

**CITY OF UNALASKA, ALASKA
PLANNING COMMISSION & PLATTING BOARD
REGULAR MEETING
THURSDAY, OCTOBER 16, 2025, 6:00PM**

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGY1ZWRkOTMtMGNjNS00YzY5LWFjMjYtMDIwMTNhOWY0NDkz%40thread.v2/0?context=%7b%22Tid%22%3a%22dc5c2b99-13bf-4dd3-ae7-39daf98e9d6f%22%2c%22Oid%22%3a%22a0125216-7483-4f17-afba-9c0c29b38d75%22%7d

Meeting ID: 221 110 886 044 8

Passcode: hL9mh7Uz

Dial in by phone

[+1 332-249-0602](tel:+13322490602), [255928934](tel:+1255928934) United States, New York City

[Find a local number](#)

Phone conference ID: 255 928 934#

CALL TO ORDER

ROLL CALL

REVISIONS TO THE AGENDA

APPEARANCE REQUESTS

ANNOUNCEMENTS

MINUTES: Draft minutes from the meeting September 18, 2025

PUBLIC HEARING

No Items

OLD BUSINESS

No Items

NEW BUSINESS

1. Resolution 2025-03: Approving the Final Plat of South America Subdivision Number 3

WORKSESSION

No Items

ADJOURNMENT

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.

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.

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City of Unalaska
UNALASKA PLANNING COMMISSION

Regular Meeting
Thursday, September
18, 2025
6:00 p.m.

P.O. Box 610 • Unalaska, Alaska 99685
(907) 581-1251
www.ci.unalaska.ak.us

Unalaska City Hall
Council Chambers
43 Raven Way

Commission Members
Ian Bagley
Caroline Williams

Virginia Hatfield, Chairman

Commission Members
Rainier Marquez
Helen Brown

MINUTES

1. Call to order. Chairman Hatfield called the Regular Meeting of the Unalaska Planning Commission to order at 6:00 pm on September 18, 2025 in the Unalaska City Hall Council Chambers.
2. Roll Call:

Present:	Absent:
Virginia Hatfield Rainier Marquez	Ian Bagley Caroline Williams Helen Brown
3. Revisions to the Agenda: None
4. Appearance requests: None
5. Announcements: Marquez expressed his appreciation to the community for supporting the school budget. Dean introduced Daniel Opoku as the Planning Department's new Associate Planner.
6. Minutes: Draft minutes from the meeting March 20, 2025. Motion to adopt the minutes by Brown, seconded by Marquez. Approved by consensus.
7. Public Hearing: No Items
8. Old Business: No Items
9. New Business:
 - 1) **RESOLUTION 2025-02: APPROVING THE PRELIMINARY PLAT OF SOUTH AMERICA SUBDIVISION**
NUMBER 3 – Brown moved to adopt the resolution, seconded by Bagley. Approved by consensus.
10. Worksession:
 - 1) **COMPREHENSIVE PLAN UPDATE:** Planning staff discussed the Comprehensive Plan Update and encouraged the Commissioners to get involved. Chairman Hatfield volunteered to serve on the advisory committee.
11. Adjournment: Brown moved to adjourn, seconded by Marquez. With no objection, meeting adjourned at 6:20pm.

Cameron Dean
Secretary of Commission

Virginia Hatfield
Commission Chairman

Date

Date

**City of Unalaska, Alaska
Planning Commission/Platting Board
Resolution 2025-03**

**A RESOLUTION APPROVING A FINAL PLAT FOR SOUTH AMERICA SUBDIVISION
NUMBER 3, A REPLAT OF SOUTH AMERICA SUBDIVISION NUMBER 2, PLAT 2010-10,
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; and

WHEREAS, the Ounalashka Corporation is the owner of Tract C-1 (04-08-240) and Tract F (04-08-245), South America Subdivision Number 2, Plat 2010-10, Aleutian Islands Recording District; and

WHEREAS, the Ounalashka Corporation has submitted a replat of Tracts C-1, F and the right of way bordering tract C to the north; and

WHEREAS, the City of Unalaska Department of Planning staff has reviewed the proposed plat; and

WHEREAS, the City of Unalaska Platting Board approved the preliminary plat through resolution 2025-02; and

WHEREAS, the Unalaska City Council approved vacation of the right of way depicted on this plat through resolution 2025-60; and

WHEREAS, the City of Unalaska Platting Board held a public hearing on October 16, 2025 to consider this platting action and to hear testimony of the public; and

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 South America Subdivision Number 3, with the following conditions of approval in accordance with the standards outlined in Unalaska Code of Ordinances Chapter 8.08 (Platting and Subdivision):

1. Certificate to plat is required.
2. For the final plat, a closure report shall be submitted.
3. 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 16TH DAY OF OCTOBER, 2025, BY THE PLATTING BOARD OF
THE CITY OF UNALASKA, ALASKA.**

Virginia Hatfield
Commission Chair

Cameron Dean,
Secretary of the Commission

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

RESOLUTION 2025-03: A RESOLUTION APPROVING A FINAL PLAT FOR SOUTH AMERICA SUBDIVISION NUMBER 3, A REPLAT OF SOUTH AMERICA SUBDIVISION NUMBER 2, PLAT 2010-10, AIRD

Basic Information	
Application Type	Final Plat
Land Owner(s)	Ounalashka Corporation and City of Unalaska
Applicant	Ounalashka Corporation
Exhibits	Draft Resolution 2025-03, Location Map
Staff Recommendation	Approval of Resolution 2025-03

Legal Information	
Tax Parcel ID	04-08-240, 04-08-245
Address	NA
Legal Description	A proposed replat of South America Subdivision Number 2, Plat 2010-10, AIRD

Area Description	
North	Bunker Hill
South	Carl E. Moses Boat Harbor
East	Henry Swanson Drive
West	Marine Dependent Industrial Zone (Undeveloped)

Current Site Description and Zoning Standards	
Zone	Marine Dependent Industrial (MDI) (UCO §8.12.090)
Existing Use	Industrial, Open Space
Permitted Uses	<p>(B) Uses permitted. In the Marine-Dependent/Industrial 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:</p> <ul style="list-style-type: none"> (1) Harbor, marine, and ship supplies and services; (2) Marine transport services, including ferry terminals, public boat landings/boat launches, container storage and staging yards, excursion services, and boat rentals; (3) Wharves, docks, ramps, and piers; (4) Public uses including pedestrian parks, trails, and other similar pedestrian spaces which provide public access to the waterfront; (5) Boat and shipbuilding as well as the sale, maintenance, and repair of marine vessels; (6) Facilities for processing, packaging, warehousing, distributing, and shipping products harvested from the ocean; (7) Permanent accessory employee housing, bunkhouses, employee apartments, and associated employee feeding, laundry and recreational facilities; (8) Crew camps, provided that the use is tied to specific and identified project or projects and are removed following the completion of project or projects, but no more than five years following the issuance of a building permit for the crew camp; (9) Support facilities for offshore industries; (10) Facilities for marine pollution control, petrochemical cleanup, and servicing of marine sanitation devices; and (11) Adult-oriented business; (12) Marijuana businesses; (13) Other similar uses not listed above which meet the “Purpose and Intent” provisions of this section of the ordinance and would be no more objectionable than those uses listed above. The

	Director of Planning shall make a “Planning Determination” in this matter subject to appeal to the Planning Commission (See § 8.12.220(A)(2)).				
Conditional Uses	(D) Conditional uses and structures. In the Marine-Dependent/Industrial District, the following use and its accessory uses may be permitted, subject to securing a Conditional Use approval in each case as provided for in this chapter (See § 8.12.200): (1) Resource extraction; and (2) All other uses not listed above may be permitted as conditional uses subject to the review and approval of the Planning Commission per the provisions of § 8.12.200 contained herein.				
	Existing (Tract F)	Required		Existing	Required
Lot Area	13,591 ft ²	>10,000 ft ²	Front Setback	NA	10 ft
Lot Frontage	1,360 ft	>70 ft	Side Setbacks	NA	10 ft
Coverage	0 %	<80 %	Rear Setback	NA	10 ft
Building Height	NA	<50 ft			
Corner Lot?	No		Nonconformance?	None	

ADDITIONAL CODE REQUIREMENTS

1. Vacation of the right of way will require approval by City Council.

PLAN GUIDANCE

1. The Unalaska Comprehensive Plan 2020 – Identified improved use of the uplands at the Carl E. Moses Boat Harbor as a goal. Expanding the City’s upland area would make new uses, like boat trailer storage, possible.

BACKGROUND

1. The Ounalashka Corporation leased part of Tract C-1 to the City for the construction of the Fishermen’s Memorial. Easements provide access and electric service to the memorial.

DETAILED FINDINGS

1. The current property boundary limits the City’s ability to develop the uplands. The proposed replat expands the area available to the City, which it can make available as leasable storage space or future improvements to the Carl E. Moses Boat Harbor.
2. Most of the right of way to be vacated is currently unmaintained and unused. The portion that is used overlaps a 17(b) easement maintained by the City and a separate easement providing access to the Fishermen’s Memorial, so access may continue to the west side of Little South America.

CONDITIONS

1. Certificate to plat is required.
2. The Unalaska City Council must approve vacation of the right of way.
3. For the final plat, a closure report shall be submitted.
4. 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 Platting Board approve the resolution.



LITTLE SOUTH AMERICA ROAD

HENRY SWANSON DRIVE

