

**CITY OF UNALASKA, ALASKA
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, JANUARY 20, 2022, 6:00 P.M.
AGENDA**

ZOOM Meeting Link:

<https://us02web.zoom.us/j/88067162753?pwd=c1VSY2RpYUI5QXJqQzhOeTFQbG9vUT09>

Meeting ID: 880 6716 2753 **Access Code:** 835045

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 November 18, 2021

PUBLIC HEARING

1. **RESOLUTION 2022-01:** A RESOLUTION APPROVING THE HISTORIC PRESERVATION COMMISSION 2021 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

OLD BUSINESS

No Items

NEW BUSINESS

1. **RESOLUTION 2022-01:** A RESOLUTION APPROVING THE HISTORIC PRESERVATION COMMISSION 2021 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, November 18,
2021
6:00 p.m.

Unalaska City Hall
Council Chambers
43 Raven Way

Commission Members
Ian Bagley
Virginia Hatfield.

Travis Swangel, Chairman
City Representative: JR Pearson, Acting City Manager
Secretary: Bil Homka, Planning Director

Commission Members
Vicki Williams
Helen Brown

MINUTES

1. Call to order. Commissioner Swangel called the Special Meeting of the Unalaska Historic Preservation Commission to order at 6:02 pm, on November 18, 2021, in the Unalaska City Hall council chambers.
2. Roll call

<u>Present:</u>	<u>Absent:</u>
Vicki Williams	Virginia Hatfield
Travis Swangel	Ian Bagley
Rainier Marquez	JR Pearson
Bil Homka	
3. Revisions to the Agenda – None.
4. Appearance Requests – None.
5. Announcements – None.
6. Minutes – Williams made a motion to approve October 21, 2021 HPC minutes, Homka seconded motion. No discussion, approved 5-0
7. Public Hearing – None.
8. Old Business – None.
9. New Business – None.
10. Worksession – Discussion with Liz Ortiz from the State Historic Preservation Office regarding the DOT Airport Master Plan Update proposal to move the WWII Museum/Aerology Building
Brief Update from the Unalaska ACoE Restoration Advisory Board
11. Adjournment
Reinders made a motion to adjourn; Hatfield seconded.
Motion passed by consensus.
The meeting adjourned at 6:54 pm.

William Homka, AICP
Secretary of the Commission

Travis Swangel
Commission Chairman

Date

Date

**CITY OF UNALASKA
HISTORIC PRESERVATION COMMISSION
2021 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 2021:

Chair Travis Swangel
Vice Chair
Vicki Williams
Helen Brown
Jason Gates
Ian Bagley
Virginia Hatfield
Rainier Marquez
City Manager: Erin Reinders
Planning Director: Bil Homka

The Historic Preservation Commission is 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

HISTORIC PRESERVATION COMMISSION
RESOLUTION 2022-01

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: _____

Commission Chair

Bil Homka, AICP
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 2021

I. General Statistics (January 1, 2021 – December 31, 2021)

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

HPC Summary of Activities	2019	2020	2021
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	-	-	-
TOTAL MEETINGS	1	1	4

II. Historic Preservation Commission Recommendations to Council

There were no recommendations to Council.

III. Historic Preservation Commission Actions

The Historic Preservation Commission approved the 2019 annual report and had a discussion items.	
<i>February 18, 2021: Approved of Annual Report and filed with City Council.</i>	The Historic Preservation Commission approved Resolution 2021-01 , a resolution approving the HPC 2019 Annual Report.
<i>May 20, 2021: Discussion item</i>	Discussion on supporting inclusion of WWII Aleutian Campaign in National WWII Museum in New Orleans
<i>October 21, 2021</i>	Discussion on Amaknak Formerly Used Defense Sites Restoration Advisory Board Discussion on Historic Preservation Plans and Museum of the Aleutians signage project
<i>November 18, 2021</i>	Discussion with State Historic Preservation Office on DOTPF Airport Master Plan Update proposal to move the WWII Museum/Aerology Building

IV. Historic Preservation Goals for 2022

- 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.