* and discussion of the next steps for the update to the Comprehensive Plan's Land Use section.**

Erin Reinders provided a brief overview of what a land use plan, or section, entails. In 2011, the current Comprehensive Plan was adopted. The Comprehensive Plan summarizes the vision and direction of the community. The land use portion will provide guidance as to where new development (residential, commercial and industrial) should and shouldn't be going. The Comprehensive Plan and Land Use section are not regulatory but they do set the stage for future zoning code changes. Significant public input is needed which is why staff turned to the Community Planning Assistance Team for help. The CPAT team is comprised of American Planning Association volunteers who were tasked by the City of Unalaska to engage the community in a land use discussion. Planning Director Reinders requested team members who had experience in the following areas to participate: port planning, housing, Alaska in general, and the oil industry. The team visited Unalaska for one week in May of 2014 and facilitated


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meetings, open houses and interviews. On May 1, 2015 the final CPAT report was delivered. The report reviews current land uses and recurring land use themes brought up by members of the public, assesses marine terminal locations, analyses housing needs, and offers suggestions for updating the City's land use section of the Comprehensive Plan. Once completed, the Land Use section will include a review of existing conditions, an analysis of land use trends, maps of existing land uses, and future recommendations. Staff is hopeful that public outreach can take place in June and July and that the adoption process will be completed by October of 2015.

**OTHER BUSINESS:** *None*

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

PASSED AND APPROVED THIS 18 DAY OF June 2015 BY THE CITY OF UNALASKA, ALASKA PLANNING COMMISSION.

  
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Doanh Tran  
Chair

6/18/15  
\_\_\_\_\_  
Date

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

6/18/15  
\_\_\_\_\_  
Date

Prepared by Kelly Tompkins and Erin Reinders, Planning Department