

CITY OF UNALASKA, ALASKA
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, JANUARY 18, 2023, 6:00 P.M.
AGENDA

ZOOM Meeting Link:

<https://us02web.zoom.us/j/81310428861?pwd=ZTdnZmRZbytgTlM4RWUreHM5L25WZz09>

Meeting ID: 813 1042 8861 **Access Code:** 592925

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 21, 2023

PUBLIC HEARING

1. **RESOLUTION 2024-01:** A RESOLUTION APPROVING THE HISTORIC PRESERVATION COMMISSION 2023 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL

OLD BUSINESS

No Items

NEW BUSINESS

1. **RESOLUTION 2024-01:** A RESOLUTION APPROVING THE HISTORIC PRESERVATION COMMISSION 2023 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
2023 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 2023:

Chair Travis Swangel
Vice Chair Caroline Williams
Ian Bagley
Virginia Hatfield
Rainier Marquez
City Manager: William Homka (June, 2023)
Acting City Manager: Chris Hladick (Left June, 2023)
Acting Planning Director: William Homka (November, 2022 to June 2023)
Planning Director: Cameron Dean (Started September 2023)

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

William Homka, AICP, City Manager,
Acting Planning Director (November, 2022 to September 2023)
Cameron Dean, Planning Director (Started September, 2023)
Thomas Roufos, Associate Planner (Since April 2016)
Teri Salazar-Lascano, Administrative Assistant (Moved to Public Works January, 2023)
Elaine Blankenship, Administrative Assistant (Hired October, 2023)

HISTORIC PRESERVATION COMMISSION
RESOLUTION 2024-01

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, 2023 – December 31, 2023)

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

HPC Summary of Activities	2021	2022	2023
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	4	3	5

II. Historic Preservation Commission Recommendations to Council

There were no recommendations to Council.

III. Historic Preservation Commission Actions

The Historic Preservation Commission approved the 2022 annual report and had several discussion items.	
<i>February 16, 2023: Approved of Annual Report and filed with City Council.</i>	The Historic Preservation Commission approved Resolution 2023-01 , a resolution approving the HPC 2022 Annual Report.
<i>August 17, 2023: Discussion item</i>	Review of letter from Forrest Kranda, Archeologist with Army Corps of Engineers, regarding proposed environmental investigations at Little South America on Amaknak Island and Summer Bay-Humpy Cove on Unalaska Island. The purpose of this letter was to notify the Commission of a Federal undertaking and to seek your concurrence on an assessment of effect. – Commission concurred with assessment of the Corps.
<i>October 19, 2023: Discussion Item</i>	Review of letter from Benjamin M. Storey, Regional Environmental Manager/PQI Archaeology, at the Alaska State Department Of Transportation & Public Facilities, Southcoast Region, regarding finding of effect for the demolition of the privately owned Naval Operating Transport Service Warehouse (NOTSW) building located within the Unalaska Airport in Unalaska. – Commission concurred with findings of the archeologists.
<i>November 16, 2023: Discussion Item</i>	Discussion on improvement and replacement of interpretive signage in town to perhaps combine resources with the Museum of the Aleutians “Walking the Chain” signage campaign.
<i>December 21, 2023: Discussion Item</i>	City of Unalaska Brownfields Program Update

IV. Historic Preservation Goals for 2024

- 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

**CITY OF UNALASKA, ALASKA
PLANNING COMMISSION & PLATTING BOARD
REGULAR MEETING
THURSDAY, JANUARY 18, 2023, IMMEDIATELY FOLLOWING THE HISTORIC PRESERVATION MEETING
AGENDA**

ZOOM Meeting Link:

<https://us02web.zoom.us/j/81310428861?pwd=ZTdnZmRZbytgTlM4RWUreHM5L25WZz09>

Meeting ID: 813 1042 8861 **Access Code:** 592925

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

CALL TO ORDER
ROLL CALL
REVISIONS TO THE AGENDA

ELECTION: Chair and Vice Chair of the Planning Commission

APPEARANCE REQUESTS
ANNOUNCEMENTS
MINUTES: Draft minutes from the meeting December 21, 2023

PUBLIC HEARING

1. **RESOLUTION 2024-01:** A RESOLUTION APPROVING THE PLANNING COMMISSION & PLATTING BOARD 2023 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL
2. **RESOLUTION 2024-02:** A RESOLUTION APPROVING A FINAL PLAT OF PUREVSUREN SUBDIVISION, A RESUBDIVISION OF LOT 3, HAWLEY SUBDIVISION, PLAT 95-13, AIRD

OLD BUSINESS

No Items

NEW BUSINESS

1. **RESOLUTION 2024-01:** A RESOLUTION APPROVING THE PLANNING COMMISSION & PLATTING BOARD 2023 ANNUAL REPORT AND FILING THE SAME WITH THE UNALASKA CITY COUNCIL
2. **RESOLUTION 2024-02:** A RESOLUTION APPROVING A FINAL PLAT OF PUREVSUREN SUBDIVISION, A RESUBDIVISION OF LOT 3, HAWLEY SUBDIVISION, PLAT 95-13, AIRD

WORKSESSION

No Items

ADJOURNMENT

10. Work session:

11. Adjournment: Having completed the agenda, the meeting was adjourned without objection at 6:26 p.m.

Cameron Dean
Secretary of Commission

Travis Swangel
Commission Chairman

Date

Date

**CITY OF UNALASKA
PLANNING COMMISSION & PLATTING BOARD
2023 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 2023:

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

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

William Homka, AICP, City Manager,
Acting Planning Director (November, 2022 to September 2023)
Cameron Dean, Planning Director (Started September, 2023)
Thomas Roufos, Associate Planner (Since April 2016)
Teri Salazar-Lascano, Administrative Assistant (Moved to Public Works January, 2023)
Elaine Blankenship, Administrative Assistant (Hired October, 2023)

PLANNING COMMISSION AND PLATTING BOARD
RESOLUTION 2024-01

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, 2023 – December 31, 2023)

Application Type	Considered or Reviewed/ Granted, Approved or Formally Recommended		
	2021	2022	2023
Variance	2/0	1/1	-
Conditional Use	4/4	3/3	6/5
Zone Amendment	-	4/3	-
Property Acquisitions	-	-	-
Code Revisions	-	-	-
Plats	2/2	1/1	4/3
Planning Documents	-	1/1	2/2
TOTAL MEETINGS	7	6	10

II. Planning Commission Recommendations to Council

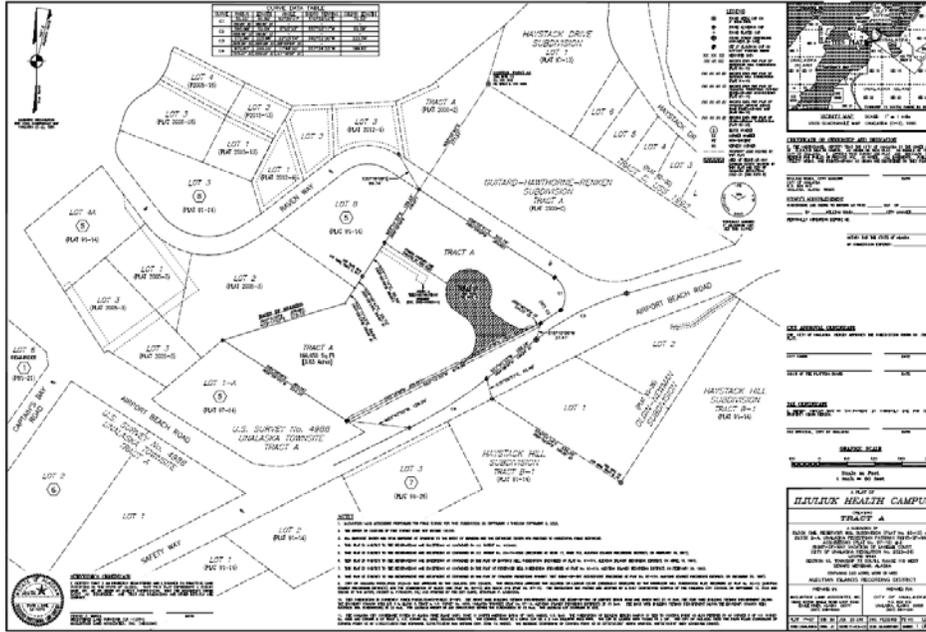
The Planning Commission recommended zero Zoning Amendments, zero Code Revisions, one Right Of Way Vacation, and one Planning Document to the City Council for action in 2023.	
<i>February 16, 2023: Approved Resolution 2023-01 Annual Report (Planning Document) and filed with City Council</i>	The Planning Commission through Resolution 2023-01 approved the <i>Planning Commission and Platting Board 2022 Annual Report</i> , which reviewed the year in Planning in Unalaska.
<i>August 18, 2023: Approved a right of way vacation recommendation</i>	Resolution 2023-06 approved a recommendation to City Council to vacate the Lavelle Court Right of Way from Plat 92-12, Reservoir Hill Subdivision and Plat 97-14, Unalaska Pedestrian Pathway

III. Planning Commission Actions and Activities

The Planning Commission & Platting Board approved zero Variances and four Conditional Use Permits in 2023.	
<i>April 27, 2023: Special Meeting Referred Resolution 2023-03, a conditional use permit back to the applicant for re-application</i>	Resolution 2023-03 for a 40-foot cell tower on a lot zoned High Density Residential on a leased portion of Tract A, Block 6, Ilulaq Subdivision, Plat 89-19 was referred back to the applicant to seek a re-positioning on the same lot so as to limit the impact on neighboring parcels.
<i>May 18, 2023: No Quorum for Resolution 2023-03, a conditional use permit</i>	Resolution 2023-03 postponed for a 40-foot cell tower on a lot zoned High Density Residential on a leased portion of Tract A, Block 6, Ilulaq Subdivision, Plat 89-19 was approved at a secondary location on the same lot. 2 commissioners recused themselves from the item, citing conflicts.

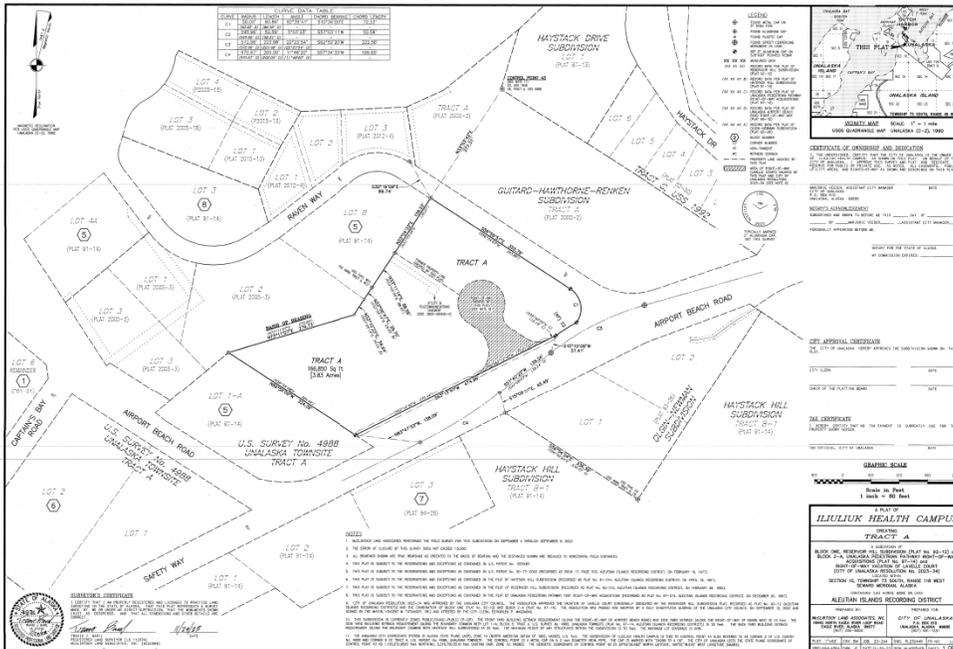
November 16, 2023: Approved Resolution 2023-08, a preliminary plat

Resolution 2023-08 Approved the preliminary plat of Iliuliuk Health Campus, Combining Block 1, Reservoir Hill Subdivision Plat 92-12 And Block 2-A, Unalaska Pedestrian Pathway Right Of Way Acquisitions Plat 97-14. No conditions.



December 21, 2023: Approved Resolution 2023-09, a final plat

Resolution 2023-09 Approved the final plat of Iliuliuk Health Campus, Combining Block 1, Reservoir Hill Subdivision Plat 92-12 And Block 2-A, Unalaska Pedestrian Pathway Right Of Way Acquisitions Plat 97-14.



V. Summary of Appeals Cases and Actions:

The Planning Commission & Platting Board did not hear any appeals of administrative decisions. The Planning Commission referred one appeal of Planning Commission Decision to the City Council.	
<i>August 17, 2023: Worksession regarding Ounalashka Corporation letter addressing Resolution 2023-03</i>	Letter from Ounalashka corporation dated July 25th regarding Planning Commission decision on Resolution 2023-03 , a resolution approving a conditional use permit for a cellular tower on a lot zoned high density residential on a leased portion of Tract A, Block 6, Ilulaq Subdivision, Plat 89-19, AIRD – Discussion determined a re-review of the initial site was warranted based on the desires of the property owner.
<i>November 14, 2023: The City Council upheld Resolution 2023-07</i>	The City Council heard an appeal of neighboring property owners against the 40-foot cell tower. There City Council found no facts that would overturn the Planning Commission decision on Resolution 2023-07 .
<i>November 28, 2023: The City Council amended approval of Resolution 2023-07 to specify a new site</i>	While writing the City Council's findings of fact, the City Attorney discovered that the site of the cell tower did not allow enough potential fall distance for the tower into a Biorka Ave. The City Council amended their decision to a secondary site on the same lot preserving the fall radius outside of the street.

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 five-year 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 addition to the involvement in the items described in previous sections, Departmental activities and accomplishments for 2023 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.
 2. An antenna lease for a GPS ground station to maintain accurate GPS and GIS data has been secured for another 25 years.
- **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 around the City of Unalaska. These applications were reviewed, critiqued, and sent back for corrections before discussing financial matters to the City Council. Once applications had come back through, evaluations were conducted. Planning designed a means for the City Council to establish the sums for the Community Support Grants.
- **Code Enforcement:** A long-running enforcement issue at 176-180 Chernofski involving Planning, Public Works, Fire, Public Safety and the City Attorney has been settled in favor of the City. Some

forward movement on abatement has been made, however the fines have not been collected and the issue continues to be assessed by the courts.

- **Grants:** The Planning Department was successful in acquiring a highly competitive FY22 EPA Brownfields Assessment Grant. The grant cycle continues with Phase One investigations ongoing in Pyramid Valley and Strawberry Hill. Plans for bilateral investigation of Unalaska and Iluluaq Lakes with the Qawalangin Tribe are being finalized.
- **Other:**
 1. Staff participate in the Alaska chapter of the American Planning Association (APA), this year's conference hosted the Western Planners chapter of the APA.
 2. Staff served on the IFHS Clinic board, Alaska State Firefighters Association Unalaska Chapter board, and PCR Advisory Committee, spun records as a DJ on KUCB radio, as well as volunteer with the Fire Department.
 3. The department assisted with the planning and City presentation for the legislative visit and tour.
- **CMMP Process:**
 1. The newly implemented 10-year plan successfully spread projects across more years, allowing for better planning of needs.
 2. The FY25 CMMP process is ongoing.

VII. Departmental goals for 2024 include the following:

- Improve accuracy and completeness of staff reports and packets.
- 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 in order to provide guidance for community facility and infrastructure investments.
- 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.

**City of Unalaska, Alaska
Planning Commission/Platting Board
Staff Report**

RESOLUTION 2024-02: A RESOLUTION APPROVING A FINAL PLAT FOR PUREVSUREN SUBDIVISION, A RESUBDIVISION OF LOT 3, HAWLEY SUBDIVISION, PLAT 95-13, AIRD

Basic Information	
Application Type	Final Plat
Land Owner(s)	Enkhbat & Amy Purevsuren
Applicant	Enkhbat & Amy Purevsuren
Proposed Use	2 - Lot Subdivision
Exhibits	Draft Resolution 2024-02, Final Plat
Staff Recommendation	Approval of Resolution 2024-02 with conditions

Legal Information	
Tax Parcel ID	06-09-127
Address	55 Choate Lane
Legal Description	A proposed subdivision of Lot 3, Hawley Subdivision, Plat 95-13, AIRD
Land Use Subarea	Valley – East Broadway Subarea

Area Description	
North	30-40 foot cliff to Overland Drive, Open Space
South	Single Family/Duplex Residential
East	Single Family/Duplex Residential
West	Single Family/Duplex Residential

Current Site Description and Zoning Standards					
Zone	Single Family/Duplex (SFO) (UCO §8.12.040)				
Existing Use	Residential				
Permitted Uses	In the Single-Family/Duplex District, no building or structure or land shall be used and no building or structure shall be erected which is arranged, intended, or designated to be used for other than one or more of the following uses: Up to two single-family dwellings or a two-family dwelling, on a lot; Home occupations subject to the requirements of § 8.12.180(M); Day-care for five or less children; Noncommercial greenhouses, gardens, storage sheds; Outdoor storage of subsistence and noncommercial fishing gear, boats, nets, buoys, and related equipment; Noncommercial stables, barnyards, and corrals provided they shall be located not less than 25 feet from any public street or property line; Noncommercial agricultural buildings and activities; Public recreational areas, parks, playgrounds, hiking trails, and such buildings and structures as are related thereto				
Conditional Uses	Schools; Churches; Public and quasi-public buildings essential to the physical and economic welfare of the area, such as utility buildings and facilities, fire stations, electric substations, water treatment plants, telephone exchanges, and similar uses or public services; Public and quasi-public social and recreational facilities; Bed and breakfasts, lodging houses, and boarding houses; Day-care for more than five children				
	Existing	Required		Existing	Required
Lot Area	13,179 ft ²	>10,000 ft ²	Front Setback	15 ft	20 ft
Lot Frontage	73.97 ft	>60 ft	Side Setbacks	6 ft / 21 ft	10 ft
Coverage	13.78 %	<40 %	Rear Setback	123 ft	20 ft
Building Height	≈25 ft	<35 ft	Parking	4 non-conforming spots	2 spots/unit
Corner Lot?	No		Nonconformance?	Parking, 4-foot encroachment in side yard	

Parcel History	
Planning Commission Resolution	Resolution 2023-04 approved preliminary plat of Purevsuren Subdivision for final.
City Council Ordinance	N/A
Planning Determination	7-12-16: Planning approved a 10% variance for the front yard from 20 feet to 18 feet.

ADDITIONAL CODE REQUIREMENTS

1. **§ 8.08.070 PLATTING PROCEDURES**

See All.

2. **§ 8.12.040 SINGLE-FAMILY/DUPLEX DISTRICT (SFD).**

(E) *Minimum lot size.*

(1) 10,000 square feet for any combination of up to two dwelling units.

(2) If additional requirements identified in § 8.08.070(A)(3)(d) are met, the minimum lot size for a single-family dwelling unit or a two-family dwelling unit/duplex may be less than 10,000 but shall be no smaller than 6,000 square feet.

(F) *Minimum lot width at front lot line.* 60 feet.

(I) *Minimum yard requirements for lots containing at least 6,000 square feet but less than 10,000 square feet.*

(1) Front yard or yard fronting any street. 15 feet.

(2) Side yard. 10 feet.

(3) Rear yard. 15 feet.

3. **§ 8.08.090 SUBDIVISION DESIGN STANDARDS.**

(D) *Lots.*

(1) *General.* The size, shape, and orientation of lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated.

(2) *Dimensions.*

(a) Lot dimensions shall conform to the requirements of Chapter 8.12, “Zoning,” provided that no lot shall be less than 10,000 square feet in area. If requirements identified in § 8.08.070(A)(3)(d) have been addressed, residential lots less than 10,000 square feet but greater than 6,000 square feet may be permitted. See Chapter 8.12 for lot size requirements in different districts.

(b) Lots shall be designed with a suitable proportion between width and depth. Long and narrow, or wide and shallow lots are undesirable. Normal depth shall not exceed 2 1/2 times width, or be less than 85 feet. Width of all lots shall not be less than 60 feet. See Chapter 8.12, “Zoning,” for lot dimension requirements in different districts.

(c) Lots laid out for commercial or industrial purposes shall be adequate to provide for the off-street service and parking facilities required by the type of development.

(d) No lots, tracts, or parcels shall be created or designed which would create any non-conforming setbacks as they relate to any physical improvements which are subject to setback, building separation, or other dimensional provisions

4. **§ 8.08.100 SUBDIVISION IMPROVEMENTS: ALL**

5. **§ 8.12.170 GENERAL PROVISIONS.**

- (B) *Front yards* (See § 8.06.020(A), “Yard”). Where any specified front yard is required, no building shall be hereafter erected or altered so that any portion thereof shall be nearer to the front lot line than the distance indicated by the depth of the required front yard. Exceptions include:
- (1) Steps, terraces, platforms, and porches having no roof covering and not being over 30 inches high may be built within a front yard a distance of not more than two feet and are specifically excluded from this definition; and
 - (2) Eaves, cornices, and similar ornamentations may project over a front yard not more than two feet.
- (C) *Side yards* (See § 8.06.020(A), “Yard”). Where any specified side yard is required, no building shall be hereafter erected or altered so that any portion thereof shall be nearer to the side lot line than the distance indicated by the width of the required side yard. Exceptions include:
- (1) Steps, terraces, platforms, and porches having no roof covering and not being over 30 inches high may be built within a side yard a distance of not more than two feet and are specifically excluded from this definition; and
 - (2) Eaves, cornices, and similar ornamentations may project over a side yard not more than two feet.
- (D) *Rear yards* (See § 8.06.020(A), “Yard”). Where any specified rear yard is required, no building shall be hereafter erected or altered so that any portion thereof shall be nearer to the rear lot line than the distance indicated by the depth of the required rear yard. Exceptions include:
- (1) Steps, terraces, platforms, and porches having no roof covering and not being over 30 inches high may be built within a rear yard a distance of not more than two feet and are specifically excluded from this definition; and
 - (2) Eaves, cornices, and similar ornamentations may project over a rear yard not more than two feet.
- (E) *Irregular lot shapes*. Where irregular lot shapes prevent the direct determination of the area and yard requirements for a lot, the Director of Planning shall determine said area and yard requirements. Said determination shall be known as a “Planning Determination” and the Planning Commission will be advised of said determination at its next regular meeting (See § 8.12.220(A)(2)).
- (K) *Off-street parking requirements*. At the time a new structure is erected or a structure is enlarged, or the use of the existing structure is changed, off-street parking spaces shall be provided as set forth in this section, unless greater requirements are otherwise provided in connection with an existing use prior to the adoption date of this chapter. Each parking space shall be at least 180 square feet in area and have a width of nine feet and a depth of not less than 20 feet. In determining the gross area required for an off-street parking lot requiring a specific number of parking places including driveways and aisles, 250 square feet per parking space shall be used. Each use shall provide the following minimum off-street parking spaces discussed below.
- (2) *Location of parking*. Off-street parking shall be located as follows:
 - (a) Parking spaces serving single and multi-family dwelling units shall be located on the same lot as the building served;
 - (6) Other off-street parking requirements. Other off-street parking requirements are to be provided as follows:
 - (a) All residential dwellings. Two spaces per dwelling unit;

PLAN GUIDANCE

1. Housing was identified as a community need in the 2009 Community Visions for the Future: Unalaska 2010-2020 visioning document as part of the Comprehensive Planning process.
2. The Unalaska Comprehensive Plan 2020 – Housing Plan identifies several goals including:
 - a. Goal #9 of the Unalaska Housing Plan is to ensure that zoning and all regulatory and permit processes support the redevelopment of in-fill lots and new subdivisions for new housing development.
3. The 2015 Land Use Plan calls for an overall increase in Single Family/Duplex housing in the undeveloped lands of the Valley-East Broadway Subarea. This project would constitute a modest increase in available Single Family/Duplex zoned land per parcel.

BACKGROUND

1. The applicant constructed the original duplex in 2016/17.
2. The current duplex was placed on the lot with the intention of subdividing in the future.
3. Building Permit 2023-03 projects a single unit construction for the new lot, including a garage, 24x36 feet. This is a 3-bedroom structure, approximately three quarters the size of the existing building, but includes a garage.
4. There is an approximately 30 to 40-foot cliff on the back side of the proposed Lot 3B.
5. Preliminary Plat was approved at the May 18th meeting.

DETAILED FINDINGS

1. The current duplex is not placed according to plan. The current building encroaches into the modified setback by 3 feet, and the west side yard by 4 feet.
2. Parking is already at a premium on the existing lot for the existing building. The parking area is 3 feet too short, and is barely sufficient for the existing 4-car minimum.
3. It is recommended that the shipping container be placed on Lot 3B if maintained long term in order to
4. No lots in the neighborhood are as small. These two lots would significantly increase the legal density of the neighborhood, and could lead to future similar lot splits.
5. The access easement:
 - a) Makes up 27% of Lot 3B, this is unusable land for future owners and must be taken into consideration.
 - b) Additionally, the access easement is within a foot of the existing building. This leaves high potential for property damage.
 - c) Existing situations such as this with tight parking minimums and space have led to neighbor disputes resulting in multiple calls to police, planning, public works, and surveyors.
6. Keep in mind that the preliminary plat conditions were approved, and this final plat approval is more of a formality. The conditions below serve to reinforce the previous conditions and serve as a reminder to future tenants and landowners.

CONDITIONS

1. Parking for Lot 3A must not interfere with lot 3B, and shall include adequate space behind the existing building.
2. The shipping container must conform to setbacks if kept.
3. The garage on Lot 3B shall be maintained for parking.
4. For the final plat, a closure report shall be submitted.

5. Electronic versions of the final plat shall be provided to the Department of Planning at the time of mylar plat submittal, allowing for incorporation into the City's CAD and GIS programs.

RECOMMENDATION

Staff recommends the Planning Commission approve the resolution with conditions. The Department of Planning and the City's Developmental Review Team approve of the subdivision in accordance with the standards outlined in Unalaska City Code of Ordinances Chapter 8.12 (Zoning).

LEGEND

- = REBAR w/ 1 1/2" ALUMINUM CAP FOUND
- = REBAR W/ PLASTIC CAP SET
- ⊕ = 2 1/2" ALUM. CAP MONUMENT SET
- () = RECORD DATUM PLAT 95-13 A.I.R.D.

NOTES:

- 1) The Basis of bearing for this survey is N54°34'52"E and is based on the NW property line of Lot 3 as shown on the plat of Hawley Subdivision Plat No. 95-13, and filed in the Aleutian Islands Recording District.
- 2) As of the date of survey, all public utilities are within the Right of Ways or have dedicated easements provided and the Right of Ways encompass the travelways.
- 3) No Alaska Department of Environmental Conservation approval is required for this plat.
- 4) Developers may not alter existing natural drainage without providing alternatives and/or drainage easements, if necessary.
- 5) The 15 foot access and utility easement is available for the owners of Lot 3A for travel, but not to block the residents of Lot 3B.
- 6) Disputes regarding the access easement are a civil matter and not the responsibility of the City to adjudicate.
- 7) The structure on Lot 3A is granted a 3-foot after the fact variance with approval of this subdivision.

CITY APPROVAL

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE REGULATIONS OF THE CITY OF UNALASKA, SAID PLAT HAS BEEN APPROVED BY THE CITY OF UNALASKA.

CITY CLERK

CHAIR OF THE PLATTING BOARD

NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN BEFORE ME THIS ___ DAY OF ___
FOR _____

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

NOTARY'S ACKNOWLEDGEMENT

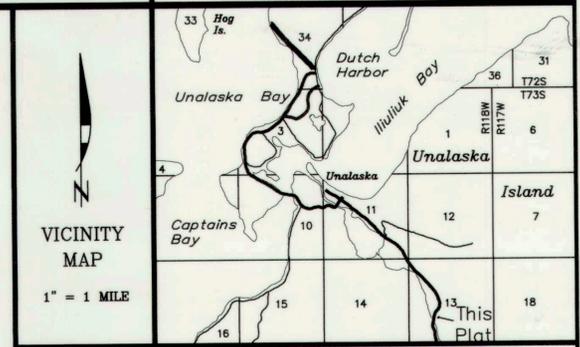
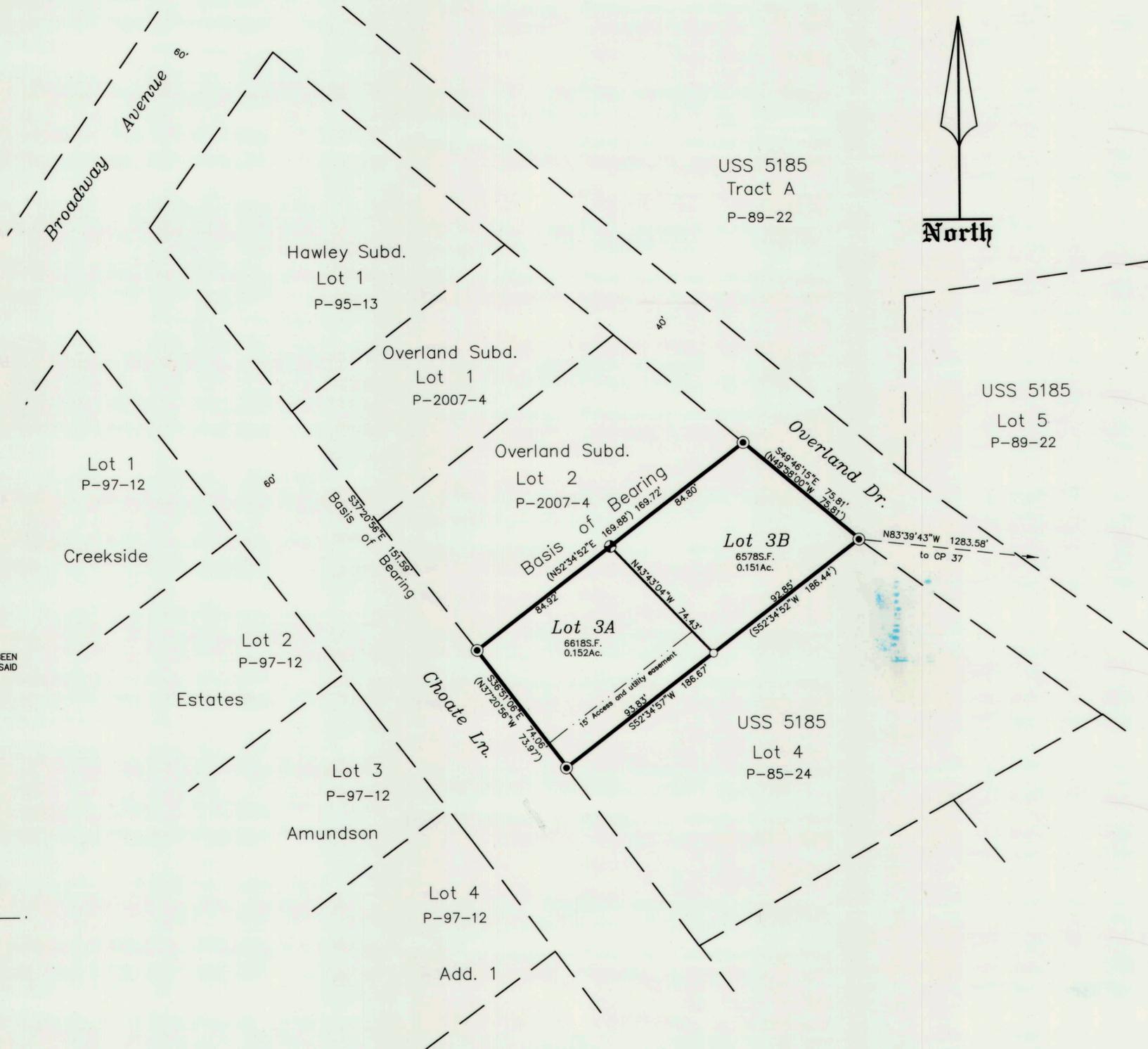
SUBSCRIBED AND SWORN BEFORE ME THIS ___ DAY OF ___
FOR _____

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS DRAWING REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT TO THE NORMAL STANDARDS OF PRACTICE OF LAND SURVEYORS IN THE STATE OF ALASKA. I FURTHER CERTIFY THAT ALL KNOWN PUBLIC UTILITIES WITHIN THE PLATTED AREA ARE LOCATED WITHIN PUBLIC RIGHTS-OF-WAY OR WITHIN UTILITY EASEMENTS DEDICATED BY THIS PLAT.

John F. Segesser LS 8859
REGISTERED LAND SURVEYOR REGISTRATION NO.
DATE 10-30-23



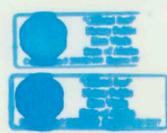
CERTIFICATE of OWNERSHIP and DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE ALL RIGHTS-OF-WAYS AND PUBLIC AREAS TO THE PUBLIC, AND EASEMENTS TO THE USE SHOWN.

ENKHBAT PUREVSUREN AMY C. PUREVSUREN
8360 MAJESTIC DRIVE
ANCHORAGE, ALASKA 99504

NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN BEFORE ME THIS 18 DAY OF NOV 2023,
FOR Amy Purevsuren



Kim Visser
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES 09-21-27

NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN BEFORE ME THIS ___ DAY OF ___
FOR _____

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

TAX CERTIFICATE

I HEREBY CERTIFY THAT NO TAX PAYMENT IS CURRENTLY DUE FOR THE PROPERTY SHOWN HEREON.

TAX OFFICIAL, CITY OF UNALASKA DATE

Purevsuren Subdivision

A resubdivision of Lot 3 Hawley Subdivision, Plat 95-13, Aleutian Islands Recording District.

Located within protracted Section 13, T73S, R118W, S.M., City of Unalaska, Unalaska Island, Alaska.

Containing 13196 s.f. 0.303 Ac.	
Surveyor Segesser Surveys 30485 Rosland St. Soldotna, AK 99669 (907) 262-3909	Owners Enkhat and Amy C. Purevsuren 8360 Majestic Drive Anchorage, Alaska 99504
JOB NO. 23012	DRAWN: 10-24-23
SURVEYED:	SCALE: 1"=30'
FIELD BOOK:	SHEET: 1 of 1

**City of Unalaska, Alaska
Planning Commission/Platting Board
Resolution 2024-02**

**A RESOLUTION APPROVING A FINAL PLAT FOR PUREVSUREN SUBDIVISION, A
RESUBDIVISION OF LOT 3, HAWLEY SUBDIVISION, PLAT 95-13, AIRD**

WHEREAS, UCO 8.08 sets forth the procedures and requirements for the subdivision and platting of land and provides that the Planning Commission/Platting Board shall act as the Platting Authority;

WHEREAS, Enkhbat and Amy Purevsuren are the owners Lot 3, Hawley Subdivision, Plat 95-13, Aleutian Islands Recording District (06-09-127);

WHEREAS, the landowner has submitted a plat application to split the existing lot into two (2) lots of less than 10,000 square feet;

WHEREAS, the City of Unalaska Planning Commission held a public hearing on May 18, 2023 for preliminary plat approval by Resolution 2023-04;

WHEREAS, the City of Unalaska Departments of Planning, Public Works, Public Utilities, and Public Safety staff have reviewed the proposed plat and have requested revisions as described below;

WHEREAS, the City of Unalaska Planning Commission held a public hearing on January 18, 2024 to consider this platting action and to hear testimony of the public;

WHEREAS, notices were posted and mailed in accordance with Title 8, UCO §8.08.020(F); and

NOW THEREFORE BE IT RESOLVED, the Platting Board approves the final plat of Lot 3, Hawley Subdivision, Plat 95-13, with the following conditions of approval in accordance with the standards outlined in Unalaska Code of Ordinances Chapter 8.08 (Platting and Subdivision):

1. Parking for Lot 3A must not interfere with lot 3B, and shall include adequate space behind the existing building.
2. The shipping container must conform to setbacks if kept.
3. The garage on Lot 3B shall be maintained for parking.
4. For the final plat, a closure report shall be submitted.
5. Electronic versions of the final plat shall be provided to the Department of Planning at the time of mylar plat submittal, allowing for incorporation into the City’s CAD and GIS programs.

This plat approval becomes effective if there are no appeals within ten (10) working days after receipt of notification of action on the plat and shall remain effective for one year.

PASSED AND APPROVED THIS 18TH DAY OF JANUARY, 2024, BY THE PLATTING BOARD OF THE CITY OF UNALASKA, ALASKA.

Travis Swangel
Commission Chair

Cameron Dean
Secretary of the Commission