

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2025 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 2025:

**Chair, Virginia Hatfield
Vice Chair, Ian Bagley
Vicki Williams
Rainier Marquez
Helen Brown**

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

Cameron Dean, Planning Director
Daniel Opoku, Associate Planner
Elaine Blankenship, Office Specialist
Jackie Adams, Grants Management Coordinator

PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2026-01

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: Ian Bayley
Virginia Hatfield
Acting Commission Chair

Cameron Dean
Cameron Dean
Secretary of the Commission

DATE OF ADOPTION: 1/15/20

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 2025

I. General Statistics (January 1, 2025 – December 31, 2025)

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2023	2024	2025
Variance	-	1/1	-
Conditional Use	6/5	-	1/1
Zone Amendment	-	1/1	-
Property Acquisitions	-	-	-
Code Revisions	-	-	-
Plats	5/4	1/1	1/1
Planning Documents	2/2	1/1	-
TOTAL MEETINGS	10	5	5

II. Planning Commission Recommendations to Council

<i>January 23, 2025: Approved Resolution 2025-01</i>	The Planning Commission through Resolution 2025-01 approved the <i>Planning Commission and Platting Board 2024 Annual Report</i> , which reviewed the year in Planning in Unalaska.

III. Planning Commission Actions and Activities

<i>March 20, 2025: Election and Work session Drafted FY26-35 CMMP</i>	The Planning Commission election for a new Chairman and Vice Chairman, Virginia Hatfield as the new Chairman and Ian Bagley is the Vice Chairman. The Commission held a worksession on the draft FY26-35 CMMP.
<i>September 18, 2025: Approved Resolution 2025-02 and Worksession Comprehensive Plan Update</i>	Resolution 2025-02 Approved the Preliminary Plat of South America Subdivision Number 3. Worksession discussion on the Comprehensive Plan. Chairman Hatfield volunteered to serve on the advisory committee.
<i>November 20, 2025: Approved Resolution 2025-04, Worksession reviewing the Capital and Major Maintenance Plan Priorities</i>	Resolution 2025-04 Approved a Conditional Use Permit for Engine Repair and Machine Shop on Lot Tract A, Eider Point Subdivision, Plat 91-25, AIRD. Worksession discussion of proposed priorities for the FY27-36 CMMP.

IV. Platting Board Actions

<i>October 16, 2025: Approved Resolution 2025-03</i>	Resolution 2025-03 Approved the final plat of South America Subdivision Number 3, a replat of South America Subdivision No. 2, Plat 2010-10, AIRD.

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 Pla.

In 2025 the department developed its grant management program, coordinating grant activities City-wide. The department hired Daniel Opoku as Associate Planner, filling a position vacant since October 2024.

In addition to the involvement in the items described in previous sections, Departmental activities and accomplishments for 2025 include the following:

- **Comprehensive Plan Update:** The Planning Department began the process of an update to the City's Comprehensive Plan. The current plan was adopted in 2011. This iteration includes particular focus on an economic analysis and transit feasibility study and is expected to complete next year.
- **Community Support Grants:** The Planning Department administers the community support grant program. The Planning Department received 10 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 passed and adopted Ordinance 2025-11 amending UCO Title 1, General Provisions on Title 12, Animal Control. Planning Department worked on the City of Unalaska On-Leash map.
- **Grants:** Work on the EPA Brownfields Assessment grant received in FY22 continues with investigations ongoing in Pyramid Valley, Strawberry Hill, and local lakes in Summer 2025.
 1. The department coordinated applications for several large grants supporting energy, ports infrastructure and recycling. The City was recently notified that its EPA Solid Waste Infrastructure for Recycling Grant Program (SWIFR) application for \$3.8 million to support removal of abandoned vehicles was successful.

- **Data:** Staff collected and analyzed data and made recommendations related to cost-of-living. Ongoing projects include the Council for Community and Economic Research (C2ER) quarterly cost of living analysis and an annual rental market survey. These efforts guided City policy discussions related to employee housing and cost of living adjustments.
- **Other:**
 1. Staff are leading the City's Healthcare Planning Assessment.
 2. Staff participate in the Alaska chapter of the American Planning Association (APA), and the Alaska Municipal League (AML).
 3. Staff training for Environmental Systems Research Institute (ESRI) for GIS Software.
 4. Staff assisted with coordination and participated in the Aleutian Regional Community Conference (ARCC) and accompanying legislative fly-in held in August 2025.
- **Capital and Major Maintenance Plan (CMMP):**
 1. Completed FY26-35 CMMP.
 2. The FY27-36 CMMP process is ongoing.

VII. Departmental goals for 2026 include the following:

- Continue development of the Comprehensive Plan with goal to adopt in early 2027.
- Complete Healthcare Planning Assessment (Spring 2026).
- Work with other Departments to improve asset management using GIS.
- Expand online GIS access, improve mapping on mobile devices and train staff in new programs.