

Session 21-06, a Regular Meeting of the Planning Commission was called to order by Chair Scott Smith at 6:31 p.m. on March 3, 2021 at Cowles Council Chambers in City Hall located at 491 E. Pioneer Avenue, Homer, Alaska, via Zoom Webinar.

PRESENT: COMMISSIONERS HIGHLAND, BARNWELL, VENUTI AND BENTZ, CONLEY AND SMITH

ABSENT: COMMISSIONER PETSKA-RUBALCAVA (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN  
DEPUTY CITY CLERK KRAUSE

### **APPROVAL OF THE AGENDA**

SMITH/VENUTI – MOVED TO APPROVE THE AGENDA.

SMITH/HIGHLAND MOVED TO AMEND THE AGENDA TO ADD THE PUBLIC WORKS CAMPUS TASK FORCE REPORT AS ITEM B UNDER REPORTS.

There was a brief explanation of why this was being added to the agenda.

VOTE. (Amendment).NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE. (Main) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA**

### **RECONSIDERATION**

### **CONSENT AGENDA**

- A. Planning Commission Regular Meeting Minutes of February 3, 2021
- B. Time Extension Request for DeGarmo Subd. Three Preliminary Plat KPB 2017-005

Chair Smith requested a motion to approve the Consent Agenda.

HIGHLAND/VENUTI– SO MOVED.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **PRESENTATIONS/VISITORS**

## **REPORTS**

### A. Staff Report 21-12, City Planner's Report

Commissioner Bentz joined the meeting in session at 6:39 p.m.

Chair Smith introduced the item and invited Deputy City Planner Engebretsen to provide the City Planner report to the Commission.

Deputy City Planner Engebretsen reviewed Staff Report 21-12 for the Commission commenting on the following:

- The Wayfinding RFP has been included in the packet as an informational item this was approved by City Council at their last meeting and will be advertised starting March 4, 2021 in the Homer News. It is available on the City website. The EDC will be the main group working on this however they do have two openings if you have a burning desire to be on another city body or may know of someone who has an interest let them know applications are being accepted.
- Attended parts of the Annual Planners Conference via Zoom
- Things are picking up in the planning department there will be a few conditional use permits coming before the commission in the near future.
- Participated with Commissioner Bentz in the Coastal Bluff Hazard Mapping project, very informative and interesting and will have presentation for the Commission in the future also.
- Met with the City Manager, Port Director, Public Information Officer and a member of the Fire Department and because of the work the Public Works Campus Task Force is beginning it was determined that the University of Alaska may be able to come up with some brochures and even interpretive signage regarding what to do in an emergency such as Tsunami. The meeting was to see what our in house capacity was like and if it was a project that we wanted to move forward on, which it is. This brochure will be available for businesses, campgrounds, restrooms, etc.
- A proposed annual calendar that will outline plans for review by the Commission on a biennial or annual basis. This has worked very well with the Parks commission and others so it is a very handy tool.
- Requested a volunteer to attend the upcoming City Council meeting.

Chair Smith volunteered to submit a written report for the March 8<sup>th</sup> City Council meeting.

Deputy City Planner Engebretsen facilitated a brief question and answer period on the Coastal Bluff Hazard mapping and the benefits that it would provide to the city with the assistance of Commissioner Bentz.

Deputy City Planner Engebretsen fielded questions from the Commissioners on providing input on the Wayfinding RFP and the massive clear-cutting that was conducted just outside the eastern city limits which may present some flooding issues.

**B. Public Works Campus Task Force Report – Commissioner Barnwell**

Commissioner Barnwell provided a through update using maps showing inundation lines and a progress report on the two meetings and worksession that were conducted by the Task Force specifically highlighting the exercise of determining risks to the Public Works Facility in the event of a Tsunami, reviewing the 2019 Inundation Report and having a very informative presentation by Barrett Salisbury with DGGs and Elena Suleimani with the Alaska Earthquake Center on earthquakes and how they would affect Homer.

Commissioner Barnwell field questions from the commission regarding site selection, the inundation lines are not higher, consideration of moving other facilities in relation to Public Works having bearing on site selection, utilizing the space at the old police station or high school for placement of equipment, consideration on resiliency to shoreline change, drainages, nuisance flooding as well as tsunami.

**PUBLIC HEARINGS**

**PLAT CONSIDERATION**

**PENDING BUSINESS**

**A. Memorandum PL 21-14, Draft Community Design Manual (CDM) Update Progress**

Deputy City Planner Engebretsen reviewed the changes to the CDM. She requested any concerns or red flags that the Commission may have on the amendments and noted the she planned to have a more fleshed out draft for the next meeting. She referenced the language that needs to be changed since they are having too many lawsuits and appeals.

Chair Smith commented that he appreciated the direction that staff was going with the update.

**NEW BUSINESS**

**A. Staff Report 21-13, Planning Fees**

Deputy City Planner Engebretsen reviewed Staff Report 21-13 and noted that the department has not increased their fees in twelve years. Appeal fees are extremely low in comparison to the cost to defend any actions that may be appealed. She requested comments and recommendation from the Commission on changes to any of the fees this is the time. In response to a question on how expending the funds for this software will eventually save the city money by providing the ability to have one record that will cover input from Public Works, the Client and the Planning Department; also this software will bring the Planning Department forward by two decades and it will additionally offer the online ability and efficiency.

Deputy City Planner Engebretsen will look into the status of builders submitting required asbuilts and have that information available for the next meeting in response to a question from Commissioner Venuti.

Chair Smith requested a motion.

HIGHLAND/BARNWELL - MOVED TO ADOPT STAFF REPORT 21-13 AND RECOMMEND CITY COUNCIL APPROVE SUGGESTED PLANNING DEPARTMENT FEE AMENDMENTS.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **INFORMATION MATERIALS**

- A. City Manager's Report for February 22, 2021 City Council Meeting
- B. Request for Proposals, Development of Homer Wayfinding-Streetscape Plan

Chair Smith commented on the information contained in the City Manager's report regarding the water main break, and increased presence of the Coast Guard, noise on Beluga Lake and questioned whether there are plans to replace the restroom at Karen Hornaday Park.

Deputy City Planner Engebretsen responded that there are plans to replace the restroom but funding is an issue at this time and then noted that the other structure that was used by the Little League was also removed since it was not usable due to flooding. Portable toilets will be used in lieu of a restroom for the time being.

### **COMMENTS OF THE AUDIENCE**

### **COMMENTS OF THE STAFF**

Deputy City Clerk Krause commented that she appreciated a well-run, efficient and short meeting.

### COMMENTS OF THE COMMISSION

Commissioner Bentz commented that she will not be able to attend the March 17<sup>th</sup> meeting as she has work related conflicts.

Commissioner Venuti commented that it was a quick meeting, very effective and good job.

Commissioner Highland commented "Ditto!"

Commissioner Barnwell reported on his attendance at the annual Planning Conference and stated that the training was enlightening. He further commented that he could go on in more detail but will keep it short.

Commissioner Conley thanked Chair Smith for running the meeting like clockwork.

Chair Smith stated that they will have a Special Meeting on Thursday, March 11, 2021 at 5:30 p.m. regarding the continuance of the Appeal of Zoning Permit 1020-782 and for everyone to make sure they had it on their calendar. He thanked everyone for the quality reports and appreciated hearing about the subjects.

### ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 7:34 p.m. A Special Meeting will be conducted on Thursday, March 11, 2021 at 5:30 p.m. The next Regular Meeting is scheduled for Wednesday, March 17, 2021 at 6:30 p.m. A Worksession is scheduled at 5:30 p.m. All meetings are scheduled to be held virtually by Zoom Webinar from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



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RENEE KRAUSE, MMC, DEPUTY CITY CLERK

Approved: March 17, 2021